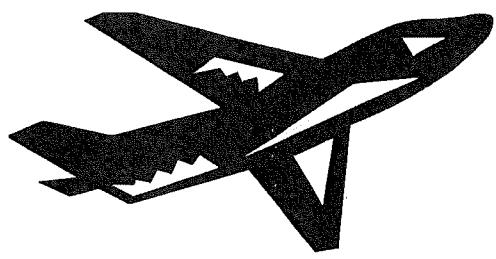


MINIMUM OPERATING STANDARDS  
FOR AERONAUTICAL ACTIVITIES



AUBURN MUNICIPAL AIRPORT

**City Ordinance No. 92-8**

Adopted April 27, 1992

Amended October 26, 1992 RES 92-20

Amended October 24, 1994 RES 94-17, 94-18

Amended March 25, 1996 RES 96-52

Amended March 24, 1997 RES 97-36

" MAY 17, 1999 RES 99-53

" JUNE 14, 1999 RES 99-60

" JULY 26, 1999 RES 99-86

" MAY 8, 2000 RES 00-37

" MAY 8, 2000 RES 00-38

08-09-04

22-94 Tie Downs

24-

**RESOLUTION NO. 00- 38**

RESOLUTION ESTABLISHING POLICY FOR DEVELOPMENT OF VACANT AIRPORT  
PROPERTY ON THE NORTH SIDE OF THE RUNWAY AT  
THE AUBURN MUNICIPAL AIRPORT

THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

That the City Council of the City of Auburn does hereby establish the following policy for development of vacant Airport property on the north side of the runway at the Auburn Municipal Airport:

## Policy for Development of Vacant Airport Property

1. The City of Auburn's policy regarding the future development of the City's property located on the north side of the Auburn Municipal Airport shall be to give preference to projects which are aviation related. Any such project shall comply with all local, state, and federal laws and regulations to ensure the project is compatible with the Auburn Municipal Airport.

DATED: May 8, 2000.

GEORGE E. WILLIAMS, Mayor

ATTEST:

**Sheron Watkins, City Clerk**

I, Sheron Watkins, City Clerk of the City of Auburn, hereby certify that the foregoing resolution was duly passed at a regular meeting of the City Council of the City of Auburn held on the 8th day of May 2000 by the following vote on roll call:

Ayes: Merz, Sands, Singh, Taylor, Williams  
Noes: None  
Absent: None

### **Sheron Watkins, City Clerk**

**RESOLUTION NO. 00- 37**

RESOLUTION ESTABLISHING POLICY FOR DEVELOPMENT OF HANGARS AT THE  
AUBURN MUNICIPAL AIRPORT

THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

That the City Council of the City of Auburn does hereby establish the following policy for development of hangars at the Auburn Municipal Airport:

## Policy for Development of Aircraft Hangars

1. The Policy, of the City of Auburn, relating to hangar construction at Auburn Municipal Airport, is to encourage private and public construction. Any construction will be subject to a cost benefit analysis to ensure the City of Auburn is in compliance with the Department of Transportation Police letter dated February 16, 1999.

DATED: May 8, 2000.

**GEORGE E. WILLIAMS, Mayor**

~~ATTEST:~~

## **Sheron Watkins, City Clerk**

I, Sheron Watkins, City Clerk of the City of Auburn, hereby certify that the foregoing resolution was duly passed at a regular meeting of the City Council of the City of Auburn held on the 8th day of May 2000 by the following vote on roll call: .

Ayes: Hale-Merz, Taylor, Williams

Noes: Sands, Singh

Absent: None

## Sheron Watkins, City Clerk

**RESOLUTION NO. 99- 86**

RESOLUTION ESTABLISHING AMOUNT FOR OFF AIRPORT OPERATOR  
AIRPORT ACCESS FEE

**THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:**

That the City Council of the City of Auburn does hereby authorize and approve a fee of \$100.00/month per business for off airport operators to access the airport. The Airport Minimum Operating Standards shall be revised to reflect said fee.

DATED: July 26, 1999.

KATHY SANDS, Mayor

ATTEST:

**Sheron Watkins, City Clerk**

I, Sheron Watkins, City Clerk of the City of Auburn, hereby certify that the foregoing resolution was duly passed at a regular meeting of the City Council of the City of Auburn held on the 26th day of July 1999 by the following vote on roll call:

Ayes: Merz, Sands, Singh, Taylor, Williams  
Noes: None  
Absent: None

## **Sheron Watkins, City Clerk**

## 1 RESOLUTION NO. 99- 60

2 RESOLUTION APPROVING AMENDMENT TO  
3 AIRPORT MINIMUM OPERATING STANDARDS RELATING TO ACCESS FEES

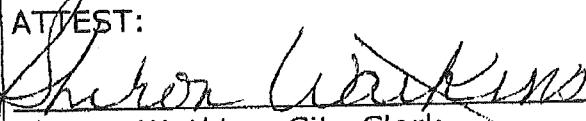
4 THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

5 That the City Council of the City of Auburn does hereby approve,  
6 an amendment to the Minimum Operating Standards for Aeronautical Activities  
7 Auburn Municipal Airport relating to access fees. The amount of the access fee  
8 shall be based on a fixed dollar amount per business activity. The Airport  
9 Commission shall review and make a recommendation on the amount of the  
10 fee. The Amendments to the Minimum Operating Standards are set forth in  
11 Exhibit "A" attached hereto.

12 DATED: June 14, 1999.

  
13 KATHY SANDS, Mayor

14 ATTEST:

15   
16 Sheron Watkins, City Clerk

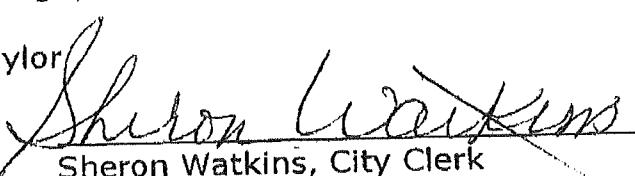
17

18 I, Sheron Watkins, City Clerk of the City of Auburn, hereby certify that  
19 the foregoing resolution was duly passed at a regular meeting of the City  
20 Council of the City of Auburn held on the 14th day of June 1999 by the  
21 following vote on roll call:

22 Ayes: Sands, Singh, Williams

23 Noes: None

24 Absent: Merz, Taylor

  
25 Sheron Watkins  
26 Sheron Watkins, City Clerk

27

28

Ravine Road. **MOTION: Williams/Sands/Approved 4:1 (No Taylor)**

**16. Amendment to Airport Minimum Operating Standards**

Airport Manager Martin introduced the item regarding access fees as recommended by the Airport Commission. The Airport Commission recommended setting the fee at \$50 per business activity. Staff recommended that the \$50 fee be adjusted to account for inflation.

Council discussion followed.

There was no public comment.

By **MOTION** approve the proposed methodology for the collection of the access fee (a fixed dollar amount per business activity) and to refer the issue of the amount of that fee back to the Airport Commission for review and recommendation. **MOTION: Singh/Williams**

Council Member Taylor felt it should go back to the commission without any recommendations. He also wanted to hear from the commission regarding its previous vote on the fee amount.

Council discussion followed.

Council Member Merz stated that if the motion before the Council failed, she would move to accept the Airport Commission's fee recommendation.

**MOTION TO AMEND** to insert after the parenthetical phrase ending in "business activity" and those changes proposed in Exhibit A which have been approved by the Airport Commission.

**EXHIBIT 'A'**  
**Airport Manager Report to Council June 14, 1999**

1. The following General Changes are recommended:
  - A. Wherever it appears "City Manager" is changed to read "Airport Manager" except Section III, Paragraph H, "City".
  - B. Wherever it appears "Airport Advisory Committee" is changed to read "Airport Commission".
2. Specific Changes are recommended to Appendix E, "Access Fees, as follows: ( New text is shown in bold type and underlined. Deleted text is depicted as crossed out ).

**ACCESS FEE FEES**

**A. Access Fee.** An access fee shall apply to all off airport operators who desire to engage in any aeronautical activity.

The minimum standards for the various aeronautical activities for which an access fee is required will be found under Section VI, paragraph C, of the Minimum Operating Standards.

In addition to the access fee, an off airport operator will be required to obtain a business license from the City of Auburn and be able to show proof of adequate insurance coverage as specified in Appendix A of this publication. Proof of business license, insurance coverage and receipt for payment of access fee should be carried by an off airport operator whenever working at the Airport.

Upon completion of the requirements above, all off airport operators will be required to negotiate an agreement of operation with the City Airport Manager. This agreement will specify the activity or activities in which the operator will be engaged. The access fee will be determined by the Authority and specified in the appropriate agreement. The agreement is subject to the approval by the Auburn City Council.

The Authority reserves the right to designate the location on the airport where the activities of the off airport operator may take place.

The Authority shall review the fee structure from time to time to determine whether or not changes are warranted in the fee structure. In addition, the Authority may add other specific aeronautical activities to the fee structure.

The access fee for each of the activities listed in Section VI, paragraph C, of the Minimum Operating Standards; i.e., aircraft sales, aircraft parts and accessory sales, charter operations, aircraft rental, flight instruction or ground school, maintenance services and line service supplying fuel/oil, shall be ~~a minimum of five percent (5%) of the annual gross receipts derived from any specific activity.~~ \$50.00 per month, minimum for each of the above activities, or a negotiated fee with the Airport Manager.

**B. Fuel Flowage Fee.** An off airport operator engaged in line service activities; i.e., sale of aircraft fuel, lubricants and accessories, will be assessed a fuel flowage fee of \$.05 per gallon of fuel for the first 10,000 gallons. The flowage fee in excess of 10,000 gallons will be \$.06 per gallon. The fees for all other products are to be negotiated.

~~Off airport operators will maintain a yearly financial statement to substantiate the amount of annual access fee, and it will be subject to verification by the City Finance Department and may include a financial audit of the business records.~~

**RESOLUTION NO. 99- 53**

## RESOLUTION APPROVING AMENDMENT TO AIRPORT MINIMUM OPERATING STANDARDS

THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

That the City Council of the City of Auburn, pursuant to the provisions of the Auburn Municipal Code, amend the Minimum Operating Standards for Aeronautical Activities Auburn Municipal Airport as follows:

#### Appendix E, Access Fee. Add the following paragraph:

The access fee for aircraft parked, stored, or hangared on private property adjacent to the Auburn Municipal Airport shall be negotiated by the Airport Manager in accordance with FAA Order 5190.6A.

DATED: May 17, 1999.

KATHY SANDS, Mayor

ATTEST:

Anne Edwards

I, Anne Edwards, Deputy City Clerk of the City of Auburn, hereby certify that the foregoing resolution was duly passed at a regular meeting of the City Council of the City of Auburn held on the 17th day of May 1999 by the following vote on roll call:

**Ayes:** Merz, Sands, Singh, Taylor, Williams  
**Noes:** None  
**Absent:** None

Anne Edwards  
Anne Edwards, Deputy City Clerk

RESOLUTION NO. 97- 36

RESOLUTION AMENDING MINIMUM OPERATING STANDARDS FOR  
AERONAUTICAL ACTIVITIES AT THE AUBURN MUNICIPAL AIRPORT

THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

That the City Council of the City of Auburn, pursuant to provisions of the Auburn Municipal Code, hereby amends the Minimum Operating Standards for Aeronautical Activities at the Auburn Municipal Airport as follows:

9           Section XIII, paragraph M. "Clearance" is hereby deleted  
10           and replaced with the following:

## M. Restriction of Operation

12                   The Airport Manager may restrict any operation at the  
13                   airport when necessary in the interest of safety.

14       Section XIII, paragraph V.4., "Operation on Landing Areas"  
15       is hereby deleted and replaced with the following:

#### 4. Operation on Landing Areas

17                   No person shall operate any motor vehicle or  
18                   mobile equipment on the landing area without the  
19                   prior permission of the Airport Manager and  
20                   unless such vehicle or equipment shall display a  
21                   rotating amber light or a yellow flag not smaller  
22                   than twelve inches (12") by eighteen inches  
23                   (18"), visible from all directions, when within  
24                   the landing area.

25 DATED: March 24, 1997.

Cheryl Maki, Mayor

20 ATTEST:

27 Sheron Watkins  
28 Sheron Watkins, City Clerk

**RESOLUTION NO. 96-54**

RESOLUTION ADOPTING MINIMUM OPERATING STANDARDS FOR  
AERONAUTICAL ACTIVITIES AT THE AUBURN MUNICIPAL AIRPORT

THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

That the City Council of the City of Auburn, pursuant to provisions of the Auburn Municipal Code, hereby adopts Minimum Operating Standards for Aeronautical Activities at the Auburn Municipal Airport. A true and correct copy of said standards are set forth in Exhibit "A" hereto and incorporated herein by this reference.

By Ordinance No. 96-4, adopted April 8, 1996, the City Council of the City of Auburn amended and/or repealed various provisions of the Auburn Municipal Code (commencing at section 5-2.101, through 5-2.601). The purpose of this resolution is to replace, by this resolution, the Minimum Operating Standards, Rules and Regulations for Activities at the Auburn Municipal Airport.

DATED: March 25, 1996

*Annabell McCord*  
Annabell McCord, Mayor

ATTEST:

Rebecca J. Beary  
Rebecca J. Beary, City Clerk

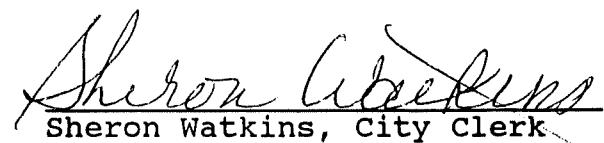
I, Rebecca J. Bearry, City Clerk of the City of Auburn, hereby certify that the foregoing resolution was duly passed at a regular meeting of the City Council held on the 25th day of March 1996 by the following vote on roll call:

Ayes: Barbeiro, Coleman, Maki, Taylor, McCord  
Noes: None  
Absent: None

Rebecca J. Barry  
Rebecca J. Barry, City Clerk

1           I, Sheron Watkins, City Clerk of the City of Auburn, hereby  
2 certify that the foregoing resolution was duly passed at a  
3 regular meeting of the City Council held on the 24th day of  
4 March 1997 by the following vote on roll call:

5           Ayes:      Maki, Sands, Taylor, Williams  
6           Noes:      None  
7           Absent:    Coleman

8             
9           Sheron Watkins, City Clerk

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**ORDINANCE NO. 96-4**

AN ORDINANCE AMENDING ARTICLES 1 THROUGH 6, INCLUSIVE, OF  
CHAPTER 2 OF TITLE 5 OF THE AUBURN MUNICIPAL CODE BY AMENDING  
SECTION 5-2.101 AND BY REPEALING SECTIONS 5-2.102 THROUGH  
5-2.601, INCLUSIVE, RELATING TO AIRPORT RULES AND REGULATIONS

THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY ORDAIN:

Section One: Section 5-2.101 of Article 1 of Chapter 2 of Title 5 of the Auburn Municipal Code is hereby amended to read as follows:

**Sec. 5-2.101. Minimum Operating Standards for Aeronautical Activities at the Auburn Municipal Airport.**

The City Council may, from time to time, amend by resolution the Minimum Operating Standards for Aeronautical Activities for Auburn Municipal Airport, as set forth in Resolution No. 96-54, adopted March 25, 1996.

Section Two: Sections 5-2.102 through 5-2.601 of Chapter 2 of Title 5 of the Auburn Municipal Code are amended as follows:

Sections 5-2.102 through 5-2.601, inclusive, of Chapter 2 of Title 5 of the Auburn Municipal Code are hereby repealed.

DATED: April 8, 1996

*Annabell McCord*  
Annabell McCord, Mayor

**ATTEST:**

Rebecca J. Barry  
Rebecca J. Barry, City Clerk

I, Rebecca J. Bearry, City Clerk of the City of Auburn, hereby certify that the foregoing ordinance was duly passed at a regular meeting of the City Council held on the 8th day of April 1996 by the following vote on roll call:

Ayes: Barbeiro, Coleman, Maki, Taylor, McCord  
Noes: None  
Absent: None

Rebecca J. Bearry  
Rebecca J. Bearry, City Clerk

**ORDINANCE NO. 94- 18**

**AN ORDINANCE AMENDING MINIMUM AIRPORT OPERATING STANDARDS**

THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY ORDAIN:

Section One: Minimum Standards for Commercial Aeronautical Activities at Auburn Municipal Airport.

The City Council, by Ordinance 92-8, has heretofore adopted minimum standards for commercial aeronautical activities at Auburn Municipal Airport. The City Council, as set forth in Exhibit "A" hereto, hereby amends the minimum operating standards for aeronautical activities at the Auburn Municipal Airport.

