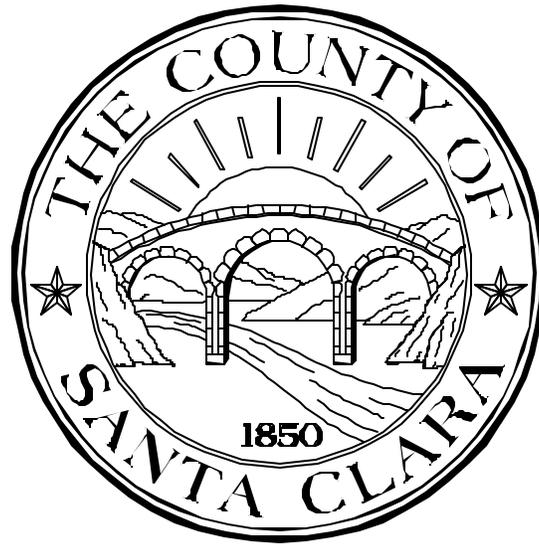


County of Santa Clara



Airport Rules and Regulations

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Abbreviations and Definition

Accident. *See Aircraft Accident*

Aeronautical Activity. Any activity 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, e.g. air taxi and charter operations, scheduled or nonscheduled air carrier services, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and service, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale or aircraft parts, parachute activities, ultralight activities.

Aircraft (also Airplane, Balloon, Ultralight, Helicopter). Any device or contrivance now known or hereafter invented, that is used or intended to be used for flight in the air.

Aircraft Accident. Any occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such person have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

Aircraft Emergency. A problem or condition involving an aircraft in flight or on the ground that could endanger lives or property.

Aircraft Incident. *See Incident.*

Aircraft Maintenance. The repair, adjustment or inspection of an aircraft by a pilot, owner or mechanic other than the routine cleaning, upkeep and servicing of an aircraft in preparation for flight. Minor repairs are characterized as normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and their accessories. Major repairs are characterized as major alterations to the airframe, power plant, propeller and accessories as defined in Part 43 of the FARs.

Aircraft Operation. An aircraft takeoff, landing, touch and go, stop and go, low approach and/or missed approach.

Aircraft Ramp. *See Apron*

Aircraft Support and Service Vehicles. Those motor vehicles routinely used on the AOA for service, maintenance and aircraft support such as maintenance trucks, fuel trucks, and aircraft towing vehicles. Privately owned vehicles operated by persons with based aircraft are excluded.

Airplane. *See Aircraft*

Air Operations Area (AOA). That area of the airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft. The AOA includes the active runways, taxiways, taxilanes, apron, ramp and turf areas. Part of the AOA is in the restricted area.

Airport. All the areas comprising any one of the three County facilities designed and used for general aviation purposes.

Airport Authority. The County of Santa Clara Roads & Airports Department, Airports Division, authorized under the laws of the State of California.

Airports Director. The Director of County Airports or his/her designee. The term "Airport Director" as herein used, shall include airport personnel duly designated to represent the Airport Director and to act on behalf of the Airport Director for the enforcement of these regulations to ensure the efficient, proper

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and safe operation of the airport, but only to the extent authorized by law or properly delegated by the Airport Authority and/or Airport Director.

Airport Rules and Regulations (AR&R). A document adopted and formally approved by the County Board of Supervisors within which are detailed provisions for the safe, orderly and efficient operation of the County airports.

Apron. An area of the airport designated for aircraft surface maneuvering, parking, fueling, servicing and enplaning/deplaning passengers.

Air Traffic Control (ATC). A service provided by the FAA to promote the safe, orderly and expeditious flow of air traffic.

Air Traffic Control Tower (ATCT). The facility from which the FAA provides air traffic control services.

Aviation-related activity. Any activity conducted on airport property that provides service and support to airport users. The following are examples of what are considered aviation-related activities as opposed to aeronautical activities; they include but are not limited to ground transportation, restaurants, auto parking lots, concessions, etc.

AVGAS. Any approved aviation grade of fuel for reciprocating engine-powered aircraft authorized by the FAA.

AVJET. Any approved kerosene grade of fuel for turbine engine-powered aircraft authorized by the FAA.

Balloon. *See Aircraft*

Based Aircraft. Any aircraft whose "home base" or "permanent residency" is identified with a specific airport.

Commercial Operator Permit. The legal agreement between the Airport Authority and a commercial aviation business provider that may or may not be a tenant of the Airport Authority that authorizes the commercial aviation business to conduct business on the airport and identifies the parameters, conditions, rates and charges due to the County Airport for that right.

DMV. State of California Department of Motor Vehicles.

Emergency Vehicles. Vehicles that are painted, marked, lighted or escorted and used by the law enforcement (police or sheriff) or security officers, fire department, ambulance or other airport officials to carry out their daily duties or used in response to an emergency situation.

Engine Run-up. The operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of the aircraft. Engine run-ups are usually conducted at relatively high power settings in order to determine the performance of an aircraft engine.

Engine Run-up Areas. Areas designated by the Airport Director that allow high power settings of an aircraft engine. These areas are indicated on the attached map.

FAA. Federal Aviation Administration.

FAR. Federal Aviation Regulations.

