



Truckee Tahoe Airport District  
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# Rules and Regulations

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Truckee Tahoe Airport District

*Truckee Tahoe Airport (TRK)*



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### **1. GENERAL PROVISIONS**

#### **1.1. Purpose**

The purpose of these Rules and Regulations is to protect the public health, safety, interest, and general welfare of the Operators, Lessees, Sublessees, Permittees, and users of the Truckee Tahoe Airport (Airport), and to restrict or prevent any activity or action which would interfere with the safe, orderly, and efficient use of the Airport.

The General Provisions set forth in this section are common to all Airport Primary Management and Compliance Documents (PMCDs) and are incorporated into each PMCD by reference.

#### **1.2. Definitions**

The terms defined in Section 9 of these Rules and Regulations and identified by use of a capital letter, whenever used in the PMCDs, shall be construed as defined therein unless (from the context) a different meaning is intended or unless a different meaning is specifically defined. Words or phrases that are not defined shall be construed consistent with common meaning or as generally understood throughout the aviation industry.

#### **1.3. Governing Body**

The Airport is owned and operated by the Truckee Tahoe Airport District (TTAD) and governed by and through the TTAD's Board of Directors (Board). The TTAD is a public agency established and existing under the provisions of the California Airport District Act and is governed in accordance with the California State Public Utilities Code (PUC) 22001 et seq.

The authority to: (a) lease Airport land and/or Improvements, (b) allow the occupancy and/or development of Airport land or Improvements, (c) grant the right to engage in any activity at the Airport, and (d) implement, supplement, amend, modify, approve, or adopt any Agreement, policy, standard, rule, regulation, or directive, including the PMCDs, is expressly reserved to the TTAD by and through the Board.

#### **1.4. Authority to Adopt**

The authority to adopt any policy, standard, rule, regulation, or directive, including the PMCDs, is delegated to the TTAD by the State of California, through California PUC Section 21001 et seq., otherwise known as the State Aeronautics Act, and the California Code of Regulations (CCR), Title 21, Sections 3525-3560, Airports and Heliports. The TTAD may pursue all civil and criminal remedies for violations of the PMCDs.

#### **1.5. TTAD Mission Statement**

The Truckee Tahoe Airport is a community Airport that provides high quality aviation facilities and services to meet local needs, and strives for low impact on our neighbors while enhancing the benefit to the community-at-large.



### **1.6. Statement of Policy**

It is the desire of the TTAD to: (a) plan, develop, operate, and manage the Airport in such a manner so as to ensure the Airport's long-term financial health, (b) protect and promote the health, safety, security, and general welfare of the public, and (c) encourage the provision of the type, level, and quality of General Aviation products, services, and facilities desired by the public.

For situations not specifically addressed in the PMCDs, the TTAD reserves the right to make such policies, standards, rules, regulations, and directives as may be appropriate given the situation and/or circumstances pertaining to the use of the Airport.

The Airport is required to operate for the use and benefit of the public and shall be made available to all types, kinds, and classes of Aeronautical Activity on reasonable terms and without unjust discrimination.

### **1.7. Non-Discrimination**

No person, in the use of the Airport's land and Improvements, shall discriminate against any person or class of persons by reason of race, color, religion, sex, national origin, age, or disability in providing any products or services or in the use of any of the Airport's land and Improvements provided for the public, or in any manner prohibited by applicable Legal Requirements.

### **1.8. Airport Management**

The General Manager, the Executive Director of the TTAD, is responsible for the planning, development, operation, administration, management, maintenance, and security of the Airport, the TTAD, and all TTAD owned and operated land, Improvements, facilities, Vehicles, and equipment. In addition, the General Manager provides day-to-day leadership for the TTAD and is directly responsible to the Board on all matters and for keeping the Board cognizant of all applicable Federal, State, Regional and Local policies regulating the operations or development of the Airport and associated airspace.

The Board has authorized the General Manager to: (a) interpret, administer, and enforce Agreements and the PMCDs, (b) allow, where and when appropriate, temporary, short-term occupancy or use of Airport land or Improvements, and (c) obtain and receive copies of all licenses, permits, certifications, ratings, Certificates of Insurance, and other documents required to be provided to the TTAD. All inquiries regarding the PMCDs and/or compliance therewith shall be directed to the General Manager.

During emergency situations the General Manager is empowered to issue such directives and to take such action that, within his/her discretion and judgment, are necessary or desirable to safeguard the safety, security, and efficiency of the Airport and the public. Such directives and actions of the General Manager shall have the force of a rule and regulation so long as the emergency situation exists.

### **1.9. Effective Date**

The PMCDs shall be in effect and shall remain in effect from the date of adoption by the TTAD, unless repealed by the TTAD.



### **1.10. Compliance with Legal Requirements and Agreements**

All entities leasing, occupying, and/or developing Airport land and/or Improvements and/or engaging in an Aeronautical Activity at the Airport shall comply, at the entity's sole cost and expense, with all applicable Legal Requirements.

No Agreement, nor any payment or performance required there under, shall excuse any entity from compliance with the PMCDs. Compliance with the PMCDs shall not excuse any responsibility or obligation an entity may have to the TTAD under any existing Agreement.

### **1.11. Conflicting Legal Requirements and Agreements**

If any provision of the PMCDs is found to be in conflict with any other TTAD policy, standard, rule, regulation, or directive; any provision of any applicable Legal Requirement; or any provision of an Agreement (if provided for in the Agreement), the provision that establishes the higher or stricter standard shall prevail.

### **1.12. Right to Self-Service**

An Aircraft Owner or the Aircraft Owner's Employees may perform self-services (fueling, maintenance, or repair) on the Aircraft Owner's Aircraft utilizing the Aircraft Owner's Vehicles, equipment, and resources (Self-Service). An Aircraft Owner or the Aircraft Owner's Employees are permitted to perform such self-services on the Aircraft Owner's Aircraft provided there is no attempt to perform such services for others for Compensation and further provided that such right is conditioned upon compliance with the PMCDs and all applicable Legal Requirements.

If the right to Self-Service is not exercised, an Aircraft Owner is only permitted to have the Aircraft Owner's Aircraft fueled, maintained, repaired, or otherwise serviced at the Airport by those Operators authorized to engage in such Commercial Activities at the Airport.

An Operator may restrict the use of its exclusive Leased Premises for Self-Service activities.

### **1.13. Prohibited Activities**

Through-the Fence activities and Co-Op Fueling are prohibited at the Airport.

### **1.14. Fines or Penalties**

Entities shall have the responsibility to pay any fine or penalty levied against entity, the TTAD, individually or collectively, as a result of entity's failure to comply with any applicable Legal Requirement. If the fine or penalty is contested, entity shall pay the fine or penalty if upheld by the Agency having jurisdiction.

### **1.15. Severability**

If any provision of the PMCDs shall be held to be unlawful, invalid, or unenforceable by final judgment of any Agency or court of competent jurisdiction, the judgment shall not in any way affect the validity of any other provision of the PMCDs.





### **1.16. Subordination**

The PMCDs are subject and subordinate to the provisions of any agreement between the TTAD and the State of California or the United States Government pertaining to the planning, development, operation, and management of the Airport.

The TTAD recognizes the jurisdiction of the federal government, delegated to the FAA, concerning the licensing and regulation of pilots, air carriers and Aircraft; and concerning the navigable airspace. The PMCDs are not intended to assert jurisdiction by the TTAD over matters under the exclusive jurisdiction of the federal government, and the provisions of the PMCDs shall be interpreted consistent with this purpose.

### **1.17. Notices, Requests for Approval, Applications, and Other Filings**

Any notice, request for approval, application, or other filing required or permitted to be given or filed with the TTAD and any notice or communication required or permitted to be given or filed with any existing or prospective Operator, Lessee, or Sublessee pursuant to the PMCDs shall be in writing, signed by the party giving such notice, and shall be sent by overnight courier, United States certified mail, facsimile (confirmed by dated return signature), email (confirmed by return email), or in person (confirmed by dated and signed receipt), and shall be deemed to have been given when delivered to the General Manager or existing or prospective Operator, Lessee, or Sublessee at its principal place of business or such other address as may have been provided. Operator, Lessee, or Sublessee shall provide notice to the TTAD of a change of address within fourteen calendar days.

### **1.18. Amendments**

The PMCDs may be supplemented, amended, or modified from time to time and in such a manner and to such extent as deemed appropriate or necessary by the TTAD. The TTAD may provide for public notification of pending supplements, amendments, or modifications to the PMCDs in order to provide the opportunity for public comment. The TTAD may issue emergency policies, standards, rules, regulations, or directives from time to time.

### **1.19. Variance or Exemption**

The TTAD may, but is not obligated, to approve variances or exemptions to the PMCDs when special conditions or unique circumstances exist. Requests for variance or exemption shall be submitted in writing to the General Manager and must state the specific PMCD provision(s) for which the variance or exemption is being sought, describe the proposed variance or exemption, state the reason for the proposed variance or exemption, identify the anticipated impact on the Airport (and other entities including Operators, Lessees, Sublessees, users of the Airport, and the public), and identify the duration of the proposed variance or exemption.





Prior to the TTAD approving or denying a variance or exemption, the General Manager shall conduct a review of all relevant information. Approval or denial by the TTAD of a variance or exemption shall be reasonable, not unjustly discriminatory, and consistent with prior decisions involving similar conditions or circumstances at the Airport (if any) and shall be provided in writing within 90 calendar days from the receipt of the written request.

- An approval by the TTAD of a variance or exemption shall not serve to amend, modify, or alter the PMCDs or any existing Agreement.
- Requests for variance or exemption can be denied in accordance with Section 1.23 of these Rules and Regulations.

### **1.20. Enforcement**

The General Manager is empowered by the TTAD to require compliance with and enforce the PMCDs. The Truckee Fire Protection District is authorized to enforce all fire and Hazardous Materials related Legal Requirements (within jurisdiction). Law Enforcement Officers are authorized to enforce all Legal Requirements (within jurisdiction).

Violation of the PMCDs, applicable Legal Requirements, and directives issued by the TTAD, General Manager, Truckee Fire Protection District, or Law Enforcement Officers or jeopardizing the safety or security of entities utilizing the Airport or the land and/or Improvements located at the Airport may result in suspension, revocation, and/or prohibition of access or use privileges, engaging in activities, use of the Airport; termination of an Agreement(s); and/or prosecution under the applicable Legal Requirements.

Representatives of the TTAD, as designated by the General Manager, shall enforce these Rules and Regulations. Any person or entity who violates these Rules and Regulations may be cited, removed from the Airport, denied use of the Airport, and/or prevented from engaging in Activities at the Airport and shall be subject to all legal, equitable, statutory, and common law rights and remedies available to the TTAD.

### **1.21. Disputes**

Any party aggrieved by a decision of Airport management or the TTAD may appeal (in writing) such decision to the General Manager within 14 calendar days after such decision is issued. Any claim not timely submitted to the General Manager is waived.

The General Manager shall respond to such written claim within 30 calendar days of the receipt of the claim by either (a) making a written determination with respect to the claim, or (b) making a written request for additional information. If requested, the party shall provide all requested additional information within 14 calendar days of the date of the General Manager's request or the claim is waived. Thereafter, the General Manager shall make a written determination with respect to the claim within 30 calendar days after receipt of the additional information. In either case, the General Manager's written determination shall be final and conclusive unless within 30 calendar days from the date of the General Manager's written determination, the party requests, in writing, an appeal to the Board stating specifically all grounds of appeal.



The Board shall use its best efforts to hear any such appeal within 120 calendar days after the Board's receipt of the written appeal. At such hearing, the party shall be afforded such opportunity to be heard and to offer relevant evidence in support of its appeal, as may be determined by the Board in its sole discretion. The decision of the Board shall be final and conclusive.

### **1.22. Rights and Privileges Reserved**

In this section, the term "activity" is inclusive of all Commercial Aeronautical Activities, Non-Commercial Aeronautical Activities, and non-aeronautical activities.

In addition to the following rights and privileges, the TTAD reserves the rights and privileges outlined under federal and/or state Airport Sponsor Assurances as such rights and privileges may be amended from time to time.

- Nothing contained within the PMCDs shall be construed to limit the use of any area of the Airport by the TTAD (and its representatives, officers, officials, employees, agents, and volunteers) or to prevent any FAA, Department of Homeland Security, Transportation Security Administration, Law Enforcement Officer, or Truckee Fire Protection District personnel from acting in official capacities.
- The TTAD reserves the right for the use of the Airport by others pursuant to applicable Legal Requirements pertaining to the Airport and such use.
- The TTAD reserves the right to designate specific Airport areas for activities in accordance with the currently adopted Airport Layout Plan (ALP). Such designation shall give consideration to the nature and extent of current and/or future activities and the land and/or Improvements that may be available and/or used for specific activities and shall be consistent with the safe, secure, orderly, and efficient use of the Airport.
- It is the policy of the TTAD that any occupancy, use, and/or development (construction or modification) of land and/or Improvements that is inconsistent with the ALP is undesirable. Any development that is substantially different than that depicted on the ALP could adversely affect the safe, secure, orderly, or efficient use of the Airport. Nothing contained in the PMCDs shall require or obligate the TTAD to apply to the FAA for approval of the revision of the ALP on behalf of a current or prospective Operator, Lessee, Sublessee, or user of the Airport.
- The TTAD reserves the right to develop and make any Improvements and/or repairs at the Airport that it deems necessary. The General Manager will provide advance notice of the date and time to impacted parties that such development, improvements, and/or repairs will be made. The TTAD shall not be obligated to reimburse or compensate any Operator, Lessee, Sublessee, or other entity for any cost and/or expense incurred, loss of revenue, or inconvenience that may result from such development, improvement, and/or repair.
- The TTAD (and its representatives, officers, officials, employees, agents, and volunteers) shall not be responsible for loss, injury, or damage to persons or Property at the Airport related in any way to any natural disaster or illegal activity.



- During time of war or national emergency, the TTAD shall have the right to enter into an agreement with the United States Government for military use of part or all of the landing area, the publicly owned air navigation facilities, and/or other land and Improvements of the Airport. If such Agreement is executed, any Agreement, insofar as it is inconsistent with the Agreement between the TTAD and the United States Government, shall be suspended, without any liability on the part of the TTAD.
- The TTAD will not relinquish the right to take any action the TTAD considers necessary to protect the aerial approaches of the Airport against obstruction or to prevent a person from erecting or permitting to be erected any facility or other structure which might limit the usefulness of the Airport or constitute a hazard to Aircraft.
- The TTAD will not waive any sovereign, governmental, or other immunity to which the TTAD may be entitled nor shall any provision of any Agreement be so construed.
- The TTAD will not submit to the laws of any state other than those of the State of California.
- The TTAD is under no obligation to provide financing and/or make any improvements to Airport land and/or Improvements to facilitate any development or consummate any Agreement proposed by a current or prospective Operator, Lessee, or Sublessee. In addition, the TTAD is under no obligation to: (a) pursue federal, state, or other available funds to contribute to such development or (b) provide matching funds to secure such funding.
- The TTAD reserves the right to take such actions as it may deem necessary, appropriate, and/or in the best interest of the TTAD including preserving the assets of the TTAD and the Airport, protecting the safety and security of the people who work at and/or use the Airport, and maintaining the integrity of the TTAD's mission, vision, values, goals and objectives for the TTAD and the Airport.

### **1.23. Possible Grounds for Rejecting Application**

In this section, the term “activity” is inclusive of all Commercial Aeronautical Activities, Non-Commercial Aeronautical Activities, and non-aeronautical activities.

The TTAD may reject any proposal, request for variances or exemption, assignment, change in majority ownership, encumbrance, or application for any one or more of the following reasons (as determined in the sole discretion of the TTAD).

- The entity, for any reason, does not fully meet the qualifications, standards, and requirements established by the TTAD. The burden of proof shall be on the entity and the standard of proof shall be by clear and convincing evidence.
- The TTAD or the FAA has determined that the contemplated activity and/or Improvements would create a safety or security risk at the Airport or constitute a Hazard, obstruction or danger to air navigation.



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- The TTAD would be required to expend funds and/or supply labor and/or materials in connection with the proposed activities and/or Improvements that the TTAD is unwilling and/or unable to expend or supply.
- The financial plan associated with the proposed activities and/or Improvements is not realistic and attainable and/or will result in a financial operating loss or hardship for the entity.
- No appropriate, adequate, or available land and/or Improvement exists at the Airport to accommodate the proposed activity of the entity at the time the proposal or application is submitted, nor is such availability contemplated within a reasonable period of time.
- The proposed activities and/or Improvements do not comply with the ALP currently in effect or anticipated to be in effect.
- The entity's occupancy, use, or development of Airport land and/or Improvements could be detrimental to the public, result in congestion of Aircraft, and/or negatively impact the safety and/or efficiency of the Airport, Operators, Lessees, Sublessees, or users of the Airport.
- The entity has intentionally or unintentionally misrepresented or omitted material fact in a proposal, in an application, and/or in supporting documentation.
- The entity has failed to make full disclosure in a proposal, in an application, and/or in supporting documentation.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has a record of violating the Legal Requirements of the TTAD, any other airport sponsor, the State of California, the FAA, or any other Regulatory Measure applicable to the Airport and/or the entity's proposed activity.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has defaulted in the performance of any Agreement or Sublease at the Airport or at any other airport.
- The entity does not exhibit adequate financial capability, capacity, or responsibility to undertake and sustain the proposed activity.
- The entity cannot obtain a bond or insurance in the type and amounts required by the TTAD for the proposed activity.
- The entity seeks terms and conditions which are inconsistent with the PMCDs and/or any request for qualifications and/or proposals (or any other document) issued by the TTAD.
- The entity's interests and/or the proposed activity or use is inconsistent with the mission, vision, values, goals, or objectives of the Airport; the best interest of the TTAD; or any Airport Sponsor Assurances.
- The entity has been party to vexatious or frivolous litigation, including, without limitation, administrative litigation, against the TTAD.



