




**King County**  
International Airport  
Boeing Field  
Department of Transportation

# King County International Airport King County Code Title 15 - Airport Supplemental Rules & Regulations

July 15, 2011

  
Robert L. Burke, AAE, Airport Director  
July 15, 2011 Date

# Airport Supplemental Rules & Regulations

## TABLE OF CONTENTS

<b>GENERAL PROVISIONS AND AUTHORITY</b>	2
<b>DEFINITIONS</b>	4
<b>ENFORCEMENT</b>	8
<b>MAINTENANCE AND STEWARDSHIP</b>	10
<b>GENERAL RULES AND CONDITIONS</b>	11
<b>FINANCE</b>	15
<b>VEHICLES AND TRAFFIC REGULATION</b>	18
<b>AIRCRAFT OPERATIONAL AND SAFETY REQUIREMENTS</b>	21
<b>AIRPORT FIRE SAFETY</b>	24
<b>AIRPORT SECURITY</b>	28
<b>ENVIRONMENTAL CONTROL &amp; FACILITY OPERATION</b>	31

## GENERAL PROVISIONS AND AUTHORITY

**1.0 General Provisions and Authority** - King County International Airport/Boeing Field is owned and operated by King County, a political subdivision of the State of Washington (King County Code Title 15 – Airport) and hereafter referenced as the Airport.

**1.1. Applicability** - These Supplemental Rules and Regulations are applicable to the premises of the Airport and are intended to promote safety and security at the Airport. The Supplemental Rules and Regulation apply to all tenants, customers, patrons, guests, business affiliates, employees, contractors and all other persons who use facilities, occupy space or traverse on the Airport or who have regular access to the Airport by reason of their employment on the Airport, their use of the Airport for aeronautical purposes, or their occupancy of Airport property.

**1.2. Distribution** - Copies of these Supplemental Rules and Regulations shall be available in the Airport Administration Offices and posted on the Airport’s web page.

**1.3. Amendments** - These Supplemental Rules and Regulations are subject to change by the Airport Director. The Supplemental Rules and Regulations will be updated and published as necessary for the safe and secure operation of the Airport. The Supplemental Rules and Regulations are posted on the Airport’s web page.

**1.3.1.** These Supplemental Rules and Regulations are not intended to amend, modify or supersede any provisions of Federal, State or Local law, or any specific written contractual agreement with the County or the Airport with which they may conflict; provided, however, that these Rules and Regulations shall insofar as possible, be interpreted so that no such conflict shall exist.

**1.3.2.** If any portion of these Supplemental Rules and Regulations shall be deemed invalid or unenforceable, all other portions thereof shall remain in full force and effect and shall be construed to achieve the purposes thereof. Section 9 of these Rules and regulations contains a list of definitions and abbreviations.

## DEFINITIONS

2. **Definitions** - The definitions provided in the Supplement Rules and Regulations are in addition to the definitions listed in the KingCounty Code Title 15 – Airport and *Airport Minimum Standards*. Definitions are to be construed as common language meanings, unless through usage or technical application have special meaning within the aviation industry or by law.
- 2.1. **Air Navigational Aids (NAVAIDs)** - Air Navigational Aids (NAVAIDs) are any visual, radio, or electronic devices furnished to provide guidance to aircraft pilots while flying their aircraft. Any visual or electronic device airborne or on the surface which provides point-to-point guidance information or position data to aircraft in flight.
- 2.2. **Air Operations Area (AOA)** – Areas that encompass the runways, taxiways, aprons, and other areas of the airport used by aircraft for taxiing, takeoff, landing, maneuvering, and parking. Also, operating on the AOA are the vehicles necessary to service aircraft operations, including Airport Maintenance, Operations, and ARFF.
- 2.3. **Airport Certification Manual (ACM)** - Airport Certification Manual is a written document required by the Federal Aviation Administration (FAA) under FAR Part 139, prepared by the Airport, approved by the FAA that establishes and details operating procedures, emergency plans, facilities, equipment descriptions, responsibility assignments and any other information needed by the Airport Director for the operations of the Airport.
- 2.4. **Airport Emergency Plan (AEP)** - Airport Emergency Plan is a written document required by the FAA under FAR Part 139, prepared by the Airport, approved by the FAA and published elsewhere that establishes and details the specific responses required of the Airport for the control of airport emergencies.
- 2.5. **Airport Employees** - Airport Employees are any individual hired by the King County for duty at the Airport.
- 2.6. **Airport Law Enforcement Officer (LEO)** - Airport Law Enforcement Officer is any person sworn and authorized to enforce these Rules and Regulations and local, state and other rules and regulations as may be applicable or hereafter promulgated.
- 2.7. **Airport Passenger Terminal** - Airport Passenger Terminal is a public building; vehicle parking and aircraft parking areas for the ticketing, embarking and disembarking of scheduled/charter airline passengers, baggage handling and other related services for airline passengers.

- 2.8. Airport Runway** - Airport Runways are those portions of the Airport designated and made available temporarily or permanently by the Airport for the landing and taking off of aircraft.
- 2.9. Airport Roads** -Airport Roads are those roads, belonging to the Airport, that afford a means of ingress and egress for vehicles to and from and between the public roads.
- 2.10. Airport Security Coordinator** - Airport personnel designated as the responsible individual for the airport security program.
- 2.11. Airport Service Vehicles** - Any vehicle owned and operated by the Airport or King County routinely operated for construction, service, maintenance, and/or law enforcement on the Airport.
- 2.12. Authorized Instructor** - As stated in Part 61, Certification: Pilots and Flight Instructors, an Authorized Instructor is a person who holds a valid ground instructor certificate issued under part 61 or part 143 of this chapter when conducting ground training in accordance with the privileges and limitations of his or her ground instructor certificate; or, a person who holds a current flight instructor certificate issued under Part 61 when conducting ground training or flight training in accordance with the privileges and limitations of his or her flight instructor certificate; or a person authorized by the Administrator to provide ground training or flight training under SFAR No. 58, or part 61, 121, 135, or 142 of this chapter when conducting ground training or flight training in accordance with that authority.
- 2.13. Baggage** - Containers holding the belongings, articles, effects and other personal property of an aircraft passenger.
- 2.14. Cargo** - Property tendered for air transportation accounted for on an air waybill. All commercial courier consignments, whether or not accounted for on an air waybill, are also classified as cargo.
- 2.15. Certified Flight Instructor (CFI), Certified Flight Instructor – Instrument (CFII)** - “Certified Flight Instructor (CFI) and Certified Flight Instructor – Instrument (CFII)” shall mean any person giving or offering to give, ground or flight training instruction in the operation of aircraft on the ground or in flight in Visual Flight Rules (VFR) or Instrument Flight Rules (IFR) weather conditions. Reference Part 61 - Certification: Pilots and Flight Instructors.
- 2.16. Commercial Passenger Vehicle** - Those vehicles that are used in the business operation of any hotel, motel, limousine, taxi, or transportation company that transports persons between the Airport and another site located off Airport property.
- 2.17. Construction Vehicle** - Any vehicle used by a contractor or employed by the Airport or King County for repair, maintenance and/or construction on the Airport.