Fixed Base Operator (FBO). A commercial aviation business entity which maintains facilities on the airport for the purpose of engaging in the retail sale of, or providing one or more of the following:

aviation fuel(s), oil or lubricants; the sale or storage of aircraft; rental of aircraft; flight instruction and training; aircraft charter; aircraft, airframe and power plant (engine) repair; avionics sale and service, and/or aircraft line services. Fundamentally, an FBO is also defined as an airport-based aircraft service organization which operates under a lease or use agreement with an airport sponsor or operator for the specific purpose of providing aircraft retail fuel services and at least two of the four primary service areas, i.e., (1) location based services, (2) technical services, (3) flight operations, and (4) aircraft sales. Typically, a full service FBO would offer aircraft retail fuel service, transient aircraft services, and two or more types aviation services.

Fuel Flowage Fee. A fee paid to the County for each gallon of fuel distributed on the airport.

Fueler or Fueler Endorsement. Shall mean a motor vehicle driver that has taken and successfully completed the necessary training to transport, dispense or otherwise handle aviation fuel products in accordance within all applicable federal, state and local rules and regulations, including the rules and regulations of the County Airport, and as may be required by Airport Permit.

Fuel Handling. The storage, transportation, delivery, dispensing, fueling, de-fueling and draining of aviation or motor vehicle fuel or waste aviation or motor vehicle fuel products.

Fuel Storage Area. Those locations on the airport designated in writing by the Airport Director as areas in which aviation or motor vehicle fuels or any other type of fuel may be stored and used for the delivery of bulk fuels by a wholesaler or reseller of fuels.

Fueling Agent. A business licensed and authorized to dispense fuel into aircraft storage facility or to accept delivery of fuel from a major oil company, fuel wholesaler or reseller at the fuel tank storage facility farm approved by the Airport Authority. At the fuel storage facility, the fueling agent will further dispense fuel from the fuel storage tanks into a mobile fuel servicing vehicles usually associated with an airport FBO's facility licensed by the Airport.

Hangar. A fully enclosed storage space for one or more aircraft.

Hazardous Material. Any substance or material which has been determined to be capable of posing risk of injury to health, safety and property, including petroleum and petroleum products, and including all of those materials and substances designated as hazardous or toxic, presently or in the future, by the U.S. Environmental Protection Agency, the California Water Quality Control Board, the U.S. Department of Labor, the California Department of Industrial Relations, the California Department of Health Services, the California Health and Welfare Agency in connection with the Safe Water and Toxic Enforcement Act of 1986, the U.S. Department of Transportation, the U.S. Department of Agriculture, the U.S. Consumer Product Safety Commission, the U.S. Department of Health, Education and Welfare, the U.S. Food and Drug Administration, and any other governmental agency authorized to regulate materials and substances in the environment.

Without limiting the foregoing, the term "Hazardous Materials" shall include all of those materials and substances defined as "Toxic Materials" in Section 66680 through Section 66685 of Title 22 of the California Code of Regulation, Division 4, Chapter 30, as the same may be amended from time to time.

Incident. Any occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

License. An agreement granting occupation or use of property during a certain period in exchange for a specified rent.

MOGAS. Any approved substitute grade of fuel for an aircraft with a reciprocating engine and having appropriate supplemental type certificate (STC) authorized by the FAA.

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Movement Area. Those areas of the airport under the control of the air traffic control tower including runways, taxiways, and helipads designated and made available for the landing, take-off, and taxiing of aircraft and which require a clearance from the air traffic control tower prior to entering those areas.

MPH. Miles per hour.

Non-movement Area. Those areas of the airport where aircraft taxi, or are towed or pushed without radio contact with the air traffic control tower or with other aircraft.

NOTAM. Notice to Airmen as issued by a representative of the Director, FAA, the Air Traffic Control Tower or other authorized official.

NTSB. National Transportation Safety Board.

Park or Parking. The standing of an aircraft or vehicle whether occupied or not.

Permit. A written authorization issued by the Airport Authority to engage in certain specific activities or the temporary use of certain areas or facilities at the airport.

Person. Shall mean an individual, firm, general or limited partnership, corporation, company, trust, limited liability corporation trust, association, or any trustee, receiver, assignee or similar representative thereof leasing, subleasing, making application for, or using any land or facility at the airport.

POV. Privately owned vehicle.

Ramp. *See Apron*

Restricted Area. Those portions of the airports closed to access by the general public.

Security Person. Any security service person under contract to the Airport Authority.

Self-Fueling. Fueling of an aircraft on airport property, performed by the aircraft owner or operator in accordance with the airport's reasonable standards or requirements and using fuel obtained by the aircraft owner from the source of his/her preference.

Self-Service Fueling. Fueling of an aircraft by the pilot using fuel pumps installed for that purpose. The fueling facility may or may not be attended by the owner/operator of such a facility. The use of this type of facility is not considered to be Self-Fueling.

Shelter. A structure intended to provide shade for a parked aircraft but which is not a fully enclosed storage space.

Substantial damage. Damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered "substantial damage" for the purpose of this part.

Taxilane. An area of the airport developed and improved for the purpose of maneuvering aircraft and used for access between taxiways, ramps, aprons, and aircraft parking positions.

Taxiway. An area of the airport developed and improved for the purpose of maneuvering aircraft on the ground between runways and aprons.

Terminal. The primary facility or facilities at an airport through which pilots and passengers transition.

Transient Aircraft. Any aircraft not permanently based at the airport.

Tie-Down. An open-air aircraft storage space.

