



CRATER LAKE – KLAMATH
REGIONAL AIRPORT

RULES AND REGULATIONS

EFFECTIVE: MARCH 15, 2021

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Section 1 - Definitions

14 CFR: Chapter 14 of the Code of Federal Regulations.

911: Klamath County Emergency Service dispatch center.

Access Media: Keys, cipher locks, card swipes, combinations, and other devices or systems designed to open or unlock secured doors, locks, gates, and other portals.

Air National Guard (ANG): The Oregon Air National Guard 173rd Fighter Wing.

Aircraft: Any contrivance used or designed for navigation or flight in the air but does not mean a one-person motorless glider that is launched from the earth's surface solely by the operator's power.

Airfield or Airside: Areas inside the Airport perimeter security fence, including approaches, turfed areas, aprons and all infield areas, in addition to runways, taxiways and aprons which support aeronautical activity and services.

Airport: The Crater Lake – Klamath Regional Airport, operated by the City of Klamath Falls, and all of the areas, buildings, facilities, and improvements within the exterior boundaries of the Airport as it now exists, or as it may hereafter be extended or enlarged.

Airport Badge: An identification media issued by the Airport for the purpose of personal identification, vehicle operation and unescorted access to specific controlled areas at the airport.

Airport Director or Director: The individual, pursuant to Klamath Falls City Code 2.605, employed and authorized by the City to be the chief administrative officer of the Airport, or the Person authorized by the Airport Director to act for or on behalf of the Airport Director, with respect to any particular matter.

Airport Operations Area (AOA): That portion of the Airport designated for landing, take off and surface maneuvering of aircraft.

Airport Security Program (ASP): a security program approved by TSA under 1542.101 of 49 CFR Chapter XII. Information in this program is of a sensitive nature and tenants and individuals will be trained under this program on a need to know basis.

ATCT/ATC: Air Traffic Control Tower, its personnel and their activities.

Controlled Access Operations Area (CAOA): That portion of the Airport designated for the parking, loading, and servicing of commercial aircraft operators.

DOT: United States Department of Transportation

Escort: To accompany a person or vehicle not authorized to be in the controlled, non-public area of the Airport by a person who is authorized and properly displays an Airport badge.

FAA: United States Federal Aviation Administration

FAR: United States Federal Aviation Regulations

Fixed Base Operator (FBO): a full service commercial operator who engages in the primary activity of aircraft refueling and a minimum of two (2) of the following secondary activities: Airframe and Power Plant Maintenance, Flight Training, Aircraft Rental, On-Demand Operations, Avionics Maintenance and Sales, and aircraft storage/hangars rentals.

Flammable: The tendency of a material, liquid or gas to ignite readily or to explode.

General Aviation: all civil aviation operations other than military, scheduled air services and nonscheduled air transport operations for remuneration or hire.

International Fire Code (IFC): The fire code addressing conditions hazardous to life and property from fire, explosion, handling or use of hazardous materials and the use and occupancy of buildings and premises.

Landside: That portion of Airport property not enclosed by the airfield perimeter fence.

Movement Area: Paved surfaces on the Airport used for taxiing, take-off and landing of aircraft.

National Fire Protection Agency (NFPA): The National Fire Protection Association is a United States trade association that creates and maintains private, copyrighted standards and codes for usage and adoption by local governments.

NOTAM: Notice to Airmen. A system of disseminating aviation pertinent information to pilots relating to conditions on or in the vicinity of the Airport.

Oregon Revised Statutes (ORS): The codified laws of the State of Oregon.

Person: Any individual, corporation, partnership, association, company, business, trust, joint venture or other legal entity.

Preventive Aircraft Maintenance: Maintenance that is not considered a major aircraft alteration or repair and does not involve complex assembly operations as listed in FAR Part 43, except for Item 22 in the Regulation. Item 22 involves the replacement of prefabricated fuel lines, and shall, for purposes of these regulations, be considered a major aircraft repair.

Restricted Access: Portions of the Airport, or any building on the Airport, to which access is restricted to authorized persons and is not accessible to the general public.

Specialized Aviation Service Operation (SASO) - Persons providing a single or limited number of Commercial Aeronautical Activities according to the established Minimum Standards for Commercial Aeronautical Activities.

Self-Fueling: The fueling of an aircraft by the owner of the aircraft or with their own employees and using their own equipment. Self-fueling cannot be contracted out to another party.

Sterile Area: That portion of the passenger terminal building beyond the security screening checkpoint.

Terminal Building: All buildings and structures located within the Airport and open to the public for the purpose of flight ticket purchase, public lobby waiting, baggage check-in and those other services related to public air travel.

Transportation Security Administration (TSA): The Federal agency responsible for establishing and maintaining all aspects of aviation security.

Section 2 - General Provisions

2.1 Authority for Rules and Regulations

- a. As required in the Klamath Falls City Code Section 2.615, these rules, regulations and policies are adopted and supplement the Airport's Minimum Standards for Commercial Aeronautical Activities adopted by the City Council.
- b. The Airport Director reserves the right to make any additions, deletions, or corrections to these Rules and Regulations in accordance with Klamath Falls City Code Sections 2.610 and 2.615.
- c. The Airport Director shall, at all times, have the authority to take such action as may be necessary for the handling, protection, and safeguarding of the public while present at the Airport. The Airport Director may suspend or restrict any or all operations, without notice, whenever such action is deemed necessary in the interest of public safety. The Airport Director has the authority to take such action as may be necessary to enforce these Rules and Regulations.
- d. All pertinent Airport, Federal, State, Local, Federal Aviation Administration (FAA) or Transportation Security Administration (TSA), laws, ordinances, directives or regulations are hereby adopted and by reference made a part of these Rules and Regulations.
- e. In any instance in which these Rules and Regulations may be or become inconsistent with any Federal, State, or Local law, then these rules shall be void as to the conflict. No part of these Rules and Regulations shall be construed as license or authorization to deviate from Federal, State, or Local laws.
- f. If any portion of these Rules and Regulations are found to be in conflict with the Airport's Minimum Standards for Commercial Aeronautical Activities, then these Rules and Regulations will take precedent as to the conflict.
- g. Special regulations, notices, memorandums or directives of an operational nature shall be issued under the authority of these Rules and Regulations or the Airport's Minimum Standards for Commercial Aeronautical Activities.

2.2 Applicability

- a. These Rules and Regulations apply to all users of and persons on any portion of the Airport property owned or controlled by the City of Klamath Falls. Tenant organizations including hangar owners, aircraft owners, air carrier, FBOs, SASOs, corporate and governmental agencies shall be responsible for the dissemination of, accessibility to, and the compliance with these Rules and Regulations by their employees, contractors, visitors, guests, students and other persons in their control and guidance.
- b. Emergency conditions at or on the Airport shall not constitute the cancellation or suspension of these Rules and Regulations unless otherwise directed by the Airport Director. In the event the Airport Director determines an emergency affecting the health, welfare or safety of persons or property exists at the Airport, the Airport Director shall be empowered to take that action which, within their

discretion and judgement, is necessary or desirable to protect persons and property and to facilitate the operations of the Airport.

2.3 Right to Entry

- a. Unless otherwise stated in a lease, agreement, or contract, for any facilities, buildings, or improvements owned by operators, lessees, or tenants, the Airport Director shall provide 24-hour advance notification to enter the premises.
- b. The Airport Director shall have the right of entry to all facilities, buildings, and improvements at or on the Airport without advance notification during emergencies. Emergencies may include, but are not limited to, fire, flood, hazmat leaks, or the protection of life, limb, or property.

2.4 Violation of Rules

- a. Failure to abide by these Rules and Regulations could be grounds for termination of lease, suspension and/or revocation of Airport security badges/access, and/or punishments through applicable Federal, State, or Local law. Any person who shall refuse to comply with these applicable Rules and Regulations may be regarded as a trespasser.
- b. The Klamath Falls City Police or other personnel designated by the Airport Director shall have full authority to enforce these Rules and Regulations.
- c. Any person who violates any of the provisions of these Rules and Regulations or any order issued by the Airport Director may be removed from the Airport and denied future use of the Airport or any portion thereof by the Airport Director.

2.5 Severability

- a. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of the Rules and Regulations or any part thereof, is for any reason held to be unconstitutional, invalid or ineffective by any court of competent jurisdiction or other competent agency, such decision shall not affect the validity or effectiveness of the remaining portions of these Rules and Regulations or any part thereof.
- b. If the application of any provision, or provisions, of these Rules and Regulations to any lot, building, sign or other structure or parcel of land is found to be invalid or ineffective in whole or in part by any court of competent jurisdiction or other competent agency, the effect of such decision shall be limited to the property or situation immediately involved in the controversy, and the application of any such provision to other properties and situations shall not be affected.
- c. This section shall apply to every portion of these Rules and Regulations as they have existed in the past, as they now exist, and as they may exist in the future, including all modifications thereof and additions and amendments thereto.

2.6 Interpretation

If an interpretation of any provision of these Rules and Regulations is required, the Airport Director shall render such interpretation.

2.7 Indemnification

Users of the Airport and its facilities shall assume full responsibility for their actions. This shall include holding harmless and indemnifying the City of Klamath Falls, its officers, agents, employees, the Airport Director and all other responsible Airport personnel from all responsibility, liability and loss or damage resulting to any such user or caused by or on their behalf, including fines and penalties which may be imposed by the FAA or TSA. The use of the Airport by any person for any purpose, the paying of fees or

the landing or taking off thereon shall be itself an acknowledgment that such person accepts such privileges on the conditions set forth above.

2.8 Law Enforcement Agencies

The City of Klamath Falls Police Department officers have the primary authority to detain, arrest and remove any person violating these Rules and Regulations or any other laws or ordinances applicable to the Airport.

- a. The Klamath County Sheriff's Office, Oregon State Police and Oregon Air National Guard Security Force personnel, under mutual aid agreements, have the authority to detain persons for the purpose of supporting the City of Klamath Falls Police Department.
- b. The TSA, FBI and other federal agencies have jurisdictional authority at the Airport for the purpose of protecting aviation activities.

2.9 Discrimination

No person shall, in the use of the Airport, discriminate or permit discrimination against any person or group based on race, religion, color, sex, disability, age, national origin, sexual preference or in any other manner prohibited by law.

2.10 Insurance

All general Aviation tenants shall, at their own cost and expense, procure and maintain in full force and effect during the Term of this Agreement the insurance coverage described as follows (where applicable).

- a. Commercial General Liability for bodily injury (including death and property damage) which provides limits of not less than one million dollars (\$1,000,000) combined single limit (CSL) per occurrence. This insurance shall include coverage for:
 - (1) Premises or operations; and
 - (2) Bodily Injury Liability;
- b. Fire Insurance. Tenants shall insure hangars that they own for fire and extended coverage risks. Tenants shall provide insurance coverage for all improvements and alterations in, on, or about the leased premises.
- c. The City shall be named as an additional insured on the policies of insurance with respect to liability insurance. The policies shall be written by reputable companies authorized in Oregon with a Best rating of A- or better, and reasonably satisfactory to the City. Policies shall provide that thirty (30) days written notice be given to the City before a policy is canceled, materially changed or not renewed. Tenants shall furnish to the City certificates of insurance in a form reasonably satisfactory to the City.
- d. Tenants shall not violate the terms or prohibitions of insurance policies required to be furnished by Tenants. Tenants shall promptly notify the City of any claim or loss under such insurance policies and certify that proper notice has been given to the appropriate insurance carrier.
- e. In the event, through a loss, Tenant's level of coverage is lowered, Tenants agrees to restore it to the amounts stated herein, as revised by the City from time to time, subject to FAA minimum standards.
- f. Location of operation shall be "All leased locations on the Airport" and designated by specific address of defined premises leased.
- g. Nothing herein contained shall prevent Tenants from taking out any other insurance for protection of their interest which they deem advisable or necessary. Upon failure of the Tenants to furnish,

deliver, and maintain such insurance as above provided, the City may default the Tenants under the appropriate provision of the lease for failure to follow a material lease condition or provision.