- 2.18. **Driver** - Any person who is in actual physical control of a vehicle and has a valid driver's license.
- 2.19. **Emergency Vehicle** - Any vehicle used by security personnel, Aircraft Rescue Fire Fighting personnel, ambulance, Police, Fire or vehicles conveying airport personnel, or personnel and equipment from emergency response mutual aid agencies in response to an airport emergency situation as outlined in the AEP.
- 2.20. **Escort** - To accompany or monitor the activities of an individual who does not have permission or certification to walk or operate a vehicle on airport property or in the Air Operations Area (AOA).
- 2.21. **Foreign Object Debris (FOD)** - Any loose trash, rocks or objects lying around on the ground in the Air Operations Area that may be ingested or propelled by an aircraft engine.
- 2.22. **Ground Support Equipment (GSE)** - Any vehicle used airport by an Fixed Based Operator (FBO), airlines for the service of aircraft including, but not limited to, tugs, baggage carts, baggage belt loaders, aircraft de-icing equipment, aircraft refueling vehicles, aircraft power carts, aircraft lavatory service vehicles, boarding stairs, and loading devices.
- 2.23. **Lost Articles** - Any article found on the Airport by Airport employees or others who have no legal title or claim to the article.
- 2.24. **Motor Vehicle** - Any conveyance that is self-propelled.
- 2.25. **Movement Area** – Runways, taxiways, and other areas of the airport which are utilized for taxiing, air taxiing, takeoff, and landing, of aircraft, exclusive of loading ramps and parking areas. At towered airports, specific approval for entry onto the movement area must be obtained from Air Traffic Control.
- 2.26. **Non Movement Area** – Taxi lanes, service road, aprons, and areas not under the control of Air Traffic Control.
- 2.27. **NOTAM** - Notice to Airmen
- 2.28. **Pedestrian** - A person moving about the Airport on foot.
- 2.29. **Permission** – Specific authorization granted by the Airport Director or his/her designated representative, unless otherwise specifically provided.
- 2.30. **Person** - Any individual, group of individuals, firm, firms, co-partnerships, corporation, company, association, joint stock association, or body politic including any trustee, receiver, assignee, or similar representative.

- 2.31. **Public Area** - Any area, including the various concessions, restrooms, Airport Passenger Terminal lobby sections, airline ticketing sections and concourses, used for public thoroughfares, gathering, waiting, and viewing; streets, sidewalks, roads and all other areas normally used by the general public. All other areas are considered operational, restricted, or leased areas and access is permitted upon expressed consent by the Airport Director or Airport Lessees, as the case may be.
- 2.32. **Restricted Area** - Any area designated by the Airport Director in writing, by means of maps, signage, barriers or fencing to which the general public is denied access.
- 2.33. **Refueling Vehicle/Fuel Truck** - Any vehicle used for transporting, handling or dispensing of aviation fuels, oils or lubricants.
- 2.34. **Vehicle** - Any contrivance whether in repose or moving about on the surface of the Airport, including automobiles, trucks, buses, bicycles, motorcycles, tow motors, tugs, baggage carts, pushcarts, or other device by which any person or property may be transported or drawn upon, excluding aircraft.

## ENFORCEMENT

3. **Enforcement** - The Airport Director, or designee, shall be responsible for the enforcement of these Supplemental Rules and Regulations. In the Airport Director's sole discretion, he/she may obtain the assistance of the King County Sheriff Department or any other law enforcement agency in the investigation and enforcement of these Supplemental Rules and Regulations. Airport employees, as well as any person observing violations are empowered to report violations of these Supplemental Rules and Regulations.
  - 3.1. **Violations** - Any infraction or disregard by a person of the published Supplemental Rules and Regulations may include, but not be limited to the following penalties:
    - 3.1.1. **1st Violation:** Violator(s) will be required to attend training or one-on-one review of the Rules and Regulations conducted by Airport Operations & Compliance Section.
    - 3.1.2. **2nd Violation:** Violator(s) will be issued a formal, written reprimand by Airport Director or designee.
    - 3.1.3. **3rd Violation:** Violator(s) may be denied access and use of the Airport facilities for a period of up-to-one year.
  - 3.2. Persons who violate any portion of these Rules and Regulations or any part thereof while on areas of the Airport not subject to other jurisdictions, and who pose an immediate threat to public order, airport security, or public safety may be removed or ejected from the Airport and denied access and use of the Airport and its facilities.
  - 3.3. Any person's failure to comply with these Supplemental Rules and Regulations or any order or instruction issued in accordance there enforcement is subject to being charged with a misdemeanor or other penalties as proscribed by the laws of King County or the State of Washington. Person or persons who are guilty of any violation and are issued a fine levied by any Federal agency, agency of the State of Washington, or King County having jurisdiction on the Airport, shall be responsible for the payment of the fine and all other costs associated with the violation.
  - 3.4. Persons who violate any rules of a governing body or any agency that has jurisdiction on the Airport shall be subject to the penalties of such governing body or agency.
  - 3.5. **Right of Appeal** - Persons who have been charged with a violation and penalized as provided herein may appeal their violation and penalty to the Airport Director. To appeal a violation and penalty, a letter outlining the facts or mitigating circumstances of the situation should be sent, within 10 calendar days of the violation to the Airport Director for a determination of appeal. The Airport Director's determination is final.



**3.6. No Liability of King County or Airport** - Neither, King County nor the Airport assumes any responsibility for the loss, injury or damage to persons or property by reason of fire, theft, vandalism, natural disasters, collision, strikes, demonstrations, air shows, acts of war, terrorism, acts of God. King County and the Airport assumes no liability for injury to persons while on the Airport or while using the facilities of same, or for property damage, except liability caused directly by the sole negligence of County or Airport employees.

## MAINTENANCE AND STEWARDSHIP

4. **Maintenance and Stewardship** - All tenants and leaseholders shall, without cost or expense to King County, keep and maintain the leased premises, including buildings, pavement, and facilities, improvements, landscaping, fixtures, and equipment which may now or hereafter exist thereon, in a neat, clean, and sanitary condition and shall, except for reasonable wear and tear, at all times preserve the premises in good and safe repair.
  - 4.1. Equipment, supplies, vehicles, litter and debris will not be permitted to be located adjacent, against, or around buildings, parking lots, or other premises except employees' vehicles used for daily transportation to and from work that are parked in orderly fashion in designated parking lots. Equipment necessary to carry on business or work of a tenant and for which undercover storage is not available will be stored neatly on the lessee's premises in such a manner as to avoid being a hazard or providing an unsightly appearance. Grass and lawns will be kept cut, shrubs and trees trimmed, and all weeds will be removed throughout the growing season. Sidewalks, parking lots and air operations area (ramp/apron) free and clear of Foreign Object Debris (FOD), as well as snow and ice.
  - 4.2. No structures, signs or notices shall be erected or posted on the Airport, including Perimeter Road without prior written approval of the Airport Director or designee as to location, size, appearance, or text. Approval for placement of a structure(s), sign(s) or notice(s) shall require a review meeting with Airport staff and include a site location map, drawings, or diagrams. Structures shall require planning and engineering review, including meeting the Airport's *Minimum Standards* requirements. Signs and notices will require review of text, size, and placement.
  - 4.3. Airport tenants, leaseholders, contractors, visitors, and others will comply with Federal, State and local laws and programs with regard to all aspects of ecology and environmental health.