Vehicle. All motorized and non-motorized conveyances, except aircraft.

General

2.1 Jurisdiction

These Rules and Regulations apply to all users and tenants of Palo Alto Airport, Reid-Hillview Airport and South County Airport, and all improvements thereon. Any entry upon or use of any County airport or any part thereof whether with expressed permission or without is conditioned upon compliance with these Rules and Regulations; entry upon a County airport by any person shall be deemed to constitute an agreement by such person to comply with said Rules and Regulations.

2.2 Management of Public

The Airport Director has the authority to take such reasonable action as may be necessary in the control and management of the airport, and in expeditiously dealing with the members of the public in that regard.

2.3 Severability

Should any paragraph or provision of these Rules and Regulations be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of any other rule or regulation hereunder.

2.4 Commercial Use Authorization Required

No person shall utilize any portion of the airport or any building, facility or structure thereon, for revenue producing commercial activities or to solicit business or funds for any business or activity except by conducting said business operations or activities under the terms specifically authorized by a lease, sublease, permit, license or temporary permission of the Airport Director. This section shall not apply to: 1) free lance flight instructors; or 2) mechanics providing services to aircraft storage space licensees at the licensee's assigned storage space; or 3) itinerant commercial aircraft operations.

2.5 Variance

Relief from the literal requirements of these rules and regulations may be granted by the Airport Director when strict enforcement would result in practical difficulty or unnecessary hardship. Any such relief may be subject to reasonable conditions necessary to maintain the safety of flight operations, fulfill the intent of the rules and regulations and protect the public interest.

2.6 Waiver of Liability

Airport lessees, tenants, and permittees, authorized to use the airport and its facilities, or to fly to, or from the same shall be at all times conditioned upon the assumption of full responsibility thereof. It shall be a further condition thereof that each person, as consideration of the use of the airport and its facilities, shall at all times release, hold harmless and indemnify the County, the Airport Director, Board and employees from and against any and all liability, responsibility, loss or damage, resulting to any such person or caused by or on his/her behalf, and incident to the manner in which airport is operated, constructed or maintained, or served from within or without, or used from without. The use of the airport by any person for any purpose, or the paying of fees thereof or the taking off or landing aircraft therein shall be itself an acknowledgment that such person accepts such privileges on the conditions set forth.

Notwithstanding the foregoing, those airport users shall not be required to indemnify the County for damage occasioned by the sole negligence or willful misconduct of the County or its employees or representatives.

2.7 Fees

Airport fees, rates and charges shall be established and may be modified from time to time by the Board of Supervisors.

2.8 Advertisements

No person or entity shall post, distribute, or display signs, advertisements, circulars, handbills or printed or written matter at the public areas of the County airports except as approved by the Airports Director.

2.9 Conduct

- a. No person shall commit any disorderly, obscene, indecent, or unlawful act, or commit any nuisance on the airport.
- b. No person shall possess an open container containing any alcoholic beverage nor consume any alcoholic beverage on any portion of the airport accessible to the general public, except by permit issued by the Director, County Airports.
- c. No person shall engage in gambling or gaming activity, or aid in or abet the conduct of gambling in any form, on the airport.

2.10 Smoking

- a. No person shall smoke inside an aircraft hangar, within 50 feet of any aircraft, fuel facility, or fuel truck, nor on an aircraft parking ramp.
- b. No person shall smoke in any public building or at or the entrances to any public buildings, or at any other location through which public movement may be anticipated, or at any other place on the airport where the Airport Authority specifically prohibits smoking.

2.11 Preservation of Property

- a. No person shall destroy, injure, damage, deface, disturb or tamper with any building, vehicle, sign, equipment, landscaping, fixture or any other structure or property on the airport.
- b. No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments or tools, without permission of the owner/operator.
- c. No person shall abandon any personal property on the airport.
- d. Any person finding lost articles in the airport public areas shall deposit them with the Airport Administration or Operations office.
- e. Any property destroyed, injured, damaged or destroyed by the negligence or willful conduct of any person shall be paid for in full by the person(s) responsible for such destruction, injury or damage.

2.12 Animals (including pets)

- a.** Excluding Americans with Disabilities Act (ADA) and law enforcement requirements, no person shall enter any public airport building with any animal.
- b.** No animals (excluding ADA requirements) are allowed within the AOA unless being transferred or shipped or under the control of their owner by leash, harness, restraining straps, or cage. Leashes, harnesses, and straps shall not exceed twelve (12) feet.
- c.** Owners are responsible for the immediate removal and disposal of all waste products.

Aeronautical Operations

3.1 General

- a. No person shall operate or maintain any aircraft at any airport except in strict conformity with all ordinances, rules and regulations of the county and the regulations of the Federal Aviation Administration.
- b. All aircraft shall be operated in accordance with air traffic patterns established by the County and the Federal Aviation Administration.
- c. Unusual performance tests of aircraft may be conducted only upon prior permission of the airport manager and only upon such conditions as the Director of County Airports shall impose.

3.2 Public Use

The runways, taxiways, aprons and ramps are open to aircraft in accordance with rules and regulations governing the operation of aircraft and the conduct of pilots as promulgated by the appropriate agencies of the United States Government, the State of California, and the Airport Authority.

3.3 Licenses and Registrations

Only aircraft and persons properly licensed or otherwise authorized by the FAA or U.S. law shall operate on or at the County airports.

