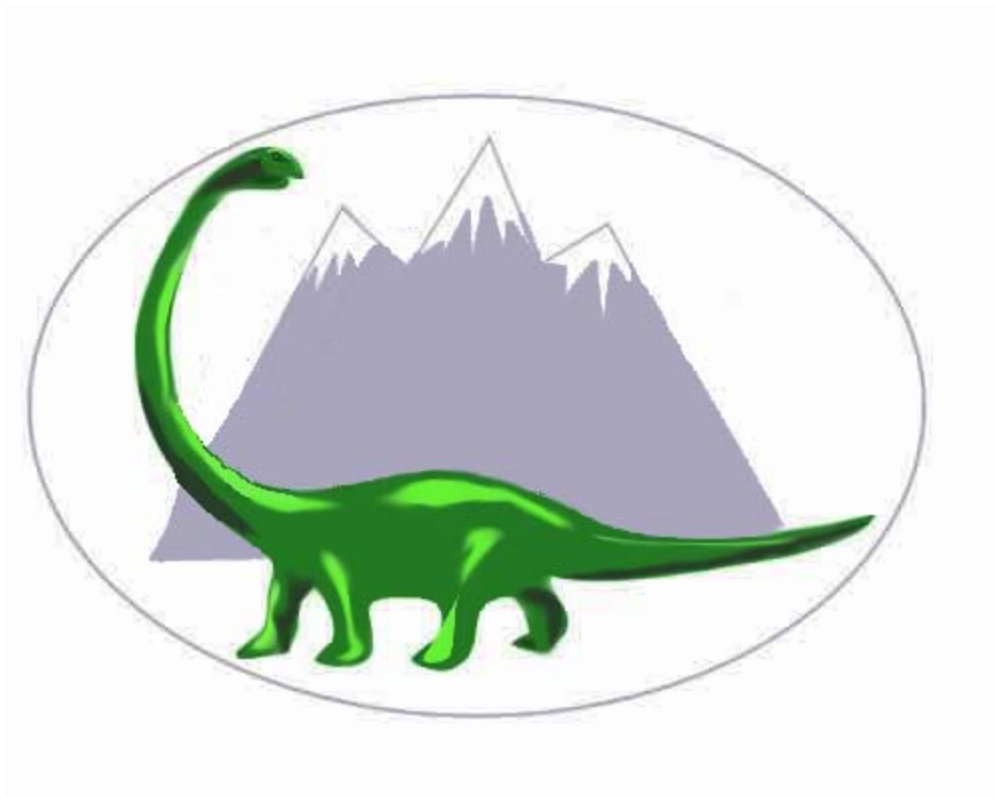


VERNAL REGIONAL AIRPORT UINTAH COUNTY, UTAH



RULES AND REGULATIONS AND MINIMUM STANDARDS

Amended and Passed
By the Uintah County Commission/ Vernal City Council
MM/DD/YY

Vernal Regional Airport Tenants and Airport Users

This handbook is published and available to all airport tenants and airport users to assist and guide tenants and users to a better understanding of the Rules and Regulations governing our Airport. It is the hope of the Airport Administration that all tenants and users will keep this handbook accessible as an easy reference source to the basic areas of responsibility for each tenant and user. This handbook contains and references many federal, state, and local codes and regulations that pertain to the airport. The Rules and Regulations are designed to benefit the welfare of the Airport Community, while maintaining consistency with the federal, state, and local mandates that govern the operations of the airport. This includes promoting the well-being and safety of all tenants and users, and promotes future growth and good will among the entire Airport Community. We trust you will find this information helpful and look forward to the continued success of the Vernal Regional Airport.

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INTRODUCTION

The Vernal Regional Airport is a commercial and general aviation facility serving the air transportation needs of the citizens of Uintah, Duchesne, Daggett, Utah and Rio Blanco, Colorado counties.

The Vernal Regional Airport is used by pilots and passengers for commercial and business air traffic, and recreational flying activities. The Airport also offers among other things: charter flights and flight instruction, air freight movement thru DHL and United Parcel Service, emergency medical evacuation and medical transport for patients, blood and transplant organs, Interagency Fire Center (US Forest Service, Bureau of Land Management, Utah State Lands, US Parks Service, and Bureau of Indian Affairs) fire suppression operations, and crop dusting.

The Airport, aside from offering the community aviation-related as well as economic services and benefits, is a symbol of pride for the City of Vernal and Uintah County and its citizens. It is representative of the regions desire and commitment to move forward and to progress.

The governments of the City of Vernal and Uintah County, representing the people of Vernal City and Uintah County, Utah supports the Vernal Regional Airport and its activities and intends to do that which is necessary to ensure its viability in order that it may continue to safely, efficiently, and adequately serve, to the best of its ability, the air transportation needs of all who use it and rely on its services.

CHAPTER I

GENERAL PROVISIONS

Section 1 Purpose

These Airport rules and regulations and minimum standards, hereafter referred to as "regulations and standards" are designed to establish the necessary regulations and standards for the management, government and use of the Airport and to ensure the continued viability and safety of the Airport for its users and for the citizens of Uintah County. These regulations and standards are intended to be reasonable, non-arbitrary and non-discriminatory. These regulations and standards apply equally to everyone using the Airport and shall be observed, abided by and obeyed.

Section 2 Definitions

The following words and terms shall have the meaning indicated below, unless the context clearly requires otherwise:

- a. "AA" is Airport Assurances.
- b. "ACM" is Airport Certification Manual.
- c. "Aeronautical Activities" means those activities commonly conducted at airports, including charter operations, pilot training, aircraft rental, sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which, because of their direct relationship to the operation of aircraft, can appropriately be regarded as an aeronautical activity.
- d. "AIM" means Aeronautical Information Manual disseminated by the FAA.
- e. "Airport" means the Vernal Regional Airport and all of the area, buildings, facilities and improvements within the exterior boundaries of such Airport as it now exists or as it may hereafter be extended or enlarged.
- f. "Airport Administration" consists of those employees employed to maintain, direct, and integrate the overall planning, coordination, management, maintenance, and completion of operations at the Airport. Employees under this designation shall be County or City employees or their designees.
- g. "Airport Manager" means the designated person appointed by the County to manage the day-to-day operations of the Airport, serve as Administrator for Airport activities, and authorized to enforce the rules and regulations for the Airport.
- h. "Airport Tenant" include individual pilots, aircraft owners, sports pilots, ultra-lite operators, and parasail operators who own, rent or sublet hangers and/or T-hangers at the Airport; have signed leases on file with the Airport Manager, and are in good standing with Airport Administration.
- i. "City" means the City of Vernal or the designated staff or representatives thereof.
- j. "County" means Uintah County or the designated staff or representatives thereof.

