

EXHIBIT "A"

RESOLUTION 10-_____

**PORT OF SKAGIT
RULES AND REGULATIONS**

**APPLYING AT
SKAGIT REGIONAL AIRPORT
And
BAYVIEW BUSINESS PARK
BURLINGTON, WASHINGTON
June 8, 2010**

**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 Air Operations Area means runways, taxiways, and taxilanes.
- 1.4.3 Aircraft means any craft that flies, or other artificial contrivance capable of being used as a means of transportation in the air.
- 1.4.4 Airport means the Skagit Regional Airport.
- 1.4.5 Apron means all paved areas within the secured area except runways, taxiways, and taxilanes.
- 1.4.6 AWOS means Automated Weather Observing System
- 1.4.7 BBP means the Bayview Business Park.
- 1.4.8 Bayview Business Park means all land, airspace, buildings, and improvements outside of airport property as shown on Exhibit A, attached hereto and by this reference incorporated herein.
- 1.4.9 CTAF means Common Traffic Advisory Frequency

- 1 1.4.10 Executive Director means the executive director of the Port of Skagit or his/her
2 designee(s). All approvals from the executive director required by these rules and
3 regulations shall be in advance and shall be in writing.
4
- 5 1.4.11 FAA means the Federal Aviation Administration
6
- 7 1.4.12 FAR means Federal Aviation Regulation
8
- 9 1.4.13 FBO means any person providing aviation services with a fixed base of operation
10 at the airport.
11
- 12 1.4.14 Owner means every person, firm, partnership, corporation, association,
13 organization or agent thereof, with actual or apparent authority, who expressly or
14 implicitly contracts to use Port facilities.
15
- 16 1.4.15 Port Facilities means all land, buildings and other improvements located on Port
17 property at the airport and BBP.
18
- 19 1.4.16 Port means the Port of Skagit.
20
- 21 1.4.17 Port Commission means the Port Commission of the Port of Skagit. All approvals
22 from the Port Commission required by these rules and regulations shall be in
23 advance and shall be in writing.
24
- 25 1.4.18 RCW means Revised Code of Washington
26
- 27 1.4.19 Restricted Area means those areas within the secured area designated by signs,
28 pavement markings, or other appropriate means.
29
- 30 1.4.20 Runway means runway 4/22 or runway 10/28. Said runways are depicted on
31 Exhibits B and attached hereto and by this reference incorporated herein.
32
- 33 1.4.21 Skagit Regional Airport means all land, airspace, buildings, and improvements
34 within the boundaries as shown on Exhibit A.
35
- 36 1.4.22 Secured Area means those areas of the airport where access is restricted by the
37 Port's perimeter fence or natural barriers.
38
- 39 1.4.23 Taxilane means the portion of the aircraft parking area used for access between
40 taxiways and aircraft parking positions. The centerlines of airport taxilanes are
41 identified with solid yellow striping.
42
- 43 1.4.24 Taxiway means a defined path established for the taxiing of aircraft from one part
44 of the airport to another. Taxiways currently consist of A, B, C, D, F, and G and
45 are depicted on Exhibit B. The centerlines of airport taxiways are identified with
46 solid yellow striping.

- 1
2 1.4.25 Through the Fence Fueling means any fueling done by a commercial fuel
3 distributor not having a base of operation at the airport.
4
5 1.4.26 UNICOM means a nongovernment air/ground radio communication station which
6 may provide airport information at public use airports where there is no tower or
7 flight service station.
8
9 1.4.27 User means any person, including aircraft owners/operators, Port permittees, Port
10 lessees, and the public.
11

12 **1.5 AUTHORIZATION TO ADMINISTER RULES AND REGULATIONS**

- 13
14 1.5.1 The port commission authorizes the executive director to administer these rules
15 and regulations by written or verbal instruction.
16
17 1.5.2 The executive director may require users violating these rules and regulations to
18 leave the port facilities and/or may obtain assistance of law enforcement officers to
19 protect property, lives, or preserve the peace.
20
21 1.5.3 Aircraft/vehicles or equipment located on port facilities in violation of these
22 regulations are subject to removal or impoundment and sale. All charges for
23 removal, impoundment, and sale of such property will be assessed against said
24 property and its owner(s).
25
26 1.5.4 Differences of opinion regarding the interpretation of these rules and regulations,
27 or their application, should be brought directly to the attention of the Port. If the
28 matter cannot be satisfactorily resolved, then it should be submitted in writing to
29 the executive director. If the executive director cannot resolve the matter, or if the
30 proposed solution is not acceptable to the complainant, then the matter shall be
31 referred to the port commission, with both the executive director and complainant
32 stating their cases in writing. In all cases, the decision of the port commission is
33 final.
34

35 **1.6 APPLICABLE LAWS AND REGULATIONS**

36
37 All applicable municipal, county, state, and federal regulations, laws, and safety standards
38 apply to activities at port facilities.
39

40 **1.7 NOTIFICATION**

41
42 The Port does not accept responsibility for mailing or delivery of these rules and regulations to
43 its customers, tenants, or users. These rules and regulations are available for review at the
44 Port's administration office. A copy may be obtained upon request.
45

1 **1.8 INVALIDITY OF PARTICULAR PROVISIONS**

2

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

1 SECTION 2

2
3 GENERAL POLICIES AND REGULATIONS

4
5 **2.1 PROTECTION OF LIFE OR PROPERTY**

6
7 The Port reserves the right to physically move aircraft or vehicles in an emergency for the
8 protection of life or property.

9
10 **2.2 USE OF PORT FACILITIES AT OWN RISK**

11
12 Anyone visiting or using Port facilities does so at their own risk. The Port does not assume any
13 responsibility for loss or damage to property and/or injury to users on Port facilities.

14
15 **2.3 COMMERCIAL USE OF PORT FACILITIES**

16
17 2.3.1 Commercial users of airport facilities may apply for and obtain a master gate card
18 for entry through secured airport gates. Such users should be monitored by the
19 Port tenant for whom they are working.