3.4 Airport Closure

The Airports Director shall have the authority to close a County airport or any portion of a County airport as appropriate whenever the airport or any portion thereof is unsafe for aeronautical activity.

3.5 Accidents & Disabled Aircraft

- a. Any person involved in an accident or incident on a County airport shall submit a report to the Airports Director using the forms contained in Exhibit 1, Accident/Incident Report. Accidents and incidents shall be reported immediately or as soon as practicable to the Airports Director.
- b. No person shall disturb, move, or remove any aircraft parts or other equipment found on the airport as a result of an aircraft accident until release of the aircraft or parts thereof by the NTSB or FAA and the Airports Director.
- c. The pilot, aircraft owner, lessee, operator, or other person having control of any abandoned or disabled aircraft on the airport shall be responsible for the prompt removal of the disabled aircraft or parts thereof as directed by the Airports Director unless required to delay such action under paragraph 3.5b. The Airport Director has the authority to direct removal or relocation of a disabled aircraft from any location on the airport except authorized aircraft storage spaces.

3.6 Engine Starting/Run-up

- a. A competent person shall attend the engine and aircraft controls during engine start and runup.

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- b. Aircraft brakes shall be applied, or the aircraft shall be appropriately secured, before and during engine start and runup.
- c. Minimum power shall be used when operating an aircraft in the vicinity of people, buildings, and other aircraft.
- d. Operational checks requiring high power settings shall be performed only in designated areas.

3.7 Landings and Takeoffs

- a. All aircraft shall land and takeoff only on designated runways unless specifically authorized by the Airport Director.
- b. All takeoffs will commence at the extreme end of the runway or area authorized for use.

3.8 Taxiing Operations

- a. Fixed-wing aircraft taxiing operations are restricted to the designated paved runways, taxiways, aprons and ramps.
- b. Aircraft shall not be taxied into or out of any hangar.
- c. All aircraft are recommended to operate with navigation lights and landing lights on during low visibility conditions.
- d. No aircraft shall be taxied or engines operated at the airport where the propeller blast or exhaust will cause injury to persons or damage property. If it is impossible to taxi in compliance with the above, then the engine must be shut off and the aircraft towed to its desired destination.

3.9 Noise Abatement

- a. Pilots are recommended to use the Aircraft Owners and Pilots Association (AOPA) "Fly-Quiet Procedures," National Business Aircraft Association (NBAA), or aircraft owner manual Noise Abatement Procedures consistent with safe flight operational procedures.
- b. All pilots are strongly encouraged to comply with Airport Noise Abatement Procedures/Policies that may be adopted for the Santa Clara County airports.

3.10 Aircraft Parking

- a. Aircraft parking shall be restricted to approved aircraft parking areas designated by the Airports Director.
- b. No aircraft shall be left unattended within airport taxilanes, marked service roads, fire lanes, or in a manner as to interfere with the movement of aircraft or emergency vehicles or hinder access to any building or structure.

3.11 Washing and Maintenance of Aircraft

- a. Aircraft shall be washed in approved washrack areas only, unless otherwise approved by the Airport Authority.
- b. An aircraft stored at a County airport under a License Agreement with the Airport Authority may be maintained in its assigned storage location provided that all

maintenance activities conform to the requirements of Chapter 5 and all applicable laws and regulations. Maintenance activity performed at open-air storage spaces (i.e. tie-down and shelters) must not interfere with adjacent aircraft and the area must be kept neat and orderly at all times.

3.12 Ultralight Operations

No person shall operate an ultralight aircraft at a County airport except as approved by the Airports Director, and in compliance with requirements specified in Appendix II of these Airport Rules and Regulations.

3.13 Motorless Aircraft Operations

No person shall operate a motorless aircraft at a County airport except as approved by the Airports Director, and in compliance with requirements specified in Appendix II of these Airport Rules and Regulations.

3.14 Parachute Operations

No person shall engage in parachute operations at a County airport except as required in an emergency or as approved by the Airports Director, and in compliance with requirements specified in Appendix II of these Airport Rules and Regulations.

3.15 Helicopter Operations

The Airport Director has the authority and responsibility to designate specific runways, taxiways, or other suitable paved, unpaved or prepared surfaces for helicopter operational activity.

No person shall perform practice autorotations to the airport's paved surfaces in a helicopter with skids.

3.16 Kites, Balloons, Model Aircraft and Rockets

No person shall operate or release any kite, balloon, model aircraft, rocket, or any other device into the air anywhere on or over a County airport except as approved by the Airports Director, and in compliance with requirements specified in Appendix II of these Airport Rules and Regulations.

Ground Vehicle Operations

4.1 Operator Requirements

- a. No person shall operate motorized equipment or a vehicle of any kind on the airport unless in possession of a valid operators license, where required.
- b. The Airports Director has authority to prohibit a person from operating a vehicle on the airport if in his/her opinion such an operation would be hazardous to persons or property.

4.2 Vehicle Requirements

- a. No person shall operate a vehicle on a County airport unless the vehicle is in sound mechanical order, has adequate lights, horn, brakes, and clear vision from the driver's position.
- b. All motor vehicles operated on the County airports must have liability insurance as required by DMV or the Airport Authority.
- c. Aircraft and airport support vehicles operated by FBO's and airport aviation businesses are encouraged to display their company name or logo on each side of the vehicle along with an appropriately sized flashing or steady-burning yellow beacon.

