



Routt County
Yampa Valley Regional Airport
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Rules and Regulations

YAMPA VALLEY REGIONAL AIRPORT

Routt County, Colorado

July 11, 2023



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1. INTRODUCTION

1.1. *Purpose*

The purpose of these Rules and Regulations is to protect the health, safety, interest, and general welfare of the general public and the Tenants and users of the Yampa Valley Regional Airport (Airport), and to prevent any activities or actions which would negatively interfere with the safe, orderly, and efficient use of the Airport.

1.2. *PMCD General Provisions*

General Provisions, which are those provisions common to all Primary Management Compliance Documents (PMCDs) are set forth in Appendix A of these Rules and Regulations and are incorporated into these Rules and Regulations and all PMCDs by reference.

1.3. *PMCD Definitions and Acronyms*

The definitions and acronyms utilized throughout the PMCDs are set forth in Appendix B of these Rules and Regulations, are capitalized whenever used in the PMCDs, and are incorporated into these Rules and Regulations and all PMCDs by reference. Words that are not defined shall be construed consistent with common meaning or as generally understood.

1.4. *Airport Sponsor, Governing Body, Operator, and Advisory Body*

The Airport is owned by Routt County (County), governed by the Board of County Commissioners (Board), and operated by the Routt County Airport Department (Airport Department).

The County and City of Steamboat Springs established the Yampa Valley Airport Commission (Commission) through an Intergovernmental Agreement to provide input and guidance to the Airport Director (Director).

1.5. *Authority of the Director*

The Board has authorized the Director (or designated representative) to interpret, administer, and enforce these Rules and Regulations and the PMCDs. The Director shall be subject to the direction, authority, and control of the Board and shall act as their official representative pertaining to Airport matters for the County.

During emergency situations, the Director is empowered to issue such directives, variances, and/or exemptions and to take such action that, within Director's discretion and judgement, are necessary or desirable to safeguard the safety, security, and efficiency of the Airport and the general public.

1.6. *Enforcement*

In addition to enforcement authority designated to the Director, the enforcement of all Legal Requirements pertaining to fire protection and Hazardous Materials (within its jurisdiction) shall be administered by the Airport Department's Aircraft Rescue and Fire Fighting (ARFF) and West Routt Fire District (Fire District). All other Legal Requirements (within its jurisdiction) shall be enforced by the Town of Hayden Police Department (Police Department) and other Law Enforcement Officers as appropriate.

Violation of these Rules and Regulations, the PMCDs, applicable Legal Requirements, or directives issued by the County, Airport Department, Director, Fire District, Police Department or Law Enforcement Officers or jeopardizing the safety or security of persons and entities utilizing the Airport may result in suspension, revocation, and/or prohibition of access or use privileges, engaging in activities, use of the Airport; termination of Agreements; and shall be subject to all legal, equitable, statutory, and common law rights and remedies available to the County.

1.7. *Applicability*

These Rules and Regulations supercede and cancel all previous Airport rules and regulations.

These Rules and Regulations shall be effective July 11, 2023, and continuing thereafter until amended or rescinded.



2. GENERAL

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

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

2.2. *Restricted Areas, Sterile Areas, and Secured Areas*

Access to the Restricted Areas, which includes the Security Identification Display Area (SIDA) and Air Operations Area (AOA) delineated in Appendix C, is limited to persons with a valid Airport Identification Badge (Airport Badge), under appropriate supervision or escort, or as otherwise approved by the Director.

Unescorted access or entry to Sterile Areas, delineated in Appendix C or certain parts thereof, is limited to persons who have been screened by Transportation Security Administration (TSA) personnel and possess a valid boarding or gate pass, possess a valid Sterile Area Worker Badge (SAW Badge), possess a valid Airport Badge, or be a person under appropriate supervision and escort by a person with escort privileges.

The Secured Areas are the areas where air carrier aircraft operate, enplane, and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

2.3. *Airport Identification Badge*

Persons requiring unescorted access or entry to a Restricted Area or a Sterile Area (who do not have a valid boarding pass) shall complete and submit an Airport Badge Application to the Airport Department. Prior to accessing or entering a Restricted Area, persons shall possess an approved Airport Badge or SAW Badge which authorizes such access.

Prior to obtaining an Airport Badge for employees of Operators, Lessees, or Sublessees, an Authorization Signature Letter listing the person(s) authorized to receive Airport Badge(s) shall be submitted to the Airport Department. Prior to obtaining an approved Airport Badge, a person must successfully pass a Criminal History Records Check and Security Threat Assessment in accordance with 49 CFR Part 1540-1544 and applicable security directives.

Persons desiring or in possession of an approved Airport Badge shall complete all Airport Department training programs and meet all related requirements (including payment of applicable fees).

Any person who allows unauthorized use of an Airport Badge shall lose access privileges after one warning by the Director. No person shall make, possess, use, offer for sale, pass, or deliver any forged or falsely altered pass, permit, identification card, sign, and/or other authorization purporting to be issued by or on behalf of the Airport Department.

2.4. *Security*

The Airport Security Coordinator has the overall responsibility for security of the Airport with enforcement of associated legal requirements provided by the Police Department. Operators, Lessees, or Sublessees are responsible for the security of the entity's Leased Premises and shall comply with the Airport Department's security requirements and/or best practices. Security gates that provide access to the AOA shall remain closed, locked, and secured except when actually in use. The Director may close or otherwise restrict access to any area of the Airport when safety or security considerations dictate.



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

Unless under approved escort, no person shall follow another person into a Restricted Area. Each individual must use an approved Airport Badge to access the Airport through any restricted entry point.

2.5. Commercial Activities

Any entity desiring to engage in or is actively engaging in a Commercial Aeronautical Activity at the Airport shall comply with the Minimum Standards, as developed and amended from time to time.

Based Aircraft shall not be used for Commercial Aeronautical Activities at the Airport unless expressly authorized by an Agreement with the County. Based Aircraft may be used for the purpose of training or increasing the flying proficiency of the Aircraft Owner or members of the Aircraft Owner’s immediate family.

Any entity desiring to engage in any non-aeronautical Commercial activity (including photography or filming) at the Airport shall obtain written permission from the Director prior to engaging in such activity.

2.6. Accidents

Any person involved in or witnessing an Accident resulting in injury, death, or damage to Property shall immediately call 911 and notify the Airport’s Operations Center (Operations Center) via 970.276.5011 or 5012. If reasonably able to do so, such person shall remain at the scene and respond to the inquiries of (and provide the information requested by) the County, Director, Operations Center, Police Department, Law Enforcement Officers, ARFF, Fire District, and/or investigative personnel. Unauthorized entry to the AOA to gain access to an Accident scene is prohibited.

No person shall tamper with an Accident scene or fail to comply with any directive issued by the County, Director, Operations Center, the Police Department, Law Enforcement Officers, ARFF, the Fire District, or any other Agency having jurisdiction over the Accident scene.

2.7. First Amendment Activities

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

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

2.8. Advertisements

Advertisements, including notices, circulars, and/or handbills, may not be posted, displayed, or distributed without the prior written permission of the Director. The posting of advertisements on Airport property shall conform with established County and Airport Department policies and directives. The Airport Department has the right to remove or relocate any such advertisement.



2.9. General Conduct

No person shall use or otherwise conduct themselves in any area of the Airport in any manner contrary to the directions posted in or for that area. Destroying, damaging, injuring, defacing, disturbing, or tampering with Property is prohibited. Any and all Property damaged or destroyed shall be replaced (or replacement shall be paid for) by the person(s) or representative entity(ies) responsible for such damage or destruction.

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

Starting, moving, using, or interfering with the safe operation of any aircraft, vehicle, or equipment without the permission of the Owner or by specific direction of the Airport Department is prohibited. If requested by the Airport Department or a Law Enforcement Officer, satisfactory evidence of the right to do so shall be presented.

No person shall engage in behavior that is disruptive or creates a hazard or risk of injury, death, or damage to Property.

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

Leased Premises are expressly for the conduct of the Tenant's activities. Unauthorized persons shall not make use of the Leased Premises without permission of the Tenant or written consent of the Director.

2.10. Abandoned or Lost Property

Property shall not be Abandoned at the Airport. Abandoned or Lost Property found in Public Areas shall be reported or submitted to the Director. The Airport Department will comply with the Unclaimed Property Act (Colorado Revised Statutes (C.R.S.) §38-13-101), C.R.S. §30-11-101, C.R.S. §30-11-107, and applicable County resolutions.

No provision in this Section shall be construed to deny the right of Lessees or Sublessees to maintain a lost and found service for Abandoned or Lost Property found on Leased Premises, so long as the lost and found service is consistent with Legal Requirements.

2.11. Use of Roadways and Walkways

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

2.12. Animals

No person shall bring animals to the Airport, except for special assistance service or support animals or animals used for law enforcement purposes in Public Areas, unless destined for air transport and restrained by a leash, container, or crate. Domestic animals may only be in the Passenger Terminal Building if restrained by a container or crate.

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



2.13. Weapons and Explosives

Weapons (including, but not limited to, firearms, tear gas, mace, pepper spray, or other similar devices, materials, or substances) or explosives may only be possessed in accordance with applicable Legal Requirements.

- No person shall carry a weapon inside the Passenger Terminal Building except in accordance with Legal Requirements or for the sole purpose of checking an unloaded, encased weapon for shipment purposes as baggage for lawful transport on an aircraft.
- Weapons stored in locked containers (and not immediately accessible) for the purposes of shipping for legal uses are permitted.

No person shall possess or ignite Class C explosives (e.g., fireworks, firecrackers, etc.) with exception of explosives that may be used by authorized personnel for purposes of wildlife management or during Director approved special events.