## GENERAL RULES AND CONDITIONS

- 5. General Rules and Conditions Governing the Use of the Airport** - Permission granted by the Airport Director, expressly or by implication, to enter upon or use the Airport or any part thereof, including, but not limited to, aircraft owners, operators, pilots, crew members, mechanics, service personnel, passengers, spectators, vendors, sightseers, officers and employees of flight operators, lessees and other persons occupying space at the Airport, persons doing business with the Airport, its lessees, sub-lessees and permittees and all other persons whatsoever, shall be conditioned upon compliance with these Supplemental Rules and Regulations.
- 5.1. Conducting Business on the Airport** - Persons shall not conduct any business on the Airport or use the Airport premises for commerce without the written permission of the Airport Director. A duly executed lease, contract, and/or permit with the Airport constitute such permission.
- 5.1.1.** Any person using any of the facilities of the Airport shall assume the risk of all conditions existing at the Airport. Assumption of the risk of special conditions shall apply if the person has notice of the special condition. Publication of a NOTAM or *Airport Advisory*, issued by the Airport Director, is not limited to, but shall constitute notice.
- 5.1.2.** All aircraft based at the Airport shall be registered with the Airport Director or designee. The registration shall include type, make and model, registration number, owner/operator's name, address, telephone number, and an emergency contact person and/or procedure. A copy (binder) of a certificate of public liability insurance shall be on file with the Airport. Insurance and/or changes to the aircraft or ownership, including insurance cancellations shall be provided in writing to the Airport 30-days prior to the date of cancellation and/or change.
- 5.2. Federal Aviation Regulations (FARs)** - All FARs, published and amended by the Federal Aviation Administration are hereby adopted by reference and deemed in full force and effect at the Airport.
- 5.3. Emergencies** - In the event of an emergency, instructions issued by Airport personnel, law enforcement officers, or other emergency personnel, shall be complied with insofar as such instructions or directives are in the interest of public order, security, safety and the protection of lives and property.
- 5.4. Accident Reports** - All persons involved in any accident or incident, including but not limited to personal, automobile or other motorized vehicle, shall make a full report to the Airport Operations & Compliance Section or Air Recue Fire Fighting (ARFF) unit as soon as practicable following the accident or incident.
- 5.4.1.** All persons involved in aircraft incidents or accidents occurring on the Airport shall immediately make a full written report thereof to the Airport Operations & Compliance Section or ARFF unit if circumstances permit, or as soon thereafter as is practicable. Reports required by the FAA, National

Transportation Safety Board, or any other agency that has statutory jurisdiction, shall be made by the responsible person(s), and a copy of any such report shall be furnished to the Airport Director to meet the requirements of this federal and Airport Supplemental Rules and Regulations. .

- 5.4.2. Persons shall not move any aircraft involved in an incident or accident on the Airport without the approval of the FAA, NTSB, Airport, or any other agency that has statutory jurisdiction.

**5.5. Limitations on Personal Conduct** - Persons shall not, while on the Airport, commit an act if the commission thereof unreasonably endangers or is likely to unreasonably endanger persons or property.

- 5.5.1. Persons shall not travel on any portion of the Airport, except on those roads and walks provided for such particular class of traffic. Persons shall not occupy the roads and walks in such a manner as to hinder or obstruct their proper use.
- 5.5.2. Persons shall not enter any restricted area posted as being closed to the public, barricaded, or restricted against entry of unauthorized persons, except with the written permission of the Airport Director, under escort, or a lessee authorized to grant said permission on said lessee's premises.
- 5.5.3. Persons shall not enter the Movement Area without first receiving the permission of the KBFI Air Traffic Control Tower (ATCT) or the Airport, or a tenant authorized to grant said permission on his/her premises.
- 5.5.4. Persons shall not bring animals into the passenger terminal except service animals and those animals being shipped or transported by air and on a leash or in proper containers for that purpose. Animals are not to be "walked" in any grass area inside the perimeter fence.
- 5.5.5. Persons shall not tamper with airport equipment or fire prevention equipment, except for the intended use or maintenance of the equipment.
- 5.5.6. The Airport is a smoke free facility.
- 5.5.7. Public intoxication, disorderly or indecent behavior or illegal gambling or solicitation is prohibited.

**5.6. Firearms and Explosives** - Any individual carrying a firearm at the Airport shall do so in accordance with the RCW Title 9 – Firearms and Dangerous Weapons. Sworn peace officers, federal officers, including USDA, United States Armed Forces personnel, National Guard, Active Duty and Reserve, while on official duty, may carry firearms or weapons on the Airport without the permission of the Airport Director.

- 5.6.1. Persons who intend to transport a firearm in a lawful manner are permitted to carry a firearm onto the Airport and shall have said firearm properly enclosed and encased at all times while on the Airport.
- 5.6.2. No person, except a law enforcement officer, including USDA acting in accordance with his/her weapons policy, or Airport employee acting in accordance with the Airport's wildlife management policy, shall discharge any firearm on the Airport.

**5.7. Use of Airport Facilities** - Persons shall not store cargo or property in any area except those designated by the Airport Director, and only with the permission of the Airport Director, unless otherwise provided in a lease or other authorized agreement, without first obtaining such permission. The Airport Director shall have the authority to remove said cargo, vehicles, or other property from the Airport at the owner's expense.

**5.7.1.** Persons shall not store an aircraft on the Airport that is not maintained in a current condition of airworthiness, as defined by the FAA, unless otherwise provided for in a lease or other authorized agreement. If written permission is not obtained, the Airport Director shall have the authority to remove any non-airworthy aircraft from the Airport at the owner's expense.

**5.7.2.** Persons shall not store a vehicle on the Airport that is not currently licensed by the State of Washington or currently approved by the Airport Director for operation on the Airport.

**5.8. Restricted Areas** - All areas of the Airport, except those areas open to the general public are restricted. Persons shall not enter areas under the jurisdiction of the United States Government, any private offices, hangars, maintenance areas, landing areas, apron areas, or any other restricted area on the Airport posted as being closed to the public except persons assigned to duty or having official business therein and have received an appropriate badge issued by the Airport Badge Office. All other persons entering a restricted area must be under escort.

**5.9. Preservation of Property** - Persons shall not destroy, injure, deface or disturb in any way, tamper with, or attempt to destroy, injure, deface or disturb any building, sign, equipment, marker, or other property on the Airport, including littering.

**5.9.1.** All modifications to buildings, remodels or new construction on the airport will be in full compliance with FAR Part 77. FAA Form 7460-1 shall be completed and forwarded to Airport Operations & Compliance Section for review and forwarded to FAA for approval. No notice to proceed will be issued until Form 7460-1 has been submitted to FAA, completed the FAA review process and received approval from FAA.

**5.10. Soliciting, Advertising, Sales, Public Demonstrations** - Persons shall not sell, or offer for sale, any article or merchandise or service; carry on any commercial activity; solicit any business or trade; post, distribute or display signs, advertisements, circulars, printed or written matter in or upon any area, lobby, sidewalk or any other area of the Airport unless duly authorized in writing by the Airport Director.

**5.10.1.** Persons shall not knowingly enter into any commercial agreement for aeronautical services with any person or firm who is not duly authorized in writing to conduct a commercial aeronautical activity by the Airport Director.

- 5.10.2.** Persons shall not engage in any manner of public demonstration on the Airport (i.e. informational picket or strike) without first obtaining written permission from the Airport Director. In no case shall any manner of public demonstration be permitted on the Aircraft Operations Area or any other area of the Airport.
- 5.11. Lost Articles** - All lost articles found on the airport shall be turned over to Airport Operations & Compliance Section by the finder(s). Any such article not identified and claimed within sixty (60) days shall be disposed of in accordance with established King County policy for the disposal of lost articles. Lost articles found on leased premises should be turned into the lessee.

## FINANCE

6. **Finance Overview** - The Airport is a county enterprise fund agency and does not receive any County general funds for operation, maintenance, or capital projects. The Airport is supported in-part by the application of rates and charges. The general rates and charges of the Airport include, but are not limited to, leasehold payments, tie-down and hangar fees, aircraft parking fees, landing fees, fuel fees, and miscellaneous fees. The Airport's Finance Section is responsible for collecting payments, rates, and charges.

6.1. **Advance Payment** - Rates and charges or other fees may be required to be paid in advance.