4.3 Vehicle Operations

- a. Motor vehicles shall be operated only in those areas of the airport as may be authorized by the Airport Authority (shown in Appendix 1) and under the rules established therefor.
- b. Except as authorized by the Airport Authority, vehicle traffic on the aircraft ramp shall use the designated service roadway to the extent possible.
- c. Unless otherwise authorized by the Airport Authority, no person may operate a motor vehicle above 15 MPH on any aircraft apron, ramp or taxiway.
- d. No person may operate a vehicle on airport runway or taxiway areas unless prior permission has been obtained from the Airport Authority. If the vehicle is not with an authorized escort, they must receive clearance from and maintain two-way communication with the ATCT (when tower is operational.)
- e. No vehicle shall enter the airport movement area unless equipped with an appropriately sized flashing or steady- burning yellow or amber beacon mounted on the uppermost part of the vehicle such that it is conspicuous from any direction including from the air. An orange and white checkered flag may be used in lieu of the flashing beacon for daytime activities. The flag shall be mounted so that it is conspicuous from any direction.
- f. Each person operating a motor vehicle on the airport shall operate it so as to have it under control at all times, weather and traffic conditions considered.

4.4 Right-of-way

- a. Pedestrians and aircraft (including aircraft under tow) shall at all times have the right-of-way over vehicular traffic.
- b. All vehicles shall pass to the rear of taxiing aircraft.
- c. Any person operating a vehicle on any portion of the airport shall immediately yield the right-of-way to a police, fire, ambulance or other emergency vehicle giving an audible or visual signal that it is on an emergency call by stopping his/her vehicle parallel as close as possible to the right hand edge of the road, staying clear of all intersections and remaining until the emergency vehicle has stopped or passes, unless otherwise directed by an airport representative.

4.5 Vehicle Parking

- a. Vehicles shall be parked in designated, paved parking spaces only and in such a manner as to comply with all posted and/or painted lines, signs, and rules.
- b. Airport tenants are authorized to park two vehicles directly on their assigned aircraft parking location while utilizing their aircraft.
- c. The Airport Authority may reserve public parking lots and other areas not under lease or permit for special event use and indicate any parking restrictions by appropriate markings and/or signs.
- d. Aircraft-refueling vehicle shall park in only those areas designated by the Airport Authority. Fueling vehicles shall not block taxilanes.
- e. FBO ramp vehicles and support equipment shall be parked within the FBO leasehold area only.
- f. No person may park or stand a motor vehicle within 10 feet of a fire hydrant.

4.6 Vehicle Repairs

No person shall wash or repair any motor vehicle on the airport except those minor repairs necessary to remove such motor vehicle from the airport, unless authorized by the Airport Authority.

4.7 Vehicle Removal

The Airport Authority may tow away or otherwise move any motor vehicle on the airport that is in violation of the regulations of the airport if the Airport Authority determines that it is a nuisance or hazard. The Airports Director may charge a reasonable amount for moving and storage of the vehicle.

Safety, Security, and Environmental Protection

5.1 Fire Hazards

- a. All operations on the airport shall be conducted in accordance with National Fire Protection Association standards and applicable state and local fire codes.
- b. The following specific activities which potentially create fire hazards are prohibited:
 - (1) Storing or stocking materials or equipment in such a manner as to restrict ingress to or egress from a building, restrict access to a fire extinguisher, or constitute a fire hazard.
 - (2) No person shall operate/use a propane or charcoal type barbecue inside an aircraft hangar, within 50 feet of any aircraft, fuel facility, or fuel truck.
 - (3) Keeping or storing flammable liquids, gases, fuels, signal flares, or other similar materials in the hangars or in any building on the airport except that such materials may be kept in an aircraft in the proper receptacles installed in the aircraft for such purpose; or as may be kept in rooms, containers or receptacles specifically designed for storage of such materials.
 - (4) Excluding airport operations personnel repair of airport facilities, operating a flame or spark-producing device on any part of the airport except in approved areas within FBO-leased premises is prohibited, unless authorized by the Airport Authority. No open flame/fire shall be authorized within any County aircraft hangar, any on-airport fuel storage area, or upon any components of the fuel distribution system, unless the work is required for the repair of such areas or hangars. Where such repair is required, permission shall first be obtained from the Airport Authority and shall be subject to conditions that may be imposed by the Airport Authority.

5.2 Fire Equipment

No person shall tamper with any fire extinguisher equipment or airport fire protection systems or use the same for any purpose other than fire fighting or fire prevention.

5.3 Aircraft Fueling Operations

- a. No person may operate a fuel truck/transfer vehicle unless such person has passed an approved training program and applicable refresher training.
- b. During the fueling of an aircraft, the dispensing apparatus and the aircraft must be bonded in accordance with local, state and federal codes and Uniform Fire Code Standards.
- c. Fuel servicing vehicles are prohibited from parking within 50 feet of a building.
- d. Fuel storage areas will be properly posted with warning placards as required by the Fire Marshal and/or Airports Director.
- e. No person may fuel or defuel an aircraft on the airport while the aircraft is in a closed hangar or enclosed space.