### **2. GENERAL RULES AND REGULATIONS**

#### **2.1. Access to, Entry Upon, or Use of the Airport**

Access to or entry upon the Airport shall be made only at locations designated by the General Manager. Any person accessing or using the Airport shall be fully and completely responsible for their actions and all actions of any person to whom they provide or facilitate access to or use of the Airport, whether directly or indirectly, express or implied. All actions shall be in full and complete compliance with these Rules and Regulations and applicable PMCDs.

Any person accessing or using the Airport shall defend, indemnify, save, protect, and hold harmless the TTAD and the Board, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers from and against (and reimburse the TTAD and Board for) any and all actual or alleged claims, demands, damages, expenses, costs fees (including, but not limited to, attorney, accountant, paralegal, expert, and escrow fees), fines, environmental costs, and/or penalties (collectively referred to as costs), which may be imposed upon, claimed against or incurred or suffered by the TTAD or Board and which, in whole or in part, directly or indirectly, arise from or are in any way connected with the person's activities at and use of the Airport.

#### **2.2. Restricted Areas**

Access to the Restricted Areas delineated in Appendix 9.5 is limited to persons with a valid Airport Identification Badge, under appropriate supervision or escort, or as otherwise approved by the General Manager.

#### **2.3. Airport Identification Badge**

Persons requiring access or entry to a Restricted Area shall complete and submit a *TRK Airport Identification Badge Application* to the General Manager. Prior to accessing or entering a Restricted Area, persons shall possess an approved Airport Identification Badge which authorizes such access.

Prior to obtaining an Airport Identification Badge for employees of Operators, Lessees, or Sublessees, an Authorization Signature Letter listing the person(s) authorized to request Airport Identification Badges shall be submitted to the General Manager.

Persons desiring or in possession of an approved Airport Identification Badge shall complete required TTAD training programs and meet all related requirements. All applicable fees as established and assessed by the TTAD must be paid in advance by persons seeking to obtain or renew an Airport Identification Badge.

Any person who allows unauthorized use of an Airport Identification Badge shall lose access privileges after one warning by the General Manager.

No person shall make, possess, use, offer for sale, pass, or deliver any forged or falsely altered pass, permit, identification card, sign, and/or other authorization purporting to be issued by or on behalf of the TTAD.





### **2.4. Security**

Law Enforcement Officers have the overall responsibility for security of the Airport. Operators, Lessees, or Sublessees are responsible for the security of entity's Leased Premises and shall comply with the TTAD's security requirements and/or best practices. Security gates that provide access to the Air Operations Area (AOA) shall remain closed, locked, and secured except when actually in use.

The TTAD may close or otherwise restrict Vehicle and/or pedestrian access to any area of the Airport when safety or security considerations dictate.

Tampering with, interfering with, or disabling the lock or closing mechanism, or breaching any other security device is prohibited unless authorized by the General Manager. Persons who have been provided an access code or device for access to a Restricted Area shall not, under any circumstances, divulge, duplicate, or otherwise distribute or convey the code or device to any other person unless authorized in writing by the General Manager.

### **2.5. Commercial Activities**

Any entity desirous of engaging in a Commercial Aeronautical Activity (Applicant) shall complete all relevant and applicable sections of the General Aviation Operator and Lessee Application (Application) and obtain a Commercial Operator Permit from the TTAD prior to engaging in the desired Activity. The Permit process is described in Section 12 of the General Aviation Minimum Standards (Minimum Standards). Any entity engaging in Commercial Aeronautical Activities shall comply with the Minimum Standards.

Any entity basing an Aircraft at the Airport shall not permit said Aircraft to be used for Commercial Aeronautical Activities unless expressly authorized by Agreement. Notwithstanding the foregoing, such Aircraft may be used for the purpose of training or increasing the flying proficiency of the Aircraft Owner or members of the Aircraft Owner's immediate family.

Any entity desiring to engage in Commercial photography or filming at the Airport shall obtain a written permission from the General Manager prior to engaging in such activity.

### **2.6. Accidents**

Any person involved in or witnessing an Accident resulting in any injury or death to a person(s) shall immediately call "911". Damage to property shall be immediately reported to the TTAD. If reasonably able to do so, such person shall remain at the scene and respond to the inquiries of (and provide the information requested by) the General Manager, Law Enforcement Officers, Truckee Fire Protection District, and/or investigative personnel.

- No person shall tamper with an Accident scene or fail to comply with any directive issued by the General Manager, the Law Enforcement Officers, the Truckee Fire Protection District, or any other Agency having jurisdiction over the Accident scene.
- Unauthorized entry to the AOA to gain access to an Accident scene is prohibited.



### **2.7. First Amendment Activities**

Conduct of or participation in solicitation, picketing, demonstrating, parading, marching, patrolling, sit-ins, sit-downs, or other similar activities and/or assembling, carrying, distributing, or displaying pamphlets, signs, placards, or other materials is prohibited without prior written permission of the General Manager.

All authorized activities listed above shall be conducted (a) in a peaceful and orderly manner; (b) without physical harm, molestation, threat, or harassment of any person; (c) without obscenities, violence, breach of the peace, or other unlawful conduct; (d) without obstructing the use of the Airport by others; (e) without hindrance to or interference with the proper, safe, orderly, and efficient access to/from, and operation of the Airport and activities conducted thereon; and (f) in strict conformance with any rules and regulations governing such activities on the Airport and the direction and conditions prescribed in writing by the General Manager. When approved by the General Manager, such activities shall be conducted in those areas identified by the General Manager.

### **2.8. Signage and Advertisements**

Signage must be consistent with the Development Standards and applicable Legal Requirements. Signs, advertisements, notices, circulars, and/or handbills may not be posted, displayed, or distributed without the prior written permission of the General Manager. The posting of advertisements on TTAD property shall conform with established TTAD Policies.

The General Manager reserves the right to remove or relocate any such sign, advertisement, notice, circular, and/or handbill posted, displayed, or distributed.

### **2.9. General Conduct**

No person shall use or otherwise conduct themselves in any area of the Airport in any manner contrary to the directions posted in or for that area.

Destroying, damaging, injuring, defacing, disturbing, or tampering with Property is prohibited. Any and all Property damaged or destroyed shall be replaced (or replacement shall be paid for) by the person(s) responsible for such damage or destruction.

Smoking or carrying lighted cigars, cigarettes, or pipes in any public use area of the Airport, except in areas specifically designated by the General Manager and posted as public smoking areas, is prohibited.

Starting, moving, using, or interfering with the safe operation of any Aircraft, Vehicle, or equipment without the permission of the owner or by specific direction of the General Manager is prohibited. If requested by the General Manager or a Law Enforcement Officer, satisfactory evidence of the right to do so shall be presented.

No person shall engage in activities that are disruptive and/or that create a hazard or risk of injury or death or damage to Property.

The Airport shall not be used to camp or stay overnight except in areas approved in writing by the General Manager or for any improper, objectionable, or illegal purposes.





## GENERAL RULES AND REGULATIONS

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Leased Premises are expressly for the conduct of the Lessee's or Sublessee's activities. Unauthorized persons shall not make use of the Leased Premises without permission of the Lessee or Sublessee. Unauthorized uses of the Leased Premises must receive written consent of the General Manager

### ***2.10. Abandoned or Lost Property***

Property shall not be Abandoned at the Airport. Abandoned or lost Property found in Public Areas shall be reported or turned in to the TTAD.

- Abandoned or Lost Property unclaimed by its proper owner within 30 calendar days shall become the property of the TTAD.
- Disposition of Abandoned or Lost Property shall be done in accordance with Legal Requirements including the California Business and Professions Code, Vehicle Code, and Civil Code as applicable and as may be amended from time to time.

No provision in this Section shall be construed to deny the right of Lessees or Sublessees to maintain a lost and found service for Property found on Leased Premises.

### ***2.11. Use of Roadways and Walkways***

No person shall travel at the Airport other than on the roadways, walkways, or other areas provided or designated for a specific type or class of traffic and no person shall occupy the roadways or walkways in such a manner as to hinder or obstruct proper use.

### ***2.12. Animals***

No person shall bring animals except for domestic pets, special assistance animals, or animals used for law enforcement purposes in Public Areas, unless destined for air transport and restrained by a leash, container, or crate. Domestic pets and special assistance animals may be at the Airport only if kept on a leash in Public Areas or inside Operator's, Lessee's, Sublessee's, or user's facilities, Aircraft, or Vehicles. The General Manager may designate areas where domestic pets and special assistance animals may be off leash while within voice control of the animal's owner.

No person, except those authorized by the General Manager, shall intentionally hunt, pursue, trap, catch, injure, or kill any animal. No person shall feed or perform any other act to encourage the congregation of animals on any portion of the Airport.

### ***2.13. Weapons and Explosives***

Weapons or explosives may only be carried (possessed) in accordance with applicable Legal Requirements, by Law Enforcement Officers, or members of the armed forces of the United States or the State of California on official duty and those other individuals with prior written permission from the General Manager.



Discharge of any weapon is prohibited, except in the performance of official duties, the lawful defense of persons or Property, or by authorized personnel for purposes of wildlife management. No person shall possess or ignite Class C explosives (e.g. fireworks, firecrackers, etc.) with exception of explosives that may be used by authorized personnel for purposes of wildlife management or during approved special events.

### **2.14. Alcoholic Beverages**

Alcoholic beverages may only be consumed in accordance with applicable Legal Requirements. The TTAD reserves the right to exclude or expel any person who, in the judgment of a Law Enforcement Officer, is intoxicated or under the influence of alcoholic beverages or drugs. TTAD reserves the right to restrict the consumption of alcoholic beverages at the Airport.

### **2.15. Use of Public Areas**

Marking or defacing the floors, walls, windows, ceilings, or any other surface is prohibited. Use of the Public Area in any facility or in any area for purposes of sleeping in lieu of a hotel, motel, or other accommodations is prohibited unless authorized by the General Manager.

### **2.16. Temporary Use of TTAD Land and Improvements**

Persons or entities who desire to temporarily use TTAD land and/or Improvements shall comply with TTAD Policies established for such use. Applicants shall contact the General Manager and fully describe the purpose of the request and explain in detail the contemplated activity.

The General Manager shall determine the feasibility and category of the request and inform the applicant that the request is either not feasible; or indicate preliminary approval and provide applicable directives and application forms to applicant for completion. The applicant shall fully complete the required application forms, indicate proposed areas to be used and present forms and map to the General Manager for further consideration.

### **2.17. Trash Receptacles**

Trash of any kind shall not be placed, discharged, or deposited at the Airport except in properly designated trash receptacles. Trash receptacles shall be kept clean and emptied on a regular basis to prevent overflowing.

- Exterior trash receptacles shall be equipped with securely fastened lids.
- Trash shall not be brought to or burned on Airport property.
- Bear-proof fasteners must be latched after using trash receptacles. Trash receptacles are for hangar/aviation trash, not construction debris.

### **2.18. Recycling**

Lessees and Sublessees are encouraged to utilize separate stream recycling by discarding certain recyclable materials into separate bins that shall be kept clean and emptied on a regular basis to prevent overflowing. Exterior waste recycling containers shall be equipped with securely fastened lids. Recyclable materials shall not be brought to or burned on Airport property.



### **2.19. Fire and Flammable Materials**

Operators, Lessees, and Sublessees shall comply with practices recommended by the National Fire Protection Association (NFPA) and all fire codes, regulations, or directives issued by the Truckee Fire Protection District and/or the General Manager.

In no event shall smoking or carrying lighted cigars, cigarettes, or pipes occur within 50 feet of any Aircraft, Refueling Vehicle, or Fuel storage facility. Open flames (i.e., candles, fixtures, or fires) are prohibited without the prior written permission of the TTAD and the Truckee Fire Protection District. This excludes open flames utilized by Operators, Lessees, or Sublessees in the performance of Aircraft Maintenance.

Any uncontrolled fires (regardless of size or whether the fire has been extinguished) shall be reported immediately to "911". No person shall tamper with any fire extinguisher or related equipment or use the same for any purpose other than fire prevention or firefighting. Such equipment may be inspected by the Truckee Fire Protection District and/or General Manager at any time and shall be fully operational and inspected annually.

- A tag showing the date of the last inspection by a certified vendor (and who performed the inspection) shall be attached to each unit and records, acceptable to fire underwriters, shall be kept documenting the status of each unit.

No person shall block or modify any self-closing fire door or do anything which would interfere or prevent closing in the event of a fire. Flammable materials shall only be used or stored in accordance with the practices recommended by the NFPA and in compliance with applicable Legal Requirements.

The use of flammable, volatile liquids having a flash point of less than 100 degrees Fahrenheit is prohibited unless such operations are conducted in open air or in a room specifically approved for the purpose for which the liquid is being used. The room must be properly fireproofed and equipped with appropriate and readily accessible fire-extinguishing apparatus.

- The practices recommended in NFPA Pamphlets No. 30 (Flammable and Combustible Liquids Code), No. 410D (Safeguarding Aircraft Cleaning, Painting and Paint Removal), and No. 410F (Aircraft Cabin Cleaning and Refurbishing Operations) shall be adhered to in all cleaning, painting, refurbishing, and other operations using flammable liquids including the storage of such liquids.

### **2.20. Hazardous Materials**

No person shall store, keep, handle, use, dispense, discharge, or transport any Hazardous Materials or Hazardous Materials container in contravention of any Legal Requirements and proper permits must be obtained from the Agency having jurisdiction over such materials, copies must be maintained on file for review by the General Manager, and prior notification must be given to the General Manager.



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If any Operator, Lessee, Sublessee, Permittee or other entity stores, uses, or dispenses any Hazardous Materials in such a way as to be subject to any of the requirements under the Emergency Planning and Community Right-to-Know Act (EPCRA), 42 U.S.C. § 11001, et seq., such entity shall be responsible for any reporting obligations under EPCRA. The TTAD will not be responsible for compliance with any EPCRA requirements, except to the extent the TTAD stores, uses, or transports Hazardous Materials.

If the storage of Hazardous Material is approved, such material must be placed in suitable containers designed specifically for storage of Hazardous Materials with self-closing, tight-fitting, leak-proof lids which are properly secured.

- Safety Data Sheets (SDS) (previously known as Material Safety Data Sheets) for all Hazardous Materials shall be maintained on-site so as to be readily available to emergency responders in the event of an emergency and for review, at any time, by the General Manager and the Truckee Fire Protection District.

Hazardous Materials shall not be stored in close proximity to operating Aircraft, Vehicles, equipment, or sources of heat nor be stored in excess of amounts needed as current inventory. All Hazardous Material shall be kept enclosed in a clearly marked and properly labeled container, the type and design of which must meet the approval of the Truckee Fire Protection District.

- Secondary containment is required for Hazardous Materials being stored in tanks, drums, or other similar storage receptacles.
- Fuels or deicing fluids in containers greater than 55 gallons shall not be stored without providing prior notification (and a copy of an SPCC Plan) to the General Manager and the Truckee Fire Protection District.

Hazardous Materials and Hazardous Materials containers shall be disposed of in a manner consistent with the practices recommended by the NFPA and in full compliance with these Rules and Regulations, the TTAD's SWPPP, the General Manager's directives, and Legal Requirements.

- Used or spent engine oil shall be disposed of only at waste oil stations or approved disposal locations. No person shall bring used or spent engine oil onto the Airport.
- No Hazardous Materials shall be disposed of on the ground or into the air during Aircraft preflight inspections. Any release of Hazardous Materials shall comply with this Section of these Rules and Regulations and Legal Requirements.

### **2.21. Environmental (Hazardous Materials) Clean Up**

The party responsible for an environmental incident (to include the overflowing or spilling of Fuel, oil, lubricants, grease, dope, paint, varnish, lacquer, solvent, acid, or other Hazardous Material) is responsible for: the immediate mitigation and cleanup of the overflow or spill, proper disposal of the substance(s) and used cleanup materials, immediate notification of the Truckee Fire Protection District and the General Manager, and assumption of the risk and expense of cleanup and mitigation efforts.



## GENERAL RULES AND REGULATIONS

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In the event the General Manager determines the responsible party is unavailable, unable, or unwilling to take the appropriate action to mitigate the adverse environmental incident in a timely manner (at the responsible party's risk, cost, and expense), the General Manager may take action as necessary to control and/or clean up the site at the risk, cost, and expense of the responsible party, without liability to the TTAD.