- k. "CTAF" is the Common Traffic Advisory Frequency that aircraft and ground operations use to announce intentions and communicate with users for airport and traffic information.
- l. "FAA" means the Federal Aviation Administration.
- m. "FBO" means any Fixed Base Operator(s) duly licensed and authorized to operate and store/distribute fuels and to provide other insularly services at the Airport.
- n. "GPU" is a Ground Power Unit that provides electrical power to an aircraft when the aircraft is shut down but needs to operate auxiliary onboard equipment.
- o. "Individual Users" include individual pilots, aircraft owners, sports pilots, ultra-lite operators, parasail operators, remote control aircraft operators, tie-down users and T-hangar users, transient users, and corporate users.
- p. "NOTAM" means a Notice to Airmen disseminated by the FAA.
- q. "Operator" means any duly licensed business conducting aeronautical activities at the airport other than fuel sales/storage.
- r. "Penalties of non-compliance" consist of 1) verbal warning; 2) written warning; 3) citation; 4) removal of property and/or arrest; 5) termination of privileges at Airport.
- s. "Sports Aircraft" means an aircraft, other than a helicopter or powered-lift that, since its original certification meets the criteria set forth in 14 CFR Part 1.1.
- t. "UDOTDOA" means the Utah Department of Transportation Division of Aeronautics.
- u. "UNICOM" refers to the Universal Communications frequency that aircraft use to communicate with service personnel for fuel and parking information.
- v. "Wildlife Hazard" is the potential for damaging an aircraft with wildlife on or near an airport. As used in this part, "wildlife" includes feral animals and domestic animals out of control of their owners.

CHAPTER II

RULES AND REGULATIONS

Section 1 Introduction

All aeronautical activities at the Airport, all operation and flying of aircraft at the Airport and all business and other activities at the Airport shall be conducted in accordance with these regulations and standards, and all pertinent rules, regulations, orders and rulings of the FAA, UDOTDOA, Uintah County, and Vernal City, as appropriate, which are made a part of these regulations and standards by this reference. In the event of any conflict between these regulations and standards and any law, rule, regulation or order of any governmental agency cited in this section exercising the same or similar jurisdiction, the latter shall prevail.

Section 2 Airport Manager

The Airport Manager is authorized to take all reasonable actions necessary to protect and safeguard the public while present at the Airport and to oversee all Airport operations consistent with these regulations and standards, those of the FAA, the laws of the State of Utah, and ordinances of Uintah County and Vernal City. The Airport Manager shall administer these rules, regulations, and standards in a reasonable, impartial and uniform manner so as not to allow discriminatory application thereof.

- a. The Airport Manager will monitor the Airport's primary UNICOM frequency in strict accordance with applicable FCC regulations.
- b. Complaints pertaining to any activity or service at the Airport, if not accommodated satisfactorily by the Airport Manager, may be registered by writing the Uintah County Commission. The address of the Uintah County Commission is 152 North 100 East Vernal, Utah 84078.
- c. The Airport Manager will enforce these rules and regulations to the fullest extent and is authorized to administer penalties of non-compliance, which are in accordance with these rules and regulations through the FAA, State of Utah, Uintah County, and Vernal City.
- d. The Airport Manager may amend these rules and regulations as dictated by changes and directives brought forth from local, state, and Federal agencies. These rules and regulations may also be amended by the Airport Manager to promote growth and efficient operations at the Airport. Amendments to these rules and regulations must be approved by the County/City.

Section 3 Public Use

The Airport shall be open for public use at all hours, subject to regulations or restrictions due to weather, construction, the conditions of the Airport operational area, and special events and like causes, as may be determined by the Airport Administration. The Airport is provided by the County and City for the use, benefit, and enjoyment of the public.

Section 4 Common Use Areas

Regulation Reference:

ACM 335

AA 19, 20, 22a, 22h, 22i, 29a

Common use areas include all runways for landing and take-off, taxiways, airport lighting, all apparatus or equipment for disseminating weather and wind information, for radio or other electrical communication, and any other structure, equipment or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft. All parallel and connector taxiways shall be common use areas. All apron taxiways shall be considered common use areas available for use, in common, by all persons flying or operating aircraft on the Airport and shall be kept clear and available for aircraft traffic. T-hangar taxi-lanes also are considered common use areas and shall be kept clear of any obstructions. Tarmac areas shall be kept clear of any non-essential equipment except those utilized in aircraft operations. Except in emergency situations, no FBO or other Operator or person shall use any common use area for nonstandard purposes such as storing vehicles, trailers, agricultural equipment, or any non-aviation related equipment without the prior written consent or authorization of the Airport Manager. Common use designations may be changed from time to time by the Airport Administration.

Section 5 Gate Access

Regulation Reference:

ACM 335

AA 19, 20, 22a, 22h, 22i, 29a

The Airport is a gated, controlled access facility. The Airport has three gated entrances. The terminal gate is located adjacent to the passenger terminal. This is a card reader access gate. Access to this gate is limited to Airport Administration, Terminal Tenants, Law Enforcement, and Emergency Response personnel. The west gate is located at 500 South and 700 East. This is a card reader access gate. Access to this gate is limited to Airport Administration, Law Enforcement, Emergency Response personnel, and Airport Tenants who have signed leases on file with the Airport Manager and Hanger owners and are in good standing with the Airport and Hanger owners. The north gate is located at 500 South and 800 East. This is a punch code access gate. Access to this gate is limited to Airport Administration, Law Enforcement, Emergency Response personnel, Airport Tenants, and Airport users. In accordance with the Airport Access

Policy and to reduce the risk of vandalism, illegal use of runways and taxiways, burglary or other crimes, the gate code shall be kept confidential.