Section 3 – Access To, Entry Upon, and Use of the Airport

3.1 Authority and Accountability

- a. The Transportation Security Administration (TSA) provides oversight when applicable for Airport, airline and aviation security, systems, procedures and incidents. The TSA is responsible for promulgating security regulations, monitoring and ensuring compliance with those regulations.
- b. Each air carrier, tenant, vendor, contractor, lessee, or operator requiring access into any secured area of the Airport is considered a “participant” in airport security and must remain in good standing to retain security privileges.
- c. Any aircraft operation at the Airport constitutes an agreement by the aircraft owner or operator to comply with and adhere to these Rules and Regulations.
- d. Nothing herein shall be construed or interpreted as to limit the use of any area of the Airport by the Airport Director, its employees or representatives; nor shall it be construed or interpreted as to prevent any FAA, TSA, law enforcement officer, Fire/Rescue or other emergency service personnel from acting in their official capacities.
- e. Individuals using, visiting, working or doing business at the Airport are accountable to the Airport to comply with all applicable security requirements, directives, regulations and laws as well as to State and Local laws.
- f. Ignorance of any rule or regulation is not a defense against committing a violation.

3.2 Restrictions and Conditions

- a. No person shall enter or be present in a restricted, secured, sterile or required identification area, or other controlled area, without authorization of the Airport Director and without complying with the systems, measures or procedures controlling access to, or presence in, those areas.
- b. No person shall disclose information relating to Airport, airline or aviation security, systems, procedures or incidents.

3.3 Unescorted Access

Unescorted access to controlled, secured or CAO of the Airport is at the discretion of the Airport Director and is subject to the applicant's successful completion of the application process and any applicable training.

3.4 General Security Provisions

- a. Any person accessing, entering upon, or using the Airport shall be fully and completely responsible for their actions and the actions of any person to whom they provide escort/access, entrance, or use of the Airport, whether directly or indirectly.
- b. Persons violating the security procedures and regulations, in addition to civil penalties, arrest and prosecution, may be denied future entry to the controlled areas of the Airport.
- c. Unidentified or unauthorized persons in the AOA or other controlled areas may be detained or removed.
- d. No vehicle may enter or be parked in locations restricted by the Airport Director.
- e. Persons issued security access shall be limited to areas of operational need as established by the Airport Director.
- f. Persons who have authorized controlled or security access may not transfer that privilege to others.

- g. Entry to controlled or secured access areas shall only be at designated control points. Access is established by need and is controlled by Airport issued access media (key, cipher, etc.).
- h. Use of a security badge or access medium for anything other than its intended purpose is grounds for immediate deactivation and revocation of a security badge or access medium.
- i. Distributing photos or videos of an airfield accident to the media or via social media that were obtained by using a security badge or access medium or providing media access to the airfield is prohibited and is grounds for revocation of a security badge or access medium.

3.5 Tenant Building Control Requirements

Tenants, hangar owners, lessees and others whose buildings with publicly accessible doors, windows, fence or gates that form a part of the security perimeter shall take all necessary steps, actions or measures acceptable to the Airport Director to prevent unauthorized access to any part of the airside areas.

3.6 Gates, Doors, Windows

- a. Individuals entering or exiting the CAO A must monitor the gate or door until it is completely closed and secured before leaving the area.
- b. Windows allowing access to the CAO A must be monitored while open or unlatched. Windows must be secured before the area is left unattended.
- c. Pedestrian traffic is prohibited from using vehicular gates.

3.7 Piggy-Backing

No authorized persons shall allow multiple individuals or vehicles access through a controlled access point on a single entry without continued escort. Individuals issued access identification and/or access media to controlled areas shall use that media to provide themselves access.

3.8 Identification Badges and Security Keys

- a. Badges and keys are not transferable.
- b. Badges, where required, must be worn at all times.
- c. Badges must be worn on the outermost garment, on the upper torso and clearly visible from the front.
- d. Badges and keys must be surrendered on demand by the Airport Director or employer.
- e. In the event an individual no longer requires badging or access authority, the badge and key must be returned to the Airport Director within twenty-four (24) hours or the next business day.
- f. Lost, or misplaced badges and keys must be reported in writing to the Airport Director within twenty-four (24) hours of discovering the loss, or the next business day.
- g. Individuals are responsible for all fees, deposits, fines and penalties arising from the use or misuse of the Airport issued access/identification media.

3.9 Inoperable Gates, Doors, Systems

Report malfunctioning or inoperable gates, doors or systems to the 24/7 Duty Phone at 541-891-2620.

3.10 Audits and Verification

Individuals issued access and/or identification media shall comply with any audit and verification conducted by the Airport Director. Failure to respond to the audit shall result in the deactivation of the individual's security access key, the revocation of their badge and may result in the forfeiture of their deposits.

3.11 Maintenance of Premises

- a. All operators, lessees, and tenants are required to keep the land, improvements and/or leased space at or on the Airport free from all fire and safety hazards and maintain the same in a condition of repair, cleanliness, and general maintenance in accordance with the operators', lessees', and tenants' Airport agreements.
- b. All operators, lessees, and tenants shall be fully responsible for all damage to facilities, equipment, real property, and all other improvements at or on the Airport in the ownership, care, custody, or control of the Airport Director that is caused by the operator, lessee, or tenant or by their employees, agents, customers, suppliers, visitors or other persons with whom they do business.
- c. Facilities shall be kept clean and clear of the accumulation of oil, grease, fuel, flammable liquids, trash, rags, or other waste material. Each Airport tenant shall keep their allotted space free from rubbish, debris and uncontrolled vegetation.

3.12 Special Events

- a. No person shall allow, promote, conduct or cause to be advertised an assembly on Airport property, when the person believes or has reason to believe that more than 150 persons will attend, unless a valid City permit has been obtained for the use of the property for the assembly. Any special events that may attract more than 150 persons will be handled in compliance with City of Klamath Falls City Code Sections 7.580 to 7.628.
- b. The special event must be planned to accommodate and not disrupt the normal ingress and egress of motor vehicles for those persons involved in passenger flights, general aviation users of the Airport, and other business activities normally conducted at the Airport.
- c. A special event that involves aerobatic maneuvers by aircraft must be coordinated and approved with the Airport Director and the local Flight Standards District Office of the FAA.
- d. Failure of the event sponsor to adequately perform trash and litter clean-up of the Airport and repair of or compensation for damaged property as a result of the special event will result in the event sponsor being billed for extra overhead expense and damages by the Airport Director.
- e. The event sponsor will coordinate with the Airport Director to ensure all FAA and local regulations will be followed during the event.

Section 4 – Commercial Activities

4.1 General Regulations

- a. All commercial activities must meet, adhere to, and fully comply with the Airport's Minimum Standards for Commercial Aeronautical Activities. A copy of the Airport's Minimum Standards for Commercial Aeronautical Activities is available at the Airport Administration Office.
- b. No person shall use the Airport as a base or terminal for commercial activities; or conduct any business or concession upon the Airport or upon any land owned by the Airport for use in connection with the Airport; or upon or in any buildings structures, land, parking places, walkways, roadways, or other facilities used or operated in connection with the Airport without first meeting the Airport's

Minimum Standards for Commercial Aeronautical Activities and obtaining a Business License, License to Operate Agreement, or Lease Agreement approved by the Airport Director.

Section 5 - General Regulations

5.1 Non-Tenant Commercial Activities

- a. No person shall enter or remain on the Airport and buy, sell, peddle or offer for sale or purchase any goods, merchandise, property or services of any kind whatsoever, on or from the Airport property without the prior written consent of the Airport Director.
- b. No person, except representatives of the news media on duty or during official assignments, shall take still, motion, television or sound pictures for commercial purposes on, from or around the Airport without the prior written consent of the Airport Director. Any person desiring to engage in commercial photography or filming at the Airport shall first receive written approval of the Airport Director.

5.2 Advertising

Except for leased spaces, no person shall post, distribute or display signs, advertisements, circulars, printed or written matter at the Airport without prior written permission of the Airport Director. See also Section 14 of these Rules and Regulations pertaining to free speech activities at the Airport.

5.3 Loitering

- a. No person may loiter or loaf on any part of the Airport or in any building on the Airport. Any person who refuses to comply with a proper request to leave the Airport shall be regarded as a trespasser.
- b. No person shall sleep in or remain on Airport property for the purpose of lodging. Persons that have legitimate business at the Airport shall be allowed to stay in the terminal until their flight departs, arrives, or is cancelled. Permission to stay at the Airport is extended to persons that:
 - (1) Arrive at, are in transit through, or will be departing from the Airport as an airline passenger within twenty-four (24) hours; or
 - (2) Are awaiting the arrival of an airline passenger on a flight that has been unexpectedly delayed or cancelled and the passenger is expected to arrive within twelve (12) hours.
- c. Persons staying in the terminal or on Airport property must have evidence of their legitimate business to be there by way of a valid travel itinerary, ticket, or boarding pass matching the person's valid identification and/or flight information verifiable with the airline.
- d. The Airport Director may declare an emergency and allow temporary lodging in case of severe weather or other conditions which are beyond the control of the Airport Director.

5.4 Roads and Walkways

- a. All persons accessing the Airport shall observe and obey all posted signage.
- b. No person shall travel on the Airport other than on roads, walks or places appropriate for the manner of travel being performed. No person shall occupy the roads and walks in such a manner as to hinder or obstruct their proper use.

5.5 Restricted and Controlled Areas

- a. All areas of the Airport not openly accessible to the public are restricted and no person shall enter the AOA, aircraft parking areas, hangars or aviation related business areas, runways, taxiways or other controlled areas except as authorized by the Airport Director.

- b. Military facilities located on Airport property are under the control and jurisdiction of the Oregon Air National Guard. These facilities are restricted and require access approval by the Air National Guard Base Commander or their designee.

5.6 Litter and Refuse

- a. No person shall place, discharge or deposit in any manner papers, trash, rubbish or other refuse anywhere on the Airport except in covered receptacles at places prescribed by the Airport Director. Receptacle areas are to be screened from public view in a manner acceptable to the Airport Director. Such areas shall be kept clean and sanitary at all times. All litter and refuse must be covered when stored and transport vehicles shall be constructed to prevent the contents from dropping, sifting, leaking or otherwise escaping. Stored or transported litter or garbage must be in secured plastic bags.
- b. Trash and recycling receptacles must be emptied frequently enough to prevent overflowing and/or creating foreign object debris (FOD) or a wildlife hazard.
- c. Exterior trash and recycling receptacles must be rated for outdoor use, weighed down sufficiently enough to prevent the receptacle from being blown away in heavy winds, and covered sufficiently to prevent rain water from entering into the receptacles and creating an illicit discharge.
- d. Trash shall not be brought to or onto the Airport property.
- e. The burning of trash at or on Airport property is strictly prohibited.

5.7 Animals

- a. No person shall enter the Airport passenger terminal building with any animal except while using or training a service animal as defined by the regulations adopted by the Department of Transportation to implement the Americans with Disabilities Act. While transporting, delivering, or receiving animals the animal(s) shall be in a crate, kennel, or other approved container. Any domestic animal found roaming free on Airport property will be subject to impoundment by Klamath County Animal Control. Animals associated with law enforcement operations are exempt from this requirement.
- b. Animals are permitted outside the AOA if on a leash or restrained in such a manner as to be under complete control. Animals associated with law enforcement operations are exempt from this requirement.
- c. Pet owners shall be responsible for cleaning up and properly disposing of waste from their animal.

5.8 Smoking

- a. Smoking (including, but not limited to, e-cigarettes, cigarettes, cigars, pipes, marijuana products) is prohibited in all areas within the Airport's perimeter fence.
- b. Smoking is prohibited within publicly owned buildings on the Airport.
- c. Smoking is prohibited within twenty-five (25) feet of any entrance or air intake to, or any operable window of, any public building.
- d. Smoking is prohibited within one hundred (100) feet of any aircraft, fuel truck, or fuel storage facility.

5.9 Assembly

- a. No person shall conduct or participate in parading, marching, patrolling, demonstrating, sit-downs, assembling, distributing of pamphlets or other such material or carrying or displaying signs or placards on Airport property without written permission from the Airport Director. See also Section 14 of these Rules and Regulations pertaining to free speech activities at the Airport.
- b. Sound trucks, amplified recorded playing machines (records, tapes, compact disc and other similar systems) are prohibited on the Airport except when required for special occasions and approved by

the Airport Director. This does not preclude public address systems announcing the arrival/departure of scheduled airline aircraft in the Airport Passenger Terminal building.