- f. No person may start the engine of an aircraft on the airport if there is any measurable gasoline or other volatile flammable liquid on the ground underneath the aircraft that may pose a hazard.
- g. Each person engaged in fueling or defueling on the airport shall exercise care to prevent the overflow of fuel, and must have readily accessible adequate fire extinguishers.
- h. Each fueling vehicle, fuel station, Self-fueling or Self-Service Fueling facility must maintain an adequate supply of fuel absorbent material to contain a medium-size fuel spill (25 gallons or less) as prescribed by the Airport Authority.
- i. During the fueling or defueling of an aircraft on the airport, no person may, within 50 feet of that aircraft, use any material that is likely to cause a spark or be a source of ignition.
- j. Each hose, funnel, or appurtenance used in fueling or defueling an aircraft on the airport shall be maintained in a safe, sound, and non-leaking condition and shall be properly grounded to prevent ignition of volatile liquids.
- k. Persons involved in fueling operations shall ensure:
 - (1) Fueling activities cease when lightning discharges occur within five miles of the airport.
 - (2) The aircraft engine is not in operation.
 - (3) All aircraft electrical systems, to include magnetos and master switch, are in the "off" position.
 - (4) The aircraft's parking brake is set, or at least one aircraft wheel is chocked, or the aircraft is secured to the ground by the two wing tie-down points.

5.4 Fuel Spills

- a. In the event of a fire or fuel spill exceeding one-gallon, the responsible party will notify Airport Operations immediately and ensure that the aircraft is vacated. The aircraft shall not be re-boarded until the fuel spill has been contained and cleaned up.
- b. Whenever a hazardous material spill or leak occurs, the owner or fueling agent of the material shall take immediate steps necessary to ensure discovery, containment, and clean-up of such release and immediately notify emergency personnel (Fire and Airport Operations) of the occurrence.

5.5 Cleaning Fluids

No person shall use flammable volatile liquids for any purpose unless conducted in open air or in a properly fireproofed and ventilated room equipped with an adequate and readily accessible fire extinguisher.

5.6 Aircraft Doping and Painting

Aircraft doping and painting processes shall be conducted only in accordance with all applicable Federal, State, and Local Laws, Rules and Regulations.

5.7 Disposal of Toxicants/Pollutants

- a. No person shall dispose of any oils, fuels, solvents, chemicals, or any other toxic substances or pollutants on a County airport except in receptacles provided for that purpose, nor allow them to enter the surface water, sewer, or drainage system.
- b. All airport users shall at all times be in full compliance with all laws and regulations of the U. S. Environmental Protection Agency and all state and local entities' environmental requirements.

5.8 Sanitation

- a. No person shall dispose of any garbage, papers, rags, refuse, trash, or any other material on the airport except in receptacles provided for that purpose.
- b. No person shall introduce materials such as fill, building materials, etc. onto a County airport for disposal.

5.9 Restricted Areas

- a. Restricted Areas are established for safety and security reasons. The general public is restricted from all areas of the airport posted as RESTRICTED AREAS.
- b. Pilots, aircraft owners, passengers or guests going to and from aircraft, aircraft service and maintenance personnel, FAA and public safety personnel shall be permitted into the AOA ramp areas. Members of the general public may also be authorized by the Airport Director to enter the AOA. Visitors shall check in with Airport Administration prior to entering the AOA.
- c. Persons observed in the AOA without authorization by the Airport Director may be considered trespassing.
- d. Airport Operations personnel, FAA, Local Police Department, County Sheriff, and other local, state and federal law enforcement officers have the power and authority to enforce applicable laws, ordinances, rules and regulations within the airport boundaries.

5.10 Aircraft Security

When the condition or mission of an aircraft requires security guards or police officers, the owner or operator of the aircraft should coordinate these requirements with the Airport Director. The owner or operator of the aircraft is responsible for obtaining and paying such required security service personnel.

5.11 Tenant Security

Tenants and tenant employees are responsible for safeguarding doors, gates, and other access control devices between the AOA, airport airside and landside areas.

Aviation Fuel Distribution and Permits

6.1 Approved Aviation Fuels.

No person shall operate an aircraft on or at a County airport except with FAA-approved fuel.

6.2 Aviation Fuel Distribution Restrictions.

The County shall provide by contract (permit or license) for the manner of distribution of aviation fuel, (i.e., AVGAS, AVJET, or MOGAS). No person, firm or corporation shall bring, store, use or distribute aviation fuel on the airport except as may be authorized in writing by the County. Any person, firm or corporation so authorized shall pay the flowage fees prescribed by County ordinance.

6.3 FBO Retail Fueling Permit

The County may license an FBO master lessee to provide retail fueling on the County Airports within the requirements of the FAA grant assurances currently in force. Each licensed FBO master lessee retail fueling permittee shall maintain an approved above or below ground fuel storage tank with a minimum storage capacity of not less than 7,500 gallons.

6.4 Self-Fueling

No person may conduct self-fueling activity on the airport without securing a permit from the Airport Authority.

6.5 Bulk Delivery of Aviation Fuels.

- a. Bulk fuel delivery (including AVGAS, AVJET, and MOGAS) is the delivery of petroleum quantities exceeding 100 gallons. Any delivery of fuel exceeding 100 gallons shall be to an approved above or below ground fuel storage facility located on an Airport master lessee property or to County airport fuel storage facilities, unless delivery is directly to an aircraft's fuel tanks.
- b. Truck-to-truck delivery of aviation fuels on the County Airports is prohibited for safety and environmental reasons unless specifically authorized by Airport Authority.

