

**TO:** James L. App, City Manager  
**FROM:** Meg Williamson, Interim Public Works Director  
**SUBJECT:** Airport Regulations and Minimum Standards  
**DATE:** September 21, 2004

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**NEEDS:** For the City Council to consider approving amended Rules & Regulations and Minimum Standard Requirements for Aeronautical Services for the Municipal Airport.

- FACTS:**
1. The City first adopted Rules & Regulations to govern Airport operations with its acquisition of the Airport in 1973.
  2. The Regulations document has been amended from time to time, as operational needs required. The last amendment was approved by the City Council in 1993.
  3. The Minimum Standards document is drafted at the encouragement of FAA in order to provide consistent requirements for providers of Aeronautical Services on the Airport.
  3. The Airport Advisory Committee has provided extensive work in drafting and review of the documents and recommends their adoption.
  4. The Council's Ad Hoc Committee has also reviewed the documents.

**ANALYSIS  
AND**

**CONCLUSION:** Rules & Regulations are essential to the safe and efficient operation of the Airport. Minimum Standards enable the City to provide for equal treatment of all who conduct business on the Airport, as required for FAA compliance. The evolution of Airport activities dictates the need to amend certain of the existing regulations to provide a more effective tool for the City's administration. With the completion of diligent drafting and review efforts by Staff and the associated committees, these documents are presented for City Council approval and adoption.

**POLICY**

**REFERENCE:** Municipal Ordinance No. 606 N.S.; FAA Compliance Standards

**FISCAL**

**IMPACT:** None

- OPTIONS:**
- a. Approve Resolution No. 04-XX amending the Airport Rules & Regulations and adopting Minimum Standard Requirements for Airport Aeronautical Services.
  - b. Amend, modify or reject the above option.

Attachments (3)

1. Resolution
2. Airport Rules & Regulations
3. Minimum Standard Requirements for Airport Aeronautical Services

RESOLUTION NO. 04-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
APPROVING AMENDED AIRPORT RULES & REGULATIONS AND  
MINIMUM STANDARD REQUIREMENTS FOR AIRPORT AERONAUTICAL SERVICES

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WHEREAS, the City owns and operates the Paso Robles Municipal Airport, and as operator, is obligated to provide adequate governing documents for the safe administration of the Airport; and

WHEREAS, the City is further obligated to establish Minimum Standards for Aeronautical Services which provide for fair and equal treatment of all who desire to offer aeronautical services; and

WHEREAS, the City, through its Airport Advisory Committee, has received public input to the drafting process, and the recommendation of the Committee for adoption of the documents; and

WHEREAS, the Airport operation is better served by current, comprehensive governing documents.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

SECTION 1. The City Council of the City of El Paso de Robles does hereby approve the Municipal Airport Rules & Regulations, as amended and attached hereto as Exhibit 'A'.

SECTION 2. The City Council of the City of El Paso de Robles does hereby adopt the Minimum Standard Requirements for Airport Aeronautical Services, as presented and attached hereto as Exhibit 'B'.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 21<sup>st</sup> day of September, 2004 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Frank R. Mecham, Mayor

ATTEST:

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Sharilyn M. Ryan, Deputy City Clerk

*City of El Paso de Robles*

# Municipal Airport



## **Rules and Regulations**

September 2004

# AIRPORT RULES AND REGULATIONS

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CITY OF PASO ROBLES  
MUNICIPAL AIRPORT  
RULES AND REGULATIONS

TITLE:

This chapter shall be known as the Municipal Airport Rules and Regulations of the City of El Paso de Robles.

PURPOSE:

These regulations shall define and set forth the scope and area of responsibility pertaining to the safe and efficient operation of the Paso Robles Municipal Airport.

AUTHORITY:

The City of Paso Robles, as owner of the Airport, is directed by Federal and State law to provide for the safe and efficient operation of the facility as a public Airport, and to provide for the health, safety, and welfare of the flying public. These regulations are adopted under various provisions of State, Federal, and local laws.

DEFINITIONS:

Definitions as used in these Regulations, unless the text otherwise requires, shall have the following meanings:

- A. "AIRPORT" means the Paso Robles Municipal Airport and all of the area, buildings, facilities and improvements within the exterior boundaries of airport property as it now exists or as it may hereafter be extended or enlarged.
- B. "AIRPORT MANAGER" means that person designated by the City Council of the City of El Paso de Robles, as the person charged with the responsibility for the daily operations of the Airport, and is one of the persons charged with the enforcement of the Municipal Airport Rules and Regulations and Airport Minimum Standards.
- C. "COUNCIL" means the City Council of the City of El Paso de Robles, who, as governing body of the municipality which owns the Airport, is final authority in all matters of policy.
- D. "CITY" means the City of El Paso de Robles.
- E. "FAA" means Federal Aviation Administration or duly designated representative thereof.
- F. "FAR" means Federal Air Regulations or any associated Federal Statute pertaining to aircraft operation.
- G. "AGL" refers to actual altitude above average elevation of terrain or "above ground level."

- H. "MSL" means actual altitude above sea level as indicated by a properly calibrated altimeter or "Mean Sea Level."
- I. "Engine Run" is defined as a low power running of an aircraft engine for the purpose of leak checks or similar inspections not requiring high power settings or creating propeller blast or dust.
- J. "Engine run-up" refers to the operation of an aircraft engine at high power settings for test or check purposes. Such operations would include propeller blast and its associated effects.
- K. "Fixed Base Operator" (FBO) means any individual or business authorized to provide Aeronautical Services pursuant to Section 8 of these Rules and Regulations and the Airport Minimum Standards.
- L. "Person(s)" includes: a natural person, joint venture, joint stock company, partnership, association, corporation, City, County, District, the State and the United States, to the extent authorized to provide aeronautical services by law.
- M. "Rules and Regulations" or "Rules" or "Regulations" as used herein refer and mean the City of El Paso de Robles Municipal Airport Rules and Regulations as amended from time to time.
- N. "Airport Minimum Standards" means the Paso Robles Municipal Airport Minimum Standards for Aeronautical Services, as amended from time to time.
- O. "Director" means the Director of the City Department designated by the City from time to time, under which the Airport operates.
- P. "Security Officer" means any sworn peace officer, City Police, County Sheriff, CHP, or similar law enforcement personnel that may be on the Airport in the line of assigned duty.

## SECTION 1 - GENERAL

### 1.10 - Public Use

The Airport shall be open for public use at all hours of the day, subject to regulations, restrictions due to weather, the conditions of the landing area, or the presentation of special events and like causes, as may be determined by the Airport Manager or governing regulation or statute.

### 1.20 - Common-Use Areas

All runways, taxiways, and associated turn-offs, and aprons, together with associated lighting, marking and navigational fixtures shall be considered as Common-Use areas of the Airport. Such Common-Use areas shall be maintained as being available for use by all persons flying or operating aircraft on the Airport. Certain areas of the main ramp, including parking areas and helipads shall also be designated as Common-Use area. No person shall utilize any Common-Use area for other than its intended purpose, without the prior consent or authorization of the Airport Manager. Common-Use areas are subject to change without prior notice.

### 1.30 - Special Events

Special events such as air shows, air races, fly-ins, or other similar gatherings requiring the general use of the Airport, or involving more than 10 aircraft or 30 persons, gathering together for a specific purpose, other than normal or routine Airport traffic, shall apply for an "Airport Special Events Permit". Such event shall be held only upon the issuance of such a permit by the City and at such times, in such areas and upon such terms and conditions as shall be specified in the permit and directed by the Airport Manager.

### 1.40 - Airport Manager

The Airport Manager is responsible for the safe and efficient operation of the Airport. The Airport Manager shall be responsible for such action as may be necessary for handling, policing, protecting and safeguarding the public while present at the Airport and to regulate aircraft and vehicular traffic on the Airport, as necessary. The Airport Manager may suspend or restrict any or all operations without regard to weather conditions or current activities whenever such action is deemed necessary in the interest of public health, safety, or welfare. Decisions of the Airport Manager are subject to review as provided for by City policies and regulations.

### 1.50 - Acceptance of Rules

The use of the Airport or any of its facilities in any manner by a person shall constitute an acceptance by that person of these regulations, or any rules adopted and intended to implement these regulations, and shall create an obligation on the part of that person to abide by and obey said regulations. Flight instructors shall have the duty to fully acquaint their students with these rules and regulations and shall be responsible for the conduct of students under their direction.

### 1.60 - Availability of Rules

All persons licensed or permitted to do business on or conduct operations of any kind on the Airport shall maintain a current copy of these regulations, in his office or place of business and make it available to all persons upon request.

## 1.70 - Enforcement & Penalties

All applicable provisions of the California Vehicle Code shall be in full force and effect on the streets and public-use areas of the Airport. All persons shall be subject thereto. Enforcement shall be accomplished by the City Police Department as well as all other agencies charged with such responsibility.

All applicable provisions of Section IX of the Aeronautics Law of the State Aeronautics Act of the Public Utilities Code of the State of California shall be in force on the Airport. Those persons charged with the enforcement of said provisions as reflected in Section 21252 of that Code shall be authorized and empowered to enforce said provision on the Airport.

All applicable provisions of Federal Air Regulations (FAR) and the associated enforcement and penalties shall be in full force and effect on the Airport and within the Airport Traffic Pattern.

The provisions of State and Federal regulations, as referred to herein, shall supersede the provisions of these Rules and Regulations. In the case of a conflict, the State and Federal regulations shall prevail. Only in the case of conflict shall the specific provision of these regulations be superseded. All other provisions shall remain in full force and effect and be enforced as specified herein.

Any person violating these Rules and Regulations, the Federal and State regulations specified, the traffic laws of the State of California, or the traffic regulations of the City of El Paso de Robles in connection with vehicular traffic on the Airport shall be subject to prosecution in the appropriate court for such violation.

In addition to any remedies or penalties otherwise provided by State or local law or Federal Aviation Regulations, any person violating these Rules and Regulations and/or Airport Minimum Standards, or operating or handling any aircraft in violation of these Rules and Regulations, or failing to comply with these regulations, may be promptly removed or ejected from the Airport by or under the authority of the Airport Manager. If necessary to maintain the safety of the public, such person may be temporarily detained or deprived of further use of the Airport and its facilities. The Airport Manager may, in his sole discretion, issue a warning to the offending party to cease and discontinue such unsafe activities or operations. If the activity persists, the Airport Manager shall issue a written Notice of Violation to the offending party. The Notice shall specify the nature of the violation and the length of time, or duration of denial of facility use, if any, as may be deemed necessary to safeguard the Airport, its operations and the public use thereof and the City's interest therein. The notice shall also include procedures for requesting a hearing pursuant to Section 1.8, below, and provide an opportunity for an affected party or person to show cause, if any, why he or she should not be denied further use of the Airport and its facilities.

## 1.80 – Hearing and Appeal

- (a) A person served by the Airport Manager with a Notice of Violation, herein referred to as “Appellant(s)”, may request a hearing before the Director within ten (10) calendar days after being served with the Notice of Violation. The request shall be in writing, shall state the basis thereof, and shall be filed with the Director prior to the expiration of the tenth day from the date of service of the “Notice of Violation”.
- (b) Unless otherwise agreed to by the parties, the hearing shall be held within 45 days of the filing of the request. At the hearing, the Appellant may present evidence or argument as to whether the Appellant is operating in violation of these Rules and Regulations or the Airport Minimum Standards, or was inappropriately denied use of the Airport. Within five (5) working days after the close of the hearing, the Director shall render a decision in writing and shall serve such written decision on the Appellant.

#### 1.90 - Judicial Relief and Attorney's Fees

The City may enforce these Rules and Regulations and orders issued under these Rules and Regulations by injunction or other legal process in the courts of the State of California. In the event the City is required to bring legal action to enforce these Rules and Regulations and orders issued under these Rules and Regulations, the defendant(s) and/or responding party shall pay any attorney's fees, court costs, or other costs incurred by the City in bringing such action.

#### 1.92 – Cumulative Remedies

All remedies and procedures set forth herein for the enforcement of these Rules and Regulations and Airport Minimum Standards are cumulative and may be pursued alternatively or consecutively. All procedures and enforcement mechanisms in other documents and leases are expressly reserved.

#### 1.94 – Severance Clause

If any section, subsection, sentence, clause, or phrase of these Rules and Regulations, for any reason, is held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall not affect the validity of the remaining portions of these Rules and Regulations. The City Council declares that it would have passed this code and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, sentence, clause, phrase be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

#### 1.96 – Amendments

The City Council of the City of El Paso de Robles reserves the right to amend or modify these Rules and Regulations from time to time.

## SECTION 2 - GROUND RULES

### 2.10 - General

This section provides the guidelines under which all aircraft are parked or stored on the Airport. The authority of the City in directing such usage, and the responsibility of the aircraft owner or operator is also addressed.

### 2.20 - Aircraft Storage

All aircraft that are parked or stored on the Paso Robles Municipal Airport are subject to the provisions and authority of this section. All parking spaces and any aircraft parked or stored in any manner shall be approved by the Airport Manager or subject to his review.

### 2.21 - Public Areas

At the discretion of the City, certain areas may be designated as Common-Use Areas as specified in section 1.2 of this code. The parking and space assignments and general usage of these Common-Use Areas shall be made by or under the direction of the Airport Manager.

### 2.22 - Lease Areas

Certain areas adjacent to Airport Common-Use area may be leased out or placed under the control of various FBO's. Parking use and space assignment on these leased areas shall be determined by the associated FBO, in accordance with City lease and use permit conditions, and Airport Manager approval.

### 2.25 - Aircraft Registration

All aircraft based on the Airport (more than 10 days out of any calendar month) shall be registered in the Airport office on the prescribed registration form. The aircraft registered owner or responsible representative shall assure that the information on the registration form is maintained current at all times and shall immediately notify the Airport Manager when the aircraft is no longer based on the Airport.

### 2.27 - Lessee Registration

Each Airport tenant, hangar owner, or FBO who provides care, custody, or control of an aircraft for another shall maintain an adequate record of such aircraft at all times and provide such information to the City upon request. This does not supersede the registration requirement of the aircraft owner as specified in paragraph 2.25.