5.10 Hunting and Fishing

- a. No person may fish, hunt, trap or kill any fish, bird or animal on the Airport except those persons directly involved in the Airport's authorized wildlife hazard management program designed to ensure aviation safety.
- b. No person may discharge a weapon on the Airport. No person may discharge a weapon over Airport property in such a manner that creates a life-threatening situation or a potential hazard to any aviation activity.

5.11 Baggage Claim System

- a. No person shall sit, ride, walk, run, or stand on the baggage conveyor system.
- b. Operators, lessees, or tenants responsible for operating and loading the baggage conveyor systems shall also be responsible for unloading all unclaimed baggage.
- c. Prior to leaving the baggage conveyor system areas, all baggage shall be unloaded. No baggage shall be left on any baggage conveyors.

5.12 Lost Articles and Abandoned Property

- a. Articles recovered from the Passenger Terminal lobbies or other public areas should be turned in to the Airport Administration Office. Articles will be held for thirty (30) days and then disposed of.
- b. Articles lost on an air carrier or in an air carrier leased area shall be retained by that air carrier and handled according to their corporate procedures.
- c. Property shall not be abandoned at or on the Airport.
- d. All abandoned, derelict, or lost property found at or on the Airport including, but not limited to, aircraft, vehicles, equipment, machinery, baggage, or parts thereof shall be reported or turned in to the Airport Administration Office.

5.13 Airport Manuals

The Airport Certification Manual, Airport Emergency Plan, Stormwater Pollution and Spill Prevention Plan, Wildlife Hazard Management Plan, and Snow and Ice Control Plan for the Airport are hereby incorporated and made a part of these Rules and Regulations.

5.14 Airport Tours and Activities

All Airport tours shall be scheduled and coordinated through the Airport Director. Tenants sponsoring tours or activities at their facilities which may provide unrestricted airside access shall obtain the approval of Airport Director.

Section 6 - Public and Tenant Use

6.1 Unauthorized Activity

No tenant, tenant employee or any other employee or person authorized to perform any function on the Airport shall in any way assist any person to engage in any activity on the Airport which is not authorized by the Airport Director.

6.2 Property Damage

- a. No person shall destroy or cause to be destroyed, damage, deface or disturb in any way property of any nature on the Airport, nor willfully abandon any personal property on the Airport. Any person causing or responsible for such injury, destruction, damage or disturbance shall report such to the Airport Director and, as appropriate, the City of Klamath Falls Police Department. Upon demand by the Airport Director, those persons responsible shall reimburse the Airport for the full amount of the damage. Any person causing or failing to report and/or reimburse the Airport for damage, destruction or disturbance of Airport property may be refused the use of any Airport facility until and unless said report/reimbursement has been made. Any and all property at or on the Airport that is damaged or destroyed shall be replaced, or the cost for replacement paid, by the person(s) responsible for said damage or destruction.
- b. Tenants, lessees and grantees shall be fully responsible for all damages to buildings, equipment, real property and appurtenances in the ownership or custody of the Airport caused by their negligence, abuse or carelessness on the part of their employees, agents, customers, visitors, suppliers or persons with whom they do business.
- c. The Airport Director is not liable for any damage or loss sustained to vehicles parked at or on the Airport.

6.3 Preservation of Property and Conditions

No person shall destroy, deface or disturb in any way any building, sign, equipment, marker or other structure, tree, flowers, lawns or other property on the Airport, nor alter, make additions to or erect any building or sign, or make any excavations on the Airport without the authorization of the Airport Director.

6.4 Structural and Decorative Modifications

Tenants, individuals, companies, organizations, other municipalities, agencies or departments shall obtain initial approval from Airport Director to erect, construct, improve, alter or demolish and remove, trench, or mound earth or other material on Airport property. This includes work done on leased areas, to private facilities or buildings or any portion of the airfield.

6.5 Storage of Equipment/Material

- a. Operators, lessees, and tenants shall store materials and equipment in such a manner as to preclude creating any hazard, obstructing any operation, or littering.
- b. Storage of equipment or materials outdoors is not permitted without authorization from the Airport Director.
- c. Storage of equipment or materials outdoors on the AOA without the authorization of the Airport Director will be deemed abandoned and impounded without liability to the Airport at the owner's expense.
- d. Railroad cars, intermodal containers, or semi-trailers shall not be stored or used to store any type of vehicle, materials, or equipment without authorization from the Airport Director.
- e. Outside storage by commercial operators, FAA or similar agencies shall be in designated areas approved by the Airport Director and shall be screened to preclude viewing by the general public. All outside storage shall be maintained in a neat, orderly fashion; free of debris and vegetation; and not create a fire or other health safety hazard.

6.6 Weapons, Explosives, and Flammable Materials

- a. Discharge of any weapon on the Airport is strictly prohibited, unless in the performance of official duties, or by authorized personnel for the purposes of wildlife hazard management.
- b. Air carrier passengers, private pilots and their passengers may have possession of weapons for the purpose of immediate transport in accordance with Federal, State and Local laws.
- c. Air and/or ground freight or cargo handling agencies authorized to do business on the Airport may transport explosive materials provided they are properly certified by the FAA or applicable agency.
- d. Members of the armed forces in the conduct of their official duties may handle and transport explosive materials and weapons on Airport property in the performance of their official duties.

6.7 Hangar and Shop Facilities

- a. No person shall utilize aviation hangars and associated buildings for any commercial use without written authorization by the Airport Director.
- b. Aircraft shall not be fueled or de-fueled in any hangar or building.
- c. Aircraft batteries shall only be charged or maintained with a UL rated electric battery charging device while any portion of the aircraft is in the hangar or building.
- d. Open flame type heaters are not permitted in hangars. Area heaters must be approved by Airport Director and Klamath County Fire District 1.
- e. Hangar floors shall be kept free of debris and flammable material. The use of flammable or volatile liquids for cleaning floors is prohibited. Flammable liquids must be stored in quantities and in containers which meet local fire codes.
- f. Hangar owners shall provide all fire prevention, detection, suppression and extinguishing equipment required by Federal, State and Local laws and regulations.

6.8 Alcoholic Beverages

There shall be no consumption of alcoholic beverages on Airport property, except on leased premises as allowed by the lessee. Special events may include a beer garden, provided that the proper agreements have been signed and appropriate permits have been issued.

6.9 Sound Amplifying Devices

- a. Use of sound amplifying devices at the Airport is prohibited except when approved by the Airport Director.
- b. Public Address (PA) system use by tenants, lessees, customers or users shall be limited to necessary announcements only.
- c. No person shall use any PA system or sound amplifying device for the solicitation of business.

6.10 Heating Equipment

All heating equipment and fuel burning appliances installed or used at or on the Airport shall comply with all Federal, State, and Local laws.

Section 7 - Construction

7.1 Approval

- a. Tenants, individuals, companies, organizations, other municipalities, agencies or departments shall obtain initial approval from Airport Director to erect, construct, improve, alter or demolish and remove or to trench or mound earth or other material on Airport property. This includes work done on leased areas, to private facilities or buildings or any portion of the airfield.

- b. Subsequent approval from FAA, City Planning, Klamath County Building Department and Klamath County Fire District may also be required.
- c. Construction on and off Airport property that may impact aviation related activity is subject to Federal, State, and Local regulations and requires review and approval prior to construction. This includes, but is not limited to, creating any physical object on land or water which impacts operational air space outlined in 14 CFR Part 77, creating permanent or temporary lighting which interferes with visibility of pilots or air traffic control, causing any vapors or smoke or creating any environmental conditions which attracts wildlife and birds.

7.2 Federal Forms

FAA form 7460 shall be completed 45 days prior to beginning construction with sufficient details, maps, drawings and other information for review and aeronautical study. The Airport Director maintains a supply of forms and can provide guidance to the applicant for completion.

7.3 Notification and Coordination

- a. Tenants, contractors and others scheduling construction or major maintenance projects shall notify the Airport Director at least two (2) business days in advance as required by the Klamath County Building Codes, or as soon as possible in the event of an emergency. Failure to adequately inform the Airport Director of construction scheduling may result in the work being delayed or interrupted until determination is made as to the authorization/coordination needed to proceed with the work.
- b. The Airport Director will not be responsible for any loss or incurred costs to the tenant, contractor, suppliers or others related to the work disruption.

7.4 Record Drawings

- a. Record drawings for all projects shall consist of 11" x 17" paper drawings of sufficient paper weight and clarity to allow duplication and an electronic copy on CD disc or current electronic method acceptable to the Airport Director.
- b. Unless waived by the Airport Director the tenant, contractor, engineer, agency or others constructing or installing on Airport property shall provide the Airport Director a complete set of record drawings at the close of the project. Drawings shall show all detail and any modification to design/construction prints. Field markings, "red line" or other hand corrected sets are not acceptable.
- c. Any utility or infrastructure installation, extension or modification must be accompanied by a completed set of drawings.

7.5 Utility Locating

No digging or trenching on Airport property shall be conducted without first obtaining utility and infrastructure locations from the following:

- a. One - Call Service;
- b. Airport Operations;
- c. Air National Guard, Civil Engineering;
- d. FAA Facilities Office for the Airport.

7.6 Airfield, Restricted, and Controlled Areas

Any work conducted on the airfield, including runways, taxiways, infields and adjacent areas, or in any controlled or restricted access area, or in controlled/restricted areas of the air carrier terminal and other public or private buildings is subject to security provisions as defined by the Airport Director

Section 8 – Aircraft Hangars

8.1 Hangar Usage

Aircraft hangars shall only be used for aircraft storage and aeronautical related items as defined by the FAA Policy on Non-Aeronautical Use of Airport Hangars. Stored equipment within hangars must not impeded the movement of aircraft in and out of the hangar or displace aeronautical items.

8.2 Parking

- a. A tenant may park their automobile in their hangar while using their aircraft.
- b. Aircraft parked in hangars shall be parked in such a manner as to be completely contained within the hangar.

8.3 Aircraft Maintenance

- a. Aircraft owners may conduct preventative maintenance in their leased hangar space as authorize by 14 CFR Part 43.
- b. Aircraft maintenance, repairs, alterations, or constructing amateur-built aircraft shall be done in compliance with all regulatory measures including Federal, State, and Local laws and applicable fire codes.

8.4 General Restrictions

Aircraft hangars shall not be used for the following:

- a. Storage of items or activities that are in violation of Airport Rules and Regulations, Airport's Minimum Standards for Commercial Aeronautical Activities, lease provisions, building codes, local ordinances, or prohibited by Federal, State, and Local laws;
- b. Indefinite storage of derelict aircraft or parts. Aircraft actively being repaired, restored, or built are not considered to be derelict;
- c. Commercial or revenue-producing activity without complying with the Airport's Minimum Standards for Commercial Aeronautical Activities and written approval from the Airport Director;
- d. Operation of space heaters in hangars without the authorization from the Airport Director;
- e. Storage of oily rags, waste oil, or other soiled materials;
- f. Fueling aircraft while in a hangar or within twenty-five (25) feet of any hangar or building;
- g. Storage of paint, dope, fuel (except fuel in aircraft tanks), solvent, or other flammable or volatile materials unless stored in an appropriate, approved container and that storage of such materials is approved by lease, license or permit;
- h. Spray painting or doping operations;
- i. Cleaning of aircraft or aircraft parts with flammable and/or volatile liquids or solvents;
- j. Storage of lubrication oil in excess of immediate needs unless stored in an approved fireproof container and in reasonable quantities;
- k. Operation of an aircraft engine inside any hangar;
- l. Storage of any items that, singly or collectively, prohibit the use of the hangar for it's intended aeronautical use.
- m. As a residence.

8.5 Routine Inspections of Airport Hangars

- a. The Airport Director will perform an annual routine inspection of each hangar on the Airport. The Annual Hangar Inspection Form can be found in Appendix A of these Rules and Regulations.
- b. Notice of Inspection letters will be sent at least 15 days in advance of the inspection. The hangar tenant need not be present at the time of inspection but must ensure access to the hangar of the time stated on the notice of inspection.
- c. Inspectors may consist of the Airport Director, Building Inspector, and Fire Department Inspector or their designated representatives.
- d. Compliance letters will be mailed to the tenant within fourteen (14) days of the hangar inspection. Any areas of non-compliance shall be corrected within thirty (30) days of the date of the letter. Failure of the hangar tenant to address areas of non-compliance within the thirty (30) day period will result in the tenant being deemed in violation of their lease.

