

**PORT OF SKAGIT
RULES AND REGULATIONS**

**APPLYING AT
SKAGIT REGIONAL AIRPORT
And
BAYVIEW BUSINESS PARK
BURLINGTON, WASHINGTON
February 2013**

**ISSUED BY THE PORT OF SKAGIT
P.O. BOX 348
BURLINGTON, WA 98233**

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SECTION 1

INTRODUCTION

1.1 PURPOSE

The purpose of these rules and regulations is to promote the safe and efficient operation of Skagit Regional Airport and the Bayview Business Park and to provide services for aircraft operators, tenants, businesses, and the public.

1.2 STATEMENT OF POLICY

The Port has developed these rules and regulations for activities at the Skagit Regional Airport and Bayview Business Park. Port staff will be responsible for administering these rules. The Port reserves the right to allocate the use of any Port facility as it deems necessary to ensure that its users are treated safely and fairly.

1.3 APPLICATION

These rules and regulations apply to all users of the Skagit Regional Airport and Bayview Business Park.

1.4 DEFINITIONS

1.4.1 Abandoned means anything that has been deserted or left behind.

1.4.2 Aeronautical Service Provider (ASP) – [formerly Fixed Base Operator (FBO)] means any person, firm, partnership, corporation, association, or limited partnership, or any other legal entity, duly authorized by written agreement with the Port to provide specific aeronautical services at the airport, under strict compliance with such agreement and pursuant to the Required Minimum Standards for Commercial Services, as well as these Rules and Regulations.

1.4.3 Air Operations Area means runways, taxiways, and taxilanes.

1.4.4 Aircraft means any craft that flies, or other artificial contrivance capable of being used as a means of transportation in the air.

1.4.5 Airport means the Skagit Regional Airport.

1.4.6 Apron means all paved areas within the secured area except runways, taxiways, and taxilanes.

1.4.7 AWOS means Automated Weather Observing System

- 1
2 1.4.8 BBP means the Bayview Business Park.
3
4 1.4.9 Bayview Business Park means all land, airspace, buildings, and improvements
5 outside of airport property as shown on Exhibit A, attached hereto and by this
6 reference incorporated herein.
7
8 1.4.10 CTAF means Common Traffic Advisory Frequency.
9
10 1.4.11 Derelict Aircraft means any aircraft that does not hold a current airworthiness
11 certificate, is not actively being refurbished, and/or is falling into disrepair.
12
13 1.4.12 Derelict Vehicle means any motor vehicle that does not run or is not currently
14 licensed.
15
16 1.4.13 Executive Director means the Executive Director of the Port of Skagit or his/her
17 designee(s). All approvals from the Executive Director required by these rules and
18 regulations shall be in advance and shall be in writing.
19
20 1.4.14 FAA means the Federal Aviation Administration
21
22 1.4.15 FAR means Federal Aviation Regulation
23
24 1.4.16 Owner means every person, firm, partnership, corporation, association,
25 organization or agent thereof, with actual or apparent authority, who expressly or
26 implicitly contracts to use Port facilities.
27
28 1.4.17 Port Facilities means all land, buildings and other improvements located on Port
29 property at the airport and BBP.
30
31 1.4.18 Port means the Port of Skagit.
32
33 1.4.19 Port Commission means the Port Commission of the Port of Skagit. All approvals
34 from the Port Commission required by these rules and regulations shall be in
35 advance and shall be in writing.
36
37 1.4.20 RCW means Revised Code of Washington
38
39 1.4.21 Restricted Area means those areas within the secured area designated by signs,
40 pavement markings, or other appropriate means.
41
42 1.4.22 Runway means runway 4/22 or runway 11/29. Said runways are depicted on
43 Exhibit A and attached hereto and by this reference incorporated herein.
44
45 1.4.23 Skagit Regional Airport means all land, airspace, buildings, and improvements
46 within the boundaries as shown on Exhibit A.
47

- 1 1.4.24 Secured Area means those areas of the airport where access is restricted by the
2 Port's perimeter fence or natural barriers.
3
- 4 1.4.25 Taxilane means the portion of the aircraft parking area used for access between
5 taxiways and aircraft parking positions. The centerlines of airport taxilanes are
6 identified with solid yellow striping.
7
- 8 1.4.26 Taxiway means a defined path established for the taxiing of aircraft from one part
9 of the airport to another. Taxiways currently consist of A, B, and C and are
10 depicted on Exhibit A. The centerlines of airport taxiways are identified with solid
11 yellow striping.
12
- 13 1.4.27 Through the Fence Fueling means any fueling done by a commercial fuel
14 distributor not having a base of operation at the airport.
15
- 16 1.4.28 UNICOM means a nongovernment air/ground radio communication station
17 which may provide airport information at public use airports where there is no
18 tower or flight service station.
19
- 20 1.4.29 User means any person, including aircraft owners/operators, Port permittees, Port
21 lessees, and the public.
22