### 2.28 - Aircraft Tie-Downs

All aircraft less than 5,000 lbs. gross take-off weight when parked on the Airport shall be secured at all times by approved anchors and tie-downs. This shall be the responsibility of the aircraft operator. An approved anchor is one which can sustain a minimum of 500 pounds per square inch of lifting force applied normal to the surface of the ground.

### 2.30 - Disabled Aircraft

No person shall park, store, or leave unairworthy aircraft, wrecks, derelicts, "junkers", or parts thereof anywhere on the Airport, in view of the general public. Such aircraft may be parked or stored on leased premises out of public view or in hangars awaiting scheduled repairs. The Airport Manager may designate an appropriate storage area for such aircraft upon request.

#### 2.40 - Aircraft Removal

Aircraft owners, operators, or their agents shall be responsible for the prompt removal of any aircraft, disabled or otherwise, which has been parked or stored in an unauthorized manner or area.

#### 2.42 - City Authority

In the event an aircraft owner or operator fails to remove an aircraft within a reasonable period of time, the Airport Manager may take whatever action necessary to make the area safe for other aircraft without liability for the expense of such action or for any damages which may be caused to the subject aircraft. The Airport Manager shall determine what constitutes a reasonable period of time for aircraft removal.

#### 2.45 - City Removal

The Airport Manager may tow away, remove, and store at owner's expense and without liability for damage, any aircraft or parts thereof that are found to be in violation in the sections above.

#### 2.50 - Owner Responsibility

Any action taken or any cost incurred against an aircraft shall be the responsibility of the registered owner. Charges for aircraft removal, towing, storage, and peripheral services shall be paid by the owner. No claim or liability may be placed against the City for any such action.

#### 2.55 - Fee, Liens, Impounds

No person shall remove any aircraft from the Airport without first having made payment or satisfactory credit arrangement for applicable charges for parking, storage, landing fees, or services rendered by the Airport. The Airport Manager shall have authority to impound any aircraft for delinquent charges due.

#### 2.60 - Outside Repair

No maintenance of aircraft shall be performed in open tie-down areas on the main ramp or in view of the general public. Said maintenance would include any disassembly of aircraft or removal of any component parts to include wheels, cowling, control surfaces, etc. Upon request, the Airport Manager may designate an area suitable for such maintenance away from the ramp area and outside of general public view, or allow such emergency repairs, at his discretion.

#### 2.70 - Engine Run-up

Aircraft engines shall be warmed up and run up only in areas designated for such purposes by the Airport Manager. No aircraft engine shall be run or run up unless the aircraft is placed in such a position that the propeller, rotor, or jet blast clears all hangars, shops, other buildings, persons, other aircraft or vehicles in the area, and the flight path of landing aircraft.

#### 2.80 – Propeller, Rotor & Jet Blast

Any debris or damage caused by propeller, rotor, or jet blast is the responsibility of the pilot or owner of the aircraft and said person(s) shall be liable for any repair of damages or clean-up charges.

#### 2.90 - Pedestrian Traffic

No pedestrian traffic shall be allowed in close proximity to any aircraft whose engine(s) are operating or in preparation to be operated. All pedestrian traffic shall remain clear of aircraft operating areas except for the purpose of loading or unloading from a particular aircraft. This provision shall not apply during special events or at other times when proper provision for pedestrian safety has been made and authorized by the Airport Manager.

#### 2.92 - Passenger Boarding

All passengers boarding or exiting an aircraft shall proceed directly between the aircraft and their designated gate via the most direct route. The aircraft flight crew shall take proper precautions to assure that all passengers remain clear of their aircraft (propeller, wings, tail, etc.) as well as any other aircraft in the immediate area.

#### 2.93 - Aircraft Areas

No pedestrian traffic shall be allowed within 200 feet of the edge of any taxiway or runway unless specifically authorized and escorted by designated Airport personnel. This provision is exclusive of the ramp area where aircraft loading and unloading may be taking place.

#### 2.95 - Bicycle Traffic

No bicycle traffic shall be allowed on any area of the Airport except specifically designated City streets or bike paths. Bicycles or other type cycles shall not be allowed on any aircraft operating area, taxiway or runway.

#### 2.97 - Animals

No person shall bring or allow any animal onto the Airport for any purpose unless that animal is properly restrained or controlled. No animal shall be allowed to run loose in any aircraft operating area or in the open fields adjacent to runways or taxiways. Animal control regulations of the City shall be enforced in all areas of the Airport.

## SECTION 3 - AIRPORT TRAFFIC PATTERN

### 3.10 - General

This section provides for the safe and efficient operation of air traffic within the Airport Traffic Pattern. Aircraft arrival and departure routes are prescribed, as well as other operations procedures and limitations.

### 3.20 - Communications

All aircraft operating within the Airport Traffic Pattern or within the immediate Airport area, if able, shall monitor the published UNICOM/Common Traffic Advisory Frequency (CTAF-123.0 MHz) to determine pertinent Airport conditions, traffic activity, and runway in use. All aircraft, if able, shall also broadcast their position and intentions at least sufficiently enough to provide for safe operation within the traffic pattern as provided in Part I of the Aeronautical Information Manual.

### 3.30 - Pattern Procedure

All light aircraft shall fly the traffic pattern at an altitude of 1000' AGL or 1800' MSL. All turbine-powered or heavy aircraft shall fly the traffic pattern at 1500' AGL or 2300' MSL. All turns made in landing approaches to all runways shall be made to the left (Standard left-hand traffic – See FAR 91.127[a]). Aircraft may enter the traffic pattern from any leg of the pattern, traffic permitting. If a conflict is observed, the right-of-way rules of FAR 91.113[g] shall prevail. In all cases, the offending aircraft shall yield the right-of-way as appropriate and overfly the pattern to re-enter the Downwind leg of the pattern.

### 3.35 - Departure Procedure

All departing aircraft shall maintain runway heading at least until reaching 500' altitude above ground level (AGL) and 500' horizontally beyond the departure end of the runway. A 45° left turn may then be initiated and climbout continued to an altitude of at least 1000' above the traffic pattern for aircraft departing the pattern. A 90° turn and continued climb to re-enter the Downwind leg of the pattern may be initiated for aircraft remaining in the traffic pattern or departing the pattern from the Downwind leg.

### 3.40 - Runway Clearance

All designated runways shall be used for the expressed purpose of landing and takeoff of aircraft only. No run-ups or pre-takeoff checks shall be accomplished on the runway. Aircraft shall perform such checks clear of the runway area. After determining that said runway is clear of conflicting traffic, each aircraft shall taxi onto the runway and immediately depart in accordance with prescribed procedures. Landing aircraft shall, likewise, at the completion of the landing roll-out, expedite their exit from the runway at the next available taxiway and continue to a point outside the runway area prior to stopping or parking. This provision does not apply to touch-and-go landing operations.

### 3.45 - Calm Wind Runway

The designated Calm Wind Runway is Runway 19. It should be used by all aircraft when the prevailing wind speed is 3 knots or less. At such time as the wind socks, or other available indicators dictate the use of a runway other than Runway 19, then all landings and take-offs should be made directly into the wind or on the runway most nearly aligned into the wind. In the case of light and variable winds, Runway 19 should be preferred unless it presents a safety hazard.

### 3.47 – Non-Standard Operations

Aircraft desiring to utilize other runways or procedures shall first determine that such operation does not conflict with traffic in the established pattern, and then announce such intentions on the CTAF.

### 3.50 - Emergency Deviations

All airplanes shall land and take off on runways only. All other areas of the Airport are to be used only for their specified purpose. Pilots may deviate from this requirement only in an emergency.

### 3.52 - Landing Practice

Training flights conducted within the traffic pattern may deviate from the established traffic pattern and active runway for training purposes only. Said deviations shall be conducted only after appropriate radio transmissions have been made to other aircraft in the pattern and then only if other traffic flow permits such deviation without undue or unsafe conflict with the normal traffic flow.

### 3.60 - Aircraft Speed

All aircraft operating within or in close proximity to the Airport traffic pattern shall maintain a speed of not more than 180 mph (156 knots) IAS. Deviations from this requirement shall be allowed as provided in FAR Part 91.117[d] when specific aircraft operation requirements dictate. The Airport Manager may also authorize deviations from this regulation if necessary for special events or operations conducted at the Airport with appropriate FAA waivers issued.

### 3.65 - Careless and Reckless Operation

No person shall operate an aircraft on the ground or in the Airport Traffic Pattern in any manner which is determined to be careless and reckless or in such a way which appears to endanger or create a hazard to other persons in the immediate area of the operation either in the air or on the ground. The safety of any such operation in question shall be determined by the Airport Manager, who shall immediately take appropriate action to terminate such activity, as necessary.

### 3.70 - Helicopter Operation

Helicopter traffic shall arrive and depart from the designated heliport only and shall remain clear of the fixed wing traffic pattern in use at all times. Arrival and departure paths shall be made straight-in or straight-out in relation to the designated landing area. Helicopter traffic shall not overfly buildings on or adjacent to the Airport, except as specified in the FAR. Practice areas for helicopters within the traffic pattern shall be established by the Airport Manager in accordance with appropriate regulation and other existing operations on the Airport.

### 3.75 - Runway Crossing

Helicopter traffic arriving or departing to the east may cross over the center portion of the runways at altitudes of less than 500' AGL, traffic permitting. In the event of conflicting fixed-wing traffic, the crossing helicopter shall yield to traffic using the runway.

### 3.80 - Exceptions, Limitations

For Military-type heavy helicopters, or helicopters whose operating specifications require runway use, then the fixed-wing pattern shall be followed. Helicopter practice areas, operating areas and pattern, and special-use areas shall be designated by the Airport Manager.

### 3.85 - CYA Overflight

All aircraft shall avoid overflight of the Youth Authority facility adjacent to the Airport at altitudes of less than 1,000 feet AGL.

### 3.86 - Formation Flight

No aircraft shall operate in formation flight or engage in any maneuver which deviates from the established traffic pattern except in an emergency or if such maneuver is previously reviewed and authorized by the Airport Manager. All aircraft shall maintain a minimum of 3000' separation during landing or take-off roll on the runway. The pilot of any aircraft, upon determining that his separation relative to an aircraft ahead on the runway is less than the required distance shall immediately take evasive action by initiating go-around or abort procedures, as necessary, to remain clear of that aircraft.

## SECTION 4 - VEHICLE TRAFFIC

### 4.10 - General

The traffic laws of the City of Paso Robles shall apply to the streets, roads, and parking areas on the Airport. Except for fire fighting equipment, ambulances and other emergency vehicles, no person shall take or drive any vehicle on the Airport, other than on established streets, roads and automobile parking facilities unless permission has been first obtained from the Airport Manager or his designated representative.

### 4.20 - Vehicle Speed

Maximum speed limit on any Airport street or taxiway for any vehicle or aircraft is 15 mph.

### 4.30 - Vehicles in Aircraft Areas

No vehicles shall be operated on or near any aircraft operating area or near any aircraft which itself is in operation. In this section, operating area means any runway, taxiway, designated common-use area, or the main ramp - whether leased or not - between taxiways 'C' & 'D'.

### 4.35 - Exceptions

The following are exceptions to section 4.30.

1. Any aircraft owner or guest in the private hangar area, on private leased premises except the main ramp, or in the tie-down areas north of Taxiway 'C' or south of Taxiway 'D'.
2. Any authorized vehicle displaying proper amber flashing beacon;
3. An authorized fuel truck;
4. An authorized vehicle responding to an Airport emergency;
5. Routine traffic to the CDF Air Attack Base on Taxiway 'B'; or
6. Any vehicle which is properly escorted by Airport Management.

### 4.38 - Aircraft Operations Areas

Any vehicle operating in an aircraft area after the hour of sunset and before the hour of sunrise shall be subject to a stop for identification by an authorized City Police, Airport Security officer, or Airport Manager to determine the subject's authorization to access the aircraft area.

### 4.40 - Runway Areas

Any vehicle which has been authorized to operate within 500' of any runway shall display an operating amber flashing beacon or be escorted by such and continuously monitor CTAF while in the runway area.

### 4.50 - Vehicle Parking

All vehicles shall be parked in designated parking areas. Vehicles on leased areas shall be subject to the terms and conditions of the City lease and Municipal Code. Vehicles parked in public areas shall also be subject to applicable Municipal Code and Airport Regulations.

#### 4.55 - Long-Term Parking

All vehicles parked on the Airport for a period exceeding 10 days per calendar month shall be registered in the Airport office and shall be subject to monthly parking fees as established herein. All vehicles shall be properly licensed at all times. Any vehicle not meeting the requirements of this section shall be considered abandoned and removed in accordance with current City Ordinance.

## SECTION 5 - EMERGENCY

### 5.10 - General

This section provides for the authority and designated responsibilities of individuals and agencies in the event of an Airport emergency, threat to Airport security, or other departure from normal airport operations. Such emergencies would include fires of any type, aircraft emergencies or accident, incidents of personal injury, or Airport security breach requiring Law Enforcement intervention.

### 5.20 - Notification

It shall be the responsibility of any person or Airport tenant who observes or has knowledge, of any type of Airport Emergency which has not, to their knowledge, been reported, to initiate a report as specified. Said report shall be accomplished by dialing 9-1-1 from any Airport telephone or otherwise contacting the City Police/Fire Department. The person shall then give the dispatcher any and all information which he has available.

### 5.25 - Response Activation

Upon receipt of notification of an Airport emergency, the Police/Fire dispatcher will follow current dispatch procedures to respond appropriate personnel. Activation of the Airport siren serves as notification to all Airport tenants of an impending emergency situation.

### 5.31 - Right-Of-Way

All persons not responding to or involved with an Airport emergency shall yield the right-of-way to emergency service personnel.

### 5.32 - Emergency Vehicle Right-Of-Way

Emergency service vehicles displaying proper red lights and other required markings shall have the right-of-way on all taxiways. When responding to an aircraft incident, all aircraft and other vehicles shall yield to responding equipment.

### 5.33 - Speed Waiver

The Airport speed limit requirements are waived for all emergency vehicles and authorized personnel responding to an Airport emergency.

### 5.40 - Authorized Personnel

Only those persons designated by the Fire Department shall respond to an Airport emergency. All other persons, including aircraft owners, operators, and interested parties shall remain clear of the area until the designated Incident Commander has determined that the accident scene is stabilized and safe for entry by Airport personnel. The Airport Manager shall then designate only those essential persons authorized to enter the accident scene.

