



**OLYMPIA REGIONAL AIRPORT  
AIRPORT RULES AND REGULATIONS**

**September 27, 2012**

To Serve and protect the public interest, the Port of Olympia has adopted these ***Airport Rules and Regulations*** to administer the Olympia Regional Airport.

***Airport Minimum Standards*** approved and adopted by the Port of Olympia Commission on February 8, 1993, contain Business Rules and Regulations which regulate commercial business operations at the Olympia Regional Airport. ***Airport Minimum Standards*** are published separately.

**Authority:**

**Title IV, General Powers Port  
WAC 53.08.220 Laws of the State of Washington  
FAA Order 5190.6 (series)  
FAA Advisory Circulars 150/5200 (series)**

**Approved and Adopted by the Port of Olympia Commissioners: 8/27/12**

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**1. DEFINITIONS** as used in these *Rules and Regulations*:

**Aircraft:** A device that is used or intended to be used for flight in the air.

**Aircraft Movement Area:** The public use runway and taxiway areas of the Airport, including the areas between runways and taxiways. The primary use of this area is the lawful operation of aircraft only and requires clearance from Air Traffic Control. Ground vehicle operations in this area require a vehicle to be equipped with an operating amber beacon or airport construction flag and an individual to communicate on the appropriate radio frequency to the Air Traffic Control Tower or Common Traffic Advisory Frequency.

**Aircraft Operations Area or AOA:** Means the entire airport area within the outer perimeter security fences, including Movement and Non-movement Areas including the aprons, ramps, taxi lanes, and hangar and tie-down areas.

**Airport:** The Olympia Airport and all the area, buildings, facilities and improvements within the exterior boundaries of said airport, as it now exists or may hereafter be extended or enlarged or modified.

**Airport Director:** The Port of Olympia Airport Director.

**Air Traffic:** Aircraft operating in the air or on an airport surface, exclusive of Non-movement areas.

**Air Traffic Control:** A service operated by the appropriate authority to promote the safe, orderly and expeditious flow of air traffic.

**Air Traffic Control Tower or ATCT:** The Olympia Regional Airport Air Traffic Control Tower.

**Commission:** The Board of Commissioners of the Port of Olympia.

**Executive Director:** The Port of Olympia Executive Director.

**FAA:** The Federal Aviation Administration.

**Flying Club:** A multi-person ownership of four or more persons owning one or more aircraft either in partnership, co-ownership, or as a corporation and the sole purpose of which is the enjoyment of, or the business transportation of the members.

**Hangar and Tie-down Areas:** Areas on which the Port or its tenants have hangars, or has designated as tie-down areas for the storage of aircraft.

**Licensed or Licensed Operator:** A person licensed by the Commission or the Airport Director to conduct business or other activities on the Olympia Regional Airport.

**Motor Vehicle:** Any self-propelled wheeled, tracked vehicle, or trailer hitched on to a motor vehicle for the conveyance of people or goods on airport property or for the service and maintenance of equipment or property or any other vehicle as defined in RCW 47.04.010(18).

**Person:** Any individual, firm, partnership, corporation, company, association, joint-stock association or body politic, and includes any trustee, receiver, assignee or other similar representative thereof.

**Port:** The Port of Olympia U.S.A., Thurston County, Washington, which owns and operates the Olympia Regional Airport.

**Ramp:** An area designated for the parking, maneuvering, loading, unloading or servicing of aircraft while they are on the ground (also referred to as aprons).

**Vehicle:** Every device other than an aircraft by which any person and/or property is or may be transported or drawn, including bicycles or any other vehicles propelled by humans or animals.

## **2. AIRPORT MANAGEMENT**

**2.01** The Airport Director shall at all times have authority to take such action as may be necessary for the handling, protecting and safeguarding of the public while present at the Airport and to regulate vehicular traffic on the Airport. The Airport Director may suspend or restrict any or all operations, without regard to weather conditions, whenever such action is deemed necessary in the interest of public safety, subject to the review of such action by the Executive Director, the Commission and the FAA.

**2.02** The Airport Director shall protect the public's interest and property, see that all *regulations* under this part are enforced and see that all fees due the Port under this part are paid.

**2.03** As the Airport Director is the representative of the Executive Director and the Commission, all communications to the Executive Director or the Commission pertaining to airport operations shall normally be presented through the Airport Director.