23 **1.5 AUTHORIZATION TO ADMINISTER RULES AND REGULATIONS**

- 24
- 25 1.5.1 The Port Commission authorizes the Executive Director to administer these rules
26 and regulations by written or verbal instruction.
27
- 28 1.5.2 The Executive Director may require users violating these rules and regulations to
29 leave the Port facilities and/or may obtain assistance of law enforcement officers
30 to protect property, lives, or preserve the peace.
31
- 32 1.5.3 Aircraft/vehicles or equipment located on Port facilities in violation of these
33 regulations are subject to removal or impoundment and sale. All charges for
34 removal, impoundment, and sale of such property will be assessed against said
35 property and its owner(s).
36
- 37 1.5.4 Differences of opinion regarding the interpretation of these rules and regulations,
38 or their application, should be brought directly to the attention of the Port. If the
39 matter cannot be satisfactorily resolved, then it should be submitted in writing to
40 the Executive Director. If the Executive Director cannot resolve the matter, or if
41 the proposed solution is not acceptable to the complainant, then the matter shall
42 be referred to the Port Commission, with both the Executive Director and
43 complainant stating their cases in writing. In all cases, the decision of the Port
44 Commission is final.
45
46

1 **1.6 APPLICABLE LAWS AND REGULATIONS**

2
3 All applicable municipal, county, state, and federal regulations, laws, and safety standards
4 apply to activities at Port facilities.

5
6 **1.7 NOTIFICATION**

7
8 The Port does not accept responsibility for mailing or delivery of these rules and regulations to
9 its customers, tenants, or users. These rules and regulations are available for review at the
10 Port's administration office. A copy may be obtained upon request.

11
12 **1.8 INVALIDITY OF PARTICULAR PROVISIONS**

13
14 If any term or provision of these rules and regulations, or the application thereof to any user or
15 circumstance shall, to any extent, be invalid or unenforceable, the remainder of these rules
16 and regulations shall continue in full force and effect.

17
18
19 **SECTION 2**

20
21 **GENERAL POLICIES AND REGULATIONS**

22
23 **2.1 PROTECTION OF LIFE OR PROPERTY**

24
25 The Port reserves the right to physically move aircraft or vehicles in an emergency for the
26 protection of life or property.

27
28 **2.2 USE OF PORT FACILITIES AT OWN RISK**

29
30 Anyone visiting or using Port facilities does so at their own risk. The Port does not assume any
31 responsibility for loss or damage to property and/or injury to users on Port facilities.

32
33 **2.3 COMMERCIAL USE OF PORT FACILITIES**

34
35 2.3.1 Commercial users of airport facilities must comply with the Required Minimum
36 Standards for Commercial Services at Skagit Regional Airport.

37 2.3.2 Commercial users of airport facilities may apply for and obtain a master gate card
38 for entry through secured airport gates. Such users should be monitored by the
39 Port tenant for whom they are working. Commercial gate cards are subject to the
40 Skagit Regional Airport Rate Schedule.

41
42 2.3.3 Mobile vendors/businesses are allowed to perform business only off public roads
43 (with permission of Port tenant) and shall observe a 300-foot no-business zone
44 around a similar or competitor business.

1 **2.4 SIGNS**

2
3 All signs shall be approved by the Executive Director.

4
5 **2.5 COMMERCIAL OR SPECIAL EVENTS**

6
7 Commercial or special use events may be authorized with approval from the Executive
8 Director containing terms and conditions. Prior written approval may also be required from the
9 FAA or other appropriate agencies.

10
11 **2.6 GARBAGE**

12
13 2.6.1 The following items may be deposited in specifically marked containers provided
14 by the Port:

15
16 2.6.1.1 Aircraft engine oil.

17
18 2.6.1.2 Aircraft engine filters.