20
21 2.3.2 Mobile vendors/businesses are allowed to perform business only off public roads
22 (with permission of Port tenant) and shall observe a 300-foot no-business zone
23 around a similar or competitor business.

24
25 **2.4 SIGNS**

26
27 All signs shall be approved by the executive director.

28
29 **2.5 COMMERCIAL OR SPECIAL EVENTS**

30
31 Commercial or special use events may be authorized with approval from the executive director
32 containing terms and conditions. Prior written approval may also be required from the FAA or
33 other appropriate agencies.

34
35 **2.6 GARBAGE**

36
37 2.6.1 The following items may be deposited in specifically marked containers provided
38 by the Port:

39
40 2.6.1.1 Aircraft engine oil.

41
42 2.6.1.2 Aircraft engine filters.

43
44 2.6.2 Users are responsible for removing the following items from port facilities and
45 shall not deposit them in port garbage containers:

1 2.6.2.1 Fuel and other petroleum products, except engine oil as stated above;

2
3 2.6.2.2 Aircraft components or other devices containing petroleum products,
4 except filters as stated above;

5
6 2.6.2.3 Paints/thinners;

7
8 2.6.2.4 Batteries/tires;

9
10 2.6.2.5 Lumber;

11
12 2.6.2.6 Aircraft components or accessories;

13
14 2.6.2.7 Other waste defined as follows:

15
16 2.6.2.7.1 RCW 70.105.010 – moderate risk waste, dangerous waste,
17 hazardous substances, hazardous waste, or extremely
18 hazardous waste;

19
20 2.6.2.7.2 RCW 15.58.030 – pesticides;

21
22 **2.7 BEHAVIOR**

23
24 2.7.1 Behavior that disturbs or creates a nuisance for others at Port facilities is
25 prohibited. No user shall obstruct, impair, or unreasonably interfere with the safe,
26 orderly, and efficient use of port facilities by any other user, vehicle, or aircraft.

27
28 2.7.2 Overnight camping at port facilities is prohibited except by special provision
29 adopted by the Port commission. For the purposes of these regulations, overnight
30 stays in a vehicle, aircraft, or building shall be considered overnight camping.

31
32 2.7.3 Animals are allowed on Port facilities only if the animal is restrained by a leash or
33 other suitable means. Owners are responsible for proper clean up and disposal of
34 animal waste.

35
36 2.7.4 Hunting or otherwise harassing of wildlife is not permitted on Port facilities.

37
38 2.7.5 Except for properly licensed persons, no user shall possess a handgun or other
39 firearm at port facilities without a trigger lock in place or contained in a gun case.

40
41 2.7.6 No user shall possess a destructive device on Port facilities without prior approval
42 of the executive director. Destructive device includes, but is not limited to, any
43 device containing an explosive, incendiary material, or other chemical substance,
44 a bomb, grenade, missile, or any other device creating an unreasonable risk of
45 harm to persons or property.
46

1 2.7.7 No user shall abandon any belongings on Port facilities.

2
3 2.7.8 No gambling or gambling devices shall be permitted on Port facilities

4
5 **2.8 STORAGE**

6
7 Storage of personal property shall be at locations designated by the executive director. Any
8 personal property placed on public use areas of Port facilities without approval of the executive
9 director shall be considered abandoned and subject to removal at owner's expense.

10
11 **2.9 ACCIDENT REPORTS**

12
13 Any user involved in an accident on Port facilities that results in damage to persons or property
14 shall promptly report such occurrence to the executive director and all appropriate agencies.

15
16 **2.10 DERELICT AIRCRAFT**

17
18 2.10.1 No aircraft shall be permitted to become derelict on Port property.

19
20 2.10.2 Derelict aircraft will be subject for removal six months after notification.

21
22 **2.11 HANGAR USE**

23
24 Port owned hangars are provided for the storage of aircraft and aircraft part(s) or components.
25 Household goods and other personal property are prohibited by county code. Tenants found
26 in violation will be given sixty (60) days to correct the violation. Failure to correct this
27 violation will result in termination of the Hangar Agreement. Building and electrical
28 modification must be approved by the executive director, and all applicable permits obtained
29 from city, county, and other appropriate agencies. Other prohibited activities are:

30
31 2.11.1 The use of extension cords joined together or daisy - chained.

32
33 2.11.2 Use of non flame resistant tarps.

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SECTION 3

AERONAUTICAL POLICIES AND REGULATIONS

3.1 AIRPORT OPERATION

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

3.1.2 In the interest of safety, all non-powered aviation operations shall be coordinated with the Port and conducted only after issuance of a non-powered aviation activity permit by the executive director.

3.2 GATE CARDS

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

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

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

3.2.3 Others who are authorized by the executive director.

Fees for issuance of cards, or for additional or lost cards, will be established by the executive director.

3.3 OPERATION OF AIRCRAFT

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

3.3.2 The airport UNICOM/CTAF is 123.075 MHz.

3.3.3 All users should operate, service, maintain, paint or repair any aircraft at the airport in compliance with the regulations of the Federal Aviation Administration, port regulations, and all other applicable laws and regulations.

3.3.4 Aircraft shall not be taxied on or towed on any area other than runways, taxiways, taxilanes, or aprons without approval of the executive director.

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

1 3.3.6 The operation of all helicopters shall conform to Part 91 of the Federal Aviation
2 Regulations and shall not operate in the following areas:

3
4 3.3.6.1 T-hangar areas;

5
6 3.3.6.2 General aviation tie-down areas A, B, C, D, E and F as shown on Exhibit
7 C, attached hereto;

8
9 3.3.6.3 Within one-hundred (100) feet of any hangar or the terminal building
10 except for the purpose of parking aircraft;

11
12 3.3.6.4 Within one-hundred (100) feet of a fuel facility except for the purpose of
13 purchasing fuel;

14
15 3.3.6.5 The transient apron between taxiway A and the terminal building except
16 when loading/unloading passengers or parking.