## Section Two: Copy of Standards.

A true copy of the standards adopted hereby shall be maintained on file in the City Clerks Office.

### Section Three: Amendments to Standards.

The City Council may from time to time amend the standards adopted hereby by resolution. *✓ 10/10/14*

DATED: October 24, 1994

Raymond J. Pisarek  
Raymond L. Pisarek, Mayor

**ATTEST:**

Rebecca J. Beary  
Rebecca J. Beary, City Clerk

I, Rebecca J. Bearry, City Clerk of the City of Auburn,  
hereby certify that the foregoing ordinance was duly passed at a  
regular meeting of the City Council held on the 24th day of  
October 1994 by the following vote on roll call:

**Ayes:** Barbeiro, McCord, Taylor, Yue, Pisarek  
**Noes:** None  
**Absent:** None

Rebecca J. Barry  
Rebecca J. Barry, City Clerk

**ORDINANCE NO. 94-17**

ORDINANCE AMENDING SECTION 5-2.206 OF TITLE 5  
CHAPTER 2 OF THE AUBURN MUNICIPAL CODE REGARDING  
AIRPORT INSURANCE REQUIREMENTS

THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY ORDAIN:

Section One: That Section 5-2.206 of Chapter 2 of Title 5  
of the Auburn Municipal Code is hereby amended to read as follows:

Sec. 5-2.206. **Liability.**

1 such claim, permittee upon notice from the city shall defend the  
2 same at permittee's expense by counsel reasonably satisfactory to  
3 the city and the city shall cooperate with the permittee in such  
4 defense. If, and only if, the proximate cause of the injury or  
5 damage is due to the active or sole negligence of the city and its  
6 officers, agents and employees shall the permittee not be  
7 obligated under this paragraph.

8 (b) The use of the airport by any person or legal entity for  
9 any purpose, the paying of any fees therefor, or the operation of  
10 aircraft thereon shall be in itself an acknowledgment that such  
11 person accepts such privileges on the conditions set forth in this  
12 section.

13 (c) All airline operators, pilots, commercial operators and  
14 all other persons shall use the airport at their own risk, and in  
15 the event of the failure of the field lights or any other city  
16 owned equipment, the city will not assume the responsibility.

17 (d) All persons using the airport and its facilities for  
18 commercial use shall be covered by appropriate liability and  
19 property damage insurance at their own expense to assure the  
20 payment of damages incurred by such persons' commercial use of the  
21 airport and its facilities. The acceptable insurance shall be:

22 (A) combined single limit bodily injury and property damage  
23 liability insurance identifying the airport as an insured location  
24 in an amount not less than \$1 million per occurrence; furthermore,  
25 any person selling or providing maintenance or services which  
26 place products into commercial or private use will maintain  
27 products liability insurance with at least the same limit;

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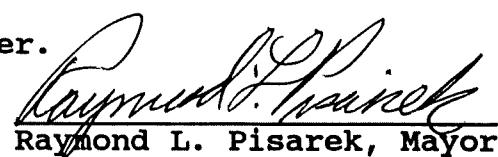
1 i.e., \$1 million per occurrence. The policy shall insure  
2 performance by the permittee of the indemnity provisions of  
3 paragraph (a). The limits of said insurance shall not, however,  
4 limit the liability of such person hereunder.

5 (e) Each commercial user occupying a City-owned building  
6 shall further maintain and keep in force during the period of his  
7 use a policy or policies of insurance covering loss or damage to  
8 the airport and its improvements, fixtures, equipment or tenant  
9 improvement, in an amount not to exceed the full replacement value  
10 thereof, as the same may exist from time to time, providing  
11 protection against all perils included within the classification  
12 of fire, extended coverage, vandalism, malicious mischief, flood  
13 (in the event same is required by a lender having a lien on the  
14 premises), special extended perils ("all risk," as such term is  
15 used in the insurance industry), plate glass insurance and such  
16 other insurance as the airport manager deems advisable.

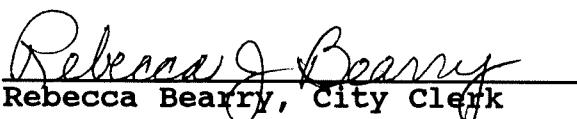
17 (f) Insurance required hereunder shall be in companies  
18 holding a "general policyholders rating" of at least B+ or such  
19 other rating as may be required by a lender having a lien on the  
20 premises, as set forth in the most current issue of "Best's  
21 Insurance Guide." Each person shall not do or permit to be done  
22 anything which shall invalidate the insurance policies carried by  
23 the city. Each shall deliver to the city manager copies of  
24 insurance required under paragraphs (d) and (e) or certificates  
25 evidencing the existence and amount of such coverage within seven  
26 (70 days after the commencement of the use of the airport  
27 facilities. No such policy shall be cancelable or subject to  
28

1 reduction of coverage or other modification except after thirty  
2 (30) days prior to the expiration of each such policy, furnish the  
3 city manager with renewals or "binders" thereof. The city manager  
4 may at his or her discretion require proof of the required  
5 insurance at any time, and non-compliance requires the immediate  
6 cessation of operations by such user.

7 DATED: October 24 , 1994

  
Raymond L. Pisarek, Mayor

8 ATTEST:

9   
10 Rebecca J. Bearry  
Rebecca Bearry, City Clerk

11 I, Rebecca Bearry, City Clerk of the City of Auburn, hereby  
12 certify that the foregoing ordinance was duly passed at a regular  
13 meeting of the City Council, held on the 24th day of  
October, 1994, the following vote on roll call:

14 Ayes: Barbeiro, McCord, Taylor, Yue, Pisarek  
15 Noes: None  
16 Absent: None

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18 Rebecca J. Bearry  
19 Rebecca Bearry, City Clerk

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**ORDINANCE NO. 92-20**

ORDINANCE REGARDING ACCESS FEE AT AUBURN MUNICIPAL AIRPORT

4 THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY ORDAIN:

5 That the City Council of the City of Auburn does hereby adopt  
6 and approve the following amendments to the minimum standards for  
7 aeronautical activities at the Auburn Municipal Airport:

9 A. An access Fee shall apply to all Off Airport Operators who  
10 desire to engage in any Aeronautical Activity.

11

12 B. The minimum standards for the various aeronautical activities  
13 for which an Access Fee is required will be found under  
14 Section V, C paragraphs 1 through 7.

15

16 C. In addition to the Access Fee, an Off Airport Operator will be  
17 required to obtain a business license from the City of Auburn  
18 and be able to show proof of adequate insurance coverage as  
19 specified in Title 5, Chapter 2, Section 5-2.20t, of the  
20 Auburn Municipal Code. (See Appendix A.) Proof of business  
21 license, insurance coverage and receipt for payment of Access  
22 Fee should be carried by an Off Airport Operator whenever  
23 working at the Airport.

24

25 D. Upon completion of the requirements of paragraph C above, all  
26 Off Airport Operators will be required to negotiate an  
27 agreement of operation with the City Manager. This agreement  
28 will specify the activity or activities in which the Operator

1 will be engaged. The Access Fee will be determined by the  
2 Authority and specified in the appropriate agreement. The  
3 agreement is subject to the approval by the Auburn City  
4 Council.

5

6 E. The Authority reserves the right to designate the location on  
7 the Airport where the activities of the Off Airport Operator  
8 may take place.

9

10 F. The Authority shall review the fee structure from time to time  
11 to determine whether or not changes are warranted in the fee  
12 structure. In addition, the Authority may add other specific  
13 Aeronautical Activities to the fee structure.

14

15 G. The Access Fee for each of the activities listed in Section  
16 V,C, paragraphs 1 through 7; i.e., Aircraft Sales, Aircraft  
17 Parts and Accessory Sales, Charter Operations, Aircraft  
18 Rental, Flight Instruction or Ground School, Maintenance  
19 Services and Line Service Supplying Fuel/Oil, shall be a  
20 minimum of five percent (5%) of the annual gross receipts  
21 derived from any specific activity.

22

23 H. An Off Airport Operator engaged in line service activities;  
24 i.e., sale of aircraft fuel, lubricants and accessories, will  
25 be assessed a fuel flowage fee of \$.05 per gallon of fuel for  
the first 10,000 gallons. The flowage fee in excess of 10,000

1       gallons will be \$.06 per gallon. The fees for all other  
2       products are to be negotiated.

3  
4 I. Off Airport Operators will maintain a yearly financial  
5       statement to substantiate the amount of annual Access Fee, and  
6       it will be subject to verification by the City Finance  
7       Department and may include a financial audit of the business  
8       records.

9       DATED: October 26, 1992

*Deborah K. Yue*  
Deborah K. Yue, Mayor

10      ATTEST:

11      *Rebecca J. Bearry*  
12      Rebecca J. Bearry, City Clerk

13      I, Rebecca J. Bearry, City Clerk of the City of Auburn, hereby  
14      certify that the foregoing ordinance was duly passed at a regular  
15      meeting of the City Council held on the 26th day of October  
16      1992 by the following vote on roll call:

17      Ayes: Barbeiro, McCord, Pisarek, Taylor, Yue  
18      Noes: None  
19      Absent: None

20      *Rebecca J. Bearry*  
21      Rebecca J. Bearry, City Clerk

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Ordinance\Access.Fee

ORDINANCE NO. 92- 8

## AN ORDINANCE ADOPTING AIRPORT OPERATING STANDARDS

THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY ORDAIN:

Section One: Minimum Standards for Commercial Aeronautical Activities at Auburn Municipal Airport.

The City Council hereby adopts minimum standards for commercial aeronautical activities at Auburn Municipal Airport, as set forth in Exhibit "A" hereto.

## Section Two: Copy of Standards.

A true copy of the standards adopted hereby shall be maintained on file in the City Clerks Office.

### Section Three: Amendments to Standards.

The City Council may from time to time amend the standards adopted hereby by resolution.

DATED: April 27, 1992

Deborah K. Yue  
Deborah K. Yue, Mayor

ATTEST:

Rebecca J. Barry  
Rebecca J. Barry, City Clerk

21 I, Rebecca J. Bearry, City Clerk of the City of Auburn,  
22 hereby certify that the foregoing resolution was duly passed at a  
23 regular meeting of the City Council held on the 27thday of APRIL  
1992 by the following vote on roll call:

24           Ayes: Barbeiro, McCord, Pisarek, Taylor, Yue  
25           Noes: None  
26           Absent: None

Rebecca J. Beary  
Rebecca J. Beary, City Clerk

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### *Appendices*

Appendix A - Airport Insurance Requirements

Appendix B - City, State, Federal and Other Agency Reports, Rules,  
Ordinances, Regulations, Orders Circulars and Publications  
Referred To In This Document

Appendix C - Airport Traffic Patterns and Air Operations

Appendix D - Standard Lease Form For Aircraft Tie-Down Space

Appendix E - ~~Access~~ Fee \$

## **SECTION I. INTRODUCTION**

The Auburn Municipal Airport is owned and operated by the City of Auburn in Placer County, California. The following minimum standards and requirements for aeronautical activities have been established in the public interest for the safe and efficient operation of the Auburn Municipal Airport; to enhance its orderly growth; to preclude the granting of an exclusive right to conduct an aeronautical activity in violation of Section 308(a) of the Federal Aviation Act of 1958; to conform to Title VI of the Civil Rights Act of 1964 and Part 21, Title 49 of the Code of Federal Regulations; and to assure to all operators and users the availability of airport property on fair and reasonable terms.

City Ordinance 92-8, adopted April 27, 1992, states that the City Council may amend these Minimum Operating Standards for Aeronautical Activities by resolution.

## **SECTION II. GENERAL REQUIREMENTS**

### **A. Use of Roads, Walks, Ramps, Taxi Ways and Runways**

No person shall use the roads, walks, ramps, taxi ways or runways in such a manner as to obstruct the proper use thereof.

### **B. Animals**

No person shall enter the terminal building with a dog or other animal, except a Seeing Eye Dog or an animal properly confined for shipment. Dogs and other animals brought upon the airport premises shall be restrained in such a manner that they are under control at all times.

### **C. Firearms, Explosives and Flammable Materials**

No person, except peace officers, duly authorized post office, airport and air carrier employees and members of the Armed Forces of the United States on official duty, shall carry firearms, explosives or flammable materials on the airport without the written permission of the Airport Manager.

### **D. Lost Articles**

Any person finding lost articles shall deposit them in the office of the Airport Manager.

### **E. Admission to Hangars**

No person, other than local airport personnel, FAA personnel, personnel concerned with the operation, repair or maintenance of the hangars, their guest, or persons having aircraft stored in the hangars, shall enter any hangar or building on the airport without the permission of the Airport Manager.

### **F. Procedures for amending minimum operating standards**

### SECTION III. DEFINITIONS

For the purpose of this document the following definitions are applicable:

**A. Access Fee**

*a fee which may be assessed an off  
airport operator*

A fee which may be assessed an operator by the City, to equalize any competitive advantage between like operators that results from a contract with the City.

**B. Aeronautical Activity**

Any activity which involves, makes possible or is required for the operation of aircraft or ultralight vehicles, or which contributes to or is required for the safety of such operations.

1. The following activities commonly conducted on airports are aeronautical activities within this definition:

- a. Charter operations
- b. Pilot training
- c. Aircraft rental and sightseeing
- d. Aerial photography
- e. Crop dusting
- f. Aerial advertising and surveying
- g. Air carrier operations
- h. Aircraft sales and services
- i. Sale of aviation petroleum products, whether conducted in conjunction with other included activities
- j. Repair and maintenance of aircraft
- k. Sale of aircraft parts
- l. Any other activities which because of their direct relationship to the operation of aircraft can appropriately be regarded as an 'aeronautical activity.'
- m. Subleasing of airport property for any of the above activities.

2. The following are examples of what are not considered aeronautical activities:

- a. Ground transportation (taxis, car rentals, limousine service)
- b. Restaurants
- c. Barber shops
- d. Auto parking lots

**C. Aircraft**

An aircraft means a device that is used or intended to be used for flight in the air.

**D. Airplane**

An airplane means an engine-driven fixed wing aircraft heavier than air that is supported in flight by the dynamic reaction of the air against its wings.

**E. Airport**

The airport is defined as the Auburn Municipal Airport.

**F. Airport Manager**

*be*

The Airport Manager shall ~~mean the City Manager or the appointed designee of the City Council who shall be in charge of the airport.~~ The Airport Manager, at all times, shall have the authority to take such action as may be necessary to safeguard the public and attendants at the airport.

**G. Authority**

The Authority, as used herein, shall include the officers of the City, such as the Mayor and the City Council; the City Manager; the ~~Airport Advisory Committee~~ and their properly appointed delegates. *AIRPORT ADVISORY AUBURN AIRPORT COMMISSION*

**H. City**

The City shall be defined as the City of Auburn as represented by the City Council, City Manager and the Airport Manager.

**I. Concessionaire**

A concessionaire is defined as any person or business entity engaged in non-aeronautical activities for profit at the airport.

**J. FAA**

FAA shall mean the Federal Aviation Administration, or its successor.

*Replaced with definition  
in PAAO 5190.6*

**K. Fixed Base Operator**

A fixed base operator (FBO) is defined as any person or business entity leasing or subleasing property at the airport to conduct aeronautical activities as defined herein.

**L. Flowage Fee**

A flowage fee shall be a fixed fee per gallon of fuel dispensed by a fuel operator at the airport.

**M. Glider**

A glider means a heavier-than-air aircraft that is supported in flight by the dynamic reaction of the air against its lifting surfaces and whose free flight does not depend principally on an engine.

**N. Gyrocopter**

A gyrocopter means an engine-driven rotorcraft that is supported in flight by a free-spinning rotor system.

**O. Helicopter**

A helicopter means an engine-driven rotorcraft that has a rotor system that is directly coupled to the engine.

**P. Hold Harmless**

Hold harmless shall be defined as protecting and holding harmless the City, its employees and the Authority from any and all lawful damages, claims or liability which may arise as a consequence of fixed base operator, off airport operator or a tenant's presence or activities on the airport. Hold harmless is further defined by City ordinance. (See Appendix A.)

**Q. Liability Insurance**

Liability insurance shall be as set by City ordinance. (See Appendix A.)

**R. Lighter-Than-Air Aircraft**

Lighter-than-air aircraft means aircraft that can rise and remain airborne by using contained gas weighing less than air that is displaced by the gas.

**S. Off Airport Operator** (*THROUGH THE FBO*)

An off airport operator is defined as any person or business entity engaged in aeronautical activities who does not lease property from the City at the airport. This definition includes any person or business entity that owns or leases property adjacent to the airport and conducts aeronautical activities on such property.