Section 9 - Aircraft Operations

9.1 Authority to Restrict Operations

The Airport Director shall have the authority, at any time, to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other aircraft operation, to refuse takeoff permission to aircraft and to deny the use of the Airport or any portion thereof to any specified class of aircraft or to any individual or group, when the Airport Director considers any such action to be necessary to avoid endangering persons or property and to be consistent with the safe and proper operation of the Airport. In the event the Airport Director determines the condition of the Airport or any part thereof to be unsafe for landings, takeoffs or maneuvering, they shall issue appropriate NOTAMs closing the Airport or any part thereof.

9.2 Restriction of Operations

- a. All aircraft operations will be confined to hard surface areas (active runways, taxiways, and parking aprons) except when authorized to do otherwise by ATCT or in the event of an emergency.
- b. Aircraft operators shall provide prior written notification at least two (2) business days prior to the activity to the Airport Director before performing any of the following restricted activities at the Airport:
 - (1) Any glider, parachute, hot air balloon or other recreational aviation activity at or on the Airport;
 - (2) Landing on unpaved surfaces on the Airport;
 - (3) Landing upon or taking off of lighter-than-air aircraft at or on the Airport;
 - (4) Landing upon or taking off with banners or gliders in tow at or on the Airport;
 - (5) Sky diving, parachuting, or powered parachute operations;
 - (6) Operation of aircraft with a maximum certificated takeoff weight more than the published weight bearing capacity for the runway and taxiways;
 - (7) Transportation of hazardous cargo including but not limited to highly flammable or radioactive cargo.

9.3 Operation of Aircraft

- a. All aircraft operations on the Airport shall comply with FAA, State and Local rules, regulations, ordinances, statutes or laws.
- b. No aircraft shall be operated on the Airport in a careless or negligent manner, in disregard of the rights and safety of others, without due caution, at a speed or in a manner which endangers

personnel or property, or while the pilot or any other person aboard controlling any part of the operation thereof, is under the influence of or impaired by, the use of alcohol or any legal or illegal narcotic, intoxicating drug or medication.

- c. No aircraft shall be operated on the Airport if such is constructed, equipped or loaded so as to reasonably endanger persons or property.

9.4 Payment of Debts

No person shall depart in an aircraft from the Airport until all charges created in connection with the aircraft have been paid to the appropriate agency or satisfactory arrangements to pay the charges have been made.

9.5 Taxiing, Towing, or Moving Aircraft

- a. Any aircraft being taxied, towed or otherwise moved shall be done at a reasonable speed not exceeding 10 mph on the parking apron or 25 mph on the movement area.
- b. When towing aircraft over 12,500 lbs. a trained and competent person shall attend the controls of the aircraft and tow vehicle. Radio communication other than ATC Ground Control or CTAF frequencies shall be established between the tow vehicle and aircraft operator.
- c. No aircraft can be towed on the movement area unless the tow vehicle operator has satisfactorily completed movement area driver training.
- d. During hours of darkness, aircraft wingtip and positioning lights shall be illuminated. The tow vehicle lights and rotating beacon shall be illuminated.
- e. "Wing walkers" or ground safety observers are required whenever aircraft are maneuvered or towed between two aircraft or in close proximity to other aircraft.
- f. Vehicles used for towing aircraft are restricted to routes established or prescribed by the Airport Director.
- g. Any person who operates an aircraft in a negligent or reckless manner resulting in harm or damage to Airport property shall be held financially liable.

9.6 Starting and Running Aircraft Engines

- a. No engine shall be started or run unless a licensed pilot or certified A&P mechanic is attending the aircraft controls. Wheel blocks equipped with ropes or other suitable means of chocking the aircraft wheels to deter movement shall be placed in front of the main landing gear wheels before starting the engine or engines, unless the aircraft is locked into position by functioning locking brakes.
- b. Aircraft shall be started and run up in locations designated for such purposes by the Airport Director. This includes the run-up aprons at Taxiway C and the south end of Taxiway G, the Air National Guard's Engine Check Pad ("Hush House") or a location approved by ATC which is remote from aprons, buildings and personnel and which does not interfere with other aircraft operations or safety. Engine, prop and exhaust noise shall be kept to a minimum.
- c. Engines shall not be run up or operated at length for maintenance or diagnostic purposes, in between or around hangars, shops, buildings or in close proximity to persons, equipment or aircraft or on parking aprons and ramps.
- d. Engines shall not be started until proper clearance has been given by ground crews and/or all standard pilot safety procedures are met.
- e. Starting an aircraft engine when flammable liquid is present on the ground in the vicinity of the aircraft is prohibited.

9.7 Aircraft Parking

- a. No person may park any aircraft in any area other than that prescribed by the Airport Director.
- b. Aircraft parked on designated tie-downs shall be parked in such a manner as to be completely contained within the designated tie-down space or assigned area of the ramp. No parked aircraft shall be positioned in such a manner as to block aircraft or vehicular movements or obstruct access to hangars, other aircraft, other vehicles, gates, fuel storage facilities or taxilanes.
 - (1) Each tenant/lessee shall be responsible for the orderly parking of aircraft and for the cleanliness of the area they use.
 - (2) Each aircraft owner will be responsible for the aircraft's security and all mechanisms of fastening.
- c. Aircraft operators shall ensure that all aircraft are properly secured.
- d. No aircraft shall be left unattended on the Airport unless properly secured, tied down, or parked within a hangar. The owner of such aircraft will be held responsible for any damage resulting from failure to comply with this rule.
- e. It will be the responsibility of the aircraft's operator to contain any oil, fuel, or hazardous materials leakage of a parked aircraft. Repairs of any damage resulting from failure to observe proper containment of such leaks shall be made at the expense of the aircraft's owner. All such leaks must be reported immediately to Airport Operations. 9-1-1 must be notified if required by Federal, State, or Local law.
- f. For Airport controlled tied-down spaces each aircraft owner shall be required to complete an appropriate agreement for their assigned ramp tie-down space or hangar area.
- g. The Airport Director may require an aircraft be moved from one location to another. Failure of the owner, operator or agent to comply will result in the aircraft being relocated at the owner/operator/agent's expense and without liability to the City or Airport for damages which may result in the course of the move.
- h. No aircraft, other than an air carrier aircraft, may enter or park in the secured area at the passenger terminal without prior approval and coordination with the Airport Director. The secured area is defined by a yellow painted perimeter and is posted in a manner indicating the area is restricted.

9.8 Accident Reporting

- a. The pilot or operator of any aircraft involved in an accident causing personal injury or property damage shall promptly make a complete report to the Airport Director. This report is additional to all other reports required by other agencies. Persons shall cooperate fully with emergency response personnel. Airport personnel are responsible for the disposition of, and access to, any aircraft involved in an accident on Airport property, until Federal investigators arrive or acknowledge release of the involved aircraft.
- b. No person shall interfere with an accident scene unless necessary to protect lives, prevent further damage to the wreckage, or to save other structures or property from damage resulting from accident wreckage.
- c. Unauthorized entry into the movement area to gain access to an accident scene is prohibited unless necessary to protect lives.
- d. Distributing photos or videos of an airfield accident to the media or via social media that were obtained by using a security badge or access medium or providing media access to the airfield is prohibited and is grounds for revocation of a security badge or access medium.

9.9 Liability for Damages

The cost to repair or replace airfield lighting, equipment or other Airport facilities resulting from an aircraft accident/incident or consequential damages for the removal and recovery of the aircraft is the

responsibility of the aircraft owner and/or operator. Failure to pay shall result in legal proceedings by the City of Klamath Falls to collect the claim.

9.10 Disabled, Damaged, Wrecked and Derelict Aircraft

- a. The owner, operator, agent or other person having control or the right of control of any disabled, damaged or wrecked aircraft or parts thereof on the Airport shall be responsible for the prompt removal and disposal. Removal and disposal is subject to any requirement or direction of the National Transportation Safety Board, FAA, Airport Director or other jurisdictional agency that such removal or disposal be delayed pending investigation of the accident.
- b. Other than indicated above, damaged aircraft shall not be stored outside in public view longer than twenty-four (24) hours without permission of the Airport Director.
- c. The owner, lessee, operator, agent or other person having control, or the right of control of any aircraft or parts thereof, by use of the Airport, agrees and consents, that the Airport Director may take any and all necessary action to effect the prompt removal or disposal of disabled aircraft that obstruct any part of the Airport utilized for aircraft operations; that any costs incurred by or on behalf of the Airport for the removal shall be at the expense of the owner/operator; that any claim for compensation against the Airport, the City of Klamath Falls, its officers, employees or agents, for any and all loss or damage sustained to any such disabled, damaged or wrecked aircraft, or any part thereof, by reason of any such removal or disposal, is waived; and that the owner, lessee, operator, agent or other person having control or right of control of the aircraft shall indemnify, hold harmless and defend the Airport, the City of Klamath Falls and all of its officers, employees and agents against any and all liability for injury to or the death of any person, or for any injury to any property arising out of such removal or disposal of said aircraft or parts.
- d. Aircraft in the process of renovation or restoration are permitted so long as they are stored in a hangar, approved by the Airport Director, or are under the care of a business or entity approved to do such work.
- e. An aircraft parked on the public apron in excess of sixty (60) consecutive days and not flown during that period shall be declared derelict unless prior arrangement for extended parking is made with the Airport Director. Such an aircraft is subject to removal and impoundment by the Airport Director with all costs incurred for the action becoming the responsibility of the owner. All removal and impoundment actions will be in compliance with Federal, State, and Local laws.

9.11 Based Aircraft Registration

- a. Aircraft based at the Airport must be registered with the Airport Director. A “based aircraft” is defined by the FAA as “an aircraft that is operational and air worthy, which is based at a specific facility for a majority of the year.” Registration information must include, at a minimum, the following:
 - (1) Aircraft make, model, registration, and gross takeoff operating weight; and
 - (2) Aircraft owner’s name, address, phone number and e-mail address. If there are multiple owners of one aircraft, then the information for all owners must be supplied to the Airport Director.
- b. Based aircraft operators must have a tie-down or hangar agreement with the Airport Director, an Airport lessee, or an authorized FBO or SASO.

9.12 Aircraft Equipment

- a. Aircraft shall not be operated on the Airport for landing, takeoff or maneuvering without suitable and functioning wheel brakes.

- b. It is highly recommended that Aircraft utilizing the Airport for landing, takeoff or maneuvering be equipped with a functioning aviation radio capable of transmitting and receiving Ground Control frequency and Local Tower (CTAF) frequency within a five (5) nautical mile radius of the Airport.
- c. Aircraft not equipped with a functioning radio shall make prior coordination and receive approval from the Airport Director and ATCT management for each operation. This does not preclude enroute non-operational radio landings utilizing established airman/ATC procedures and light gun signals.

9.13 Aircraft Security

- a. Aircraft owners/operators are responsible for securing their aircraft while at the airport. This includes but is not limited to, locking the ignition, baggage and cabin doors, and installing yoke or rudder pedal locks.
- b. Additional security including the use of police or private guards shall be approved by the Airport Director. Police and private guards shall not be used to hinder or delay any movement so directed by the Airport Director. The aircraft owner, operator, lessee, or tenant are responsible for obtaining, providing, and maintaining such security and may only provide such security after notifying the Airport Director.

9.14 Interfering or Tampering

No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, or use any aircraft parts, instruments or tools without permission of the owner.

9.15 Unsafe Areas

- a. No pilot shall use any part of the Airport considered temporarily unsafe for landing, takeoff or maneuvering, or which is not available for any reason. The boundaries of such areas shall be marked with barricades, cones or similar devices and a NOTAM shall be issued.
- b. No pilot shall use any part of the Airport which is permanently closed for landing, take off or maneuvering, including runways and taxiways, except for a declared emergency.