### 5.50 - Incident Command

Immediately at the occurrence of any Airport emergency, the affected area shall come under the full control of the City's Department of Emergency Services and their designated Incident Commander. He shall control all access to and from the site, as well as all suppression, stabilization, and rescue efforts.

#### 5.55 - Airport Personnel

It shall be the duty of the Airport Manager to coordinate or even curtail any and all Airport operations which may be in conflict with or endangered by an emergency situation.

#### 5.60 - Aircraft Accident

Aircraft accident scenes, as defined by FAR, fall within the jurisdiction of the FAA, NTSB and their associated investigating bodies. All persons on or near a crash scene shall preserve any and all aircraft pieces, parts, papers, and other pertinent data and document their positions and content as additional aid to the appropriate investigating authority. Only those persons authorized by the Incident Commander or the Airport Manager shall be allowed on the accident scene or within 2000 feet thereof.

#### 5.65 - Automatic Closure

Any runway, taxiway, or other operating area of the Airport which becomes the scene of an aircraft accident shall immediately be considered closed and unusable until determined otherwise by the Airport Manager. The Airport Manager shall provide for proper notification of closures by means of visual markings and the issuance of NOTAMS, as necessary, and the coordination of local air traffic so long as the closure remains in effect.

#### 5.70 - Removal of Aircraft

No aircraft or parts thereof shall be removed from an accident scene until such removal has been authorized by the appropriate FAA or NTSB representative. Airport Management may assist in securing proper removal authority, however, it shall be the ultimate responsibility of the aircraft owner to acquire the proper authorizations for removal, as specified by Federal regulation.

#### 5.73 - Scene Preservation

In the event an accident scene must be preserved for a prolonged period of time, the Airport Manager shall provide for adequate scene protection as may be required. The charges for any such protection shall be borne by the aircraft owner.

#### 5.80 - Owner Responsibility

Any aircraft involved in an accident or incident on the Airport shall be the responsibility of the registered owner for its prompt and proper removal from the accident site. Said removal shall be accomplished only after proper authorization has been received as specified in 5.70. The owner may engage local services at his option.

#### 5.85 - City Responsibility

In the case where an owner is unable to remove a disabled aircraft from an Airport operating area, the Airport Manager may at his discretion remove, or authorize the removal of said aircraft to an appropriate storage area. The charges for such removal shall be borne by the aircraft owner.

#### 5.88 - City Indemnity

In the event Airport Management removes said aircraft or parts thereof from an accident site in order to facilitate Airport operations, no person shall hold Airport personnel liable or responsible for any additional damage which may be caused as a result of such removal. Said removal shall be done only after proper authorization has been obtained from the FAA, and only if it is determined to be necessary to facilitate Airport operation, or to protect the safety of the general public and users of the Airport.

#### 5.90 - Aircraft Storage

Any aircraft involved in an accident or incident which is rendered disabled or unairworthy shall be parked or stored in an area designated by the Airport Manager. Said aircraft shall not be stored in plain view of the public or in an area which creates either undue interest or an attractive nuisance for Airport operations.

#### 5.97 - Owner Responsibility

The registered owner of any aircraft which requires special handling, parking or storage as a result of an accident shall be responsible for any and all charges incurred as a result of such storage.

## SECTION 6 - AIRPORT SAFETY

### 6.10 - General

This section identifies the general responsibilities of aircraft owners, operators, tenants, and general users of the Airport to promote safety within the various Airport operations and activities.

### 6.20 - Propeller

All persons shall observe the utmost care and consideration around aircraft propellers, operating or not. No person shall walk or drive within close proximity of an operating propeller unless he is sure that he is in full view of the pilot of the aircraft. No person shall walk or drive beneath the arc of a helicopter rotor unless directed by the helicopter pilot or crew. No person shall walk or drive around an operating tail rotor of a helicopter at any time.

### 6.27 - Hand Prop

No person shall attempt to start an aircraft by hand (hand prop) without first assuring that a competent and qualified operator is at the controls of the aircraft, or that the aircraft is securely tied down and chocked.

### 6.30 - Movement Around Aircraft

No movement by either vehicle or pedestrian traffic shall be allowed around or in close proximity to any aircraft whose engine(s) are running, preparing to be started, or which aircraft is preparing to or is taxiing within any of the operating areas of the Airport.

### 6.40 - Fueling

No aircraft shall be fueled or defueled while its engine is running, or while in a hangar or other enclosed area. Fueling shall be done in accordance with all City regulations, including the Uniform Fire Code, and fuel supplier procedures. The equipment used shall provide adequate connections for grounding of static electricity, and shall be maintained at all times, as well as all other safety provisions.

All fueling of aircraft and handling of aircraft fuels on the Airport shall be done in accordance with the provisions of this section, Section 8.30 of this code, and applicable City, State, and Federal regulations and guidelines. The provisions of Article 24 of the Uniform Fire Code, as adopted by the City, shall prevail, where applicable.

### 6.41 - Independent Fueling

No fuel shall be dispensed into aircraft from drums, small containers or similar independent fueling systems unless authorized by the Airport Manager. Permission may be obtained on an individual basis. All dispensing equipment shall conform to the Uniform Fire Code, appropriate City regulation, and be approved by the City Fire Marshall.

### 6.42 - Commercial Fuel Sales

All fuel sold or otherwise dispensed commercially shall be governed by the provisions of these Rules and Regulations, the Airport Minimum Standards, Article 24 of the Uniform Fire Code and applicable sections of Part 139 of Federal Air Regulations.

#### 6.43 - Fueling Equipment

All fueling equipment shall, at all times, be maintained in good repair and be certified and rated for the dispensing of aviation fuels. All units must be equipped with bonding and grounding cables and clamps, as required. No "hold-open" devices shall be installed, or otherwise utilized on the equipment. A minimum of one (1) fire extinguisher with a rating of 20 BC, or greater, shall be available during any fueling operation.

#### 6.44 - Fueling Location

No aircraft shall be fueled inside any hangar or other building on the Airport. No aircraft shall be fueled in an area which creates a hazard to other surrounding aircraft, persons, property, or activities.

#### 6.50 - Aircraft Cleaning

No washing or cleaning of aircraft or vehicles is allowed except in designated areas. The run-off or draining from such washing is to be contained and disposed of in a manner acceptable to the City. The cleaning of engines or other parts of aircraft shall not be carried on in any hangar, except with non-flammable substance. If flammable liquids shall be employed for this purpose, the operation shall be carried on in the open air and in accordance with all applicable fire and environmental regulations.

#### 6.60 - Floor Cleaning

All hangar and shop floors shall be kept clean and free from oil, gas and other flammable substances. No volatile flammable solvents shall be used for cleaning floors. No rag soiled with flammable substance shall be kept or stored in any building on the Airport in such a manner as to create any fire hazard.

#### 6.70 - Open Flame

No person shall smoke or ignite any matches, flares, lighters or other objects which produce an open flame anywhere within a hangar, shop, building or structure in which any aircraft is or may be stored, or in which any gas, oil or flammable substance is stored or within 50 feet of any aircraft or fueling facility or operation.

#### 6.80 - Disposal

The handling and disposal of all materials which are classed as "hazardous" by current EPA and Health Department regulations shall be accomplished through strict adherence and compliance with the provisions of those regulations. This includes all unusable or contaminated fuel and used oil of any type.

#### 6.90 - General Care

All persons using the Airport area or facilities in any way shall, at all times, exercise the utmost care to guard against fire and injury to persons or property on the Airport. Proper practices of general industrial and fire safety shall be adhered to. Any observed activity which appears to compromise safety in any way, as determined by the Airport Manager or current applicable regulations, shall be terminated immediately.

## SECTION 7 - AIRCRAFT HANGARS

### 7.10 - General

This section refers to the general occupancy of private aircraft storage hangars on the Airport. Distinction is made between such private hangars and larger FBO's or commercial aircraft maintenance facilities. This section applies only to private aircraft storage hangars that are rented/leased from the City, an FBO, or other lessee. The occupancy of commercial maintenance or FBO hangars is addressed elsewhere in these Regulations and the Airport Minimum Standards.

### 7.20 - Aircraft Storage

No person shall park or store any aircraft or associated equipment in any hangar on the Airport except by authority of and in compliance with the provisions of this section.

### 7.25 - Additional Use

Individual aircraft hangars are allowed on the Airport for the primary purpose of aircraft storage and the normal maintenance, repair and service activities associated with said aircraft by or under the direction of the aircraft owner. Any additional uses within said hangars shall be authorized in writing by the City and comply with all applicable City Regulations and Airport Minimum Standards.

### 7.30 - Incidental Storage

The primary use for each private aircraft storage hangar shall be the storage of aircraft. At least one aircraft shall be stored in the hangar. Storage of personal items, in addition to aircraft support equipment storage, shall conform to all local fire and safety codes and the provisions of these regulations.

### 7.32 - Vehicle Storage

Vehicles belonging to the hangar tenant or aircraft owner and guests may be stored in the hangar while the aircraft is away, or for other short durations of time. The storage of any motor vehicle within a hangar shall conform to applicable fire and safety codes.

### 7.33 – Taxilane

The area in front of each hangar shared jointly by aircraft and vehicles accessing the hangars is labeled "Taxilane". Aircraft have the right of way on taxilanes over vehicles. Vehicles authorized on taxilanes are operated by pilots, aircraft owners and invited guests, only. The general public is not allowed on taxilanes. Regularly scheduled commercial service or routine delivery vehicles are not allowed on taxilanes.

### 7.35 - Outside Parking

No vehicle shall be parked or left unattended on a taxilane, in any aircraft operating area or in a manner which limits aircraft operation. Vehicles may be stopped in such areas for short periods of time so long as the owner is readily available to move the vehicle should the needs of aircraft traffic so dictate.

#### 7.40 – Aircraft Maintenance

Maintenance in private aircraft storage hangars shall be limited to routine service and inspection of owner's personal aircraft. Said maintenance may include minor repair, required lubrication and engine oil change, and component replacement by aircraft owner or authorized mechanic. All other maintenance activities shall be done in accordance with applicable fire and safety codes and Airport minimum Standards for Aeronautical Activities.

#### 7.42 - Disassembled Aircraft

Aircraft in any state of disrepair or assembly may be stored in the hangar while awaiting repairs. Long-term storage of such aircraft shall be subject to these Rules and Regulations, including the Fire and Safety provisions contained herein.

#### 7.45 - Engine Run

No aircraft engine shall be run while inside any hangar. Aircraft shall be moved from the hangar to a safe position as provided in Section 2.70 for run-up, or at least outside of the hangar for low-power engine runs.

#### 7.50 - Business Activities

No person shall conduct any type of business activity or service from individual aircraft storage hangars unless such activity is appropriately licensed by the City and conducted in accordance with adopted Minimum Standards for Aeronautical Activities on the Airport.

#### 7.60 - Additional Occupancy

No residential occupancy or use shall be allowed in an aircraft storage hangar or elsewhere on the Airport unless specifically authorized by City.

#### 7.70 – Liability Insurance

Each hangar owner shall provide evidence of Airport Liability insurance, maintained on the hangar premises, in the amount of at least \$1,000,000 and naming the City of El Paso de Robles as additional insured. A current Certificate of Insurance shall be filed with the City annually.

#### 7.80 - Hangar Inspection

All hangars on the Airport shall be subject to inspection by City as may be necessary to determine compliance with Municipal Code and Airport Regulations.

#### 7.82 - Inspection Access

City representatives shall make reasonable attempt to contact hangar tenant, however, tenant's inability or unwillingness to provide access to his hangar shall not preclude City's responsibility to inspect said premises.

#### 7.90 - Fire & Safety

All occupants of aircraft hangars shall comply with this section, as well as all principles of fire safety. All persons shall exercise the utmost care to guard against any threat of fire or injury to persons and property on the Airport. All occupancies shall comply with applicable provisions of City Regulations.

#### 7.91 – Fire Extinguisher

Each hangar shall maintain (annual recharge) at least one (1) fire extinguisher in the hangar with a minimum rating of 2A 10 BC.

#### 7.92 – Electrical

Any electrical appliance operated in the hangar drawing more than 15 amperes of electrical current shall be connected by means of hard-wiring to the hangar electrical service, in accordance with adopted City Building and Electrical Code standards.

#### 7.93 – Flammables

No flammable liquid or other hazardous material shall be stored in individual hangars in containers of greater than 5 U.S. gallons in capacity. Accumulated storage of such materials shall not exceed a total of 25 U.S. gallons in any one hangar.

## SECTION 8 – FIXED BASE OPERATORS

### 8.10 - General

This section applies to any person or entity that provides Aeronautical support services to the flying public on the Paso Robles Airport.

### 8.20 - Classification

- (a) A Fixed Base Operator (FBO) is an entity that conducts or provides one or more aeronautical services on the Airport, in accordance with these regulations and the requirements outlined in the Airport Minimum Standards document. The FBO is defined in one of 3 categories: Full Service FBO, Limited Service FBO, and Single Service FBO.
- (b) An Itinerant Service Provider is an individual or entity that provides a single aeronautical service from mobile facilities in a person's own hangar or aircraft.
- (c) Complementary Aeronautical Support Services are defined as those activities which augment the aviation operation, and are available to the general public, including: ground transportation (taxis, car rental, limousines); restaurants, barber shops; auto parking lots; recreational facilities and any other commodities, services or accommodations.

### 8.24 – Licenses and Permits

No person shall provide aeronautical services to the public, on the Airport without first obtaining the required permits, licenses and clearances, as specified herein, and in the Airport Minimum Standards, including, but not limited to:

- (a) City Business License, issued by the City Business Office
- (b) \*\* Use Permit or Land Use review, issued by the Community Development Department
- (c) \*\* Health and Safety review, issued by the City Building Official and Fire Marshall
- (d) Airport Operating Permit, issued by the Director
- (e) \*\* Municipal Airport Property Lease, approved by the City Council.

\*\* May not apply to Itinerant Service Providers

### 8.30 – Application

Each person must apply for the required permits and approvals according to the following:

### 8.31 – Full Service FBO Application

Each person proposing to qualify and operate as a Full Service FBO must:

- (a) Secure a valid Property Lease with the City for the proposed site;
- (b) Submit a Business Plan, as outlined in the Airport Minimum Standards;
- (c) Obtain a City Business License.