2.14. Alcoholic Beverages

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

2.15. Use of Public Areas

Marking or defacing the floors, walls, windows, ceilings, or any other surface is prohibited. Use of the Public Area in any facility or in any area for purposes of sleeping in lieu of a hotel, motel, or other accommodations is prohibited unless authorized by the Director, including within the Passenger Terminal Building during Air Carrier service interruptions.

2.16. Trash and Recycling

Trash of any kind shall not be placed, discharged, or deposited at the Airport except in properly designated trash receptacles. Lessees and Sublessees are encouraged to utilize separate stream recycling by discarding certain recyclable materials into separate bins that shall be kept clean and emptied on a regular basis to prevent overflowing.

Exterior trash receptacles and recycling containers shall be equipped with securely fastened lids. Trash and recyclable materials shall not be brought to or burned on Airport property. Trash receptacles and recycling containers shall be kept clean and emptied on a regular basis to prevent overflowing.

2.17. Fire and Flammable Materials

Tenants and users shall comply with practices recommended by the National Fire Protection Association (NFPA) and all fire codes, regulations, or directives issued by the County, Operations Center, and/or Fire District.

In no event shall smoking, vaping or carrying lighted cigars, cigarettes, or pipes occur on the apron or within 50 feet of any aircraft, Refueling Vehicle, or fuel storage facility. Open flames (i.e., candles, fixtures, or fires) are prohibited without the prior written permission of the Director and the Fire District.

- This excludes open flames utilized by a Tenant in the performance of Aircraft Maintenance.
- With the prior written permission of the Director and the Fire District, ARFF personnel may engage in training exercises which require open flames.

Uncontrolled fires (regardless of size or whether the fire has been extinguished) shall be reported immediately to 911.



No person shall tamper with any fire extinguisher or related equipment or use the same for any purpose other than fire prevention or firefighting. Such equipment may be inspected by the Fire District and/or ARFF at any time and shall be fully operational and inspected annually. A tag showing the date of the last inspection by ARFF or a certified vendor (and who performed the inspection) shall be attached to each unit and records, acceptable to fire underwriters, shall be kept documenting the status of each unit.

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

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

2.18. Hazardous Materials

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

If any person or entity stores, uses, or dispenses any Hazardous Materials in such a way as to be subject to any of the requirements under the Emergency Planning and Community Right-to-Know Act (EPCRA) such entity shall be responsible for any reporting obligations under EPCRA. The Airport Department will not be responsible for compliance with any EPCRA requirements, except to the extent the Airport Department stores, uses, or transports Hazardous Materials.

- If the storage of Hazardous Material is approved, such material must be placed in suitable containers designed specifically for storage of Hazardous Materials with self-closing, tight-fitting, leak-proof lids which are properly secured.
 - Safety Data Sheets (SDS) (previously known as Material Safety Data Sheets) for all Hazardous Materials shall be maintained on-site so as to be readily available to emergency responders in the event of an emergency and for review, at any time, by ARFF and the Fire District.
- Hazardous Materials shall not be stored in close proximity to operating aircraft, vehicles, equipment, or sources of heat nor be stored in excess of amounts needed as current inventory. All Hazardous Material shall be kept enclosed in a clearly marked and properly labeled container, the type and design of which must meet the approval of ARFF and the Fire District.
 - Secondary containment is required for Hazardous Materials being stored in tanks, drums, or other similar storage receptacles.
 - Fuels or deicing fluids in containers greater than 55 gallons shall not be stored without providing prior notification and a copy of a Spill Prevention Control and Countermeasure Plan (SPCC Plan) to ARFF and the Fire District.

Hazardous Materials and Hazardous Materials containers shall be disposed of in a manner consistent with the practices recommended by the NFPA and in full compliance with these Rules and Regulations, the Airport Department's Storm Water Management Plan (SWMP), the Airport Department's directives, and Legal Requirements.

- Used or spent engine oil shall be disposed of only at waste oil stations or approved disposal locations. No person shall bring used or spent engine oil onto the Airport.



No Hazardous Materials shall be disposed of on the ground or into the air during aircraft preflight inspections. Any release of Hazardous Materials shall comply with this Section of these Rules and Regulations and Legal Requirements.

2.19. Environmental (Hazardous Materials) Clean Up

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

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

Hazardous Materials Overflow or Spills – In the event a Hazardous Materials overflow or spill occurs, regardless of the amount of the overflow or spill, the responsible party shall take appropriate action to contain the overflow or spill, notify the Operations Center and other appropriate Agencies and clean up, mitigate, and remediate the site. The use of deicing fluids is exempt when such use complies with Legal Requirements pertaining to the deicing of aircraft and/or paved surfaces (e.g., Runways, Taxiways, Taxilanes, or Apron).

The following procedures shall be followed in the event of a Hazardous Materials overflow or spill unless otherwise required under an approved SPCC Plan or instructed by the ARFF or the Fire District.

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

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

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

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

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

- Provide a detailed written summary of the spill to the Director within five business days of the spill which shall also identify the measures which the responsible party will take to eliminate the potential for such a spill in the future.



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

2.20. *Painting*

Doping, painting, or paint stripping shall only be performed in those facilities specifically approved for such activities and in accordance with the practices recommended by the NFPA and in full compliance with the Airport Department's SWMP, the Airport Department's or Tenant's SPCC Plan, the Airport Department's directives, and applicable Legal Requirements.

2.21. *Emergency Conditions*

Emergency conditions shall not mitigate or cancel these Rules and Regulations. Emergency directives or procedures may be issued at the discretion of the Director.

2.22. *Special Events*

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

3. AIRCRAFT

3.1. Legal Requirements

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

3.2. Based Aircraft Registration

Based Aircraft must be registered with the Airport Department or through an authorized Fixed Base Operator (FBO) or Specialized Aviation Service Operator (SASO) where the aircraft is based. Registration information shall include the following:

- Aircraft make, model, registration number, and maximum gross landing weight.
- Aircraft Owner's and Aircraft Operator's (if different) name, address, and phone number.
 - If more than one person or entity owns and/or operates the aircraft, the name, address, and phone number of all Aircraft Owners and Aircraft Operators shall be provided.
- The County reserves the right to require insurance coverage(s), submission of a Certificate of Insurance identifying the applicable insurance coverage(s) and amount(s), and naming the County an additional insured.

Entities owning or operating Based Aircraft must have an Agreement or sublease agreement with either an authorized FBO or SASO.

3.3. Non-Airworthy Aircraft

Only aircraft considered airworthy or with a special flight authorization by the FAA and military aircraft shall use the Airport for aircraft parking, staging, or storage. Non-airworthy aircraft (including Non-Commercial construction of amateur-built or kit-built aircraft in compliance with construction progress benchmarks) may undergo long-term major renovation or restoration as long as the aircraft is stored in a Hangar approved for such Aircraft Maintenance or as otherwise previously authorized in writing by the Director.

- Aircraft Owner or Aircraft Operator shall remove non-airworthy aircraft from the Airport within 90 days of becoming non-airworthy unless otherwise previously authorized in writing by the Director.
- If Aircraft Owner or Aircraft Operator is unknown or cannot be located, the Director shall conspicuously post and affix such written notice to the aircraft and after 30 calendar days, the aircraft will be deemed abandoned in accordance with Section 3.4.

3.4. Disabled and Abandoned Aircraft

Aircraft Owner or Aircraft Operator shall be responsible for coordinating the safe and prompt removal of disabled aircraft and any part thereof from a Movement Area to a designated Non-Movement Area, unless otherwise required or directed by the Director, Operations Center, FAA, National Transportation Safety Board (NTSB), or Agency having jurisdiction. Further, the Department may coordinate for the removal of disabled aircraft without liability should the Aircraft Owner or Airport Operator fail to coordinate the safe and prompt removal of disabled aircraft.

Abandoning an aircraft on the Airport is prohibited.

- An aircraft shall be considered Abandoned if the Aircraft Owner or Aircraft Operator (1) has not paid in full applicable rents or fees to the County or an authorized Fixed Based Operator (FBO) or Specialized Aviation Service Operator (SASO) for a period greater than 90 calendar days, (2) has not responded to written notification from or on behalf of the County, by certified or registered mail, and/or (3) aircraft does not have a current and valid registration with the FAA (or similar agency of a foreign country).

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

- Once an aircraft is impounded by the County, the County shall charge reasonable impoundment fees and thereafter publish a notice of intent to remove the aircraft in the legal organ of the county in which the Aircraft Owner or Aircraft Operator was last known to reside/exist, and if such location is unknown, then in the legal organ of Routt County, Colorado.
- The Aircraft Owner or Aircraft Operator may claim the aircraft by responding to the Airport Department in writing, paying the impoundment fees in full, and promptly removing the aircraft from the Airport.
 - If the aircraft is not claimed within 90 calendar days by the Aircraft Owner or Aircraft Operator, the County shall dispose of aircraft in accordance with Legal Requirements.
- The County shall retain any surplus arising from the sale of the aircraft after expenses, incurred by the County in connection with the aircraft, have been paid.
- The County may assess and recover from the Aircraft Owner or Aircraft Operator all applicable rents and fees, impoundment charges, and other related expenses including reasonable attorney fees incurred by the County in connection the enforcement of these provisions.

3.5. *Airport Hours of Operation*

The public use aeronautical areas (Runways, Taxiways, and supporting infrastructure) of the Airport are available for use 24 hours per day, 7 days per week, unless closed by Notice to Air Missions (NOTAM).

3.6. *Accidents and Incidents*

Any person involved in an Aircraft Accident or Aircraft Incident shall make a full and complete report to the appropriate Agencies in a timely manner and provide a copy to the Director, complete any additional required forms and/or reports, and comply with NTSB Regulations Part 830.