9.16 Traffic Rules

- a. Taxiing:
 - (1) Aircraft shall be taxied on pavements designed for aircraft movement and shall not be taxied in a reckless manner or at an unsafe speed;
 - (2) Aircraft shall not be taxied into, out of, or within any structure at or on the Airport unless designed explicitly for that purposed and approved by the Airport Director.
- b. Landing and Take Off:
 - (1) Aircraft shall adhere to published traffic patterns, unless directed otherwise by ATCT personnel;
 - (2) Rotary wing aircraft shall not operate closer than 200 feet to the apron areas except for landing and takeoff;
 - (3) Aircraft shall not be flown in an unsafe manner over hangars, buildings, automobile parking areas or groups of spectators except under emergency conditions;
 - (4) No experimental or aerobatic ground demonstration or flight shall be conducted on the Airport without the prior approval of the Airport Director.

9.17 Passenger Enplaning and Deplaning

Aircraft shall be loaded and unloaded, passengers enplaned and deplaned in designated parking areas unless otherwise permitted by the Airport Director. All passengers shall be channeled through designated routes to and from the passenger terminal building, the FBO, SASO, or corporate facilities.

Airline, FBO, SASO or corporate personnel shall be stationed to assist and channel passengers during enplaning and deplaning. No pedestrian traffic is allowed to cross any terminal ramp, taxiway or between boarding areas (air carrier to FBO/SASO/corporate or reverse).

9.18 Aircraft Cleaning

- a. Aircraft cleaning shall only be performed in full and complete compliance with the Airport's Stormwater Pollution and Spill Prevention Plan (SWPSP) which is available for reference at the Airport Administration Office. All aircraft washing that would generate drainage to the storm water system is required to be completed at the Aircraft Wash Rack location.
- b. No drainage may flow to a storm water drain.

9.19 Aircraft Deicing

- a. Airport tenants must receive prior approval from the Airport Director to use pavement deicers on the AOA. Deicers must comply with the requirements specified in FAA Advisory Circular 150/5200-30 and any other FAA publications.
- b. All aircraft deicing must be done on the terminal, FBO, or SASO ramp. Military aircraft may be deiced on military leased premises.

9.20 Aircraft Noise

- a. Airport staff will investigate all noise complaints received regarding aircraft using the Airport.
- b. Each noise complaint will be logged by name, date, time, tail number, and owner.
- c. Aircraft ownership will be determined through FAA aircraft registration resources.
- d. Follow-up will be provided to the affected community member if requested.
- e. For noise complaints generated by military aircraft the Airport Director will follow the above procedures and relay all applicable information to the ANG Public Affairs Office.

Section 10 - Motor Vehicles

10.1 General

- a. The laws of the State of Oregon and the City of Klamath Falls relating to motor vehicle operations on streets and public highways shall apply, where applicable, to motor vehicles utilizing Airport streets and roadways. Persons operating on any portion of the Airport must hold a valid state motor vehicle license appropriate to the class of vehicle being operated.
- b. Vehicles operated on any part of the Airport must be properly insured. Commercial vehicles and vehicles operating within the AOA shall carry liability insurance at limits required by the Airport Director.
- c. Vehicle operators must comply with any lawful order, signal or direction of Airport personnel. For traffic controlled by signs or by manual or electrical signals, such signs and signals shall be obeyed unless directed otherwise by Airport personnel.
- d. Vehicle operators shall obey all posted and established speed limits.
- e. No one shall clean or make repairs to vehicles on Airport property, other than in a shop or other designated area suitable for such activity, except those minor repairs necessary to move the vehicle from Airport property.
- f. All individuals, partnerships and corporations operating taxicabs, limousines, buses or courtesy vans on the Airport for the purpose of transporting persons or passengers for hire or in concert with their business shall be bound by these Rules and Regulations.

- g. Persons violating Airport Rules and Regulations relating to landside or airside vehicle operations may have their use restricted or may be removed from the Airport.

10.2 Parking

- a. The Airport Director is authorized to reserve all or any part of parking lots or other areas not under lease or permit for the sole use of vehicles or other purposes as they determine. Restricted or special use areas may be designated by markings and/or signs.
- b. The Airport Director may designate parking time limits; establish passenger and freight loading zones; establish "No Parking", "No Stopping", "No Waiting" or similar areas; designate where and how vehicles shall be parked by means of parking space markings; determine length of time a vehicle may be parked in a location; and designate direction of travel and indicate the same by means of appropriate signs and/or markings.
- c. Operators parking vehicles in any parking lot or other parking area reserved for public, private or employee use shall park in a manner to comply with all posted signs and painted lines.
- d. No person, except police and emergency response personnel in appropriately marked vehicles and on assignment, may park an unattended vehicle in any lane of the front drive at the air carrier passenger terminal unless that vehicle is marked and authorized by the Airport Director and has been subjected to federal security requirements. An attended vehicle is one in which a competent, licensed person is in, or immediately adjacent to, the vehicle and is authorized and capable to immediately remove the vehicle.
- e. Vehicle operators violating these regulations may be ticketed and may be towed at the owner's expense.
- f. Displaying vehicles and/or equipment for sale or lease at or on the Airport is strictly prohibited unless authorized by the Airport Director.
- g. Only rental car companies may authorize vehicles to park in their respective designated spaces. Rental car employee vehicles are authorized to park in their respective designated spaces. Vehicles that are parked in the Rental Car parking area without proper authorization will be towed without liability to the Airport or the City and at the owner's expense.
- h. Vehicles parked in any public parking area for more than thirty (30) days shall be considered abandoned and will be towed at the vehicle owner's expense unless the owner has made arrangements in advance with the Airport Administration Office. Notice for any vehicle towed will be in accordance with City of Klamath Falls ordinances.
- i. Recreational vehicles or other camping vehicles may not be parked at the Airport without prior authorization from the Airport Director.

10.3 Authorization to Move Vehicles

The Airport Director may remove, or cause to be removed at the owner's expense, any vehicle from any restricted or reserved areas, any roadway or right-of-way or any other area on the Airport which is disabled, abandoned, or illegally or improperly parked or which creates a safety or operational problem. The Airport Director shall not be liable for damage to any vehicle or loss of personal property which might result from the act of removal.

10.4 Proper Use

- a. No person shall operate any vehicle on the Airport other than on the roads or places authorized by the Airport Director.
- b. No person shall use the roads or walks on the Airport in such manner as to hinder or obstruct proper use.

- c. No person shall operate a vehicle in a reckless or dangerous manner, at a speed greater than posted or if the vehicle is not roadworthy or in such condition it endangers persons or property.

10.5 Pedestrians

Pedestrians shall have the right-of-way at all times over vehicular traffic.

10.6 Tenant and Employee Parking

All employees of companies, organizations or agencies having tenancy on the Airport shall park only in designated parking areas.

10.7 Motorcycles and Bicycles

Motorcycles and bicycles are given all rights and are subject to all regulations of any other vehicle. Motorcycles and bicycles are prohibited from operating or parking on sidewalks, lawns, landscape or other non-paved areas.

10.8 Abandoned or Improperly Parked Vehicles

- a. Vehicles that are determined to be abandoned or derelict may be towed at the discretion of the Airport Director.
- b. Vehicles in public parking lots are deemed abandoned after thirty (30) days, unless the owner makes prior arrangement with the Airport Administration Office.
- c. Unauthorized vehicles parked in rental car parking lots are deemed illegally parked and will be impounded after two (2) hours.
- d. Vehicles may be deemed derelict if they have expired licenses or tags or are deemed non-drivable.

Section 11 – Operating Vehicles Airside

11.1 General

These guidelines establish basic procedures for operating motor vehicles in tenant hangar and apron areas, on the public aircraft parking aprons, taxiways, runways and perimeter roads controlled by the Airport. The Airport Director retains overall responsibility and authority for vehicular and other activities on the airfield. This guide, along with periodic instructions promulgated by the Airport Director applies to all civilian, government, contractor, tenant and military personnel doing business on the Airport's airside property.

11.2 Authorization

Permission to drive within the perimeter boundaries of the Airport is granted by the Airport Director and will be under the control of Airport Director. Only those operators and vehicles designated by the Airport Director will be given access to the airfield.

11.3 Responsibility

The Airport Director is responsible for vehicular traffic on all portions of the airfield. The ANG has developed a driving program (KFI 13-213) acceptable to the Airport Director for those portions of the airfield leased by the U.S. Government for the sole use of the DOD and the ANG KFI 13-213 is administered through the ANG Base Operations, Chief of Airfield Management and staff. Revisions are submitted to the Airport Director for review and approval prior to implementation.

11.4 Licenses and Insurance

Persons operating vehicles on the Airport must ensure the equipment meets the ORS licensing and registration requirements. Any person operating a vehicle at or on the Airport must have a valid, current driver's license in their possession and evidence of insurance as required by the ORS. Vehicles operating inside the perimeter fence, on aprons, taxiways and runways must be covered by liability insurance per ORS. Vehicles shall not be operated at or on the Airport unless the vehicle is in sound mechanical order and permits clear visibility from the driver's position.

11.5 Restrictions

- a. Private vehicles are not permitted to operate airside except for tenant and guests transiting between their hangar and the closest vehicle access gate to public areas. Private vehicles will not operate on taxiways, runways or interior utility roads which cross runways and taxiways.
- b. Contractor vehicles and equipment, commercial vehicles or other non-tenant vehicles will not operate on any portion of the AOA without prior approval of the Airport Director and coordination with Airport Operations. Training appropriate to the level of activity on the AOA must be completed prior to operating vehicles or equipment.

11.6 Minimum Instruction Requirements

Prior to receiving authorization to operate vehicles and equipment on the movement areas of the Airport, operators must receive instruction from the Airport Director or the Air National Guard Vehicle Control Officer (VCO) and display a badge or license indicating successful completion of training.

11.7 Minimum Operating Standards

- a. The following standards shall be observed when operating a vehicle on the airfield environment:
 - (1) Operating Safety: Operators of vehicles and equipment have the ultimate responsibility to ensure safe operating and maneuvering practices. Drivers must be able to monitor and adjust to weather, pavement conditions, congestion and other unusual or special circumstances which might impact overall performance of vehicles and equipment;
 - (2) Speed Limits: Maximum vehicle speed limit in aircraft hangar areas, aircraft parking areas and aprons is 15 mph;
 - (3) Right of Way: Aircraft maneuvering under their own power or being towed have the right-of-way. Vehicle and equipment operators should maintain an awareness of aircraft operating around them or moving into their environment by monitoring ATC frequencies as well as by visual and audible alertness. Vehicles shall pass to the rear of taxiing aircraft;
 - (4) Parked Aircraft: Vehicles and equipment will not pass under any part of an aircraft unless necessary as a function of servicing that aircraft. In those instances, the operator will only proceed under the guidance of safety personnel who will ensure sufficient clearance is available before proceeding. Vehicles will not be backed or nosed in the immediate direction of any aircraft except as authorized in certain towing, loading, or fueling operations. Vehicle wheels should be chocked to prevent rolling into the aircraft. Chocks should remain in place until the vehicle is removed. All vehicles and wheeled equipment, unless required by function, should be positioned to prevent rolling into the aircraft (i.e. perpendicular to nose and tail in front and back, parallel to fuselage outside wingtip). Vehicles shall pass no closer than twenty (20 feet) from any wing, tail or nose section of these aircraft;
 - (5) Pedestrian Traffic: Vehicles shall not pass between a parked aircraft and the terminal, FBO or other building while passengers are loading or unloading. Vehicles should transit the FBO flight

line towards the rear (runway side) of the aircraft parking area but should not impact any Movement/Non-Movement Boundary Line;

- (6) General purpose vehicles will approach parked aircraft with the driver's side of the vehicle towards the aircraft. Special service vehicles operating closer than twenty (20) feet to an aircraft should have a safety guide to assist in maneuvering;
- (7) Aircraft Engine Runup: No vehicle will be positioned or driven closer than twenty (20) feet in front of nor less than one hundred (100) feet behind an aircraft with engines running;
- (8) Wheeled Equipment: Compressors, ground power units (GPU), mobile light plants and similar equipment will only be towed by general purpose vehicles that are properly equipped with hitches and pins designed for towing. Safety chains are not required on ground service equipment (GSE) which are designed specifically for maneuvering and towing short distances. Equipment shall be towed at a maximum rate of 15 mph.