6.2. **Waiver of Fees** - When the administrative costs of assessing and collecting a fee equals or exceeds the fee amount, the fee may be waived at the discretion of the Airport Director or designee as long as the waiver does not violate a law, rule, or regulation.

6.3. **Assessment of Late Fees for Rates and charges** – The Airport is authorized to assess late fee regarding general fees, fuel sales, field use, landing, and tie-down/hangar fees (KCC – 15.52.090, 15.56.010, 15.60.010, and 15.64.020). Late fees are applied to late balances 30 days following the original due date of the rates, charges, and fees or as stipulated in contracts, or rental agreements. Failure to pay airport rates, charges, or fees may, at the sole discretion of the Airport Director, result in a loss of airport facility privileges and legal action to recover unpaid rates, charges, fees, or rents. When the administrative costs of assessing and collecting a late fee equals or exceeds the late fee amount, the late fee may be waived at the discretion of the Airport Director or designee. Late fees can be appealed to the Airport Director and if, the circumstances of the case warrant, the fee may be adjusted on a case-by-case basis.

6.4. **Security Deposit & Rental Start Date** - Monthly rental agreements shall include first month rent and a security deposit, which is usually an additional month's rent or may be based on the conditions, risks, and liabilities present, is required in advance for new hangar and tie-down tenants. The rental rate is calculated from the first day of the month for rentals starting for the first day through the fifteenth day of the month or the rental rate is calculated from the 16th day of the month for rentals starting on the 16th through the 31st day of the month. Security deposits are applied to the last month's rent upon termination of a rental agreement.

6.4.1. Short term or daily rental rates for conference space, meeting rooms, or other short term use facilities shall be paid in advance of the use or event. Additional charges for facility set-up, take-down, or custodial services may be charged.

6.5. **Damage Deposits** - Damage deposits are funds used to restore the rental premises from property damage that exceeds normal wear and tear of the premises. Damage deposits are provided by the tenant or renter to the Airport and are held by the Airport for the term of the rental. Damage deposits may be required for hangars, tie-

downs, or other rental facilities in accordance with the potential for damage. The damage deposit, if applicable, shall be payable at the inception of the rental or lease term and returned upon final inspection at the expiration of the rental or lease period, less any damages beyond normal wear and tear or rent owed to the Airport.

**6.6. Miscellaneous Fees** - The airport invoices for costs incurred for such activities as rental of meeting rooms and/or equipment, including but not limited to: set-up and take-down, filming on the airport, and special events. Costs are based on actual labor and materials used including burden rates as determined by the Airport Finance Section.

**6.6.1.** The airport may charge a recovery fee for clean-up and/or support of an accident, incident and/or fuel spill. These charges will be billed to the responsible party upon completion of the task as outlined in the Airport operations manual.

**6.7. Not Sufficient Funds (NSF) Checks** - The Airport may charge \$30 for checks returned by a financial institution for insufficient funds. If a customer provides more than two NSF checks in a 12 month period, the Airport may require a cashier's check, money order, or cash only. Failure to pay NSF fees may result in a loss of airport privileges and access.

**6.8. Landing Fees** - The owner of aircraft, as registered by the FAA, is responsible for paying all applicable landing fees and related charges, even if the aircraft operator or other user fails to pay in a timely manner or cannot be identified.

**6.9. Cost Recovery Fees** - The Airport may charge for cost recovery:

**6.9.1.** Facilities and services, including but not limited to:

**6.9.1.1.** Use or rental of airport facilities or equipment, including rooms, office space, and public areas, as well as set-up/takedown services, maintenance services, information or media services, and security services.

**6.9.1.2.** Use of airport infrastructure, including, parking areas, aircraft ramp and storage facilities, electrical services, stormwater and sewage systems, and information networks and services.

**6.9.1.3.** Facility inspections, environmental assessments, permitting, and related regulatory activities.

**6.9.1.4.** Damage to equipment, fixtures, or infrastructure airside or non-airside.

**6.9.2.** Aircraft and related services, including but not limited to:

**6.9.2.1.** Aircraft recovery and cleanup of fuel spills;

**6.9.2.2.** Use of foam;

**6.9.2.3.** Airport removal of aircraft and aircraft debris



- 6.9.2.4.** Damage to aviation equipment, fixtures, or pavement airside or landside.
- 6.9.3.** Other administrative fees for cost of invoicing and collecting cost recovery amount.
- 6.9.4.** At the Airport Director's sole discretion, any portion thereof or all of the cost recovery fee(s) may be reduced or waived.

## VEHICLES AND TRAFFIC REGULATION

7. **Vehicles and Traffic Laws of the State of Washington** - The State of Washington Motor Vehicle Code (RCW Title 46), published and amended by the State of Washington, is hereby adopted by reference and deemed in full force and effect on Airport roads.
- 7.1. **Rules of Vehicular Operation** - All vehicular activity at the Airport shall be conducted in conformity with RCW Title 46 and these Supplemental Rules and Regulations. All vehicles shall be properly registered and licensed.
- 7.2. All vehicle operators shall be properly licensed. All vehicle operators which operate in the Airports Non-Movement Area or Aircraft Movement Area shall take and successfully pass an Airport approved driver training course conducted by the Airport Operations & Compliance Section prior to operating a vehicle on the airport.
- 7.3. T-hangar and tie down tenants are only authorized to operate a vehicle to and from their leased space through a designated point of entry. No other vehicles operations are authorized.
- 7.4. Persons shall not operate a motorized vehicle anywhere on the Airport in a careless or negligent manner or in disregard of the rights and safety of others, or without due caution for circumstances or at a speed or in a manner that endangers or is likely to endanger persons or property. Cell telephones are not to be used when driving on the airport, the airport is a smoke free facility and there is no smoking in vehicles. Seatbelts are required to be worn at all times. Vehicle operators shall obey all posted speed limit signs.
- 7.4.1. **Speed Limit** - Vehicles shall not exceed fifteen miles per hour (15 MPH) when operating on any apron and or service road.
- 7.4.1.1. Vehicles shall not exceed thirty-five miles per hour (35 MPH) or as posted on all public roads.
- 7.4.1.2. Vehicles shall not exceed fifteen miles per hour (15 MPH) when operating in a parking lot on the Airport.
- 7.4.1.3. Vehicles shall uses extreme caution when operating in the vicinity of an aircraft.
- 7.5. **Vehicle Mechanical Requirements** - No motorized vehicle shall be permitted to operate in the AOA unless it is in sound mechanical working order, shall have adequate headlights, tail lights, running lights, hazard lights, and amber flashing beacon, horn, working brakes and clear vision from the operator's seat.
- 7.5.1. No trailer or semi-trailer shall be permitted to operate on the AOA unless it is equipped with safety chains, or with automatic brakes that prevent the trailer from becoming freewheeling when disengaged from the towing vehicle.

**7.6. Vehicle Radio Equipment and Marking Requirements** - No vehicle or equipment may operate in the movement area unless it is equipped with a permanently affixed or mobile two-way radio, or escorted by a vehicle equipped with a two-way radio, for communication with KBFI ATCT on the approved published frequencies. Vehicles shall have displayed either an amber beacon or an orange and white-checked flag at all times when operating on the AOA. Vehicles should be marked with a placard or decal and equipped in accordance with the most current version of Advisory Circular 150/5210-5 series, *Painting, Marking, and Lighting of Vehicles Used on an Airport*.

**7.6.1.** Installation of two-way radio and display of approved lights or checked flag and marking shall not be construed as permission for that vehicle to operate in the movement area. The Airport Director must grant permission before any vehicle is operated in the AOA.