### 8.32 – Limited Service FBO Application

Each person proposing to qualify and operate as a Limited Service FBO must provide, according to definition and requirements in the Airport Minimum Standards, whichever of the following.

- (a) A valid property lease, if required;
- (b) A copy of a proposed sub-lease agreement, if applicable;
- (c) Application for an Airport Operating Permit, according to Section 10.40 of this chapter.
- (d) Application for a City Business License.

### 8.33 – Single Service FBO Application

Each person proposing to operate as a Single Service FBO must submit:

- (a) Written application for a property lease, if required;
- (b) A copy of the proposed sub-lease agreement, if applicable;
- (c) Application for an Airport Operating Permit, according to Section 10.40 of this chapter.
- (d) Application for a City Business License.

### 8.34 – Itinerant Service Provider Application

Each person proposing to provide Itinerant Services must submit:

- (a) Application for City Business License;
- (b) Application for an Airport Operating Permit, according to Section 10.40 of this chapter.
- (c) Evidence of adequate Liability insurance coverage;
- (d) Evidence of certification/qualifications required in the Airport Minimum Standards.

### 8.40 – Pricing of Aeronautical Services

- (a) All Fixed Base Operators (FBO) shall furnish its accommodations and/or services on a fair, equal and not unjustly discriminatory basis to all users thereof and it shall charge fair, reasonable and not unjustly discriminatory prices for each unit of service; provided that an FBO is allowed to make reasonable and nondiscriminatory discounts, rebates or other similar type of price reductions to volume purchasers.
- (b) All fees must be conspicuously posted or otherwise noted so that customers are duly informed prior to a charge being levied.
- (c) Non-compliance with the provisions of 8.4(a) (b), above, shall be cause for termination of an Airport Operating Permit.

### 8.50 - Public Relations

In dealing with the Public, each FBO shall be considered a representative of the Airport and the City, so far as public relations and courtesy are concerned. All personnel shall deal with the Public in a polite, efficient and courteous manner, and attempt to reflect a proper image of the Airport and the City in general. Violations of this provision may be considered a violation of Airport Regulations and a default of the lease agreement, if applicable.

#### 8.51 - Leased Area Parking

On all lease sites, including areas designated as main ramp, the FBO or lessee shall have the right to assign parking as specified in section 2.22. Lessee may charge fees at their discretion after proper notice is provided as specified in Section 8.40, above, on those sites under lease. All aircraft parking shall remain subject to the approval of the Airport Manager. Such approval shall not be unreasonably withheld, however, the Airport Manager must assure that Public health, safety and welfare are maintained.

#### 8.52 - Common-Area Parking

On all areas designated by the City as Common-Use areas, parking and tie-down fees shall be charged in accordance with the most recent Airport Fee Schedule adopted by the City Council, in conformance with Section 8.40, above.

#### 8.53 - Fee Collection

At the discretion of the City, franchised collection agreements may be entered into with private individuals or businesses on the Airport. Said agreements would exist for short terms only and would be governed by the conditions contained therein. Nothing contained in a fee collection agreement shall be construed to grant any rights except for fee collection and accounting on the subject areas.

#### 8.60 - City Representation

No employee or representative of any FBO or lessee shall be authorized or assumed to be authorized to act as an agent for or in behalf of the City in matters of Airport Operation or policy.

#### 8.61 - Designated Authority

The Airport Manager or his authorized designee is duly charged by the City to provide for the proper and safe operation of the Airport and administer the provisions of the Airport Rules and Regulations and statutes referenced therein.

#### 8.70 – Location of FBO Operations

Only authorized Fixed Base Operators shall be allowed to conduct business operations on Airport property designated for such operations in the Airport Layout Plan, as amended from time to time.

#### 8.80 – Violations

Whenever the Airport Manager or Director has determined that an FBO is providing services in violation of these Rules and Regulations or the Airport Minimum Standards, a Notice of Violation shall be issued to that person which shall specify the nature of the violation, the intent to terminate the Operating Permit if the violation is not corrected, and the procedures for requesting a hearing pursuant to Section 1.80 of these Rules and Regulations.

## SECTION 9 - SPECIAL USES

### 9.10 - General

This section provides for the monitoring and regulation of special-use operations on the Airport. Specific uses are addressed and appropriate operations procedures are identified. Some procedures may deviate from criteria established elsewhere in this code; however these provisions shall prevail for the specified operation.

### 9.20 – ULTRALIGHT VEHICLES

This section applies to the Ultralight Vehicle, as defined in FAR Part 103.1, including weight, flight speeds, fuel capacities, and required equipment and limitations. Only those aircraft meeting these design criteria may be operated under the provisions contained herein. All other aircraft shall be considered standard aircraft and governed by appropriate provisions of Airport Regulations, as applicable to those aircraft issued an airworthiness certificate and licensed by the FAA and identified as such by the issuance of a standard N-number on the aircraft.

### 9.21 – Ultralight Vehicles - Pilot Qualifications

The pilot of any Ultralight Vehicle operating within the airport area shall, at a minimum, be certified under the pilot training provisions and qualifications of the USUA, or equivalent organization, or under similar standards as may be either sanctioned or adopted by the FAA.

No person shall operate any aircraft possessing FAA Registration (N-number), unless they are legally licensed and current under the standard provisions of FAR Part 61.

No person shall operate within the normal fixed-wing traffic pattern of the airport unless that person possesses a valid pilot certificate, issued under the provisions of FAR part 61.

### 9.22 – Documentation

No person shall operate an Ultralight Vehicle within the Airport area unless that person has first shown documentation to the Airport Manager that the pilot qualifications requirements of this section have been met, and signed a statement certifying that he has received and understands the requirements and procedures to operate herein and will abide by same.

### 9.23 – ATC Approval

Paso Robles Airport lies within Class 'E' Airspace. In accordance with FAR 103.17, no person may operate an Ultralight Vehicle at the airport without prior ATC approval.

### 9.24 - Landing & Takeoffs

All Ultralight Vehicles shall land and take-off from the eastern portion of Taxiway 'F'. Ultralight aircraft shall yield to all other aircraft in the pattern. When wind or other conditions render these areas unsafe, then all operations shall terminate.

### 9.25 – Operations

Ultralight aircraft shall arrive and depart the Airport via a direct north-south line to the area of Highway 46, immediately south of the Airport. Aircraft shall remain clear of the extended centerlines of both Runway 19 & 31 to the south and remain at an altitude of less than 500' AGL while in the Airport area. Aircraft shall, at all times, remain at least 1000' horizontally from the FAA-VORTAC facility in the center of the field.

#### 9.26 - Practice Area

Ultralight Vehicles shall operate within the Airport area only for the purpose of landing and take-off. All airwork and other practice maneuvers shall be done outside the airport area.

#### 9.27 - Weather Minima

No Ultralight Vehicle shall operate within the Airport area when prevailing weather at the Airport is reported as a ceiling of less than 1000' AGL and a horizontal visibility of less than 3 statute miles. The Airport rotating beacon, when operating during daylight hours, shall be used to indicate low weather minima at the Airport.

#### 9.28 - Other Regulations

Except as provided within this section, all other applicable provisions of this Airport code shall apply to and remain in effect for all operations of Ultralight Vehicles within the Airport traffic pattern.

#### 9.30 (Omitted)

#### 9.40 - PARACHUTES

#### 9.41 - City Authorization

No person shall conduct parachute operations on or about the Airport without first obtaining an Operating Permit from the Airport Manager, in accordance with the Airport Minimum Standards and these Rules and Regulations.

#### 9.42 - Drop Zone

No person shall jump into the Airport except into an established drop zone or target area as established by the Airport Manager.

#### 9.43 - Operation Notifications

No person shall operate an aircraft carrying jumpers or allow said jumpers to exit their aircraft without first assuring that all necessary notifications, as required by FARs, are complied with. Said notification shall include at least, but may not be limited to, the prior filing of a Notice to Airman (NOTAM) with the appropriate Flight Service Station, the inflight coordinating with the appropriate Air Route Traffic Control Center, and the required advisories on the Airport Common Traffic Advisory Frequency (CTAF), 123.0 mhz.

#### 9.44 - Jump Pilot

No person shall act as pilot of a jump aircraft or allow jumpers to exit his aircraft over the Paso Robles Airport without first having completed a briefing and coordination with the Airport Manager.

#### 9.45 - Ground Observer

No person shall conduct a parachute operation of any kind without first assuring that a qualified ground observer is in place. Said observer shall assure that all aircraft are adequately informed of the parachute jump by announcing to the Airport traffic on the CTAF (123.0 mhz), and identifying the location of the descending jumpers to affected traffic.

#### 9.46 - Cloud Cover

No person, acting as pilot-in-command of a jump aircraft, shall operate said aircraft so as to climb above a published cloud cover (ceiling), as defined by FAR's (broken or overcast ceiling), and/or allow skydivers to exit said aircraft over the Airport above the cloud cover so that jumpers will fall through or in close proximity to clouds on their descent to the Airport, below.

## 9.50 - RADIO CONTROLLED AIRCRAFT

All radio-controlled aircraft operating on or about the Airport shall do so only under the authority and provisions of this section.

### 9.51 - Operation Times

All radio-controlled operations shall be conducted only on such days and times as specified and authorized by the Airport Manager.

### 9.52 - Operating Area

All radio-controlled operations shall be conducted in the specified area as directed by the Airport Manager. Flights shall not exceed 400' AGL or extend closer than 500' to any Runway.

### 9.53 - Right-of-Way

All radio-controlled operations shall yield the right-of-way to all other types of aircraft which may be operating on or near the Airport. Radio controlled aircraft, upon observing other aircraft in the immediate vicinity shall immediately vacate the area so as to not create any hazard or conflict with other aircraft types. Radio-controlled operations may continue upon assurance that conflict with other aircraft no longer exists.

### 9.54 - Ground Observer

All pilots of radio-controlled (RC) aircraft shall provide a qualified observer to be present during their operation. It shall be the duty of the observer to watch for additional air traffic which may be in conflict with the RC operation and may go unnoticed by the RC pilot, himself. The observer shall identify such traffic to the RC pilot so as to avoid any unnecessary hazards or conflict.

### 9.55 - Vehicle Parking

All vehicles shall be parked in designated parking areas only. No vehicle shall enter into, park on or near, or drive upon any active taxiway or runway without specific authorization by the Airport Manager. Vehicles shall access the parking area only through the designated gate, and then remain clear of all aircraft operating areas unless authorized otherwise.

### 9.56 - Weather Requirements

No person shall operate a radio-controlled aircraft within the Airport area unless the reported weather is at least a ceiling of 1000' AGL and a horizontal visibility of 5 statute miles. Prior to conducting the flight, the RC pilot shall assure the Airport rotating beacon, as utilized to indicate that weather is below the required minimums, is turned off, and the automated weather broadcast (ASOS - 132.175 and 805-239-3593) is reporting the required weather above the required minima.

## 9.60 - AERIAL APPLICATION OPERATIONS - AGRICULTURE

No person shall conduct aerial application (crop dusting) activities on the Airport unless that person has been issued appropriate licenses and permits and the subject operation has been coordinated with and approved by the Airport Manager in writing.

### 9.61 - Ground Access

Applicator ground support equipment shall access the Airport and establish support operations only as designated by the Airport Manager. No vehicle shall operate on any runway or taxiway unless specifically authorized to do so.

### 9.62 - Traffic Pattern

Agriculture applicators (crop dusters) are exempt from flying the established traffic pattern when in performance of their routine operation, as indicated in FAR's. The arrival and departure path from the airport shall be approved by the Airport Manager, and shall be conducted concurrent with the established pattern only as traffic permits. Crop dusters shall at all times yield the right-of-way to regular Airport traffic, as may be necessary during their operation.

### 9.63 - User Fees

All operators shall be subject to the current published daily Commercial Operators' Fees, as adopted. Operators conducting business on the Airport under an established lease with the City shall operate in accordance with the fee structure contained within the lease and shall be exempt from any additional charges contained herein.

## SECTION 10 - OPERATING PERMITS

### 10.10 - General

No person shall offer Aeronautical Services or conduct other business activity on the Airport without first obtaining the required licenses and permits, as outlined in Section 8.20 of these Rules and Regulations, the Airport Minimum Standards, and the City Municipal Code.

### 10.15 - Non-Compliance

Failure to comply with any of the provisions of this section shall be considered a violation of Airport Rules and Regulations and, in addition to any other penalties, shall constitute a public nuisance and grounds for termination of the offending operation and removal from the Airport of all involved. Those persons found to be in violation of any of the provisions of these regulations may be cited and dealt with as provided for elsewhere herein.

### 10.20 - Business License

No person may conduct any business on the Airport or provide services or receive compensation for such without first acquiring a current City Business License. Said license shall be applied for and maintained in accordance with current Municipal Regulations of the City of Paso Robles.

### 10.30 - Use Permit

No Aeronautical Services may be established on the Airport without first obtaining the review of the City Community Development Department. Land uses shall comply with requirements of the City's Zoning Code and Municipal Code, including applicable provisions calling for use permits and/or development plans. In all instances, new land uses shall obtain business licenses and comply with applicable codes and standards.

10.40 - AIRPORT OPERATING PERMIT

No person shall provide any Aeronautical Services on the Airport without first obtaining an Airport Operating Permit. Said permit shall be issued by the Director, after receiving comment from the Airport Manager and the Airport Advisory Committee, as required.

10.41 – Application

Each person proposing to apply for an Airport Operating Permit shall submit application to the City, in writing, via the Airport Manager, substantially as outlined in the Airport Minimum Standards requirements for such application.

10.42 - Evaluation

Applications for an Airport Operating Permit shall be evaluated as provided in these Airport Rules and Regulations and the Airport Minimum Standards on the basis of compatibility with other and neighboring uses and activities on the Airport. Applications shall also be reviewed to determine consistency with established Airport policies, goals and regulations. The requirements of this section may be met in the form of a Municipal Airport Property Lease, if issued or required, for the development of adequate facilities to conduct the proposed business.

10.43 - Fees

The applicant shall pay operating fees, as established in the adopted Airport Fee Schedule, and the City Municipal Code.

10.44 - Liability Exposure

No application shall be approved which unduly creates additional hazard or liability exposure to the Public, the Airport, or the City of Paso Robles.