Hangar, Shelter and Tie-Down Waiting Lists

7.1 General

The Airport Authority maintains waiting lists to ensure the fair and orderly assignment of the various categories of County-owned aircraft storage spaces (i.e., hangars, shelters, and tie-downs) unless the supply of a particular category of space exceeds demand. The Airport Operations Supervisor for each airport shall maintain the Master Waiting Lists for that airport and post copies of the lists in the public area(s) of the airport.

7.2 Application Procedures

In order to be placed on a waiting list for a particular category of space, Applicant shall submit to the Director a completed "Waiting List Sign Up Sheet" and all fees required by the County Ordinance Code sections applicable to aircraft parking and storage waiting list charges. All applicable fees shall be paid with cash, personal check, or money order. If the applicant desires a specific type of space within a category (e.g. box hangar or taxi-in tie-down), applicant shall so designate on the application, and the Director shall contact the applicant only when the type of space desired is available for assignment to the applicant. If the applicant does not designate a specific type of space on the application, the Director shall contact the applicant when any type of space in the category is available for assignment.

7.3 Assignment of Storage Spaces

When a space becomes available for assignment, the Airport Operations Supervisor shall attempt to contact the first eligible Applicant on the waiting list to make arrangements to examine the available space. In the event that the first eligible Applicant cannot be reached, a phone message will be left if possible. If it is not possible to leave a message, the Airport Operations Supervisor will make a minimum of three calls over a seven-day period in an effort to contact the Applicant. If contact has not been established after seven days, the Airport Operations Supervisor will attempt to contact the next eligible Applicant on the list. Therefore, applicants are highly encouraged to provide Airport Operations with a current phone number. Applicants who will not be reachable during any seven-day period are also encouraged to provide Airport Operations with an advance decision on whether they will accept a space offered during their absence or leave instructions with an individual who may be receiving messages in the Applicant's absence.

If an eligible Applicant is either unable to be contacted or declines the space offered after being contacted, Airports staff shall notate on the Applicant's Waiting List Sign Up Sheet the space offered and the date declined. The Applicant's current position on the list shall be retained after the first and second spaces offered are declined. The Applicant shall be removed from the waiting list if the third space offered is declined.

7.4 Optional Request To Be Placed in an Inactive Status on a Waiting List

Since available spaces must be offered to applicants in the order of the applicants' position on the waiting list (i.e. in sequence), significant time and effort is required to assign an available space if the waiting list contains applicants near the top of the list who are not ready to accept assignment. Applicants who are not ready to accept assignment of an available space but wish to avoid being removed from the waiting list under Section 7.3 may request to be placed in an inactive status. While in an inactive status the Applicant will not be offered any type of available space but will retain his or her position on the list indefinitely.

The Applicant's request to be placed in an inactive status shall be made in writing, shall specify the waiting list(s) for which the request is being made, shall be effective when received by Airports Administration, and shall remain in effect until withdrawn in writing by the Applicant. In no case shall the request be withdrawn within six months of submission. The request to be placed in an inactive status does not affect the number of times an applicant is permitted to decline spaces offered before being removed from the waiting list. For example, if an applicant declines an offered space one time prior to being placed in an inactive status, the applicant is eligible for two more offers after changing back to active status.

7.5 Removal from the Waiting List

An applicant shall be removed from the waiting list upon:

- Written request by the applicant to be removed; or
- Acceptance by the Applicant of an offered space unless the Applicant elects to remain on the waiting list for a future upgrade of space as discussed in Section 7.6; or
- Applicant's third decline of an offered space

Upon removal from the waiting list, the deposit less the administration fee shall be refunded or credited towards the Applicant's account as appropriate.

7.6 Remaining on the Waiting List for Upgrade of Space

After accepting a space and signing a License Agreement, a Licensee may retain the same position on the waiting list for a future upgrade of space. Remaining on the list requires the deposit amount to be retained by Airport Administration.

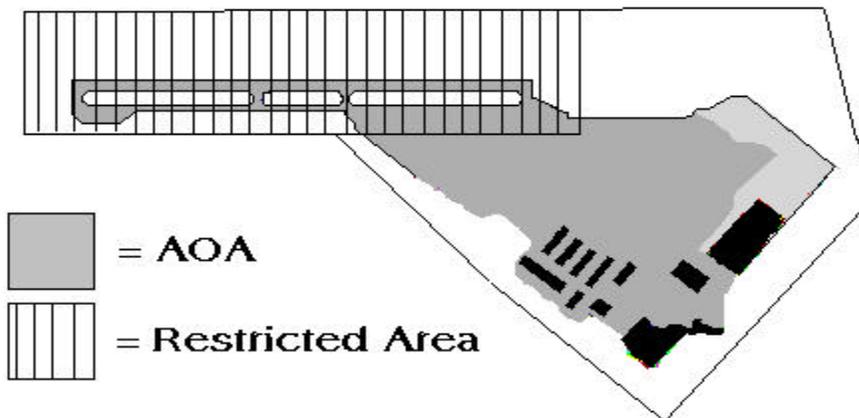
Licensees electing to remain on the waiting list for a future upgrade of space shall designate the specific type of space desired. All policies and procedures contained in this Chapter for assignment of spaces apply to Licensees remaining on the waiting list for a future upgrade of space.