- The report to the Director shall include copies of any forms, reports, and/or documentation provided to the NTSB, FAA, or other Agencies having jurisdiction.

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

3.7. *Prohibiting Use of the Airport*

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

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

3.8. Maintenance

Aircraft Maintenance, including aircraft painting or paint stripping, may only be performed within Hangars, buildings or those areas specifically designated by the Airport Department and shall be limited solely to that specifically permitted by the type rating established by Building and Fire Codes, and then, only in compliance with the instructions of the Operations Center and the orders of the Fire District. Aircraft Line Maintenance may be performed on aircraft owned or operated by passenger or cargo Air Carriers on the Air Carrier Apron.

3.9. Cleaning

Aircraft cleaning shall only be performed in full and complete compliance with the Airport Department's SWMP. Aircraft cleaning, which creates runoff, shall be approved by the Director. Requests for permission shall be submitted in writing to the Director and include the name of the Aircraft Operator, location, time and duration, entity conducting aircraft cleaning, description of methods and materials to be used, and methods utilized to contain contaminated materials resulting from the activity. Aircraft, aircraft engines, and/or parts may be dry washed without approval by the Director.

When non-biodegradable soap, solvents, and/or degreasers are used for aircraft cleaning, all residual fluids (cleaning byproducts) must flow to an oil/water separator, be removed from the Airport, and/or be disposed of in accordance with Legal Requirements.

3.10. Deicing

Aircraft deicing (the removal of snow and/or ice with chemical substances) shall only be accomplished in full compliance with the Airport Department's SWMP and at location(s) specified and permitted by the Director.

3.11. Engine Operation

Any person operating an aircraft engine in an area which is accessible to the public shall alert and take precautions to protect the public from potential hazards resulting from such operations.

- Starting an aircraft engine when flammable liquid is on the ground in the immediate vicinity of the aircraft is prohibited.
- Aircraft engines shall not be started within any structure.
- Aircraft controls shall be attended while aircraft engine(s) are operating.
- Propeller, engine, and exhaust noises shall be kept to a minimum.

3.12. Parking and Storage

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

- Aircraft shall not be parked or unattended on a Movement Area.
- Aircraft shall only be parked in Non-Movement Areas and in only such places permitted and properly designated by the Airport Department.

Unless utilizing the Airport identified general parking areas on a Leased Premises or otherwise provided in an Agreement, no person shall use any area for the parking, staging, and storage of aircraft, without prior written permission of the Director.

- In the event a person uses any area for aircraft parking, staging, or storage not in compliance with the preceding provision, the Airport Department may remove and store the aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability to the County.



Upon request of the Airport Department for the purpose of safe, orderly, and efficient operation and use of the Airport, the Aircraft Owner or Aircraft Operator shall move the aircraft to a location identified by the Director. In the event the Aircraft Owner or Aircraft Operator is unavailable, unable, or unwilling, the Director may move the aircraft at the risk, cost, and expense of the Aircraft Owner or Aircraft Operator without liability to the County.

3.13. Aircraft Security

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

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

3.14. Aircraft Operations

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

- Aircraft radio transmissions, if not for maintenance purposes, are prohibited while an aircraft is inside a Hangar. Testing of an aircraft radar on the ground requires prior permission of the Director.

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

Aircraft shall not land, takeoff, taxi, park, or be staged in any area that has a published restriction to a maximum weight bearing capacity of less than the maximum weight of the aircraft or on any closed Runway or Taxiway, unless authorized in writing by the Director or due to an emergency.

- It shall be the Aircraft Operator's responsibility to repair any damage caused by excessive weight and/or other operations.

3.15. Taxiing and Towing Operations

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

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

Taxiing aircraft shall yield the right-of-way to Emergency Vehicles, equipment, or aircraft unless otherwise directed by written notice of the Director or NOTAM. Aircraft Operators shall not taxi at a speed greater than is reasonable and prudent (e.g., 25 knots) under the conditions that exist with regard for actual and potential hazards and other aircraft so as not to endanger persons or Property.

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

3.16. Rotorcraft Operations

Rotorcraft shall park or operate only in Movement Areas, aircraft parking areas, or areas designated by the Director for rotorcraft operations. Rotorcraft shall not be operated within 50 feet of any structure or fuel storage facility unless approved by the Director. Rotorcraft shall not be operated within 100 feet of any area where Light aircraft are parked or operating. Rotorcraft rotors must be stopped during fueling operations, unless approved by the Director.

3.17. Restricted Activities

Unless otherwise approved by Agreement, Aircraft Operators must receive advance authorization from the Director before engaging in any of the following activities and shall conduct these activities in accordance with the specific requirements stipulated by the Airport Department:

- Use of motorless aircraft – the landing upon or towing of gliders and other certificated motorless aircraft.
- Use of ultralight vehicles – the landing or taking off of ultralight vehicles unless approved in writing by the Director.
- First flight or test flights after major airframe and/or powerplant modifications.
- Use of lighter-than-air aircraft – the landing or taking off of airships, dirigibles, blimps, balloons, and other certificated lighter-than-air aircraft which utilize gasses or hot air to provide lift.
- Banner or glider towing – the landing or taking off of aircraft which tow banners, gliders, or other devices.
- Sky diving, parachuting, or powered parachute operations. Skydive/Parachute operations shall be conducted in conformance with AC 105-2 “Sport Parachuting” and the most current version of the Skydiver’s Information Manual published by the United States Parachute Association (USPA).
- Operation of model aircraft.
- Operators of unmanned aerial vehicle (UAV), unmanned aircraft system (UAS), or model aircraft within five statute miles of the Airport shall comply with all applicable Legal Requirements. This may include, but is not necessarily limited to, notifying and obtaining written permission from the Director to fly UAV, UAS, or model aircraft within the Airport’s protected airspace.
- Operation of aircraft with a maximum certificated takeoff weight in excess of the published weight bearing capacity for the Runway(s) and/or Taxiway(s).
- Transportation of Hazardous Materials – landing or taking off with flammable, explosive, or corrosive materials, except those which are carried aboard (and necessary) for the operation of the aircraft or use by crewmembers or passengers. All shipments of Hazardous Materials shall comply with regulations established in 49 CFR Parts 100-199 and Legal Requirements governing such shipments. Hazmat and Aircraft Rescue and Fire Fighting equipment and trained personnel will be required for this type of operation as a precautionary measure. Costs associated with trained hazmat personnel and related equipment shall be borne solely and completely by the Aircraft Operator.

3.18. Fees

Aircraft shall not land or takeoff unless the Aircraft Owner or Aircraft Operator has paid the fees which may be established and assessed by the County unless exempt by Agreement. The County shall have the authority to detain any aircraft for non-payment of any fees.

- Aircraft that may be exempt from County fees include aircraft owned and/or operated by the United States of America, military forces of the United States of America, and foreign military forces in support of allied military operations that do not utilize the Airport significantly (as defined by the FAA).



4. PASSENGER TERMINAL BUILDING

4.1. *Rental Baggage Carts*

Rental baggage carts may not be removed from the Airport. County employees, Lessees, Sublessees, and contractors may not keep or stow rental baggage carts. Lessees, Sublessees, or contractors will be charged a fee if rental baggage carts are found in their exclusive Leased Premises. No person other than persons authorized by the Airport Department shall dispense rental baggage carts. It shall be prohibited for any person to come to the Airport for the express purpose of returning or otherwise using rental baggage carts for financial benefit. The Airport Department or assignee is responsible to collect rental baggage carts.

4.2. *Public Address System*

Only those types of public address systems that are commonly employed to announce the arrival and departure of scheduled aircraft or other information relevant to the operation of the Airport shall be permitted for use in the Passenger Terminal Building.

- No person shall use or cause to be used the public-address system for the solicitation of business.
- The public-address system shall only be used in accordance with individual Lessee or Sublessee Agreements.

4.3. *Vending Machines (Concessions)*

Vending machines for the sale of goods, unless approved by Agreement, shall not be permitted in the Public Areas of the Passenger Terminal Building.

4.4. *Smoking*

Smoking and vaping are prohibited inside the Passenger Terminal Building and within 20 feet of the Passenger Terminal Building's main entrances, exits, operable windows, or ventilation system intakes. Cigarette/cigar butts, matches, and lighters must be disposed in fireproof waste receptacles.

4.5. *Locks and Keys*

The Airport Department will provide all initial door locks (and keys) and/or access media to authorized individuals for access to the Passenger Terminal Building and for each Leased Premises owned by the Airport Department, at the expense of the Airport Department. All subsequent lock changes or lost key replacements requested by the Lessee or Sublessee, if approved by the Airport Department, shall be completed by the Airport Department at the Lessee's or Sublessee's sole cost and expense.

- Duplicate keys shall not be made and additional locks shall not be placed in or on the Leased Premises without prior written authorization by the Director.

4.6. *Premises*

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

- In the event infestation occurs of insects or animals, the Lessee or Sublessee shall obtain authorization from the Director to take immediate action utilizing licensed eradication methods (if the responsibility of the Lessee or Sublessee through Agreement).
- In the event the Lessee or Sublessee is unable to take immediate action, the Airport Department may take appropriate action and shall have the right to collect the expense of such action for the Lessee or Sublessee (if the responsibility of the Lessee or Sublessee through Agreement).



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

4.7. *Baggage Conveyor System and Unclaimed Baggage*

No person shall ride, walk, sit, or stand on the baggage conveyor system (or any portion thereof) and no unauthorized items shall be placed on the baggage conveyor system. Entities responsible for operating and loading the baggage conveyor system shall be responsible for unloading all unclaimed baggage.