**7.7. Authorized Vehicles on AOA, Runway Safety Areas, and Aprons** - Vehicles authorized by the Airport Director to operate on the Airport shall be limited to those with a business need and those necessary for the operation of the Airport.

**7.7.1.** GSE used to support airlines operating from the Airport Terminal ramp, apron and/or gate, shall be operated and parked in areas designated by the Airport Director or designee.

**7.8. Right-of-Way** - Aircraft shall have the right of way on the Airport at all times. Vehicle operators shall yield to all moving aircraft. No vehicle shall impede the progress of an aircraft at any time including aircraft under tow.

**7.8.1.** Vehicles shall not pass between an aircraft parked on the Passenger Terminal Apron and the terminal Building unless necessary for servicing an aircraft.

**7.8.2.** Vehicles shall not park under any section of an aircraft such as a wing, tails, etc. unless necessary to service the aircraft

**7.8.3.** Passengers on the Terminal Apron shall have the right-of-way at all times, except that passengers shall yield to emergency vehicles.

**7.9. Airport Parking** - Vehicles shall be parked in designated areas or an Airport lessee's parking lot only with the express consent of the lessee. Airport T-hangar and tie-down tenant parking shall be assigned upon completion of a monthly rental agreement with the Airport.

**7.9.1.** Vehicles left on the Airport for longer than 14 days may be considered as being abandoned and therefore subject to removal from the Airport. Vehicles belonging to customers of Fixed Based Operator (FBO)s shall be exempted from the 14 day limitations if the vehicle is parked in the FBO's leased area and is parked with the FBO's consent.

**7.9.2.** Persons parking motor vehicles at the Airport are subject to penalties for noncompliance with these Supplemental Rules and Regulations and are subject to compliance with the laws of the State of Washington and King County and the penalties thereof.

- 7.9.3. Tenants parking vehicles in the Terminal complex are required to display their permit at all times.
  - 7.9.4. Passengers traveling from the Terminal Building are required to register their vehicle with the airlines.
  - 7.9.5. The Airport Director or designee has the authority to have towed or otherwise moved any vehicle at the expense of the owner(s).
- 7.10. Vehicle Safety During Construction on AOA** - All construction activity, including vehicle movements and driver training shall be coordinated with the Airport Operations & Compliance Section. Contractor may be required to attend an Airport safety course prior to the beginning of a project.
- 7.10.1. The Airport Director or designee reserves the right close and/or limit surface or aircraft traffic from a work site to control potential impacts to aircraft operations and to ensure safety and compliance regulations.
  - 7.10.2. Construction vehicles operating on the Airport shall be required to display a placard or decal and either an amber beacon or an orange and white checkered flag. All work areas must be barricaded and lighted in accordance with FAA directives and Advisory Circulars, specifically the most current version of AC 150/5370-2, *Operational Safety on Airports During Construction*.

## **AIRCRAFT OPERATIONAL AND SAFETY REQUIREMENTS**

- 8. Aircraft Operational and Safety Requirements** - Aircraft shall be operated in a safe manner and in accordance with all FAA regulations by a licensed pilot, certified mechanic or student pilot under the supervision of a certified flight instructor.
- 8.1. Registration of Aircraft** - All aircraft shall be registered with the FAA and based aircraft are to be registered with the Airport.
- 8.2. Pilot Responsibilities** - Pilots are responsible for checking NOTAMS and other airport advisories.
- 8.3. General Rules of Aircraft Operation** – All aircraft and rotary aircraft will be under the direction of the KBFI ATCT in the Movement Area.
- 8.3.1.** Aircraft engine(s) shall not be left running while the aircraft is unattended.
- 8.3.2.** Banner Towing and Sky diving activities are not authorized at the Airport unless prior permission has been granted by the Airport Director and coordinated with the KBFI ATCT.
- 8.4. Mechanical and Equipment Requirements of Aircraft** - All aircraft shall be in an airworthy condition or have a FAA ferry permit as defined by the FARs to land, take-off, or taxi at the Airport.
- 8.4.1.** All aircraft shall be equipped with a functioning radio capable of two-way communication with the KBFI ATCT, on approved published frequencies, or if prior permission is granted by the KBFI ATCT, to land, take-off, or taxi at the Airport.
- 8.4.2.** Motorless aircraft shall be equipped with a functioning radio capable of two-way communication with the KBFI ATCT, on approved published frequencies and shall not land or be towed for take-off from the Airport unless prior permission has been granted by the Airport Director and coordinated with the KBFI ATCT.
- 8.4.3.** Lighter than air aircraft shall be equipped with a functioning radio capable of two-way communication with the KBFI ATCT, on approved published frequencies and shall not land or take-off from the Airport unless prior permission has been granted by the Airport Director and coordinated with the KBFI ATCT.
- 8.4.4.** Ultra-light aircraft shall be equipped with a functioning radio capable of two-way communication with the KBFI ATCT, on approved published frequencies and shall not take-off or land from the Airport unless prior permission has been granted by the Airport Director and coordinated with the KBFI ATCT.
- 8.5. Parking of Aircraft** - Aircraft shall be parked only on an apron areas designated by the Airport Director. Aircraft arriving at the airport should provide parking location to KBFI ATCT as warranted. Non-based aircraft that require transient parking shall make advance arrangement with either the Airport Operations & Compliance Section or an FBO to secure parking and services.

- 8.5.1.** Aircraft Owners and/or Operators shall secure their aircraft when left unattended and shall be held responsible for any damage that may occur to his or her aircraft or any other aircraft from a failure to comply with this rule.
- 8.6. Loading/Unloading of Passengers** - Airline and charter passengers shall be loaded and or unloaded only in designated areas unless permission is otherwise granted by the Airport Director.
- 8.6.1.** All passengers deplaning from or enplaning to an aircraft in the designated areas shall remain within established lanes or routes between the aircraft and the terminal building.
- 8.6.2.** Pilots and operators of aircraft shall be responsible for the loading or unloading of passengers and/or freight on all aircraft aprons at the Airport.
- 8.7. Repairing of Aircraft** - Persons or firms shall repair an aircraft, aircraft engines, propellers, radios, avionics or other aeronautical equipment or apparatus, or employ a certified mechanic in those areas that are specifically designated by the Airport Director for such purposes, and then only in accordance the *Airport Minimum Standards*.
- 8.8. Fueling** - No fuel shall be placed in any aircraft by any person or firm other than authorized and trained personnel employed by vendors approved by the Airport Director in accordance with the *Airport Minimum Standards*, FAA and these Rules and Regulations.
- 8.9. Aircraft Engine Run-ups** - Maintenance run-ups shall be performed in areas designated by Airport Operations & Compliance Section and coordinated with KBFI ATC. The voluntary restriction of nighttime aircraft engine maintenance or run-ups, shall occur between the hours of 2200 to 0700 Local Time, unless prior permission has been granted by the Airport Operations & Compliance Section.
- 8.9.1.** In the interest of aircraft safety, prevention of pavement damage or failure, and airport operational safety, aircraft engine run-ups above idle power of aircraft in Design Groups IV and above on public ramps, taxiways or runways shall be regulated by the Airport Operations & Compliance Section.”
- 8.10. Disabled Aircraft** - Any person causing damage to Airport property or equipment critical to aviation safety, such as any AOA light fixture, signage, NAVAID, or security fencing shall immediately report said damage to Airport Operations & Compliance Section and/or ARFF and shall be fully responsible for any costs of repairs including administrative and overhead fees.
- 8.10.1.** The owner/operator of an aircraft involved in any type of accident, crash, fire, environmental accident, malfunction of operation, that results in damage to Airport property shall be responsible for such damage. The Airport Director shall ascertain the cost of repair and make demand upon the owner/operator for payment. In the event of failure or refusal of said owner/operator to pay the amount of such claim for damages, the Airport

Director shall take such action as permitted in these Rules and Regulations or under law.