**T. Operator**

An operator is defined as any fixed base operator or off airport operator at the airport.

**U. Person**

Person shall mean and include any individual, firm, partnership, joint venture, association, concern, corporation, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, any public district, municipal corporation or public corporation.

**V. Rotorcraft**

A rotorcraft means an engine-driven rotary wing aircraft heavier than air that is supported in flight by a rotating wing consisting of two or more blades.

**W. Supplemental Type Certificate**

A supplemental type certificate is a certificate issued by the FAA to approve a major change in a type design.

**X. Ultralight Vehicle**

An ultralight vehicle is a vehicle as defined by FAR Part 103.

**Y. Unsafe Practices**

Unsafe practices shall be defined as any activity which is contrary to accepted procedures as described in the Airmen's Information Manual, federal regulations, Auburn Municipal Code or Minimum Operating Standards for Aeronautical Activities at Auburn Municipal Airport.

*Use*

**Z. Use Fee**

Use fee is defined as a fee which may be assessed an off airport operator by the City to ensure that the operator contributes a 'fair share' to the operations of the airport. *The collection of a fee or charge for public use --*

## **SECTION IV. MINIMUM STANDARDS APPLYING TO BOTH FIXED BASE OPERATORS AND OFF AIRPORT OPERATORS**

**A. Compliance with Laws**

All operators shall abide by and comply with all federal, state, county and City laws and ordinances; the rules and regulations of the Authority and the aeronautical rules and regulations of the State of California and the Federal Aviation Administration (FAA).

**B. Determination of Fixed Base Operator or Off Airport Operator Status**

It shall be the responsibility of the Airport Manager to determine whether the aeronautical activity is a fixed base operator or an off airport operator.

**C. Insurance and Hold Harmless**

All operators shall have liability insurance and hold the City harmless. (See Appendix A.)

#### **D. Non-Aeronautical Activities**

Nothing contained herein shall be construed to prohibit the City from granting or denying, for any reason it deems sufficient, an application to do business on the airport for the purpose of selling, furnishing or establishing non-aviation products and supplies or any service or business of a non-aeronautical nature, or the application by a person for an area on the airport for the personal nonprofit use of such person.

## **E. Certificates**

An operator and all agents and employees shall hold current certificates for all aeronautical activities the operator undertakes.

## **F. Nondiscrimination**

1. The operator shall furnish all services or sales authorized or licensed by the Authority on a fair and equal basis, provided, however, that the operator may make reasonable and nondiscriminatory discounts, rebates or other similar types of price reductions to volume purchasers, if permitted by law.
2. Operators and concessionaires, their agents and employees will not discriminate against any person or class of persons by reason of race, color, sex, sexual orientation, creed or national origin either in hiring or in providing services. Operators and concessionaires shall comply with Title 49, Part 21, of the Code of Federal Regulations and Title VI of the Civil Rights Act of 1964.

**G. Business Name**

No person shall conduct business operations on the airport under a business name the same as or deceptively similar to the business name of any other fixed base operator previously established at the airport.

## **H. Currency of City Fees**

An operator shall promptly pay when due access fees, flowage fees, lease payments and any other charges called for by the minimum standards or any agreement with the City.

## I. No Exclusive Right

No license, lease or concession granted by the Authority to an operator shall be construed as granting or authorizing a monopoly or exclusive right to do business on the airport as described in Section 308(a) of the Federal Aviation Act.

**J. Airport License and Leases Non-Transferable**

No right, privilege, permit or license to do business on the airport shall be assigned, sold or otherwise transferred or conveyed in whole or in part without approval of the Authority.

## **K. Fees**

1. The City shall at its discretion have the power to levy fees on operators, concessionaires and tenants for the purpose of:
  - a. Defraying operating costs at the airport;
  - b. Building a fund for or amortizing capital improvements at the airport;
  - c. Equalizing any competitive advantage that one operator may experience relative to another operator as a result of agreements regarding unique costs and services that operator has made with the Authority;
  - d. Defraying legal or consulting expenses associated with the airport.
2. The City may assess the following fees:
  - a. Access fees;
  - b. Use fees;
  - c. Flowage fees;
  - d. And any other authorized fees.
3. All fees, including access and flowage fees, will be established and approved by resolution of the City Council.

## **L. Airport Business License**

All operators shall apply to the City for a City business license before conducting any aeronautical activity on the airport.

## **M. Revocation of License**

The City may revoke the license of any operator to conduct aeronautical activities for profit on the airport for any violation of these minimum standards.

## **V. MINIMUM STANDARDS APPLYING TO OFF AIRPORT OPERATORS**

### **A. Airport Aeronautical Agreement**

As part of obtaining a license as prescribed in Section IV, paragraph L, an off airport operator shall enter into an agreement with the City specifying the scope of permitted activities for the operator, as well as conditions for conducting aeronautical activities at the airport.

*Access*

### **B. Use Fee**

*Access \**

The City may assess an off airport operator a use fee.

### **C. Insurance**

Off airport operators shall provide the City with proof of liability insurance.

### **D. Hold Harmless**

Off airport operators shall defend and hold the City harmless.

### **E. Supporting Documents**

Operator shall provide copies of all FAA certificates and licenses relative to the aeronautical activities to be performed.

### **F. Specified Areas**

The Authority may designate in the airport aeronautical agreement areas on the airport where aeronautical activities of the off airport operator may take place.

## **VI. MINIMUM STANDARDS APPLYING TO FIXED BASE OPERATORS**

### **A. Lease**

A fixed base operator applicant approved by the City shall enter into a lease agreement that sets out a description of the City property to be used at the airport and the terms under which the fixed base operator will use it. In addition, this lease agreement will require the fixed base operator to accept and conduct business operations in accordance with these minimum standards. The Council shall agree to the terms and conditions of such operations as fixed by agreement between a fixed base operator and the City.

## **B. Subleasing**

The subleasing or assignment of any leasehold interest to conduct an aeronautical activity at the airport shall require approval by the City. Any such sublease and/or agreements shall be bound by the provisions of the Minimum Operating Standards for Aeronautical Activities at the Auburn Municipal Airport applicable to FBOs.

## **C. Minimum Standards for Various Aeronautical Activities**

### **1. Aircraft Sales**

A fixed base operator in aircraft sales shall provide an office and shall lease an area of sufficient size to permit the storage and/or display of aircraft for sale or demonstration.

### **2. Aircraft Parts and Accessories Sales**

A fixed base operator in aircraft parts and accessories sales shall provide an office and shall lease sufficient space to store and display such parts and accessories.

### **3. Charter Operations**

A fixed base operator in charter operations shall own or have under lease at least one aircraft based on the airport, which is so equipped and maintained as to comply with applicable rules and regulations of the FAA. The fixed base operator shall lease an area on the airport of sufficient size to accommodate its charter aircraft. He must hold a current FAR Part 135 Air Taxi Certificate with ratings appropriate to the services to be provided.

### **4. Aircraft Rental**

A fixed base operator engaged in aircraft rental shall provide an office and shall lease an area on the airport of sufficient size to accommodate all the aircraft of the fixed base operator. All operators shall post a notice plainly visible to the public as to whether or not pilots who lease the aircraft of the fixed base operator are covered by insurance, type of insurance and extent of coverage, including who will pay a deductible amount.

### **5. Flight Instruction or Ground School**

A fixed base operator engaged in flight instruction or ground school shall provide an office of sufficient size to provide a suitable classroom and shall lease an area on the airport of sufficient size to accommodate all aircraft that will be used by the fixed base operator. A fixed base operator shall own and/or lease one or more aircraft based on the airport for flight instruction which comply with the rules and regulations of the FAA.

### **6. Maintenance Services**

A fixed base operator engaged in aircraft maintenance shall provide sufficient building size to accommodate all tools and equipment and an office. The fixed base operator's

staff engaged in aircraft maintenance shall hold FAA certificates required or recommended for the maintenance work undertaken.

7. Line Service Supplying Fuel/Oil

A fixed base operator engaged in line service shall provide an office and shall lease an area of sufficient size to permit storage of equipment and an area to refuel aircraft. The fixed base operator engaged in line service must adhere to all applicable standards outlined in FAA Advisory Circular No. 150/5230-4, Aircraft Fuel Storage, Handling and Dispensing, including, but not limited to, fuel quality assurance, proper facilities/fuel trucks and training and qualification programs for fueling personnel. The fixed base operator shall offer night service by having an attendant available who will respond by a telephone number posted at the facility.

The sale of 'automotive gasoline' must be approved by the City and is subject to the following requirements:

- a. The City must be assured by the fixed base operator that the auto gas is unleaded and meets the American Society of Testing and Materials (ASTM), ASTM D439 or ASTM D4814, and that it does not contain any alcohol or other oxygenates. The data submitted to document the fuel used should include the fuel composition and test methods, as well as identify the test laboratory or organization performing the test.
- b. The City must be assured by the fixed base operator that only aircraft properly certified by the FAA to use auto gas are being serviced with such fuel. Aircraft must have the appropriate STC logbook entry and be properly placarded for use of auto gas.
- c. The City must be assured by the fixed base operator that no aircraft 'carrying passengers for hire' will be serviced with auto gas.

**D. Conduct of Business**

1. A fixed base operator shall, upon being authorized by the City, commence and conduct on a full-time basis all business activities and services authorized as soon as construction of the required facilities permit.
2. A continuing current list of stored aircraft; operator's name, address and telephone number will be transmitted to the Airport Manager to be used for emergency information only.

## **E. Facilities**

1. A fixed base operator, required in Section VI, paragraph C, to have an office, shall provide and maintain such an office on the airport as its place of business, that is staffed and open to the public during the normal business hours of each normal business day. The office shall have at least a waiting room with appropriate furnishings, a rest room and a telephone available for public use.
2. Unless otherwise agreed to by the City, a fixed base operator shall at its own expense provide, construct, install, equip, paint and maintain offices, utilities, buildings, structures, ramps, tie-down areas, taxi ways, fences, landscaping and all other facilities and improvements belonging to the fixed base operator at the airport.

## **F. Construction Performance**

Plans and specifications for all construction shall be submitted to the City for its approval. All construction shall be completed by a fixed base operator within one (1) year from the date of the City approval of the plans and specifications. These times may be extended by the City upon good cause shown by the fixed base operator or as agreed upon by the City. All construction shall comply with all applicable City building codes and ordinances.

## **G. Specified Areas**

Airport areas on which fixed base operator facilities, if any, are to be constructed or operated shall be specified by the Authority in accordance with these minimum standards and the Airport Master Plan for the Auburn Municipal Airport.

## **H. Business Conducted Within Leased Area**

Unless otherwise provided by the City, all operations of a fixed base operator shall be conducted on one area of sufficient size to accommodate all services for which the operator is licensed, allowing for future growth and additional services as contemplated by the City or the applicant at the time of application, to the extent, however, that space is available on the airport. A fixed base operator shall conduct all business operations strictly within the area assigned him by the City, and the operations shall not in any way interfere with the operations of other fixed base operators, agencies or other businesses operating on the airport; the use of the airport by the general public; or with any common use areas. A fixed base operator shall not use any common use areas except as authorized by these standards or the City.

## **I. Promotion of the Airport**

A fixed base operator shall cooperate with the Airport Manager in operation management and control of the airport and shall do all things reasonable to advance or promote the Auburn Municipal Airport and aeronautical activities thereon and to develop the airport into an attractive, efficient and modern airport.

#### **J. Revocation of Lease and License**

The City shall have the right to terminate at its discretion any lease authorizing a fixed base operator to conduct aeronautical activities at the airport for any violation of these minimum standards or for one of the following:

1. Fixed base operator files bankruptcy;
2. Fixed base operator makes any general assignment for the benefit of creditors;
3. Fixed base operator fails to keep the conditions of its lease agreement;
4. Fixed base operator fails to promptly pay the City when due all rents, charges, fees and other payments which are payable to the City in accordance with its lease agreement;
5. Fixed base operator or any of its partners, officers, directors, employees or agents engages in unsafe practices in the operation of an aircraft or conducting its aeronautical activities on or about the airport.
6. Fixed base operator supplies the Authority with false information regarding any of its aeronautical activities.

#### **K. Termination**

1. Upon termination by the City, all rights, powers and privileges of a fixed base operator thereunder shall cease, and that fixed base operator shall immediately vacate any space occupied by it under this agreement or any lease or leases and shall make no claim of any kind against the City, its agents or representative by reason of such termination or any act or incident thereof.
2. Should a fixed base operator fail to make such surrender, the City shall have the right at once, without further notice to the fixed base operator, to enter and take full possession of the space occupied by that fixed base operator on the airport by force, or otherwise oust and remove any and all parties and any and all goods and chattels not belonging to the City that may be found within or upon the same at the expense of that fixed base operator and without being liable to prosecution or to claim for damages therefor.

#### **L. Remedy of Injunction**

In addition to all other rights and remedies provided in these minimum standards, the City shall have any other remedies at law or in equity, including the equitable remedy of injunction, to enforce these minimum standards.

#### **M. Removal of Structures**

Subject to the terms of any written agreement or lease, the City, in its discretion, may permit a fixed base operator to remove from the airport any buildings or structures thereon owned or constructed thereon by that fixed base operator.

#### **N. Rights of Inspection**

To the extent necessary to protect the rights and interests of the City or to investigate compliance with the terms of these rules and regulations, the Airport Manager, any member of the Authority, the City Engineer, the City Attorney and any Authority-appointed, qualified agent of the City shall have the right to inspect at all reasonable times all premises, together with all structures or improvements and all aircraft, equipment and all licenses and registrations. The inspection of the premises will be made preferably in the presence of the Lessee or owner.

#### **O. Area Ecology Assistance**

1. A fixed base operator shall keep his leased areas and areas in which operation is authorized free and clear of all weeds, rocks, debris and other material which could cause damage to aircraft, buildings, persons or automobiles.
2. A fixed base operator shall neither encourage nor feed feral animals and shall take necessary steps to remove feral animals that frequent leased premises.

#### **P. Notification of Cleanliness Violation**

A fixed base operator shall maintain a clean and orderly area. The Airport Manager will notify the operator in writing of any violations to the contrary. The operator will then have five (5) working days to correct the stated violation; failing that, the Airport Manager will then have the violation corrected at the offending operator's expense.

## **VII. LEASE OR BUSINESS LICENSE APPLICATION**

**A**pplication for leases of ground and/or facilities on the airport or for permission to carry on any commercial business or aeronautical activity on the airport, with the necessary permits and licenses, shall be made to the Airport Manager on forms prescribed by the Manager. The Airport Manager shall present the application to the ~~Airport Advisory Committee~~ <sup>Commission</sup> in a timely manner. The committee shall submit to the Manager in a timely manner its recommendation before action is taken by the City Planning Commission or City Council. An applicant shall submit all information and material necessary to the satisfaction of the City. The application shall be signed by a responsible party empowered to bind the entity entering into the lease. For example, see Appendix D.

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#### **A. Minimum Application Information**

The City will not accept or take action on a request to lease building space or land area or in any way permit the installation of a commercial activity until after the proposed lessee submits in writing a proposal which sets forth the scope of operation he proposes, including the following:

1. The amount of land the lessee desires to lease;
2. The building space to be constructed or leased;
3. The services to be offered;
4. The hours of proposed operation;
5. The number of persons to be employed;
6. The number of aircraft to be based at the airport;
7. Certificate of Insurance or other satisfactory evidence indicating the ability to obtain coverage as required;
8. Evidence of financial capability to perform and provide the above services and facilities for a minimum of six (6) months. The Authority shall be the sole judge of what constitutes adequate financial capacity;
9. Plan for airplane and surface vehicle access to the project site;
10. Strategy for compliance with Section X.

#### **B. Supporting Documents**

If requested by the Authority, an applicant shall submit the following supporting documents to the Authority, together with such other documents and information as may be requested by the Authority:

1. A current financial statement prepared or certified by a Certified Public Accountant;
2. A written listing of the assets owned or being purchased which will be used in the business on the airport;
3. A current credit report covering all areas in which the applicant has done business during the preceding 10 years;
4. A copy of any and all FAA certificates required for the specific aeronautical activity.

## **VIII. ACTION ON APPLICATION**

**T**he City may deny any application if, in its opinion, it finds any one or more of the following:

**A. Application Not Complete**

Applicant has failed to supply the documents or information called for by the minimum standards.

**B. Not Qualified**

Applicant for any reason does not meet the qualifications, standards and requirements established by these minimum standards.

**C. Safety Hazard**

The proposed operations or construction of an applicant will create a safety hazard on the airport.

**D. Availability**

There is no appropriate, adequate or available space or building on the airport to accommodate the entire activity of the applicant at the time of the application.