**Hazardous Materials Overflow or Spills** – In the event a Hazardous Materials overflow or spill occurs, regardless of the amount of the overflow or spill, the responsible party shall take appropriate action to contain the overflow or spill, notify the Truckee Fire Protection District and other appropriate Agencies and clean up, mitigate, and remediate the site. The following procedures shall be followed in the event of a Hazardous Materials overflow or spill unless otherwise required under an approved SPCC Plan or instructed by the General Manager or the Truckee Fire Protection District.

The use of deicing fluids is exempt when such use complies with Legal Requirements pertaining to the deicing of Aircraft and/or Paved surfaces (e.g., Runways, Taxiways, Taxilanes, or Ramp).

**Minor Hazardous Materials Overflow or Spills** – Overflows or spills of less than five gallons which do not compromise public safety. The responsible party shall:

- Stop the source of the spill immediately.
- Contain the spill with appropriate absorbent material(s).
- Block all stormwater drains in the immediate area to prevent the spill from flowing into the drain(s).
- Contact the General Manager.

**Major Hazardous Materials Overflow or Spills** – Overflows or spills in excess of five gallons (or which compromises public safety), but less than 25 gallons or any spill causing an immediate threat to public safety. In addition to following all of the procedures in the Minor Hazardous Materials Overflow or Spill response, the responsible party shall:

- Determine the threat to the immediate public and make any arrangements to secure the safety of the immediate public (e.g., evacuation).
- Assess the damage to land and/or ground water in conjunction with the General Manager.
- Provide a written summary of the spill to the General Manager within 24 hours of the spill.

**Serious Hazardous Materials Overflow or Spills** – Overflows or spills in excess of 25 gallons which may pose a serious threat to the public safety. In addition to following all of the procedures in the Minor and Major Hazardous Materials Overflow or Spill response, the responsible party shall:

- Immediately contact the Nevada County Health Department.
- Provide a detailed written summary of the spill to the General Manager within five business days of the spill which shall also identify the measures which the responsible party will take to eliminate the potential for such a spill in the future.



Entities with Fueling capability or responsibility for maintenance of Fuel systems shall have on hand sufficient: (a) containment booms to form a barrier around the spill and (b) sufficient absorbent material(s), booms, blankets, pads, pillows, and other clean-up materials available to pick up the spilled product and store it in a sealed container(s) until proper disposal can be made. Salvage drum(s) shall be approved by the Department of Transportation (DOT) (DOT-E-10102).

### **2.22. *Painting***

Doping, painting, or paint stripping shall only be performed in those facilities specifically approved for such activities and in accordance with the practices recommended by the NFPA and in full compliance with the TTAD's SWPPP, the General Manager's directives, and applicable Legal Requirements.

### **2.23. *Emergency Conditions***

Emergency conditions shall not mitigate or cancel these Rules and Regulations. Permits issued under these Rules and Regulations shall be rendered invalid until the emergency situation has been fully and completely resolved and normal operations have resumed.

Emergency directives or procedures may be issued at the discretion of the General Manager who shall determine when normal operations may resume.

### **2.24. *Special Events***

Any entity desiring to conduct a Special Event at the Airport shall complete and submit the Special Event Permit Application Form to the General Manager along with prior payment of all applicable fees paid to the TTAD and any other Agency having jurisdiction. The entity shall receive a signed and approved Special Event Permit from the General Manager prior to conducting the Special Event. Special event attendees shall remain clear of Airport operations, Aircraft, active Taxiways, Runways and other areas designated by the General Manager.

### **2.25. *Safety Management System***

Operators, Lessees, or Sublessees engaged in any activity at the Airport, whether using or occupying Airport land and/or Improvements or otherwise, shall adhere to the practices recommended by the Federal Aviation Administration (FAA) and shall comply with all Safety Management Systems (SMS) regulations, or directives issued by the General Manager.

### **2.26. *Skydive/Parachute Jumping***

No person shall Skydive/Parachute jump onto the Airport without the prior written permission of the General Manager. Skydive/Parachute landings shall only occur at a TTAD approved and designated Drop Zone. Skydive/Parachute operations shall be conducted in conformance with AC 105-2E and the most current version of the Skydiver's Information Manual published by the United States Parachute Association (USPA).





### **3. AIRCRAFT RULES AND REGULATIONS**

#### **3.1. *Legal Requirements***

Aeronautical Activities shall conform to 14 Code of Federal Regulations (CFR), these Rules and Regulations, the directives of the General Manager.

#### **3.2. *Non-Airworthy Aircraft***

Only Aircraft considered airworthy or with a special flight authorization by the FAA and military Aircraft shall use the Airport for Aircraft parking, staging, or storage. Non-airworthy Aircraft may undergo long-term major renovation or restoration as long as the Aircraft is stored in a Hangar approved for such purpose unless otherwise previously authorized in writing by the General Manager.

- Aircraft Owner or Aircraft Operator shall remove non-airworthy Aircraft from the Airport within 90 days of becoming non-airworthy unless otherwise previously authorized in writing by the General Manager.
- Aircraft Owner or Aircraft Operator shall either remove non-airworthy Aircraft from the Airport or provide evidence of airworthiness within 30 days of written notification from the General Manager.
- If Aircraft Owner or Aircraft Operator is unknown or cannot be located, the General Manager shall conspicuously post and affix such written notice to the Aircraft.

#### **3.3. *Disabled and Abandoned Aircraft***

Aircraft Owner or Aircraft Operator shall be responsible for the safe and prompt removal of disabled Aircraft and any part thereof from a Movement Area to a designated Non-Movement Area, unless otherwise required or directed by the TTAD, FAA, National Transportation Safety Board (NTSB), or Agency having jurisdiction.

Abandoning an Aircraft on the Airport is prohibited. An Aircraft shall be considered Abandoned if the Aircraft Owner or Aircraft Operator (1) has not paid in full applicable rents or fees to the TTAD or an authorized Fixed Based Operator (FBO) or Specialized Aviation Service Operator (SASO) for a period greater than 90 calendar days and (2) has not responded to written notification from or on behalf of the TTAD by certified or registered mail.

In the event the TTAD determines the Aircraft Owner or Aircraft Operator is unavailable, unable, or unwilling to remove a disabled or Abandoned Aircraft in a timely manner (at Aircraft Operator's risk, cost, and expense), the Aircraft may be impounded by the TTAD at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator, without liability to the TTAD.

- Once an Aircraft is impounded by the TTAD, the TTAD shall charge reasonable impoundment fees as specified in the TTAD Master Rents and Fees Schedule.
- The Aircraft Owner or Aircraft Operator may claim the Aircraft by responding to the TTAD in writing, paying the impoundment fees in full, and promptly removing the Aircraft from the Airport.





- If the Aircraft is not claimed by the Aircraft Owner or Aircraft Operator, the TTAD shall dispose of Abandoned Aircraft in accordance with Legal Requirements.
- The TTAD shall retain any surplus arising from the sale of the Aircraft after expenses incurred by the TTAD in connection with the Aircraft have been paid.
- The TTAD may assess and recover from the Aircraft Owner or Aircraft Operator all applicable rents and fees, impoundment charges, and other related expenses including reasonable attorney fees incurred by the TTAD in connection the enforcement of these provisions.

### **3.4. Based Aircraft Registration**

Based Aircraft must be registered with the TTAD. Registration information shall include the following:

- Aircraft make, model, registration number, and maximum gross landing weight.
- Aircraft Owner's and Aircraft Operator's (if different) name, address, and phone number. If more than one person or entity owns and/or operates the Aircraft, the name, address, and phone number of all Owners and Operators shall be provided.
- A Certificate of Insurance identifying the applicable insurance coverages and amounts required by the TTAD.
  - Aircraft Owner and/or Aircraft Operator shall procure, maintain, and pay all premiums and carry and keep policy in full force and effect throughout the registration period for the applicable insurance coverages.
  - Coverage shall not be suspended, voided, or canceled by either party or reduced in coverage or in limits except after 30 calendar days prior written notice, 14 calendar days prior written notice for cancelation for non-payment of premium, by certified mail, return receipt requested, has been given to TTAD
  - The insurance company or companies underwriting the required policy shall be authorized to write such insurance in the State of California (with a Best rating of A or above) or be approved in writing by the General Manager.
  - The TTAD reserves the right to require more or different types of insurance coverage based on entity's individual risks or exposures.

Based Aircraft must have a Tiedown or Hangar Agreement with the TTAD, FBO or SASO.

### **3.5. Hours of Operation**

The public use aeronautical areas (runways, taxiways, and supporting infrastructure) of the Airport is available for use 24 hours per day, 7 days per week, unless closed by Notice to Airmen (NOTAM).

### **3.6. Voluntary Curfew**

A prior permission request submitted to the General Manager to operate an Aircraft after 10:00 p.m. or before 7:00 a.m. local time is requested. A minimum of 6 hours' notice is requested prior to arrival or departure. Inquires may be directed to the General Manager.



### **3.7. Accidents and Incidents**

Aircraft Operators involved in an Aircraft Accident or Aircraft Incident shall make a full and complete report to the General Manager and appropriate Agencies in a timely manner, complete any additional required forms and/or reports, and comply with NTSB Regulations Part 830. The report to the General Manager shall include copies of any forms, reports, and/or documentation provided to the NTSB, FAA, or other Agencies having jurisdiction.

Aircraft involved in an Accident may not be removed from the scene of the Aircraft Accident until authorized by the General Manager who shall receive authorization from the FAA, NTSB, or other Agencies having jurisdiction, as applicable. Once authorization to remove the Aircraft has been issued, the Aircraft Owner or Aircraft Operator shall be responsible for the safe and prompt removal of the Aircraft (and any parts) to a designated area and the clean-up, repair and restoration of any damage caused to Airport facilities and any costs associated therewith.

### **3.8. Prohibiting Use of the Airport**

The General Manager shall have the right at any time to close or restrict use the Airport or any portion thereof to Aircraft operations (except for an emergency operation), or deny the use of the Airport to any entity when the General Manager considers such actions to be necessary and desirable in the interest of safety or security.

The General Manager or FAA may issue or cancel a NOTAM to close or open the Airport (or any portion thereof) or to restrict or terminate any activity at the Airport. Under no circumstance shall an authorized Airport closure or restriction constitute grounds for reimbursement of any expense, cost, loss of revenue, or damage which may be incurred.

### **3.9. Maintenance**

Aircraft Maintenance, including Aircraft painting or paint stripping, may only be performed within Hangars, buildings or those areas specifically designated by the TTAD and shall be limited solely to that specifically permitted by the type rating established by Building and Fire Codes, and then, only in compliance with the instructions of the General Manager and the orders of the Truckee Fire Protection District.

### **3.10. Cleaning**

Aircraft cleaning shall be performed in full and complete compliance with the TTAD's SWPPP. Aircraft cleaning, which creates runoff, occurring in locations other than approved Aircraft wash racks must be approved by the General Manager. When non-biodegradable soap, solvents, and/or degreasers are used for Aircraft cleaning, these substances shall be disposed of in accordance with Legal Requirements. Aircraft, Aircraft engines, and/or parts may be dry washed without approval by the General Manager.

### **3.11. Deicing**

Aircraft deicing (the removal of snow and/or ice with chemical substances) shall only be accomplished in full compliance with TTAD's SWPPP and at location(s) specified and permitted by the General Manager.



### **3.12. Engine Operation**

Between the hours of 10:00 p.m. and 7:00 a.m., Aircraft engine Runups are not permitted except for Runups required in preparation for Aircraft departure. Unless otherwise approved in advance by the General Manager, all maintenance Runups shall take place at the Runway 29 Runup area with the Aircraft heading in a westerly direction. Engine Runups are prohibited in Non-Movement Areas.

- Aircraft engines shall not be started within any structure.
- Aircraft controls shall be attended while Aircraft engine(s) are operating.
- Propeller, engine, and exhaust noises shall be kept to a minimum.

Any person operating an Aircraft engine in an area which is accessible to the public shall alert and take precautions to protect the public from potential hazards resulting from such operations. Starting an Aircraft engine when flammable liquid is on the ground in the immediate vicinity of the Aircraft is prohibited.

### **3.13. Parking and Storage**

Aircraft shall be parked in such a manner as to be completely contained within the parking or Tiedown space and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, equipment, gates, or Fuel storage facilities.

Unless utilizing the Leased Premises of a Lessee or Sublessee or otherwise provided in an Agreement, no person shall use any area for the parking, staging, and storage of Aircraft, without prior written permission of the General Manager.

- In the event a person uses any area for Aircraft parking, staging, or storage without first obtaining the prior written permission of the General Manager, the General Manager may remove and store the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability to the TTAD.

Aircraft Operators shall ensure Aircraft are properly secured, as set forth in Advisory Circular (AC) 20-35C, when parked and/or stored.

- Moored lighter-than-air Aircraft shall have at least one person monitoring the safety of the mooring for the duration of the mooring.

Upon request of the General Manager for the purpose of safe, orderly, and efficient operation and use of the Airport, the Aircraft Owner or Aircraft Operator shall move the Aircraft to a location and/or position identified by the General Manager. In the event the Aircraft Owner or Aircraft Operator unavailable, unable, or unwilling, the General Manager may move the Aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability to the TTAD.



### **3.14. Security**

In the event the type, use, or condition of an Aircraft requires that security be obtained, provided, and/or maintained, the Aircraft Owner or Aircraft Operator shall be responsible for such security and may only provide (and/or arrange for) such security after notifying the General Manager. Security measures shall not hinder, delay, or prevent relocation or removal of Aircraft at the direction of the General Manager.

No person shall interfere or tamper with any Aircraft in contradiction to these Rules and Regulations without the Aircraft Owner's or Aircraft Operator's permission.

### **3.15. Operations**

Operating an Aircraft in a careless, negligent, or reckless manner which endangers or is likely to endanger persons or Property is prohibited. Aircraft Operators shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by, or by written notification of, the General Manager or NOTAM.

Airborne radar equipment shall not be operated or ground-tested in an area where the directional beam of such radar, if high intensity (50KW or greater output), is within 300 feet or if low intensity (less than 50 KW output), is within 100 feet of another Aircraft, an Aircraft Refueling Vehicle, or a Fuel storage facility. Aircraft radio transmissions, if not for maintenance purposes, are prohibited while an Aircraft is inside a Hangar.

The starting, positioning, or taxiing of Aircraft shall be done in such a manner to avoid generating propeller or engine blast which may endanger persons or damage Property. It may be necessary to tow the Aircraft to a location or position at the Airport where the propeller or engine blast will not endanger persons or damage Property when the engines are started or operated.

Aircraft shall not land, takeoff, taxi, park, or be staged in any area that has been restricted to a maximum weight bearing capacity of less than the maximum weight of the Aircraft or on any closed runway or Taxiway. It shall be the Aircraft Operator's responsibility to repair any damage caused by excessive weight and/or other operations.

### **3.16. Taxiing and Towing Operations**

Aircraft shall not be taxied until the Aircraft Operator has determined (by visually inspecting the area) there shall be no danger of collision with any person or Property. Aircraft shall not be taxied into, out of, or within any structure.

Aircraft being taxied shall have a person at the controls of the Aircraft who shall monitor the Unicom frequency in use at the Airport if the Aircraft is equipped with a radio and the radio is functional.

Taxiing Aircraft shall yield the right-of-way to Emergency Vehicles, equipment, or Aircraft unless otherwise directed by written notice of the General Manager or NOTAM. Aircraft shall not be taxied at a speed greater than is reasonable and prudent under the conditions that exist with regard for actual and potential hazards and other Aircraft so as not to endanger persons or Property.



Aircraft shall only be taxied or towed in areas normally used for operation of Aircraft unless prior written approval has been provided by the General Manager.

### **3.17. Rotorcraft Operations**

Rotorcraft shall park or operate only in Movement Areas, Aircraft parking areas, or areas designated by the General Manager for rotorcraft operations. Rotorcraft shall not be operated within 50 feet of any structure or Fuel storage facility. Rotorcraft shall not be operated within 100 feet of any area where Light Aircraft are parked or operating. Rotorcraft rotors must be stopped during TTAD Fueling operations.

### **3.18. Balloon Operations**

Prior to entering the AOA, all balloon operators shall register the intended flight with Airport Operations and be familiar with the Airport. Use of a handheld transceiver radio monitoring the CTAF/Unicom frequency is encouraged. Balloon's shall only be inflated and launched from approved areas of the Airport. During balloon inflation, care shall be taken to avoid blocking roadways, Taxiways or interfering with Airport operations. Landing balloons on Runways is prohibited except in the event of an emergency.

### **3.19. Noise Abatement Procedures**

Consistent with the Aircraft Operator's responsibility for complying with 14 CFR and the operating parameters of the Aircraft as set forth by the Aircraft manufacturer, Aircraft Operators are requested to use procedures which minimize the noise impact on surrounding areas. Aircraft Operators operating under 14 CFR Part 135 or Part 91K shall inform and instruct their passengers and/or Pilots in the responsible use of the Aircraft in support of the TTAD Tranquility Campaign.