Section 6 Ground Vehicular Traffic and Parking

Regulation Reference:

ACM 329

FAR Part 139.329

Established traffic laws of the State of Utah shall apply to the streets, roads and vehicular parking areas at the Airport, unless otherwise provided by law. Except for fire-fighting equipment, ambulance and emergency vehicles, or official airport vehicles, no person shall take or drive any vehicle on the Airport property, other than on established streets, roads and vehicular parking facilities, unless written permission has first been obtained from the Airport Manager. Pilots and their passengers may load and unload their aircraft but may only operate a vehicle on the parking aprons. Vehicles shall not be parked and left unattended on the Airport aircraft movement/parking areas. Vehicles, trailers, and equipment shall not be stored on Tarmac areas. No recreational vehicles, trailers, campers, boats or similar equipment or inoperative vehicles shall be permitted to be stored upon the Airport property.

Any persons demonstrating a need to the Airport Administration to operate a ground vehicle in the aircraft movement area must pass a vehicle operations program, which is available through the Airport Administration. The speed limit for ground vehicles operated in aircraft movement areas is 15 mph. Vehicles operating in aircraft movement areas must have radios that can transmit and receive on the Common Traffic Advisory Frequency (CTAF), which is 122.70 for the Airport. Vehicles operating in aircraft movement areas must also have a safety light beacon affixed to the top of the vehicle. Operators of unauthorized vehicles shall be subject to established penalties of non-compliance and vehicles towed, if necessary, at owner's expense. Vehicles operating without required equipment shall be subject to established penalties of non-compliance and removal from Airport property. Vehicles may be used to transport Sports Aircraft as necessary for flight operations provided they have radios that can transmit and receive on the Common Traffic Advisory Frequency (CTAF). After Sports Aircraft have been unloaded, transport vehicles shall be moved to established vehicle parking areas away from aircraft movement areas. Vehicles may be used to tow gliders from their hangar/parking area to the glider operations area and as necessary for flight operations provided they have radios that can transmit and receive on the Common Traffic Advisory Frequency (CTAF) and have prior written permission from the Airport Manager and coordination with the flight service station. Owners of unauthorized vehicles, trailers, and equipment shall be subject to established penalties of non-compliance; and vehicles, trailers, and equipment towed, if necessary, at owner's expense.

Section 7 Persons and Animals

Regulation Reference:

ACM 329

FAR Part 139.329

FAR Part 139.337

County Code 6.20.050

County Code 6.20.010c

For their own protection, all pedestrians at the Airport shall remain behind the fenced operational areas. Exceptions to this regulation are as follows:

1. Persons arriving or departing in an aircraft.
2. Persons under the supervision of an authorized Airport tenant, user, or member of Airport Administration.
3. Persons conducting business at the airport under the supervision of Airport Administration or an authorized FBO.

For their own protection, as well as for the protection of all aircraft operating at the Airport, animals are discouraged from being allowed at the Airport. However, an Airport user, tenant, FBO, or Airport Staff may have domesticated animals such as dogs, cats or other usual and ordinary household pets, not to exceed 2 in number accompany them at the Airport. Animals shall be on leash or in a transport kennel at all times and not allowed to stray further than four feet from the animal's owner. Animals are not allowed on runways or taxiways at any time. Should any owners be unable to maintain control of their pet or allow their pet to stray further than four feet from said owner, the owner shall be required to remove the pet from the Airport. No animal is permitted to be at large on the Airport Property. Animal droppings on any portion of the aircraft movement areas, tarmac, traffic areas, or paved parking areas are to be picked up immediately and disposed of properly. Failure to comply with this regulation shall result in the animal being immediately impounded and removed from the Airport and the owner shall be subject to established penalties of non-compliance. Costs associated with repairs due to damage to the Airport resulting from the conduct of an animal will be the responsibility of the animal's owner.

Section 8 Operators to Keep Rules and Regulations Available

All commercial operators with valid leases to do aeronautical business at the Airport shall keep a current copy of these regulations and standards prominently available in their place of business and available for viewing to all who enter. It is the responsibility of all owners of aircraft based at the Airport and pilots who regularly use the Airport to be familiar with the contents of this document. The Operators bear the responsibility for compliance with these rules, regulations, and minimum standards, which includes themselves and any guests and/or clients the operator brings onto the Airport property. Further, it is the responsibility of the Airport Manager to make available current copies of these regulations and standards to all operators with valid leases to do aeronautical business at the Airport, all owners of aircraft based at the Airport, and for pilots who use

the Airport on a regular basis. Additionally, copies of these rules and regulations shall be available through the Uintah County Clerks Office and on the County's Website (www.co.uintah.ut.us).

Section 9 Refuse

Regulation Reference:

County Code 17.116.170

No person shall throw, dump or deposit any waste or sanitary waste, refuse, animal waste or garbage on the Airport. All waste or sanitary waste, refuse, animal waste or garbage shall be placed and kept in closed garbage cans or containers and all operating areas shall be kept in a safe, neat, clean and orderly manner at all times and in such manner as to minimize any hazards.

Section 10 Approval of Construction

Regulation Reference:

County Code 17.12.090

No buildings, structures, signs, tie-downs, ramps, paving, taxi areas or any other improvement or addition on the Airport shall be placed or constructed on the Airport, or altered or removed without prior written approval from the Airport Manager. In the event of any construction the County may, at its discretion, require an appropriate bond to guarantee the completion of the construction in accordance with its approval. The County shall consider conformance to the capital improvement plan for the Airport and Airport master plan prior to the approval or denial of any construction or development at the Airport. An FAA form 7460-1 must be filed 90 days before construction begins with the Denver Airports District office by the requestor before approval of any construction can be granted.

Section 11 Waiver of Rules and Regulations and Minimum Standards Provisions

The Airport Administration may, at its discretion, waive all or any portion of these rules and regulations and minimum standards for the benefit of any government, governmental agency, or public service entity performing non-profit public services to the aircraft industry, or performing air search and rescue operations, or performing fire prevention or fire fighting operations, but only to the extent permitted by the rules of the FAA and the laws of the State of Utah.

Section 12 Acts of God

Nothing contained in these regulations and standards shall be construed as requiring the Airport Administration to maintain, repair, restore or replace any structure, improvement or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstances beyond the control of the Airport Administration.

However, should acts of God occur to the extent that the FBO/Operator is not able to conduct business as usual, all rents and fees due the County shall be temporarily suspended for a reasonable period of time to allow the FBO/Operator to reopen for business at its discretion.