**8.11. Damage to Airport** - The owner/operator of an aircraft involved in any type of accident, crash, fire, environmental accident, malfunction of operation, that results in damage to Airport property shall immediately report said damage to Airport Operations & Compliance Section and shall be fully responsible for any costs of repairs.

**8.12.** The owner/operator of any aircraft that by reason of any type of accident, crash, fire, environmental accident, or that by reason of malfunction of operation, causes damage to Airport property shall be responsible for such damage. The Airport Director shall ascertain the cost of repair and make demand upon the owner/operator for payment. In the event of failure or refusal of said owner/operator to pay the amount of such claim for damages, the Airport Director shall take such action as permitted in these Rules and Regulations or under law.

**8.13. Denial of Airport Use** - The Airport Director may prohibit, in all or in any part, the use of the Airport for any purpose by any individual or group, within the limits prescribed by law, the FAA, grant assurances, *Airport Minimum Standards*, other contracts, or these Supplemental Rules and Regulations.

**8.13.1.** Persons shall not be permitted to use Airport facilities, storage, repairs, supplies or any other services rendered at the Airport, unless payment or satisfactory credit arrangement is made with the Airport Director unless the operation associated with the charge comes under a lease agreement with a private vendor for such services.

**8.14. Closing the Airport** - The Airport Director or designee may close the airport and portion of the airport for any cause believed to be in the interest of public safety and security.

**8.14.1.** If the Airport is closed, the Airport Director or designee will issue a NOTAM establishing the closure of the Airport and provide pertinent information.

**8.14.2.** In the event of an emergency involving aircraft movement or use of the Airport, or a crash, or aircraft accident of any type, the KBFI ATCT may restrict access to the Airport or any portion consistent with the controller's judgment of the operational situation. KBFI ATCT shall notify the Airport Director or designee of the restriction as soon as practicable.

**8.14.3.** After the Airport or any portion of movement area has been closed, the Airport Operations & Compliance Section shall inspect the affected area for damage needing repair or debris removal and issue NOTAMS as warranted. Once approval has been granted by the FAA and/or NTSB, Airport Operations & Compliance Section will inspect the affected area; declare it safe for air craft operations. , re-open the Airport, cancel the NOTAMS and notify the KBFI ATCT.

## **AIRPORT FIRE SAFETY**

9. **Airport Fire Safety** – Detected fire or safety hazards shall immediately be reported to the ARFF Chief or ARFF designee.
  - 9.1. During the course of an actual incident on the Airport involving aircraft fire or threat of aircraft fire which may endanger life or property, the ARFF Chief or designee shall be in charge of fire prevention, fire fighting and rescue operations, unless otherwise governed by another agency having jurisdiction over the incident.
    - 9.1.1. National Fire Protection Association document 407 (NFPA 407), Standard Aircraft Fuel Servicing, current edition, is to be used as a reference guide regarding fire protection at the Airport.
    - 9.1.2. The Airport Emergency Plan shall also be used as a response reference guide.
    - 9.1.3. The Airport is a smoke free public facility.
  - 9.2. **Safety and Fire Prevention Requirements** - Persons shall not conduct any open flame operations, operate an acetylene torch, electric arc or similar flame or spark producing device on any part of the Airport except in areas within leased premises designated for such use by the Airport without first obtaining prior permission in writing from the Airport Director and the appropriate permit from the ARFF fire safety officer.
    - 9.2.1. Persons shall not keep, transport, handle or store at, in or upon the Airport any cargo or explosives or other dangerous articles which are barred from loading or transportation by civil aircraft in the United States under current provisions of 49 U.S. Code, Part 175 without prior written permission of the Airport Director. Advance notice of at least 48 hours shall be given the Airport Director to permit full investigation and clearance for any operation requiring a waiver of this rule.
  - 9.3. **Fuel Storage Areas and Unloading/Loading Stations** - Fuel storage areas and loading/unloading stations shall be free of materials, equipment, functions and activities that could be ignition sources.
    - 9.3.1. Fuel unloading/loading stations shall be equipped with an easily accessible and marked “deadman” control capable of stopping all fuel flow.
    - 9.3.2. Fuel storage areas shall have emergency shut off switches clearly labeled and easily accessible in the event of an emergency or spill.
    - 9.3.3. Fuel storage areas and loading/unloading stations shall be equipped with a minimum of two (2) BC fire extinguishers that are easily accessible. Said fire extinguishers shall be sealed, charged and inspected annually by an authorized inspector. A spill kit shall be available in the fuel storage area or vehicle and shall contain absorbent material, pads, booms, drain covers, and gloves.
    - 9.3.4. Fuel storage piping shall be underground or, if above ground, protected from damage by vehicles or tampering.



- 9.3.5. Electrical equipment, switches and wiring in fuel storage areas and loading/unloading stations shall be explosion proof and protected from heat, abrasion or impact which could cause an ignition source.
  - 9.3.6. Fuel piping, filters, tanks and electrical components shall be electrically bonded together and interconnected to a ground.
  - 9.3.7. Fuel unloading/loading stations shall be equipped with bond/ground wire for ground tankers and mobile fuelers.
- 9.4. **Mobile Fuelers, Fueling Pits, and Cabinets** - All fuel servicing vehicles and equipment used in the transfer of fuels shall be maintained in accordance with vehicle and equipment manuals and shall be inspected daily by authorized and trained personnel. Individual records of such inspections shall be maintained and readily available for each unit. The record shall indicate identity of units, dates and extent of the inspections, the name of the inspector and the company represented per FAR Part 139.321.
- 9.4.1. To ensure proper monitoring and expedite emergency procedures, mobile fuel operators shall not sit in their vehicle during the fueling of trucks, storage tanks, or aircraft. In addition, operators shall not use cellular phones or mobile devices during fueling operations.
  - 9.4.2. Mobile fuel vehicles shall be parked no closer than ten (10) feet from each other and no closer than fifty (50) feet from any building other than during refueling operations.
  - 9.4.3. Mobile fuel vehicles shall be marked with letters at least three (3) inches high on all sides to show flammability, and display standard hazardous material placards.
  - 9.4.4. Mobile fuel vehicles shall be equipped with a minimum of two (2) 20 lb. BC fire extinguisher, each of which is accessible from a different side of the vehicle. All fire extinguishers shall be sealed, charged, and inspected annually.
  - 9.4.5. Mobile fuel vehicles shall be equipped with an easily accessible marked cutoff switch or valve, capable of overriding all other controls and stopping all fuel flow. Mobile fuel vehicles shall also be equipped with a tank bottom outflow cutoff valve that can block fuel flow in the event of piping rupture or valve failure.
  - 9.4.6. Mobile fuelers, fuel pits and cabinets shall be equipped with grounding wires/clamps to facilitate prompt, definite electrical ground connection, simultaneously, to both the aircraft being fueled and adequate grounding rods.
- 9.5. **Fueling Personnel** - A fueling agent shall not permit any employee or agent to dispense fuel unsupervised unless he/she has first completed an industry-endorsed training program in applicable fueling procedures, training outlined in FAR Part 139.321, fire extinguishing procedures, and procedures to summon Airport ARFF unit. In addition all fuelers are required to successfully complete the Airport driving training course every 12 consecutive calendar months from the date of completion. Certification that each fueler has received this training shall be submitted to the Airport Operations & Compliance Section annually.