**3. AERONAUTICAL AUTHORITY:**

**3.01** All aeronautical activities at the Airport, all operation and flying of aircraft at the Airport, and all business and other activities on the Airport shall be conducted in conformity with these *Rules and Regulations*, all amendments, supplements, changes and additions hereto which may hereafter be adopted by the Commission, and further in conformity with all currently applicable rules, regulations and orders of the FAA, and, if appropriate or effective, any other governmental agency, which are made a part of these *Rules* by this reference. In the event of any conflict between these *Rules and Regulations* and any law, rule, regulation or order of the FAA or other governmental agency exercising the same or similar jurisdiction, the latter shall prevail.

**4. SPECIAL EVENTS:**

**4.01** Special events, such as air shows, fly-ins, and all events requiring the general use of the Airport for other than normal or routine airport traffic, shall be conducted only following prior coordination and approval of the Airport Director and on such dates, in such areas, and upon such terms and conditions as shall be specified by the Port. Sky diving or sport parachute jumping shall be in accordance with Federal Aviation Regulations (FAR) Part 105 and comply with FAA Advisory Circular 105.2(Series).

**4.02** Event officials requesting financial Port sponsorship shall apply to the Port Commission by August 15<sup>th</sup> annually for events in the next calendar year.

**5. PUBLIC USE:**

**5.01** The Airport shall be open for public use for aircraft operations at all times, subject to temporary closures or restrictions due to weather conditions in the landing area, the presentation of special events, and like causes, as may be determined by the Airport Director, and further subject to revocation of the right to use for violation of these *Rules and Regulations* as herein provided.

**6. COMMON USE AREAS:**

**6.01** All the Air Operations Area and Port facilities within it, together with such aprons, ramps, turnoffs, tie down areas, taxiways, taxi lanes and other areas of the Airport as the Airport Director shall specify or designate as common use areas 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. No licensee or other persons shall use any common use area for the parking or storing of aircraft, the repair, servicing or fueling of aircraft or for any purpose other than the flying and operation of aircraft without the prior consent or authorization of the Airport Director.

**7. ACCEPTANCE OF RULES:**

**7.01** The use of the Airport or any of its facilities in any manner shall constitute an acceptance by the user of these *Rules and Regulations* and shall create an obligation on the part of the user to abide by and obey these *Rules and Regulations*. Flight instructors shall have the duty to fully acquaint their students with these *Rules and Regulations* and shall be responsible for the conduct of students under their direction.

**8. APPLICABLE LAWS:**

**8.01** All penal laws of the State of Washington, Thurston County and the City of Tumwater are applicable to the area of the Airport, and any violators thereof are subject to arrest by authorized law enforcement officers.

**9. PORT EXEMPT FROM LIABILITY:**

**9.01** The Port of Olympia assumes no responsibility for injury to persons using the Airport facilities or for damage to property stored in facilities by reason of fire, theft, vandalism, weather, storm, flood, earthquake, or collision, nor does it assume any liability by reason of injury to persons while on the Airport or while using the facilities of same.

**9.02** Airport tenants further covenant and agree that they will not hold the Port, or any of its agents, employees, or Commission members responsible for any loss occasioned by fire, theft, rain, windstorm, hail, or from any cause whatsoever, whether said cause be the direct, indirect, or merely a contributing factor in producing the loss to any aircraft, vehicle, personal property, parts or surplus that may be located or stored in any parking lot, hangar, plane port, office, ramp, tie-down area, or any other location of the Airport; and tenants agree that aircraft and vehicles and their contents stored either inside or outside buildings are stored at tenant's risk.

**9.03** Airport tenants agree to indemnify, defend, and save the Port, its agents, Commission members, representatives and employees harmless from and against any and all liability or loss resulting from claims or court action arising directly or indirectly out of the acts of tenants, their agents, servants, or guests under that tenancy or by reason of any act or omission of such person.

**10. RESPONSIBILITY FOR DAMAGES:**

**10.01** The person or persons responsible for such destruction, injury or damage shall pay for any and all Airport property destroyed, injured or damaged.

**11. SEVERABILITY:**

**11.01** If any section, sentence, clause or phrase of these *Rules and Regulations* is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses or phrases of these *Rules and Regulations* or the *Rules and Regulations* as an entirety, it being the legislative intent that these *Rules and Regulations* shall stand notwithstanding the invalidity of such section, sentence, clause or phrase.