17
18 3.3.7 The recommended fixed wing aircraft landing and takeoff flight patterns will be
19 standard left-hand pattern per Aeronautical Information Manual (AIM).

20
21 3.3.8 Landing aircraft shall clear the runway as soon as practical, consistent with safe
22 operating procedures.

23
24 **3.4 MAINTENANCE, REPAIR, AND SERVICE OF AIRCRAFT**

25
26 3.4.1 Repair, service, or maintenance of aircraft at the airport shall be performed:

27
28 3.4.1.1 At a commercial repair facility, or

29
30 3.4.1.2 By Port lessees or Port permittees, or their agents, within the confines of
31 their lease area or permit areas and as further defined in the lease or
32 permit, or

33
34 3.4.1.3 In all other cases, as authorized by the executive director.

35
36 3.4.2 Any authorized persons performing aircraft maintenance for hire may obtain a
37 master gate card from the Port to enter secured areas on airport property.

38
39 **3.5 HAZARDS TO AVIATION**

40
41 No person shall operate or release any model aircraft, rocket, kite, or other article or substance
42 inside the boundaries of the Port facilities without the approval of the executive director.

1 **3.6 DAMAGED OR DISABLED AIRCRAFT**

2
3 3.6.1 An owner or operator of a damaged aircraft shall remove the damaged aircraft
4 from operations areas immediately unless said removal is contrary to the
5 procedures and requirements of the National Transportation Safety Board or FAA.

6
7 3.6.2 Damaged or disabled aircraft shall be moved to:

8
9 3.6.2.1 A commercial repair facility; or

10
11 3.6.2.2 Owner's hangar; or

12
13 3.6.2.3 May be stored up to ninety (90) days or such additional time as approved
14 by the executive director at owner's tie-down space; or

15
16 3.6.2.4 Such other place with approval of the executive director.

17
18 3.6.3 Aircraft and parts or components of the aircraft not removed when required by
19 paragraph 1, above, or parked or stored in violation of paragraph 2, above, may
20 be removed by the Port and stored at a suitable storage area at the expense of the
21 owner.

22
23 **3.7 APRONS**

24
25 Aircraft shall be parked at tie-down areas, private fixed based operator facilities, hangars, or
26 such other place with approval from the executive director.

27
28 3.7.1 Aircraft that park in reserved spaces without approval from the executive director
29 are subject to removal from the space. Aircraft owner(s) shall be responsible for
30 payment of all costs involved in the move.

31
32 3.7.2 Day users and other users without a hangar, tie-down, or operating agreement
33 with the Port or a port tenant, shall park in designated transient areas.

34
35 3.7.3 The owner or operator of an aircraft shall properly secure aircraft when parked at
36 the airport. Owner/operator(s) are responsible for any damage from failure to do
37 so.

38
39 3.7.4 In an emergency, aircraft may be moved and secured by the Port at the owner's
40 expense without liability for damage that may result in the course of such action.
41 This action may be taken by the Port if, in its sole discretion, it is deemed
42 necessary to prevent injury or damage to people or property, but it shall not be
43 incumbent upon the Port to do so.

44
45 3.7.5 It shall be the responsibility of the aircraft's owner/operator to contain any oil or
46 fuel leakage from his/her parked aircraft. Clean up and repairs of any damage

1 resulting from failure to observe proper containment of such leaks shall be made
2 at the expense of the aircraft owner/operator(s).

3
4 **3.8 FUELING OF AIRCRAFT**

5
6 3.8.1 Through the fence fueling of jet fuel and avgas is not allowed. Fixed based
7 operators (FBOs) may provide fuel-dispensing services only with approval of the
8 Port commission. All fueling operators shall have approved storage and
9 dispensing equipment/facilities and are subject to flowage fees established by the
10 Port commission.

11
12 3.8.2 Spill kits must be kept on hand at all fueling stations, and include absorbent
13 material such as kitty litter, plus brooms and buckets for use in cleaning up any
14 spills or leaks.

15
16 3.8.3 Mobile fueling trucks must carry spill response equipment on-board and operators
17 must be trained in basic spill response.

18
19 3.8.4 At no time shall an aircraft or vehicle be left unattended while fueling.

20
21 3.8.5 For larger spills, contact the Port of Skagit Administrative Office (360) 757-0011 to
22 activate the Emergency Spill Response Plan. The Port HAZMAT Team is ready to
23 assist in response to incidental releases. Fire District 6 will take the lead in
24 responding to larger uncontrolled spills.

25
26 3.8.6 Fueling operations shall not be conducted in any building on the airport.

27
28 3.8.7 Aircraft shall not be fueled or defueled with:

29
30 3.8.7.1 Engine running, helicopters using Jet-A fuel excepted; or

31
32 3.8.7.2 Occupants aboard, unless FAA established procedures are complied
33 with; or

34
35 3.8.7.3 Avionics or electrical equipment powered up.

36
37 3.8.8 All fueling operations shall comply with the most recent edition of the National
38 Fire Prevention Association (NFPA) 407, Standard for Aircraft Fuel Servicing.

39
40 3.8.9 In the event of a fuel spill, the Port shall be notified immediately. Spills shall also
41 be reported to 9-1-1.

42
43 3.8.10 Bulk fuels from off site vendors may be delivered only to a Port authorized FBO
44 by a properly licensed vendor with properly certified equipment. Such deliveries
45 shall be made only to the Port's storage tanks, or such other storage tanks
46 approved by the Port.

1
2 3.8.11 Fuel may be dispensed from the Port's storage tanks or from other port approved
3 storage tanks, or from an approved fuel truck only as follows:

4
5 3.8.11.1 Into properly installed fuel tanks aboard aircraft;

6
7 3.8.11.2 Into approved portable container to be transported off airport property;

8
9 3.8.11.3 By authorized FBO personnel, from the Port approved storage tanks into
10 a truck approved for mobile dispensing.

11
12 3.8.12 Matches, cigarette lighters, cell phones and other similar devices shall not be
13 permitted on persons engaging in fueling/defueling operations.