19
20 2.6.2 Users are responsible for removing the following items from Port facilities and
21 shall not deposit them in Port garbage containers:

22
23 2.6.2.1 Fuel and other petroleum products, except engine oil as stated above;

24
25 2.6.2.2 Aircraft components or other devices containing petroleum products,
26 except filters as stated above;

27
28 2.6.2.3 Paints/thinners;

29
30 2.6.2.4 Batteries/tires;

31
32 2.6.2.5 Lumber;

33
34 2.6.2.6 Aircraft components or accessories;

35
36 2.6.2.7 Other waste defined as follows:

37
38 2.6.2.7.1 RCW 70.105.010 – moderate risk waste, dangerous
39 waste, hazardous substances, hazardous waste, or
40 extremely hazardous waste;

41
42 2.6.2.7.2 RCW 15.58.030 – pesticides;

1 **2.7 BEHAVIOR**
2

- 3 2.7.1 Behavior that disturbs or creates a nuisance for others at Port facilities is
4 prohibited. No user shall obstruct, impair, or unreasonably interfere with the safe,
5 orderly, and efficient use of Port facilities by any other user, vehicle, or aircraft.
6
- 7 2.7.2 Overnight camping at Port facilities is prohibited except by special provision
8 adopted by the Port Commission. For the purposes of these regulations, overnight
9 stays in a vehicle, aircraft, or building shall be considered overnight camping.
10
- 11 2.7.3 Animals are allowed on Port facilities only if the animal is restrained by a leash or
12 other suitable means. Owners are responsible for proper clean up and disposal of
13 animal waste.
14
- 15 2.7.4 Hunting or otherwise harassing of wildlife is not permitted on Port facilities.
16
- 17 2.7.5 Except for properly licensed persons, no user shall possess a handgun or other
18 firearm at Port facilities without a trigger lock in place or contained in a gun case.
19
- 20 2.7.6 No user shall possess a destructive device on Port facilities without prior approval
21 of the Executive Director. Destructive device includes, but is not limited to, any
22 device containing an explosive, incendiary material, or other chemical substance,
23 a bomb, grenade, missile, or any other device creating an unreasonable risk of
24 harm to persons or property.
25
- 26 2.7.7 No user shall abandon any belongings on Port facilities.
27
- 28 2.7.8 No gambling or gambling devices shall be permitted on Port facilities
29

30 **2.8 REMOVAL AND STORAGE OF PERSONAL PROPERTY**
31

32 Storage of personal property shall be at locations designated by the Executive Director. Any
33 personal property placed on public use areas of Port facilities without approval of the
34 Executive Director shall be considered abandoned and subject to removal at owner's expense.
35

36 Any aircraft remaining on Port property without the approval of the Executive Director and
37 without a valid lease or tie-down agreement with the Port shall be considered abandoned and
38 shall be subject to removal and storage. Removal and storage of abandoned aircraft on Port
39 property shall be subject to impoundment and storage fees established by the Port
40 Commission.
41

42
43 **2.9 ACCIDENT REPORTS**
44

45 Any user involved in an accident on Port facilities that results in damage to persons or property
46 shall promptly report such occurrence to the Executive Director and all appropriate agencies.
47

1 **2.10 DERELICT AIRCRAFT**

2
3 2.10.1 No aircraft shall be permitted to become derelict on Port property.

4
5 2.10.2 Derelict aircraft will be subject for removal six months after notification.

6 **2.11 HANGAR USE**

7
8 Port owned hangars are provided for the storage of aircraft and aircraft part(s) or components.
9 Household goods and other personal property are prohibited by county code. Tenants found
10 in violation will be given sixty (60) days to correct the violation. Failure to correct this
11 violation will result in termination of the Hangar Agreement. Building/structural and electrical
12 modification must be approved by the Executive Director, and all applicable permits obtained
13 from city, county, and other appropriate agencies. Other prohibited activities are:

14
15 2.11.1 The use of extension cords joined together or daisy - chained.

16
17 2.11.2 Use of non-flame resistant tarps.

18
19
20 **SECTION 3**

21
22 **AERONAUTICAL POLICIES AND REGULATIONS**

23
24 **3.1 AIRPORT OPERATION**

25
26 3.1.1 In the interest of safety, the Port may, in its sole discretion, suspend or restrict any
27 or all operations without regard to weather conditions whenever such action is
28 deemed necessary.

29
30 3.1.2 In the interest of safety, all non-powered aviation operations shall be coordinated
31 with the Port and conducted only after issuance of a non-powered aviation
32 activity permit by the Executive Director.

33
34 **3.2 GATE CARDS**

35
36 Entry into secured areas shall be through the use of gate cards issued by the Port. Gate cards
37 may be issued for the following:

38
39 3.2.1 Hangar and tie-down permittees, and other airport tenants.

40
41 3.2.2 Non-tenant commercial users with a master license issued by the Port.

42
43 3.2.3 Others who are authorized by the Executive Director.