4.8. *Elevator or Wheelchairs*

No person shall use an elevator or wheelchair for any purpose other than the purpose for which it is designed and intended and then only in the manner specified by the manufacturer.

4.9. *Airline Operations*

Passengers shall not be permitted to enplane or deplane an aircraft except in the presence of and only after receiving express permission from authorized personnel. Aircraft must only be enplaned or deplaned in designated areas unless prior permission by the Director has been obtained. Authorized personnel must escort and safely channel passengers through established routes to and from the aircraft.

Gate Usage and Assignments – All aircraft gates are pre-assigned and reserved for scheduled commercial, commuter, and approved contract Air Carrier aircraft only.

- No person shall park or leave an aircraft parked and unattended on a Movement Area or Non-Movement Area, except at such places permitted and properly designated by the Airport Department.
- Gates may only be used by the entity with an Agreement or with approval from the Airport Department. An entity authorizing use of a gate to another entity assumes full responsibility and must ensure usage is in accordance with the Agreement.

It is the responsibility of flight and ground employees to ensure aircraft are taxied to and from gate positions or parking locations without injuring or damaging any persons, equipment, building, other aircraft, or any Property.

The assignment of Remain Overnight (RON) Air Carrier aircraft parking positions will be conducted by the Operations Center.

4.10. *Engine Operation*

Power back and power out procedures are prohibited without prior authorization from the Operations Center.

Engine cross bleed starts shall only be accomplished as follows:

- Aircraft shall be pushed back from the gate.
- Cross bleed shall not be started until the aircraft is positioned away from the gate and the ground crew confirms procedure can be initiated without adverse impact on other aircraft, vehicles, or personnel.



4.11. Ground Support Equipment

Ground support equipment (including, but not limited to, chocks, air stairs, etc.) shall not be stored outside the boundaries of the Leased Premises or designated area by the Director. Lavatory service equipment shall be well maintained and compatible with the waste receptacles provided by the Airport Department. All Apron scrubbing shall be accomplished through use of approved vacuum type scrubbers and the wastewater shall be disposed of in compliance with Legal Requirements.

- The Operations Center shall be notified immediately upon spillage of lavatory waste or Apron scrubbing water.
- All spillage of lavatory waste or Apron scrubbing water shall be immediately cleaned by the responsible party.

4.12. Family Restrooms

Family restrooms are intended for use only by individuals with children or by nursing mothers.

4.13. Music in Passenger Terminal Building

No person may perform any live music without prior written authorization from the Director.



5. VEHICLES

5.1. Legal Requirements

All Vehicle Operators shall comply with the State of Colorado Vehicle Code, these Rules and Regulations, directives issued by the Director, and the orders of the Police Department and Law Enforcement Officers.

5.2. Licensing and Permit

Except for vehicles which are exclusively used on the AOA, all vehicles shall meet licensing and registration requirements. Vehicle Operators must have a valid license and evidence of insurance as required by Legal Requirements, including those vehicles operated exclusively on the AOA. Vehicle Operators on the AOA are required to complete a training program and shall possess an approved Airport Badge.

5.3. Equipment

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

5.4. Operations

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

No tank vehicle, truck, or semi-trailer used for the transportation of flammable liquids or Fuel Handling, shall be operated on the AOA unless approved in writing by the Director.

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

Vehicle Operators shall not, after receiving a visual or audible signal from an Airport Department employee or a Law Enforcement Officer fail to stop the vehicle being operated, operate the vehicle in disregard of the signal, or interfere with or endanger persons or Property. Vehicle Operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless directed otherwise by the Airport Department employee or a Law Enforcement Officer.

The Airside vehicle service road shall be used only by Airport Department designated vehicles including Airport Department vehicles and other vehicles approved previously in writing by the Director.

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

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



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

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

Vehicles used for hauling trash, dirt, or any loose material(s) shall be operated in such a fashion as to prevent the contents from dropping, leaking, or otherwise escaping including, at a minimum, covering the load.

Airside and Landside Speed Limits

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

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

Maximum Speed – Vehicles, except Emergency Vehicles or equipment responding to an emergency, shall not be operated in excess of the posted speed limits or in excess of any speed stipulated in these Rules and Regulations. In areas where signs, markers, or devices are not used or posted, the speed limit shall be 15 miles per hour on the Airside and 25 miles per hour on the Landside.

Tugs (Towing Vehicles and Related Equipment)

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

5.5. Access Gate Security

Vehicle Operators shall stop and ensure the gate is fully closed before proceeding and shall also ensure that no unauthorized vehicles or persons gain access to the Airport while the gate is in operation. If the gate fails to close or the Vehicle Operator cannot prevent such access, the Vehicle Operator shall immediately contact Airport Operations Center at 970.276.5011 or 5012 or if necessary 911.

5.6. Air Operations Area

Vehicles on the AOA may only be operated by persons with a proper and current Airport Badge.

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

The recreational use of motorhomes, mini-bikes, dirt bikes, all-terrain vehicles, go-carts, roller blades, skateboards, bicycles, unicycles, or other similar devices is not permitted on the AOA without the prior written permission from the Director.



5.7. Movement Area

No vehicle shall enter the Movement Area as delineated in Appendix C without prior coordination and two-way radio communications or an Airport escort.

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

- Vehicle Operators having access to the Movement Area shall ensure that no aircraft is approaching prior to entering the Movement Area.

Unescorted vehicles operating on the Movement Area shall be equipped with:

- a functioning two-way radio capable of communicating on the proper aeronautical frequencies (ranging from 108.00 MHz to 136.00 MHz). In the event a vehicle in the Movement Area experiences radio failure, the vehicle must vacate the area utilizing perimeter roadways or other non-controlled routes.
- an approved and fully operational amber (or red for Emergency Vehicles only) rotating, flashing, or steady (non-movement area only) beacon on the roof or uppermost point of the vehicle providing a 360-degree view and in compliance with AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport". The beacon shall be activated and remain in operation by the vehicle Operator prior to entering the Movement Area.

5.8. Accidents Involving Vehicles

A Vehicle Operator involved in an Accident resulting in any injury, death, or damage to Property shall stop at the scene (or as close as possible to the scene without creating a safety hazard) and immediately call the Airport Operations Center at 970.276.5011 or 5012 or if necessary 911. The Vehicle Operator (and the vehicle) must remain at the scene until the OSS, Police Department, Law Enforcement Officers, and/or the Fire District take a full report.

5.9. Cleaning and Maintenance

Vehicles shall not be cleaned and/or maintained on the Airport, except for minor repairs which are necessary to remove such vehicles from the Airport or in designated areas approved in writing by the Director.

5.10. Parking or Stopping

Vehicles shall be parked only in designated areas unless otherwise authorized in writing by the Director. Vehicles shall not be parked or stopped in a manner that obstructs aircraft, vehicles, or pedestrians; within 15 feet of a fire hydrant or within a fire lane within 5 feet of either side of a security fence; and in violation with applicable signage and postings.

Vehicles, other than those loading and unloading aircraft, shall not stop for any purpose other than in the areas specifically designated for loading, unloading, parking, and/or staging and only in the manner prescribed by signs, painted markings, or other means. Displaying vehicles and/or equipment for sale, lease, or rent at the Airport is prohibited unless previously authorized in writing by the Director.

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



Employees of Operators, Lessees, or Sublessees may park Private vehicles in the employee parking areas designated by the Airport Department. Vehicles parked in a designated employee parking area must have a valid parking sticker, applied to the rear window on the driver's side of the registered vehicle.

All service vehicles or equipment (including utility companies, delivery companies, government owned/operated, etc.) shall park in specially reserved and marked areas or other areas designated by the Airport Department.

Aircraft Operators may park vehicles which are fully operational, completely functional and properly permitted by the Airport Department inside the Hangar or outside the Hangar (but only in designated parking areas) while the Based Aircraft in the Hangar is gone.

- Vehicles parked outside of a Hangar more than 30 calendar days without prior written notification to the Airport Department shall be considered Abandoned and the Airport Department may take whatever action is deemed appropriate to remove and/or dispose of the vehicle. Such action shall be at the Vehicle Operator's risk, cost, and expense and without any liability to the County.
- Abandoning a vehicle anywhere on the Airport, including on Leased Premises, is prohibited. A vehicle shall be considered Abandoned if it is of unknown ownership or parked in an undesignated area.

Boats, rafts, jet skis, snow mobiles, dune buggies, dirt bikes, all-terrain vehicles, race cars, recreational vehicles, trailers, and other similar vehicles may not be parked or stored in a Hangar or anywhere else on the Airport.

The Airport Department may boot, tow, or otherwise remove any vehicle which is disabled or parked in violation of these Rules and Regulations (or if the vehicle creates a safety or security hazard or interferes with Airport operations) at the Vehicle Owner or Operator's risk, cost, and expense and without any liability to the County.

5.11. Fees and Permits

Vehicles shall not be parked in any public parking area unless the vehicle Owner or Operator pays the fees which may be established and assessed from time to time by the County unless the vehicle Owner or Operator is exempt from payment as may be stipulated in an Agreement with the County.



6. COMMERCIAL VEHICLES

6.1. *General Standards and Provisions*

Commercial Vehicle Operators (CVO) shall comply with these Rules and Regulations and applicable Legal Requirements (including 49 U.S.C. § 14501).

6.2. *Commercial Vehicle Operator Permit*

A CVO desiring to provide commercial ground transportation services at the Airport shall first obtain a CVO Permit with the Airport Department prior to commencing such service.

CVO shall provide the Airport Department with ownership records (e.g., articles of incorporation, identification of corporate officers, and registration with the State of Colorado) and copies of all federal and state permits, licenses, and certificates applicable to the proposed operation at the Airport more than 48 hours in advance of conducting requested services. CVO shall immediately notify the Airport Department of any change in the aforementioned information.