14
15 3.8.13 All aircraft shall be positively grounded and bonded to any truck or equipment
16 used when being fueled.

17
18 3.8.14 It is the responsibility of any FBO or person(s) authorized by the Port to provide
19 fueling/defueling services, to ensure that all persons engaged in such
20 fueling/defueling services be properly trained in accordance with FAA policies
21 and procedures and all other applicable laws and regulations prior to
22 fueling/defueling of aircraft or dispensing of fuel in any other manner.
23

24 **3.9 CHANGING OF OIL**

25
26 Users changing oil in aircraft engines shall be responsible for the lawful disposal of the waste
27 oil. Waste oil and filters shall be removed from the airport or disposed of in the appropriate
28 Port-supplied containers. Disposal shall be in a manner that avoids environmental
29 contamination and complies with all applicable laws and regulations.
30

31 **3.10 AIRPORT STORMWATER MANAGEMENT**

32
33 All catch basins and ditches located on the airport property drain to the Port's stormwater water
34 detention system and, ultimately, to state waters including Padilla Bay. Discharges to the
35 stormwater system of any fluid other than natural precipitation are prohibited.
36

37 **3.11 DEICING**

38
39 Pavement deicers shall not be used at Skagit Regional Airport, with the exception of small
40 quantities that may be hand applied to sidewalks near building access points. Chemical deicers
41 are not applied to runways and taxiways at any time.
42

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

1 **3.12 AIRPLANE WASHING**

2
3 Airplane washing shall be conducted at designated areas with wash water captured for
4 discharge to either (1) sanitary sewer or (2) an approved pervious surface or grassy area for
5 infiltration. The Port has a wash water capture and pump system available to use for this
6 purpose.
7

8 Only biodegradable aircraft soap may be used when washing aircraft located outdoors on
9 paved surfaces at Skagit Regional Airport.
10

11 **3.13 SAFETY**

12
13 3.13.1 A parent or other responsible adult shall accompany children under twelve (12)
14 years of age while within the secured area.
15

16 3.13.2 No user shall enter the secured area except:

17
18 3.13.2.1 Arriving and departing pilots and their passengers. Passengers shall be
19 the responsibility of the pilot at all times while within the secured
20 area;
21

22 3.13.2.2 Tenants, permittees, and their guests and clients. Guests and clients
23 shall be the responsibility of the tenant or permittee at all times while
24 within the secured area;
25

26 3.13.2.3 Those authorized by the executive director.
27

28 3.13.3 Aircraft propeller blast should be directed away from other aircraft, hangars, and
29 buildings.
30

31 3.13.4 Smoking is not permitted within one hundred (100) feet of an aircraft being fueled
32 or defueled. At other times, smoking is not allowed within fifty (50) feet of
33 aircraft.
34

35 3.13.5 Dangerous Substances:

36
37 3.13.5.1 Caustic/corrosive substances may not be used in an aircraft operations
38 area or apron.
39

40 3.13.5.2 All users shall keep, store, transport, or use any flammable materials
41 on airport property in the following manner:
42

43 3.13.5.2.1 In a proper receptacle installed in the aircraft;

44
45 3.13.5.2.2 In areas and quantities approved by the Port;
46

1 3.13.5.2.3 Transporters of bulk fuels or other flammable materials
2 shall obtain approval from the executive director and are
3 subject to fees established by the port commission;
4

5 **3.14 VEHICLE OPERATIONS**
6

7 3.14.1 Vehicles with an axle load exceeding 42,500 lbs. are not permitted within the
8 secured area without approval of the Port.
9

10 3.14.2 No vehicles shall be operated in the restricted area(s) or in the air operations area
11 without prior approval of the Port.
12

13 3.14.3 Vehicle movement shall be confined to taxilanes only and strictly prohibited on
14 taxiways. Aircraft shall have the right-of-way over vehicles at all times. All
15 vehicles shall pass to the rear of taxiing aircraft. Any vehicle operator, upon
16 observation of approaching aircraft, shall slow to a stop off to the side of the
17 aircraft's potential movement area, allowing the aircraft to pass by safely.
18

19 3.14.4 Vehicles shall not be driven greater than fifteen (15) MPH within the secured
20 areas.
21

22 3.14.5 Delivery trucks shall use the access gate closest to their delivery point and shall
23 drive the shortest route to and from such delivery point.
24

25 3.14.6 No Parking is allowed on airport aprons; such parking is limited to loading and
26 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 OR IMPROPERLY PARKED VEHICLES

4.3.1 Any vehicle which has been:

4.3.1.1 Abandoned on port facilities; or

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; may be towed to a vehicle storage area designated by the Port or to a designated commercial impound yard.

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.

4.3.3 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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SECTION V

EXPEDITIOUS COLLECTION OF AIRPORT CHARGES,
PROCEDURES AUTHORIZED

5.1 GENERAL

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

5.1.1 the date and time the notice was attached;

5.1.2 a reasonable description of the aircraft;

5.1.2 the identity of the authorized employee;

5.1.4 the amount of Port charges owing;

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

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

5.1.7 the address and telephone number where additional information may be obtained concerning the release of the aircraft.

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

5.2 MOVEMENT OF AIRCRAFT

In lieu of securing an aircraft in place, the Port is authorized to place aircraft in an area within Port's control for storage with private persons under the Port's control as bailees of the Port facility, if the aircraft is owing Port charges. Reasonable costs of any such procedure shall be paid by the aircraft's owner. After an aircraft is moved, an authorized Port employee shall send

1 a notice to the owner at the last known address by registered mail, return receipt requested,
2 and an additional copy by first class mail. The notice shall be identical to that of subsection
3 5.1 above, except that the notice need not be attached to the aircraft, but shall specify the date
4 and time the aircraft was moved.