44
45 Fees for issuance of cards, or for additional or lost cards, will be established by the Executive
46 Director.

1
2 **3.3 OPERATION OF AIRCRAFT**
3

4 3.3.1 When aircraft operate within the confines of the airport, the pilot in command is
5 expected to conform to all applicable federal rules and regulations and to exercise
6 good judgment, consideration, and safe operating practice.
7

8 3.3.2 The airport UNICOM/CTAF is 123.075 MHz.
9

10 3.3.3 All users shall operate, service, maintain, paint or repair any aircraft at the airport
11 in compliance with the regulations of the Federal Aviation Administration, Port
12 regulations, and all other applicable laws and regulations.
13

14 3.3.4 Aircraft shall not be taxied on or towed on any area other than runways, taxiways,
15 taxilanes, or aprons without approval of the Executive Director.
16

17 3.3.5 Non-emergency landings of fixed wing aircraft on surfaces other than an approved
18 runway are prohibited.
19

20 3.3.6 Aircraft not equipped with wheel brakes shall have wing walkers when taxiing in
21 the area of buildings and/or other aircraft.
22

23 3.3.7 The recommended fixed wing aircraft landing and takeoff flight patterns will be
24 standard left-hand pattern per Aeronautical Information Manual (AIM).
25

26 3.3.8 The operation of all helicopters shall conform to Part 91 of the Federal Aviation
27 Regulations. Helicopter pilots are advised to avoid the fixed wing pattern when
28 possible. Local helicopter pilots commonly utilize a right-hand pattern at 500 feet
29 altitude when operating around the airport.
30

31 NOTE: For additional guidance on helicopter use at the airport, see the
32 "Suggested Guidelines for Helicopter Operations at the Skagit Regional Airport"
33 (Skagit Airport Support Association, 2012) - available at
34 <http://www.portofskagit.com/skagit-regional-airport/pilots-information/>.
35

36 3.3.8 Landing aircraft shall clear the runway as soon as practical, consistent with safe
37 operating procedures.
38

39 **3.4 MAINTENANCE, REPAIR, AND SERVICE OF AIRCRAFT**
40

41 3.4.1 Repair, service, or maintenance of aircraft at the airport shall be performed:
42

43 3.4.1.1 At a commercial repair facility; or
44

45 3.4.1.2 By Port lessees or Port permittees, or their agents, within the confines of
46 their lease area or permit areas and as further defined in the lease or
47 permit; or

1
2 3.4.1.3 In all other cases, as authorized by the Executive Director.

3
4 3.4.2 Any commercial aeronautical service must adhere to the Required Minimum
5 Standards for Commercial Services at Skagit Regional Airport including required
6 insurance coverage.

7
8 3.4.3 Any authorized persons performing aircraft maintenance for hire may obtain a
9 master gate card from the Port to enter secured areas on airport property.

10
11 **3.5 HAZARDS TO AVIATION**

12
13 No person shall operate or release any model aircraft, rocket, kite, or other article or substance
14 inside the boundaries of the Port facilities without the approval of the Executive Director.

15
16
17 **3.6 DAMAGED OR DISABLED AIRCRAFT**

18
19 3.6.1 An owner or operator of a damaged aircraft shall remove the damaged aircraft
20 from operations areas immediately unless said removal is contrary to the
21 procedures and requirements of the National Transportation Safety Board or FAA.

22
23 3.6.2 Damaged or disabled aircraft shall be moved to:

24
25 3.6.2.1 A commercial repair facility; or

26
27 3.6.2.2 Owner's hangar; or

28
29 3.6.2.3 May be stored up to ninety (90) days or such additional time as approved
30 by the Executive Director at owner's tie-down space; or

31
32 3.6.2.4 Such other place with approval of the Executive Director.

33
34 3.6.3 Aircraft and parts or components of the aircraft not removed when required by
35 paragraph 1, above, or parked or stored in violation of paragraph 2, above, may
36 be removed by the Port and stored at a suitable storage area at the expense of the
37 owner.

38
39 **3.7 APRONS**

40
41 Aircraft shall be parked at tie-down areas, private aeronautical service facilities, hangars, or
42 such other place with approval from the Executive Director.

43
44 3.7.1 Aircraft that park in reserved spaces without approval from the Executive Director
45 are subject to removal from the space. Aircraft owner(s) shall be responsible for
46 payment of all costs involved in the move.