CHAPTER III **AIRCRAFT OPERATION**

Section 1 General **Regulation Reference:** **FAR Part 139.329**

- a. Every person operating an aircraft shall comply with and operate such aircraft in accordance with these rules and regulations, and all pertinent rules, regulations, orders and rulings of the FAA, and UDOTDOA and other appropriate governmental agencies. Every person operating an aircraft is responsible for the safety of his-her operation and for the safety of others exposed to such operation, and therefore shall exercise good operating procedures at all times. Aircraft shall not be operated carelessly or negligently nor in disregard of the rights and safety of others.
- b. The Vernal Regional Airport is a non-towered airport. All pilots of aircraft having radio equipment permitting two-way communications should attempt to monitor the Airport CTAF to obtain Airport advisory information prior to entering the Airport traffic pattern. Pilots having radios permitting reception only should maintain a listening watch on the CTAF frequency while in the vicinity of the Airport. It is strongly recommended that all aircraft have transmit/receive capability.
- c. The Airport utilizes a normal left hand traffic pattern for both runways. Every person operating an aircraft is recommended to follow the established traffic pattern altitude.
- d. All aircraft shall follow the appropriate taxiway and runway guidance marking and lighting when operating on the Airport. Taxiways are to be used exclusively for the movement of aircraft to and from runways unless a NOTAM has been issued indicating special circumstances or in emergency situations.
- e. In the event the Airport Manager believes the conditions of the Airport are unsafe for landings or takeoffs, it shall be within his authority to issue a NOTAM to close the Airport, or any portion thereof, for a reasonable period of time so that those unsafe conditions may be corrected.

- f. In the event any aircraft is wrecked or damaged to the extent that it cannot be moved under its own power, the Airport Manager shall be immediately notified by the Pilot in Command and/or FBOs. Subject to governmental investigations and inspection of the wreckage, the owner or pilot of the wrecked or damaged aircraft, or the owner's agent or legal representative shall, as soon as reasonably possible, obtain the necessary permission for removal of said aircraft from all landing areas, taxiways, and all other traffic areas, and place or store said aircraft in normal hangar/tie down areas or as approved by the Airport Manager. The Airport Manager shall have the authority to remove the disabled aircraft at the owner's expense if the aircraft is affecting airport operations and the owner has not responded in a timely manner.

Section 2 Parked Aircraft

- a. No person shall park, store, tie-down or leave any aircraft on any area of the Airport other than that approved by the Airport Administration.
- b. Pilots or owners shall properly secure their aircraft while parked or stored. Pilots are solely responsible for parking and tying down their aircraft, including any special security measures required by weather conditions or other conditions at the Airport. Pilots also shall be responsible for securing aircraft in a manner necessary to avoid damage to other aircraft or buildings at the Airport in the event of winds or other severe weather. The Airport Administration's obligation, unless otherwise provided for by any Operator lease agreement, shall be the maintenance of the aircraft parking area, exclusive of tie-down rope and grass surfaces. The Airport provides ropes for tie-down use to the FBOs as a courtesy; however, the Airport does not warranty the ropes for any particular purpose. The Airport does not warranty that the ropes will secure the operators aircraft.
- c. All major repairs to aircrafts or engines shall be made in hangars or areas designated for this purpose by the Airport Administration and not on any part of the landing area, taxiways, ramps, or fueling/service areas.

Section 3 Fire Regulations

IFC 104.1, 104.3, 106.1

IFC F-1 Moderate-Hazard Occupancy

IFC S-1 Moderate-Hazard Storage

IFC S-2 Low-Hazard Storage

NFPA 407

ATA 103

The fire code official is hereby authorized to enforce the provisions of this code and shall have the authority to render interpretations of this code, and to adopt policies, procedures, rules and regulations in coordination with Airport Administration in order to clarify the application of its provisions. Such interpretations, policies, procedures, rules and regulations shall be in compliance with the intent and purpose of this code and shall not have the effect of waiving requirements specifically provided for in this code. The County has adopted the most recent version of the International Fire Code from which this portion of the regulations and standards are taken. Therefore, the following shall apply, except where either insurance requirements or applicable codes differ, in which case the latter shall prevail.

- a. Whenever it is necessary to make an inspection to enforce the provisions of this code, or whenever the fire code official has reasonable cause to believe that there exists in a building or upon any premises any conditions or violations of this code which make the building or premises unsafe, dangerous or hazardous, the fire code official shall have the authority to enter the building or premises at all reasonable times to inspect or to perform the duties imposed upon the fire code official by this code.
- b. No aircraft shall be fueled or drained while its engine is running or while in a hangar or other enclosed place. Fueling shall be done in strict accordance with NFPA 407 requirements.
- c. The cleaning of motors or other parts of aircraft shall not be permitted in any hangar, except with non-flammable substances. If flammable liquids shall be employed for this purpose, the operation shall be conducted in the open air.
- d. All hangar and shop areas shall be kept clean and free from oil, gas and other flammable substances. No volatile, flammable solvent shall be used for cleaning floors. No rags soiled with flammable substances shall be kept or stored in any building on the airport in such a manner as to create any fire hazard.
- e. No person shall smoke or ignite any matches, flares, lighters or other object which produce a spark or open flame anywhere within a hangar, shop, building or structure in which any aircraft is or may be stored, or in which any gas, oil or

flammable substance is stored or within 50 feet of any aircraft or any fueling facility.

- f. All persons using the Airport area or the facilities of the Airport in any way shall exercise the utmost care to guard against fire and injury to persons or property.

Section 4 Self-Fueling

IFC 104.1, 104.3, 106.1

IFC F-1 Moderate-Hazard Occupancy

IFC S-1 Moderate-Hazard Storage

IFC S-2 Low-Hazard Storage

NFPA 407

ATA 103

- a. Aircraft fueling from drums, small containers or similar items shall be done only in the designated fueling area and in accordance with NFPA 407.
- b. Fuel services shall be administered either by an authorized attendant using the proper safety equipment or by the aircraft owner in the designated area with proper safety precautions in accordance with NFPA 407.
- c. Containers for fuel storage over 5 gallons shall be prohibited in hangars. Containers must meet NFPA standards, and must be used for self-fueling only.
- d. Self-fueling from an approved fuel truck meeting NFPA standards may be utilized for self-fueling. Truck must be parked in an approved location designated by the Airport Administration. The use of a fuel truck for self-fueling proposes shall not be a co-op (one user and may fuel plane(s) licensed to said user).
- e. No aircraft shall be fueled or drained while its engine is running or while in a hangar or other enclosed place. Fueling shall be done in strict accordance with NFPA 407 requirements.