Vehicles towing equipment must be placed in neutral while the driver completes hook-up which will allow movement of the GSE tow vehicle by hand to align the pinhole and tongue. Drivers must turn off their vehicle, place the vehicle in park or reverse, and set the parking brake if they do not intend to immediately drive following the attaching or detaching of equipment;

- (9) Unattended: Vehicles left unattended must be parked in such a manner as not to impede other traffic, interfere with responding emergency vehicles, impact maneuvering aircraft or to impact runway and taxiway object free and safety areas. No vehicle will be left unattended on the movement area without coordination and approval of the ATCT ground controller. The operator will maintain ATC radio contact and be able to move the vehicle as instructed;
- (10) Chocks will be used to secure all vehicles and equipment that do not have an integral braking system when they are left parked and unattended;
- (11) Vehicle Condition: Operators are responsible for ensuring their vehicles are in sound mechanical condition. No vehicle shall be operated airside without proper screens, baffles or dampers to prevent the emission of sparks or other ignition sources;
- (12) Passengers: Passengers shall remain seated while the vehicle is in motion and keep their arms and legs within the confines of the vehicle body. Passengers shall not ride on fenders, running boards, hoods, bumpers, inside compartments or other portions of a vehicle not specifically designed and equipped for rider's use;
- (13) Vehicle Lighting: Vehicles operating on the AOA shall be equipped with standard operable head light, tail light, brake light, emergency flasher and running lights typically applicable to the type of motor vehicle. Additionally, vehicles authorized to operate on runways and taxiways shall be equipped with an omnidirectional amber light mounted at or near the upper most portion of the vehicle. The light shall conform to FAA standards.

Lights shall be utilized between the periods of official sunset to sunrise, during inclement weather resulting in reduced visibility or in any condition where increased visibility and conspicuity is prudent.

The amber omnidirectional light shall be utilized anytime a vehicle is operating on the movement area.

Emergency vehicles will utilize the standard red/blue/green lighting typical for those types of vehicles in lieu of the amber light;

(14) Vehicle Marking: Vehicles operating on the movement area should be marked or painted to allow identification by ATCT personnel and to be easily seen in the dark or obscured visibility. These methods include, but are not limited to, decals, reflective signing, striping, paint schemes (chrome yellow / yellow-green) or other combinations acceptable to the Airport Director.

Personal vehicles utilized during business (ie: courier pick-up, contract janitorial, etc.) shall be posted with a magnetic sign on the sides or a legible sign in the front window sufficient to be read at a distance of one hundred (100) feet;

(15) Radio Communication: Vehicles utilized off the aircraft parking apron (on or around the runway and taxiways or other areas of the AOA which impact any safety area, approach or primary surface, instrument critical area or which would typically be controlled by ATCT) must be equipped with a radio capable of two-way communication with ATCT Ground frequency. Any vehicle operating in controlled environments during hours when the ATCT is unmanned must have ATCT Tower (CTAF) frequency capability as well.

The availability of radio communications does not automatically authorize a person to operate on or about the runway and taxiway system nor in restricted or controlled areas. Operating in these areas is strictly controlled and under authorization of the Airport Director;

(16) Escorted Vehicles: Authorized vehicles operating away from the aircraft parking apron that do not have full radio communication with the ATCT must be under positive escort control by an authorized driver and vehicle that does;

(17) No person shall use a cell phone, text, or use web services while driving a vehicle unless stopped and out of the way of aircraft, equipment, or other vehicle operators; and

(18) Vehicle Cleaning and Maintenance: Private vehicles and vehicles operated by commercial vehicle operators shall not be cleaned and/or maintained anywhere at or on the Airport, except for minor repairs that are necessary to remove such vehicles from the Airport.

b. Vehicles operated by lessees, operators, or tenants shall be cleaned and/or maintained only in areas compliant with the Airport's Stormwater Pollution and Spill Prevention Plan and Industrial Stormwater Permit. Rental Car Companies that have approved leases may clean their vehicles in a location approved by the Airport Director.

11.8 Parked Vehicles

a. No person shall park any vehicle in the AOA in the following manner:

- (1) In a space reserved for a specific purpose;
- (2) On any grass area;
- (3) In front of any hangar;
- (4) For the purpose of abandonment;
- (5) On any aircraft taxilane; vehicles parked on aircraft taxilanes shall be deemed abandoned;
- (6) On the roadway side of any stopped or parked vehicle;
- (7) Within fifteen (15) feet of a fire hydrant;
- (8) Within five (5) feet of either side of a security fence;
- (9) Other than in the manner and place prescribed by the Airport Director.

b. Vehicles shall not be parked or stopped in such a manner as to obstruct a parking lot lane, driveway, roadway, walkway, crosswalk, fire lane, runway, taxiway, taxilane, hangars, tie-downs, parked or staged aircraft, and/or parked or staged vehicles.

c. Service and delivery vehicles may park in front of a hangar for making deliveries, then only long enough to make such deliveries.

- d. The tenants of T-hangars and tie-downs may park their own vehicles in their T-hangars or on their own aircraft tie-downs when the aircraft hangered or parked therein is absent for periods of no more than fourteen (14) days. Vehicles that need to be parked for more than fourteen (14) days are subject to approval from the Airport Director.

11.9 Radio Procedures

- a. Vehicles operating on any movement area must be capable of transmitting and receiving ATCT Ground Control instructions during hours the control tower is operating. Drivers authorized to operate during hours the control tower is closed must be capable of transmitting / receiving on Local Control (CTAF).
- b. Cellular telephones or similar devices are not permitted in lieu of a proper transceiver. These devices may be used in the event radio communications are lost to coordinate the driver's airfield departure with ATCT personnel.
- c. In the event of lost radio communications with ATCT, the driver will turn their vehicle towards the tower and flash their headlights. In the event ATCT personnel are attempting to gain a driver's attention they will activate the runway lights and raise/lower the lighting intensity. Standard ATCT light gun signals will be used to direct the driver off the airfield.

11.10 Airfield Marking, Signing and Lighting

- a. Drivers operating on the uncontrolled movement areas (aprons and taxilanes) shall understand basic taxiway markings and lighting so as not to cross into, or impact, controlled movement areas.
- b. Drivers authorized to operate on taxiway and runway movement areas shall demonstrate their knowledge of basic markings, signs and lighting for those systems.

11.11 Night and Low Visibility Operations

- a. All vehicles operating on airside areas during hours of darkness, during inclement weather or in any other condition which reduces visibility shall operate with their headlights and, where applicable, beacons on.
- b. Drivers shall dim, or turn off their headlights, or redirect headlight beams at night so as not to blind or impair a pilot's night vision.

11.12 Vehicular Accidents

- a. Vehicle operators involved in an accident resulting in personal injury or damage to any vehicle, aircraft or Airport property shall report the incident to the Airport Director immediately.
- b. Drivers shall adhere to standard procedures including remaining at the scene, rendering reasonable assistance as appropriate and providing license/insurance information to law enforcement personnel and/or the other driver.
- c. Operators involved in an accident shall cooperate fully with the Airport Director or Law Enforcement Officers investigating the accident.

11.13 Penalties and Suspension of Airside Driving Privileges

- a. Failure to comply with the airside operating regulations may result in penalties to non-complying persons including written warnings, suspension of privileges or revocation of airside driving privileges.
- b. The Airport Director is not obligated to follow any specific order or succession when assessing penalties. Penalties may be assessed without regard to prior operating history based on evaluation of the circumstances surrounding and the severity of the incident.

- c. Suspension of airside driving privileges shall be no less than thirty (30) calendar days.
- d. Revocation of airside driving privileges shall be no less than twelve (12) months and may result in permanent loss of airside driving privileges.
- e. A copy of written warnings shall be forwarded to a vehicle operators manager or corporate personnel office as applicable.

Section 12 - Safety

12.1 Fire and Safety

All fire and fire related safety provisions of these Rules and Regulations, including hazardous materials, shall be in accordance with applicable sections of the Uniform Building Code and/or the Uniform Fire Code as adopted by the City of Klamath Falls, Klamath County and Klamath County Fire District.

12.2 Utmost Care Required

All persons using the Airport, or its facilities shall use the utmost care to guard against fire and injury to persons and property. It is the responsibility of individual tenants, lessees, employers, employees and other users to ensure a safe working environment through safety and mishap prevention.

12.3 Handling of Explosives and Other Hazardous Materials

- a. Explosives not acceptable for transportation under applicable federal regulations are not permitted on the Airport except as noted in Section 6.6 of these Rules and Regulations.
- b. Compliance with all regulations governing explosives which are acceptable for transportation is required unless the Airport Director deems it necessary to impose more restrictive regulations.
- c. A minimum twenty-four (24) hour advance notice shall be given to the Airport Director for any operations requiring their permission pursuant to this rule.
- d. Permission to move radioactive materials may be given only when such materials are packaged, marked, labeled and limited in quantity as required by regulations applying to transportation of explosives and other dangerous articles and which do not create an undue hazard to life or property at the Airport.
- e. Airport tenants involved with the handling of hazardous materials must provide the Airport with an approved Hazardous Materials Removal Plan. The plan will include the name of the company used for removal of materials and the names and 24-hour telephone numbers of tenant staff authorized to handle such removals. The plan shall be maintained and updated annually.
- f. No person shall keep or store any flammable materials on the Airport or in any building on the Airport except in the following manner:
 - (1) In aircraft fuel tanks;
 - (2) In rooms and areas approved by the Airport Director;
 - (3) In fuel trucks or fuel tanks approved by the Airport Director;
 - (4) As specified in hangar, facility and/or building lease agreements.

12.4 Fire Extinguishers and Equipment

- a. Tenants, owners and operators of any hangar or building on the Airport are responsible for furnishing and maintaining adequate first aid and fire appliances meeting the minimum Klamath County Fire District 1 and Oregon Fire Code requirements.
- b. Fire extinguisher equipment shall be readily accessible, maintained in good condition and regularly inspected. Each fire extinguisher shall have a tag showing the date of last inspection and shall be attached to each unit.

- c. Fire protection systems and equipment installed at the Airport shall be maintained in good condition and be inspected and serviced on a regular basis according to manufacturer, Oregon Fire Code, or Klamath County Fire District 1 recommendations.
- d. All fire doors, exits and other fire prevention apparatus shall be accessible and kept unobstructed at all times. No person shall block or modify any self-closing fire door at or on the Airport or do anything that may interfere with its ability to close in the event of a fire.

12.5 Open Flames

- a. No person shall ignite or maintain any open fire of any type on any part of the Airport without permission of the Airport Director.
- b. No person shall operate an oxyacetylene torch, electric arc or similar flame or spark producing device on any part of the Airport except in privately owned or leased premises specifically designated for such use.
- c. Any person observing an unattended or uncontrolled fire on Airport premises shall immediately report it to 911 and the Airport Director. No person shall make any regulations or order, written or verbal, that would require any person to take any unnecessary delaying action prior to reporting such fire.
- d. The heating of engine oil to promote easier cold weather operation shall be restricted to steam, hot water, hot air or approved electrical heaters.

12.6 Flammable and Volatile Liquids

- a. No person shall use flammable, hazardous, or volatile materials in the cleaning of aircraft or accessories unless such cleaning operations are conducted in properly fireproofed and/or mechanically ventilated areas that are equipped and constructed per the Oregon Fire Code. Any such materials and any residues shall be properly collected and disposed.
- b. Procedures and precautions outlined in the latest editions of the National Fire Protection Association (NFPA) and Oregon Fire Code shall be adhered to in all cleaning, painting, and refinishing operations using flammable or volatile fluids, paints, varnish, dope, or lacquer to include storage of these fluids.

12.7 Storage Areas

No fuel, oil, solvent drums or receptacles shall be stored on aircraft aprons or ramps, in any publicly accessible locations, around buildings, or in public view. The Airport Director shall require, as necessary, that storage sites be protected and screened.

12.8 Liquid Disposal

No fuels, oils, dopes, paints, solvents or acids shall be disposed of in drains, catch basins, ditches, on aprons or ramps, or anywhere else on the Airport. All such liquids shall be disposed of off Airport property and in a manner consistent with best management practices for handling the material. This shall also apply to absorbent materials used to clean any spilled fluids.

12.9 Cleaning Floors

Floors shall be kept clean and free from oil, grease, lubricants and fuels. Drip pans shall be utilized as necessary. Using volatile or flammable solvents for cleaning floors is prohibited.

12.10 Compressed Gas Storage

- a. 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 to secure such cylinders or tanks.