**E. Noncompliance With Master Plan**

The proposed operation or airport development or construction does not comply with the Master Plan of the airport.

**F. Congestion**

The development or use of the area requested by the applicant or the operations of the applicant will in general result in depriving existing fixed base operators of portions of the area in which they are operating; or will result in unduly interfering with the operations of any present fixed base operator on the airport.

**G. Misrepresentation**

Applicant or agent has supplied the Authority with false or misleading information or has misrepresented any material fact in his application or in supporting documents; or has failed to make full disclosure on his application or in supporting documents.

**H. History of Violations**

Applicant has a record of violating these minimum standards or the rules and regulations of any other airport, Federal Aviation Regulations or any other rules and regulations applicable to the airport.

**I. Defaulted Performance**

Applicant has defaulted in performance of any lease or other agreement with City.

**J. Poor Credit Report**

Credit report of applicant reveals a history of defaults and late payment.

**K. Lack of Finance**

Applicant does not appear to have or have access to the finances necessary to conduct the proposed operations for a minimum period of six months.

**L. Undesirable Reputation**

Applicant has been convicted of a crime or violation of law that indicates the applicant would not be a desirable operator on the airport.

## **IX. ACTS OF GOD**

**N**othing contained in these minimum standards shall be construed as requiring the City to maintain, repair, restore or replace any structure, improvement or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the City.

## **X. REFUSE**

**N**o person shall throw, dump or deposit any waste, refuse or garbage on the airport. All waste, refuse or garbage shall be placed and kept in closed garbage cans or containers and all operating areas shall be kept in a safe, neat, clean and orderly manner at all times and in such a manner as to minimize hazards. No burning or dumping of waste materials is permitted without prior coordination with the City. Operators will be responsible for cleaning refuse or litter in any part of the airport in which they are allowed to operate. Airport tenants shall provide suitable metal receptacles with covers for the storage of all garbage, waste, rubbish or refuse which shall be removed weekly at the expense of the tenants or more frequently if deemed necessary by the Airport Manager.

In the generation, storage and disposal of refuse or waste, all users of the airport and all operators shall comply with:

- ~~Federal Superfund Amendments and Re-authorization Act (SARA), Title III, the Community Right-to-Know Act of 1986 (42 U.S.C. Section 9601 et seq.);~~
- ~~California AB 2588 (Connelly), the Toxics Hot Spots Act of 1987, (Health and Safety Section 44300 et seq.);~~
- ~~California AB 1807 (Tanner), Toxic Air Contaminants Act of 1984, (Health and Safety Code Section 39665 et seq.);~~
- ~~Federal Clean Air Act (42 U.S.C. Section 7409 et seq.);~~
- ~~Federal Clean Water Act (33 U.S.C. Section 1251 et seq.);~~

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- Federal Occupational Safety and Health Act (15 U.S.C. Section 651 et seq.);
- Federal Toxic Substances Control Act (15 U.S.C. Section 2601 et seq.);
- Federal Insecticide, Fungicide and Rodenticide Act (7 U.S.C. Section 136 et seq.);
- Safe Drinking Water Act (42 U.S.C. Section 300 et seq.);
- All other federal, state and local laws and guidelines.

## **XI. APPROVAL OF CONSTRUCTION**

*CITY COUNCIL*

The Authority shall determine whether proposed construction conforms to the Airport Master Plan and make such recommendations as are necessary to bring proposed construction into conformance.

## **XII. CONCESSIONAIRES**

All concessionaires are required to enter into an agreement with the City and operate in accordance therewith. No right, privilege, permit or license to do business on the Airport shall be assigned, sold or otherwise transferred or conveyed in whole or in part without the prior *written* consent of the City.

## **XIII. AIRCRAFT OPERATIONS**

### **A. Duties of the City**

The City shall regulate all aeronautical activities ~~for profit~~ at the airport including, but not limited to, maintenance and upkeep of the airport, types and movement of vehicles used on the airport, business and commercial activities, the provision of flight information and the enforcement of federal, state and City rules and regulations.

### **B. Suspension of Operations**

The Airport Manager may suspend or restrict any or all operations whenever such action is deemed necessary in the interest of safety.

### **C. Compliance With Standards**

Persons operating aircraft on or about the airport shall comply with these minimum standards, all relevant FAA rules and regulations, all relevant state and local law and all other rules established by the Authority.

*CITY COUNCIL*

### **D. Transient Aircraft**

For transient aircraft staying over night, there shall be a transient parking fee, the amount of which shall be determined by the City.

## **E. Payment**

Any payment for use of airport facilities, storage, repairs, supplies or other services rendered by the airport shall be made before flight departure. Unless payment or credit arrangements are made, the City shall pursue legal action.

## **F. Aircraft Maintenance**

*approval by the AM*

1. A person shall maintain an aircraft, aircraft engine, propeller or apparatus only in an area of the airport designated for such purpose, except for preventive maintenance which may be performed by owner/operator.
2. An owner(s) of an aircraft(s) may perform maintenance upon owned aircraft providing such individuals are properly certificated to do such work under FAR Part 43(a), provided further that such work is conducted so as to neither create any hazard, unsightly appearance or nuisance to other aircraft, persons or operators upon the airport.

## **G. Refueling**

No person shall refuel his/her own aircraft at the airport outside the fuel island without receiving permission from the City. The City shall issue revocable refueling permits. The City Council may determine by resolution what insurance and fee, if any, shall be required for the issuance of permits under this requirement. The City is further authorized to include provisions in the permits protecting the City and the public safety, health and welfare in the performance of said refueling activities on the airport, including any safety requirements recommended by the FAA, the National Fire Protection Association and the American Petroleum Institute.

## **H. Parking and Security of Aircraft**

A person shall park aircraft only in an area on the airport prescribed by the Authority. Aircraft shall not be left unattended on the airport, unless it is secured or within a hangar. Owners and/or operators of such aircraft shall be held responsible for any damage resulting from failure to comply with this rule.

## **I. Storage and Repairs**

Aircraft shall be stored or parked and repairs made in spaces designated for such purpose by the Airport Manager.

## **J. Private Aircraft Use**

Privately-owned aircraft will be operated non-commercially by owner or owners. This does not prohibit owner or operators of private aircraft from sharing expenses of the operation of an aircraft on a trip with persons other than the owner of said aircraft.

## **K. Intoxicants and Drugs**

No pilot or other member of the crew of any aircraft in operation on the airport, or any person attending or assisting any aircraft in operation on the airport, shall be under the influence of intoxicating liquor, narcotics or other habit-forming drugs. No person obviously under the influence of intoxicating liquor or habit-forming drugs shall be permitted to board any aircraft, except a medical patient under proper care or in the event of an emergency.

## **L. Starting, Running and Warming Engines**

1. A person shall neither perform run-up nor prolonged engine test operations of aircraft in any area that would result in a hazard to other aircraft, person or property. The Authority is authorized to establish and designate engine test areas.  
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2. No aircraft shall be started or run unless a competent operator shall be attentive and attending the controls. Engines shall not be operated in such position that hangars, shops, other buildings, spectators, motor vehicles, mobile equipment or other aircraft shall be in the path of the propeller slipstream or jet blast.

## **M. Restriction of Operation**

The Airport Manager may restrict any operation at the airport when necessary in the interest of safety.

## **N. Takeoffs and Landings**

All takeoffs and landings shall be made at a safe distance from other aircraft and only on the runway correctly in use.

## **O. Taxiing, Landing and Taking Off**

Following a landing, or prior to takeoff, and while taxiing, the pilot shall assure himself that there is no danger of collision with other aircraft taking off, landing or taxiing. All aircraft shall be taxied under full control and at a speed no greater than ten (10) knots.

## **P. Taxiing Into or Out of Hangars**

Aircraft shall not be taxied into or out of hangars under any circumstances.

## **Q. Fueling and Defueling**

### **1. Location Restricted**

The fueling and draining of aircraft shall not be conducted in any hangars or other buildings.

### **2. Engine Operation**

No aircraft shall be fueled or defueled while the engines are running.

3. Smoking Restricted Near Aircraft Fuel Tanks

No smoking shall be permitted within fifty feet (50') of the aircraft fuel tanks while the aircraft is being fueled or defueled.

4. Smoking Restricted Near Fuel Carrier

No smoking shall be permitted within fifty feet (50') of any fuel carrier when it is not in motion or when it is being utilized for the fueling or defueling of an aircraft.

5. Operating Radio Transmitters and Electrical Appliances

No person shall operate any radio transmitter or receiver or any electrical appliance off of or in any aircraft during fueling or defueling.

6. Grounding Electrical Potential

During fueling, the aircraft and the fuel dispensing apparatus shall both be grounded to a point or points of zero electric potential.

7. Overflow Prevention

Persons engaged in the fueling and defueling of aircraft shall exercise care to prevent the overflow of fuel.

8. Static Spark Materials

No person shall use any material which is likely to cause a static discharge while fueling or defueling an aircraft.

9. Fire Extinguishers

Adequate fire extinguishers shall be within the ready reach of personnel engaged in fueling and defueling operations at all times.

10. Equipment Maintenance

Fueling hoses and defueling equipment shall be maintained in a safe, sound and non-leaking condition at all times.

11. Equipment Grounding Devices

All hoses, funnels and appurtenances used in fueling and defueling operations shall be equipped with a grounding device to prevent the ignition of volatile liquids.

**R. Accident Reports**

Witnesses to and participants in any accident on or within the airport shall make a full report of such accident, together with their names and addresses, to the Airport Manager as soon after the accident as possible.

**S. Damages to Airport Property**

Any and all airport property destroyed, injured or damaged by accident or otherwise shall be paid for by the parties responsible for such destruction, injuries or damages.

## **T. Disabled Aircraft**

Aircraft owners and their agents or pilots shall be responsible for the prompt disposal of disabled aircraft, and parts thereof, unless required or directed to delay such action pending an investigation of an accident.

## **U. Liability**

The City and its officers, agents and employees shall not be liable for loss, damages or injuries to persons or property arising out of any accident, incident or mishap of any nature whatsoever and/or from any cause whatsoever occurring on the airport or in the use of any of the facilities of the airport.

## **V. Motor Vehicles and Mobile Equipment**

### **1. Compliance With Rules**

No person shall operate any motor vehicle or mobile equipment on the airport otherwise than in accordance with the rules prescribed by the Airport Manager for the control of such vehicles, except in cases of emergency involving life or property.

### **2. Compliance With Traffic Signs**

All motor vehicles and mobile equipment shall be operated in strict compliance with posted traffic signs and in no case at a speed in excess of fifteen (15) miles per hour.

### **3. Operation on Ramps and Aprons**

No person shall operate any motor vehicle or mobile equipment on the apron of the terminal building, on the aircraft parking apron or in the hangar area, except:

- a. Persons assigned to duty thereon, which duty requires such person to operate a motor vehicle or other mobile equipment; or
- b. Persons authorized by the Airport Manager.

### **4. Operation on Landing Areas**

No person shall operate any motor vehicle or mobile equipment on the landing area without the prior permission of the Airport Manager and unless such vehicle or equipment shall display a rotating amber light or a yellow flag not smaller than twelve inches (12") by eighteen inches (18"), visible from all directions, when within the landing areas.

### **5. Safe Control**

All motor vehicles and mobile equipment shall be operated so as to be under the safe control of the driver at all times, taking into consideration the existing traffic and road conditions.

6. **Parking**

Vehicles and equipment shall not be parked on the airport other than in the manner and in the locations indicated by appropriate signs or markings or as authorized by the Authority.

7. **Accident Reports**

All accidents, and the names of witnesses to such accidents, in which a motor vehicle or mobile equipment is involved shall be reported promptly to the office of the Airport Manager.

8. **Intoxicants and Drugs**

No person under the influence of intoxicating liquor or narcotic drugs shall operate a motor vehicle or mobile equipment on the airport.

**W. Specific Operation Instructions**

1. Auburn Municipal Airport is a non-towered airport. Aircraft using Auburn shall operate in accordance with Federal Aviation Regulations pertaining to operation at an airport without an air traffic control tower.
2. *Landings* or takeoff shall not be permitted on the grass portion of the field. All landings and takeoffs shall be made on the runways.
3. Aircraft pilots shall start their initial takeoff from the end of the runway. Prior to taxiing onto the runway, aircraft pilots shall clearly ascertain that there is not an aircraft landing.
4. Formation or simultaneous landings and/or takeoffs are prohibited.
5. Helicopter operations restricted to areas 60 feet or more away from all other aircraft at the airport, with the exception of flight operations around the City and CHP helipads.
6. When the active runway is 25 (left traffic), rotorcraft shall comply with the same traffic patterns described herein for small airplanes, except at an entry altitude of 600 feet AGL. The standard pattern shall be flown inside the fixed wing pattern so that the final approach shall not coincide with the fixed wing pattern.
7. When the active runway is 25 (left traffic), the rotorcraft takeoff pattern shall remain inside the fixed pattern and the rotorcraft shall be flown no higher than 600 feet AGL until clear of the airplane traffic pattern. Southerly departures shall be the rule.

8. When the active runway is 07 (left traffic) for airplanes, rotorcraft shall fly a 07 (right traffic) pattern at 600 feet AGL and to remain on the south side of the active runway to avoid crossing both the approach and departure paths of airplanes using runway 07 (left traffic).
9. When the active runway is 07 (left traffic) for airplanes, rotorcraft shall avoid making northerly departures from the 07 (right traffic) traffic pattern.

*CITY Council*

**RECOMMENDED OPERATIONS:** Due to safety and noise concerns, the Authority recommends that no touch and go operations occur at the Auburn Municipal Airport between the hours of 10:00 p.m. and 6:30 a.m.

#### **X. Culpability of Instructor Pilots**

In case of any training flight in which both an instructor pilot and a student pilot are in the aircraft which is flown in violation of any of the provisions of this section, the instructor pilot shall be presumed to have caused such violation.

#### **Y. Establishment of Helicopter Training Sites**

Training and proficiency practice operations for helicopter pilots shall be conducted only at sites designated and approved by the Authority. Site selection and approval shall be as follows:

1. The Authority shall select appropriate sites on the airport where practice and training operations will be most compatible with existing operations.
2. The Authority shall coordinate with FAA and state officials, obtaining their concurrence and approval as required for sites selected.
3. The Authority shall provide notice that all operations at selected sites are at the risk of the pilot and without responsibility on the part of the City.

#### **Z. Application for License - Temporary Heliport**

No person shall operate a helicopter to or from any property within the City other than a training site approved by the City (except in cases of an emergency situation), provided, however, that the landing and takeoff of the helicopters at places other than approved heliports may be authorized for specifically designated and limited times by obtaining permission from the Authority. Such authorization shall not exceed a 30-day period.

Every application for temporary heliport permit shall be made in writing to the Authority and shall include the following:

1. Name and address of applicant, whether a firm, association or corporation;
2. Copy of application for state approval;
3. Copy of application for FAA approval;
4. Certificate of insurance.

**AA. Automatic Suspension and Revocation of License**

When, in the opinion of the Authority, the continued operation of helicopter training is a serious danger to the public health, safety or welfare, the City may suspend the license to operate such facility.

**BB. Airport Traffic Patterns and Air Operations**

In addition to the operating procedures described in Section XIII above, these minimum standards shall recommend by reference those operating procedures in Pilot Operations at Non-towered Airports, published by AOPA Air Safety Foundation. (See Appendix C and is "for information only.")

## **XIV. ULTRALIGHT VEHICLE OPERATIONS**

- A. All ultralight vehicles (ULV) must adhere to Minimum Operating Standards for Aeronautical Activities, which includes liability insurance referenced in Appendix A.
- B. ULVs are required to yield the right-of-way to all other aircraft in accordance with FAR Part 103.
- C. It is recommended that all ULVs have and use a radio for air traffic position reporting.
- D. ULV operations at Auburn Municipal Airport will comply with the ULV traffic patterns and procedures depicted in Appendix C, Figure 5, of this publication.

## **XV. FIRE HAZARDS**

### **A. Smoking**

No person shall smoke on the passenger apron, in the hangars or in any other areas on the airport in violation of posted "No Smoking" signs and at no time at a distance closer than fifty feet (50') from any aircraft or storage area for flammable materials.

### **B. Cleaning Operations**

No person shall use flammable liquids in cleaning aircraft, aircraft engines, propellers, appliances or accessories unless such cleaning operations are conducted in an area designed for that purpose and have readily accessible fire extinguishing equipment. "Danger-No Smoking" signs shall be posted in such areas and shall be capable of being seen at a minimum distance of fifty feet (50').

### **C. Open Flame Operations**

No person shall conduct any open flame operations in any hangar, or any part thereof, unless specifically authorized by the Airport Manager.