- CVO shall obtain a CVO Permit for each type of Commercial ground transportation services contemplated which includes, but is not limited to:
 - Taxicab Operator
 - Airport Shuttle Operator
 - Charter Bus Operator
 - For Hire Operator
 - Hotel/Motel Courtesy Operator
 - Peer-to-Peer Car Sharing Operator
 - Transportation Network Company (TNC)
- The Airport Department reserves the right to limit the number of Permits issued for each type of Commercial ground transportation service provided at the Airport and permits shall not be assigned or transferred without the prior written approval of the Director.
- CVO shall provide only the type of Commercial ground transportation service identified on the CVO Permit.
- Permits issued by other governmental Agencies pertaining to Commercial ground transportation services will not fulfill the requirement to have a valid and current Commercial Vehicle Operator Permit.
- If applicable, CVO shall maintain operating records (e.g., radio dispatch records and activity log of trips beginning and terminating at the Airport) which shall be made available to the Airport Department upon request.
- CVO shall pay the County all required fees prior to commencing permitted services at the Airport. The Airport Department may suspend and/or revoke a CVO Permit for failure to pay such fees.

All required CVO vehicle identification cards shall be affixed to the front windshield, mirror, or other location as directed by the Airport Department. No person shall remove, damage, or tamper with a Commercial vehicle identification card.

- CVO shall display an automated vehicle identification transponder.
 - No person shall remove, damage, or tamper with a transponder.
 - No person shall evade or attempt to evade an Airport transponder reader.



CVO vehicle(s) shall be clearly identified with the name of the CVO on the outside of the vehicle visible to passengers, unless restricted by other Legal Requirements. CVO shall maintain financial records in accordance with accepted accounting practices, ownership records (e.g., articles of incorporate, identification of corporate officers, and registration with the State of Colorado), and operating records (e.g., radio dispatch records and activity log beginning and terminating at the Airport) which shall be made available to the Airport Department upon request.

- Records shall be maintained for at least three years.

6.3. Non-Transferable

CVO Permit, or vehicle transponder shall not be assigned or transferred without prior written approval of the Airport Department.

6.4. Insurance

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

A current copy of CVO's insurance must be kept on file with the Airport Department.

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

6.5. Parking or Stopping

Only authorized Commercial vehicles shall use the Commercial lane for parking. After discharging passengers, each Commercial vehicle shall immediately leave the Airport (not Loiter) or proceed by the most direct route to the designated area for passenger pickup. Commercial vehicles shall not be parked, staged, or stopped in such a manner as to interfere with vehicular or pedestrian traffic, Emergency Vehicles, and pedestrians.

6.6. Operator Conduct and Appearance

CVO drivers shall remain in vehicle or immediately adjacent to vehicle except when necessary to assist pre-confirmed passengers (excluding TNCs and Turo CVOs); use the restroom facilities, vending machines, grab and go food service, phones; or obtain flight information in which case, the CVO may be absent from the vehicle (or the immediate vicinity of the vehicle) for no more than five minutes (excluding TNCs and Turo CVOs).

- CVO is prohibited from Loitering or soliciting passengers.

CVO is prohibited from standing inside the Passenger Terminal Building while the Commercial vehicle is in position in the designated area for passenger pickup, except to greet pre-arranged passenger(s) and assist with luggage.

CVO shall not:

- solicit, persuade or urge any person (by words, gestures, or other form of communication) to use or hire any CVO.
- use offensive, abusive, or obscene language, gestures, or other forms of communication.



CVO shall maintain a professional look and appearance (i.e., clean shirt, pants, and shoes). CVO shall conduct themselves in a courteous and professional manner and treat members of the traveling public with the utmost respect.

6.7. *Passenger Loading or Unloading*

CVO shall only receive passengers for hire in an area designated by the Airport Department following authorized procedures. Picking up passenger(s) for hire after or while dropping off passengers and prior to taking position at the rear of the proper line is prohibited. CVO may not refuse a passenger for any reason unless stipulated herein.

- CVO may refuse service if the CVO has been dispatched on another call, if passenger(s) appear to be intoxicated or under the influence of drugs or alcohol, or is disorderly.

Nothing in these Rules and Regulations shall be construed to prevent a passenger from boarding the Commercial vehicle of the passenger's choice. CVO shall be trained and provide transportation services for disabled or handicap passengers.

6.8. *Commercial Vehicle Equipment and Condition*

All Commercial vehicles shall be kept in good operating condition and appearance. Each Commercial vehicle shall be subject to inspection by the Airport Department at any time to determine compliance with these Rules and Regulations.

- Failure to pass any portion of the inspection may result in the Commercial vehicle being prohibited from picking up and/or dropping off passengers until the discrepancies have been corrected to the satisfaction of the Airport Department.

If Commercial vehicle is required to have a taximeter, CVO shall ensure the taximeter is in proper recording position and visible to all passengers as well as a meter light burning during the hours of darkness.

6.9. *Fees*

Nothing in these Rules and Regulations shall be construed as granting any CVO the right to operate at the Airport without first obtaining a Commercial Vehicle Permit and without paying the fees which may be established and assessed by the County.

6.10. *Complaints*

CVO shall respond fully in writing and/or as otherwise requested by the Airport Department within 14 calendar days to any written customer complaint to or from the Airport and shall assist the Airport Department to investigate and resolve customer complaints. CVO shall respond fully in writing and/or as otherwise requested by the Airport Department within 14 calendar days to any inquiry by the Airport Department.



6.11. Penalties

The penalties for CVO who are determined by the Airport Department to be in violation of these Rules and Regulations or Agreement follow:

- Unsafe Commercial vehicle
 - Suspension of privileges pending compliance
- Minor violation (including, but not limited to, picking up passengers in unauthorized areas, the CVO not remaining in or adjacent to the Commercial vehicle, and Loitering in the Passenger Terminal Building)
 - First Offense – Warning
 - Second Offense – \$200 fine
 - Third Offense – \$500 fine
- Major violation (including, but not limited to, attempt to induce another to commit an illegal act or violation of these Rules and Regulations, failure to obey a directive of the Airport Department, offensive language, gestures, or other actions, or conduct that is discourteous or unprofessional)
 - First Offense – \$200 fine and 7 Day suspension of Permit
 - Second Offense – \$500 fine and 30 Day suspension of Permit
 - Third Offense – Permanent revocation of Permit
- Reckless driving, arrest at the Airport for any criminal action, and driving under the influence of alcohol and/or drugs
 - First Offense – Permanent revocation of Permit

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



7. TENANT

7.1. *Introduction*

Tenant used herein refers to any person, Association, and/or entity that has entered into an agreement with either the County or an Operator to occupy land and/or improvements (Leased Premises) at the Airport for commercial or non-commercial purposes.

7.2. *Security*

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

Active logs of keys, Airport Badges, access cards, and other media issued (and to whom issued) which allow access to the Leased Premises must be maintained. The log shall be made available to the Airport Department upon request. Any lost or stolen keys, Airport Badges, access cards, or other media shall be reported to the Airport Department immediately. All applicable reporting requirements must be fully complied with as established by the County, Airport Department, FAA, Department of Homeland Security (DHS), TSA (if applicable), and any other Agency having jurisdiction. Objects which could facilitate unauthorized access to a Restricted Area shall not be located within 5 feet of the Airport perimeter fence or any other distance which may facilitate unauthorized access.

7.3. *Escort of Invitees*

Tenant shall escort all invitees, agents, employees, and guests who do not possess a valid Airport Badge while accessing Restricted Areas.

7.4. *Construction or Alteration of Improvements*

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

7.5. *Maintenance of Premises*

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

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

Tenants shall be fully responsible for and replace, or in the Airport Department's sole discretion, reimburse the County for all damage to facilities, equipment, Property, related appurtenances, and all other Improvements at the Airport caused by Tenant or its employees, agents, customers, visitors, suppliers, or persons with whom they do business.



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

- The use of volatile or flammable solvents for cleaning floors is prohibited.

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

7.6. Fire Prevention

Tenants shall be responsible to ensure fire prevention practices and/or procedures are followed and comply with practices recommended by the NFPA and all fire codes, regulations, or directives issued by the County, Airport Department and/or Fire District.

Employees conducting Fuel Handling must receive fire prevention training and instruction by the Operations Center (or in accordance with an FAA Approved Part 139 Fuel Handling Training course, if applicable) immediately upon employment and receive such fire prevention training and instruction annually thereafter.

- Fire prevention training and instruction, provided by the Operations Center, shall include the use of fire extinguishers, responding to fuel and oil spills, handling flammable materials, and any other items deemed necessary and/or appropriate (for the Activity).
- Documentation of individual training shall be retained by the Tenant of all fire prevention training and instruction received by each employee and provided to the Director.

Proper, appropriate, inspected, certified, and readily accessible fire extinguishers (which are approved by fire underwriters) shall be provided by Tenants.

- Fire extinguishers shall be maintained in accordance with the practices recommended by the NFPA.
- A tag showing the date of last inspection (and inspection entity) shall be attached to each fire extinguisher and records, (acceptable by fire underwriters) shall be maintained identifying the status of each unit.

Tenant shall identify and provide contact information to the Operations Center for a responsible person and secondary contact. Contact information shall include the name of each individual and a daytime and after-hours telephone numbers.

7.7. Aviation Fueling

Tenants conducting Fuel Handling shall comply with Section 8 – Aviation Fueling of these Rules and Regulations.

7.8. Heating Equipment

All heating equipment and fuel burning appliances installed or used at the Airport shall comply with all Legal Requirements (as applicable) of the County, the State of Colorado, the NFPA, and the Fire District.