- b. All compressed gas cylinders or tanks must have an approved and fully operational pressure relief device installed.
- d. All compressed gas cylinders or tanks must have an approved transportation safety cap installed.
- e. All compressed gas cylinders or tanks shall be stored and maintained in compliance with all fire codes, NFPA standards and regulatory measures.

12.11 Heating Equipment

All heating equipment and fuel burning appliances installed or used at or on the Airport shall comply with the requirements of all applicable laws and codes.

Section 13 - Environmental

13.1 Litter and Cleaning of Allotted Space

- a. Each Airport tenant shall keep their allotted space free from rubbish, debris and uncontrolled vegetation.
- b. Storage of boxes, rubbish, paper, plastic and other similar material is prohibited in hangars and other buildings. No boxes, pallets, crates, rubbish, paper or litter of any kind shall be stored outside hangars and other buildings.
- c. Empty oil, paint, varnish cans, bottles or other containers shall be removed from all buildings and not allowed to accumulate.
- d. Hazardous material must be placed in a suitable receptacle with a tight-fitting, leak-proof lid and must be properly secured.
- e. Safety data sheets for all hazardous material shall be maintained to be readily available in the event of an emergency involving the material.
- f. All hazardous material must be disposed of in a manner that is consistent with all Federal, State, and Local regulations.

13.2 Control of Contaminants

- a. No fuel, grease, oil, flammable liquids or contaminants of any kind, including detergents used to wash aircraft or other surfaces, shall be allowed to flow into or be placed in any storm water, sewer or open water system or area without a separator unless connected to an industrial waste system.
- b. Persons allowing contaminants to enter the storm water system, either intentionally or unintentionally shall be liable for the cleanup of such spill and any fines levied and are subject to lease review and possible termination.
- c. No hazardous material (including fuels) shall be disposed of on the ground or into the air at the Airport during aircraft preflight inspections.
- d. No commercial trash disposal container shall be placed closer than fifty (50) feet from a combustible wall or building ventilation in-take system.

13.3 Floor Drains

All shop and hangar installations where any engine, mechanical equipment or vehicle is maintained, cleaned or painted shall be equipped with proper disposal facilities. This includes floor drains equipped with properly maintained traps to collect grease, grit and fuel. These trapped materials shall be disposed of in accordance with applicable Federal, State, and Local regulations.

13.4 Sanitary Sewers

Disposal of high grease content, fibrous materials, bulky solids or grit into the sanitary sewer system is prohibited.

13.5 Detergents

All tenants who use detergents in their operations, particularly equipment for vehicle washing and kitchens, are required to utilize only biodegradable products which are not harmful to the environment. Proof of such shall be provided to the Airport Director on demand.

13.6 Waste Petroleum

Approved fuel separators, grease/fuel traps or other receptacles shall be utilized and maintained for the collection of waste petroleum products. These systems shall be inspected periodically and the waste disposed of in accordance with applicable environmental regulations. Proof of such shall be provided to the Airport Director on demand.

13.7 Fuel Spill Kits

- a. The immediate and thorough cleaning of spills and removal of materials is the responsibility of the operator causing the spill or the tenant involved.
- b. Washing or flushing spilled fuel, oil, grease, solvents or other materials into storm systems or onto turfed areas is prohibited.
- c. Each company, person, tenant or aircraft operator handling fuels, oils, grease, solvents and similar material shall keep a ready supply of absorbent cleaning materials sufficient to clean spills up to six (6) feet in any dimension or to initially control a spill in excess of six (6) feet in any dimension from entering a storm drain, sewer system or onto any turf area.

13.8 Storm Water Discharge Plans

- a. The Airport Director maintains a storm water discharge permit through the Department of Environmental Quality. All lessees shall comply with the terms of the permit.
- b. Any party conducting business or other activities on the airport shall observe best management practices to prevent the contamination of any storm water system, waterway or water runoff.
- c. The Airport Director may require individual commercial tenants which generate wastes or could potentially create environmental hazards at the Airport to develop and submit a best management and waste control plan.
- d. The party responsible for a hazardous material spill is responsible for the mitigation, cleanup, notifications, and proper disposal of the spilled substance. If the Airport Director determines that the responsible party is not taking appropriate and timely action to mitigate a spill, then the Airport Director may act to control and clean up the spill at the cost and expense of the responsible party.

13.9 Painting

- a. Aircraft painting and associated process shall only be conducted in properly designated, fireproofed and ventilated rooms or buildings in which all illumination, wiring, heating, ventilating equipment, outlets and fixtures are spark free and vapor proof.
- b. No painting operations shall be conducted in T-hangars.

Section 14 – Free Speech, Religious Activity, and Solicitation

14.1 General

- a. Due to limitations on the space available for free speech activities, the Airport may impose reasonable restrictions as to time, place, and manner of speech at the Airport. The use of the Airport for engaging in free speech activities shall not impair or interfere with the rights of other persons or the transportation function of the Airport. No person engaging in free speech activities shall physically or verbally obstruct, delay, or interfere with the free movement of any person, vehicles, or aircraft in, upon, or through the Airport or otherwise prevent the orderly and efficient use of the Airport for its primary purpose. The following time, place, and manner requirements for the exercise of free speech activities at the Airport are intended to balance an individual's free speech rights with the preservation of the Airport's transportation primary purpose and shall apply to all persons, groups, and organizations desiring to use the Airport for free speech activities.
- b. Any group or person desiring to use the Airport for the purposes of free speech shall provide the Airport Director with a detailed description of the proposed activity which includes:
 - (1) The method of communication;
 - (2) The anticipated number of individuals that will participate in the communication;
 - (3) The date requested for the communication;
 - (4) The proposed time and duration of the communication.
- c. A form is available from the Airport Administration Office for this purpose. Under no circumstances will a group or person be required to provide any information as to the content of the speech itself.
- d. In general, free speech requests are approved on a first-come, first-served, basis. Whenever a request for use of the Airport for free speech is received from more than one group, and one of the groups has had use of Airport facilities immediately prior to the pending use request, authorization shall then be issued on a rotating basis, so that different groups have relatively equal opportunity.
- e. Whenever a group has been authorized by the Airport Director to use the Airport for free speech activities, all individuals representing the group shall remain in the designated free speech location. The group shall display the free speech permit in a visible and conspicuous manner.
- f. Free speech activities shall not be permitted in those portions of the Airport not open to the general public.
- g. Free speech activities shall not violate Federal, State, or Local laws.
- h. No person exercising their free speech rights shall intentionally touch or make physical contact with another person unless that person consents to the touching or physical contact.
- i. The use of sound or voice amplifying equipment is prohibited.
- j. Tables, stands, chairs, or other structures shall not be used or placed upon Airport property without permission from the Airport Director.
- k. No person shall engage in free speech activities in a manner that obstructs pedestrian or vehicle access to any Airport facility.
- l. Persons exercising their free speech rights must obey all directions of law enforcement officers and other uniformed or authorized Airport personnel designated to facilitate the movement of the Airport's customers and traffic.
- m. Failure to comply with any element of the requirements listed within this section may result in the denial or revocation of free speech use permits.

14.2 Designated Free Speech Location

The designated free speech location at the Airport is north of the baggage claim entrance on the sidewalk in front of the terminal between the electrical substation and the entrance to the mechanical room. No other location shall be utilized for free speech activities without prior written authorization from the Airport Director.

14.3 Solicitation

- a. No person shall solicit funds for any purpose on the Airport without written permission from the Airport Director.
- b. No person shall stand in or on the side of an Airport road for the purpose of soliciting a ride from the owner or operator of any private, non-commercial motor vehicle or aircraft at the Airport, except in the case of an emergency.

Section 15 – Fueling

15.1 Regulatory Measures

The Airport Director shall have the right of entry at reasonable times for inspection, repairs, and maintenance in regard to fueling.

15.2 Agreement or Permit

Fuels shall only be dispensed at the Airport by those entities having an agreement, license, or permit with the Airport Director granting such permission.

15.3 Training

- a. Tenants who perform fueling services must meet all requirements set forth in the Airport Minimum Standards for Commercial Aeronautical Activities for such operations.
- b. No person shall commercially fuel or defuel an aircraft until that person is properly qualified and trained in accordance with 14 CFR Part 139.
- c. Training records and documentation of training for each person that performs commercial fueling operations shall be maintained and kept on file by the entity performing such operations.
 - (1) Records shall indicate both initial and all recurrent training;
 - (2) All records shall be subject to review of and inspection by the Airport Director upon demand.

15.4 Refueling, Defueling, and Fuel Storage Operations

- a. All operators, tenants, and lessees shall conform with NFPA 407 and 14 CFR Part 139.
- b. A properly trained and qualified operator shall be present and responsive at all times while fuel is being transferred into or out of any fuel storage facility or fueling vehicles and equipment.
 - (1) The operator shall not leave the discharge end of any hose unattended at any time while the transfer of fuel is in progress.
 - (2) The operator shall not block open, disengage, or deactivate the deadman switch or any other related controls while fueling or transferring fuel.
- c. No aircraft shall be fueled or defueled while passengers are on board unless a passenger boarding ramp, aircraft stairs or loading walkway is in place at the cabin door of the aircraft and a cabin attendant is present at the cabin door.
- d. No aircraft shall be refueled, defueled or oil serviced while the aircraft engines are running, or the aircraft is being warmed by application of heat, or while the aircraft is in a hangar, a congested space, or an enclosed space.

- e. Unforeseen circumstances requiring "hot" fueling with engines running requires notification and approval of the Airport Director. Aircraft fire/rescue personnel and apparatus shall be on site prior to any part of the operation starting and a loading ramp, stairs or similar device must be in place for evacuation of maintenance and air crew personnel.
- f. A turbine powered auxiliary power unit installed aboard an aircraft may be operated during fueling or defueling provided its design, location, and combustion does not constitute a fuel vapor ignition source.
- g. Only persons authorized in pursuit of official duties shall be permitted in the immediate vicinity of an aircraft while it is being fueled.
- h. Refueling vehicle operators shall not operate the vehicle in reverse anywhere at or on the Airport unless a qualified and trained person is present to monitor and direct the safe movement of the vehicle.
- i. All aircraft shall be positively bonded to the refueler during fueling or defueling operations. Over wing dispensing nozzles shall make positive contact with the edge of the intake or be connected by a bonding wire and clamp.
- j. In the event of fuel spillage, and when there is no apparent presence of fire, fuel delivery units shall not be moved until the spillage is absorbed and removed. Spilled fuel must be cleaned immediately, and the area secured. No aircraft or vehicular movement shall be allowed in the area nor shall any vehicle or aircraft engine be started if there is fuel on the ground under the aircraft unless authorized by the Fire Department.
- k. Any person causing or responsible for a fire in the fuel delivery unit while servicing an aircraft shall immediately notify the Kingsley Fire Department through 911 or Air Guard Base Defense Operations Center at 541- 885-6333. In the event of spillage, fueling shall be discontinued immediately and all emergency valves and dome covers shall be secured.
- l. The fuel cargo of any refueling unit shall be unloaded by approved transfer apparatus only, into the fueling tanks of aircraft or storage tanks. Through truck fueling of aircraft is prohibited.
- m. If a fueling unit becomes disabled through accident or mechanical failure, fuel may be transferred to another refueling tank or vehicle provided the necessary bonding connections have been made prior to fuel transfer. Metallic "drop tubes" shall be utilized for top load fuel transfers.
- n. Fuel trucks shall not approach within one hundred (100) feet of any aircraft to be serviced until aircraft engines are shut off and or propellers motionless and the pilot or authorized representative has approved the servicing of the plane.
- o. Fuel trucks shall be positioned at the aircraft to permit direct driving away from the loading or fueling position. No more than one refueler shall be positioned to refuel each wing of the aircraft and no more than two (2) refuelers shall serve the same aircraft simultaneously. Additional fuelers shall remain at least one hundred (100) feet back from the aircraft.
- p. No fueling personnel shall use or carry any material, equipment or wear any clothing article which would likely cause a spark or ignition.
- q. No smoking or open flame is allowed within one hundred (100) feet of an aircraft being serviced, or any fuel storage area, fuel truck or hydrant or parked aircraft.
- r. Fueling operations at storage sites, hydrants and mobile fuelers, and aircraft shall cease when electrical storms are active within five (5) nautical miles of the Airport.
- s. No one shall operate any radio transmitter/receiver, cell phones, switch electrical appliances on or off, or operate aircraft radar equipment while an aircraft is being fueled.
- t. Mobile fuelers, hydrants trucks or fixed dispensing sites shall have at least two (2) dry chemical fire extinguishers with a minimum rating of 40 BC readily available. Extinguishers shall be maintained in good working order and shall be inspected monthly by fueling personnel and annually by a

competent, certified inspection company. Periodic inspections shall be conducted by fueling personnel as required by local or fire ordinances.