- 1 3.7.2 Day users and other users without a hangar, tie-down, or operating agreement
2 with the Port or a Port tenant, shall park in designated transient areas.
3
- 4 3.7.3 The owner or operator of an aircraft shall properly secure aircraft when parked at
5 the airport. Owner/operator(s) are responsible for any damage from failure to do
6 so.
7
- 8 3.7.4 In an emergency, aircraft may be moved and secured by the Port at the owner's
9 expense without liability for damage that may result in the course of such action.
10 This action may be taken by the Port if, in its sole discretion, it is deemed
11 necessary to prevent injury or damage to people or property, but it shall not be
12 incumbent upon the Port to do so.
13
- 14 3.7.5 It shall be the responsibility of the aircraft's owner/operator to contain any oil or
15 fuel leakage from his/her parked aircraft. Clean up and repairs of any damage
16 resulting from failure to observe proper containment of such leaks shall be made
17 at the expense of the aircraft owner/operator(s).
18

19 **3.8 FUELING OF AIRCRAFT**

- 20
- 21 3.8.1 All fuel tanks located at the Airport shall be located on pads within tank farms
22 constructed by the Port and shall require approval of the Port in the form of a
23 valid fuel pad lease agreement between the fuel tank owner and the Port.
- 24 3.8.2 All tanks located on fuel pads at the Airport shall have a capacity of at least
25 12,000 gallons and shall meet all federal, state, and local regulations for storage,
26 dispensing, and containment of fuel.
- 27 3.8.3 All fuel tank owners shall be responsible for developing and maintaining a Spill
28 Prevention, Countermeasures, and Control Plan that meets all federal, state, and
29 local environmental regulatory requirements. Spill kits must be kept on hand at all
30 fueling stations. Mobile fueling trucks must carry spill response equipment on-
31 board and operators must be trained in basic spill response. In the event of a fuel
32 spill, the Port shall be notified immediately.
- 33 3.8.4 At no time shall an aircraft or vehicle be left unattended while fueling.
- 34 3.8.5 Fueling operations shall not be conducted in any building on the airport.
- 35 3.8.6 Aircraft shall not be fueled or defueled with:
36
- 37 3.8.6.1 Engine running, helicopters using Jet-A fuel excepted; or
38
- 39 3.8.6.2 Occupants aboard, unless FAA established procedures are complied
40 with; or
41
- 42 3.8.6.3 Avionics or electrical equipment powered up.
43

- 1 3.8.7 All fueling operations shall comply with the most recent edition of the National
2 Fire Prevention Association (NFPA) 407, Standard for Aircraft Fuel Servicing.
- 3 3.8.8 Bulk fuels from off-site vendors may be delivered only to a Port authorized fuel
4 pad lessee by a properly licensed vendor with properly certified equipment. Such
5 deliveries shall be made only to storage tanks approved by the Port.
6
- 7 3.8.9 Fuel may be dispensed from Port approved storage tanks, or from an approved
8 fuel truck only as follows:
9
- 10 3.8.9.1 Into properly installed fuel tanks aboard aircraft;
11
- 12 3.8.9.2 Into approved Portable container to be transported off airport property;
13
- 14 3.8.9.3 By trained personnel, from the Port approved storage tanks into a truck
15 approved for mobile dispensing.
16
- 17 3.8.10 Matches, cigarette lighters, cell phones and other similar devices shall not be
18 permitted on persons engaging in fueling/defueling operations.
19
- 20 3.8.11 All aircraft shall be positively grounded and bonded to any truck or equipment
21 used when being fueled.
22
- 23 3.8.12 It is the responsibility of any ASP or person(s) authorized by the Port to provide
24 fueling/defueling services, to ensure that all persons engaged in such
25 fueling/defueling services be properly trained in accordance with FAA policies
26 and procedures and all other applicable laws and regulations prior to
27 fueling/defueling of aircraft or dispensing of fuel in any other manner.
- 28 3.8.13 Commercial sales of aviation fuel shall be restricted to approved Full Service ASPs
29 holding a valid fuel pad lease agreement with the Port.
- 30 3.8.14 Through the fence fueling is not allowed.
- 31 3.8.15 Commercial fuel providers shall be subject to the Required Minimum Standards
32 for Commercial Services at Skagit Regional Airport.
- 33 3.8.16 Non-commercial self-fueling operations are allowed only on aircraft owned or
34 operated by a fuel pad lessee. Permitted self-fueling operations are strictly
35 prohibited from selling fuel or dispensing fuel into any other aircraft.
- 36 3.8.17 All fueling operations are subject to flowage fees as established by the Port
37 Commission.