9.6. **Operations Safety** - Persons engaged in aircraft fuel transfer handling shall exercise every precaution to prevent overflow of fuel.

- 9.6.1. During all fuel transfer handling operations in connection with any aircraft at the Airport, the aircraft and fuel dispensing or draining apparatus shall be grounded by wire to a point or points of zero electric potential to prevent the possibility of static ignition of volatile liquids.
- 9.6.2. The parking brakes of fuel servicing vehicles shall be set in the wheel lock position prior to and during fuel transfer operations and remain so until all connections have been disengaged.
- 9.6.3. During fuel transfer handling in connection with any aircraft, no passenger or passengers shall be permitted to remain in such aircraft unless cabin attendants are at the doors and a passenger boarding stair is in position. Only personnel engaged in the fuel transfer handling or in the maintenance and operation of the aircraft being fueled are permitted to be in the area. Fueling of aircraft with passengers on board must be approved by ARFF. ARFF will stand by to assure appropriate safety precautions are observed.
- 9.6.4. In the event the spillage of fuel, persons shall not start an aircraft engine in the area of the spill until the ARFF personnel has granted permission to start or move the aircraft.
- 9.6.5. The transfer of bulk fuel from one fuel-servicing vehicle to another must be accomplished in accordance with NFPA 407 and the most current version of AC 150/5230-4 and approved by ARFF personnel.
- 9.6.6. Fuel transfer handling operations shall be terminated when electrical storm activity is occurring within three (3) nautical miles of the Airport or when otherwise observed or reported by the ARFF unit, Operations & Compliance Section and/or ATCT. Fuel operations may not resume until notified by the ARFF unit or Airport Operations & Compliance Section.

9.7. **Fueling Policy Enforcement** - Any person(s) who commits an unsafe act as determined by the Airport Director or violates any of the Fuel Policy Supplemental Rules and Regulations shall be subject to the following disciplinary action:

- 9.7.1. 1st Offense: Violator(s) will be issued a verbal warning, and fueling privileges shall be suspended for a minimum of 24 hours from the time of incident pending the review of training documents. Additional training and or review of the Supplemental Rules and Regulations may be warranted prior to recertification.
- 9.7.2. 2nd Offense: Violator(s) will be issued a formal written reprimand from the Airport Director; fueling privileges will be suspended pending retraining under FAR 139.321 and recertification by ARFF personnel.
- 9.7.3. 3rd Offense: Violator(s) will be issued a 2nd formal written reprimand from Airport Director, fueling privileges will be suspended pending retaining under FAR 139.321 and violator(s) are required to attend an FAA certified fueler training course, prior to recertification by ARFF personnel.

- 9.7.4. 4th Offense:** Violator will be issued a 3rd formal written reprimand from Airport Director and fueling privileges will be suspended for a minimum of one year from the date of the incident.
- 9.7.5.** Receipt of three (3) violations in any two (2) year period will automatically result in revocation of fueling privileges at KCIA for a minimum of one year.

## **AIRPORT SECURITY**

10. **Airport Security** - All applicable federal, state, and county regulations, including but not limited to Transportation Security Administration CFR Part 1540 series are to be followed with regard to Airport Security. Persons or organizations who violate the rules of the governing body with jurisdiction on the Airport shall be subject to the penalties of the governing body.
- 10.1. The security of vehicle and pedestrian gates, doors, fences, walls and barricades owned, operated and controlled by a leaseholder, sub-tenant, or contractor and which lead to/from the AOA or any other restricted area shall be the responsibility of the leaseholder, sub-tenant, or contractor unless prior arrangement have been made with the airport.
- 10.1.1. Leaseholders are responsible for monitoring the access points to the AOA from their leasehold to ensure that all persons entering and exiting have authorized access and are following the Supplemental Rules & Regulations as presented.
- 10.1.2. Leaseholders are responsible for monitoring that access points to the AOA from their leasehold to ensure that vehicles entering and exiting Do Not “piggyback” each other and/or leave a gate unattended in the open position.
- 10.1.3. Leaseholders are responsible for ensuring that all employees, sub-tenants and/or vendors that have access to the AOA are trained and have the proper Airport identification badge. Those that do not meet these requirements shall be under escort by the tenant at all times.
- 10.2. **Airport Security Badge** - Access to the Air Operations Area may require applicants to successfully complete training prior to issuing an airport identification badge. The Airport Security Coordinator (ASC) will determine the level of airport access authorization and frequency of training required. All applicants driving in the AOA must possess a valid Washington State or other valid driver’s license which will be verified for each applicant prior to training.
- 10.2.1. All persons within the AOA shall display on their person an airport identification badge, or other approved identification, including current pilot’s license, company ID, or airline/crew badge as described in the Airport Security Policy (ASP).
- 10.2.2. Individuals performing duties in the AOA outside of their leasehold are required to successfully complete the Airport Driver Training Program unless under escort by appropriately trained and badged personnel. Exceptions to this regulation require written approval of the Airport Director.
- 10.3. **Airport Tenant Employee Badge Application Process** – Prior to the employment start date, an airport tenant employee must complete the Employee Section of a badge application form and submit it to their supervisor for approval. The employee’s supervisor is to complete the Employer Section of the badge application form, including any AOA access required for the assigned duties. The fully completed badge application form is then signed by the company's

Authorized Signatory. Once the applicant successfully completes the training, as warranted, the signed application shall be submitted to the Access Control Office. The following Airport Badge Regulations apply:

- 10.3.1.** Airport identification badges (ID) are and remain the property of the airport and must be returned to the Access Control Office upon separation of employment or completion of project and/or assignment
- 10.3.2.** A current roster of employees issued Airport ID badges shall be provided to the Access Control Office by the tenant signatory upon request.
- 10.3.3.** Tenants that have been issued an Airport ID badge with access control capabilities i.e. "Proximity cards" shall notify Airport Operations & Compliance Section and/or ARFF unit immediately if the badge is lost or stolen.
- 10.3.4.** Tenants are responsible for notifying the Access Control Office within 2 business days when an employee has been terminated or left employment.
- 10.3.5.** A fee shall be charged to tenants for all unreturned badges. This fee will be no less than \$25.00 per badge.
- 10.3.6.** A replacement fee of no less than \$25.00 per badge will be charged to the card holder and/or tenant for a lost or stolen badge.
- 10.3.7.** The Airport ID badges must be displayed above the waist on the outer most garments, of the badge holder.
- 10.3.8.** A pilot's license is considered acceptable identification for transient pilots using an FBO or public apron. The license must be carried on the person when in the AOA. Access for such personnel shall only be for the purpose of access to and egress from aircraft parked on an apron. Tenants are responsible for escorting pilots and/or passengers to and from aircraft parked on public ramps including but not limited to Gates 3-9, 15, 21 and KCIA hangars and tie-down locations.
- 10.3.9.** All ID badges shall be picked up in person and each applicant is required to provide two (2) forms of Photo ID. (See security policy for list for acceptable forms of photo ID).
- 10.3.10.** Applicants must sign the "Acknowledgement of Receipt" section of the Application form accepting responsibility as a badge holder prior to receiving the badge.