Appendix I – Airport Maps

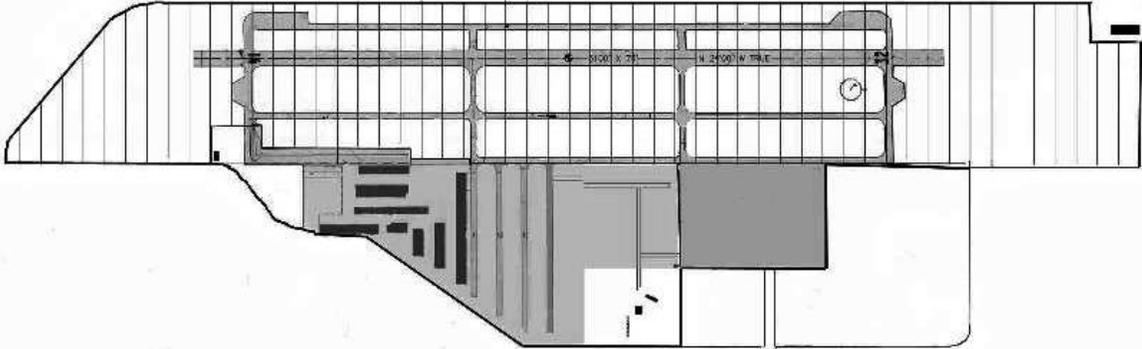
Reid-Hillview



Palo Alto



South County



-  = AOA
-  = Restricted Area

Appendix II – Specialized Aeronautical Activities

1. Specialized Aeronautical Activities including the following require coordination and regulation through the office of the Airport Director:
 - Ultralight Aircraft
 - Hot Air Balloons
 - Glider (non-powered)
 - Parachute Drops
2. Because of the substantial fees charged by insurance underwriters for liability coverage of ultralight aircraft at County Airports, routine operation of ultralight aircraft is discouraged by the Airport Authority.
3. Operation of ultralight aircraft into the airport traffic area, landing, parking and take-off of ultralight aircraft require prior coordination and written approval from the Airport Director.
4. The Airport Director has the authority and responsibility to approve/disapprove requests for use of the airport facilities for hot air balloon launches, experimental aircraft tests, home-built aircraft tests and parachute drops when the parachute landing zone is on airport property.
5. The Airport Director will coordinate these activities with the air traffic control tower manager, when appropriate.
6. The owner/operator of such specialized aeronautical equipment may be limited by the Airport Director to launching, testing, high speed taxi or parachute landing to/from specific sites on the airport. Those sites may be runways, portions of runways, taxiways, clear zones or other airport property. Specific site location may also be limited by designated time of day use.
7. Proof of liability insurance in an amount required by ordinance or approved by the County Risk Manager is required.

Appendix III – Special Events

Activities Regulated by Airport Management

1. Special Events including the following require an application be field with the Airport Authority 45 days in advance of the requested event:
 - Airport Day
 - Air Shows
 - Balloon Festivals
 - Air Races
 - War Bird Shows
 - Fly-In Meets
 - Parachute Team Demonstrations
2. The Airport Authority must officially approve all special events.
3. The special event sponsor may be required to obtain liability insurance for the event. The insurance policy will identify the County and it's officers, agents and employees as a "named insured."

Mandatory Compliance by the Special Event Sponsor

1. If the special event is expected to attract an attendance of 500 persons or more, the sponsor may be required to coordinate road and highway impacts with local police, sheriff and/or highway patrol.
2. The sponsor may be required to make arrangements for auto towing, garbage pick-up and refuse clean up.
3. The special event must be planned to accommodate the normal ingress and egress of motor vehicles for the general aviation users of the airport, or other business activities normally conducted at the airport.
4. Airport runways, taxiways, and/or landside "closures" must be coordinated, and approved in advance with the Airport Director and other users of the airport.
5. A special event that involves certain maneuvers by aircraft must be coordinated with the Airport Director and the local Flight Standards District Office (FSDO) of the FAA.
6. Failure of the sponsor to adequately perform trash and litter clean-up of the airport and repair or compensate for damaged property as a result of the special event will be billed for extra overhead expense and damages by the Airport Authority
7. Special events involving aerial activities that are not of a routine nature for the airport will require the designation and approval of an "air boss" who is experienced in directing and controlling the aerial activities planned for the event. The Airport Director must approve the person designated as "air boss".

Exhibit 1 - Aircraft Accident/Incident Report

County Airports – Santa Clara County

Aircraft Accident/Incident Report				
Name of Reporting Party	Address	City	Zip	Phone
Reid-Hillview Airport <input type="checkbox"/> Palo Alto Airport <input type="checkbox"/> South County Airport <input type="checkbox"/>				
Explain Incident:				
Date Call Received	Time Call Received	Call Received By	County Property Damaged? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Pilot, Passenger, and Aircraft Data				
Name of Pilot	Address	City	Zip	Phone
Pilots License No.	Insurance co.		Policy No.	
Owners Name	Address	City	Zip	Phone
Name Of Witness:	Address	City	Zip	Phone
Name Of Witness:	Address	City	Zip	Phone
Aircraft Make:	Model:	N#		
Additional Data:				
Investigator:			Date Investigated:	

Remarks		
Report Completed By:	Date Completed:	Approved By:

Location of _____	Total Aircraft Occupants: _____
Fatalities: _____ Number of Injured: _____ Injuries: _____	
Aircraft Damage: _____ Aircraft Home Airport: _____	
PIC Pilot Certificate: _____	
FAA/NTSB classified this as an: _____	