CHAPTER IV **VIOLATIONS**

Section 1 General

The provisions for penalties of non-compliance are as follows:

- 1) Verbal warning
- 2) Written warning
- 3) Citation to appear in County Justice Court
- 4) Removal of property and/or arrest

5) Termination of privileges at Airport

Unless provided for elsewhere within this document, in addition to established penalties of non-compliance, any person violating these regulations and standards may be promptly removed or ejected, either temporarily or permanently, from the Airport by the Airport Administration. Any item found to be in violation of these Rules and Regulations shall be removed at owners expense. Those who cause fire, injury, and/or damage may be financially and/or criminally responsible.

The County Commission may hear and decide appeals from the persons so removed in accordance with this chapter. The County shall, in writing, within 14 days of any such appeal, render to the person removed or ejected under this section, a letter to his/her last known mailing address delineating their ruling on said appeal.

CHAPTER V **GOVERNMENT AGREEMENTS**

Section 1 War or National Emergency

During time of war, regional, or national emergency, the Airport Administration shall have the right to suspend some or all civilian operations at the Airport and to lease the Airport, and/or landing area, or any part thereof to the United States Government for military use, and, any license or authority granted under these rules and any lease and agreement executed pursuant hereto shall be subject to such government lease and the provisions of the government lease shall control insofar as they are inconsistent with the said operators agreement, lease or authority.

Section 2 Leases Subordinate to Government Lease

Regulation Reference:

FAA Order 5190.6A

Any license, authority, lease or agreement entered into pursuant to these regulations shall be subject and subordinate to the provisions of any existing or future agreement between the Airport Administration and the United States, relative to the operation or the maintenance of the Airport, the execution of which has been or may be required as a conditioned precedent to the expenditure of Federal funds for the development of the Airport. Any Airport user determined to be in violation of these Rules and Regulations that jeopardize Federal funds for the operation of the Airport shall be immediately removed from the Airport.

CHAPTER VI
AIRPORT MASTER PLAN

Section 1 FBO Approval Not Required

The Airport Administration may, without the consent or approval of any FBO or other person licensed to do business or use part of the Airport, make changes to the Master Plan of the Airport and in its planning and policies in connection with the development of the Airport. However, it is the Airport Administration's intent to inform FBO's and other businesses, tenants, and users of proposed improvements and/or changes to the Airport Master Plan at the Vernal Regional Airport and to request and consider any and all comments. A copy of the Airport Layout Plan can be obtained thru the Airport Manager or from the County Offices.

CHAPTER VII
RESERVATION OF RIGHTS TO INDIVIDUAL USERS

Section 1 Explanation of Rights and Duties Imposed

IFC 104.1, 104.3, 106.1

IFC F-1 Moderate-Hazard Occupancy

IFC S-1 Moderate-Hazard Storage

IFC S-2 Low-Hazard Storage

AA 21, 38

Notwithstanding anything to the contrary contained herein the following rights, privileges and duties are hereby conferred and imposed upon individual users of the Airport facilities including but not limited to individual pilots, aircraft owners, tie-down users, and T-hangar renters.

- a. All individual users as defined herein shall meet and maintain all standards for licensing, maintenance, and repair of aircraft established by the Federal Aviation Regulations (FARs), Safety Bulletins, Advisory Circulars and all other Federal and State regulations and standards for licensing, maintenance, and repair of aircraft.
- b. It shall be the duty of all individual users of the Airport to fully inform themselves of and to keep current on all Federal and State aviation regulations and standards and to completely and promptly comply herewith, and also regulations set forth by the Airport Administration.
- c. Nothing contained herein shall restrict or limit the right of aircraft owners and/or pilots to perform preventive maintenance on their own aircraft, which is allowed by the regulations. However, all such repairs and maintenance shall be authorized and conducted strictly in accordance with Federal and State regulations, circulars, airworthiness directives, and requirements.

Such maintenance and repairs shall be conducted within the area designated by Airport Administration.

- d. All individual users shall comply with the Vernal Regional Airport Rules and Regulations regarding common use areas and will not allow any maintenance or repair activities or any part thereof that interfere with aircraft operations to be conducted in said common areas and will comply with all safety and fire regulations in effect at the time.
- e. Facilities on Airport property shall be utilized for aviation related activities only. Hangar and building use are to be primarily constrained to aircraft storage; and to the housing of maintenance and authorized ground support operational equipment that is necessary to conduct aeronautical activities. At no time are Hangars/buildings to be used to conduct non-aviation related business or business that does not have the written approval from the Airport Administration. At no time are Hangars/buildings to be used as residences for owners or tenants. Hangars are not to be modified without prior written permission from the Airport Administration. No exterior attachments or modifications to Hangars will be permitted without prior written approval from the Airport Administration. Any person or business determined to be in violation of this rule and regulation by the Airport Administration shall be subject to immediate eviction from Airport property and their lease shall be subject to termination.

CHAPTER VIII **OPERATIONAL MINIMUM STANDARDS**

Section 1 Special Events

Special events, such as, but not limited to, air shows, air races, skydiving, balloon operations or other similar events or activities requiring the general use of the Airport, other than activities specifically described and allowed herein, shall be held only after formal written approval for same has been granted by the Airport Manager. The Airport Manager will be notified in writing 48 hours in advance of any Fly-ins planned or promoted by FBOs/Individuals at the Airport. Said approval shall specify in writing the areas of the Airport authorized for such special use, dates and such other terms and conditions as the Airport Administration may require.

Section 2 Ultralite and Sports Aircraft Operations

Operators of ultralite and sports aircraft shall conduct operations in accordance with established traffic patterns and safety procedures of this Airport and the FAA. Operators must have in their possession a copy of FAR Part 103 regulations to operate at the Airport. Operators shall abide by all applicable rules and regulations found pertaining to them in this document. It is strongly recommended that all operators of this section have

a workable radio that can receive and transmit on the Common Traffic Advisory Frequency (CTAF) for safety and the smooth operations of Commercial and General Aviation traffic at the Airport.