10.4. **Security Violations** - The following are considered major security violations that will result in a citation and/or the revocation of AOA access privileges. Violations are not listed in any order of severity, nor are violations limited to the following:

- 10.4.1.** Loaning/borrowing an airport issued badge
- 10.4.2.** Abuse of gate codes or access card privileges
- 10.4.3.** Duplication/reproduction of airport identification
- 10.4.4.** Vehicle piggybacking
- 10.4.5.** Violation of escort procedures
- 10.4.6.** Forcing a door or gate
- 10.4.7.** Using a secured door for other than official use
- 10.4.8.** Display or use of an invalid ID badge

- 10.4.9.** Reckless behavior or disregard for public safety
  - 10.4.10.** Unauthorized access to the Movement area
  - 10.4.11.** Not allowing aircraft the right of way
  - 10.4.12.** Failure to follow the instructions of a Law Enforcement Officer or authorized airport personnel
  - 10.4.13.** Others as outlined in the Airport Driver Training Program
- 10.5. Security Policy Enforcement -** The Supplemental Rules & Regulations will be strictly enforced. Failure to comply with these Supplemental Rules & Regulations while driving in the AOA and/or committing a security violation shall result in the following enforcement action:
- 10.5.1. 1st Offense:** Violator(s) will be issued a verbal warning. If the violator has an expired badge, airside driving privileges will be immediately suspended until appropriate training has been successfully completed and a new badge has been issued. Non-drivers may have their airfield access restricted and/or revoked pending a review of the violation by Airport Management.
  - 10.5.2. 2nd Offense:** Violator(s) will be issued a formal written reprimand from Airport Director; airside driving privileges will be suspended for five (5) calendar days pending mandatory retraining. The successful completion of the appropriate driver training program is required prior to reinstatement of driving privileges. Non-drivers may have their airfield access restricted and/or revoked pending a review of the violation by Airport Director.
  - 10.5.3. 3rd Offense:** Violator(s) will be issued a 2nd formal written reprimand from Airport Director, airside driving privileges will be suspended for fifteen (15) calendar (15) days pending mandatory retraining. The successful completion of the appropriate Airport Driver training program is required prior to reinstatement of driving privileges Non-drivers may have their airfield access restricted and or revoked pending a review of the violation by Airport Director.
  - 10.5.4. 4th Offense:** Violator(s) will be issued a 3rd formal written reprimand from Airport Director and airside driving privileges will be suspended for a minimum of one calendar year from the date of the incident. Non-drivers will have their airfield access restricted and/or revoked pending a review of the violation by Airport Management.
  - 10.5.5.** Receipt of three (3) violations in any two (2) year period will automatically result in permanent revocation of AOA driving and/or airfield access privileges at KCIA.

## ENVIRONMENTAL CONTROL & FACILITY OPERATION

11. **Environmental Control and Facility Operation** - Changes to leased premises which affect environmental conditions, in any manner, shall be completed in accordance with all applicable federal, state and local statutes and regulation and in accordance with the *Airport Minimum Standards* and these Supplemental Rules & Regulations.

11.1. All applicable federal, state, and local regulations, including but not limited to shall guide the airport tenant, contractor, and visitor operations:

11.1.1. Washington Water Pollution Control Law under Chapter 90.48

11.1.2. Federal Water Pollution Control Act Title 33 US Code, Section 1251

11.1.3. The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), commonly known as Superfund, Title 42 US Code, Chapter 103

11.1.4. The Resource Conservation and Recovery Act (RCRA), Title 40, Code of Federal Regulations (CFR), Part 239-282

11.1.5. Dangerous Waste Regulations, WAC 173-303

11.1.6. Stated Model Toxics Control Act, WAC 173-340

11.1.7. Water Quality Standards for Surface Waters of the State of Washington, WAC 173-200

11.1.8. National Pollutant Discharge Elimination System Permit Program, WAC. 173-220

11.1.9. Local Utility Permits and Authorizations

11.2. **Fuel Control and Spill Prevention** - All pilots and fuel handlers shall adhere to aviation industry best management practices regarding fueling.

11.2.1. Fuel farm operators and private fuelers shall submit to the Airport Director a copy of their Certified Spill Prevention Control and Countermeasure Plan (SPCC) prepared in accordance with regulations contained in 40 CFR, Chapter 1, Part 112.

11.2.2. Fuel farm operators and private fuelers shall submit reports to the Airport Director certifying that the fuel farm facility or private fueling facility is in compliance with all federal, state and local regulations. Copies of all leak detection tests shall be submitted to the Airport Director.

11.2.3. Any person causing or permitting the overflow or spillage of any petrochemical, oil or grease, pollutant or contaminant of any kind in any amount on the Airport shall be responsible for the cleanup of spillage and the area affected by the spillage and all consequences arising there from. A written report concerning the spilled material, the cause of the spill and the cleanup shall be submitted to the Airport Director. All spillage shall be reported to the Airport Operations & Compliance Section and the ARFF unit in accordance with the current Airport Spill Response Policy.

11.2.4. All pilots and fuel handlers responsible for fueling shall position themselves so they can continually monitor fuel operations. The operator shall monitor the panel of the fueling equipment during fueling so they can ensure

- overfilling does not occur, and more readily observe any hazards including leaks or venting.
- 11.2.5.** Fuel shall not be dumped from aircraft dump valves, aircraft fuel sumps, aircraft fuel tank vents, mobile sumps or any vehicle onto any Airport surface.
- 11.2.6.** Engine oil that drips from any aircraft or vehicle engine or transmission onto an Airport surface shall be immediately cleaned up by the aircraft/vehicle owner/operator.
- 11.2.7.** Persons responsible for the spillage or dripping of fuel, oil, grease, or any other material anywhere on the Airport shall take immediate action to contain, remove and dispose of spilled material in a manner prescribed in their SPCC Plan.
- 11.3. General Housekeeping** - Persons shall not wash or clean aircraft or vehicles in a hangar, on the parking lots, aircraft aprons or in any place other than in an area that is either properly connected to the Airport sanitary sewer or that is fitted with an acceptable device that will prevent surface pollution from entering the storm water system. Operators must comply with the current Airport's Aircraft De-icing and Washing Policy. See Airport web page.
- 11.4. Use of Flammable, Volatile Liquids or Solvents** - Persons shall not use flammable, volatile liquids or solvents for cleaning aircraft, aircraft engines, propellers, or other appliances, equipment or parts of aircraft unless such cleaning operations are conducted in accordance with acceptable NFPA standards and all applicable Federal, State and local fire and environmental regulations, and in accordance with the *Airport Minimum Standards*.
- 11.4.1.** Persons shall not discard flammable liquids, volatile liquids or solvents except in containers labeled in accordance with NFPA standards and all applicable Federal, State and local regulations.
- 11.4.2.** Persons shall not perform doping processes, spray-painting, or paint stripping, except in areas or facilities approved for such purposes in accordance with applicable NFPA standards and all applicable federal, state, and local fire and environmental regulations, as well as the *Airport Minimum Standards*.
- 11.4.3.** Persons shall not keep or store flammable liquids, lubricating oils, solvents, acids or any other flammable or hazardous liquids or materials except in approved containers and receptacles surrounded by secondary containment designed for such purpose and in structures or areas specifically approved for such storage, in compliance with NFPA standards and all applicable Federal, State and local fire and environmental regulations.
- 11.4.4.** Persons shall not dispose of oily wastes, rags and all other combustible rubbish or trash except in suitable receptacles with self-closing lids. Said containers shall be protected from leakage by suitable secondary containers. All such materials shall be disposed of off and away from the Airport by the responsible person in legal manner at that persons' sole expense.



- 11.4.5.** All ramps and facilities shall be kept free and clear of oil, grease, rags and other flammable materials, waste material and other trash.
- 11.4.6.** Petroleum or petro-chemical products, agricultural chemicals, or any other objectionable industrial waste shall not be dumped nor shall they be permitted to drain onto any portion of the Airport (drainage ditches, ponding areas, gutters, bodies of water, storm water inlets or sewer system).