10.45 - Liability Insurance

Each applicant for an Airport Operating Permit shall provide and continue to maintain adequate liability insurance in a form and by an underwriter acceptable to the City, to those minimum limits as specified by the City. Each policy covering operations on the Airport shall name "The City of El Paso de Robles as additional primary insured without offset to the City's own liability insurance."

10.46 - Flight Training

In addition to compliance with adopted Airport Minimum Standards, each applicant for an Airport Operating Permit who proposes to conduct flight training on the Airport shall provide to the City a syllabus outlining the procedures and content of the proposed flight training program. Such outline shall include areas of operation, proposed methods of informing students of local operating procedures (traffic pattern) and limitations, and safety and emergency considerations. Segments of the proposed training program that are already included in existing Federal and/or State Aviation Regulations may be included in the syllabus by reference only. The required flight training program shall be reviewed with the applicant by the Airport Manager and approved in writing, prior to the commencement of any training operations on the Airport.

#### 10.47 - Public Protection

Each applicant for an Airport Operating Permit who proposes to conduct members of the Public on the Airport operating areas, and on or near aircraft, shall provide, to the satisfaction of the Airport Manager, a written procedure which provides for the safe and efficient handling of the Public in these areas and which does not create undue hazard to the Public or those aircraft operating within the proposed areas.

#### 10.48 - Renewal

Each Airport Operating Permit shall be valid for a period of one year from its date of issue. Renewal may be made by City Staff without formal application request by applicant. The Airport Manager shall, however, review each operating Permit at the time of renewal to assure full compliance with Airport Regulations, the terms of the permit, and any change in the scope of operation which would dictate a modification to the permit, itself. Said permit shall be modified as necessary at the time of its renewal.

10.50 - SPECIAL EVENTS PERMIT

No person or organization shall hold or cause to be held any special event or gathering at the Airport, utilizing Airport facilities, involving the assembly of more than 10 aircraft and/or 30 people, outside of normal prescribed Airport operations, without first obtaining an Airport Special Events Permit. Said permit shall define the conditions and areas under which the event may take place and the provisions and responsibilities of the organizing party. The event shall take place only so long as the conditions of the permit are met. Any violation or deviation from said provisions shall render the permit null and void and constitute grounds for termination of the event. It shall be the responsibility of the Airport Manager to assure that all terms and conditions of the permit are met and the public health, safety, and welfare with respects to the specific operation are maintained.

10.51 - Application

An applicant for an Airport Special Event Permit shall submit an application to the Airport Manager on a form approved by the City. Such application shall include the name and address of the sponsoring organization, those principal persons involved, the scope and extent of the proposed event, and the number of persons and/or aircraft anticipated to attend.

10.52 - Evaluation

Applications for an Airport Special Event Permit shall be evaluated on the basis of relative merit, compatibility with Airport operations, anticipated benefit to the Airport, the Public, and the City of Paso Robles, and the conformity with allowed uses on City and Airport property.

10.53 - Fees

The fees charged for an Airport Special Event Permit shall be in accordance with those fees specified in the current Airport Users Fee Schedule. The fees charged shall also reflect any additional Airport Staff time or services which may be required for the event.

10.54 - Liability Exposure

No application for an Airport Special Event Permit shall be approved which unduly creates addition hazard or liability exposure to the Public, the Airport, or the City of Paso Robles.

10.55 - Liability Insurance

Each applicant for an Airport Special Event Permit shall provide adequate liability insurance in a form and by an underwriter acceptable to the City, to those minimum limits as specified by the City. Such insurance shall remain in effect during that period of time of the event as specified in the Special Event Permit. Each policy covering a special event on the Airport shall name "The City of El Paso de Robles as additional primary insured without offset to the City's own liability insurance."

10.56 - Alcoholic Beverages

No alcoholic beverage shall be served on Airport premises, in conjunction with any special event allowed under the provisions of this section. Deviations from this provision require special permission of the City Council and a permit issued by the California State Alcoholic Beverage Control Department. The appropriate City Alcohol Permit request shall be completed and adequate event insurance shall be secured.

#### 10.57 - FAA Waiver

Each applicant for an Airport Special Event Permit who requires a waiver from the FAA for proposed operations during the event shall make application to the FAA separate and apart from the Airport Special Event Permit process. The event sponsor shall be listed as applicant for the FAA waiver. The provisions and requirements of said waiver shall be reviewed and approved by the Airport Manager prior to the event.

#### 10.58 - Crowd Control/Operations

Each applicant for an Airport Special Event Permit who proposes to involve more than thirty (30) persons outside of normal Airport Operations for said event shall submit a Crowd Control/Operations Plan to the Airport Manager for review and approval. Such plan shall include but not be limited to provisions for the follow as pertains to the proposed event.

- (A) Vehicle Parking
- (B) Transient (Spectator) Aircraft Parking
- (C) Participant Aircraft Parking
- (D) Static Display Area
- (E) Pit Area
- (F) Crowd Line
- (G) Spectator Area
- (H) Participant Aircraft Pattern & Limitations
- (I) Concession Areas
- (J) Public Accommodations (Restrooms, First Aid, etc.)
- (K) Tactical Communications
- (L) Additional Aircraft Communications
- (M) Ground Handling of Aircraft and Vehicles
- (N) Personnel Training and Coordination
- (O) Public Address and Communication

The Airport Manager may waive, approve, or require additional information or provision for any of the elements above, based upon the scope of the proposed event.

#### 10.59 - Time Limitation

All Licenses, permits, waivers, and certificates required herein shall be applied for, a minimum of 60 days prior to the proposed event. Said documents shall be completed and submitted for final review and approval by the City via the Airport Manager no less than 30 days prior to the date of the proposed event. In cases where the required permit requires additional time to process, then the applicant shall submit application with enough time to provide for completion 30 days prior to the event.

SECTION 12 - AIRPORT FEE SCHEDULE

12.10 - GENERAL

All aircraft operating on the Airport are subject to user fees for Airport facilities as prescribed herein.

12.12 - Parking

All aircraft parked on the Airport at any time shall be subject to Section 2.20 et seq. of this Chapter. Aircraft parked on those non-leased areas of the Airport that have been designated as Common-Use area, for the purpose of public tie-down, shall be subject to the following tie-down fees.

A. Transient Aircraft

Single Engine .....	\$3.00 per night
Twin Engine.....	\$5.00 per night
Aircraft over 20,000 lbs. ....	\$20.00 per night

B. Based Aircraft

Single Engine .....	\$35.00 per month
Twin Engine.....	\$50.00 per month

The nightly tie-down fee shall apply to all aircraft parked in applicable spaces at 7:00 a.m. each day, who have not been on the Airport for less than 8 hours, and who have not registered and paid the monthly Based Aircraft Fee. The Based Aircraft Fee applies to any aircraft that has registered, and paid said fee, in advance, to the City or its designated agent.

12.14 - Commercial Operation

Any commercial operator using the Airport on a regular basis for commercial purposes not addressed under a valid lease agreement with the City shall be subject to the following fees.

For aircraft under 20,000 lbs.-

<u>Per Landing</u>	<u>Per Day</u> .....	<u>Per Month</u>
\$5.00	up to \$20.00.....	\$100.00

For aircraft over 20,000 lbs. -

<u>Per Landing:</u> .....	<u>FEE</u>
20,001 lbs. to 26,000 lbs. ....	\$ 20.00
26,001 lbs. to 35,000 lbs. ....	\$ 30.00
35,001 lbs. to 50,000 lbs. ....	\$ 75.00
50,001 lbs. to 70,000 lbs. ....	\$ 90.00
70,001 lbs. to 90,000 lbs. ....	\$100.00
90,001 lbs. to 120,000 lbs. ....	\$120.00
120,001 lbs. to 150,000 lbs. ....	\$125.00

12.16 - Fire Equipment Standby

Any aircraft operation, by virtue of its approved Operations Specifications that requires fire equipment standby during normal operations, shall pay a Fire Department call-out fee commensurate with the actual cost of services rendered. This shall be in addition to any required landing fee. This fee shall not apply to emergency responses by Fire Personnel.

12.20 - Airline/Air Taxi Operations

Unless specified under a separate agreement, each aircraft operated for hire by an airline or air taxi operator shall be subject to landing fees in accordance with Paragraph 12.14 of this section.

12.25 - Enplanement/Terminal Use

Any aircraft boarding more than 20 passengers per flight at Paso Robles Municipal Airport shall be subject to an enplanement or terminal boarding fee, whichever is less.

Enplanement Fee- ..... \$1.00 per passenger

Terminal Use/Boarding Fee- ..... \$25.00 per flight

No charge shall be levied for passenger deplanement.

12.28 - Special Events/Activities

Any special use, event, or activity conducted on the Airport which requires additional Airport Staff time, review, or Airport equipment or which involves more than 10 aircraft operating on the Airport shall be subject to review by the City. Those events which create liability or expense exceeding reasonable benefit to the Airport and the Community shall be charged back to the event as an Airport Special Events Fee.

12.30 - Vehicles

All vehicles parked in Public areas per this code for a period of time exceeding 10 days in each calendar month shall pay as follows a long-term parking fee.

Long-Term Parking Fee

A. Passenger Cars- ..... \$20.00/month

B. Trucks or larger vehicles- ..... \$30.00/month

12.35 - Airport Operating Permit Fees

Each holder of an Airport Operating Permit shall be subject to appropriate fees according to his activity and impact level on Airport Operations.

<u>Number of Operations</u> (monthly estimation) (Annual)		<u>Operating Fee</u> monthly..... (Annual)	
0 - 100	1,200	-0- .....	\$50.00
100 - 500	6,000	\$25.00 .....	\$300.00
500+		\$250.00 .....	\$3,000.00

Applicable areas of Aviation activity refer to flight activity which impact Airport Operations (Flight Instruction, Aircraft Rental, Air-Taxi/Charter, Associated Flight Activities). Non-operations activities (Aircraft Maintenance, Fuel Sales, Car Rental etc.) shall pay only the minimum annual fee.

12.38 - Fuel Flowage

Each gallon of fuel dispensed into any aircraft on the Airport is subject to a flowage fee, payable to the City.

Fuel Flowage Fee	\$ .05 / gallon
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12.40 - Collection

Unless specifically addressed within a separate franchised collection agreement between the City and a specified individual, all fees specified herein are due to the City and shall be collected by a duly authorized agent of the City. No commissions or collection fees shall be paid by the City to others for collection of the above fees unless specified under a separate agreement, not contained herein.

12.42 - Waiver of Fees

Airport Manager shall be authorized to waive any of the above fees for special events, activities, or operations that may be of benefit to the Airport or the Community. Any such action may be subject to review by the City Council, at their discretion.

*Paso Robles*  
**Municipal Airport**

**MINIMUM STANDARD REQUIREMENTS  
FOR AIRPORT AERONAUTICAL SERVICES**

**SEPTEMBER 2004**

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**SECTION I                    INTRODUCTION AND POLICY STATEMENT**

The City of Paso Robles, being the owner/operator (sponsor) of the Paso Robles Municipal Airport, does hereby establish the following policy concerning the minimum standards for conducting business on the airport.

These "Minimum Standards" are intended to be the threshold entry requirements for those wanting to provide aeronautical services to the public. They also ensure that those who have undertaken to provide commodities and services, as approved, are not exposed to unfair or irresponsible competition. These Minimum Standards are established based upon the conditions at the airport, the existing and planned facilities at the airport, and the current and future aviation role of the airport. The uniform application of these Minimum Standards, including the minimum levels of service that must be offered by the prospective service provider, relate primarily to the public interest in discouraging substandard entrepreneurs, thereby preserving the financial integrity of airport businesses and protecting airport patrons.

The following standards and requirements for aeronautical activities have also been established for the safe and efficient operation of the Paso Robles Municipal Airport; to enhance 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 of the U.S. Department of Transportation Regulations; and to assure all potential lessees of the availability of airport property on fair and reasonable terms without unjust discrimination.

The City of El Paso de Robles reserves the right to amend these Minimum Standards from time to time. These Minimum Standards are intended to be read and coordinated with the Airport Rules & Regulations; which include enforcement provisions.

## **SECTION 2**                    **DEFINITIONS**

**Aeronautical Activity** - any activity conducted at the airport which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft rental, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and service, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, and aircraft storage.

**Aeronautical Service** - any service which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the airport by a person or business that has a lease, license, or permit from the airport owner to provide such service.

**Aeronautical Service Provider** - any person, firm, partnership, corporation, association, or limited partnership, or any other legal entity, duly licensed and authorized by written agreement with the airport owner to provide specific aeronautical services at the airport, under strict compliance with such agreement and pursuant to these standards and airport regulations (See FBO).

**Airport** - The Paso Robles Municipal Airport, and all of the property, buildings, facilities and improvements within the exterior boundaries of the airport as now exist on the Airport Layout Plan, or as it may hereinafter be extended, enlarged or modified.

**Aviation Area** - aircraft storage, parking, operating and/or movement area.

**Business**- an individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity comprised to carry out a business enterprise.

**Commercial Activity** - includes all types of vocations, occupations, professions, enterprises, establishments, and all other types of activities and matters, together with all devices, machines, vehicles, and equipment used therein, any of which are conducted, used, or carried on for the purpose of earning, in whole or in part, a profit or livelihood, whether or not a profit or livelihood actually is earned thereby. Business, professions, and trades shall include, without being limited thereto, trades and occupations of all and every type of calling carried on within the airport boundaries: salesmen, brokers, retailers, wholesalers, vendors, suppliers, peddlers, professions and any other type of endeavor within the airport boundaries for the purpose of earning a livelihood or profit in whole or in part whether paid for in money, goods, labor, or otherwise, and whether or not the business, profession or trade has a fixed place of business on the airport.

**City** - the City of El Paso de Robles.

**Director** – The Executive Management-level person within the City charged with the administrative duties, authority and direction of the Airport, or his designee.

**FAA** - the Federal Aviation Administration.

**FAR** - Federal Aviation Regulation.

**Fixed Base Operator (FBO)**- any person, firm, partnership, corporation, association, or limited partnership, or any other legal entity, duly licensed and authorized by written agreement with the airport owner to provide specific aeronautical services at the airport, under strict compliance with such agreement and pursuant to these standards and airport regulations.

**Flying Club** - a nonprofit organization established to enable and promote flying amongst its collective membership, and develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques.