**12. ENFORCEMENT:**

**12.01** In addition to any penalties otherwise provided by Port resolution, law and the Federal Aviation Regulations, any person violating these *Rules and Regulations*, or failing or refusing to comply with these *Rules and Regulations*, may be promptly removed or ejected from the Airport by or under the authority of the Airport Director, or upon his order such person may be temporarily deprived of the further use of the Airport and its facilities pending presentation of the matter to the Commission.

Further violation and refusal to abide will be regarded as trespassing and the Port reserves the right to pursue enforcement through law enforcement action, up to and including criminal prosecution.

Such matters shall be presented to the Commission as soon as practicable and at least by the next regular meeting of the Commission, at which time the violator may appear before the Commission and show cause, if any, why he should not be deprived of the further use of the Airport and its facilities. Upon the order of the Commission, such person may be deprived of the further use of the Airport and its facilities for such length of time as may be deemed necessary by the Commission to insure the safeguarding of the Airport, its operations and the public use thereof and the Port's interest therein.

Any person violating these *Rules* or the traffic laws of the State of Washington shall be subject to prosecution for such violation in the appropriate court of law.

**13. PEDESTRIANS:**

**13.01** Pedestrians shall have the right-of-way over vehicular traffic and shall use pedestrian lanes wherever provided.

- 13.02** No person or persons, except airmen, duly authorized personnel, passengers going to and from aircraft, or other persons being personally accompanied by airmen or by airport attendants shall be permitted to enter the ramp, hangar and tie down areas. This does not give any person or persons so accepted the privilege of unrestricted access to space within the operating areas; rather this entry privilege is limited to the necessary use of this space in connection with flights, inspections or routine duties.
- 13.03** No pedestrians are permitted in the aircraft movement area without permission from the Airport Director and the ATCT, when in operation.
- 13.04** No person shall solicit at the Olympia Regional Airport. This shall include the soliciting of rides from the owner or operator of any vehicle or aircraft at the Airport.
- 13.05** No person under the influence of alcoholic beverages, intoxicating inhalants, narcotic drugs or any controlled substance shall be allowed in the Air Operations Area or on any roadway on the Airport. Open containers of alcoholic beverages are prohibited in the Air Operations Area and are prohibited on roadways by Washington State Law. Persons drunk and disorderly on the Airport grounds shall be dealt with as provided by City or County statute and are subject to fine and/or imprisonment as provided by law. The sale and consumption of alcoholic beverages during special events such as fly-ins, air shows and hangar parties are authorized in areas designated by the event sponsor and approved by the Port.
- 13.06** No person shall commit a disorderly, obscene, indecent or unlawful act or commit a nuisance act on the Airport grounds as the same are defined by state and local laws.
- 13.07** No person shall disrupt, slow down or impede the normal activities of the Airport. The Airport Director and Airport agents reserve the right to direct persons loitering on Airport property to leave the premises.
- 13.08** The soliciting of business, fares, alms, or funds for any purpose on Airport property is prohibited without approval by the Airport Director and must abide by all regulations and guidelines incorporated in the applicable city or county code.
- 13.09** No person shall walk in a picket line as a picket or take part in any labor or other public demonstration on any part of the Airport property except in those places approved by the Airport Director. In the event of labor disputes, limited peaceful picketing in designated areas may be authorized by the Airport Director, on receipt of written request agreeing to specified limitations.
- 13.10** No person shall conduct gambling in any form or operate gambling devices on the Airport grounds.
- 13.11** No person shall hunt for game, discharge any firearms, nor carry explosives or



incendiary materials on airport property, except authorized law enforcement officers or members of the Armed forces of the United States on official duty. Firearms may be carried or possessed on Airport premises by Airport personnel engaged in wildlife control operations, by persons transporting hunting weapons or maintaining weapons in aircraft survival kits consistent with federal aviation law related thereto, or as is otherwise permitted by state and federal law.

- 13.12** No person, except as permitted by FAA regulations and as regulated and permitted by the Uniform Fire Code, shall store, keep, handle, use, dispense, or transport any explosives or other dangerous articles which are barred from civil aircraft by Federal Aviation Regulations.
- 13.13** No person may board or attempt to board an aircraft while having on or about their person (including carry-on baggage) any concealed bomb or similar explosive, incendiary device, or deadly or dangerous weapon except as permitted by Federal, State and local laws.
- 13.14** No person shall discharge fireworks, smoke or carry lighted cigars, cigarettes, pipes, matches or any naked flame or fire in or on any fuel storage area, public landing area, ramp, apron, hangar, aircraft parking area (tie-down), or in any other place where smoking is prohibited by signs. Smoking is not permitted within 100 feet of aircraft being fueled or defueled or any fuel carrier vehicle or designated buildings where fuel or combustible material is stored. Smoking materials are to be properly extinguished and discarded in designated ash trays, receptacles, or approved refuse bins. Persons discarding lighted smoking materials on Airport property are subject to a littering fine and will be prosecuted as such.
- 13.15** No person shall fly kites, tether or release balloons or operate radio controlled aircraft on the airport without the approval of the Airport Director.