### **D. Storage of Materials and Equipment**

No person shall store or stock materials or equipment in such a manner as to constitute a fire hazard.

### **E. Storage of Flammable Materials**

No person shall keep, store or discard any flammable liquids, gases, signal flares or other similar materials in the hangars or in any other buildings of the airport; provided, however, such materials may be kept in aircraft in proper receptacles installed in the aircraft for such purposes or in rooms or areas specifically approved for such storage by the Airport Manager.

### **F. Use of Cleaning Fluids**

No person shall use flammable substances for cleaning floors in the hangars or in any other buildings on the airport.

### **G. Floor Care**

All tenants and lessees on the airport shall keep the floor area controlled by them free and clear of oil, grease, rubbish and other flammable materials.

### **H. Doping Processes**

Doping processes shall be conducted only in properly designed, fireproofed and ventilated rooms and buildings in which all illumination, wiring, heating, ventilating equipment, switches, outlets and fixtures shall be spark proof.

## **I. Fire Equipment**

No person shall remove, or cause to be removed, from its holders, container, reel or bracket any equipment or device used in fire prevention, except in the event of an emergency or fire. In any event, such equipment shall not be taken from any hangar or building for standby use by any person, or for any use other than for which it is intended, without written permission from the Airport Manager.

## **J. Obstructions to Fire Equipment**

All fire doors, fire boxes, fire hydrants and fire fighting equipment shall be kept clear of obstructions at all times.

## **K. Elimination of Fire Hazards**

When the Airport Manager or the Fire Department has, in writing, notified or requested any lessee tenant or other person on the airport to correct or eliminate any fire hazard on the airport for which such lessee, tenant or other person is responsible, such lessee, tenant or other person shall correct or eliminate such fire hazard in the manner and within the time prescribed in the written notification or request received by him.

# **XVI. AERONAUTICAL COMPLAINT PROCEDURES**

## **A. Purpose**

In the interest of pilot and community safety and to ensure the City "Good Neighbor" policy is adhered to, consistent with current ordinances and any ordinances or policies adopted or incorporated by reference in the Airport Master Plan, the City has established an aeronautical complaint procedure.

## **B. Policy**

1. No person shall navigate any aircraft (as defined in the Minimum Operating Standards for Aeronautical Activities at the Auburn Municipal Airport as adopted by City Ordinance No. 92-8) over airspace within the jurisdiction of the City, or land at or depart from Auburn Municipal airport in any manner other than in conformity with the regulations established by the Federal Aviation Administration (FAA), any rules and regulations of the State of California governing aircraft, the Auburn Municipal Code or the Minimum Operating Standards for Aeronautical Activities at the Auburn Municipal Airport.

2. Any person may file a complaint where they feel the policy set forth above is not adhered to. All complaints received by the City will be received and recorded on the adopted complaint form (Exhibit A, attached to the ordinance and found on file in the office of the City Clerk). Forms shall be made available to the public at the Auburn Municipal Airport, City Manager's office or by mail upon request to the City. A complaint will be forwarded to the Airport Manager, who will conduct an investigation. It shall be City policy to investigate every complaint filed. All complaints, after the appropriate investigation, will be classified in one of the following categories, depending upon the outcome of the investigation:
  - a. Not substantiated; exonerated or unfounded;
  - b. Inconclusive;
  - c. Sustained.
3. For complaints receiving an inconclusive or sustained classification, the Airport Manager will mail a letter to the responsible party detailing the complaint and the findings of the Airport Manager's investigation. If a party receives a second complaint that has been classified as inconclusive or sustained in a twelve (12) month period, a meeting with the Airport manager, ~~Airport Advisory Committee~~ Chairperson and Vice Chairperson will be required. If a third such complaint is received in an eighteen (18) month period and two (2) or more complaints have been sustained, then the Airport Manager will forward a report of the inappropriate activities to the FAA and may, in addition, take such other action as is appropriate under the circumstances.
4. In any case where the Airport Manager in his or her discretion feels that any complaint, whether or not substantiated and whether or not investigated, contains an allegation of serious and willful misconduct, the matter may be immediately referred to the FAA.
5. Anonymous complaints shall not be encouraged, but will nevertheless be investigated in every instance where the allegations provide sufficient credible evidence upon which to proceed.
6. The Airport Manager shall retain a master file containing all complaints (and the disposition of same) for a period including the five (5) most recent years and same shall be available to the public upon request.

## **XVII. VIOLATIONS AND PENALTIES**

### **A. Removal from Airport and Refusal of Use of Airport**

Any person operating or handling any aircraft, operating any vehicle, equipment or apparatus, or using the airport or any of its facilities in violation of any of the provisions of the Minimum Operating Standards or refusing to comply therewith may be promptly removed from the airport by or under the authority of the Airport Manager, and such person may be deprived of and refused the further use of the airport and its facilities for such length of time as may be required to insure the safeguarding of the airport and its facilities and the public and its interests therein.

### **B. Violations**

No person shall violate or refuse to obey any of the provisions of the Minimum Operating Standards.

### **C. Penalties**

Any person who shall violate or knowingly aid or abet a violation of any of the provisions of the Minimum Operating Standards shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punishable as set forth in Chapter 2 of Title 1 of the Auburn Municipal Code.

## **APPENDIX A**

### **AIRPORT INSURANCE REQUIREMENTS**

## AIRPORT INSURANCE REQUIREMENTS

1. The permission granted by the City to use the airport and its facilities shall be at all times conditioned upon the assumption of full responsibility therefor by every person exercising or taking advantage of such permission. It shall be a further condition thereof that each person, as a consideration for the use of the airport and its facilities, shall at all times release, hold harmless and indemnify the City and its officers, agents and employees from and against any and all claims arising from permittee's use of the airport, or from the conduct of the permittee's use of the airport, or from the conduct of the permittee's business or from any activity, work or things done, permitted or suffered by the permittee in or about the airport or elsewhere and shall further indemnify and hold harmless the City and its officers, agents and employees from and against any and all claims arising from any breach or default of any of the permittee's agents, contractors or employees, and from and against all costs, attorneys' fees, expenses and liabilities incurred in the defense of any such claim or any action or proceeding brought thereon, and in case any action or proceeding be brought against the City and its officers, agents and employees by reason of any such claim, permittee upon notice from the City shall defend the same at permittee's expense by counsel reasonably satisfactory to the City, and the City shall cooperate with the permittee in such defense. If, and only if, the proximate cause of the injury or damage is due to the active or sole negligence of the City and its officers, agents and employees shall the permittee not be obligated under this paragraph.
2. The use of the airport by any person or legal entity for any purpose, the paying of any fees therefor, or the operation of aircraft thereon shall be in itself an acknowledgment that such person accepts such privileges on the conditions set forth in this section.
3. All airline operators, pilots, commercial operators and all other persons shall use the airport at their own risk, and in the event of the failure of the field lights or any other City-owned equipment, the City will not assume the responsibility.
4. All persons using the airport and its facilities shall be covered by appropriate liability and property damage insurance at their own expense to assure the payment of damages incurred by such persons' use of the airport and its facilities. The acceptable insurance shall be combined single limit bodily injury and property damage liability insurance identifying the airport as an insured location in an amount not less than \$1 million per occurrence; furthermore, any person selling or providing maintenance or services which places products into commercial or private use will maintain products liability insurance with at least the same limit; i.e., \$1 million per occurrence. The policy shall insure performance by the permittee of the indemnity provisions of paragraph 1 above. The limits of said insurance shall not, however, limit the liability of such person hereunder.

5. Each user occupying a building on the Auburn Municipal Airport shall further maintain and keep in force during the period of use a policy or policies of insurance covering loss or damage to the airport and its improvements, fixtures, equipment or tenant improvement, in an amount not to exceed the full replacement value thereof, as the same may exist from time to time, providing protection against all perils included within the classification of fire, extended coverage, vandalism, malicious mischief, flood (in the event same is required by a lender having a lien on the premises), special extended perils ("all risk," as such term is used in the insurance industry), plate glass insurance and such other insurance as the Airport Manager deems advisable.

6. Insurance required hereunder shall be in companies holding a "general policyholders rating" of at least B+ or such other rating as may be required by a lender having a lien on the premises, as set forth in the most current issue of "Best's Insurance Guide". Each person shall not do or permit to be done anything which shall invalidate the insurance policies carried by the City. Each shall deliver to the ~~AIRPORT~~ <sup>AIRPORT</sup> City Manager copies of insurance required under paragraphs 4 and 5 above or certificates evidencing the existence and amount of such coverage within seven (7) days after the commencement of the use of the airport facilities. No such policy shall be cancelable or subject to reduction of coverage or other modification except after thirty (30) days prior to the expiration of each such policy, furnish the ~~AIRPORT~~ <sup>AIRPORT</sup> City Manager with renewals or "binders" thereof. The ~~AIRPORT~~ <sup>AIRPORT</sup> City Manager may at his or her discretion require proof of the required insurance at any time, and non-compliance requires the immediate cessation of operations by such user.

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## **APPENDIX B**

### **CITY, STATE, FEDERAL AND OTHER AGENCY REPORTS, RULES, ORDINANCES, REGULATIONS, ORDERS CIRCULARS AND PUBLICATIONS REFERRED TO IN THIS DOCUMENT**

## **CITY, STATE, FEDERAL AND OTHER AGENCY REPORTS, RULES, ORDINANCES, REGULATIONS, ORDERS CIRCULARS AND PUBLICATIONS REFERRED TO IN THIS DOCUMENT**

1. Federal Aviation Agency Policy Statement, "Exclusive Right at Airports," as published in the Federal Register (30FR 13661, October 27, 1965)
2. Federal Aviation Act of 1958 - 49 U.S.C. Section 308a, Expenditure of Federal Funds for Airports for Other Than Military Purposes
3. Federal Regulation, Part 36 - Subpart F, Noise Standards Propeller Driven Small Aircraft
4. Federal Order 5190.6A, Airport Compliance Requirements
5. Federal Legislation - Civil Rights Act of 1964, Title VI, 42 U.S.C., 200d through d4
6. Federal Regulation, 49 CFR, Part 21 - Nondiscrimination in Federally-Assisted Programs of the Department of Transportation, effectuation of Title VI of the Civil Rights Act of 1964
7. FAA Advisory Circular 150/5100-16A, Airport Improvement Program Grant Assurance Number One, General Federal Requirements
8. FAA Advisory Circular 150/5020-1, Noise Control and Compatibility Planning for Airports
9. FAA Advisory Circular 150/5190-1A, Minimum Standards for Commercial Aeronautical Activities on Public Airports
10. FAA Advisory Circular 150/5190-2A, Exclusive Rights On Airports
11. FAA Advisory Circular 150/5230-4, Aircraft Fuel Storage, Handling and Dispensing On Airports
12. FAA Advisory Circular 150-5370-2C, Operational Safety On Airports During Construction
13. FAA Advisory Circular 00-34A, Aircraft Ground Handling and Servicing
14. FAA Advisory Circular 20-125, Water in Aviation Fuels
15. FAA Advisory Circular 21-21, Use of Automotive Gasoline in Agricultural Aircraft
16. FAA Advisory Circular 23-1521-1B, Certification of Non-Oxygenated Automobile Gasoline (Auto gas) Instead of Aviation Gasoline (Avgas) in Part 23 Airplanes with Reciprocating Engines
17. FAA Advisory Circular 36-1F, Noise Levels of Certificated Aircraft
18. FAA Advisory Circular 36-2C, Measured or Estimated (Uncertificated) Airplane Noise Levels
19. FAA Advisory Circular 36-3F, Estimated Airplane Noise Levels in A-Weighted Decibels
20. FAA Advisory Circular 91-33A, Use of Alternate Grades of Aviation Gasoline for Grade 80/87 and Use of Automotive Gasoline
21. National Fire Protection Association Standard, NFPA 407 Aircraft Fuel Servicing 1985
22. American Petroleum Institute (API), Publication 1500 - Storage and Handling of Aviation Fuels at Airport
23. Federal Aviation Regulation Part 103
24. FAA Advisory Circular 90-66A, Recommended Standard Traffic Patterns and Practices for Aeronautical Operations at Airports Without Control Towers
25. FAA Advisory Circular 103.7, The Ultralight Vehicle
26. FAA Advisory Circular 150/5390-2A, Heliport Design

## APPENDIX C

### **AIRPORT TRAFFIC PATTERNS AND AIR OPERATIONS**

(For Information Only)

# PILOT OPERATIONS AT NON-TOWERED AIRPORTS

## I. INTRODUCTION

By definition, a non-towered airport is an airport without an operating control tower. Unfortunately, pilots often refer to non-towered airports as uncontrolled airports. To a lay person, the term 'uncontrolled airport' implies a chaotic traffic situation; but, as pilots, we know that if all pilots conform to the standard traffic pattern and use the proper self-announce procedures, non-towered airports are capable of safely handling large volumes of traffic.

There is no substitute for awareness while operating in the vicinity of an airport. In fact, most midair collisions occur within five miles of an airport; therefore, it is essential that all pilots keep alert for other traffic and exchange information when approaching or departing, not only non-towered airports but other airports as well. To achieve the greatest level of safety, it is essential that all

radio-equipped aircraft transmit and receive on a common frequency. Pilots should be aware, however, that some aircraft are not radio equipped. Non-radio equipped aircraft should conform to the guidelines set forth herein and observe the special precautions described in Section II, Non-Radio Equipped Aircraft, to minimize the possibility of a midair collision.

An airport may have a full- or part-time tower or flight service station (FSS) located on the airport, a full- or part-time UNICOM station or no aeronautical station at all. There are three ways for pilots to communicate their intentions and obtain airport/traffic information when operating at an airport that does not have an operating tower. These are: By communicating with a UNICOM operator, a FSS or by making a self-announce broadcast.

## II. COMMON TRAFFIC ADVISORY FREQUENCY (CTAF)

The key to communicating at an airport without an operating control tower is selection of the correct common frequency. A Common Traffic Advisory Frequency (CTAF) is a frequency designated for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating control tower.

The CTAF may be a UNICOM, MULTICOM, FSS or tower frequency and is identified in appropriate aeronautical publications.

The CTAF frequency for a particular airport is contained in the Airport/Facility Director (A/FD), Alaska Supplement, Alaska Terminal Publication, AOPA's Airports USA, Instrument Approach Procedure Charts and Standard Instrument Department (SID) charts. Also, the CTAF frequency can be obtained by contacting any FSS. At airports served by a part-time tower, the CTAF is usually the published tower frequency. Use of the appropriate CTAF, combined with a visual alertness and application of the recommended good operating

practices contained herein, will enhance safety of flight into and out of all non-towered airports.

Pilots of inbound aircraft are urged to monitor and communicate as appropriate on the designated CTAF from 10 miles out to landing. Likewise, pilots of departing aircraft are urged to monitor/communicate on the appropriate frequency from start-up, during taxi and until 10 miles from the airport unless the FARs or local procedures require otherwise.

#### **Airport Advisory Service Provided by an FSS**

Airport Advisory Service (AAS) is a service provided by an FSS physically located on an airport which does not have a control tower or where the tower is operated on a part-time basis. The CTAF for FSSs which provide this service is disseminated in appropriate aeronautical publications.

In communicating with a CTAF FSS, establish two-way communications before transmitting outbound/inbound intentions or information. An inbound aircraft should report approximately 10 miles from the airport, reporting altitude and aircraft type, location relative to the airport and the request airport advisory.

**CAUTION:** All aircraft in the vicinity of an airport may not be in communication with the FSS. Also, be aware that this FSS function is an advisory service only; no separation service is provided.

#### **Aeronautical Advisory Stations (UNICOM)**

UNICOM is a non-government air/ground radio communication station which may provide airport information at public use airports where there is no tower or FSS.

Departing aircraft should state the aircraft type, full identification number, type of flight planned, i.e., VFR or IFR and the planned destination or direction of flight. Report before taxiing and before taxiing onto the runway for departure. If communications with a UNICOM are necessary after initial report to FSS, return to FSS frequency for traffic update.

⇒ **Inbound Example:** “Vero Beach radio, Centurion six niner Delta Delta, ten miles south, two thousand, landing Vero Beach. Request airport advisory.”

⇒ **Outbound Example:** “Vero Beach radio, Centurion six niner Delta Delta, ready to taxi, VFR, departing to the Southwest. Request airport advisory.”

A CTAF FSS provides wind direction and velocity, favored or designated runway, altimeter setting, known traffic, notices to airmen, airport taxi routes, airport traffic pattern information and instrument approach procedures. These elements are varied so as to best serve the current traffic situation. Some airport managers have specified that under certain wind or other conditions designated runways be used. Pilots should advise the FSS of the runway they intend to use.