38 **3.9 CHANGING OF OIL**

39
40 Users changing oil in aircraft engines shall be responsible for the lawful disposal of the waste
41 oil. Waste oil and filters shall be removed from the airport or disposed of in the appropriate

1 Port-supplied containers. Disposal shall be in a manner that avoids environmental
2 contamination and complies with all applicable laws and regulations.

3
4 **3.10 AIRPORT STORMWATER MANAGEMENT**

5
6 All catch basins and ditches located on the airport property drain to the Port's stormwater
7 water detention system and, ultimately, to state waters including Padilla Bay. Discharges to the
8 stormwater system of any fluid other than natural precipitation are prohibited.

9
10 **3.11 DEICING**

11
12 Pavement deicers shall not be used at Skagit Regional Airport, with the exception of small
13 quantities that may be hand applied to sidewalks near building access points. Chemical deicers
14 are not applied to runways and taxiways at any time.

15
16 Aircraft deicing fluid may only be applied indoors where any drainage will enter the sanitary
17 sewer system and only with prior approval from the City of Burlington Sewer Department. No
18 deicing fluid shall be applied to aircraft while located outdoors on paved surfaces at Skagit
19 Regional Airport. Weeping wing systems are allowed.

20
21 **3.12 AIRPLANE WASHING**

22
23 Airplane washing shall be conducted at designated areas with wash water captured for
24 discharge to either: (1) sanitary sewer or (2) an approved pervious surface or grassy area for
25 infiltration. The Port has a wash water capture and pump system available to use for this
26 purpose.

27
28
29 **3.13 SAFETY**

30
31 3.13.1 A parent or other responsible adult shall accompany children under twelve (12)
32 years of age while within the secured area.

33
34 3.13.2 No user shall enter the secured area except:

35
36 3.13.2.1 Arriving and departing pilots and their passengers. Passengers shall
37 be the responsibility of the pilot at all times while within the secured
38 area;

39
40 3.13.2.2 Tenants, permittees, and their guests and clients. Guests and clients
41 shall be the responsibility of the tenant or permittee at all times while
42 within the secured area;

43
44 3.13.2.3 Those authorized by the Executive Director.

45
46 3.13.3 Aircraft propeller, rotor, and jet blast should be directed away from other aircraft,
47 hangars, and buildings.

1
2 3.13.4 Smoking is not permitted within one hundred (100) feet of an aircraft being fueled
3 or defueled. At other times, smoking is not allowed within fifty (50) feet of
4 aircraft.
5

6 3.13.5 Dangerous Substances:
7

8 3.13.5.1 Caustic/corrosive substances may not be used in an aircraft operations
9 area or apron.
10

11 3.13.5.2 All users shall keep, store, transport, or use any flammable materials
12 on airport property in the following manner:
13

14 3.13.5.2.1 In a proper receptacle installed in the aircraft;
15

16 3.13.5.2.2 In areas and quantities approved by the Port;
17

18 3.13.5.2.3 Transporters of bulk fuels or other flammable materials
19 shall obtain approval from the Executive Director and are
20 subject to fees established by the Port Commission;
21

22 **3.14 VEHICLE OPERATIONS**

23
24 3.14.1 Vehicles with an axle load exceeding 42,500 lbs. are not permitted within the
25 secured area without approval of the Port.
26

27 3.14.2 No vehicles shall be operated in the restricted area(s) or in the air operations area
28 without prior approval of the Port.
29

30 3.14.3 Vehicle movement shall be confined to taxilanes only and strictly prohibited on
31 taxiways. Aircraft shall have the right-of-way over vehicles at all times. All
32 vehicles shall pass to the rear of taxiing aircraft. Any vehicle operator, upon
33 observation of approaching aircraft, shall slow to a stop off to the side of the
34 aircraft's potential movement area, allowing the aircraft to pass by safely.
35

36 3.14.4 Vehicles shall not be driven greater than fifteen (15) MPH within the secured
37 areas.
38

39 3.14.5 Delivery trucks shall use the access gate closest to their delivery point and shall
40 drive the shortest route to and from such delivery point.
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42 3.14.6 No Parking is allowed on airport aprons; such parking is limited to loading and
43 unloading only.
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SECTION 4

MOTOR VEHICLE POLICIES AND REGULATIONS

4.1 BASIC DRIVING CONDITIONS

- 4.1.1 Drivers of vehicles shall obey all posted signs and all applicable Washington State driving laws.
- 4.1.2 Vehicles shall not be operated in areas other than those designated as a street or a vehicle parking area, without approval from the Port.
- 4.1.3 Go-carts, motorcycles, bicycles, or similar vehicles or horses shall not be permitted on the runways, taxiways, taxilanes, or aprons without approval from the Port.