**14. VEHICLES:**

- 14.01** All vehicles on Airport property are to be operated under applicable county and state regulations. Drivers are to have a valid operator's license. All vehicles are to be in reasonably safe mechanical condition. All signs, speed limits and conditions posted and set forth in the following subheadings are to be obeyed.
- 14.02** No vehicles are allowed in the aircraft movement area without permission of the Airport Director and the ATCT when operating. Parking and storage of non-aeronautical vehicles in the Air Operations Area is prohibited.
- 14.03** Hangar and tie-down areas are restricted to vehicles of hangar and tie-down tenants and service vehicles. No parking is permitted in these areas except for loading and unloading (15-minute time limit) except in designated parking areas.

Hangar tenants may park in their hangars when operating their aircraft. The speed limit in these areas is 10 mph, with aircraft having the right-of-way.

- 14.04** Only service vehicles or vehicles carrying passengers, baggage and freight to and from aircraft as may be authorized by the Airport Director are permitted in the ramp area. The speed limit in this area is 10 mph, with aircraft having the right of way.
- 14.05** The Airport Director may designate loading and unloading areas for commercial vehicles, buses and taxicabs.
- 14.06** No abandoned, junked or inoperative vehicles are to be left on the Airport grounds. After 48 hours, such vehicle may be towed to a storage or impound area at owner's expense
- 14.07** The Airport Director reserves the right to move any vehicle for purposes of sweeping, snow removal, or for reasons of safety or convenience of the Airport, or by reason of violation of regulations of the Airport.

**15. DOMESTIC ANIMALS OR PETS:**

- 15.01** No domestic animals or pets are allowed in the aircraft movement area. No domestic animals or pets are allowed in the terminal building except certified service animals with their master or animals accompanied by law enforcement personnel. Domestic animals or pets are permitted in aircraft, hangars, tie-down areas and other areas of the Airport if restrained by a leash or confined in such a manner as to be under positive control. Animals not in compliance with the above will be turned over to the Animal Shelter.

**16. SIGNS, ADVERTISEMENTS, WRITTEN MATTER:**

- 16.01** No person shall post, distribute, or display signs, advertisements, circulars, or written or printed matter of any kind on or around the Airport without the authorization and approval of the Airport Director. Airport tenant advertising in non-leased areas will be considered on a case by case basis.
- 16.02** The Airport Director or any Airport agent will remove any and all signs not related to aviation, tenants business or approved advertising. Disposal of offending material, if warranted, will be at the cost of the person(s) posting said matter and, if persists, will be construed as litter and prosecuted as such. Political signs in road rights of way are the jurisdiction of Thurston County and the City of Tumwater.
- 16.03** Any signs advertising a leased, rented, or licensed business on the Airport or any alteration to an existing leased structure that is displayed to the public must be

approved by the Airport Director or an Airport Agent prior to modification or construction. All signage must comply with City of Tumwater municipal code.

**16.04** The Airport Director or Airport Agents will remove any signs, banners, flyers, displays or paintings that are deemed offending or inappropriate. No signs or advertising shall be permitted if, in the Airport Director's opinion, it is undesirable, unnecessary, or in any way creates a safety hazard.

**17. SANITATION:**

**17.01** No person shall throw, dump, or deposit any waste, refuse, or garbage on the Airport. All waste, refuse, 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 a manner as to minimize any hazards.

**17.02** Tenants will keep their leased areas in a clean, neat and orderly manner.

**17.03** No petroleum products shall be dumped, or allowed to spill or leak on any Airport property, including ditches, dry wells, catch basins, sewers or paved or unpaved surfaces. Adequate and authorized containers shall be supplied by aircraft operators, including containers for fuel drained from aircraft sumps in preflight inspections. In the event of violation, the cost of correcting such dumping may be assessed against the offender.

**17.04** Hazardous waste and toxic materials shall be disposed of at a proper off-Airport location according to all Environmental Protection Agency (EPA) rules and guidelines. No hazardous waste or toxic material is to be disposed of or discarded on the Airport premises.