On request, UNICOM stations may provide pilots with weather information, wind direction, traffic pattern information, the recommended runway or other necessary information. If the UNICOM frequency is designated as the CTAF, it will be identified in appropriate aeronautical publications.

Should airport advisory service (AAS) by an FSS or Aeronautical Advisory Station (UNICOM) be unavailable, wind and weather information may be obtainable from nearby controlled airports via Automatic Terminal Information Service (ATIS) or Automated Weather Observing System (AWOS) frequency.

### **Non-Radio Equipped Aircraft**

Pilots of inbound non-radio equipped aircraft should identify the runway in use prior to entering the traffic pattern by observing the landing direction indicator or

other means. If in doubt, orbit the field 500 to 1,000 feet above the traffic pattern altitude (TPA) specified in the Aircraft/Facility Directory, AOPA's Aviation USA or other authoritative publication as necessary to identify the runway in use. Once this has been done, descent to TPA altitude and entry into the pattern should be made in accordance with the recommended standard operating procedure delineated herein. Outbound non-radio equipped aircraft should determine the runway in use before taxi and adhere to local procedure to reach the run-up area.

**SAFETY TIP:** Before taxiing into position for takeoff, a 360 degree turn made in the direction of traffic will enable you to observe traffic on downwind, base leg and final approach. Departure from the pattern should be made in accordance with the recommended standard procedure (Figures 3 and 4) or specific departure procedures established for that airport.

## **III. SELF-ANNOUNCE POSITION AND/OR INTENTION PROCEDURES**

**Self-announce** is a procedure whereby pilots broadcast their position or intended flight activity or ground operation on the designated CTAF. This procedure is used primarily at airports which do not have an operating control tower or FSS on the airport. The self-announce procedure should also be used if a pilot is unable to communicate with the FSS on the designated CTAF.

**If an airport has a tower** and it is temporarily closed or operated on a part-time basis and there is not an FSS on the airport or the FSS is closed, use the CTAF to self-announce your position or intentions.

**Where there is no tower, FSS or UNICOM** station on the airport, use MULTICOM frequency 122.9 for self-announce procedures. Such airports will be identified

in appropriate aeronautical information publications.

**Practice instrument approaches.** Pilots conducting practice instrument approaches should be particularly alert for other aircraft that may be departing in the direction opposite to the instrument approach. When conducting any practice approach, regardless of its direction relative to other airport operations, pilots should make announcements on the CTAF as follows:

- Departing the final approach fix, inbound (non-precision approach) or departing the outer marker or fix used in lieu of the outer marker, inbound (precision approach);

- Established on the final approach segment or immediately upon being released by ATC;
- Upon completion or termination of the approach and upon executing the missed approach procedure;
- Departing aircraft should always be alert for arrival aircraft coming from the direction opposite to the runway heading.

### **Recommended Self-Announce Phraseologies**

Be aware that aircraft operating to or from another airport nearby may be making self-announce broadcasts on the same UNICOM or MULTICOM frequency. To help identify one airport from another, the airport name should be spoken at the beginning and end of each self-announce transmission.

⇒ **Inbound Example:** “Ocean City traffic, Apache two two five Zulu, (position), (altitude), (descending) or entering downwind/base/final (as appropriate) runway one seven full stop, (touch-and-go), Ocean City.” “Ocean City traffic, Apache two two five Zulu clearing runway one seven, Ocean City.”

⇒ **Outbound Example:** “Ocean City traffic, Queen Air seven one five five Bravo (location on airport) taxiing to runway two six, Ocean City.” “Ocean City traffic, Queen Air seven one five five Bravo departing runway two six. Departing the pattern to the (direction), climbing to (altitude) Ocean City.”

⇒ **Practice Instrument Approach Example:** “Ocean City traffic, Cessna two one four three Quebec (name - final approach fix) inbound descending through (altitude) practice (type) approach runway three five, full stop, Ocean City.” “Ocean City traffic, Cessna two one four three Quebec practice (type) approach

completed or terminated runway three five, Ocean City.”

### **UNICOM Communications Procedures**

In communicating with a UNICOM station, the following practices will help reduce frequency congestion, facilitate a better understanding of pilot intentions, help identify the location of aircraft in the traffic pattern and enhance safety of flight.

- Select the correct UNICOM frequency;
- State the identification of the UNICOM station you are calling in each transmission;
- Speak slowly and distinctly;
- Report approximately 10 miles from the airport, giving altitude, your aircraft type, aircraft identification, location relative to the airport and request wind information and runway in use;
- Report on downwind, base and final approach;
- Report clearing the runway.

The following are recommended UNICOM phraseologies:

⇒ **Inbound Example:** “Frederick UNICOM, Cessna eight zero one Tango Fox-trot 10 miles southeast descending through (altitude) landing Frederick, request wind and runway information Frederick.” “Frederick traffic, Cessna eight zero one Tango Fox-trot entering downwind/base/final (as appropriate) for runway one niner full stop, Frederick.” “Frederick traffic, Cessna eight zero one Tango Fox-trot clearing runway one niner, Frederick.”

⇒ **Outbound Example:** “Frederick UNICOM, Cessna eight zero one Tango Fox-trot (location on airport) taxiing to runway one niner, request wind and traf-

fic information, Frederick.” “Frederick traffic, Cessna eight zero one Tango Fox-trot departing runway one nine. Remaining in the pattern” or “departing the pattern to the (direction) (as appropriate), Frederick.”

### IFR Approaches

When operating in accordance with an IFR clearance and ATC approves a change to the advisory frequency, make an expeditious change to the CTAF and employ the recommended traffic advisory procedures.

### Ground Vehicle Operation

Airport ground vehicles equipped with radios should monitor the CTAF frequency when operating on the airport movement

area and remain clear of runways/taxi ways being used by aircraft. Radio transmissions from ground vehicles should be confined to safety-related matters.

### Radio Control of Airport Light Systems

Whenever possible, the CTAF will be used to control airport lighting systems at airports without operating control towers. This eliminates the need for pilots to change frequencies to turn the lights on and allows a continuous listening watch on a single frequency. The CTAF and information about radio control of airport lighting systems in the Airport/Facility Directory is published on the instrument approach chart and in other appropriate aeronautical information publications.

## Summary of Recommended Communication Procedures

AIRPORT FACILITY	FREQUENCY USE	COMMUNICATION / BROADCAST PROCEDURES		
UNICOM (no tower or FSS)	Communicate with UNICOM station on published CTAF frequency (122.7, 122.8, 122.725, 122.975, or 123.0). If unable to contact UNICOM station, use self-announce procedures on CTAF.	Outbound	Inbound	Practice Instr. Approach
No Tower, FSS, or UNICOM	Self-announce on MULTICOM frequency 122.900.	Before taxiing and before taxiing on the runway for departure.	10 miles out, and entering downwind, base, and final, and leaving the runway.	Departing final approach fix (name) inbound, and approach completed/terminated.
No tower in operation, FSS open	Communicate with FSS on CTAF frequency.			
FSS closed (no tower)	Self-announce on CTAF.			
Tower or FSS not in operation	Self-announce on CTAF.			

## IV. DESIGNATED UNICOM/MULTICOM FREQUENCIES

### Communications Between Aircraft

**CAUTION:** The Federal Communications Commission (FCC) requires an aircraft station license to operate on UNICOM/MULTICOM frequencies and usage must be in accordance with Part 87 of the FCC Rules. (See Section 87.29 regarding license applications.) Misuse of these frequencies may result in either the imposition of fines and/or revocation/suspension of FCC aircraft station license.

### Frequency Use

The following depicts UNICOM and MULTICOM frequency uses as designated by the Federal Communications Commission (FCC).

Frequency*	Use
122.700	Airports without an operating control tower
122.725	Airports without an operating control tower
122.800	Airports without an operating control tower
123.000	Airports without an operating control tower
122.975	Airports without an operating control tower
122.750	Air-to-air communications to private airports (not open to public)
123.300	Aviation instruction, glider, hot air balloon
123.500	Aviation instruction, glider, hot air balloon

\*See appropriate current aeronautical publications for changes or additions.

**Note:** In some areas of the country, frequency interference may be encountered from nearby airports using the same UNICOM frequency. Where this is a problem, UNICOM operators are encouraged to develop a least-interference frequency assignment plan for airports concerned using the five frequencies designated for airports without operating control towers. UNICOM licensees may then request FCC to assign frequencies in accordance with the plan, which they will review and consider for approval. Because the number of UNICOM and MULTICOM frequencies is limited, they tend to become saturated during daylight hours. Pilots of aircraft operating at the higher altitudes should avoid adding to this problem by blanketing available frequencies with non-essential transmissions, e.g., personal messages.

## V. USE OF UNICOM FOR ATC PURPOSES

UNICOM service may be used for air traffic control purposes only under the following circumstances:

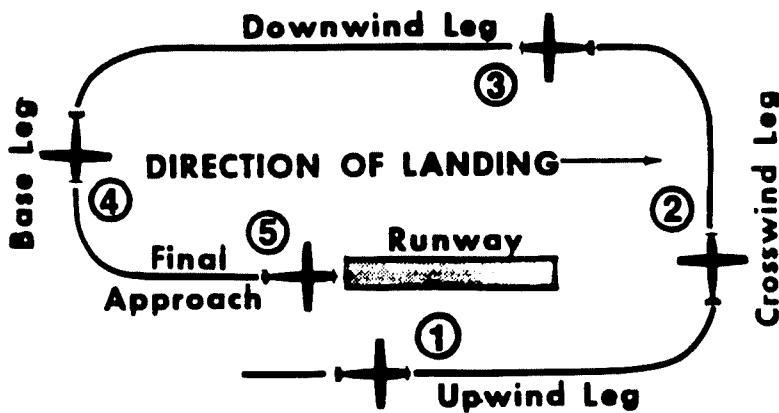
- Revision to proposed departure time;
- Takeoff, arrival or flight plan cancellation time;

- ATC clearances, provided arrangements are made between the ATC facility and the UNICOM licensee to handle such messages.

## VI. STANDARD TRAFFIC PATTERN TERMINOLOGY

Figure 1 gives the standard terminology for an airport traffic pattern. The diagram is intended only to illustrate standard terminology adopted for use by pilots and

controllers to identify various components of a traffic pattern. It should not be used as a reference on how to enter a traffic pattern.



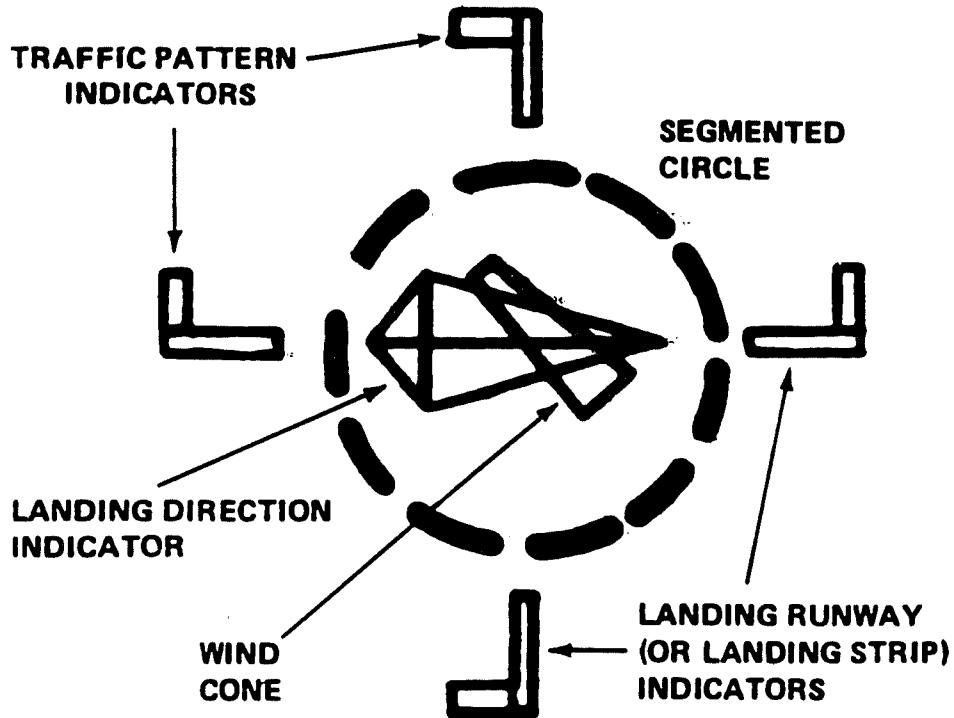
**Figure 1.**  
**STANDARD TRAFFIC PATTERN TERMINOLOGY**

**KEY:** Items 1 through 5 below are keyed to the numbers in Figure 1.

- 1 **Upwind Leg** - A flight path parallel to the landing runway in the direction of landing.
- 2 **Crosswind Leg** - A flight path at right angles to the landing runway off its takeoff end.
- 3 **Downwind Leg** - A flight path parallel to the landing runway in the opposite direction of landing.
- 4 **Base Leg** - A flight path at right angles to the landing runway off its approach end and extending from the downwind leg to the intersection of the extended runway center line.
- 5 **Final Approach** - A flight path in the direction of landing along the extended runway center line from the base leg to the runway.

## VII. VISUAL INDICATORS AT NON-TOWERED AIRPORTS

At those airports without an operating tower, a segmented circle visual indicator system, if installed, is designed to provide traffic pattern information. The segmented circle system consists of the following components as shown in Figure 2.



**Figure 2.**  
**SEGMENTED CIRCLE**

**The Segmented Circle** - Located in a position affording maximum visibility to pilots in the air and on the ground and providing a centralized location for other elements of the system.

**The Wind Direction Indicator** - A wind cone, wind sock or wind tee installed near the operational runway to indicate wind direction. The large end of the wind cone/wind sock points into the wind as does the large end (cross bar) of the wind tee. In lieu of a tetrahedron and where a wind sock or wind cone is co-located with a wind tee, the wind tee may be manually aligned with

the runway in use to indicate landing direction. These signaling devices may be located in the center of the segmented circle and may be lighted for night use. Pilots are cautioned against using a tetrahedron to indicate wind direction.

**The Landing Direction Indicator** - A tetrahedron is installed when conditions at the airport warrant its use. It may be used to indicate the direction of landings and take-offs. A tetrahedron may be located at the center of a segmented circle and may be lighted for night operations. The small end of the tetrahedron points in the direction of

landing. Pilots are cautioned against using a tetrahedron for any purpose other than as an indicator of landing direction. Further, pilots should use extreme caution when making runway selection by use of a tetrahedron in very light or calm wind conditions, as the tetrahedron may not be aligned with the designated calm-wind runway. At airports with control towers, the tetrahedron should only be referenced when the control tower is not in operation. Tower instructions supersede tetrahedron indications.

**Landing Strip Indicators** - Installed in pairs as shown in the segmented circle diagram and used to show the alignment of landing strips.

**Traffic Pattern Indicators** - Arranged in pairs in conjunction with landing strip indicators and used to indicate the direction of turns when there is a variation from the normal left traffic pattern. (If there is no segmented circle installed at the airport, traffic pattern indicators may be installed on or near the end of the runway.)

Preparatory to landing at an airport without a control tower or when the control tower is not in operation, locate the indicator for the approach end of the runway to be used.

When approaching for landing, all turns must be made to the left unless a traffic pattern indicator shows that turns should be made to the right. By mentally enlarging the indicator for the runway to be used, the base and final approach legs of the traffic pattern to be flown can be visualized immediately. Likewise, the direction of turn after takeoff can be determined by noting the layout of the traffic pattern indicator.

When two or more aircraft are approaching an airport for the purpose of landing, the aircraft at the lower altitude has the right-of-way, but it shall not take advantage of this rule to cut in front of another which is on final approach to land or to overtake that aircraft (FAR-91.113(f)).