**Fuel** - aviation fuels and/or petroleum products as defined in an operator's lease agreement.

**Fueling Operations** - the dispensing of aviation fuel into aircraft, fuel storage tanks or fueling vehicles.

**Fuel Vendor** - an entity engaged in selling or dispensing aviation fuel to aircraft other than that owned or leased by the entity.

**General Aviation** - aircraft operations (other than scheduled air carrier or military) that include (1) flight operations by personal, club, or corporation aircraft, (2) air taxi or charter for revenue on a nonscheduled basis (interstate limited to 30 passengers/75, 000 lbs. cargo), (3) intrastate and interstate freight carriers that operate through exclusive long-term contracts (non-common carrier).

**Industrial or Non-aviation Business** – a business of a type whose operations do not require runway access or airport orientation and does not provide a direct aeronautical service.

**Land Leases** - lease of vacant land where tenant constructs a building or makes improvements on city-owned land with or without runway access.

Landside - all buildings and surfaces on the airport outside of the basic perimeter of the aircraft operations/ movement areas.

Large Aircraft - an aircraft of more than 12,500 pounds maximum certified take-off weight.

Lease - a conveyance of real property rights for occupancy or use of land and improvements as expressed in a written agreement.

License - for the purpose of these standards, a conveyance of personal rights (not real property) under the airport operators proprietary interests, for occupancy or use of property to engage in an activity.

Major Maintenance – unless specifically defined herein as Routine Maintenance, the removal and/or replacement of an engine or airframe part or control surface; or the teardown and overhaul of any engine, engine accessory, or airframe component.

Manager - the airport manager or his/her representative.

Minimum Standards - the standards that are established by the airport owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport.

NFPA - the National Fire Protection Association.

NOTAM - a Notice to Airmen published by the FAA.

Permit - for the purpose of these standards, a conveyance of personal rights (not real property) under the airport operator's police powers to ensure minimum standards of health/safety for occupancy or use of property, or permission to engage in an activity.

Ramp Privilege - the driving of a vehicle upon aircraft parking/operations/movement areas of the airport to deliver persons, cargo or equipment to an aircraft as a matter of convenience or necessity. (See Airport Rules and Regulations for requirements and procedures.)

Routine Maintenance – As opposed to Major Maintenance and overhaul of aircraft; the periodic inspection and care of the aircraft, including oil change, spark plug service, engine timing and compression checks, service of wheels and brakes, control system lubrication, removal and replacement of engine accessories and instruments, airframe inspection not requiring removal of components or control surfaces.

Scheduled Air Carrier- an air carrier that operates under FAR Part 121 or 125.

Small Aircraft - an aircraft of 12,499 pounds or less maximum certified take-off weight.

Taxilane – Taxiway areas within a private, non-commercial hangar development that share joint usage by aircraft and vehicles.

UNICOM - a non-governmental communication facility which provides airport advisory information.

### **SECTION 3 AIRPORT PERMIT- GENERAL PROVISIONS**

No person or business entity other than a current lessee or licensee shall sell or publicly solicit the sale of merchandise, conduct or operate a business or service for hire or compensation, or advertise or solicit business or utilize airport land area under the jurisdiction of the City of Paso Robles except under the provisions of this section and in accordance with established City policy and procedure, and the adopted Airport Rules and Regulations. Service activities will be conducted only in those areas specified and approved by the City. The process for leasing airport property is outlined in this chapter. The Airport Rules and Regulations identify the additional requirements for the various licenses and permits necessary to conduct business operations on the Airport.

The standards prescribed in this section are intended to provide definition to the various types and levels of service that may be engaged on the Airport. The final operating requirements are outlined in the Airport Rules & Regulations. These two documents are used in concert with each other to establish minimum standards and procedures for business activities on the Airport.

Although the specific aeronautical activities addressed in the sections below require use of airport facilities normally secured by a leasehold interest, the City recognizes that in some cases a valid need does exist for the user public to obtain service from a purveyor who does not possess a leasehold interest on the City Airport, or if a leasehold interest does exist, the facilities contained therein do not meet the minimum standards for the particular aeronautical activity.

In such cases, City shall try to address that need, while addressing the objective of fairness and equitability of competition, by entering into a commercial activity license agreement (Airport Operating Permit) with the purveyor, which shall require:

- a) availability of an assignable area to conduct said business consistent with adopted Airport Layout Plan, and reasonably consistent with applicable facility-related minimum standards contained herein for that particular commercial activity;
- b) meeting the same minimum performance-related standards required of commercial operators (FBO) with leasehold interests, pursuant to the minimum standards contained herein for the particular commercial activity;
- c) payment of equivalent fees, including percentage of gross revenue where applicable, and provision of equivalent insurance and other guarantees which may be required of on-airport businesses under the airport schedule of rates and fees currently in force at that time.

## **SECTION 4 SERVICE PROVIDERS - FIXED BASE OPERATOR**

### **Statement of Concept**

A Fixed Base Operator (FBO) is an entity that conducts or provides one or more aeronautical services at the airport, in accordance with a written agreement with the City, while meeting the applicable minimum standards for each service provided and all general FBO regulations. Approval as an FBO is subject to land and/or facility availability.

### **Minimum Standards**

The following standards shall apply to prospective Fixed Base Operators desiring to obtain a lease and/or conduct business at the Paso Robles Municipal Airport (except as noted in Section 3, above):

- Aviation businesses shall be conducted on leased premises located only within the "aviation area", as defined by the approved Airport Layout Plan. The Director may make exceptions on a case-by-case basis.
- A person shall have such business background, and shall have demonstrated his business capability in such a manner, as to meet with the approval of the Director. A business plan shall be used to express the proposed business capabilities. (See Appendix 1).
- Any prospective FBO seeking to conduct aeronautical activity at the airport must demonstrate that they have adequate resources to realize the business objectives agreed to by the Director and the applicant, but no less than 4 months operating capital in the form of cash in a bank or a line of credit from a recognized lending institution or individual willing to provide the City with proof of ability to provide the funds required.
- A prospective FBO shall demonstrate to the Director's satisfaction, evidence of their ability to acquire insurance coverage for the particular use, pursuant to the Airport Insurance Requirements that may be in force at that time. All such policies of insurance shall be maintained in full force and effect during the terms of existing leases, agreements or business licenses or renewals or extensions thereof, with a 30-calendar day notice of cancellation provided to the City of Paso Robles.
- Each FBO must provide suitable facilities, in accordance with the specified standards contained in this section for the particular activity proposed. In addition, it is expected that the following customer accommodations will be provided in a suitable and adequate manner:
  1. Office space
  2. Customer lobby/lounge
  3. Restrooms
  4. Aircraft parking
  5. Auto parking
- All applicable building codes shall be met.
- Each FBO shall operate under the provisions of a lease, license, or permit issued by the City of Paso Robles, with facilities located in an area designated in the lease agreement, or by the Director.

Some or all of these facilities may be provided by a lease agreement for space in the Paso Robles Regional Air Terminal building. In order to provide fueling services the FBO must be a full service provider.

#### **4.1 FULL SERVICE FBO**

A Full-Service FBO is afforded the privileges of location in key aircraft operating areas and serves as a focal point of aviation activity on the airport. The FBO is representative of the City in greeting the flying public and providing the incidental services required of the itinerant flyer. This includes fuel, oil, parking, transportation, etc.

The nature of this operation dictates that it must be developed and conducted under the provisions and procedures of a formal lease agreement with the City. The lease agreement then specifies the terms and conditions for said operations. The requirements for development of the economic and business elements of the operation are provided later in this section, along with the application and approvals process.

- A. The FBO, in order to be classed as Full Service, shall provide, in addition to aircraft maintenance and repair, at least three (3) of the following activities:
  - 1. Aircraft Charter
  - 2. Aircraft Rental
  - 3. Aircraft Sales
  - 4. Flight Instruction
  - 5. Aircraft Storage
  - 6. Radio/Electronic Sales and Service
  - 7. Other aviation related services as approved by the Director

Note: In order to provide fueling services, the FBO must be a full service provider.

- B. Leases shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold.
- C. The Full-Service FBO shall include facilities of not less than 7,000 square feet of combined hangar/shop/office space within the defined aviation area.
- D. The Full Service FBO shall remain open and services available 10 hours per day, 7 days a week, and shall make provisions for qualified staff to be in attendance at all times during the required operating hours.

#### **4.2 LIMITED SERVICE FBO**

The Limited Service FBO provides specific aviation services – more focused, but still requiring aircraft access and location in the aircraft operations area. The Limited Service FBO typically would not provide the itinerant services of a Full-Service FBO, or be allowed to sell fuel.

- A. The Limited Service FBO shall provide at least two (2) aeronautical activities, as defined above.
- B. The Limited Service FBO shall lease from the City of Paso Robles or sublease from others, suitable facilities within the aviation area of a suitable size to accommodate their operations.
- C. The Limited Service FBO may operate within or under the premises of another Full Service FBO, in order to enhance and expand the overall service provided to the public.
- D. Unless all conditions and requirements for operation on the airport are adequately addressed in a lease agreement with the City, or a sublease agreement approved by the City, then the Limited Service FBO shall obtain and maintain a valid Airport Operating Permit for the proposed activity.

### **4.3 SINGLE SERVICE FBO**

The Single Service FBO provides a specialized aviation service to the flying public. Actual location of the service facility is not required in the aviation area of the Airport; but because an aviation service is provided, the activity is still governed by the provisions of this section. This service is further distinguished by its permanent location in a fixed place of business – rather than the transient nature of a mobile/ itinerant service provider.

- A. A Single Service FBO provides one authorized aeronautical activity.
- B. The operating premises shall either be leased from the City, of subleased from others, as the need may dictate.
- C. The Single Service FBO may not necessarily locate within the aviation area of the airport, but the premises must be approved by the Director.
- D. Unless all conditions and requirements for operation on the airport are adequately addressed in a lease agreement with the City, or a sublease agreement approved by the City, then the Single Service FBO shall obtain and maintain a valid Airport Operating Permit for the proposed activity.

### **4.4 ITINERANT SERVICE PROVIDER**

Occasionally, a valid need does exist for an aviation service that is not offered on the Airport. The airport user must then seek this service from outside sources that would come to the airport to provide said service on a temporary, or short-term basis. Regardless of the operating premises, the Itinerant Service Provider shall:

- A. Possess and maintain all applicable and necessary permits, licenses and qualifications, in accordance with applicable FAA requirements and regulations.
- B. Provide evidence of suitable Liability Insurance to the satisfaction of the City.
- C. Possess and maintain a current City Business license for the service activities being conducted.
- D. Apply for an Airport Operating Permit in the manner outlined in the Airport Rules & Regulations; said permit is issued at the sole discretion of the City and may be cancelled at any time with 30 days notice.
- E. Conduct operations on the Airport in accordance with Airport Rules & Regulations and only in those areas specified and approved by the Director.
- F. Not advertise for his services on the Airport, or to any Airport users or tenants.

## **SECTION 5                    AERONAUTICAL SERVICES AND ACTIVITIES**

This section applies to any activity conducted at airports which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultra light operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts and aircraft storage, aircraft engine & accessory overhaul, propeller and governor overhaul.

Each section below provides minimum standards for the conduct of the specified business activity. These are only minimum standards – intended to protect the public and the Airport economy, as indicated earlier. Additional administrative and regulatory provisions are contained in the adopted Airport Rules and Regulations. It is intended that the provisions of this document be coordinated with those regulations.

### **SECTION 5.1    AIRCRAFT CHARTER AND AIR TAXI**

#### **Definition**

An air charter or air taxi operator is engaged in the business of providing scheduled or unscheduled air transportation (persons or property) to the public for hire, on an "on demand basis", under Part 135 of Federal Aviation Regulations.

#### **Minimum Standards**

The Air Taxi Operator shall provide:

- 1 .        Either owned or under written agreement, the type, class, size and number of aircraft intended to be used by the operator and which meet the requirements of the air taxi commercial permit held by the operator.
2.        Aircraft that meet exclusive use requirements as defined in FAA Regulations.
3.        At least one pilot available during business hours, fully current under FAA regulations and in compliance with all laws and procedures.
4.        A passenger lobby area equipped with rest rooms and telephone facilities, within 500 feet of loading ramp, capable of holding the passenger load for type aircraft and meeting applicable fire code re: occupancy load.
5.        Adequate counter space for baggage and check-in area for flights involving 10 or more passenger aircraft, within the waiting area, and in addition to the minimum space requirements
6.        Adequate vehicle parking spaces available, within 500 feet of the waiting area, to hold one vehicle per passenger up to the capacity of the aircraft.
7.        All applicable FAA licenses/certificates.
8.        Adequate ground handling equipment for the type of aircraft being operated.
9.        Available loading ramp, within 1,000 feet of vehicle parking area and 500 feet of waiting room, of a size to handle the aircraft turning radius plus safety area clearance for the type of aircraft being operated.
10.       Service to be available 8 hours/day, 5 days a week.

In lieu of items 4, 5, 6, & 9, the Air Taxi Operator may elect to use the Paso Robles Regional Air Terminal to meet these requirements.

**SECTION 5.2 AIRCRAFT MAINTENANCE AND REPAIR - RECIPROCATING**

**Definition**

A reciprocating aircraft engine, airframe, and accessory maintenance and repair operator provides either, or a combination of, routine maintenance on airframe, engine and accessories, or major maintenance and repair services on aircraft, as defined in these Minimum Standards. This category shall also include the sale of aircraft parts and accessories.

**Minimum Standards**

The Reciprocating Aircraft Maintenance Operator shall provide:

1. Sufficient equipment, supplies, manuals, and availability of parts equivalent to that required by the FAA.
2. Sufficient FAA-certified mechanics to provide 100-hour and annual inspections with ratings appropriate to the work to be performed.
3. At least one person on site currently certificated by the FAA who holds an airframe, power plant, with inspector rating or shall be an FAA Certified Repair Station with appropriate ratings for the work being performed.
4. A minimum on-airport hangar area of 2,500 sq. ft. with a minimum of 2 available outside tie down spaces and one additional tie down space for every additional 2,000 sq. ft. of hangar space. No work may be performed outside of the hangar other than that which is normally allowed to be performed on the aircraft tie down areas, as allowed in Airport Rules & Regulations.
5. Adequate provisions for the removal/disposal of solutions, solvents, cleaning agents, lubricants and other wastes in compliance with federal, state and county regulations.
6. Service to be available 8 hours/day, 5 days/week

These minimum standards are not applicable to the Itinerant Service Provider who performs permitted maintenance in the aircraft owner’s hanger, in accordance with established Airport Rules & Regulations.