Whenever safely possible, Aircraft Operators are requested to conform with the TTAD voluntary noise abatement procedures for arriving and departing aircraft designed to minimize impacts to the community as part of its "Good Neighbor" policy, as follows:

- Pilots are requested to observe the Airport's voluntary No Fly Curfew and avoid conducting takeoffs or landings between 10:00 p.m. and 7:00 a.m. local time.
- Consistent with safe operation and when conditions permit, Runway 02/20 is the preferred Runway at the Airport
- Use best angle (Vx) for first 500 feet then best rate (Vy) to achieve maximum altitude.
- Intersection departures are discouraged.
- Avoid shallow climbs and gain as much altitude as safely possible before leaving the Airport environment.
- Conform with recommended arrival and departure procedures as detailed in Appendix 9.3 and Appendix 9.4. Avoid flight over residential areas. Arrivals and departures over highways are preferred.
- Pattern altitude: 7,000 feet MSL for light Aircraft. 7,500 feet MSL for heavy Aircraft.





### **3.20. Restricted Activities**

Unless otherwise approved by Agreement, Aircraft Operators shall provide advance notification to the General Manager before engaging in any of the following activities and shall conduct these activities in accordance with the specific requirements stipulated by the TTAD and/or General Manager:

- Use of Ultralight Vehicles – the landing or taking off of Ultralight Vehicles unless approved in writing by the General Manager.
- First flight or test flights after major airframe and/or powerplant modifications.
- Use of lighter-than-air Aircraft – the landing or taking off of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air Aircraft which utilize gasses or hot air to provide lift.
- Banner towing – the landing or taking off of Aircraft which tow banners, or other devices.
- Powered parachute operations.
- Operation of model Aircraft
- Operators of unmanned aerial vehicles (UAV) or unmanned Aircraft system (UAS) Aircraft within five statute miles of the Airport shall comply with all applicable Legal Requirements. This may include, but is not necessarily limited to, notifying and obtaining written permission from the General Manager to fly UAV or UAS Aircraft within protected airspace.
- Operation of Aircraft with a maximum certificated takeoff weight in excess of the published weight bearing capacity for the Runway(s) and/or Taxiway(s).
- Transportation of Hazardous Materials – landing or taking off with flammable, explosive, or corrosive materials, except those which are carried aboard (and necessary) for the operation of the Aircraft or use by crewmembers or passengers. All shipments of Hazardous Material shall comply with regulations established in 49 CFR Parts 100-199 and Legal Requirements governing such shipments. Hazmat and ARFF equipment and trained personnel will be required for this type of operation as a precautionary measure. Costs associated with trained hazmat personnel and related equipment shall be borne solely and completely by the Aircraft Operator.

### **3.21. Fees**

Aircraft shall not land or takeoff unless the Aircraft Owner or Aircraft Operator has paid the fees which may be established and assessed by the TTAD and established in the TTAD Master Rents and Fees Schedule unless exempt by Agreement.

Aircraft that may be exempt from TTAD fees include Aircraft owned and/or operated by the United States of America, owned and/or operated by military forces of the United States of America, and operated by foreign military forces in support of allied military operations that do not utilize the Airport significantly (as defined by the FAA) or law enforcement Aircraft and other entities approved by the General Manager.

The TTAD reserves the authority to detain any Aircraft for non-payment of any fees.



### **4. ADMINISTRATION BUILDING RULES AND REGULATIONS**

#### **4.1. *Smoking***

Smoking is prohibited in the Administration Building and within 20 feet of the main entrances, exits, operable windows, or ventilation system intakes. Cigarette/cigar butts, matches, and lighters must be disposed in fireproof waste receptacles.

#### **4.2. *Locks and Keys***

The General Manager will provide all initial door locks and keys and/or access media to authorized individuals for access to the Administration Building and for each Leased Premises. All subsequent lock changes or lost key replacements requested by the Lessee or Sublessee, if approved by the General Manager, shall be completed by the General Manager at the Lessee's or Sublessee's sole cost and expense. Duplicate keys shall not be made and additional locks shall not be placed in or on the Leased Premises without prior written authorization by the General Manager.

#### **4.3. *Leased Premises***

Leased Premises and adjacent areas shall be kept clean and free from rubbish. Corridor doors when not in use shall be closed. No debris, trash, dirt, dust or other like material shall be swept or thrown into corridors, hallways, or stairwells.

In the event infestation occurs of insects or animals, Lessee or Sublessee shall take immediate action utilizing licensed eradication methods (in the event this is the responsibility of the Lessee or Sublessee through Agreement). In the event the Lessee or Sublessee is unable to take immediate action, the General Manager may take appropriate action and shall have the right to collect the expense of such action for the Lessee or Sublessee.

No area of the Administration Building shall be used for storage of equipment, fixtures, or cargo without prior authorization of the General Manager. All decorations are prohibited without prior written authorization from the General Manager. Any damage to Airport facilities as a result of the application of decorations may be charged to the Lessee or Sublessee as additional rent or cost recovery. Lessees and Sublessees shall not erect, install, or otherwise maintain any aerials, transmitters, or antenna without prior written authorization from the General Manager.

#### **4.4. *Use of TTAD Community Room***

Entities desiring to use the TTAD Community Room shall comply with established TTAD Policies related to use. A written request must be submitted to the General Manager at least one week prior to the proposed meeting date. The request shall detail the name and information of the contact person, name of entity, purpose of the meeting and the proposed date and time of the meeting. Use and payment of fees (if any) of the TTAD Community Room shall conform with established TTAD Policies.





### 5. VEHICLE RULES AND REGULATIONS

#### 5.1. *Legal Requirements*

All Vehicle Operators shall comply with the State of California Vehicle Code, these Rules and Regulations, directives issued by the General Manager, and the orders of Law Enforcement Officers.

#### 5.2. *Licensing and Permit*

Except for Vehicles which are exclusively used on the AOA, all Vehicles shall meet the State of California licensing and registration requirements. Vehicle Operators must have a valid Vehicle Operator's license and evidence of insurance as required by State of California law, including those vehicles operated exclusively on the AOA.

#### 5.3. *Equipment*

Vehicles shall not be operated at the Airport unless the Vehicle is in sound mechanical order, has adequate lights, horn, and brakes, and provides clear and unobstructed visibility from the driver's position. Trailers and semi-trailers are not permitted at the Airport unless equipped with lights (or reflectors) on all sides and proper brakes/braking system. Trailers and semi-trailers shall not be disengaged from towing Vehicles.

#### 5.4. *Operations*

Vehicles are not permitted to be operated in a careless, negligent, unsafe, or reckless manner; in disregard of the rights, safety, and security of others; and without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or Property. Vehicles constructed, equipped, loaded, or maintained (or having attached thereto any object or equipment which drags, swings, or projects) so as to endanger or be likely to endanger persons or Property is prohibited.

No tank Vehicle, truck, or semi-trailer used for the transportation of flammable liquids, Fueling, or defueling of Aircraft shall be operated on the AOA unless approved in writing by the General Manager.

Vehicles shall not be operated in any Hangar for a prolonged period of time unless the Vehicle exhaust is protected by screens or baffles to prevent the escape of sparks or the propagation of flame and a vent system exists to prevent exhaust fumes from building up in the Hangar.

The operation of Vehicles which are overloaded (as designated in the vehicle operation manual) are prohibited.

#### Airside and Landside Speed Limits:

**Safe Speed** – Vehicles shall not be operated at a speed greater than is reasonable and prudent under prevailing conditions and/or in a manner that endangers persons or Property.

**Minimum Speed** – Vehicles shall not be operated at such a slow speed as to impede or block traffic, except necessary for safety or in compliance with Legal Requirements.



## OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS

**Maximum Speed** – Vehicles, except Emergency Vehicles or equipment responding to an emergency, shall not be operated in excess of the posted speed limits or in excess of any speed stipulated in these Rules and Regulations. In areas where signs, markers, or devices are not used or posted, the speed limit shall be:

Maximum Speed (miles per hour)	TRK
Airside	15
Landside	25

Vehicle Operators shall not, after receiving a visual or audible signal from a TTAD employee or Law Enforcement Officer fail to stop the Vehicle being operated, operate the Vehicle in disregard of the signal, or impede or interfere with or endanger persons or Property.

Vehicle Operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by a TTAD employee or Law Enforcement Officer.

The operation of Vehicles which are overloaded (as designated in the vehicle operation manual) are prohibited.

Persons shall not ride on the running board, in the beds of pickup trucks, ride on the outside of a Vehicle, or allow arms or legs to protrude from a Vehicle with the exception of Emergency Vehicles that are designed specifically for such operations. Vehicle Operators shall yield the right of way to Aircraft, Emergency Vehicles or equipment, and pedestrians.

Vehicles shall not be operated in such a manner or within such proximity of an Aircraft as to create a hazard or interfere with the safe and secure operation of the Aircraft.

- Vehicles, except Emergency Vehicles or equipment responding to an emergency, shall not overtake or pass in front of a moving Aircraft.
- Vehicles shall come no closer than 50 feet to a taxiing Aircraft and shall pass to the rear of taxiing Aircraft.
- Vehicles shall not pass closer than 20 feet from any wing or tail section of a parked or staged Aircraft where practical.

Vehicles used for hauling trash, dirt, or any loose material(s) shall not be operated on the Ramp in such a fashion as to prevent the contents from dropping, leaking, or otherwise escaping including, at a minimum, covering the load.

### Tugs (Towing Vehicles and Related Equipment):

- Positive locking couplings are required for all towing Vehicles and related equipment.
- Aircraft towing Vehicles and related equipment shall be returned to designated parking or staging areas immediately following unloading.



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### **5.5. Air Operations Area/Ramp**

Persons or entities desiring access to the AOA shall complete the TRK AOA Access Terms Agreement Form and fully comply with the terms and conditions contained therein. Vehicular access to the AOA shall be limited to those with access media, who are engaged in an Aeronautical Activity, or those who have business dealings with the Airport or an Operator.

Vehicle Operators entering or exiting the AOA shall stop and allow the gate to fully close before proceeding. No tailgating. The Vehicle Operator shall ensure that no unauthorized Vehicles or persons gain access to the Airport while the gate is in operation. If the Vehicle Operator cannot prevent such access, the Vehicle Operator shall immediately contact the TTAD or "911".

Authorized pedestrians and wheelchairs may enter the AOA for Airport related business, but they shall not enter the Movement Area.

Lessees and Operators shall provide an annual list of individuals and Vehicles requiring Vehicle access to the AOA.

Vehicle Operators using the AOA on an irregular basis must be escorted by an authorized Vehicle Operator or obtain permission from the General Manager in writing and shall proceed directly to the Vehicle Operator's destination on the Airport without entering the Movement Area. The General Manager may restrict Vehicles to a certain area(s) of the AOA. Such restrictions may prohibit Vehicle operations outside the designated area(s).

Use of motorhomes, mini-bikes, dirt bikes, all-terrain Vehicles, go-carts, roller blades, skate boards, unauthorized bicycles, or unicycles or other similar devices for recreational purposes are not permitted without the prior written permission from the General Manager.

### **5.6. Movement Area**

No Vehicle shall enter the Movement Area as delineated in Appendix 9.5 without prior coordination (including appropriate training and safety markings) and two-way radio communications with Unicom or a TTAD escort.

Vehicles on the Movement Area shall be painted and/or properly marked in a manner approved by the General Manager. No person shall take or drive any Vehicle on the Movement Area unless permission has been granted in an Agreement or obtained in writing, in advance, from the General Manager.

Vehicles used exclusively on the AOA shall be equipped with an approved and fully operational amber (or red for Emergency Vehicles only) rotating, flashing, or steady beacon on the roof or uppermost point of the Vehicle providing 360 degree view and in compliance with AC 150/5210-5B. The beacon shall be activated by the Vehicle Operator prior to entering the AOA and shall remain in operation while the Vehicle is in the AOA.

When construction-related Vehicles are required to enter or work within the Movement Area, such Vehicles will be marked with an approved orange and white checkered flag (for daytime operations) or an amber beacon (for nighttime operations). If the construction Vehicle is not



## OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS

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equipped with a two-way radio capable of communicating on the proper aeronautical frequencies, the Vehicle shall be escorted at all times (while in the Movement Area) by a TTAD authorized Vehicle and authorized personnel having radio contact with TRK Unicom or have a flagman (with a two-way radio capable of communicating with TRK Unicom) stationed at the area(s) designated by the General Manager to give instructions to the Vehicle.

### **5.7. Accidents**

A Vehicle Operator involved in an Accident resulting in any injury or death to a person(s) or damage to Property shall stop at the scene (or as close as possible to the scene without creating a safety hazard) and immediately call "911". The Vehicle Operator (and the Vehicle) must remain at the scene until Law Enforcement Officers and/or the Truckee Fire Protection District take a full report.

### **5.8. Cleaning and Maintenance**

Unless otherwise approved in writing by the General Manager, Vehicles shall not be cleaned and/or maintained on the Airport, except for minor repairs which are necessary to remove such Vehicles from the Airport.

### **5.9. Parking or Stopping**

Vehicles shall be parked only in designated areas unless otherwise approved in writing by the General Manager. No vehicles shall be left unattended on the Ramp area.

Vehicles shall not be parked or stopped so as to obstruct Aircraft, Vehicles, or pedestrians; within 15 feet of a fire hydrant or within a fire lane within 3 feet of either side of a security fence; and in violation with applicable signage and postings.

Vehicles, other than those loading and unloading Aircraft, shall not stop for any purpose other than in the areas specifically designated for loading, unloading, parking, and/or staging and only in the manner prescribed by signs, painted markings, or other means. No vehicle parking is allowed in front of the terminal building or along the airside in front of the playground.

Displaying Vehicles and/or equipment for sale, lease, or rent at the Airport is prohibited unless previously authorized in writing by the General Manager.

- Parallel parking along the perimeter curb of the Vehicle parking area shall be prohibited.
- Parking in designated public parking areas is open to any person using the Airport.

Aircraft Operators may park Vehicles which are fully operational, completely functional, and properly permitted by the General Manager inside the Hangar while the Based Aircraft in the Hangar is gone.

- Vehicles may not be parked on Tiedown areas.
- Abandoning a Vehicle anywhere on the Airport, including on Leased Premises, is prohibited.



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Unless approved in writing by the General Manager, the parking or storage of boats, rafts, jet skis, snow mobiles, dune buggies, dirt bikes, all-terrain Vehicles, race cars, recreational Vehicles, trailers, and other similar Vehicles in a Hangar or anywhere else on the Airport is prohibited.

The General Manager may boot, tow or otherwise remove any Vehicle which is disabled or parked in violation of these Rules and Regulations (or if the Vehicle creates a safety or security hazard or interferes with Airport operations), or is parked in either the Airport Administration Building parking lot or the Long Term Parking lot if a current and valid Vehicle license plate and sticker is not prominently displayed, at the Vehicle Owner or Operator's risk, cost, and expense and without any liability to the TTAD.

### **Fees and Permits**

A Vehicle Owner or Operator who parks a Vehicle overnight on the Airport shall pay overnight parking fees established in the TTAD Master Rents and Fees Schedule unless the Vehicle Owner or Operator is exempt from payment as may be stipulated in an Agreement with the TTAD.

A Vehicle Owner or Operator who desires to park a Vehicle in excess of seven (7) consecutive days at the Airport must procure a parking permit from the TTAD, park in the long-term parking lot located south of the Airport Administration Building, and pay parking fees established by the TTAD. Vehicles must prominently display the temporary tag, hang tag, or sticker issued by the TTAD.

### **5.10 Fees and Permits**

A Vehicle Owner or Operator who parks a Vehicle overnight on the Airport shall pay overnight parking fees established in the TTAD Master Rents and Fees Schedule unless the Vehicle Owner or Operator is exempt from payment as may be stipulated in an Agreement with the TTAD.

A Vehicle Owner or Operator who desires to park a Vehicle in excess of seven (7) consecutive days at the Airport must procure a parking permit from the TTAD, park in the long-term parking lot located south of the Airport Administration Building, and pay parking fees established by the TTAD. Vehicles must prominently display the temporary tag, hang tag, or sticker issued by the TTAD.

### **5.11 Loss of Access Privileges**

Unsafe or reckless vehicle conduct found to be in violation of these Rules and Regulations as determined by the General Manager are subject to the following penalties:

- First Offense
  - Warning in writing
- Second Offense
  - 30-day loss of access media
- Third Offense



## OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS

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- Termination of hangar lease

### **6. COMMERCIAL VEHICLE RULES AND REGULATIONS**

#### **6.1. Legal Requirements**

All Commercial vehicle transportation companies and car rental companies shall comply with these Rules and Regulations and other applicable Legal Requirements.

#### **6.2. Commercial Vehicle and Operator Licensing**

Prior to providing Commercial vehicle transportation services, all Commercial Vehicle Operators (e.g., taxi, Limousines, charter party carrier/passenger stage carrier, and Courtesy Vehicle operators) providing Commercial ground transportation services must apply for (complete and submit a Commercial Vehicle Permit Application to the TTAD) and receive an approved Commercial Operating Permit from the TTAD.

Commercial Vehicle Operator shall (at its own cost and expense) obtain from all applicable Agencies having jurisdiction, all licenses, permits, consents, approvals, and authorizations that may be required for the provision of Commercial ground transportation services at the Airport. Such documentation shall be produced for examination immediately upon request by the General Manager.