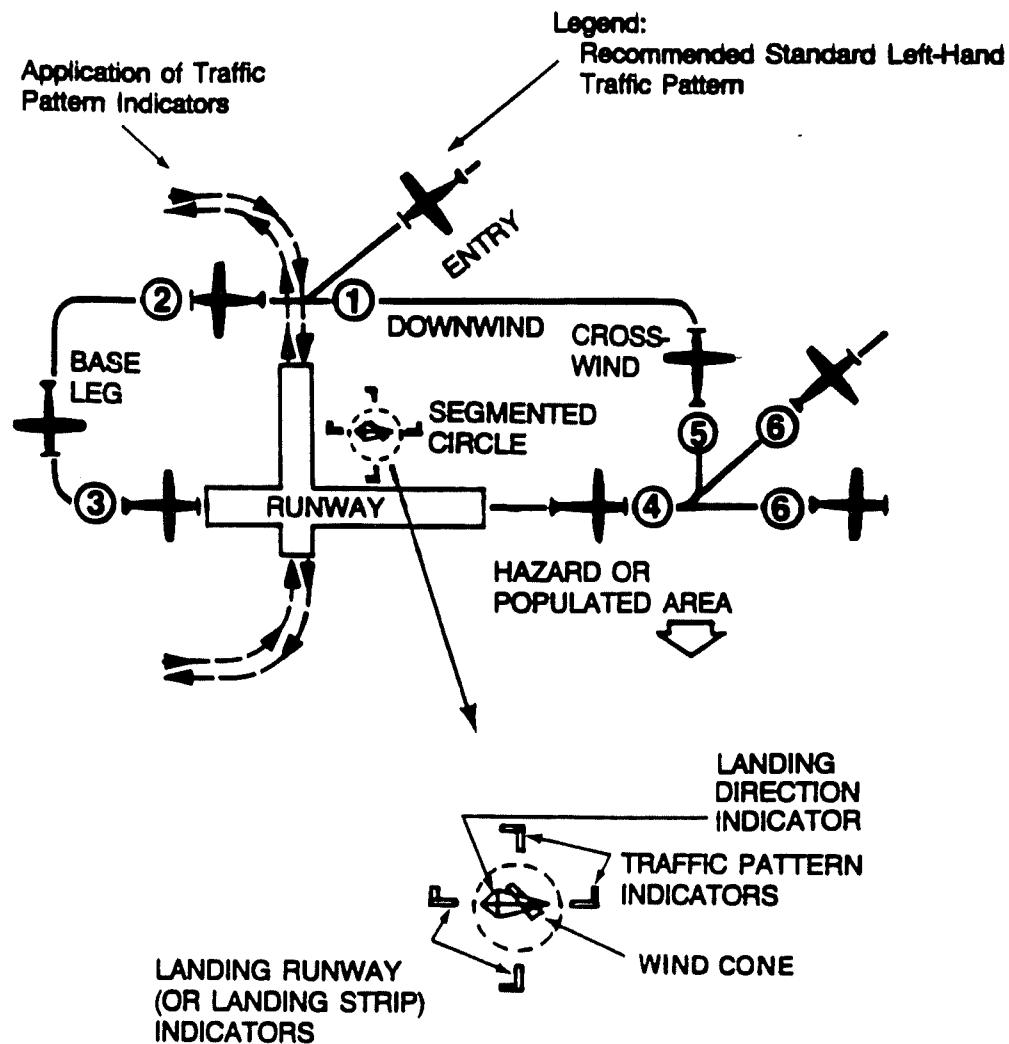
## VIII. TRAFFIC PATTERNS

At most airports and military air bases, traffic pattern altitudes for propeller-driven aircraft generally extend from 600 feet to as high as 1,500 feet above the ground. Also, traffic pattern altitudes for military turbojet aircraft sometimes extend up to 2,500 feet above the ground. Therefore, pilots of en route aircraft should be constantly on the alert for other aircraft in traffic patterns and avoid these areas whenever possible. Traffic

pattern altitudes should be maintained unless otherwise required by the applicable distance from cloud criteria (FAR-91.155).

Ultralight vehicle traffic patterns are depicted in Figure 5.

Auburn Municipal Airport arrival and departure routes are depicted in Figure 6.



**Figure 3.**  
**SINGLE RUNWAY, NON-TOWERED AIRPORT OPERATIONS**

**Key:** Items 1 through 6 below are keyed to the numbers in Figure 3.

- 1 **Enter pattern** in level flight abeam the midpoint of the runway at pattern altitude (1,000' AGL is recommended pattern altitude unless established otherwise). For most general aviation airplanes, the path over the ground on downwind leg should be approximately one-half mile abeam and parallel to the active runway. (Many runways at general aviation airports are about one-half mile long.)
- 2 **Maintain pattern altitude** until abeam approach end of the landing runway, on downwind leg. The turn from downwind to base leg should begin when the runway end appears to be about 30 degrees aft of the wing. For landing traffic ahead of you (assuming similar approach speeds), begin the turn to base leg when the aircraft ahead of you on final approach is abeam. Pilot use of these criteria expedites traffic and diminishes the midair collision hazard.

3 Complete turn to final at least one-fourth mile from the runway end.

**SAFETY TIP:** Keeping the final approach close to one-fourth mile in length whenever possible expedites traffic and diminishes the midair collision problem stemming from long, drawn-out approaches.

4 When departing, continue straight ahead until beyond departure end of runway.

5 If remaining in the traffic pattern, commence turn to crosswind leg beyond the departure end of the runway, within 300 feet of pattern altitude. When landing traffic is heavy, courtesy demands that landing aircraft give way occasionally to permit departing aircraft to take off.

6 If departing the traffic pattern, continue straight out or exit with a 45 degree left turn beyond the departure end of the runway after reaching pattern altitude.

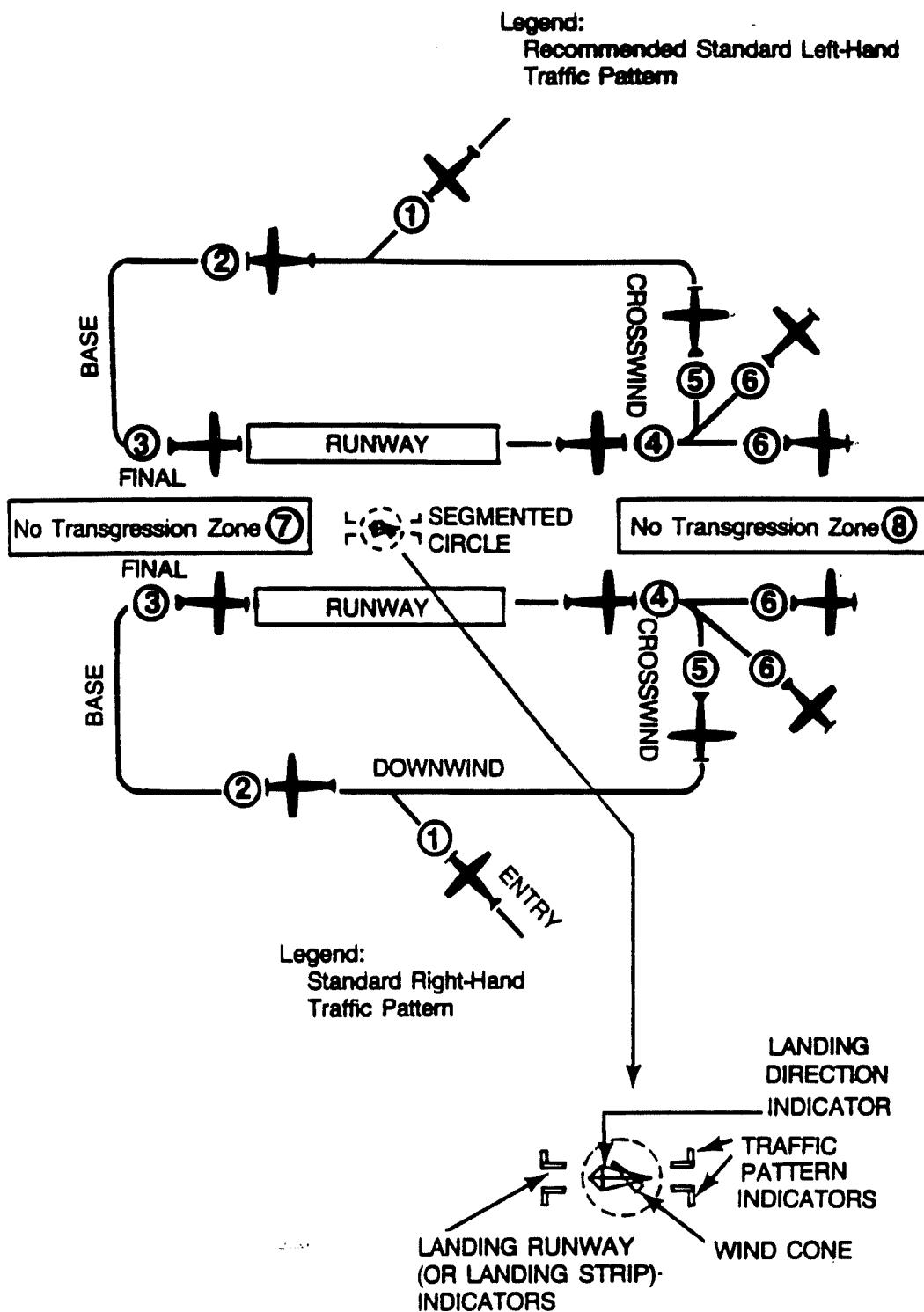


Figure 4.  
PARALLEL RUNWAY, NON-TOWERED AIRPORT OPERATIONS

**Key:** Items 1 through 6 below are keyed to the numbers in Figure 4.

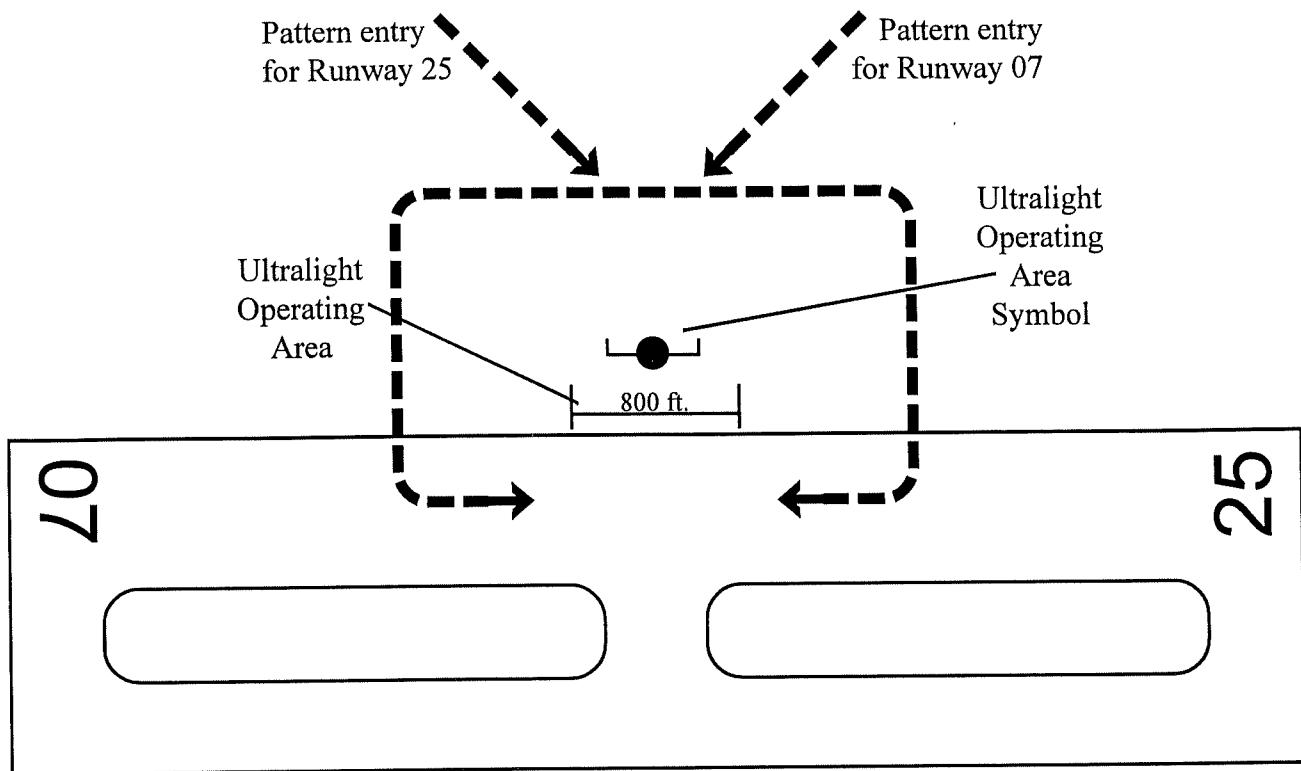
- 1 **Enter pattern in level flight**, abeam the midpoint of the runway, at pattern altitude (1,000' AGL is recommended pattern altitude unless established otherwise). For most general aviation airplanes, the path over the ground on downwind leg should be approximately one-half mile abeam and parallel to the active runway. (Many runways at general aviation airports are about one-half mile long.)
- 2 **Maintain pattern altitude** until abeam the approach end of the landing runway, on downwind leg. The turn from downwind to base leg should begin when the runway end appears to be about 30 degrees aft of the wing. For landing traffic ahead of you (assuming similar approach speeds), begin the turn to base leg when the aircraft ahead of you on final approach is abeam. Pilot use of this criterion expedites traffic.
- 3 **Complete turn to final** at least one-fourth mile from the runway.

**SAFETY TIP:** Keeping the final approach close to one-fourth mile in length whenever possible expedites traffic and diminishes the midair collision problem stemming from long, drawn-out approaches.

- 4 **When departing**, continue straight ahead until beyond departure end of runway.
- 5 **If remaining in the traffic pattern**, commence turn to crosswind leg beyond the departure end of the runway, within 300 feet of pattern altitude.
- 6 **If departing the traffic pattern**, continue straight out or exit with a 45 degree turn away from the runway complex beyond the departure end of the runway after reaching pattern altitude or comply with established procedures, e.g., noise abatement.

**CAUTION:** Do not overshoot final or continue on a track which will penetrate the final approach of a parallel runway.

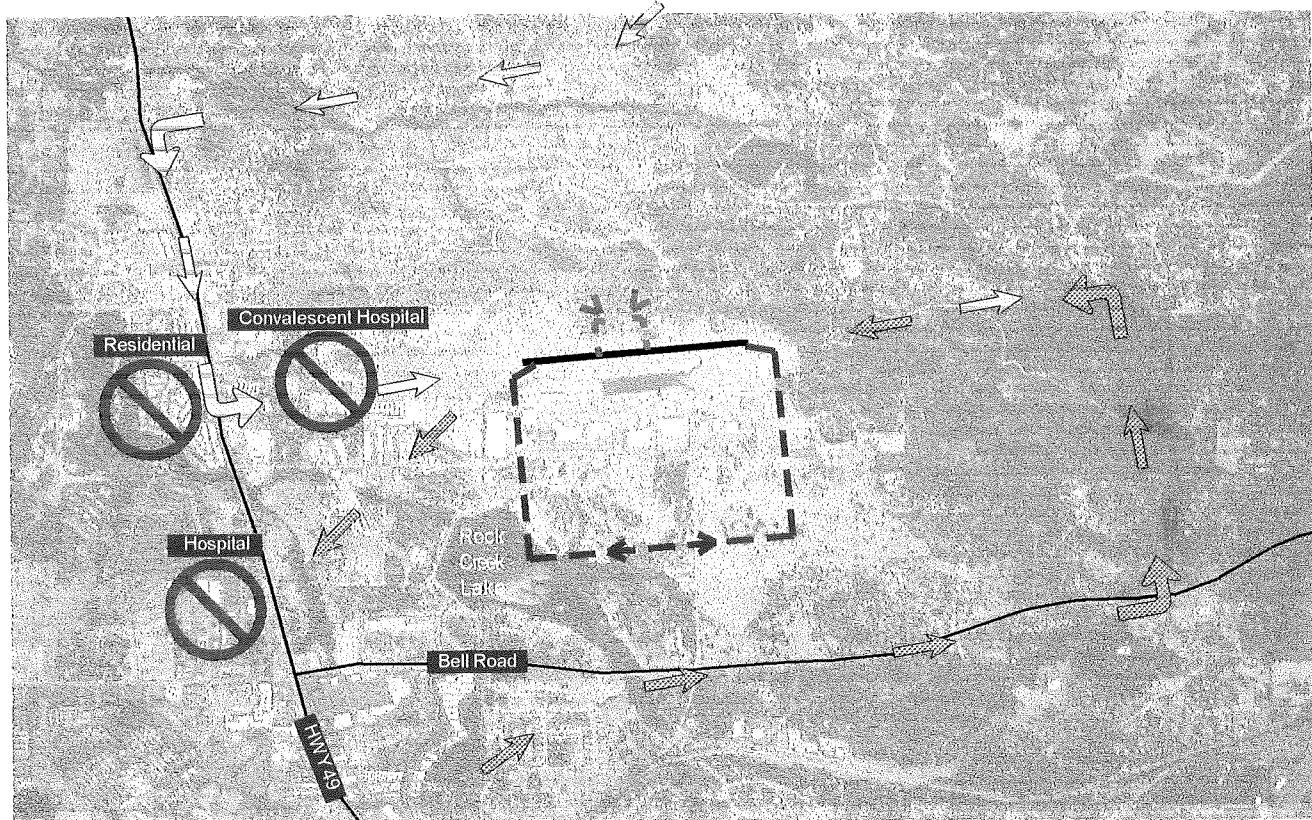
**CAUTION:** Do not continue on a track which will penetrate the departure path of the parallel runway.