**18. SECURITY:**

**18.01** Operators are responsible for security of aircraft, vehicles, and persons within their leased areas. The Aircraft Owners and Pilots Association Airport Watch Program guidelines are recommended. Information on the AOPA Airport Watch Program is available online at <http://www.aopa.org/airportwatch/>.

**18.02** In the event of an emergency, operators will secure gates in the security fence in their areas and restrain persons from going to an emergency scene so that emergency personnel will not be hampered. Operators will secure gates in accordance with the Commission adopted Security Plan.

**18.03** The Airport Director may require passes or an identification system for personnel and vehicles in certain areas of the Airport. All airport users must comply with established access control procedures. Vehicles entering or exiting secure areas

shall pass the vehicle loop detectors and wait for the security gate to close, ensuring no follow through vehicles enter the secure area.

**19. AIRCRAFT STORAGE:**

**19.01** Aircraft operators will be responsible for securing their aircraft by tie-down ropes or chocks as needed for protection from movement caused by wind, propeller, or jet blast on all areas of the Airport including ramps, tie-down areas, and open hangars.

**19.02** Tenants agree to accept facilities on the Airport premises on an "as is" basis. Further, the Port hereby disclaims and tenant accepts such disclaimer of any warranty, either express or implied, of the condition, use or fitness of the tie-down rings, ropes or chains used to secure the aircraft, and tenant assumes full responsibility to furnish any equipment necessary to properly secure his/her aircraft.

**19.03** Abandoned aircraft on Airport grounds are subject to disposal. Disposal of abandoned aircraft shall be in accordance with **RCW 14.08.122**.

**19.04** The Airport Director reserves the right to move any aircraft for purposes of sweeping, snow removal, or for reasons of safety or convenience of the Airport, or by reason of violation of regulations of the Airport.

**20. AIRCRAFT MAINTENANCE:**

**20.01** No person shall repair any aircraft, engine or component of an aircraft, in any facility, building, structure or tie down other than those specifically designed and built for such purpose and authorized by the Airport Director and the Fire District. All work must be kept inside the approved structure and parts, supplies, tools and equipment must be organized as to not allow movement or rolling onto an apron, ramp, taxiway or runway. Minor adjustments may be made while the aircraft is preparing to depart when such adjustment is necessary to prevent a delayed departure.

**20.02** All persons engaged in the maintenance, repair, rebuild, or servicing of aircraft shall do so in accordance with the rules and regulations of the Federal Aviation Administration, the National, State and Local Fire Regulations, and all Airport Minimum Standard Policies. The owner/operator of an aircraft may perform repairs upon the owned aircraft providing such individuals are properly trained and certified to work on that aircraft and the work is performed in an Airport approved location in accordance with the Hangar Rental Agreement. Adequate insurance requirements, proper certification, and approval from the Airport Director are required prior to any individual or business performing aircraft repair, maintenance, servicing, or modification on the Airport. The approved Airport Minimum

Standards must be reviewed, abided by, and discussed with the Airport Director by any aircraft mechanics or businesses desiring to perform such work on the Airport.

- 20.03** The aircraft owner/operator is responsible for containing any possible oil or fuel leakage from his/her aircraft. The owner/operator is responsible and entirely liable for any damage resulting from such leakage. All mechanics performing repair, modification, service or maintenance shall be required to contain and properly dispose of excess or refuse oil and fuel. Fuel spills and major oil leakage shall be reported to the Fire Department by calling 911.
- 20.04** Persons conducting repair, modification, servicing, or maintenance of aircraft on the Airport shall be responsible for the prompt securing and removal of all parts and supplies.
- 20.05** The Airport Director, Airport Agents, or the Fire Department are given the authority to halt all aircraft repair, modification, servicing, or maintenance if the work being performed is not consistent with the rules and policies of the Federal Aviation Administration, The National, State and Local Fire Code, or the Minimum Standards set forth by the Airport. If the work continues to be performed, the Airport Director may revoke all permits, leases, and privileges to work, store an aircraft, or operate an aircraft from the Airport.

**21. AMENDMENT:**

- 21.01** Amendments made to these *Rules and Regulations* shall be issued by the Airport Director after being approved and adopted by the Port Commission.

**22. NOTICE:**

- 22.01** Thirty (30) days notice must be given to all affected parties prior to changes and/or revisions to the Rules and Regulations taking effect.