All required Commercial Vehicle Operator identification shall be displayed in the windshield or other location as directed by the General Manager. No person shall remove, damage, or tamper with Commercial Vehicle identification. Commercial Vehicle Operator identification and access media are non-transferable.

Commercial Vehicles shall be clearly identified with the name of the Commercial Vehicle Operator on the outside of the Vehicle visible to passengers.

#### **6.3. Non-Transferable**

Commercial Operating Permit identification and access media shall not be assigned or transferred without prior written approval of the General Manager.

#### **6.4. 6.4 Air Operations Area/ Ramp**

Commercial Vehicle Operators with a Commercial Operating Permit shall fully comply with the terms and conditions contained therein.

Commercial Vehicle Operators entering or exiting the AOA shall stop and allow the gate to fully close before proceeding. No tailgating. The Commercial Vehicle Operator shall ensure that no unauthorized Vehicles or persons gain access to the Airport while the gate is in operation. If the Commercial Vehicle Operator cannot prevent such access, the Commercial Vehicle Operator shall immediately contact the TTAD or "911".

Authorized pedestrians and wheelchairs may enter the AOA for Airport related business, but they shall not enter the Movement Area.





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Commercial Vehicle Operators shall provide an annual list of individuals and Vehicles requiring Vehicle access to the AOA.

Commercial Vehicle Operators using the AOA on an irregular basis must be escorted by an authorized Vehicle Operator or obtain permission from the General Manager in writing and shall proceed directly to the Vehicle Operator's destination on the Airport without entering the Movement Area. The General Manager may restrict Vehicles to a certain area(s) of the AOA. Such restrictions may prohibit Vehicle operations outside the designated area(s).

### **6.5. Insurance**

Commercial Vehicle Operator shall procure, maintain, and pay all insurance premiums throughout the term of the Commercial Vehicle Permit for the insurance coverages and amounts required by Legal Requirements and set forth by the TTAD.

A current copy of Commercial Vehicle Operator's insurance must be kept on file with the TTAD.

- The insurance company or companies underwriting the required policy shall be authorized to write such insurance in the State of California (with a Best rating of A or above) or be approved in writing by the TTAD.
- Required terms and limits shall be established by the TTAD.
- Insurance terms shall, at a minimum, assume financial responsibility for injuries to persons, employees, and property caused by Commercial Vehicle Operator's activities.
- Commercial Vehicle Operator shall maintain worker's compensation for all employees.
- Insurance shall identify the TTAD, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers as additional insured.

### **6.6. Parking or Stopping**

After discharging passengers, each Commercial Vehicle shall immediately leave the Airport (not Loiter). Commercial Vehicles shall not be parked, staged, or stopped in such a manner as to interfere with vehicular or pedestrian traffic, with moving Aircraft, moving Refueling Vehicles, emergency Vehicles, ramp service personnel, pilots and passengers, and pedestrians. Parking is only allowed in designated parking areas. No stopping or dropping off passengers on the airside of the terminal building or playground area.

### **6.7. Commercial Vehicle Operator Conduct and Appearance**

The TTAD is committed to minimizing negative impacts on the local Truckee Communities. Commercial Vehicle Operators shall make a concerted effort to reduce and/or eliminate any adverse impacts associated with Commercial Vehicle operations. Commercial Vehicle Operators are subject to community annoyance reduction programs and operational restrictions posted on signs or placards. Commercial Vehicle Operators shall prominently





## **OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS**

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display and distribute TTAD informational materials that support community annoyance reduction programs.

Commercial Vehicle Operator is prohibited from Loitering.

Commercial Vehicle Operator shall not solicit, persuade or urge any person (by words, gestures, or other form of communication) to use or hire any Commercial Vehicle Operator or use offensive, abusive, or obscene language, gestures, or other forms of communication.

Commercial Vehicle Operator shall maintain a professional look and appearance. Commercial Vehicle Operator shall conduct themselves in a courteous and professional manner and treat members of the traveling public with the utmost respect.

### **6.8. Commercial Vehicle Equipment and Condition**

All Commercial Vehicles shall be kept in good operating condition and appearance. Each Commercial Vehicle shall be subject to inspection by the General Manager at any time to determine compliance with these Rules and Regulations. Failure to pass any portion of the inspection may result in the Commercial Vehicle being prohibited from picking up and/or dropping off passengers until the discrepancies have been corrected to the satisfaction of the General Manager.

### **6.9. Fees**

Nothing in these Rules and Regulations shall be construed as granting any Commercial Vehicle Operator the right to operate at the Airport without first obtaining a Commercial Operating Permit and meeting all other requirements and without paying the fees which may be established and assessed by the TTAD.

### **6.10. Complaints**

Commercial Vehicle Operator shall respond fully in writing and/or as otherwise requested by the General Manager within 14 calendar days to any written customer complaint and shall assist the TTAD to investigate and resolve customer complaints. Commercial Vehicle Operator shall respond fully in writing and/or as otherwise requested by the TTAD within 14 calendar days to any inquiry by the General Manager.

### **6.11. Penalties**

The penalties for Commercial Vehicle Operators who are determined by the General Manager to be in violation of these Rules and Regulations follow:

- Unsafe Commercial Vehicle
  - Suspension of privileges pending compliance
- Minor violation (including, but not limited to, Loitering in the Administration Building)
  - First Offense – 24 Hour Suspension of Commercial Vehicle Permit
  - Second Offense – 30 Day Suspension of Commercial Vehicle Permit
  - Third Offense – Permanent revocation of Commercial Vehicle Permit



## **OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS**

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- Major violation (including, but not limited to, attempt to induce another to commit an illegal act or violation of these Rules and Regulations, failure to obey a directive of the General Manager, offensive language, gestures, or other actions, or conduct that is discourteous or unprofessional)
  - First Offense – 7 Day Suspension of Commercial Vehicle Permit
  - Second Offense – 30 Day Suspension of Commercial Vehicle Permit
  - Third Offense – Permanent revocation of Commercial Vehicle Permit
- Reckless driving, arrest at the Airport for any criminal action, and driving under the influence of alcohol and/or drugs
  - First Offense – Permanent revocation of Commercial Vehicle Permit

Any combination of offenses in excess of three may result in the permanent revocation of Commercial Vehicle Permit.

### **7. OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS**

#### **7.1. Security**

All gates, chains, doors, fences, lighting, locks and all other safeguards which are part of the Leased Premises or have been installed by the Operator must be continually and conscientiously maintained by the Operator and kept in working conditions at all times. Gates or doors which provide access to a Restricted Area through Leased Premises must remain closed, locked, and secured except when actually in use. Perimeter fencing and associated doors, gates, lighting, and locks will be maintained by the TTAD.

Active logs of keys, access cards, and other media issued (and to whom issued) which allow access to the Leased Premises must be maintained. The log shall be made available to the General Manager upon request. Any lost or stolen keys, access cards, or other media shall be reported to the General Manager immediately. All applicable reporting requirements must be fully complied with as established by the TTAD, FAA, Department of Homeland Security (DHS), TSA (if applicable), and any other Agency having jurisdiction. Objects which could facilitate unauthorized access to a Restricted Area shall not be located within three feet of the Airport perimeter fence or any other distance which may facilitate unauthorized access.

#### **7.2. Construction or Alteration of Improvements**

Any construction or alteration of an Improvement shall be performed in compliance with the Development Standards.

#### **7.3. Maintenance of Premises**

Leased Premises (including all related and associated appurtenances, landscaping, Paved areas, installed equipment and utility services, oil/water separators, and security improvements) shall be:

- kept free from all fire, safety, and security hazards,



## **OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS**

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- maintained in a clean, neat, orderly, and fully operational condition consistent with best practices and equal or better in appearance and character to other similar Improvements at the Airport, normal wear and tear expected,
- maintained in a condition of repair and general maintenance in accordance with the Agreement,
- kept free and clear of snow as much as practicable.

Operators, Lessees, and Sublessees shall be fully responsible for and replace, or in the General Manager's sole discretion, reimburse the TTAD for all damage to facilities, equipment, Property, related appurtenances, and all other Improvements at the Airport caused by Operator, Lessee, or Sublessee or its employees, agents, customers, visitors, suppliers or persons with whom they do business.



## OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS

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Operators, Lessees, and Sublessees shall provide all necessary cleaning services for the Leased Premises, including janitorial and custodial services, trash removal services, removal of foreign objects/debris, removal of spent oils or other fluids, cleaning of oil/water separators, and any related services necessary to maintain the Improvements in a good, clean, neat, orderly, and fully operational condition consistent with best practices, normal wear and tear expected. Facilities (including Hangar floors) shall be kept clean and clear of the accumulation of Fuel, oil, grease, flammable liquids, rags, trash, or other waste materials. The use of volatile or flammable solvents for cleaning floors is prohibited.

Facades of all buildings and structures shall be kept in good repair, condition, and appearance at all times. Failure to properly maintain the Leased Premises (including failure to maintain the Leased Premises within the period stipulated in the Agreement or failure to maintain the Leased Premises within the timeframe stated in any written notice provided by the General Manager) may result in the General Manager conducting or contracting the maintenance at Operator's, Lessee's, or Sublessee's sole cost and expense without liability to the TTAD.

### **7.4. Fire Prevention**

Operator, Lessees, and Sublessees shall be responsible for ensuring that fire prevention practices and/or procedures are followed.

- Employees conducting Fuel Handling must receive fire prevention training and instruction by the Truckee Fire Protection District immediately upon employment and that employees receive such fire prevention training and instruction annually thereafter.
- Fire prevention training and instruction shall include the use of fire extinguishers, responding to Fuel and oil spills, handling flammable materials, and any other items deemed necessary and/or appropriate (for the Activity) by the Truckee Fire Protection District and the training and instruction provided to each employee shall be documented and kept on file.

Proper, appropriate, inspected, certified, and readily accessible fire extinguishers (which are approved by fire underwriters) for the particular hazard involved or associated with the activity shall be provided by Operators, Lessees, or Sublessees.

- At all times, fire extinguishers shall be maintained in accordance with the practices recommended by the NFPA.
- A tag showing the date of last inspection (and who performed the inspection) shall be attached to each unit and records, acceptable by fire underwriters, shall be kept documenting the status of each unit.

A responsible person shall be designated and point-of-contact information shall be provided to the Truckee Fire Protection District including the name of the primary and secondary contacts and day time and after-hours telephone numbers for both individuals.



## **OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS**

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### **7.5. Heating Equipment**

All heating equipment and Fuel burning appliances installed or used at the Airport shall comply with all Legal Requirements (as applicable) of the TTAD, the State of California, the NFPA, and the Truckee Fire Protection District.

### **7.6. Aircraft Hangars**

Use of Aircraft Hangars shall be subject to the following restrictions:

Aircraft Hangars shall only be used by Lessee and Lessee's employees, agents, customers, visitors, suppliers or persons for the parking and storage of Aircraft and associated Aircraft equipment and supplies as approved in writing by the General Manager and the Truckee Fire Protection District or as otherwise stipulated in an Agreement. All items stored must belong to the Lessee authorized to use the Hangar.

- With the exception of minor preventative Aircraft Maintenance, as defined in 14 CFR Part 43, no Aircraft Maintenance shall be performed in a Hangar without the prior written permission of the General Manager.
- The maintenance of Aircraft fuel systems in Aircraft Hangars is prohibited.
- Approved Aircraft Maintenance may only be performed on Lessee's owned Aircraft.
- Hangars may be used by Lessee to build homebuilt or experimental Aircraft or to restore antique Aircraft owned by Lessee upon prior written permission of the General Manager.
- The pre-flight sumping of fuel systems may only be performed while the Aircraft is outside of the Hangar.
- Space heaters may be utilized in Hangars so long as not left unattended while operating and all applicable fire prevention/safety measures are continually observed.
- Oily rags, waste oil, or other materials soiled with petroleum-based products may only be stored in containers with self-closing, tight-fitting lids in accordance with applicable Legal Requirements.

Aircraft parked in Hangars shall be parked in a manner so as to be completely contained in the Hangar and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, doors, gates, or Fuel storage facilities except for temporary staging and/or Fuel Handling of such Aircraft.

### **7.7. Aircraft Tiedowns**

Aircraft parked in a Tiedown space shall be parked in a manner so as to be completely contained in the Tiedown space and shall not be positioned in such a manner so as to block a Runway, Taxiway, Taxilane, or obstruct access to Hangars, parked or staged Aircraft, parked or staged Vehicles, doors, gates, or Fuel storage facilities except for staging and/or Fuel Handling of such Aircraft.



## **OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS**

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If performed in full compliance with Legal Requirements, preventative Aircraft Maintenance, as defined in 14 CFR Part 43, may be performed on the Aircraft listed in the Agreement for the Tiedown space.

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

Materials and equipment shall be stored in such manner as to preclude creating any hazard, obstructing any operation, or littering.

- Storage of materials or equipment, excluding Refueling Vehicles, shall not be permitted outdoors, unless approved in writing by the General Manager.
- Non-hazardous items can be stored in a fully-enclosed and secured container on the Leased Premises as long as such storage fully complies with Legal Requirements.
- Unless expressly permitted in an existing Agreement or approved in writing by General Manager, the Leased Premises shall not be used to store non-aviation merchandise, supplies, or equipment excluding those items utilized to fulfill the obligations of an Agreement.

Railroad (box or tanker) cars, intermodal containers, or tanker, truck, or flatbed trailers, etc. shall not be stored or used to store any type of materials, Vehicles, or equipment without the prior written permission of the General Manager.

### **7.9. Compressed Gases**

Oxygen or any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed and approved specifically for the cylinder(s) or tank(s) being secured.

- Compressed gas cylinders or tanks must have approved and fully operational pressure relief devices installed.
- Cylinders or tanks not in use shall have an approved transportation safety cap installed.
- Cylinders or tanks shall be stored and maintained in accordance with the practices recommended by the NFPA.

### **7.10. Lubricating Oils**

Lubricating oils having a flash point at or above 150 degrees may be stored in Hangars provided the product is stored in the original container and the capacity of the container is less than 55 gallons and the original manufacturer's labeling or marking is on the container (or the product is stored in other suitable containers approved by the General Manager and the Truckee Fire Protection District).

Storage of more than 55 gallons of lubricating oil or containers having a capacity of more than 55 gallons require a SPCC Plan be provided to the TTAD. Such containers may only be stored in compliance with Legal Requirements and consistent with the TTAD's SWPPP.





## OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS

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### **7.11. Right of Entry**

The General Manager shall have the right of entry at reasonable times for repairs, maintenance, modification, or inspection of all Improvements whether the right of entry is provided for in any Agreement.

- For Improvements owned by the TTAD, the General Manager shall be provided with a key capable of gaining access to the facilities, buildings, and Improvements.
- For Improvements owned by the Lessee or Sublessee, the TTAD shall provide advanced notification.

The General Manager and the Truckee Fire Protection District shall have the right of entry to Improvements without advanced notification during emergencies. Emergencies may include, but shall not be limited to, fire, acts of nature, or Hazardous Materials spill or leak, or for the protection of persons or Property.

### **7.12. Non-Commercial Flying Club**

A Non-Commercial Flying Club (Flying Club) is an entity that is legally formed as a non-profit entity with the State of California, operates on a non-profit basis, and restricts membership from the public. Note: This section does not apply to social flying clubs or groups who do not jointly own or operate Aircraft.

- Each Flying Club member (Member) must have an ownership interest in the Flying Club. The property rights of the Flying Club Owners shall be equal.
- Flying Club shall keep on file and available for review by the General Manager, a complete membership list and investment (ownership) share held by each member including a record of all members (past and present) with full names, addresses, and the date the membership began and ended.

The Flying Club shall file and keep the following current with the TTAD:

- articles of incorporation, copies of bylaws, operating membership agreements, and the location and address of the club's registered office,
- roster of all officers and directors including home and business addresses and telephone numbers, and
- designee responsible for compliance with applicable Legal Requirements.
- Flying Clubs shall not conduct any Commercial Activity.

If Flying Club is operated for Commercial purposes, Flying Club shall be required to meet the applicable Minimum Standards for a Commercial Activity.



## OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS

Members may conduct flight instruction relating to Aircraft checkout and/or currency (e.g., flight reviews, instrument proficiency checks, etc.) for other Members. The Flying Club may permit its Aircraft to be used for flight instruction as long as both the instructor and person receiving instruction are members of the Flying Club, or instruction is given by a Flight Training Operator and the person receiving the training is a member of the Flying Club. A flight instructor may receive Compensation for instruction or may be compensated by credit against payment of dues or flight time; however, that individual may not receive both Compensation and waived or discounted dues or flight time concurrently.

- Flying Club Aircraft shall only be used by Members.

If the Flying Club is performing Aircraft Maintenance on Aircraft owned by the Flying Club, Maintenance area and Hangar are required as follows:

Maintenance area and Hangar (square feet)	TRK
Maintenance area <sup>1</sup>	500
Hangar <sup>2</sup>	3,600

A qualified mechanic who is a Member of the Flying Club may perform maintenance work on Aircraft owned by the Flying Club. The mechanic may receive Compensation for such maintenance work or may be compensated by credit against payment of dues or flight time; however, that individual may not receive both Compensation and waived or discounted dues or flight time concurrently.