4.2 PARKING AND STORAGE OF VEHICLES, INCLUDING RESTRICTED AREAS

No user shall park or store vehicles except in areas specifically posted and designated for such purposes in accordance with the rules regulating vehicle parking and storage of vehicles.

4.3 ABANDONED, DERELICT, OR IMPROPERLY PARKED VEHICLES

- 4.3.1 Any vehicle that meets any of the following criteria may be towed to a vehicle storage area designated by the Port or to a designated commercial impound yard:
 - 4.3.1.1 Abandoned or parked in a derelict condition on Port facilities;
 - 4.3.1.2 Parked or stored in such a manner as to obstruct or unreasonably interfere with the safe, efficient, and orderly operation of a Port facility;
or
 - 4.3.1.3 Parked or stored contrary to Port regulations.
- 4.3.2 The legal or registered owner, or person entitled to possession of a vehicle placed in the storage area or impound yard may reclaim the vehicle upon presentation of satisfactory proof of ownership and upon payment of the actual costs incurred in the removal, preservation, and custody of the vehicle, including actual towing fees and storage charges.
- 4.3.2 At any time after the vehicle has remained unclaimed in the designated airport storage area for not less than five (5) days, the Skagit County Sheriff shall be notified by the Port and the vehicle released to such official for disposition as provided by law.

1 **4.4 REPAIRS TO VEHICLES**

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3 No person shall clean or make any repairs to vehicles on airport facilities, except emergency
4 repairs necessary to remove a vehicle from Port facilities.
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6

7 **SECTION 5**

8
9 **EXPEDITIOUS COLLECTION OF AIRPORT CHARGES,**
10 **PROCEDURES AUTHORIZED**

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13 **5.1 GENERAL**

14
15 The Port is authorized to take reasonable measures, including the use of chains, ropes and
16 locks, to secure aircraft within the Airport so that the aircraft is in the possession and control of
17 the Port and cannot be removed from the Skagit Regional Airport. These procedures may be
18 used if an owner hangaring or parking an aircraft at the Airport fails, after being notified that
19 the charges are owing and of the owner's right to contest that such charges are owing, to pay
20 the Port charges owed or to commence legal proceedings. At the time of securing the aircraft,
21 a Port employee shall attach to the aircraft a readily visible notice. The notice shall be of a
22 reasonable size and shall contain the following information:
23

24 5.1.1 The date and time the notice was attached;

25
26 5.1.2 A reasonable description of the aircraft;

27
28 5.1.2 The identity of the authorized employee;

29
30 5.1.4 The amount of Port charges owing;

31
32 5.1.5 A statement that if the account is not paid in full within ninety (90) days from
33 the time the notice is attached, the aircraft may be sold at public auction to
34 satisfy the Port charges;

35
36 5.1.6 A statement of the owner's right to commence legal proceedings to contest the
37 charges owing and to have the aircraft released upon posting of an adequate
38 cash bond or other security;

39
40 5.1.7 The address and telephone number where additional information may be
41 obtained concerning the release of the aircraft.
42

43 After an aircraft is secured, an authorized Port employee shall send a copy of the notice
44 attached to the aircraft by registered mail, return receipt requested, and also by first class mail,
45 to the owner at the owner's last known address.
46

1 **5.2 MOVEMENT OF AIRCRAFT**
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3 In lieu of securing an aircraft in place, the Port is authorized to place aircraft in an area within
4 Port's control for storage with private persons under the Port's control as bailees of the Port
5 facility, if the aircraft is owing Port charges. Reasonable costs of any such procedure shall be
6 paid by the aircraft's owner. After an aircraft is moved, an authorized Port employee shall
7 send a notice to the owner at the last known address by registered mail, return receipt
8 requested, and an additional copy by first class mail. The notice shall be identical to that of
9 subsection 5.1 above, except that the notice need not be attached to the aircraft, but shall
10 specify the date and time the aircraft was moved.
11

12 **5.3 PAYMENT OF CHARGES AND RELEASE OF AIRCRAFT**
13

14 If an aircraft is secured under subsection 5.1 or moved under subsection 5.2 hereof, the owner
15 who is obligated to the Port for Port charges may regain possession of the aircraft by:
16

17 5.3.1 Making arrangements satisfactory with the Port for the immediate removal of the
18 aircraft from the secured location, or making arrangements for authorized
19 parking; and
20