5 **5.3 PAYMENT OF CHARGES AND RELEASE OF AIRCRAFT**

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

10
11 5.3.1 Making arrangements satisfactory with the Port for the immediate removal of the
12 aircraft from the Port's hangar, or making arrangements for authorized parking;
13 and

14
15 5.3.2 Making payment to the Port of all aircraft charges or by posting with the Port a
16 sufficient cash bond or other acceptable security, to be held in trust by the Port
17 pending written agreement of the parties with respect to payment by the aircraft
18 owner of the amount owing, or pending resolution of the matter of the charges
19 in a civil action in a court of competent jurisdiction. After entry of judgment,
20 including any appeals, in a court of competent jurisdiction, or after the parties
21 reach agreement with respect to payment, the trust shall terminate and the Port
22 shall receive as much of the bond or other security as is agreed or as is
23 necessary to satisfy any judgment, costs, and interest as may be awarded to the
24 Port. The balance shall be refunded immediately to the owner at his/her last
25 known address by registered mail, return receipt requested. The Port shall send
26 to the owner by first class mail a notice that the balance of funds was forwarded
27 to him or her by registered mail, return receipt requested.

28 29 **5.4 ABANDONED AIRCRAFT**

30
31 If an aircraft has been secured by the Port under subsection 5.1 or secured under subsection
32 5.2 hereof and it is not released to the owner under the bonding provisions of this section
33 within ninety (90) days after notifying, or attempting to notify, the owner under subsections 5.1
34 or 5.2 hereof, the aircraft shall be conclusively presumed to have been abandoned by the
35 owner.

36 37 **5.5 SALE OF AIRCRAFT**

38
39 If an aircraft parked or hangared at the Port is abandoned, the Port may, by resolution of its
40 legislative authority, authorize the public sale of the aircraft by authorized personnel to the
41 highest and best bidder for cash as follows:

42
43 5.5.1 Before the aircraft is sold, the owner of the aircraft shall be given at least twenty
44 (20) days notice of the sale by registered mail, return receipt requested, if the
45 name and address of the owner is known. The notice of sale shall be published
46 at least once, more than ten (10) but not more than twenty (20) days before the

1 sale, in a newspaper of general circulation in Skagit County. Such notice shall
2 include the name of the aircraft, if any, its aircraft identification number, the last
3 known owner and address, the time and place of sale, the amount of Port
4 charges that will be owing at the time of sale, a reasonable description of the
5 aircraft to be sold, and a statement that the Port may bid all or part of its Port
6 charges at the sale and may become a purchaser at the sale.
7

8 5.5.2. Before an aircraft is sold, any person seeking to redeem an impounded aircraft
9 under this section may commence a lawsuit in the Superior Court of Skagit
10 County to contest the validity of the impoundment or the amount of the Port
11 charges owing. Such lawsuit must be commenced within ten (10) days of the
12 date the notification was provided pursuant to the subsections 5.1 or 5.2 hereof,
13 or the right to a hearing shall be deemed waived and the owner shall be liable
14 for any Port charges owing the Port. In the event of litigation, the prevailing
15 party shall be entitled to reasonable attorneys' fees and costs.
16

17 5.5.3. The proceeds of a sale shall first be applied to the payment of Port charges
18 owed. The balance, if any, shall be deposited with the department of revenue to
19 be held in trust for the owner or owners and lienholders for a period of one (1)
20 year. If more than one (1) owner appears on the aircraft title, and/or if any liens
21 appear on the title, the department must, if a claim is made, interplead the
22 balance into a court of competent jurisdiction for distribution. The department
23 may release the balance to the legal owner provided that the claim is made
24 within one (1) year of sale and only one (1) legal owner and no lienholders
25 appear on the title. If no valid claim is made within one (1) year of the date of
26 sale, the excess funds from the sale shall be deposited in the aircraft search and
27 rescue, safety, and education account created in RCW 47.68.236. If the sale is
28 for a sum less than the applicable Port charges, the Port is entitled to assert a
29 claim against the aircraft owner or owners for the deficiency. In the event that
30 no one purchases the aircraft at a sale, or that the aircraft is not removed from
31 the premises or other arrangements are not made within ten days of the sale,
32 title to the aircraft shall revert to the Port.
33

34 **5.6 POSTING AND RECITAL REGULATIONS**

35

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

37

38 5.6.1. The Port has had its tariff and/or regulations containing these Rules and
39 Regulations authorizing the impoundment of an aircraft that is the subject of
40 delinquent Port charges, conspicuously posted at its office at all times;
41

42 5.6.2. All impounding remedies available to the Port are included in any written
43 contract for Port charges between an Port and an aircraft owner; and
44

45 5.6.3. That the rules laid out here for expeditious collection have been adopted by
46 resolution of the Port Commission.

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5.7 **SEVERABILITY**

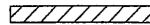
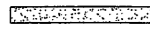
Nothing hereinbefore contained may be construed as a limitation of any rights, privileges, or remedies previously existing under any applicable laws affecting the Port.