Section 3 Business Activities

Regulation Reference:

County Code 5.04.070

AA 24, 25

Subject to applicable orders, certificates or permits of the FAA, or its successors, Grant Assurances with FAA and the laws of the State of Utah, or unless covered under pre-existing agreement with the Airport Administration, no person shall use the Airport or any portion thereof or any of its improvements or facilities for commercial, business or profit-making activities. Those persons seeking to conduct commercial, business or profit making activities must first comply with these regulations and standards and obtain the written consent and required approval and/or licenses for such activities from the Airport Administration.

CHAPTER IX

AIRPORT OPERATORS, LEASES AND CONCESSIONS

Regulation Reference:

FAR 139, 135

Section 1 Fixed Base Operators

- a. No person shall use the Airport as an FBO until such person has executed a lease agreement approved by the Airport Administration establishing Airport space lease terms, rental amounts, insurance requirements and other terms and conditions required by the Airport Administration; has met the qualifications, standards and requirements of these regulations and standards; and has paid the required fees.
- b. An FBO shall be a person/operator who carries on or conducts line services which shall include the supplying of fuel and other services. In order to qualify as an FBO at the Vernal Regional Airport, the person/operator must provide:
 - (1) Jet and Aviation Fuel in accordance with NFPA 407 and ATA 103 (as enforced by the airline quality control policies). Fueling vehicles/equipment will be in 100% fully operational status and in complete compliance with the above directives. FBO shall provide a minimum storage capacity of 1000 gallons of Jet Fuel and 1000 gallons of Aviation Fuel. Leaking vehicles or fuel storage tanks will be repaired or drained immediately or subject to Fire Department citation, fine and immediate termination of fuel servicing capability. Any person

operating fuel servicing equipment or any fuel handling equipment shall be qualified per 14 CFR Part 139 and that qualification shall be on file with the Airport Manager. Fuel services will be available at a minimum from daylight to dusk or accommodating the scheduled airline flight schedule, whichever covers the greater span of time. Linemen will be contactable by phone or radio (monitoring CTAF and Unicom) at all times during the above hours. Emergency call out services will be available 24 hours 7 days per week.

- (2) Aircraft Charter/Rental Service that shall require the FBO to have a minimum of two serviceable and well-maintained aircraft on the Vernal Regional Airport at all times. One of which must have at least 4 seats and be IFR capable. The aircraft may be absent from the airport if they are rented, chartered, or in short term (less than 3 weeks) maintenance. All other absences must have a substitute aircraft on the airport until the original aircraft can be returned to service. Aircraft will be fully insured for all commercial uses. Charter Service shall be provided so that the general public can contact and schedule charter flights with no more than 24- hour notice. All Charter services shall be conducted under 14 CFR Part 135. It is mandatory that all charter enplanements be recorded and reported to the appropriate federal authorities as directed by the Airport Manager.
- (3) Ground and Flight Instruction will be available to students to include Private Pilot, and Instrument ratings at a minimum. Aircraft will be made readily available by the FBO to accommodate these requirements. The aircraft will be fully operational. An Instructor will be available for 40 hours per week at the Vernal Regional Airport. The schedule may be flexible to allow the Instructor to accomplish charter pilot duties or other aviation related duties.
- (4) The FBO shall provide aircraft maintenance by an aircraft mechanic with inspection authority. The mechanic shall be available on call for emergency response to aircraft incidents.
- (5) At a minimum, the FBO must provide, GPU service, De-icing capability, aircraft tow and disabled aircraft removal capability, a current inventory of charts and navigation aids, commonly expected pilot supplies, catering services, and full service amenities to include a pilot lounge with restroom facilities along with a flight planning area.
- (6) The FBO must have a hangar suitable for the type aircraft typically requiring storage at the airport and must possess the ground equipment required to accommodate these aircraft.

- c. All of the above services shall be provided through resources within the FBO's organization. Should the FBO desire to subcontract for one or more of the above services, a legally binding contract must be provided to the Airport Manager for pre-approval. The final approval must be given by the Airport Administration, in writing, before the contract is considered valid.

- d. In addition to the above requirements, FBOs shall be required to perform a minimum of four of the eight functions listed below. If any of the described services are subcontracted, the subcontractor must meet all these rules and regulations and minimum standards and the service must be provided on site.
 - (1) Aircraft sales
 - (2) Parts and accessories sales
 - (3) Charter operations which include, but are not limited to: passenger or "air taxi;" freight, or delivery; aerial survey; agricultural spraying, etc.
 - (4) Aircraft rental
 - (5) Flight instruction or ground schools
 - (6) Maintenance services which shall include services in one or more of the following:
 - (a) Airframe overhaul and repair
 - (b) Engine overhaul and repair
 - (c) Radio and electrical shop
 - (d) Instrument shop
 - (e) Aircraft interior work
 - (f) Refinishing and painting
 - (g) Interior cleaning
 - (7) Aircraft storage, inside and/or outside
 - (8) Other activities approved by the Airport Manager

Section 2 Other Operators at the Airport:

Regulation Reference:

County Code 5.04.070

- a. All operators desiring to perform the following functions at the Vernal Regional Airport must have written approval from the Airport Manager and must have a valid business license on file with the Airport Administration, and must conform to these Rules and Regulations and minimum standards. No operator or individual shall be allowed to maintain/store aviation fuels at the Vernal Regional Airport unless the operator has a lease agreement on file with the Airport Administration as a full service FBO and complies with the requirements defined above.

- b. Those functions requiring written approval from the Airport Administration include, but are not limited to:

- (1) Aircraft sales
- (2) Parts and accessories sales
- (3) Charter operations which include, but are not limited to: passenger or "air taxi;" freight, or delivery; aerial survey; agricultural spraying, etc.
- (4) Aircraft rental
- (5) Flight instruction or ground schools
- (6) Maintenance services which shall include services in one or more of the following:

- (a) Airframe overhaul and repair
- (b) Engine overhaul and repair
- (c) Radio and electrical shop
- (d) Instrument shop
- (e) Aircraft interior work
- (f) Refinishing and painting
- (g) Interior cleaning
- (9) Aircraft storage, inside and/or outside
- (10) Other activities approved by the Airport Manager