7.9. Aircraft Hangars

The use of Hangars shall conform with all Legal Requirements including applicable building codes as well as the practices recommended by the NFPA and all fire codes, regulations, or directives issued by the County, Airport Department, and/or Fire District. Each Hangar shall be equipped with a proper, appropriate, inspected, certified, and readily accessible fire extinguisher that conforms with Legal Requirements.

Aircraft Hangars shall only be used for the parking and storage of aircraft and associated aircraft equipment and supplies as approved by the Airport Department and the Fire District or as otherwise stipulated in an Agreement. Use of aircraft Hangars shall be subject to the following restrictions:

- Unless otherwise directed by the Airport Department, the use of Hangars shall conform with 14 CFR Chapter I [Docket No. FAA 2014-0463] *FAA Policy on the Non-Aeronautical Use of Airport Hangars*, as maybe amended from time to time.
- Aircraft Hangars shall only be used by the Tenant and its employees, agents, customers, visitors, suppliers, or persons for the parking and storage of Aircraft and associated Aircraft equipment and supplies as approved in writing by the Director and the Fire District or as otherwise stipulated in an Agreement. All items stored must belong to the Tenant authorized to use the Hangar.
- The pre-flight sumping of fuel systems may only be performed while the aircraft is outside of the Hangar.
- Space heaters may be utilized in Hangars so long as not left unattended while operating and all applicable fire prevention/safety measures are continually observed.
- Oily rags, waste oil, or other materials soiled with petroleum-based products may only be stored in containers with self-closing, tight-fitting lids in accordance with applicable Legal Requirements.

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

Aircraft Maintenance may be conducted on Tenant's owned Aircraft within Tenant's premises, provided such individuals are permitted to conduct such Aircraft Maintenance in compliance with FAA regulations. Aircraft Maintenance within Hangars shall not include the following, unless expressly approved in writing by the Director:

- Welding
- Cutting
- Open flames and torches
- Servicing any part of a fuel system or transferring fuel

The above list is not intended to represent all Aircraft Maintenance items prohibited within Hangars based on the Building and Fire Codes; but is intended to identify those items that may commonly be performed as part of Aircraft Maintenance. As outlined in the PMCDs, all Activities and uses within Tenant's premises must comply with all applicable Legal Requirements.

7.10. Storage of Materials and Equipment

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

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

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

7.11. Compressed Gases

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

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

7.12. Lubricating Oils

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

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

7.13. Right of Entry

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

- For Improvements owned by the County, the Tenant shall provide the Airport Department with a key capable of gaining access to the facilities, buildings, and Improvements.
- For Improvements owned by the Tenant, the Airport Department shall provide 48-hours advanced notification.

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



8. AVIATION FUELING

8.1. General

Legal Requirements – Fuel Handling, Refueling Vehicles, and fuel storage facilities at the Airport shall conform to the Legal Requirements including without limitation, those prescribed by the State of Colorado and County and appropriate provisions of 14 CFR; NFPA recommendations; A4A 103; Applicable ACs including AC 150/5230-4 “Aircraft fuel Storage, Handling, Training, and Dispensing on Airports”, AC 00-34A "Aircraft Ground Handling and Servicing", and AC 150/5210-5 "Painting, Marking and Lighting of vehicles Used on an Airport" as may be amended; the Airport Department’s SWMP; Legal Requirements established by the Environmental Protection Agency, Colorado Department of Public Health and Environment, and any other Agency having jurisdiction.

Fuel Quality Control – Fuel shall comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D1655 (Jet Fuel), ASTM D910 (Avgas), or ASTM D4814 (Mogas). Ensuring the quality of the fuel is the sole responsibility of entity engaged in fuel Handling.

Diesel Exhaust Fluid (DEF) Contamination – Personnel are to be trained on the proper storage and handling of DEF in order to prevent the contamination of Fuel System Icing Inhibitor (FSII) or Jet Fuel. If used in Refueling Vehicles or other ground service equipment, DEF must be stored in a separate cabinet or facility from FSII storage and handling areas should be clearly labeled. All DEF transfers between containers must be handled by trained personnel and logged appropriately.

Training – No person shall engage in Fuel Handling until that person is trained. Standard Operating Procedure (SOP) shall be developed and maintained for fuel Handling to include compliance with standards set forth in AC 00-34 “Aircraft Ground Handling and Servicing.” The SOP shall include a training plan, fuel quality assurance procedures, record keeping, and emergency response procedures related to fuel spills and fires. The SOP shall also address regular safety and security inspections, bonding and fire protection, public protection, marking and labeling of (and controlling access to) Refueling Vehicles and fuel storage facilities. The SOP shall be made available to the Airport Department for review upon request no later than 30 calendar days before any Fuel Handling is scheduled to commence and it shall be made available for review upon request any time changes are planned. Training records documenting the qualifications of (and the training provided to) each person shall be maintained and kept on file.

- Records shall indicate the initial and recurrent training provided (and the date such training was provided and by whom).
- Recurrent training shall be provided on a regularly scheduled basis, but not less than every year.
- Records shall be subject to review of and/or inspection by the Airport Department.
- Training shall be performed in accordance with 14 CFR Part 139.

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

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

- Should a fuel or oil spill occur at the Airport, the party responsible shall comply with Section 2.19. of these Rules and Regulations.



Fuel Handling shall be conducted in accordance with the procedures stipulated in the Aircraft Operator's Manual. Fuel Handling shall not occur if an electrical storm is in progress within 5 miles of the Airport and may resume 15 minutes following any reported or observed lightning flash within 5 miles of the Airport.

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

No person shall operate aircraft electrical systems or switch aircraft electrical appliances on or off during fuel Handling.

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

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

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

The County assumes no liability or responsibility for any violation of any aircraft, Refueling Vehicle, or refueling requirement or procedure, any error, omission, negligence, or any violation of any Legal Requirement relating to Fuel Handling.

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

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

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

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



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

The Refueling Vehicle shall be bonded to the aircraft or fuel storage facility to equalize the voltage potential. All hoses, nozzles, spouts, funnels, and appurtenances used in Fuel Handling shall be Factory Mutual (FM) or Underwriters Laboratories (UL) approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.

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

Refueling Vehicles (including fuel tankers) shall only use the entrance, exit, and route designated by the Airport Department during the transportation and delivery of fuel. Refueling Vehicles (including fuel tankers) shall be subject to inspection at any time to determine compliance with these Rules and Regulations.

Appropriate and proper absorbent material(s) and fuel spill containment capable of damming/diking a fuel spill shall be immediately available or as required in the entity's approved SPCC Plan.

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

Only turbine engine Rotorcraft fueled with Jet Fuel shall be permitted to be fueled while an onboard engine is operating. All sources of ignition must be located above the fuel inlet port(s), vents, or tank openings. An FAA licensed Rotorcraft pilot shall be at the Rotorcraft controls during the entire Fuel Handling process. If applicable, medical crew members shall be ready to remove the patient from the Rotorcraft to a safe area if needed.

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

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



Refueling Vehicles

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

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

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

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

- When Refueling Vehicles are found in a state of disrepair, malfunction, or their use constitutes an undue fire or safety hazard, or the operation of Refueling Vehicles would violate these Rules and Regulations, the entity shall immediately discontinue the use of such Refueling Vehicles until repairs, replacements, or changes are made to render the same safe for continued use.
- Hoses or piping connections shall be secured and capable of holding under the pump’s rated pound per square inch PSI discharge.
- Hoses or nozzles shall be FM or UL approved with self-closing valve and no hold-down or hold-open devices. All pumps shall be FM or UL approved.
- All storage tanks shall be rated in accordance with Universal Fire Code (UFC) Article 24, Division II and Article 79, Division XII.

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

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

Storage of Refueling Vehicles

Refueling Vehicles shall be stored outdoors at a distance of at least 50 feet from a building or at the distance approved by the Operations Center unless the building is designed, constructed, and used exclusively, and approved by the Fire District specifically for this purpose. Refueling Vehicles shall be parked in a manner that provides a minimum of 10 feet of separation between Refueling Vehicles and any other vehicle or aircraft, a minimum of 20 feet from a storm water inlet, and in full compliance with applicable Legal Requirements.

Maintenance of Refueling Vehicles

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

Fuel Storage Facilities

Entities shall be liable and shall defend, indemnify, save, protect, and hold harmless the County for all leaks, spills, or other damage that may result from fuel Handling. fuel storage facilities shall be operated and maintained in accordance with practices recommended by NFPA 407 and in full compliance with Legal Requirements and shall be approved by all Agencies having jurisdiction. fuel storage facilities shall be constructed and/or tanks shall be installed in accordance with the practices recommended by the NFPA and in full compliance with Legal Requirements. Plans for installation and operation of fuel storage facilities shall be submitted to the County, Airport, and Fire District and approval shall be received from the County, Airport Department, and Fire District prior to installation and operation.

- All vehicle and/or pedestrian gates leading into fuel storage facilities shall remain closed, locked, and secured except when actually in use.

8.2. Non-Commercial Self-Fueling (Jet and Avgas)

Introduction – Any entity engaged in Non-Commercial Self-Fueling of jet and avgas shall comply with this Section and all applicable provisions of Section 8.1 of these Rules and Regulations. Non-Commercial Self-Fueling is defined as fueling of an aircraft by the Aircraft Owner or the Owner’s Employee(s) using the Aircraft Owner’s vehicles, Equipment, and resources.

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

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

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

Self-Fueling Permittee shall maintain written records of compliance with all Legal Requirements (including tax or fee payments) for the use of fuel utilized in aircraft and provide records upon request by the Airport Department.