**Insurance** – Except as otherwise provided for herein, Non-Commercial Flying Club shall maintain, at a minimum, the coverage detailed below and in limits of insurance set forth in the TTAD Minimum Insurance Requirement schedule:

- General Liability
  - Unlicensed Vehicles
- Vehicular Liability
- Aircraft and Passenger Liability

<sup>1</sup> Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts, accessories, related components, and Equipment.

<sup>2</sup> Hangar area shall be at least equal to the square footage stipulated above or large enough to accommodate the largest Aircraft being serviced, whichever is greater.



### 8. AVIATION FUELING RULES AND REGULATIONS

#### 8.1. General

**Legal Requirements** – Fuel Handling, Refueling Vehicles, and Fuel storage facilities at the Airport shall conform to the Legal Requirements including without limitation, those prescribed by the State of California and TTAD and provisions of 14 CFR; NFPA recommendations; ATA 103; Applicable ACs including AC 150/5230-4B "Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports", AC 00-34 "Aircraft Ground Handling and Servicing", and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport".; the TTAD's SWPPP and TTAD'S SPCC Plan; Legal Requirements established by the Environmental Protection Agency, California Department Of Environmental Protection, California Water Resources Control Board, and any other Agency having jurisdiction.

**Fuel Quality Control** – Fuel shall comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D1655 (Jet Fuel), ASTM D1910 (Avgas), or ASTM D4814 without ethanol. Ensuring the quality of the Fuel is the sole responsibility of entity engaged in Fuel Handling.

**Training** – Standard Operating Procedure (SOP) shall be developed and maintained for Fuel Handling to include compliance with standards set forth in AC 00-34A "Aircraft Ground Handling and Servicing." The SOP shall include a training plan, Fuel quality assurance procedures, record keeping, and emergency response procedures related to Fuel spills and fires. The SOP shall also address regular safety and security inspections, bonding and fire protection, public protection, marking and labeling of (and controlling access to) Refueling Vehicles and Fuel storage facilities. The SOP shall be made available to the General Manager for review upon request no later than 30 calendar days before any Fuel Handling is scheduled to commence and it shall be made available for review upon request any time changes are planned.

- No person shall engage in Fuel Handling until that person is properly trained.
- Training records documenting the qualifications of (and the training provided to) each person shall be maintained and kept on file.
- Records shall indicate the initial and recurrent training provided (and the date such training was provided and by whom).
- Recurrent training shall be provided on a regularly scheduled basis, but not less than every year.
- Records shall be subject to review of and/or inspection by the TTAD or other designated representative(s).
- Training shall be performed in accordance with 14 CFR Part 139.

**Fuel Handling** – Aircraft shall not be engaged in Fuel Handling in an area where Aircraft engines are operating, Aircraft or engines are being warmed by application of heat, or while the Aircraft is located in a congested area.



## AVIATION FUELING RULES AND REGULATIONS

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Prior to engaging in Fuel Handling, entity shall provide the General Manager with a written SPCC Plan that meets all applicable Legal Requirements. An updated copy of the SPCC Plan shall be filed with the General Manager at least 30 calendar days prior to any planned change in operations. A properly trained person shall be present and responsive while Fuel is being transferred into or out of any Fuel storage facility (from or into Refueling Vehicle).

- The person shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls and Refueling Vehicles.
- The person shall not leave the discharge end of any hose(s) unattended at any time while the transfer of Fuel is in progress.
- The person shall not block open, disengage, or deactivate the deadman or any related controls while Fuel Handling.

All Fuel Handling shall be treated with due caution and circumspection with regard to the rights, safety, and security of others so as not to endanger, or be likely to endanger, persons or Property. If any malfunction or irregularity is detected on or within the Aircraft, Fuel Handling shall cease immediately and the malfunction or irregularity shall be brought to the attention of the Aircraft Owner or Aircraft Operator immediately. Persons engaged in Fuel Handling shall exercise care and extreme caution to prevent overflow or spills of Fuel or oils. Should a Fuel or oil spill occur at the Airport, the party responsible shall comply with Section 2.20 of these Rules and Regulations.

Refueling Vehicles shall be positioned so the Vehicle can be safely driven away in the event of spill or fire. Fuel Handling shall be conducted outdoors and at least 25 feet from any Hangar or building and 50 feet from any combustion and ventilation air-intake to any boiler, heater, or incinerator room or as approved by the Truckee Fire Protection District.

Vehicles shall be refueled only at refueling stations approved by the General Manager and the Truckee Fire Protection District. In the absence of suitable ground support equipment, a turbine-powered auxiliary power unit mounted at the rear of the Aircraft or on the wing on the side opposite from the fueling point may be operated during Fuel Handling. A turbine-powered auxiliary power unit may be operated during Fuel Handling provided its design, installation, location, and combustion air source do not constitute a Fuel vapor ignition source.

Fuel Handling shall be conducted in accordance with the procedures stipulated in the Aircraft Operator's Manual. Fuel Handling shall not occur if an electrical storm is in progress within 5 miles of the Airport and may resume 15 minutes following any reported or observed lightning flash within 5 miles of the Airport. The Refueling Vehicle shall be bonded to the Aircraft or Fuel storage facility to equalize the voltage potential. All hoses, nozzles, spouts, funnels, and appurtenances used in Fuel Handling shall be FM or UL approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.

Fuel Handling shall not occur while passengers are on board the Aircraft unless a passenger-loading ramp is in place at the Aircraft's cabin door, the door is in the open position, and a qualified attendant is present at the door. No person shall operate any cellphone, radio



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transmitter or receiver, or switch the transmitter or receiver on or off during Fuel Handling unless said radio transmitter or receiver is designed specifically for such environment.

No person shall operate Aircraft electrical systems or switch Aircraft electrical appliances on or off during Fuel Handling.

Hold down or hold open devices on Refueling Vehicle nozzles are prohibited. For single point Fueling, deadman controls or mechanisms shall be utilized and shall remain in safe operating condition and good working order. No person shall deactivate or bypass a deadman control or mechanism at any time. During Fuel Handling, no person shall use any material or equipment which is likely to cause a spark or ignition within 50 feet.

- Smoking, matches, lighters, and open flames (e.g., candles, fixtures, or fires) are prohibited within 50 feet of any Aircraft, Refueling Vehicle, Fuel storage facility.

Refueling Vehicles (including Fuel tankers) shall only use the entrance, exit, and route designated by the General Manager during the transportation and delivery of Fuel. Refueling Vehicles (including Fuel tankers) shall be subject to inspection at any time to determine compliance with these Rules and Regulations. Fire extinguishers shall be immediately available during Fuel Handling to comply with practices recommended by the NFPA and all fire codes, regulations, or directives issued by the Truckee Fire Protection District and/or TTAD.

- All extinguishers shall be inspected and certified, as required by law, and all personnel involved with Fueling or defueling operations shall be qualified and properly trained to use all fire extinguishers.

Appropriate and proper absorbent material(s) and Fuel spill containment capable of damming/diking a Fuel spill shall be immediately available or as defined in the entity's approved SPCC Plan. The TTAD assumes no liability or responsibility for any violation of any Aircraft, Refueling Vehicle or refueling requirement or procedure, any error, omission, negligence, or any violation of any Legal Requirement relating to Fuel Handling.

- Entities engaged in Fuel Handling shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the entities Fuel storage facilities, Refueling Vehicles, Fuel Handling, and training.
- Entities engaged in Fuel Handling shall fully reimburse the TTAD for any fines, legal or court costs, incurred by the TTAD for any such violation, error, omission, or negligence.

**Rotorcraft Rapid Refueling** – In the event Rotorcraft Fueling occurs while an onboard engine is operating, entity must comply with all Legal Requirements.

Only turbine engine Rotorcraft fueled with Jet Fuel shall be permitted to be fueled while an onboard engine is operating. All sources of ignition must be located above the Fuel inlet port(s), vents or tank openings. An FAA licensed Rotorcraft pilot shall be at the Rotorcraft



## AVIATION FUELING RULES AND REGULATIONS

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controls during the entire Fuel Handling process. If applicable, medical crew members shall be ready to remove the patient from the Rotorcraft to a safe area if needed.

Only designated personnel approved by the TTAD, properly trained in rapid refueling operations, shall operate the Refueling Vehicle. TTAD does not provide Rotorcraft rapid refueling services. All doors, windows, and access points allowing entry to the interior of the Rotorcraft which are adjacent to, or in the immediate vicinity of, the Fuel inlet ports shall be closed and shall remain closed during Fuel Handling. Fuel shall be dispensed into an open port from approved dead-man type nozzles, with a flow rate not to exceed 60 gallons per minute or it shall be dispensed through close-coupled pressure fueling ports.

When Fuel is dispensed from fixed piping systems the hose cabinet shall not extend into the rotor space. The Refueling Vehicle shall be pre-positioned in a designated area and the Rotorcraft will land after the Refueling Vehicle has been parked and the wheels chocked (maintaining no less than 20 feet between any Rotorcraft rotating component and the Refueling Vehicle). The Refueling Vehicle shall not be moved or relocated while the Rotorcraft is on the ground or hovering in the vicinity.

**Refueling Vehicles** – Refueling Vehicles shall be equipped and maintained to comply with all applicable Legal Requirements including, without limitation, those prescribed by:

- National Fire Protection Association (NFPA) Codes;
- 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials"; and
- Applicable ACs including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport".

Refueling Vehicles shall be equipped with metering devices that meet all applicable Legal Requirements and shall be bottom loaded.

Only those Fuel storage facilities and Refueling Vehicles which are approved by the TTAD and the Truckee Fire Protection District shall be used for Fuel Handling. Refueling Vehicles, pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during Fuel Handling shall be maintained in a safe operating condition. All hoses, funnels, and appurtenances used in Fuel Handling shall be equipped with a bonding device to prevent ignition of volatile liquids.

- When Refueling Vehicles are found in a state of disrepair, malfunction, or their use constitutes an undue fire or safety hazard, or the operation of Refueling Vehicles would violate these Rules and Regulations, the entity shall immediately discontinue the use of such Refueling Vehicles until repairs, replacements, or changes are made to render the same safe for continued use.
- Hoses or piping connections shall be secured and capable of holding under the pump's rated PSI discharge.
- Hoses or nozzles shall be FM or UL approved with self-closing valve and no hold-down or hold-open devices. All pumps shall be UL or FM approved.





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- All storage tanks shall be rated in accordance with UFC Article 24, Division II and Article 79, Division XII.

Refueling Vehicles shall not be operated in reverse unless another person is present to safely monitor and direct the movement of the Refueling Vehicle. Refueling Vehicles and Fuel storage facilities shall be placarded, marked, or color coded in accordance with NFPA Publication 407 and applicable FAA ACs.

- A copy of all applicable permits, registrations, and certificates shall be maintained in each Refueling Vehicle.

**Storage of Refueling Vehicles** – Refueling Vehicles shall be stored outdoors at a distance of at least 50 feet from a building or at the distance approved by the Truckee Fire Protection District unless the building is designed, constructed, and used exclusively, and approved by the Truckee Fire Protection District specifically for this purpose. Refueling Vehicles shall be parked in a manner that provides a minimum of 10 feet of separation between Vehicles and any other Vehicle or Aircraft and a minimum of 20 feet from a storm water inlet.

**Maintenance of Refueling Vehicles** – Maintenance of Refueling Vehicles shall be performed outdoors or in a building which is approved by the Truckee Fire Protection District specifically for this purpose. Entities engaged in Fuel Handling shall document and maintain and keep on file Refueling Vehicle maintenance records. These records shall be made available to the General Manager upon request.

**Fuel Storage Facilities** – Entities shall be liable and shall defend, indemnify, save, protect, and hold harmless the TTAD for all leaks, spills, or other damage that may result from Fuel Handling. Fuel storage facilities shall be operated and maintained in accordance with practices recommended by the NFPA (Pamphlet No. 30 and NFPA 407) and in full compliance with Legal Requirements and shall be approved by all Agencies having jurisdiction. Fuel storage facilities shall be constructed and/or tanks shall be installed in accordance with the practices recommended by the NFPA (Pamphlet No. 30) and in full compliance with Legal Requirements. Plans for installation and operation of Fuel storage facilities shall be submitted to the General Manager and the Truckee Fire Protection District and approval shall be received from the General Manager and the Truckee Fire Protection District prior to installation and operation.

- All security gates leading into Fuel storage facilities shall remain (be kept) closed, locked, and secured except when actually in use.

### **8.2. Self-Serve Fueling**

**Introduction** – Entities using a self-serve fuel pump shall comply with all requirements identified in this Section.

**Training** – No person shall engage in Fuel Handling until that person is properly trained or possesses a valid and current pilot's license.



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**Fuel Handling** – Aircraft shall not be engaged in Fuel Handling in an area where Aircraft engines are operating, Aircraft or engines are being warmed by application of heat, or while the Aircraft is located in a congested area.

All Fuel Handling shall be treated with due caution and circumspection with regard to the rights, safety, and security of others so as not to endanger, or be likely to endanger, persons or Property. If any malfunction or irregularity is detected on or within the Aircraft, Fuel Handling shall cease immediately and the malfunction or irregularity shall be brought to the attention of the Aircraft Owner or Aircraft Operator immediately. Persons engaged in Fuel Handling shall exercise care and extreme caution to prevent overflow or spills of Fuel or oils.

- Should a Fuel or oil spill occur at the Airport, the party responsible shall comply with Section 2.20 of these Rules and Regulations.

Fuel Handling shall not occur if an electrical storm is in progress within 5 miles of the Airport and may resume 15 minutes following any reported or observed lightning flash within 5 miles of the Airport. The Refueling Vehicle shall be bonded to the Aircraft or Fuel storage facility to equalize the voltage potential. All hoses, nozzles, spouts, funnels, and appurtenances used in Fuel Handling shall be FM or UL approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.

Fuel Handling shall not occur while passengers are on board the Aircraft unless a passenger-loading ramp is in place at the Aircraft's cabin door, the door is in the open position, and a qualified attendant is present at the door. No person shall operate any radio transmitter or receiver or switch the transmitter or receiver on or off during Fuel Handling unless said radio transmitter or receiver is designed specifically for such environment.

No person shall operate Aircraft electrical systems or switch Aircraft electrical appliances on or off during Fuel Handling or use any material or equipment which is likely to cause a spark or ignition within 50 feet.

- Smoking, matches, lighters, and open flames (e.g., candles, fixtures, or fires) are prohibited within 50 feet of any Aircraft, Refueling Vehicle, Fuel storage facility.

Fire extinguishers shall be immediately available during Fuel Handling to comply with practices recommended by the NFPA and all fire codes, regulations, or directives issued by the Truckee Fire Protection District and/or General Manager.

- Entities engaged in Fuel Handling shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the entities Fuel storage facilities, Refueling Vehicles, Fuel Handling, and training.
- Entities engaged in Fuel Handling shall fully reimburse the TTAD for any fines, legal or court costs, incurred by the TTAD for any such violation, error, omission, or negligence.

### **8.3. Non-Commercial Self-Fueling**

**Introduction** – Any entity engaged in Non-Commercial Self-Fueling shall also comply with Section 8.1 of these Rules and Regulations. Non-Commercial Self-Fueling is defined as



## AVIATION FUELING RULES AND REGULATIONS

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fueling of an Aircraft by the Aircraft Owner or the Owner's Employee(s) using the Aircraft Owner's Vehicles, Equipment, and resources.

**Permit** – No Aircraft Owner or Aircraft Operator shall engage in Self-Fueling unless a valid General Aviation Self-Fueling Permit authorizing such activity has been issued by the TTAD (herein after referred to as Self-Fueling Permittee).

The Self-Fueling Permit shall not reduce or limit Self-Fueling Permittee's obligations with respect to these Non-Commercial Self-Fueling which shall be included in the Self-Fueling Permit by reference. Self-Fueling Permittee shall provide evidence of Aircraft ownership, lease, or operation (full and exclusive control).

- If the Aircraft is being leased or operated by (and under the full and exclusive control of) and Fueled by Self-Fueling Permittee, Self-Fueling Permittee shall provide the General Manager with a copy of the lease or operating agreement.
- The General Manager will determine if the lease or operating agreement demonstrates that the Self-Fueling Permittee has the full and exclusive control of the Aircraft.

Self-Fueling Permittee shall comply with State of California Department of Revenue regulations pertaining to aviation use fuel tax and Internal Revenue Service Publication 510 (Excise Taxes – Including Fuel Tax Credits and Refunds) when remitting payment in compliance with Publication 510. Self-Fueling Permittee shall maintain written records of compliance with all Legal Requirements (including tax or fee payments) for the use of Fuel utilized in Aircraft and provide records upon request by the General Manager.

**Reporting** – On or before the 10th day of the subsequent month, Self-Fueling Permittee shall: (a) provide a summary report to the General Manager identifying the number of gallons of: (i) aviation Fuel purchased by Self-Fueling Permittee (by Fuel type), (ii) delivered to Self-Fueling Permittee's Fuel storage facility (by Fuel type), and (iii) dispensed to Self-Fueling Permittee's Aircraft at the Airport and (b) pay the appropriate fees due to the TTAD at the TTAD administrative office.