- c. An applicant for an operator's lease will specify all services mentioned in paragraph (b) of this section, which the applicant desires to conduct on the Airport. An Operator shall carry on or conduct only those services for which he has executed a lease with the Airport Administration.
- d. Each Operator shall, upon being authorized by the County as the construction of any required physical facilities permits, and subsequent to the execution of a proper lease, as soon as feasible, commence and conduct on a full-time basis all business activities and services.
- e. Unless covered under pre-existing agreement with the County, each Operator approved shall enter into a lease agreement with the County which includes an agreement on the part of said Operator to accept, be bound by, comply with and conduct his business operations in accordance with these rules and regulations and to agree that his license and authority to carry on business at the Airport shall be subject to the terms and conditions set out in these regulations and standards and the relocation or termination thereof as herein provided.
- f. An Operator shall cooperate with the Airport Administration in the operation, management and control of the Airport and shall do all things reasonable to advance or promote the Airport and aeronautical activities thereon and to develop the Airport into an attractive, efficient and modern facility.
- g. The Operator agrees to indemnify, defend, and save the Airport Administration, its authorized agents, officers, representatives, and employees from and against any and all actions, penalties, liability, claims, demands, damages, or loss resulting from claims or court actions, whether civil, criminal or in equity, and arising directly

or indirectly out of acts or omissions of the Operator, its agents, employees, servants, guests, or business visitors.

- h. In addition to all other rights and remedies provided in these regulations, the Airport Administration shall have any and all other rights and remedies at law or in equity, including the equitable remedy of injunction, to enforce these regulations and standards, to obtain compliance herewith and to impose the penalties of non-compliance herein provided.

Section 3 Aviation Enthusiasts

Regulation Reference:

AA 19, 20

The FAA has deemed unmanned aircraft including, but not limited to: small remote controlled aircraft, kites, and similar toy aviation model aircrafts as being a non-essential aviation activity and is therefore not permitted at the Airport. It is suggested that operators desiring to conduct these types of operations utilize County/City Parks or other recreational facilities. For more information please contact Airport Administration

Section 4 Flying Clubs and Associations

Regulation Reference:

AA 19, 20

All flying clubs and associations desiring to operate on the airport must comply with the applicable provisions of these rules and regulations. However, they shall be exempt from regular Fixed Base Operator requirements upon satisfactory fulfillment of the conditions contained herein.

- a. The clubs and associations shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only.
- b. Flying clubs and associations may not offer or conduct charter, air taxi, or rental of aircraft operations. They may not conduct aircraft flight instruction except for regular members, and only members of the flying club or association may operate the aircraft. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club or association shall be permitted to do maintenance work on the aircraft owned by the club or association.

- c. The flying club or association, with its initial application, shall furnish the Airport Administration a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; a roster, or list of members, including names of officers and directors, to be revised on a semiannual basis; evidence of insurance in the form of a certificate of insurance in the following minimum amounts: public liability \$100,000 per person; public liability \$1,000,000 per accident; property damage \$1,000,000 with hold harmless clause in favor of the County, its officers and employees (ten days prior notice of cancellation shall be filed with the County); number and type of aircraft; evidence that aircraft are properly certificated; evidence that ownership is vested in the club or association; and operating rules of the club or association, if applicable. The books and other records of the club or association shall be available for review at any reasonable time by the Airport Administration.
- d. A flying club or association must abide by and comply with all Federal, State and local laws, ordinances, regulations and these rules and regulations.
- e. All flying clubs and associations are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club or association at the airport except that said flying club or association may sell or exchange its capital equipment.
- f. A flying club or association that repeatedly violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations.

CHAPTER X
AIRPORT LEASE POLICY

Section 1 Lease Term
Regulation Reference:
County Code 2.32.010

The maximum term for County leased property shall be 10yrs. with additional 5yr. extension options when agreed to by all parties. A total of four 5 yr extensions shall be allowed. On raw land leases, Lessee shall be given 1 year to obtain building permits or lease will become void. At the completion of a 30 yr lease relationship, all hangars, buildings, and property improvements become airport property as a cost of doing business at the airport. Therefore, in the event that the Lessee does not elect to extend the lease under the provisions of said lease or if the lease expires or is terminated after 30 years, all buildings, hangars, and

structures that are permanently affixed to the property reverts to the airport. There shall be an annual review of the lease by the airport board in January of each year. The airport board shall determine to its satisfaction that the terms of the lease are complied with.

Section 2 Lease Rate

Rate will be determined at the discretion of the Airport Administration based on but not limited to the following factors:

Prevailing consumer price index (CPI) for similar facilities in this FAA Region;
Per square foot area;
Apron/taxiway access

The lease rate will be adjusted to the prevailing CPI during the annual lease review by the airport board.

Section 3 Utilities

1. The tenant shall negotiate for utility service with each individual utility company.
2. Hook up and cost of utilities to buildings constructed on leased County land shall be the responsibility of the lessee and shall be considered a non-refundable improvement to that property.
3. The Lessee shall promptly pay, when due, all charges for water, sewer, power, telephone service and all other utilities and services supplied to his operation at the Airport.

Section 4 Facility Maintenance for Airport owned facilities

1. Lessee will be responsible for proper upkeep of their rented portion of the facility. Damage to the facility will be the responsibility of the lessee.
2. Normal wear or failure of such items as plumbing, fixtures, carpets, integrity of the roof, paint etc. which were part of the original lease agreement shall be the responsibility of the Airport Administration.
3. Lessee may make necessary minor repairs to their rented portion of the facility with prior written consent from Airport Administration. In such cases the costs associated with said repairs would be the responsibility of the lessee. The Airport Administration will make every

effort to respond to requests for services relating to repairs of facility in a timely manner.

Section 5 Construction/Modifications to the Facility

Regulation Reference:

County Code 2.32.010

County Code 2.32.030

1. Plans and specifications and an approved FAA 7460-1 Form for any proposed construction by the Lessee shall be submitted to the County Planning and Zoning Office for review and approval within 60 days from successful negotiations of a lease agreement. FAA must have 90 days before construction commences to approve a FAA 7460-1 Form. Construction thereon shall commence within 180 days from the County's approval of the plans and specifications. The deadlines provided in this paragraph may be extended in writing by the County for a good cause upon the request of the Lessee. All construction shall comply with applicable building codes and other ordinances and the proper permits including fees, shall be secured and paid for by the Lessee.
2. If the proposed modifications to the facility under lease are deemed to be in the best interest of the Airport by the Airport Administration, the cost of such modifications will be shared by the lessee and the Airport at a ratio negotiated for each specific project.
3. In the event proposed modifications are not deemed to be in the best interest of the Airport, the modifications can be made with written approval from the Airport Manager, however, the cost of such modifications shall be the sole responsibility of the lessee.
4. Any modifications made to the facility pursuant to paragraphs 1 or 2 of this section shall not be removed at lease end without written approval from the Airport Manager.