Reporting – On or before the 10th day of the subsequent month, Self-Fueling Permittee shall: (a) provide a summary report to the Airport Department identifying the number of gallons of: (i) aviation fuel purchased by Self-Fueling Permittee (by fuel type), (ii) delivered to Self-Fueling Permittee’s fuel storage facility (by fuel type), and (iii) dispensed to Self-Fueling Permittee’s aircraft at the Airport and (b) pay the appropriate fees due to the County.

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



Operations – Self-Fueling shall be conducted only in those areas designated by the Airport Department as identified in the Self-Fueling Permit.

- Self-Fueling at any other location at the Airport is prohibited.
- Pouring or gravity transfer of fuel and fueling from containers having a capacity of more than 5 gallons is prohibited.

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

Self-Fueling Permittee shall utilize a single Refueling Vehicle for each type of fuel to be dispensed with the following minimum capacities (gallons):

- Jet Fuel: 1,000 gallons
- Avgas: 500 gallons

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

Fuel Storage Facilities – Self-Fueling Permittee shall demonstrate that satisfactory arrangements have been made for the storage of fuel, as follows:

- through an authorized FBO at the Airport;
- off Airport; or
- through Self-Fueling Permittee’s fuel storage facility at the Airport in a location consistent with the Master Plan, Airport Layout Plan, and/or Land Use Plan and approved by the Airport Department.

Self-Fueling Permittee’s authorized by the Airport Department shall lease land and own or lease an aboveground fuel storage facility in the designated fuel storage with the following minimum capacities (gallons):

- Jet Fuel: 20,000 gallons
- Avgas: 10,000 gallons

Fuel storage facility shall denote the aircraft FAA N-Number(s) identified on the Self-Fueling Permittee’s Self-Fueling Permit with 12-inch characters on each side of the fuel storage facility.

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

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

Public Service Agency – Entities providing an Emergency Public Service are not required to meet the fueling equipment and storage facility requirements identified in this Section unless fuel is being delivered to aircraft by Refueling Vehicles or through a fixed fueling station.

Fuel storage facilities and delivery of fuel for aircraft operated by Public Service Agency must be approved in writing, in advance by the Director.



Insurance – Except as otherwise provided for herein, Non-Commercial Self-Fueling Permittee shall maintain, at a minimum, the coverage and limits of insurance set forth below:

- General Liability (Combined Single Limit)
 - Each occurrence – \$1,000,000
 - Unlicensed vehicles – \$2,000,000/\$5,000,000
- Business Automobile Liability (Combined Single Limit)
 - Non-Movement Area – \$1,000,000
 - Movement Area – \$2,000,000
- Environmental Liability – \$2,000,000



APPENDIX A – PMCD GENERAL PROVISIONS

A-1. Purpose

The PMCD General Provisions set forth in this section are common to all PMCDs and are incorporated into each PMCD by reference.

A-2. Authority of Airport Sponsor and Governing Body

The authority to implement, supplement, amend, or adopt any policy, standard, rule, regulation, or directive, including the PMCDs, is delegated to the County by the 2018 Colorado Revised Statutes Title 41 – Aeronautics: Aircraft and Airports, Article 4 – Airports, Part 1 – County Airports, § 41-4-106.

The authority to: (a) lease Airport land and/or Improvements, (b) allow the occupancy and/or development of Airport land or Improvements, and (c) grant the right to engage in any activity at the Airport is expressly reserved to the County by and through the Board.

A-3. Applicability

Provisions of the PMCDs apply within the defined boundaries of the Airport as illustrated in the Airport Layout Plan (ALP) and include all access roads on the Airport.

A-4. Statement of Policy

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

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

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

A-5. Non-Discrimination

No person, in the use of the Airport’s land and Improvements, shall discriminate against any person or class of persons because of race, color, national origin, religion, sex (including pregnancy and gender identity), genetic information, age, disability, sexual orientation in providing any products or services or in the use of any of the Airport’s land and Improvements provided for the public, or in any manner prohibited by applicable Legal Requirements.

A-6. Airport Management

The Director is responsible for the planning, development, operation, administration, management, maintenance, and security of the Airport and all County owned and operated land, Improvements, facilities, vehicles, and equipment associated with the Airport. The Board has authorized the Director to: (a) interpret, administer, and enforce Agreements and the PMCDs, (b) allow, where and when appropriate, temporary, short-term occupancy or use of Airport land or Improvements, and (c) obtain and receive copies of all licenses, permits, certifications, ratings, certificates of insurance, and other documents required to be provided to the County and Airport Department. All inquiries regarding the PMCDs and/or compliance therewith shall be directed to the Director.



A-7. Effective Date

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

A-8. Compliance with Legal Requirements and Agreements

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

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

A-9. Conflicting Legal Requirements and Agreements

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

A-10. Right to Self-Service

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

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

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

A-11. Prohibited Activities

The following activities are prohibited at the Airport:

- Through-the-Fence activities
- Co-Op Fueling

A-12. Fines or Penalties

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

A-13. Severability

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



A-14. Subordination

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

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

A-15. Notices, Requests for Approval, Applications, and Other Filings

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

A-16. Amendments

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

A-17. Variance or Exemption

The Board may, but is not obligated to, approve variances or exemptions to the PMCDs when special conditions or unique circumstances exist. Requests for variance or exemption shall be submitted in writing to the Director and must state:

- the specific PMCD provision(s) for which the variance or exemption is being sought,
- describe the proposed variance or exemption and state the reason for the proposed variance or exemption;
- identify the anticipated impact on the Airport (and other entities including Operators, Lessees, Sublessees, users of the Airport, and the public); and
- identify the duration of the proposed variance or exemption.

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

- An approval by the Board of a variance or exemption shall not serve to amend, modify, or alter the PMCDs or any existing Agreement.
- Requests for variance or exemption can be denied in accordance with Possible Grounds for Rejecting Application of these PMCD General Provisions.



A-18. Enforcement

The Director is empowered by the Board to require compliance with and enforce the PMCDs. The Fire District is authorized to enforce all fire and Hazardous Materials related Legal Requirements (within jurisdiction). The Police Department and Law Enforcement Officers are authorized to enforce all Legal Requirements (within jurisdiction).

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

A-19. Disputes

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

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

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

The Board may, in its sole discretion, submit to non-binding third party mediation in which case, both parties shall share equally the costs and/or expenses of a third-party mediator. The costs and/or expenses of attorneys, witnesses, specialists, or experts shall be the direct responsibility of each party. The party shall diligently continue performance of its Agreement, in compliance with the PMCDs, regardless of whether or not a dispute is pending or being appealed, and regardless of the outcome of such dispute or appeal.

A-20. Rights and Privileges Reserved

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

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

- Nothing contained within the PMCDs shall be construed to limit the use of any area of the Airport by the County (and its representatives, officers, officials, employees, agents, and volunteers) or to prevent any FAA, DHS, TSA, Police Department, Law Enforcement Officer, or Fire District personnel from acting in official capacities.
- The County reserves the right for the use of the Airport by others pursuant to applicable Legal Requirements pertaining to the Airport and such use.



APPENDIX A – PMCD GENERAL PROVISIONS

- The County reserves the right to designate specific Airport areas for activities in accordance with the currently approved ALP. Such designation shall give consideration to the nature and extent of current and/or future activities and the land and/or Improvements that may be available and/or used for specific activities and shall be consistent with the safe, secure, orderly, and efficient use of the Airport. It is the policy of the County that any occupancy, use, and/or development (construction or modification) of land and/or Improvements that is inconsistent with the ALP is undesirable. Any development that is substantially different than that depicted on the ALP could adversely affect the safe, secure, orderly, or efficient use of the Airport. Nothing contained in the PMCDs shall require or obligate the County to apply to the FAA for approval of the revision of the ALP on behalf of a current or prospective Operator, Lessee, Sublessee, or user of the Airport.
- The County reserves the right to develop and make any Improvements and/or repairs at the Airport that it deems necessary. The County will provide advance notice of the date and time to impacted parties that such development, improvements, and/or repairs will be made. The County shall not be obligated to reimburse or compensate any Operator, Lessee, Sublessee, or other entity for any cost and/or expense incurred, loss of revenue, or inconvenience that may result from such development, improvement, and/or repair.
- The County (and its representatives, officers, officials, employees, agents, and volunteers) shall not be responsible for loss, injury, or damage to persons or Property at the Airport related in any way to any natural disaster or illegal activity.
- During time of war or national emergency, the County shall have the right to enter into an agreement with the United States Government for military use of part or all of the landing area, the publicly owned air navigation facilities, and/or other land and Improvements of the Airport. If any such agreement is executed, any agreement, insofar as it is inconsistent with the agreement between the County and the United States Government, shall be suspended, without any liability on the part of the County.
- The County will not relinquish the right to take any action the County considers necessary to protect the aerial approaches of the Airport against obstruction or to prevent a person from erecting or permitting to be erected any facility or other structure which might limit the usefulness of the Airport or constitute a hazard to aircraft.
- The County will not waive any sovereign, governmental, or other immunity to which the County may be entitled nor shall any provision of any Agreement be so construed.
- The County will not submit to the laws of any state other than those of the State of Colorado.
- The County is under no obligation to provide financing and/or make any improvements to Airport land and/or Improvements to facilitate any development or consummate any Agreement proposed by a current or prospective Operator, Lessee, or Sublessee. In addition, the County is under no obligation to: (a) pursue federal, state, or other available funds to contribute to such development or (b) provide matching funds to secure such funding.
- The County reserves the right to take such actions as it may deem necessary, appropriate, and/or in the best interest of the County including preserving the assets of the County and the Airport, protecting the safety and security of the people who work at and/or use the Airport, and maintaining the integrity of the County's mission, vision, values, goals and objectives for the County and the Airport.