**Figure 5.**  
**ULTRALIGHT VEHICLE TRAFFIC PATTERN**

- ◆ Ultralight vehicles (ULVs) shall use a separate traffic pattern north of Runways 07/25. It will be a right-hand pattern for Runway 25 and a left-hand pattern for Runway 07. Pattern altitude will be 500 feet AGL.
- ◆ Due to ULV slow speeds, it is expected the ULV pattern will be kept close to the runways and landings will be planned to turn off the runway at the midfield turnoff.
- ◆ ULVs are required to yield the right of way to all aircraft.

# Auburn Municipal Airport Arrival & Departure Routes



**Runway 25**



**Ultralight**



**Runway 07**



**Helicopter**



Noise  
Sensitive  
Areas

IDENT-.AUN	FSS: Rancho Murieta 122.3
CTAF: 122.7	Field Elevation: 1520 MSL
Pattern Altitude: 2500 ft MSL (1000 ft AGL)	
Runway Length 3100 ft/200 ft overruns each end	HNW 115.5 294 21
Radar traffic advisory: Sacramento Approach-119.1 MCC	109.2 023 23
Location: 3 nmi north of Auburn From VORs: =DME	MYV 110.8 025 24

**Figure 6.**  
**ARRIVAL AND DEPARTURE ROUTES**

# Auburn Airport

## Noise Abatement Procedures

The Auburn Airport is surrounded by noise sensitive areas. By using your aircraft's quietest departure techniques and the guidelines below, we can reduce the noise impact on our neighbors.

### RUNWAY 25 - Pattern Altitude 2500' MSL

1. To avoid overflight of convalescent hospital and mobile home park, recommend-left turn to 230° at end of runway, safety permitting.
2. Enter downwind at near Rock Creek Lake from 45° intercept path.
3. Recommend following PAPI lights on final approach.

### RUNWAY 07 - Pattern Altitude 2500' MSL

1. Avoid overflight of Westridge area.
2. Enter downwind at 45° intercept path. Keep base leg east of Hwy 49.
3. Recommend following PAPI lights on final approach.

### HELICOPTER PATTERN - 2100' MSL

1. All patterns are south of airport.
2. Remain east of HWY 49.
3. Remain north of Bell Road.
4. Left traffic Runway 25.
5. Right traffic Runway 07.

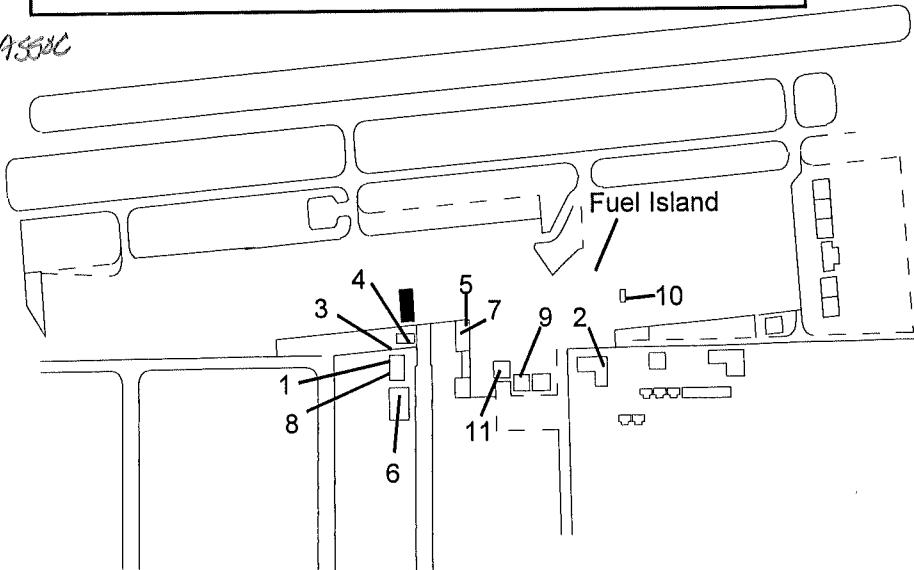
### ULTRALIGHT VEHICLE PATTERN - 2000' MSL

1. All patterns are north of Airport.
2. Keep pattern tight and plan landing to turn off at midfield taxiway.

## AIRPORT SERVICES

1. Auburn Avionics 885-2642  
Avionics sales & service
2. Auburn Flying 823-5610  
Sales, maintenance & charter
3. Bolt-On Aviation 823-2922  
Maintenance
4. Career Helicopters 823-9487  
Instruction, rentals & rides
5. Horizon Aviation 823-3495  
Instruction, rentals & sales
6. Gyro House 823-6204  
Instrument sales & service
7. Pass Time Aviation 889-0506  
Maintenance
8. Sunshine Flyers 888-6092  
Instruction, rentals & supplies
9. Wings Grill 885-0428  
Restaurant
10. Wings Airport Service  
Airport Office 823-0744
11. Classic Aviation  
Greg Foss 888-7007

*Gold Country Aviation*  
Services: Wings Fuel (823-0744), Fuel (80, 100LL, Jet A)  
8am to 5pm, summer until 6pm. 24hr fuel available by  
automated system, credit card only (Unicom 122.7) Transient  
parking is available along edge of ramp north and east of fuel  
pumps. Overnight fee is \$3 single, \$4 twin.



## IX. AIRPORT COURTESY/SAFETY ITEMS

- ⇒ Turn on the rotating beacon/nav lights prior to starting engines.
- ⇒ Avoid high rpm/high-speed taxi in close quarters. Taxi no faster than a person can walk.
- ⇒ Do not taxi in close proximity to the rear of large aircraft (props or jets) when their engines are operating.
- ⇒ Do not taxi in unlighted areas at night without a taxi or landing light in use.
- ⇒ Avoid blinding other pilots with taxi/landing/strobe lights.
- ⇒ During high-power run up, position the aircraft to avoid directing the propeller blast toward persons, other aircraft or property on the ground.
- ⇒ Do not taxi onto the active runway for departure unless you have adequate spacing from landing traffic.
- ⇒ Always depart the pattern in accordance with the recommended standard procedures or the procedures established for that airport. Announce your intentions in advance.
- ⇒ When inbound, monitor the CTAF for other traffic from 10 miles out. Obtain and use the latest altimeter setting. Enter the traffic pattern at pattern altitude using the recommended standard procedure or the procedure prescribed for that airport.
- ⇒ Use of taxi/landing lights near the airport during daylight enhances airplane conspicuity and diminishes the midair collision problem.
- ⇒ Avoid complacency and distraction while in the pattern. Keep alert for helicopters, gliders and high performance aircraft that may fly non-standard patterns. Eighty percent of the midair collisions which occur in the traffic pattern happen on final approach.
- ⇒ Take adequate landing interval on downwind leg, but avoid extending the pattern unduly. Let other aircraft in the pattern know whether you are 'touch and go' or 'full stop.'
- ⇒ Observe the approach area for aircraft making straight-in approaches. Consider giving way to aircraft on practice instrument approaches to VOR or ILS minima.
- ⇒ On final approach, if several aircraft are waiting for departure, consider giving way so they may take off.
- ⇒ After landing, expedite clearing the runway to avoid forcing the aircraft behind you to go around.
- ⇒ Pilots-in-command are the only persons who can prevent midair collisions.

## X. MIDAIR COLLISION AVOIDANCE

Most midair collisions occur within five miles of an airport, below 3,000 feet and in clear weather. Further, most midairs at non-towered airports occur on downwind leg or on final approach. To prevent midairs from occurring, it is important that pilots:

**Maintain a sharp lookout** for other traffic, particularly within 10 miles of the airport.

**Enter traffic in the prescribed manner** and a traffic pattern altitude. A low-wing airplane descending into a traffic pattern populated by high-wing aircraft is a midair looking for a place to happen! During entry, observe the area upwind of the field for aircraft turning crosswind or downwind to remain in the pattern.

**On downwind and base leg**, observe the final approach area for aircraft making a straight-in approach. This is especially important where an instrument approach is aligned with the active runway.

**Take proper interval** on aircraft ahead in the traffic pattern to ensure safe separation without extending the pattern unduly. On final, observe the area in front of you for other traffic. Many midair collisions occur on final approach because pilots of overtak

ing aircraft are concentrating on landing instead of watching for aircraft ahead.

**If you are forced to ‘go-around’** because of insufficient landing interval, add power to full if necessary, ‘clean-up’ the airplane and maneuver to the right of the runway keeping the landing traffic ahead of you in sight at all times until well clear.

**During departure**, and before taxiing into position, look for traffic on a straight-in approach and from both left- and right-hand traffic patterns. Also, look for traffic landing from the opposite direction. In high-wing aircraft, it may be necessary to make a 360 degree turn to observe all traffic.

**One little known midair collision hazard** exists at non-towered airports with approved instrument approaches. The midair collision hazard is present when aircraft operating VFR in the traffic pattern in the uncontrolled airspace below the transition area coexist with IFR aircraft making instrument approaches to the field. Aircraft descending out of the clouds or approaching the runway straight-in at minimum descent altitude may come head-to-head with aircraft in the traffic pattern or vice versa.

## APPENDIX D

### STANDARD LEASE FORM FOR AIRCRAFT TIE-DOWN SPACE

Replaced 8-22-2012  
22-94

## AUBURN AIRPORT AIRCRAFT PARKING LEASE

### I. PARTIES

This Lease, made the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, is entered into in the City of Auburn, County of Placer, State of California, between \_\_\_\_\_, an agent for the City of Auburn, a municipal corporation of the State of California, hereinafter referred to as the 'Lessor,' and

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

hereinafter referred to as 'Lessee.'

### II. PREMISES

Lease of the premises is made to Lessee solely for the purpose of allowing Lessee to use said space for tie-down of aircraft No. \_\_\_\_\_. The make and model and I.D. No. of said aircraft are \_\_\_\_\_ and the color of said aircraft is \_\_\_\_\_.

### III. RENT

Lessee shall pay to Lessor on a monthly basis rent in advance of the first day of each calendar month, the sum of \$ \_\_\_\_\_. Failure on the part of the Lessee to pay Lessor the above-specified rent shall result in a delinquent charge of \$ \_\_\_\_\_ per month, being assessed against Lessee for each month for which payment is late.

### IV. LIEN

Lessor has a lien on the above aircraft for delinquent rental charges or other charges due Lessor for services rendered to said aircraft or use of airport facilities, and may secure and dispose of said aircraft to satisfy any such lien pursuant to all applicable provisions of the Auburn Municipal Code and other laws.

### V. INSURANCE

Lessee shall, throughout the term of this Lease, at Lessee's own cost and expense, procure and maintain in full force and effect a comprehensive public liability and property damage insurance policy for protection of Lessee and Lessor, the City of Auburn and its respective officers, agents and employees, insuring said parties against loss, damage or liability for personal injury, death or damage to property resulting from the acts, omissions or negligence of the insured parties and any respective officers, agents and employees with respect to ownership, maintenance, use or operation of the leased premises and any aircraft thereon. The minimum insurance shall be combined single limit bodily injury and property damage liability insurance identifying the

airport as an insured location in an amount not less than \$1,000,000 (One Million Dollars) per occurrence. Such insurance shall contain a standard cross-liability endorsement and Lessee shall provide Lessor with certification or proof of insurance prior to use of the premises by Lessee. All insurance policies required herein shall contain a provision that written notice of cancellation or material change shall be delivered to Lessor thirty (30) days in advance.

#### **VI. USE**

Lessee shall use and occupy the leased premises for aircraft tie-down and minor maintenance on aircraft only. Lessee may be required to move or permit moving of the aircraft for airport maintenance or other reasons considered beneficial to airport maintenance or other reasons considered beneficial to the operation of the airport, provided an alternate tie-down is provided. Private transportation may occupy the leased tie-down during aircraft use. Lessee agrees to abide by all rules of the Lessor pertaining to the use of leased space.

#### **VII. ASSIGNMENT**

Lessee shall not assign this Lease or any right hereunder, nor sublet the premises or any part thereof, without first providing information to and obtaining permission from the Lessor.

#### **VIII. TERMINATION**

Lessee shall give written notice to Lessor thirty (30) days prior to vacating the premises. The Lessee shall have the first right of refusal at the expiration of the Lease.

'Lessee'

---

Date

CITY OF AUBURN  
'Lessor'

---

Date

**APPENDIX E**

**ACCESS FEES**

*99-60*

## ACCESS FEE

An access fee shall apply to all off airport operators who desire to engage in any aeronautical activity.

The minimum standards for the various aeronautical activities for which an access fee is required will be found under Section VI, paragraph C, of the Minimum Operating Standards.

In addition to the access fee, an off airport operator will be required to obtain a business license from the City of Auburn and be able to show proof of adequate insurance coverage as specified in Appendix A of this publication. Proof of business license, insurance coverage and receipt for payment of access fee should be carried by an off airport operator whenever working at the airport.

Upon completion of the requirements above, all off airport operators will be required to negotiate an agreement of operation with the City Manager. This agreement will specify the activity or activities in which the operator will be engaged. The access fee will be determined by the Authority and specified in the appropriate agreement. The agreement is subject to the approval by the Auburn City Council.

The Authority reserves the right to designate the location on the airport where the activities of the off airport operator may take place.

The Authority shall review the fee structure from time to time to determine whether or not changes are warranted in the fee structure. In addition, the Authority may add other specific aeronautical activities to the fee structure.

The access fee for each of the activities listed in Section VI, paragraph C, of the Minimum Operating Standards; i.e., aircraft sales, aircraft parts and accessory sales, charter operations, aircraft rental, flight instruction or ground school, maintenance services and line service supplying fuel/oil, shall be a minimum of five percent (5%) of the annual gross receipts derived from any specific activity.

An off airport operator engaged in line service activities; i.e., sale of aircraft fuel, lubricants and accessories, will be assessed a fuel flowage fee of \$.05 per gallon of fuel for the first 10,000 gallons. The flowage fee in excess of 10,000 gallons will be \$.06 per gallon. The fees for all other products are to be negotiated.

Off airport operators will maintain a yearly financial statement to substantiate the amount of annual access fee, and it will be subject to verification by the City Finance Department and may include a financial audit of the business records.

FEES 99-60  
ACCESS FEE

An access fee shall apply to all off airport operators who desire to engage in any aeronautical activity.

The minimum standards for the various aeronautical activities for which an access fee is required will be found under Section VI, paragraph C, of the Minimum Operating Standards.

In addition to the access fee, an off airport operator will be required to obtain a business license from the City of Auburn and be able to show proof of adequate insurance coverage as specified in Appendix A of this publication. Proof of business license, insurance coverage and receipt for payment of access fee should be carried by an off airport operator whenever working at the Airport.

Upon completion of the requirements above, all off airport operators will be required to negotiate an agreement of operation with the ~~AIRPORT~~ City Manager. This agreement will specify the activity or activities in which the operator will be engaged. The access fee will be determined by the ~~AIRPORT~~ City and specified in the appropriate agreement. The agreement is subject to the approval by the Auburn City Council.

~~CITY~~  
The Authority reserves the right to designate the location on the airport where the activities of the off airport operator may take place.

The Authority shall review the fee structure from time to time to determine whether or not changes are warranted in the fee structure. In addition, the Authority may add other specific aeronautical activities to the fee structure.

The access fee for each of the activities listed in Section VI, paragraph C, of the Minimum Operating Standards; i.e., aircraft sales, aircraft parts and accessory sales, charter operations, aircraft rental, flight instruction or ground school, maintenance services and line service supplying fuel/oil, shall be a minimum of five percent (5%) of the annual gross receipts derived from any specific activity. ~~\$100.00/month per business.~~ *Res 99-86  
1/26/99*

*The access fee for aircraft parked, stored or hangared on private property adjacent to Auburn Municipal Airport shall be negotiated by the Airport Manager in accordance with FAA Order 5190.6A.* *Res 99-53  
5/17/99*

An off airport operator engaged in line service activities; i.e., sale of aircraft fuel, lubricants and accessories, will be assessed a fuel flowage fee of \$.06 per gallon of fuel for the first 10,000 gallons. The flowage fee in excess of 10,000 gallons will be \$.07 per gallon. The fees for all other products are to be negotiated. *Motion  
5/18/00*

~~Off airport operators will maintain a yearly financial statement to substantiate the amount of annual access fee and it will be subject to verification by the City Finance Department and may include a financial audit of the business records.~~ *Res 99-60*