Records and meters shall be made available for review by the TTAD or its designated representative. In the case of a discrepancy between the amount of Fuel purchased by and/or delivered to Self-Fueling Permittee and the amount of Fuel delivered to Self-Fueling Permittee's Aircraft and/or dispensed by Self-Fueling Permittee at the Airport, the greater amount shall prevail and the Self-Fueling Permittee shall promptly pay all additional fees due the TTAD at the TTAD administrative offices, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

**Fueling Operations** – Self-Fueling shall be conducted only in those areas designated by the General Manager as identified in the Self-Fueling Permit.

- Self-Fueling at any other location at the Airport is prohibited.



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- Pouring or gravity transfer of Fuel and Fueling from containers having a capacity of more than 5 gallons is prohibited.

**Fueling Equipment** – Self-Fueling Permittee shall utilize a Refueling Vehicle for dispensing Fuel into Self-Fueling Permittee’s Aircraft. Refueling Vehicle shall be solely owned, leased, and/or operated by (and under the full and exclusive control of) the Self-Fueling Permittee.

Self-Fueling Permittee shall utilize a single Refueling Vehicle for each type of Fuel to be dispensed as follows:

Refueling Vehicles	TRK
Jet Fuel	
Minimum capacity (gallons)	1,000
Maximum capacity (gallons)	3,000
Avgas	
Minimum capacity (gallons)	500
Maximum capacity (gallons)	1,250

Self-Fueling Permittee’s utilizing an FBO Fuel storage facility must park the Refueling Vehicle on the FBO’s Leased Premises when not in use.

Self-Fueling Permittee’s utilizing off Airport Fuel storage must park the Refueling Vehicle off Airport when not in use.

**Fuel Storage Facilities** – Self-Fueling Permittee shall demonstrate that satisfactory arrangements have been made for the storage of Fuel through an authorized FBO at the Airport or off Airport.

**Limitations** – Self-Fueling Permittee shall not sell and/or dispense Fuels to Aircraft that are not owned, leased, and/or operated by (and under the full and exclusive control of) Self-Fueling Permittee and identified to the TTAD. Any such selling or dispensing shall be grounds for revocation of the Permit by the General Manager as well as the collection of all applicable fines or other charges.

- Revocation upon first violation will be for a period of one year.
- Revocation upon a second violation shall be permanent.

### 8.4. Temporary Fuel Storage Facility

**Introduction** – The TTAD may permit entities to the establish a temporary above ground Fuel storage facility to facilitate the Non-Commercial Self Fueling of firefighting Aircraft involved in fighting forest fires in the vicinity of the Airport. Any entity engaged in this activity shall also comply with Section 8.1, 8.3 and insurance requirements specified in Section 8.5 of these Rules and Regulations. More specifically, prior to engaging in Fuel Handling, entity shall provide the General Manager with a written SPCC Plan that meets all applicable Legal Requirements.

**Permit** – No Person or entity shall establish a temporary Fuel storage facility and engage in its operation unless a valid Permit authorizing such activity has been issued by the TTAD.



## AVIATION FUELING RULES AND REGULATIONS

The location, access, and operation of the temporary Fuel storage facility must be approved by the General Manager and specified in a Permit issued by the TTAD.

**Temporary Fuel Storage Facilities** – Unless otherwise approved in writing by the General Manager, the temporary Fuel storage facility shall have the following capacity:

Temporary Fuel Storage Facility	TRK
Jet Fuel	
Number of tanks	1
Maximum total capacity (gallons)	8,000
Avgas	
Number of tanks	1
Maximum total capacity (gallons)	8,000

**Fuel Tankers** – Unless otherwise approved in writing by the General Manager, only one (1) Fuel tanker shall be allowed access to the Airport at any given time to refuel the temporary Fuel storage facility. Access to and from the facility shall be on routes approved by the General Manager. The Fuel tanker shall be immediately removed from the Airport once refueling of the Fuel storage facility is complete. The parking of Fuel tankers anywhere on the Airport is strictly prohibited unless prior written approval has been granted by the General Manager. The Fuel tanker shall not exceed a maximum capacity of 8,000 gallons.

### 8.5. Insurance

Except as otherwise provided for herein, Non-Commercial Self-Fueling Permittee shall maintain, at a minimum, the coverage listed below and in limits of insurance set forth in the adopted TTAD Minimum Insurance Requirement schedule.

- General Liability
  - Including Unlicensed Vehicles
- Business Automobile Liability
  - Non-Movement Area
  - Movement Area
- Environmental Liability

### 8.6. Public Agency

Entities providing an Emergency Public Service are not required to meet the Fueling equipment and storage facility requirements identified in this Section unless Fuel is being delivered to Aircraft by Refueling Vehicles or through a Fixed Fueling Station.

Fuel storage facilities and delivery of Fuel for Aircraft operated by Public Service Agency must be approved in writing, in advance by the General Manager.



## **9. APPENDIX**

### **9.1. Definitions**

Abandoned – Property, other than Aircraft or Vehicles that has been voluntarily given up by the Owner and left at the Airport for 48 hours without the Owner moving or claiming it.

Accident – A collision or other contact between any part of a Vehicle, equipment, person, stationary object and/or other thing which results in Property damage, personal injury, or death; or an entry into or emergence from a moving Vehicle, or equipment by a person which results in personal injury or death to such person or some other person or which results in Property damage.

Administration Building – The facility housing the administrative offices of the TTAD, Airport Operations, restaurant, Unicom, and the TTAD Community Room.

Advisory Circular (AC) – A document published by the FAA providing guidance on aviation/airport issues/matters.

Aeronautical Activity (or Activity) – Any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft. Any activity which contributes to, or is required for, the safety of such operations. Any activities which have a direct relationship to the operation of Aircraft or the operation of the Airport.

Affiliate – Any entity that shall directly or indirectly control, be under the control of, or be under common control with Operator. “Control” for these purposes shall mean the direct and indirect ownership of 50% or more of the outstanding voting stock of a corporation or 50% or more equity or controlling interest if not a corporation.

Agency – Any federal, state, or local governmental entity, unit, organization, or authority.

Agreement – A written contract (e.g., lease Agreement, license Agreement, permit, etc.), enforceable by law, executed by both parties, between the TTAD and entity transferring rights or interest in land and/or Improvements and/or otherwise authorizing the conduct of certain activities.

Air Operations Area (or AOA) – A portion of an airport which includes Aircraft Movement Areas, Ramps, and safety areas, and any adjacent areas that are not separated by adequate security systems, measures, or procedures.

Aircraft – A device that is used or intended to be used for flight in the air and possesses registration number that meets Legal Requirements.

Aircraft and Passenger Liability – To include bodily injury, Property damage, and passenger injury for all owned, leased, or operated Aircraft.

Aircraft Accident – An occurrence associated with the operation of an Aircraft that takes place between the time any person boards the Aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the Aircraft receives substantial damage (as described in 49 CFR 830).





Aircraft Design Group – A FAA designated grouping of Aircraft based upon wingspan. The applicable groups are as follows:

Group I: Up to but not including 49 feet

Group II: 49 feet up to but not including 79 feet

Group III: 79 feet up to but not including 118 feet

Group IV: 118 feet up to but not including 171 feet

Aircraft Incident – An occurrence other than an Aircraft Accident that affects or could affect the safety of operations (as described in 49 CFR 830).

Aircraft Line Maintenance – Aircraft Maintenance typically required to return an Aircraft to service within a short period of time. Examples include, but are not limited to: replenishing lubricants, fluids, nitrogen, and oxygen; servicing of landing gear, tires, and struts; lubricating Aircraft components; and, avionics/instrument removal and/or replacement.

Aircraft Maintenance – The repair, maintenance, alteration, calibration, adjustment, preservation, or inspection of Aircraft airframe, powerplant, propeller, and accessories (including the replacement of parts) as described in 14 CFR Part 43.

Aircraft Operator – A person who uses, causes to be used, or authorizes to be used an Aircraft, with or without the right of legal control (as Owner, Lessee, or otherwise) for the purpose of air navigation including the piloting of Aircraft or the operation of Aircraft on any part of the surface of an airport.

Airframe and Powerplant Mechanic (or A & P Mechanic) – A person who holds an Aircraft mechanic certificate with both airframe and powerplant ratings. This certification is issued by the FAA under the provisions of 14 CFR Part 65.

Airport – All land, Improvements, and appurtenances within the legal boundaries as it now exists on the Airport Layout Plan (or Exhibit A of the most recent FAA grant) and as it may hereinafter be modified.

Airport Identification Badge – A media allowing access to certain parts of the Airport.

Airport Layout Plan, (or ALP) – The FAA approved and TTAD adopted drawing, as may be amended from time to time, which reflects an agreement between the FAA and TTAD depicting the physical layout of an airport and identifying the location and configuration of current and proposed Runways, Taxiways, buildings, roadways, utilities, nav aids, etc.

Airport Sponsor Assurances – Those contractual obligations that are described by law in 49 U.S.C. 47107 and are undertaken by a public airport sponsor as a condition of receipt of federal airport development grants or federal surplus Property.

Airside – The Runways for landing and taking off of Aircraft, designated helipads, Taxiways and Taxilanes for ground movement of Aircraft, and Ramp for parking, loading, unloading, fueling, and servicing of Aircraft.



Applicant – An entity desiring to use land and/or Improvements at the Airport to engage in an Aeronautical Activity and who shall apply in writing and in the manner or form prescribed herein for authorization to engage in such Activities at the Airport.

Appraiser – A person who possesses the education, training, experience, and professional qualifications necessary to render a properly informed opinion regarding the value of real estate.

Association – An entity legally formed and recognized under the laws of the State of California having an existence separate and apart from its members or shareholders (e.g., Limited Liability Company, Corporation, Partnership, Limited Partnership, etc.).

Avgas (or “Aviation Gasoline”) – Fuel commonly utilized to power piston-engine Aircraft.

Based Aircraft – An Aircraft identified in a written Aircraft storage Agreement with the TTAD, FBO or SASO.

Business Automobile Liability – To include bodily injury and Property damage for all licensed Vehicles arising out of (or relating to) the use, loading, and unloading of owned, non-owned, or hired Vehicles.

Capital Investment – Any TTAD approved expenditure made by an Operator or Lessee to: (a) the Operator’s or Lessee’s Leased Premises which will, at the end of the term of the Agreement, revert to the TTAD and/or (b) Airport Infrastructure which will immediately revert to the TTAD.

Certified Flight Instructor (CFI) Professional Liability – To include bodily injury and property damage not only during dual flight instruction, but also after instruction has been given.

Certificates of Insurance – A certificate provided by and executed by an Operator’s, Lessee’s, or Sublessee’s insurance company providing evidence of the insurance coverages and policy limits of the Operator, Lessee, or Sublessee.

Co-Op Fueling – The Fueling of an Aircraft by the Owner of the Aircraft or the Owner’s Employee using Vehicles, Equipment, and resources owned by an approved Association.

Code of Federal Regulation (or CFR) – The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government, divided into 50 titles that represent broad areas subject to federal regulation, updated once each calendar year and issued quarterly, as may be amended from time to time.

Commercial – For the purpose of securing earnings, income, Compensation (including exchange or barter of goods and services), and/or profit.

Commercial General Liability – For damages due to bodily injury, personal injury, Property damage, contractual liability, products and completed operations and, if applicable, use of unlicensed Vehicles that in any way arise from the use of the Leased Premises and operations or Activities of the entity. Unlicensed Vehicles operated on the Movement Area will require coverage in an amount not less than that identified for combined single limit per occurrence for bodily injury, personal injury, and Property damage.



Compensation – Any form of reimbursement for goods or services such as monetary, exchange, barter, favors, gratuity, etc.

Competitive Proposal Process – A process that is used to seek competitive proposals from qualified entities when land and/or Improvements are or become available at the Airport for occupancy or use.

Condemnation – The taking of land and/or Improvements for any public or quasi-public use under any Regulatory Measure or by the right of eminent domain.

Contiguous – Land and/or apron that shares an edge or boundary or is separated by no more than a Taxilane.

Cost Approach – One of the three approaches to value that considers the current cost of replacing the Improvements located on the Leased Premises, depreciation, and the market value of land.

Courtesy Vehicle – A Vehicle used to transport persons, baggage, or goods, or any combination thereof, on the Airport or between the Airport and off-airport locations such as hotels, motels, or other attractions for which no charge is levied (no Compensation is paid).

Current – All rents, fees, and other charges required to be paid under any and all Agreements are paid in full.

Department of Homeland Security (or DHS) – A single, integrated executive department of the United States Government focused on protecting the American people and the homeland.

Department of Transportation (or DOT) – The Cabinet department of the United States Government concerned with transportation.

Development Standards – The parameters governing the design, construction, and/or modification of Operator, Lessee, and Sublessee land and/or Improvements at the Airport, as may be amended from time to time.

Drop Zone - intended parachute landing area.

Emergency Public Service – Services provided to the general public including law enforcement (police), fire, rescue, and emergency medical or ambulatory transportation.

Emergency Vehicle – Vehicle of any Agency providing law enforcement, fire protection, rescue, emergency medical or ambulatory transportation, or any Vehicle conveying an Airport official or an Airport employee in response to an emergency call.

Employee – Any individual employed by an entity whereby said entity collects and pays all associated taxes on behalf of Employee. The determination of status between an Employee and an independent contractor shall be made according to current IRS codes.

Environmental Liability – To include liability for bodily injury, Property damage, and environmental damage resulting from sudden and accidental releases of pollution and covering related or resultant cleanup and/or remediation costs arising out of the occupancy and use of the Leased Premises.



Environmental Protection Agency (or EPA) – The Agency within the United States Government having responsibility for enforcing the environmental regulations or laws enacted by Congress.

Equipment – All Property and machinery, together with the necessary supplies, tools, and apparatus necessary for the proper conduct of the Activity being performed.

Exclusive Right – A power, privilege, or other right excluding or preventing another from enjoying or exercising a like power, privilege, or right. An Exclusive Right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties, but excluding others from enjoying or exercising a similar right or rights, would be an Exclusive Right. An Exclusive Right to conduct an Aeronautical Activity, which is forbidden by federal regulation, is distinguished from an Exclusive Right to occupy real estate, which is permitted by federal regulation under certain conditions.

Federal Aviation Administration (or FAA) – The Agency within the Department of Transportation of the United States Government that has the responsibility of regulating Aeronautical Activities. It was established by an act of Congress on April 1, 1967.

Federal Aviation Regulation (or FAR) – Regulations prescribed by the FAA governing all aviation activities in the United States, which are written, approved, and published by the FAA. Compliance with FARs is mandatory. In 1996, all references to the FARs were changed to Title 14 of the Code of Federal Regulations (14 CFR).

Fiscal Year (or FY) – The accounting period of the TTAD beginning October 1<sup>st</sup> and ending September 30<sup>th</sup> established for accounting purposes.

Fixed Based Operator (or FBO) – A Commercial Operator engaged in the sale of products and services and the renting or subleasing of facilities consistent with the TTAD's General Aviation Minimum Standards.

Flight Training – The training, other than ground training, received from an authorized instructor in an Aircraft.

Fuel – Any substance (solid, liquid, or gaseous) used to operate any engine or motor in Aircraft, Vehicles, or equipment.

Fuel Handling – The transporting, delivering, fueling, dispensing, or draining of Fuel or Fuel waste products.

General Aviation – All aviation with exception of Air Carriers and the military.

General Aviation Leasing/Rents and Fees Policy – Sets forth the parameters for leasing Airport land and Improvements (for general aviation purposes) and outlines the process for establishing and adjusting General Aviation rents and fees at the Airport, as may be amended from time to time.

General Aviation Minimum Standards (or Minimum Standards) – Those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to engage in Activities at the Airport, as may be amended from time to time.



General Manager – That person (or designated representative thereof), appointed by the Board, responsible for the administration and day-to-day operation and management of the Airport, all TTAD owned Property, Vehicles, equipment, material, financial assets, and Employees at the Airport, and all employees assigned to the Airport.

Good Neighbor Policy – TTAD's comprehensive noise mitigation policy designed to reduce noise associated with Aircraft arrivals, departures, and overflights. Includes programs and recommended procedures associated with an ongoing community annoyance reduction effort.

Good Standing – Full compliance with all applicable Legal Requirements and not in default of any Agreement with the TTAD.

Hangar – Any fully or partially enclosed storage facility for an Aircraft.

Hangar Keeper's Legal Liability – To include Property damage for all non-owned Aircraft under the care, custody, and control of the Operator.

Hazard – Obstructions or hazards to safe use of the Airport or navigable airspace as defined by the FAA.

Hazardous Materials – A substance, item, or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

Immediately – The ability to occupy Leased Premises and offer products, services, and/or facilities (to the public) on the effective date of the Agreement. When construction and/or alteration of facilities are involved, immediately shall mean the ability to obtain a certificate of occupancy from the authorizing Agency for the proposed facilities within 18 months following the possession of the Leased Premises.