A-21. Possible Grounds for Rejecting Application

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

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

- The entity, for any reason, does not fully meet the qualifications, standards, and requirements established by the County. The burden of proof shall be on the entity and the standard of proof shall be by clear and convincing evidence.
- The County or the FAA has determined that the contemplated activity and/or Improvements would create a safety or security risk at the Airport or constitute a Hazard, obstruction, or danger to air navigation.
- The County would be required to expend funds and/or supply labor and/or materials in connection with the proposed activities and/or Improvements that the County is unwilling and/or unable to expend or supply.
- The financial plan associated with the proposed activities and/or Improvements is not realistic and attainable and/or will result in a financial operating loss or hardship for the entity.
- No appropriate, adequate, or available land and/or Improvement exists at the Airport to accommodate the proposed activity of the entity at the time the proposal or application is submitted, nor is such availability contemplated within a reasonable period.
- The proposed activities and/or Improvements do not comply with the ALP currently in effect or anticipated to be in effect.
- The entity’s occupancy, use, or development of Airport land and/or Improvements could be detrimental to the public, result in congestion of aircraft, and/or negatively impact the safety and/or efficiency of the Airport, Operators, Lessees, Sublessees, or users of the Airport.
- The entity intentionally or unintentionally misrepresented or failed to disclose material facts in a proposal, in an application, and/or in supporting documentation.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has a record of violating the Legal Requirements of the County, any other airport sponsor, the State of Colorado, the FAA, or any other Legal Requirement applicable to the Airport and/or the entity’s proposed activity.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has defaulted in the performance of any Agreement or Sublease at the Airport or at any other airport.
- The entity does not exhibit adequate financial capability, capacity, or responsibility to undertake and sustain the proposed activity.
- The entity cannot obtain a bond or insurance in the type and amounts required by the County for the proposed activity.
- The entity seeks terms and conditions which are inconsistent with the PMCDs and/or any request for qualifications and/or proposals (or any other document) issued by the County.
- The entity’s interests and/or the proposed activity or use is inconsistent with the mission, vision, values, goals, or objectives of the Airport; the best interest of the County; or any Airport Sponsor Assurances.
- The entity has been party to vexatious or frivolous litigation, including, without limitation, administrative litigation, against the County.



APPENDIX B – DEFINITIONS AND ACRONYMS

B-1. Definitions

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

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

Advisory Circular (AC) - are informational documents produced by the FAA to inform and guide institutions and individuals within the aviation industry, as well as the general public. Any AC identified in the PMCDs is replaced by the current version or replacement AC.

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

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

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

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

Air Carrier – An entity engaged in the operation of an aircraft for the purpose of transporting passengers, mail, express, freight, or cargo, on a scheduled or non-scheduled basis, whose operation is either intrastate or interstate.

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

Aircraft and Passenger Liability – Insurance coverage pertaining to bodily injury, Property damage, and passenger injury for all owned, leased, or operated aircraft.

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

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

Group I: Up to but not including 49 feet

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

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

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

Group V: 171 feet up to but not including 214 feet

Group VI: 214 feet up to but not including 262 feet

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

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

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

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

Aircraft Owner – The registered legal Owner of an aircraft according to FAA records.



APPENDIX B – DEFINITIONS AND ACRONYMS

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

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

Airport Department – The department of the County responsible for the management and operation of the Airport under the leadership of the Airport Director.

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

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

Airport Improvement Programs – An FAA program that provides grants to public agencies, and in some cases to private owners and entities, for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems (NPIAS).

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

Airport Operations Center (Operations Center) – The department of the Airport Department that is responsible for Airport operations, ARFF, safety, and security.

Airport Security Coordinator – An airport's primary security representative and point-of-contact for the Transportation Security Administration.

Airport Security Program (ASP) – The current Airport Security Program, as may be amended from time to time, approved by the Transportation Security Administration (if necessary), that specifies the systems, measures, and procedures that are used to meet an airport's regulatory and statutory responsibilities relating to airport security.

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

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

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

Apron – Those paved areas of the Airport within the AOA designated by the Airport Department for parking, loading, unloading, fueling, or servicing of aircraft.

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

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

Board of County Commissioners (Board), the governing body of Routt County.

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

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

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

Certificates of Insurance – A certificate provided by and executed by an insurance company to the County providing evidence of the insurance coverages and policy limits.



APPENDIX B – DEFINITIONS AND ACRONYMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Fiscal Year (or FY) – The accounting period of the County beginning January 1st and ending December 31st established for accounting purposes.

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

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

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

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



APPENDIX B – DEFINITIONS AND ACRONYMS

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

Hangar Keeper’s Legal Liability – Insurance coverage pertaining to Property damage for all non-owned aircraft under the care, custody, and control of the Operator.

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

Hazardous Materials – A hazardous or toxic substance, material, or waste which is or becomes regulated by any Agency.

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

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

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

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

Jet Fuel – Fuel meeting the specifications of ASTM D1655 which is commonly utilized to power turbine-engine (Turboshaft, Turboprop, and Turbojet) aircraft.

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

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

Law Enforcement Officer – A public-sector employee or agent charged with upholding the peace who is empowered to effect an arrest with or without warrant and who is authorized to carry a firearm in the performance of that person's duties.

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

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

Leased Premises – The land and/or Improvements used exclusively under Agreement by a Tenant.

Lessee – An entity that has entered into an Agreement to occupy, use, and/or develop land and/or Improvements.

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

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

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

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

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

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

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

Minimum Standards – PMCD that sets forth those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to engage in Activities at the Airport, as may be amended from time to time.



APPENDIX B – DEFINITIONS AND ACRONYMS

Mogas – Unleaded motor gasoline meeting the specifications of ASTM D4814 which is utilized to power piston-engine aircraft with an original airworthiness certificate or Supplemental Type Certificate (STC) authorizing use of unleaded motor gasoline.

Movement Area – The Runways, Taxiways, and other areas of the Airport which are utilized for taxiing, hover taxiing, takeoff, and landing of aircraft (exclusive of aircraft parking, loading, unloading, fueling, and servicing areas) where aircraft are moved with radio contact with other aircraft.

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

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

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

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

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

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

Passenger Terminal Building – The building at an airport where the passenger processes of ticketing, baggage check-in, security screening, aircraft boarding, baggage claim, customs, and immigration are accomplished for Commercial Air Carrier activities.

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

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

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

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

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

Public Area – Those areas normally used by the general public. Such areas include concessionaire shops, restrooms, Passenger Terminal Building lobbies, hallways, passageways, public transportation waiting areas, viewing areas, roadways, walkways, sidewalks, and vehicle parking lots. Public areas do not include the areas owned and/or leased by Commercial businesses unless such businesses designate certain areas as public use areas. Public Areas do not include the AOA, Restricted Areas, and employee parking lots.

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

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

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

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

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



APPENDIX B – DEFINITIONS AND ACRONYMS

Rules and Regulations – PMCD that sets forth the rules and regulations for the safe, secure, orderly, and efficient use of the Airport, as may be amended from time to time.

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

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

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

Secured Area – A portion of an airport, specified in the Airport Security Program, in which certain security measures specified in 49 CFR Part 1542 are carried out. This area is where Aircraft Operators and foreign air carriers that have a security program under 49 CFR Part 1544 or 1546 enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

Security Identification Display Area (SIDA) – A portion of the AOA identified in the Airport Security Program where each person is required to continuously display, on their outermost garment, an airport approved identification medium unless under Airport Department approved escort.

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

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

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

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

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

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

Sterile Area – The area in the Passenger Terminal Building beyond the security screening checkpoint(s).

Student and Renter Liability – Insurance coverage pertaining to bodily injury, personal injury, and Property damage (excluding aircraft hull) for students and renters of aircraft.

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

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

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

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

Tenant – A person, Association, or entity that has entered into an agreement with either the County or Operator to occupy land and/or Improvements at the Airport for commercial or non-commercial purposes.



APPENDIX B – DEFINITIONS AND ACRONYMS

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

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

Town of Hayden Police Department (Police Department) – The Police Department provides law enforcement services as well as several other community services to the Town of Hayden and the Airport.

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

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

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

West Routt Fire District (Fire District) – The District provides fire services as well as several community services to the County.



B-2. Acronyms

A&P Mechanic	Airframe and Powerplant Mechanic
AC	Advisory Circular
ACM	Airport Certification Manual
ALP	Airport Layout Plan
AOA	Air Operations Area
APU	Auxiliary Power Unit
ARFF	Aircraft Rescue and Fire Fighting
ASP	Airport Security Program
Avgas	Aviation Gasoline
CFR	Code of Federal Regulations
CVO	Commercial Vehicle Operator
DEF	Diesel Exhaust Fluid
DHS	Department of Homeland Security
DOT	Department of Transportation
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
FAA	Federal Aviation Administration
FM	Factory Mutual
FY	Fiscal Year
FBO	Fixed Base Operator
ME	Multi-Engine Aircraft
NFPA	National Fire Protection Association
NPIAS	National Plan of Integrated Airport Systems
NOTAM	Notice To Air Mission
SASO	Specialized Aviation Service Operator
SAW	Sterile Area Worker
SE	Single-Engine Aircraft
SIDA	Security Identification Display Area
SMS	Safety Management System
SPCC Plan	Spill Prevention, Control, and Countermeasures Plan
SRM	Safety Risk Management
SWMP	Storm Water Management Plan
TSA	Transportation Security Administration
UAS	Unmanned Aircraft System
UAV	Unmanned Aerial Vehicle
UFC	Universal Fire Code
UL	Underwriters Laboratories
USPA	United States Parachute Association