- u. Fuel storage areas, mobile fuelers, hydrant trucks or fixed dispensing sites shall be conspicuously marked in contrasting color with the word "FLAMMABLE" in letters at least six (6) inches in height, placed on both sides and rear of the cargo tank, and with the wording "EMERGENCY FUEL SHUT OFF" and other appropriate operating instructions required at the emergency operating devices, in letters at least two (2) inches in height. Each unit will also be conspicuously marked on both sides and rear with the type and grade of fuel it contains as well as DOT hazardous material placards. These standards shall be in compliance with NFPA 407.
- v. No new fueling vehicles or fuel storage tanks may be put into service until they are inspected by the Airport Director.
- w. Pouring or gravity transfer of fuel from any container larger than five (5) gallons is prohibited.
- x. If any malfunction or irregularity is detected on or within the aircraft being fueled or defueled, operations shall cease immediately, and the malfunction or irregularity shall be brought to the attention of the aircraft operator.
- y. Self-fueling of aircraft shall only be conducted in areas designated by the Airport Director and by those individuals holding a self-fueling permit from the Airport Administration Office. All self-fueling activities must conform to the self-fueling policy (Appendix B) established by the Airport Director.
- z. Fueling agents and tenants shall take all precautions to ensure fuel farms and fuel facilities are kept clean and safe of accumulated debris, trash, oily rags, vegetation and other conditions which represents serious fire hazards. Hoses, funnels, pumps, motors, electrical wiring and connections, and other equipment used in fueling or defueling operations are subject to inspection by Airport personnel and Fire Department personnel and must be maintained in a safe, sound and nonleaking condition.
- aa. The Airport assumes no liability or responsibility for any violation of any aircraft fueling requirement or procedure, any omission, error, negligence, or any other violation of regulatory measures relating to fuel activities.

15.5 Storage of Refueling Vehicles

- a. Refueling vehicles shall be stored outdoors and not less than fifty (50) feet from a building.
- b. Refueling vehicles shall be parked in a manner that provides a minimum of ten (10) feet of separation between vehicles and aircraft.

15.6 Maintenance of Refueling Vehicles and Equipment

- a. Maintenance and servicing of refueling vehicles and equipment shall only be performed outdoors or in a building that is approved by the Airport Director.
- b. Operators, lessees, and tenants shall document and maintain files on vehicle and equipment maintenance records. These records must be available for review upon request of the Airport Director.
- c. Refueling vehicles, pumps, meters, hoses, funnels, nozzles, fire extinguishers, and bonding devices used during fueling operations shall be maintained in a safe operating manner and in a functional condition at all times. No person shall use equipment that is in a state of disrepair.
- d. Refueling vehicles, equipment, and fuel storage facilities must be in compliance with all applicable regulatory measures.
- e. Refueling vehicles and equipment utilized at or on the Airport shall be subject to inspection by the Airport at any time to determine compliance with these Rules and Regulations and all applicable regulatory measures.

15.7 Fuel Storage Facilities

- a. The maintenance and operation of fuel storage facilities shall meet NFPA 30, NFPA 407, FAA Regulations, and all other applicable regulatory measures and shall be approved by all agencies that regulate the maintenance and operation of fuel storage facilities.
- b. All security gates leading into fuel storage facilities shall be kept closed and locked at all times except when in use.



Appendix A ANNUAL HANGAR INSPECTION CHECKLIST

Lessee: _____

Address: _____

Phone: _____ (hm) _____ (cell)

Email: _____

	Compliant (Y/N)	Notes
Hangar is primarily being used for aeronautical purposes per FAA Order 5190.6, Airport Compliance Handbook and as further clarified in Frequently Asked Questions & Answers On FAA Policy on Use of Hangars at Obligated Airports dated 6/9/2016.		
Tenant is compliant with the Airport's current Rules and Regulations adopted by the City Council on February 19, 2019. Of specific note: <ul style="list-style-type: none"> • Premises are maintained in good condition. • Premises are clear of accumulation of oil, grease, fuel, flammable liquids, trash, rags or other waste materials. 		
Proper fire prevention, detection, suppression and extinguishing equipment required by Federal, State and Local laws and regulations is present. At minimum one portable Class B:C-rated fire extinguisher.		
Current certificate of insurance, at amounts specified in Tenant's Lease, is on file with Airport Administration.		

List of aircraft utilizing hangar:

(1) N# _____
Owner(s): _____

(2) N# _____
Owner(s): _____

(3) N# _____
Owner(s): _____

Inspected by: _____

Date: _____

Individuals present: _____



Appendix B

SELF-FUELING POLICY

As allowed for under City of Klamath Falls Code Section 2.626(2) (Fuel Flowage), self-fueling is permitted if the aircraft owner receives a self-fueling permit from the Airport and complies with the conditions and assurances listed below. Self-fueling means using fuel obtained by the aircraft owner from the source of their preference.

Self-fueling permittees fueling from containers with a capacity in excess of 150 gallons shall pay fuel flowage fees for each gallon of fuel dispensed. In these instances, fuel flowage fees shall be remitted to the City monthly utilizing the Self-Fueling Report Form.

Self-fueling permittees fueling from containers with a capacity of 150 gallons or less and dispensing not more than 200 gallons annually are exempt from fuel flowage fees. For every gallon dispensed above 200 gallons annually, a fuel flowage fee shall be remitted to the City. In these instances, fuel flowage fees shall be remitted to the City annually utilizing the Self-Fueling Report Form.

Conditions and Assurances:

1. All operators, tenants, and lessees shall conform with NFPA 407 and 14 CFR Part 139.
2. A properly trained and qualified operator shall be present and responsive at all times while fuel is being transferred into or out of any fuel storage facility or fueling vehicles and equipment.
 - A. The operator shall not leave the discharge end of any hose unattended at any time while the transfer of fuel is in progress.
 - B. The operator shall not block open, disengage, or deactivate the deadman switch or any other related controls while fueling or transferring fuel.
3. No aircraft shall be fueled or defueled while passengers are on board unless a passenger boarding ramp, aircraft stairs or loading walkway is in place at the cabin door of the aircraft and a cabin attendant is present at the cabin door.
4. No aircraft shall be refueled, defueled or oil serviced while the aircraft engines are running, or the aircraft is being warmed by application of heat, or while the aircraft is in a hangar, a congested space, or an enclosed space.
5. Unforeseen circumstances requiring "hot" fueling with engines running requires notification and approval of the Airport Director. Aircraft fire/rescue personnel and apparatus shall be on site prior to any part of the operation starting and a loading ramp, stairs or similar device must be in place for evacuation of maintenance and air crew personnel.
6. A turbine powered auxiliary power unit installed aboard an aircraft may be operated during fueling or defueling provided its design, location, and combustion does not constitute a fuel vapor ignition source.

7. Only persons authorized in pursuit of official duties shall be permitted in the immediate vicinity of an aircraft while it is being fueled.
8. Refueling vehicle operators shall not operate the vehicle in reverse anywhere at or on the Airport unless a qualified and trained person is present to monitor and direct the safe movement of the vehicle.
9. All aircraft shall be positively bonded to the refueler, when applicable, during fueling or defueling operations. Over wing dispensing nozzles shall make positive contact with the edge of the intake or be connected by a bonding wire and clamp.
10. In the event of fuel spillage, and when there is no apparent presence of fire, fuel delivery units shall not be moved until the spillage is absorbed and removed. Spilled fuel must be cleaned immediately, and the area secured. No aircraft or vehicular movement shall be allowed in the area nor shall any vehicle or aircraft engine be started if there is fuel on the ground under the aircraft unless authorized by the Fire Department.
11. Any person causing or responsible for a fire in the fuel delivery unit while servicing an aircraft shall immediately notify the Kingsley Fire Department through 911 or Air Guard Base Defense Operations Center at 541- 885-6333. In the event of spillage, fueling shall be discontinued immediately and all emergency valves and dome covers shall be secured.
12. The fuel cargo of any refueling unit shall be unloaded by approved transfer apparatus only, into the fueling tanks of aircraft or storage tanks. Through truck fueling of aircraft is prohibited.
13. If a fueling unit becomes disabled through accident or mechanical failure, fuel may be transferred to another refueling tank or vehicle provided the necessary bonding connections have been made prior to fuel transfer. Metallic "drop tubes" shall be utilized for top load fuel transfers.
14. Fuel trucks shall not approach within one hundred (100) feet of any aircraft to be serviced until aircraft engines are shut off and or propellers motionless and the pilot or authorized representative has approved the servicing of the plane.
15. Fuel trucks shall be positioned at the aircraft to permit direct driving away from the loading or fueling position. No more than one refueler shall be positioned to refuel each wing of the aircraft and no more than two (2) refuelers shall serve the same aircraft simultaneously. Additional fuelers shall remain at least one hundred (100) feet back from the aircraft.
16. No fueling personnel shall use or carry any material, equipment or wear any clothing article which would likely cause a spark or ignition.
17. No smoking or open flame is allowed within one hundred (100) feet of an aircraft being serviced, or any fuel storage area, fuel truck or hydrant or parked aircraft.
18. Fueling operations at storage sites, hydrants and mobile fuelers, and aircraft shall cease when electrical storms are active within five (5) nautical miles of the Airport.

19. No one shall operate any radio transmitter/receiver, cell phones, switch electrical appliances on or off, or operate aircraft radar equipment while an aircraft is being fueled.
20. Mobile fuelers, hydrant trucks or fixed dispensing sites shall have at least two (2) dry chemical fire extinguishers with a minimum rating of 40 BC readily available. Extinguishers shall be maintained in good working order and shall be inspected monthly by fueling personnel and annually by a competent, certified inspection company. Periodic inspections shall be conducted by fueling personnel as required by local or fire ordinances.
21. Fuel storage areas, mobile fuelers, hydrant trucks or fixed dispensing sites shall be conspicuously marked in contrasting color with the word "FLAMMABLE" in letters at least six (6) inches in height, placed on both sides and rear of the cargo tank, and with the wording "EMERGENCY FUEL SHUT OFF" and other appropriate operating instructions required at the emergency operating devices, in letters at least two (2) inches in height. Each unit will also be conspicuously marked on both sides and rear with the type and grade of fuel it contains as well as DOT hazardous material placards. These standards shall be in compliance with NFPA 407.
22. No new fueling vehicles or fuel storage tanks may be put into service until they are inspected by the Airport Director.
23. Pouring or gravity transfer of fuel from any container larger than five (5) gallons is prohibited.
24. If any malfunction or irregularity is detected on or within the aircraft being fueled or defueled, operations shall cease immediately, and the malfunction or irregularity shall be brought to the attention of the aircraft operator.
25. Self-fueling of aircraft shall only be conducted in areas designated by the Airport Director.
26. Fueling agents and tenants shall take all precautions to ensure fuel farms and fuel facilities are kept clean and safe of accumulated debris, trash, oily rags, vegetation and other conditions which represents serious fire hazards. Hoses, funnels, pumps, motors, electrical wiring and connections, and other equipment used in fueling or defueling operations are subject to inspection by Airport personnel and Fire Department personnel and must be maintained in a safe, sound and nonleaking condition.
27. The Airport assumes no liability or responsibility for any violation of any aircraft fueling requirement or procedure, any omission, error, negligence, or any other violation of regulatory measures relating to fuel activities.

Procedure of obtaining self-fueling permit

1. Obtain and complete self-fueling permit application from Airport Administration Office (541-883-5372 / 6775 Arnold Avenue, Klamath Falls, OR 97603)
2. Provide proof of general liability insurance affording limits of \$1,000,000 for property damage, bodily injury, and death. The applicant must provide the Airport with a copy of their proof of insurance prior to issuance of a self-fueling permit.
3. Have fueling equipment inspected by Airport Operations Manager or his designated representative.