Improvements – All buildings, structures, additions, and facilities including pavement, fencing, and landscaping constructed, installed, or placed on, under, or above any land on the Airport.

Independent Operator – An entity offering aeronautical service(s) but without an established place of business on the Airport.

Infrastructure – Runways, Taxiways, Taxilanes, Ramps, nav aids, airport roadways, utilities, etc.

Jet Fuel – Fuel commonly utilized to power turbine-engine Aircraft.

Landside – The portion of the Airport used for activities other than the movement of Aircraft, such as Vehicle access roads and parking.

Land Use Plan – A document approved by the FAA as part of the Airport Layout Plan used to guide land use surrounding the Airport.

Law Enforcement Officer – A public-sector employee or agent charged with upholding the peace who is empowered to effect an arrest with or without warrant and who is authorized to carry a firearm in the performance of that person's duties. The Airport is served by three law enforcement agencies Placer County Sheriff Department, Nevada County Sheriff Department and the Truckee Police Department.



Leased Premises – The land and/or Improvements used exclusively under Agreement by an Operator, Lessee, or Sublessee.

Lessee – An entity (other than a Licensee) that has entered into an Agreement to occupy, use, and/or develop land and/or Improvements.

Licensee – An entity that has entered into a Non-Commercial Aircraft Hangar License Agreement, Non-Commercial Shade Port License Agreement, or Non-Commercial Tiedown License Agreement with the TTAD.

Light Aircraft – Aircraft having a maximum takeoff weight of 12,500 pounds or less.

Light Sport Aircraft – An Aircraft certificated by the FAA which is restricted by maximum takeoff weight, maximum operating airspeeds, maximum seating capacity, engine and related controls type (if powered), and type of landing gear.

Limousine – A Vehicle, for hire, that is not configured with a taximeter. Transportation services using limousines are provided for unmetered predetermined rates.

Loitering – Remaining in an area for no obvious reason or not being able to give a satisfactory explanation of one's presence in an area.

Lost Property – Property that has been involuntarily or unintentionally dropped or left without an intent to abandon it.

Market Rent – The rent that land or Improvements would command in the open market as indicated by rents asked and paid for at comparable land or improvements as of the date of determination.

Master Plan – An assembly of documents and drawings (which have been approved by the FAA and adopted by the TTAD) covering the development of the Airport from a physical, economic, social, and political jurisdictional perspective. The Airport Layout Plan is part of the Master Plan.

Movement Areas – Runways, Taxiways, and other areas of the Airport that are used for taxiing, takeoff, and landing of Aircraft, exclusive of loading Ramps, Aircraft parking areas, and Taxilanes.

National Fire Protection Association (or NFPA) – All codes and standards contained in the Standards of the National Fire Protection Association, as may be amended from time to time.

Non-Commercial – Not for the purpose of securing earnings, income, Compensation (including exchange or barter of goods and services), and/or profit.

Non-Commercial Flying Club – an entity that is legally formed as a non-profit entity with the State of California that collectively owns and operates Aircraft and restricts membership from the general public.

Non-Movement Area – Those portions of the Airport where Aircraft taxi or are moved without radio contact with Unicom or other Aircraft.





Notice To Airmen (or NOTAM) – Guidelines regarding aeronautical operations issued by a representative of the FAA, the General Manager, ATC, or other authorized Agency.

Object Free Area (OFA) - An area on the ground centered on a Runway, Taxiway, or Taxilane centerline provided to enhance the safety of Aircraft operations by having the area free of object, except for objects that need to be located in the Object Free Area for air navigation or Aircraft ground maneuvering purposes.

Obstacle Free Zone (OFZ) – A defined volume of airspace centered above the Runway centerline extending 200 feet beyond each end of the Runway.

Operator – An entity that has entered into an Agreement with the TTAD to engage in Commercial Aeronautical Activities at the Airport.

Owner – The registered legal Owner of an Aircraft according to FAA records or a Vehicle according to the applicable state Department of Motor Vehicle records.

Operations Department – Department of TTAD responsible for Airport safety and security.

Participant – Persons paying a fee to an Operator and subsequently participating in Commercial Skydiving.

Paved – Covered with asphalt or concrete that forms a firm level surface.

Permittee – An entity who has written permission from the TTAD to conduct an Activity at the Airport according to the parameters established by a permit.

Piston Aircraft – An Aircraft that utilizes a reciprocating engine for propulsion.

Primary Management and Compliance Documents (or PMCDs) – A compendium of rules, regulations, standards, and policies that govern the development, operation, and management of the Airport, adopted by resolution of the TTAD, as may be amended from time to time, including Rules and Regulations, General Aviation Leasing/Rents and Fees Policy, General Aviation Minimum Standards, and Development Standards.

Private Vehicle – Any Vehicle operated for transportation of persons or baggage for which no revenue is being derived either directly or indirectly.

Property – Any tangible or intangible possession that is owned by an entity or a person.

Public Area – Those areas normally used by the general public. Such areas include concessionaire shops, restrooms, Administration Building lobby, hallways, passage ways, public transportation waiting areas, viewing areas, roadways, walkways, sidewalks, and Vehicle parking lots. Public areas do not include the areas owned and/or leased by Commercial businesses unless such businesses so designate certain areas as public use areas. Public Areas do not include the AOA or Restricted Areas.

Ramp – Those Paved areas of the Airport within the AOA designated by the TTAD for parking, loading, unloading, fueling, or servicing of Aircraft.



Readily Available – Conveniently located (in close proximity) and accessible, but not necessarily located on the Leased Premises.

Refueling Vehicle – Any Vehicle used for transporting, handling, or dispensing of Fuels and lubricants.

Legal Requirements – All applicable federal, state, county, and local laws, codes, ordinances, policies, and regulations.

Repair Station – A certificated Aircraft Maintenance facility approved by the FAA to perform specific maintenance functions. Repair Stations are certificated under 14 CFR Part 145.

Rent Study – A streamlined approach that is used to derive an opinion of market rent for airport properties that are being used for general aviation purposes without conducting an appraisal.

Restricted Area – Areas of the Airport, other than Public Areas, wherein entry or use thereof is restricted to authorized personnel (pursuant to applicable Legal Requirements) including, but not limited to the AOA, Runways, Taxiways, Taxilanes, and fire lanes, fuel farm, Airport maintenance facilities/shop, mechanical rooms, electrical vaults, computer server room, fire breaks and any other areas marked/posted as restricted with signage or placards.

Rules and Regulations – The rules and regulations set forth by the TTAD for the safe, secure, orderly, and efficient use of the Airport, as may be amended from time to time.

Runup – Aircraft engine operation above normal idle power for purposes other than initiating or sustaining taxiing or takeoff.

Runway – An area of the Airport developed and improved for the purpose of accommodating the landing and takeoff of Aircraft.

Runway Safety Area (RSA) - A defined surface surrounding the Runway prepared or suitable for reducing the risk of damage to Aircraft in the event of an undershoot, overshoot or excursion from the Runway.

Safety Management System (or SMS) – The formal, top-down business approach to managing safety risk, which includes a systemic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures (FAA Order VS 8000.367).

Sailplane – A sailplane or glider is a type of Aircraft used in the sport of gliding and designed for sustained flight.

Security Plan – A document developed by Operators to ensure the safety and security of people and property at the Airport.

Self-Fueling – The Non-Commercial Fueling of an Aircraft by the Aircraft Owner or the Owner's Employee(s) using the Aircraft Owner's Vehicles, Equipment, and resources.



Self-Service – The servicing of an Aircraft (i.e., maintaining, repairing, fueling, etc.) by the Aircraft Owner or the Aircraft Owner's Employees using the Aircraft Owner's Vehicles, Equipment, and resources.

Signatory Incentives - Discounts provided on rents and fees to Based Aircraft Operators with an Agreement for voluntary compliance with TTAD curfew and other noise abatement initiatives.

Skydive/Parachute Jumping – Jumping from an Aircraft at a moderate or high altitude and deploying a parachute to create drag or lift for descent to the ground.

Special Event – Any event at the Airport whereby individuals have unescorted access to the AOA or any event that may or will require: the assistance of TTAD staff (outside the realm of typical duties); the closure of any portion of any roadway, walkway, Vehicle parking area, Ramp, Taxilane, Taxiway, or Runway; and/or the issuance of an airspace waiver or NOTAM.

Specialized Aviation Service Operator (or SASO) – A Commercial Operator that provides any one or a combination of the following Activities: Aircraft Maintenance, avionics or instrument maintenance, Aircraft rental or Flight Training, Aircraft charter or Aircraft management, Aircraft sales, and other Commercial Aeronautical Activities.

Spill Prevention, Control, and Countermeasures Plan (or SPCC Plan) – A contingency plan defined by the EPA that covers procedures for spill prevention, control, and countermeasures, points of contact, the chain of command, and individual responsibilities.

Truckee Fire Protection District – The Truckee Fire Protection District provides fire services as well as several community services to the TTAD.

Storm Water Pollution Prevention Plan (or SWPPP) – A plan that identifies the controls that have been put in place to minimize the impact of storm water discharges on the environment.

Student and Renter Liability – To include bodily injury, personal injury, and Property damage (excluding Aircraft hull) for students and renters of Aircraft.

Sublease – An agreement entered into by an entity with an Operator or Lessee that transfers rights or interests in the Operator's or Lessee's Leased Premises and for which, the TTAD has given proper consent.

Sublessee – An entity that has entered into a Sublease with an Operator or Lessee who is authorized (by the TTAD) to engage in Commercial Aeronautical Activities at the Airport.

Taxilane – The portion of the Ramp used for access between Taxiways and Ramps. Taxilanes are always outside the Movement Area and differentiated from a Taxiway by the required Object Free Area requirements stipulated by the FAA.

Taxiway – A defined path, usually Paved, over which Aircraft can taxi from one part of an airport to another (excluding the Runway). Additionally, a Taxiway is further differentiated from a Taxilane by the required Object Free Area requirements stipulated by the FAA.



Through-the-Fence – When an airport sponsor grants an entity ground access by an Aircraft across the Airport's property boundary to the Airport's airside infrastructure (commonly through-the-fence) and permission to engage in associated activities from property adjacent to the Airport.

Tiedown – An area Paved or unpaved suitable for parking and mooring of Aircraft wherein suitable anchoring points and related equipment are located.

TRK – The three letter FAA designator for the Truckee Tahoe Airport

Tranquility Campaign – TTAD's program intended to influence Aircraft Owners/operators regarding the responsible use of Aircraft as it relates operational impacts on the community. It strives to develop communication and awareness of these impacts between pilots, passengers, Owners, and operators of Aircraft that use the Airport.

Transient Aircraft – Any Aircraft utilizing the Airport for occasional or temporary purposes which is not stationed at the Airport.

Transportation Security Administration (or TSA) – The Agency within the Department of Homeland Security of the United States Government responsible to safeguard United States transportation systems and ensure secure travel.

TTAD - Truckee Tahoe Airport District or representatives, officers, officials, employees, agents, and volunteers thereof.

TTAD Policies or Policy – A duly authorized directive, policy, or procedure adopted by the Board.

Turbojet Aircraft (or Turbofan Aircraft) – An Aircraft utilizing one or more gas-turbine engines and develops thrust from the exhaust of gases.

Turboprop Aircraft (or Turboshift Aircraft) – An Aircraft utilizing a gas-turbine engine to drive a set of reduction gears, which, in turn, drives a propeller or rotor blades for propulsion.

Ultralight Vehicle – Any contrivance used or intended to be used for manned operation in the air by a single occupant; does not have any U.S. or foreign airworthiness certificate; and if unpowered, weighs less than 155 pounds; or if powered, weighs less than 254 pounds empty weight, excluding floats and safety devices which are intended for deployment in a potentially catastrophic situation; has a Fuel capacity not exceeding 5 U.S. gallons; is not capable of more than 55 knots calibrated airspeed at full power in level flight; and has a power-off stall speed which does not exceed 24 knots calibrated airspeed.

Vehicle – Any device that is capable of moving itself, or being moved, from place to place upon wheels; but does not include any device designed to be moved by human muscular power or designed to move primarily through the air.

Vehicle Operator – Any person who is in actual physical control of a Vehicle.

Weapons – Including, but not limited to, firearms, tear gas, mace, pepper spray, or other similar devices, materials, or substances) or explosives.

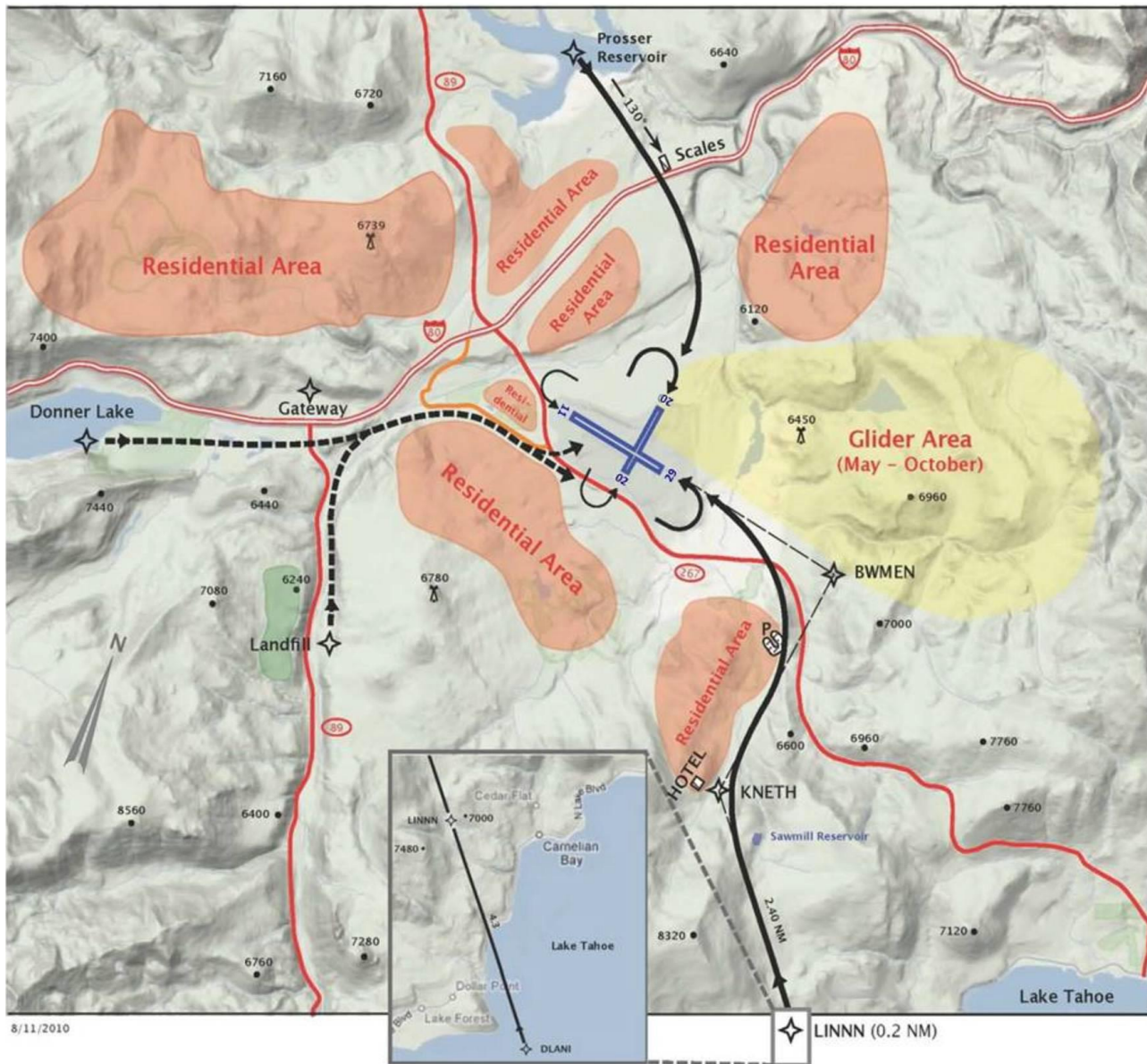
**9.2. Acronyms**

A&P Mechanic	Airframe and Powerplant Mechanic
AC	Advisory Circular
ALP	Airport Layout Plan
AOA	Air Operations Area
CFR	Code of Federal Regulations
DHS	Department of Homeland Security
DOT	Department of Transportation
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
FY	Fiscal Year
FBO	Fixed Base Operator
ME	Multi-Engine Aircraft
NFPA	National Fire Protection Association
NOTAM	Notice To Airmen
SASO	Specialized Aviation Service Operator
SE	Single-Engine Aircraft
SMS	Safety Management System
SPCC Plan	Spill Prevention, Control, and Countermeasures Plan
SRM	Safety Risk Management
SWMP	Storm Water Management Plan
SWPPP	Storm Water Pollution Prevention Plan
TSA	Transportation Security Administration
USPA	United States Parachute Association



### 9.3. Noise Abatement Procedures (Arrivals)

All Aircraft Categories / All Runways (not to be used for navigation purposes)



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## All Aircraft Categories / All Runways (not to be used for navigation purposes)



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## 9.5. Movement, Non-Movement, and Restricted Areas