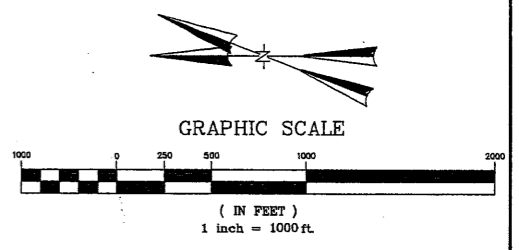
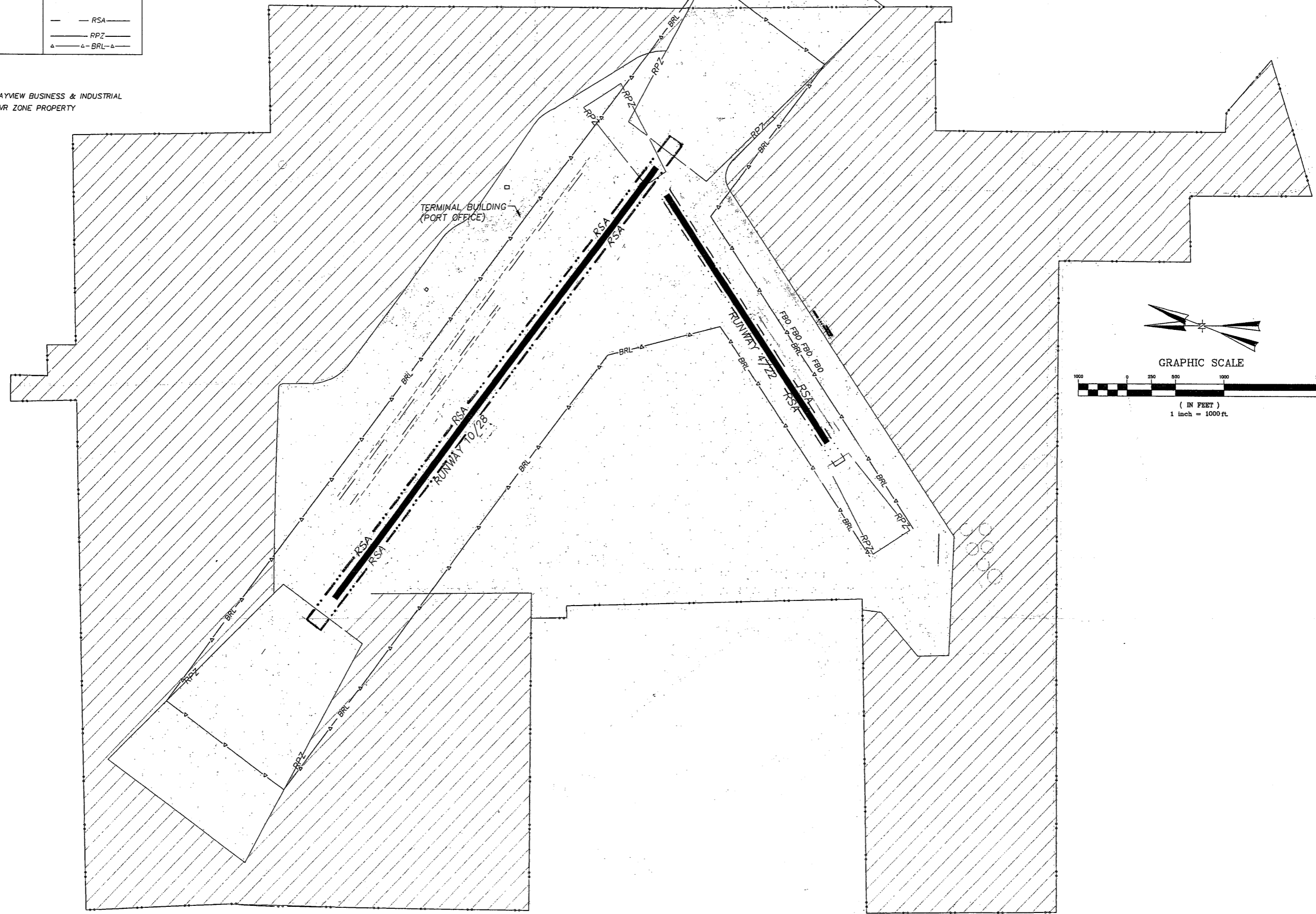
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EXHIBIT A
AIRPORT (SHADED)
BBIP (HATCHED)

SECTION, TOWNSHIP, RANGE:

LEGEND	
DESCRIPTION	
AIRPORT PROPERTY BOUNDARY	-----
BUILDING	□
RUNWAY SAFETY AREA	--- RSA ---
RWY PROTECTION ZONE	--- RPZ ---
BLDG RESTRICTION LINE	△-BRL-△

 BAYVIEW BUSINESS & INDUSTRIAL
 AVR ZONE PROPERTY




PORT OF SKAGIT COUNTY
SKAGIT REGIONAL AIRPORT
EXHIBIT "A"

BURLINGTON WASHINGTON
 SCALE: 1"=1000' DRAWING FILE NAME: ASRAEXH1.DWG
 PROJECT NO. 03.0611.0017

DESIGNED BY:	CHECKED BY:
DSW	RAT
DATE:	REVISION:
BY:	APPROVED BY:
	CK'D:
	APPR:

SHEET
E1

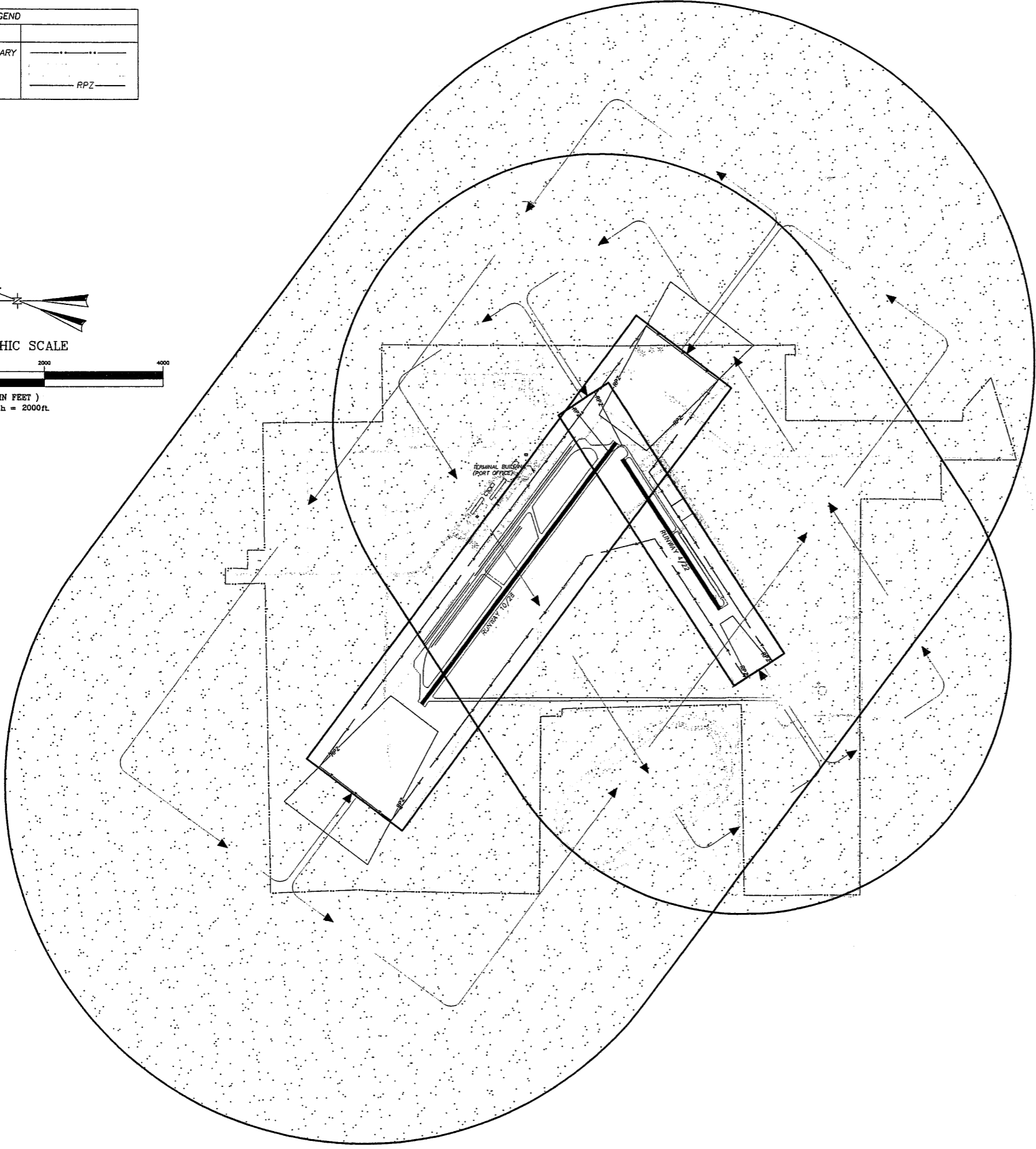
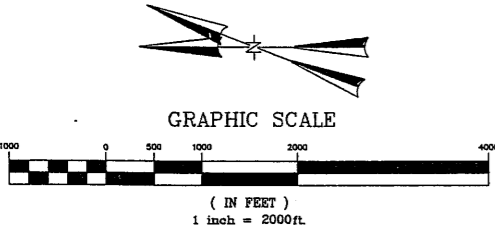

 3350 Monte Villa Parkway
 Bothell, Washington 98021-8972
 (425)951-4800
 (425)951-4809
 w&hpacific.com
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EXHIBIT B
RUNWAYS/TAXIWAYS

SECTION, TOWNSHIP, RANGE:

LEGEND	
DESCRIPTION	
AIRPORT PROPERTY BOUNDARY	— — — — —
BUILDING	▭
RWY PROTECTION ZONE	— RPZ —



TYPICAL TRAFFIC PATTERN ZONE
 TYPICAL TRAFFIC PATTERN FLOW

PORT OF SKAGIT COUNTY
SKAGIT REGIONAL AIRPORT
EXHIBIT "B"

3350 Monte Villa Parkway
 Bothell, Washington 98021-8972
 (425)951-4800
 (425)951-4808
 w&hpacific.com
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BURLINGTON	WASHINGTON
SCALE: 1" = 2000'	DRAWING FILE NAME: ASRAEXH5.DWG
PROJECT NO. 03.0611.0017	

DESIGNED BY: DSW	CHECKED BY:		
DRAWN BY: RAT	APPROVED BY:		
DATE	REVISION	CK'D	APPR.

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EXHIBIT B Page 2

Object Free Area means a two-dimensional ground area surrounding runways, taxiways, and taxilanes that is clear of objects except for objects whose locations is fixed by function. The following areas as shown on Exhibit A exist at the airport:

- a. 250 feet on each side of the centerline of runways 10/28 and extending 300 feet beyond runway ends.
- b. 125 feet on each side of the centerline of runways 4/22 and extending 240 feet beyond runway ends.
- c. 65-1/2 feet on each side of the centerline of taxiways A, B, C, D;
- d. 57-1/2 feet on each side of the centerline of the taxilanes identified on Exhibit D.
- e. 39-1/2 feet on each side of all other taxilanes;

Runway Safety Area means a defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway. The following areas as shown on Exhibit A exist at the airport:

- a. 75 feet on either side of centerline of runway 10/28 and extending 300 feet beyond runway ends;
- b. 60 feet on either side of centerline of runway 4/22 and extending 240 feet beyond runway ends.

Taxiway Safety Area means a defined surface alongside the taxiway prepared or suitable for reducing the risk of damage to an airplane unintentionally departing the taxiway. The following areas as shown on Exhibit A exist at the airport:

- a. 39-1/2 feet on each side of the centerline of taxiways A, B, C, D, F and G.