21 5.3.2 Making payment to the Port of all aircraft charges or by posting with the Port a
22 sufficient cash bond or other acceptable security, to be held in trust by the Port
23 pending written agreement of the parties with respect to payment by the aircraft
24 owner of the amount owing, or pending resolution of the matter of the charges
25 in a civil action in a court of competent jurisdiction. After entry of judgment,
26 including any appeals, in a court of competent jurisdiction, or after the parties
27 reach agreement with respect to payment, the trust shall terminate and the Port
28 shall receive as much of the bond or other security as is agreed or as is
29 necessary to satisfy any judgment, costs, and interest as may be awarded to the
30 Port. The balance shall be refunded immediately to the owner at his/her last
31 known address by registered mail, return receipt requested. The Port shall send
32 to the owner by first class mail a notice that the balance of funds was forwarded
33 to him or her by registered mail, return receipt requested.
34

35 **5.4 ABANDONED AIRCRAFT**
36

37 If an aircraft has been secured by the Port under subsection 5.1 or secured under subsection
38 5.2 hereof and it is not released to the owner under the bonding provisions of this section
39 within ninety (90) days after notifying, or attempting to notify, the owner under subsections 5.1
40 or 5.2 hereof, the aircraft shall be conclusively presumed to have been abandoned by the
41 owner.
42

43 **5.5 SALE OF AIRCRAFT**
44

45 If an aircraft parked or hangared at the Port is abandoned, the Port may, by resolution of its
46 legislative authority, authorize the public sale of the aircraft by authorized personnel to the
47 highest and best bidder for cash as follows:

1
2 5.5.1 Before the aircraft is sold, the owner of the aircraft shall be given at least twenty
3 (20) days notice of the sale by registered mail, return receipt requested, if the
4 name and address of the owner is known. The notice of sale shall be published
5 at least once, more than ten (10) but not more than twenty (20) days before the
6 sale, in a newspaper of general circulation in Skagit County. Such notice shall
7 include the name of the aircraft, if any, its aircraft identification number, the last
8 known owner and address, the time and place of sale, the amount of Port
9 charges that will be owing at the time of sale, a reasonable description of the
10 aircraft to be sold, and a statement that the Port may bid all or part of its Port
11 charges at the sale and may become a purchaser at the sale.
12

13 5.5.2. Before an aircraft is sold, any person seeking to redeem an impounded aircraft
14 under this section may commence a lawsuit in the Superior Court of Skagit
15 County to contest the validity of the impoundment or the amount of the Port
16 charges owing. Such lawsuit must be commenced within ten (10) days of the
17 date the notification was provided pursuant to the subsections 5.1 or 5.2 hereof,
18 or the right to a hearing shall be deemed waived and the owner shall be liable
19 for any Port charges owing the Port. In the event of litigation, the prevailing
20 party shall be entitled to reasonable attorneys' fees and costs.
21

22 5.5.3. The proceeds of a sale shall first be applied to the payment of Port charges
23 owed. The balance, if any, shall be deposited with the department of revenue
24 to be held in trust for the owner or owners and lienholders for a period of one
25 (1) year. If more than one (1) owner appears on the aircraft title, and/or if any
26 liens appear on the title, the department must, if a claim is made, interplead the
27 balance into a court of competent jurisdiction for distribution. The department
28 may release the balance to the legal owner provided that the claim is made
29 within one (1) year of sale and only one (1) legal owner and no lienholders
30 appear on the title. If no valid claim is made within one (1) year of the date of
31 sale, the excess funds from the sale shall be deposited in the aircraft search and
32 rescue, safety, and education account created in RCW 47.68.236. If the sale is
33 for a sum less than the applicable Port charges, the Port is entitled to assert a
34 claim against the aircraft owner or owners for the deficiency. In the event that
35 no one purchases the aircraft at a sale, or that the aircraft is not removed from
36 the premises or other arrangements are not made within ten days of the sale,
37 title to the aircraft shall revert to the Port.
38

39 **5.6 POSTING AND RECITAL REGULATIONS**

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41 That which is set forth herein is enforceable only if:

42
43 5.6.1. The Port has had its tariff and/or regulations containing these Rules and
44 Regulations authorizing the impoundment of an aircraft that is the subject of
45 delinquent Port charges, conspicuously posted at its office at all times;
46

47 5.6.2. All impounding remedies available to the Port are included in any written

1 contract for Port charges between an Port and an aircraft owner; and
2
3 5.6.3. That the rules laid out here for expeditious collection have been adopted by
4 resolution of the Port Commission.
5

6 **5.7 SEVERABILITY**
7

8 Nothing hereinbefore contained may be construed as a limitation of any rights, privileges, or
9 remedies previously existing under any applicable laws affecting the Port.