**SECTION 5.25 AIRCRAFT MAINTENANCE AND REPAIR – TURBINE**

**Definition**

A turbine aircraft engine, airframe, and accessory maintenance and repair operator provides either, or a combination of, routine maintenance on airframe, engine and accessories, or major maintenance and repair services on aircraft. This category shall also include the sale of aircraft parts and accessories.

**Minimum Standards**

The Turbine Aircraft Maintenance Operator shall provide:

1. Sufficient equipment, supplies, manuals, and availability of parts equivalent to that required by the FAA.
2. Sufficient FAA-certified mechanics to provide 100-hour and annual inspections with ratings appropriate to the work to be performed.
3. At least one person on site currently certificated by the FAA who holds an airframe, power plant, with inspector rating or shall be an FAA Certified Repair Station with appropriate ratings for the work being performed.

4. A minimum on-airport hangar area of 5,000 sq. ft. with a minimum of 2 available outside tie down spaces and one additional tie down space for every additional 2,000 sq. ft. of hangar space. Tie-down space provided shall be sufficient for the size aircraft accommodated. No work may be performed outside of the hangar other than that which is normally allowed to be performed on aircraft tie down areas as allowed in Airport Rules & Regulations.
5. Adequate provisions for the removal/disposal of solutions, solvents, cleaning agents, lubricants and other wastes in compliance with federal, state and county regulations.
6. Service to be available 8 hours/day, 5 days/week

These minimum standards are not applicable to free-lance certified aircraft mechanic who performs permitted maintenance in the aircraft owner's hanger, in accordance with established Airport Rules & Regulations.

### **SECTION 5.3 AIRCRAFT RENTAL**

#### **Definition**

An aircraft rental operator engages in the rental of aircraft to the public.

#### **Minimum Standards**

The Aircraft Rental Operator shall:

1. Have available for rental, either owned or under written lease to Operator, certified and currently airworthy aircraft.
2. Have a properly certificated pilot capable of conducting "flight checks" of prospective renters available.
3. Provide suitable on-airport office space.
4. Provide adequate facilities for servicing the aircraft or an agreement with an aircraft maintenance operator to provide this service
5. Provide permanently assigned tie down or inside storage area for a minimum of 2 aircraft.
6. Provide restroom facilities within 200 feet of office space.
7. Provide auto parking for customers and employees.
8. Provide aircraft (minimum of 2, one of which must be 4 place) available for rental to qualified customers
9. Remain open during the hours of 8:00 a.m. to 5:00 p.m., 5 days/week or as approved by the Director.

In lieu of items 3, 6 & 7, the Aircraft Rental Operator may elect to rent space in the Paso Robles Regional Air Terminal or other terminal facility to provide these requirements.

## **SECTION 5.4 AIRCRAFT SALES AND BROKERAGE**

### **Definition**

New Aircraft Sales: An aircraft sales operator engages in the sale of new aircraft through franchises or licensed dealerships (if required by local, county or state authority) or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or used aircraft; and provides such repair, services, and parts as necessary to meet any guarantee or warranty on aircraft sold.

Used Aircraft Sales: Many companies engage in the purchasing and selling of used aircraft. This is accomplished through various methods including matching potential purchasers with an aircraft, assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. In many cases these operators also provides such repair, services, and parts as necessary to meet any guarantee or warranty on aircraft sold. Some requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique operational history.

### **Minimum Standards**

The Aircraft Sales Operator shall:

1. Operate with a lease, license, or permit issued by the City of Paso Robles, in an area designated by the City.
2. Provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee of warranty.
3. Provide and maintain any and all licenses as required by other governmental agencies.
4. Provide suitable on-airport office space.
5. Provide a minimum inside or outside assigned display area of 2,500 sq. ft., located within 500 feet of office space.
6. Be open 8 hrs/day, 5 days per week.

Aircraft owners selling their own airplane, and exempt from state sales licensing requirements, are considered exempt from these requirements.

## **SECTION 5.5 FLIGHT INSTRUCTION**

### **Definition**

A Flight Instruction Operator engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

### **Minimum Standards**

A Flight Instruction Operator shall:

1. Have available for use in flight training, either owned or under written lease to operator, properly certificated airworthy aircraft, one of which must be equipped for instrument flight instruction.
2. Have, on a full-time basis, at least one flight instructor who has been properly certificated by the FAA to provide the type of training offered.

3. Maintain all current certificates and rating, as required by the FAA for flight instruction.
4. Offer, at least, training for the Private pilot license and advanced ratings.
5. Provide for adequate facilities or arrangements for storing, parking, servicing, and repairing all its aircraft.
6. Provide restrooms (on-airport, w/in 200 ft. of activity) or otherwise dictated by local jurisdiction code.
7. Provide public telephone on premises.
8. Provide suitable auto access and parking for customers and employees.

These minimum standards are not applicable to free lance certified flight instructors giving flight training in an owner's aircraft.

## **SECTION 5.6 FUEL AND OIL SERVICE**

### **Definition**

An aircraft fuel and oil service operator provides aviation fuels, lubricants and other services supporting itinerant and based aircraft operations. In order to provide fueling services an operator must be a full service FBO.

### **Minimum Standards**

The Fuel Service Operator shall:

1. Provide appropriate grades and types of aviation fuel for both piston and turbine engine aircraft. (A waiver for fuel type may be granted by the Director.)
2. Maintain an inventory of generally accepted grades of aviation engine oil and lubricants.
3. Provide and maintain fuel dispensing equipment that meets all applicable federal, state, and county requirements for each type of fuel dispensed and in operating condition at all times fuel is required to be available.
4. Provide for the safe storage and handling of fuel in conformance with all federal, state, county requirements and fire codes pertaining to safe storage and handling of fuel.
5. Provide for the lawful and sanitary handling and timely disposal, away from the airport, of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and other regulated waste. The storage of crates, boxes, barrels, and other containers will not be permitted within the leased premises.
6. Maintain adequate grounding and bonding wires and equipment, continuously inspected and maintained on all fueling equipment, as required by NFPA and FAR Part 139.
7. Maintain an adequate supply of properly located fire extinguishers and other precautions and/or equipment required by applicable fire codes.
8. Assure fuel is available via manned refueler between the hours of 7:00 a.m. and 7:00 p.m. Also, fuel available through posted call-up number during remainder of Airport operating hours 24 hrs/day, 365 days/ year, for a call-up fee not to exceed that stipulated in the current Rent & Fee Schedule, and response time not to exceed 30 minutes, 7 days a week. Self-service fuel islands need not be co-located with the full service FBO's primary lease location. Self-service fuel islands are required to be open 7 days a week, 24 hours per day.

9. Have a fixed fuel storage system that shall contain safety fixtures and filtration systems to ensure airline type quality. The system shall be required to have at least 12,000 gallons of storage for each type of fuel the FBO is required to provide. The storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel Spill Prevention Countermeasures and Control Plan (SPCC), as applicable.
10. Develop and maintain a fuel spill clean up plan that minimizes the possibility of ignition of spilled flammable fuel and prevents the introduction of fuels into the storm water or sewer systems. Clean up plans shall include an adequate supply of approved absorbent materials and non-spark equipment to handle fuel spills.

## **SECTION. 5.7 RADIO, INSTRUMENT AND ELECTRONICS SALES/SERVICES**

### **Definition**

An avionics and instrument repair station engages in the business of and provides a shop for the repair of aircraft avionics, instruments, and accessories for general aviation aircraft. This category may include the sale of new or used avionics, instruments, and accessories hold the appropriate repair station certificates issued by the FAA

### **Minimum Standards**

The Avionics Repair Operator shall:

1. Have at least one trained person on duty during designated business hours who is an FAA rated radio, instrument or accessory repairman.
2. Establish and maintain FAA Repair Station certification with proper Radio Repair Ratings for the types of equipment planned to be serviced and/or installed.
3. Provide on-airport shop/ office space, with a minimum of one available inside or outside tie-down space and an additional tie-down space for every 2,000 sq. ft. of space over and above 2,000 sq. ft.
4. Be open 8 hours a day, 5 days a week

## **SECTION 5.8 SCHEDULED AIR TRANSPORTATION**

### **Definition**

A scheduled air carrier or air taxi operator engages in the business of providing air transportation (persons or property) to the general public for hire, on a scheduled basis under Part 121 or 125 of the Federal Aviation Regulations.

### **Minimum Standards**

The Scheduled Air Taxi Operator shall:

1. Possess necessary FAA certifications.
2. Rent space in the Paso Robles Regional Air Terminal for passenger check in, baggage handling requirements.
3. Provide adequate ground handling equipment for type aircraft used.

**SECTION 5.9 COMMERCIAL SKYDIVING**

**Definition**

A Skydiving Operator engages in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment.

**Minimum Standard**

The Skydiving Operator shall:

1. Have available for skydiving, either owned or under written lease to the FBO, at least one properly certificated aircraft.
2. Meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR 105, and related FAA Advisory Circulars. The jump plane pilot must hold a FAA commercial pilot certificate and appropriately rated for the aircraft being operated.
3. Carry the same insurance coverage and limits as any other Operator on the airport. The City of El Paso de Robles reserves the right, from time to time, to require supplemental insurance if it determines, in its discretion, that liability is greater than other Operator activities/services.

**SECTION 5.10 SPECIALIZED AVIATION MAINTENANCE SERVICES**

**Definition**

A specialized aviation service includes aircraft modifications (STCs), aircraft paint, aircraft upholstery, aircraft propeller service, aircraft engine component overhaul, aircraft major rehabilitation/ reconstruction and helicopter repair (exclusive of fixed wing).

**Minimum Standards**

The Specialized Aviation Service Operator shall:

1. Provide and maintain the required FAA certification for type work.
2. Provide a minimum on-airport hangar area of 2,500 sq. ft. for business requiring inside aircraft storage for aircraft being serviced.
3. Assure that no work may be performed outside of the hangar other than that normally allowed to be performed on the aircraft tie down area, as allowed by Airport Rules & Regulations.
4. Operate from an on-airport office/hanger or commercial building space.
5. Adequate provisions for the removal/disposal of solutions, cleaning agents, lubricants and other wastes in compliance with federal, state and county regulations.

## **SECTION 5.11 SPECIALIZED COMMERCIAL FLYING SERVICES**

### **Definition**

A specialized commercial flying service operator engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:

- Banner towing and aerial advertising
- Aerial application and Agricultural Support operations
- Fire fighting
- Non-stop sightseeing flights that begin and end at the Airport
- Aerial photography or survey
- Power line or pipeline patrol
- Any other operations not specifically addressed by FAA Regulations, and not otherwise addressed in this document

### **Minimum Standards**

The Specialized Commercial Flying Service Operator shall:

1. Obtain from the City an Operating permit to conduct the proposed commercial flying service(s).
2. Procure facilities sufficient to accommodate all activities and operations proposed by operator. The minimum areas in each instance shall be subject to the approval of the Director.
3. Assure the availability of aircraft suitably equipped for the particular type of operation to be performed.
4. Provide adequate insurance to meet the established requirements currently in force.
5. Regarding crop dusting, provide suitable arrangements for the safe storage and containment of registered chemical materials. No poisonous or flammable materials shall be stored or kept in close proximity to other facilities at the airport. Also, suitable arrangements must be made for servicing the aircraft with adequate safeguards against spillage on to operational areas of the airport.

## **SECTION 5.12 AIRCRAFT STORAGE**

### **Definition**

An aircraft storage operator engages in the rental of conventional hangars, hanger space or multiple T-hangars. The use of these hangars, by definition is limited to the storage of private aircraft and related maintenance and ground support equipment. Commercial uses are considered FBO and classed under the earlier sections contained herein.

### **Minimum Standards**

The Aircraft Storage Operator shall:

1. Make the facilities available for the tenant's aircraft removal and storage on a continuous basis.
2. Provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.
3. Comply with the adopted Airport parking and restroom standards for development of the lease site.

4. Understand and maintain the concept of “Taxilane” within the development and provide for the joint use by aircraft and vehicles therein.
5. Assure that all hangers are accessible by motor vehicle without crossing a runway or primary taxiway.
6. Maintain adequate security provisions to prevent unauthorized or unintentional breach of Airport Perimeter Security protection, in accordance with adopted Airport security standards and the requirements of the FAA.

## **SECTION 6 FLYING CLUBS**

### **Statement of Concept**

A flying club must be a non-profit corporation or partnership. Each member must be a bona fide part owner of the aircraft or stockholder of the corporation.

### **Minimum Standards**

The club may not derive greater revenue from the use of its aircraft than the amount necessary for the actual cost of operation, maintenance and replacement of its aircraft. The club must keep current a complete list of the club's membership on file with the Airport, and a record of club finances, which it will make available to the City upon request.

The club's aircraft will not be used by other than bona fide members and by no one for hire, charter, or air taxi. Student instruction may be given in the club aircraft by one club member to another club member, providing no compensation takes place. Otherwise, it must be given by an authorized Flight School Operator with a current agreement with the City.

In the event the club fails to comply with these conditions, the City will notify the club in writing of such violations. The club shall have fourteen days to correct such violations. If the club fails to correct the violations, the City may demand the club's removal from the airport.

The flying club must provide the minimum insurance requirements established in the Rent and Fee Schedule.

Aircraft maintenance performed by the Club shall be limited to only that maintenance that does not require a certificated mechanic. All other maintenance performed on the Airport must be provided by an authorized Repair Station based on the Airport, which provides such service, or by a member who is a properly certificated mechanic who shall not receive compensation in any manner for such service.