CHAPTER XI **DEVELOPMENT STANDARDS**

Section 1 Purpose

Regulation Reference:

AA 38

Development standards promote consistent architectural design, site planning and visual appearance of hangars constructed at the airport. Development standards ensure new hangar development will be constructed in accordance with FAA regulations and Advisory Circulars along with local regulations relating to public health, safety, and welfare. Development standards also guarantee that future hangar development will be designed and constructed in a manner that will enhance both existing and future development. All development shall follow planning efforts outlined in the approved ALP.

Section 2 Development Standards

Regulation Reference:

AA 38

County Code 14.04.010-080

IFC 104.1, 104.3, 106.1

IFC F-1 Moderate-Hazard Occupancy

IFC S-1 Moderate-Hazard Storage

IFC S-2 Low-Hazard Storage

Development standards are implemented for use in the design of hangars built at the Vernal Regional Airport. They do not replace local building and fire codes. It is the responsibility of the tenant to meet all codes and standards required. Development standards apply to both proposed hangar development and existing hangar modifications.

Section 3 Site Plan Review / Permits

- a. **Pre-Design:** Prior to the hangar site planning and design, the tenant or the designated representative will meet with the Airport Manager to discuss the following pre-design requirements.
 1. Lease agreement terms and conditions.
 2. Lot location for the proposed hangar.
 3. Development standards.
 4. Construction document requirements.

- b. **Construction Documents:** The tenant or designated representative shall prepare and submit an "Application for Raw Land Lease" to the Airport Manager along with construction plans for said development.

- c. **FAA Review:** The tenant is responsible for submitting a Notice of Proposed Construction form 7460-1 to the FAA for written approval. The Airport Manager will offer assistance to the tenant if requested. Form 7460-1 permits can take up to **90 days** or more to process and approve.
- d. **Permits:** The tenant is responsible for obtaining all applicable building permits. All permits shall be obtained before the start of construction.

Section 4 Setbacks

Setbacks from object free areas and property lines are required to enhance the safety of aircraft operations on taxiways and taxilanes and to allow access for emergency vehicles. No buildings shall be constructed inside the Building Restriction Lines set forth in the approved ALP. All setbacks shall conform to approved ALP, county zoning ordinances, FAA Advisory Circulars, and this document. The site plan shall show the location and dimension of all object free areas on impacted taxiways or taxilanes. The following hangar development setbacks apply:

- a. Hangars erected at the Vernal Regional Airport shall have a non-airside sideyard setback of no less than 5' from an adjoining lease line.
- b. Hangars will be located outside the established taxiway / taxilane object free area.
- c. Hangars shall have a minimum setback of 10' from any public street or airport road.

Section 5 Height Restrictions

The highest point of the proposed hangar, including roof equipment, shall be no higher than the building height restrictions as shown on the Airport Layout Plan and defined in 49 CFR Part 77 surfaces.

Section 6 Hangar Size

Hangars shall be sized and shaped to adequately and safely store the proposed aircraft. The proposed hangar size, shape, and use must be consistent with the Airport Layout Plan for the proposed location. All hangars shall meet the minimum square footage of 2000 square feet. The minimum hangar size established in these standards may be reduced, or modified where the proposed site does not have adequate width or depth or to accommodate a utility easement.

Section 7 Architecture

Regulation Reference: County Code 14.04.010

Hangars erected at the Vernal Regional Airport shall meet all applicable building codes, including fire, electrical, and plumbing, etc. The proposed hangar will be reviewed by the Airport Administration to determine compatibility with the Airport Layout Plan. The proposed hangar must be approved by the County Planning and Zoning Department in accordance with their requirements, which include but are not limited to:

- a. **Construction Materials:** Pre-fabricated, pre-engineered or erected hangars shall have a façade of masonry, concrete, powder coated metal or a combination of these materials. Other materials may be used if approved in writing by the Airport Manager and the Building Inspector.
- b. **Structural Requirements:** All hangars shall be engineered to meet the following standards; Seismic Zone D, Wind loading to 90 MPH and 3 sec gust, Exposure C, and a Snow load of 30 lb PSF and 42 lb ground plus drift.
- c. **Exterior Color:** All exterior surface colors shall be earth tones and be compatible with that of the surrounding area as determined and approved in writing by the Airport Manager. The tenant shall submit a sample of the colors selected as part of the "Application for Raw Land Lease" for approval.

Section 8 Hangar Apron

The tenant shall provide apron from the aircraft door of the hangar to the existing taxilane or taxiway edge. The apron pavement strength and materials shall be designed to current airport engineering and FAA standards. A minimum of two feet in front of the hangar door shall be concrete for the entire front of the building.

Section 9 Storm Water Systems

Storm water systems shall be designed to current County engineering standards. No storm drainage system will be allowed under buildings. All roof drains shall be connected to a storm drainage system.

Section 10 Signs

Regulations Reference: County Code 17.100

No advertising sign shall be erected or placed within the Airport Property without first making application for and obtaining a building permit. Signs are permitted on Hangars as long as prior written approval is obtained from the Airport

Administration. All signs are subject to review and approval by the County Building Inspector and Airport Administration.

Section 11 Lighting

Within the non-airside property boundaries, lighting may be used to illuminate buildings, landscaping, signs and parking provided the lighting is adequately shielded from public streets and the airfield. If hangar apron lighting is necessary, lighting fixtures must be attached to the façade of the hangar, be down lit and shielded, and adequately shielded from the airfield.

Section 12 Landscape

All landscape site-plans must be reviewed by County Planning and Zoning prior to any implementation of landscaping on Airport Property. Plant materials that attract birds and other wildlife are not permitted. The hangar landscape design shall be reviewed and approved in writing by the County Planning and Zoning and the Airport Administration to insure that all landscaping will conform to existing landscape ordinances and FAA height restrictions.

Section 13 Sidewalks

If the proposed hangar borders landside airport property, or a public street, where County standards require a sidewalk, the tenant is responsible for the construction of the sidewalk and curb/gutter along the property line bordering the landside property or the public street unless a sidewalk is already existing.