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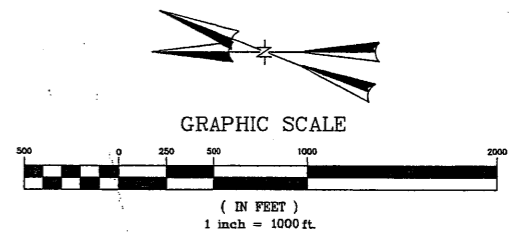
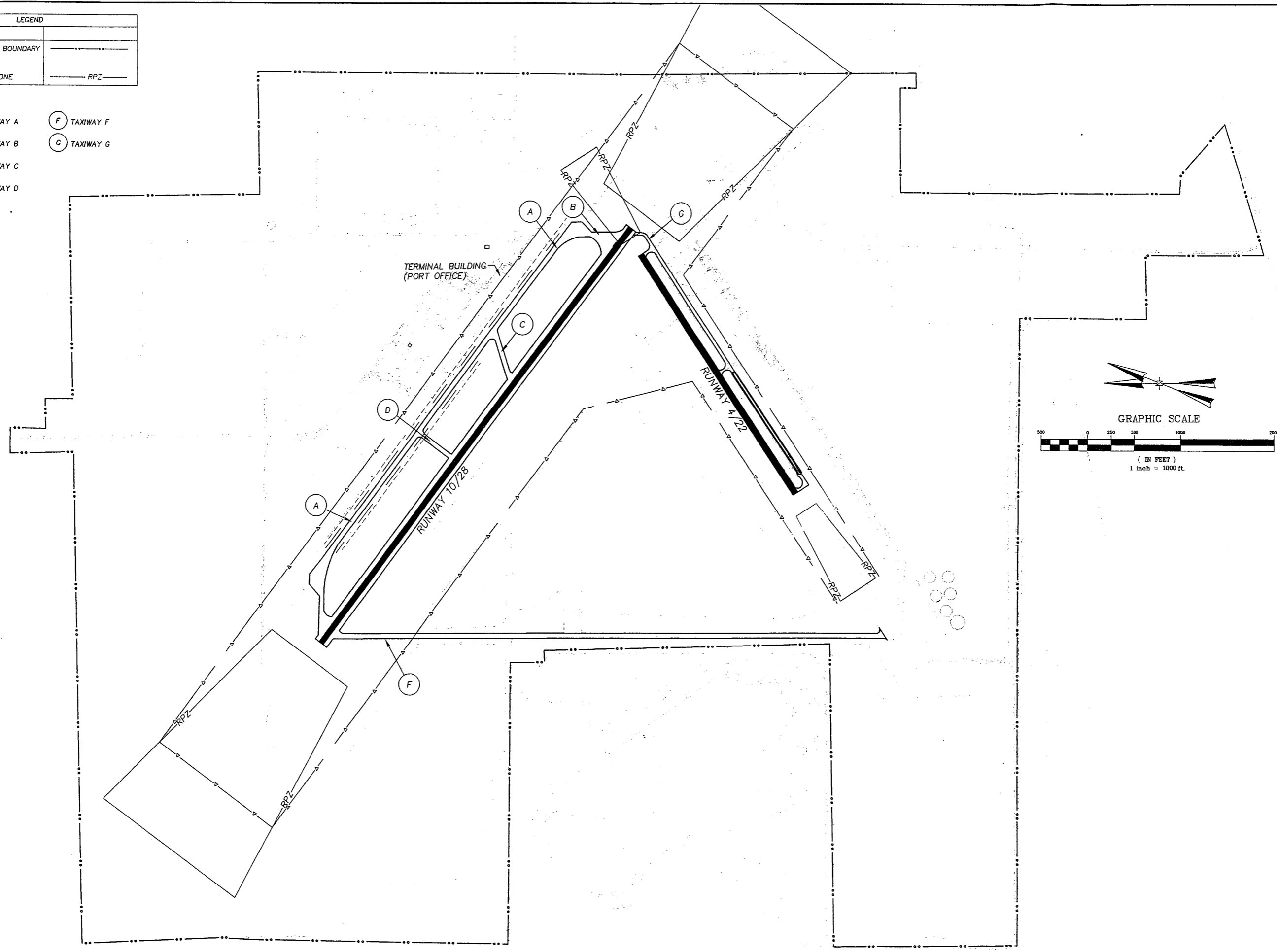
EXHIBIT C
TIEDOWN AREAS

SECTION, TOWNSHIP, RANGE:

LEGEND	
DESCRIPTION	
AIRPORT PROPERTY BOUNDARY	-----
BUILDING	_____
RWY PROTECTION ZONE	RPZ

NOTES:

- (A) TAXIWAY A
- (B) TAXIWAY B
- (C) TAXIWAY C
- (D) TAXIWAY D
- (F) TAXIWAY F
- (G) TAXIWAY G



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**PORT OF SKAGIT COUNTY
SKAGIT REGIONAL AIRPORT
EXHIBIT "C"**

BURLINGTON
SCALE: 1"=1000'

WASHINGTON
DRAWING FILE NAME: ASRAEX13.DWG
PROJECT NO. 03.0611.0017

DESIGNED BY:	DSW	CHECKED BY:	DATE	REVISION	APPROVED BY:	CK'D	APPR.

WESTAR LN

ASHTEN RD

LEGEND	
DESCRIPTION	
BUILDING	
RWY PROTECTION ZONE	

NOTES:

- TIEDOWN APRON A
- TIEDOWN APRON B
- TIEDOWN APRON C
- TIEDOWN APRON D
- TIEDOWN APRON E
- TIEDOWN APRON F

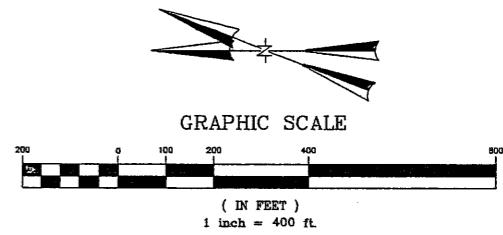
KNUDSEN

HIGGINS AIRPORT WAY

HIGGINS AIRPORT WAY

TERMINAL BUILDING (PORT OFFICE)

TAXILANES WITH OBJECT FREE AREA (OFA) EXTENDING 57.5' EACH SIDE OF THE C. ALL OTHER TAXILANES HAVE OFA EXTENDING 39.5' EACH SIDE OF THE C.



SEC 1041, TOWNSHIP 14 RANGE 4

3350 Monte Villa Parkway
Bothell, Washington 98021-8972
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(425)961-4806
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PORT OF SKAGIT COUNTY
SKAGIT REGIONAL AIRPORT
EXHIBIT "D"

WASHINGTON
DRAWING FILE NAME: ASRAEXH4.DWG
PROJECT NO. 03.0611.0017
BURLINGTON
SCALE: 1" = 400'

DESIGNED BY:	DSW	CHECKED BY:	
DRAWN BY:	RAT	APPROVED BY:	
DATE:		REVISION	
		CHK'D	APPR.

SHEET
E4