1. The club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of aircraft must be vested in the name of the flying club (or owned equally by all of its members). The property rights of the aircraft shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any manner.
2. The club shall not conduct charter, air taxi, or rental operations. The club shall not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club shall not be restricted from doing maintenance work on aircraft owned by the club and the club does not become obligated to pay for such maintenance work except that such mechanics and instructors may be compensated by credit against payment of dues or flight time.
3. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the Airport except that said flying club may sell or exchange its capital equipment.
4. The flying club, with its initial application, shall furnish the City: a copy of its charter and by-laws; articles of association, partnership agreement and other documentation supporting its existence; a current roster, including names of officers and directors; a certificate of insurance in the minimum amounts specified in the Rent and Fee schedule, with hold harmless clause in favor of the City, its officers, agents, representatives and employees (thirty days prior cancellation shall be filed with the City); number and type of aircraft; evidence that ownership is vested in the club; and operating rules of the club. Evidence of insurance will be submitted to the Director on an annual basis during the renewal month of the policy. The books and other records of the club shall be available for review at any reasonable time by the City and/or Director.
5. A flying club shall comply with all federal, state and local laws, ordinances, regulations and these regulations and standards.
6. If a club violates any of the foregoing, the Director may terminate all operations.

## **SECTION 7 APPLICATION AND QUALIFICATIONS**

Demonstration of intent to conduct a business operation at the Airport shall be by application to the Director. The written application shall contain at the minimum:

1. The proposed nature of the business. A business plan may be used to express the proposed nature of the business. (See a business plan outline at APPENDIX 1.)
2. The signatures of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.
3. The current financial statements (income statement and balance sheet, and Federal Income Tax Return) compiled by a certified public accountant.
4. A listing of assets owned or leased which will be used in the business on the airport.
5. A current credit report for each party owning or having a financial interest in the business and a credit report on the business itself covering all geographical areas in which it has done business in the five-year period immediately prior to such application.
6. At City's discretion, an agreement to provide a bond or suitable guarantee of adequate funds to the City of Paso Robles to be used to defray any expenses and fees normally paid by the Lessee for six (6) months.
7. A written authorization for FAA, any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation business, to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.
8. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the airport as part of the activity for which approval is sought. Applicant must comply with appropriate review procedures and the Director's requirements.
9. Proof (copy or insurance company letter of intent) of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance.
10. Such other information as the Director may require.

### **SECTION 7.1 ACTION ON APPLICATION**

All applications will be reviewed and acted upon by the Director within 90 days following receipt of the application. Applications may be denied for one or more of the following reasons:

1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
2. The applicant's proposed operations or construction would create a safety hazard on the airport.
3. The granting of the application will require the expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to the City or the Airport.
4. There is no appropriated or adequate available space or building on the airport to accommodate the entire activity of the applicant.

5. The proposed operation, airport development or construction does not comply with the approved airport layout plan.
6. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present fixed base operator on the airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to the existing ASP/aviation area, or will result in depriving, without the proper economic study, an existing FBO of portions of its leased area in which it is operating.
7. Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
8. Any party applying, or having an interest in the business, has a record of violating the rules of the Paso Robles Municipal Airport, or the rules and regulations of any other airport, Federal Aviation Regulations, or any other rules and regulations applicable to this or any other airport.
9. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the City of Paso Robles or any lease or other agreement at any other airport.
10. Any party applying, or having an interest in the business, is not sufficiently credit worthy and responsible, in the judgment of the Director, to provide and maintain the business to which the application relates and to promptly pay amounts due under the FBO lease.
11. The applicant does not have adequate financial reserves/resources necessary to sustain the proposed operation for the required minimum time period for start-up:
  - For a Full-Service FBO – 18 months
  - For a Limited Service FBO – 12 Months
  - For a Single Service FBO – 6 months
12. The applicant has committed any crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the FBO operation applied for.
13. The City of Paso Robles determines that there is not sufficient aviation activity at the Airport to support the aeronautical services proposed in the application.

## **SECTION 7.2 - OPERATORS SUBLEASING FROM ANOTHER COMMERCIAL FBO**

Prior to finalizing an agreement, the lessee and sublessee shall obtain the written approval of the City of El Paso de Robles for the business proposed. Said sublease shall define the type of business and service to be offered by the sublessee Operator.

The sublessee Operator shall comply with the Rules and Regulations and meet all of the Minimum Standards established by the City of El Paso de Robles for the categories of services to be furnished by the Operator. The Minimum Standards may be met in combination between lessee and sublessee. The sublease agreement shall specifically define those services to be provided by the lessee to the sublessee that shall be used to meet the standards.

## **APPENDIX I**

### **MINIMUM REQUIREMENTS FOR A BUSINESS PLAN**

1. An operation plan that addresses the primary operation(s), including the DOT, state and/or FAA authority under which the applicant will operate.
2. Name, address, and telephone number, type of organization and the state under the laws of which it is organized.
3. The designated agent for service process in the State of California.
4. The names and addresses of all officers, directors and key management personnel of the applicant, briefly describing the certifications, expertise and responsibilities of each.
5. The name, address, citizenship and principal business of each person holding 5 percent or more of applicant's total voting stock, together with the amount and percentages held, and the name, address, citizenship and principal business of any person whose account, if other than the holder, such interest is held; if any of these people are related by blood or marriage, include the relationship.
6. All services that will be offered.
7. Amount of land desired or space to be leased from an existing airport tenant.
8. Building space that will be constructed or leased.
9. Number of aircraft that will be provided.
10. Number of persons to be employed, equipment, and special tooling to be provided.
11. Periods (days and hours) of proposed operation.
12. Financial projections, including pro-forma, balance sheet, income and cash flow statements for a 5-year period.
13. Marketing strategies to attract business (advertising and incentives).
14. The applicant shall provide financial information, as deemed necessary by the Director, in order to properly evaluate the submitted business plan and proposed lease in terms of its reasonableness, economic viability, and overall ability to support same.

**APPENDIX II  
LEASING GUIDELINES**

1. All construction shall conform to criteria adopted by and as amended by the City.
2. All tenants, permittees, and licensees shall pay all taxes and assessments against any buildings or other structures placed on the premises by them, as well as all taxes and assessments against the personal property used by them in their operations.
3. All tenants, permittees, and licensees shall abide by and comply with all federal, state, county and city laws and ordinances, including business license requirements, the rules and regulations of the Department of Airports and the rules and regulations of the state and federal governments.
4. All contracts and leases between such operators and the City shall be subordinate to the provisions of any existing or future agreement between the City of Paso Robles and the United States, relative to the operation on maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the airport properties.
5. No tenant operators shall sublease or sublet any premises leased by such operator from City, or assign any such lease, without the prior written approval of the City, and any such subletting or assignment shall be subject to all of the minimum standards herein set forth.
6. In the event the tenant sublets any portion of his lease, the sub lessee must agree to assume the full obligations of the lease as set out herein and must agree to fully cooperate with the City in seeing that these standards are complied with. The sub lessee shall immediately comply with any reasonable request or direction of the City as it relates to the enforcement of these standards.
7. In the event that the lessee, permittee, licensee, or sub-lessee fails to comply with the reasonable requests or direction of the City as it relates to these standards, said lessee or sub lessee shall be in default.
8. The City reserves the right to take any actions it considers necessary to protect the aerial approaches to the airports against obstructions, together with the right to prevent any tenant from erecting, or permitting to be erected, any building, sign, or other structure on the airport which, in the opinion of the City, would limit the usefulness of the airport or constitute a hazard to aircraft.
9. The provisions of these Minimum Standards shall in no way negate or cause to be null or void existing leases with tenants at the Paso Robles Municipal Airport. Upon the adoption of these standards, any new leases entered into and any amendments to existing leases shall be in accordance with the standards.
10. The City reserves the right to enter upon any premises leased or otherwise let to tenants at reasonable times for the purpose of making such inspections as it may deem necessary for the proper enforcement of these minimum standards and for the proper enforcement of any covenant or condition of any tenant's contract or lease agreement.
11. Airport land and buildings shall be available for any uses consistent with, the Minimum Standards and the Airport Layout Plan incorporated herein, which limits the uses in some areas based on holding capacity, traffic circulation, parking and support services availability, and the like. However, the City of Paso Robles retains the right, as airport proprietor, to attempt to lease an available building or area to one tenant (rather than to several tenants with smaller lease parcel sizes) provided that such shall not be done for the purpose of excluding any individual(s), but merely to reduce lease administrative costs and other problems relative to multiple tenancy buildings. The City shall not unreasonably withhold from the tenant; the right to sublease for uses which conforms to the Airport Layout Plan and Minimum Standards.
12. The lease shall conform to Section 308(a) of the Federal Aviation Act of 1958; to Title VI of the Civil Rights Act of 1964; Part 21 of the U.S. Department of Transportation Regulations and must assure the lessee of airport property on fair and reasonable terms without unjust discrimination.
13. City will always reserve the first right of refusal in cases where the lender or other party with a vested interest initiates action to protect their interests through an assignment of the leased premises in lieu of foreclosure.

## Appendix III

### Fee Schedule

All aircraft operating on the Airport are subject to user fees for Airport facilities as prescribed herein.

#### Parking

Aircraft which are parked on those non-leased areas of the Airport which have been designated as Common-Use area, for the purpose of public tie-down, shall be subject to the following tie-down fees

A. Transient Aircraft

Single Engine.....\$3.00 per night  
Twin Engine.....\$5.00 per night  
Aircraft over 20,000 lbs.....\$20.00 per night

B. Based Aircraft

Single Engine.....\$35.00 per month  
Twin Engine.....\$50.00 per month  
Aircraft over 20,000 lbs.....To be negotiated

The nightly tie-down fee shall apply to all aircraft parked in applicable spaces at 7:00 a.m. each day, who have not been on the Airport for less than 8 hours, and who have not registered and paid the monthly Based Aircraft Fee. The Based Aircraft Fee applies to any aircraft that has registered, and paid said fee, in advance, to the City or its designated agent.

#### Commercial Operation

Any commercial operator using the Airport on a regular basis for commercial purposes not addressed under a valid lease agreement with the City shall be subject to the following fees.

#### For Aircraft under 20,000 lbs.

<u>Per landing</u>	<u>Per Day</u>	<u>Per Month</u>
\$5.00.....	up to \$20.00	\$100.00

#### For Aircraft over 20,000 lbs.

Aircraft Gross Weight	Landing Fee
20,001 lbs. to 26,000 lbs	\$15.00
26,001 lbs. to 35,000 lbs	\$20.00
35,001 lbs. to 50,000 lbs	\$50.00
50,001 lbs. to 70,000 lbs	\$60.00
70,001 lbs. to 90,000 lbs	\$65.00
90,001 lbs. to 120,000 lbs	\$80.00
120,001 lbs. to 150,000 lbs	\$95.00

Fire Equipment Standby

Any aircraft operation, by virtue of its approved Operations Specifications which requires fire equipment standby during normal operations, shall pay a Fire Department call-out fee commensurate with the actual cost of services rendered. This shall be in addition to any required landing fee. This fee shall not apply to emergency responses by Fire Personnel.

Enplanement/Terminal Use

Any aircraft boarding more than 20 passengers per flight at Paso Robles Regional Airport shall be subject to an enplanement or terminal boarding fee, whichever is less.

Passenger Boarding Fee.....\$1.00 per passenger  
Terminal Use/Boarding Fee.....\$25.00 per flight.  
No charge shall be levied for passenger deplanement.

Special Events/Activities

Any special use, event, or activity conducted on the Airport which requires additional Airport Staff time, review, or Airport equipment or that involves more than 10 aircraft operating on the Airport shall be subject to review by the City. Those events which create liability or expense exceeding reasonable benefit to the Airport and the Community shall be charged back to the event as an Airport Special Events Fee.

Vehicles

All vehicles parked in Public areas per this code for a period of time exceeding 10 days in each calendar month shall pay as follows a long-term parking fee.

Long-Term Parking Fee

- A. Passenger Cars \$20.00/month
- B. Trucks or larger vehicles \$30.00/month

Airport Operating Permit Fees

Each holder of an Airport Operating Permit shall be subject to appropriate fees according to his activity and impact level on Airport Operations.

Number of Operations (monthly estimation)	(Annual)	Operating Fee	
		Monthly	(Annual)
0 - 100	1,200	-0	-0-
100 - 500	6,000	\$25.00	\$300.00
500+ -		\$250.00	\$3,000.00

Applicable areas of Aviation activity refer to flight activity which impact Airport Operations (Flight Instruction, Aircraft Rental, Air-Taxi/Charter, Associated Flight Activities). Non-operations activities (Aircraft Maintenance, Fuel Sales, Car Rental etc.) shall not apply in computing the fee amount.

Fuel Flowage

Each gallon of fuel dispensed into any aircraft on the Airport is subject to a flowage fee, payable to the City.

Fuel Flowage Fee	\$ .05 / gallon
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Collection

Unless specifically addressed within a separate franchised collection agreement between the City and a specified individual, all fees specified herein are due to the City and shall be collected by a duly authorized agent of the City. No commissions or collection fees shall be paid by the City to others for collection of the above fees unless specified under a separate agreement, not contained herein.

Waiver of Fees

Airport Manager shall be authorized to waive any of the above fees for special events, activities, or operations that may be of benefit to the Airport or the Community. Any such action may be subject to review by the City Council, at their direction

## Appendix IV Insurance Requirements

<u>Topic</u>	<u>Minimum Limits</u>	<u>When Needed</u>
Aircraft Liability	Limited to each passenger, as determined by the City.	Owned or leased Aircraft
Non-Owned Aircraft Liability	Limited to each passenger, as determined by the City.	Flying non-owned aircraft (such as dual to owner, maintenance test & ferry flights pilot service, and sales demonstrations).
Airport Premises Liability	\$1,000,000	Airport premises are owned, leased, or permitted for use by tenant
Products & Completed Operations	As determined by the City	Aircraft repair or service, fuel and oil sales, aircraft sales, avionics repair, aircraft parts sales, and manufacturing
Contractual Liability	As determined by the City	Hold harmless and indemnification agreement is included in a lease, Note: Most premises liability policies include contractual coverage pertaining to airport lease.
Hangarkeepers Liability	As determined by the City	Non-owned aircraft are in the care, custody or control of the tenant while on the ground
Property Insurance	Replacement Value of owned or leasehold premises	Covers physical damage to premises leased from the Airport or built on Airport property.
Builders Risk Projects	As determined by the City	
Automobile – Liability	\$1,000,000	During construction.
Chemical Liability	Usually Statutory	Owned and/or non-owned motor vehicles are driven on the Airport.
Workers Compensation	Statutory	Aerial applicators & Air Tankers  Statutory