

**LOS ALAMOS
COUNTY
AIRPORT**

RULES AND REGULATIONS

MAY 2007

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CHAPTER I

GENERAL INFORMATION

Section 1 Purpose

These airport Rules and Regulations are adopted to establish the necessary administrative, operational and safety regulations and standards for the management and use of the Los Alamos County Airport. The provisions of this document are intended for the safe, orderly and efficient operation of the airport.

Section 2 Scope

The airport is owned by the Department of Energy and leased to, and operated by, the County of Los Alamos. The county will own the airport property once environmental remediation of the property is complete. All users, customers and visitors of the airport shall be governed by these airport Rules and Regulations. The Airport Rules and Regulations are developed and maintained by the airport manager pursuant to the authority granted by Chapter 4 – Airport of the Los Alamos County Code in order to provide for the day to day operations of the Los Alamos County Airport (hereinafter referred to as “Airport”). The Airport Rules and Regulations may be amended from time to time. It is the individual responsibility of all users of the Airport to be familiar with and observe all ordinances, rules and regulations established for the operation of the Airport.

Section 3 Definitions

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

- a. **AGL** An altitude expressed in feet measured above ground level.
- b. **AIM** Aeronautical Information Manual, which is publication containing basic flight information and air traffic control procedures designed primarily for use as a pilot’s instructional manual in the National Airspace System of the United States.
- c. **Aeronautical Activities** Any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. Aeronautical activities include, but are not limited to: air taxi and charter operations, pilot training, aircraft rental, aircraft tie-down and hangar leasing, sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and service, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, and any other activities

which directly relate to the operation of aircraft. In contrast, examples of activities which are not aeronautical activities include: ground transportation (taxis, car rentals, limousine service, etc.), restaurants, and auto parking lots.

- d. **Airport** Los Alamos County Airport (LAM) and all of the property, buildings, facilities and improvements within the exterior boundaries of such airport as it now exists on the Airport Layout Plan or as it may hereafter be extended, enlarged or modified.
- e. **Airport Manager** The person hired by the county to manage the airport or in his absence the person designated by the county administrator's office.
- f. **Airport Operation Area (AOA)** The area of the airport that is used or intended to be used for landing, take off or surface maneuvering of aircraft including the associated hangars and navigational and communication facilities, and is off limits to the general public.
- g. **Airport Rules and Regulations** A document adopted and formally approved by the county administrator within which are detailed provisions for the safe, orderly and efficient operation of the airport.
- h. **Approved Airport Layout Plan** A graphic representation to scale of existing and proposed airport facilities, their location on the airport and the pertinent clearance and dimensional information required to show conformance with applicable standards (Appendix A). A current ALP approved by the FAA is a prerequisite to FAA approval of federal funding in support of any airport capital improvement project.
- i. **Crash Gate** A spring loaded gate in perimeter fence on south side of runway permitting entry to runway from NM 502 by Los Alamos Fire Department emergency response vehicles. This entry is not available for public use.
- j. **CTAF** Common Traffic Advisory Frequency. A frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating control tower.
- k. **DOE** The Department of Energy.
- l. **FAA** The Federal Aviation Administration.
- m. **FAR** The Federal Aviation Regulations.

- n. **FBO** Any Fixed Base Operator(s) duly licensed and authorized by written agreement with the county to operate at the airport under strict compliance with such agreement and pursuant to these Rules and Regulations and the Minimum Standards.
- o. **Flying Club** A non-profit, non-commercial organization with aircraft ownership vested in the name of the club or owned ratably by all members, whose primary purpose is to promote flying for pleasure, and develop skills in aeronautics, including pilotage, navigation and awareness and appreciation of aviation requirements and techniques.
- p. **Full Service FBO** A Fixed Base Operator who provides retail aviation fuel and oil sales and aircraft maintenance per the Minimum Standards and Rules and Regulations.
- q. **Hot Pad** The area designated for loading and/or off-loading of hazardous cargo. The area is located on the north side of the airport runway at the end of Taxiway "H".
- r. **IFR** Instrument Flight Rules, which govern the procedures for conducting instrument flight.
- s. **Individual Users** Individual pilots, aircraft owners, tie-down and hangar tenants, transient users and other individual users of the airport.
- t. **LAM** FAA designator for Los Alamos Airport.
- u. **Landside** All buildings and surfaces used by surface vehicular and pedestrian traffic on the airport.
- v. **Minimum Standards** The standards which are established by the county as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport.
- w. **MSL** An altitude expressed in feet measured from Mean Sea Level.
- x. **NFPA** The National Fire Protection Agency.
- y. **NOTAM** A Notice to Airmen published by the FAA.
- z. **OPERATING AN AIRCRAFT** Starting, taxing, takeoff or landing an aircraft at the airport.

- aa. **Person** Any legal entity or individual, firm, co-partnership, corporation, association or company and indicates any trustee, receiver, assignee or similar representative thereof.
- bb. **SASO** Specialized Aviation Service Operation. An aeronautical business that provides a service at the airport, but is not a full service FBO.
- cc. **Tenant** Any person who has a written lease, rental agreement or other agreement with the county which grants that person certain rights and privileges on the airport.
- dd. **Unicom** A nongovernmental communication facility which may provide airport information at certain airports. Locations and frequencies are shown on aeronautical charts and publications.

Section 4 Airport Manager

The airport manager is authorized to take all actions necessary to regulate, benefit and protect the public who use the airport, to regulate aircraft and vehicular traffic at the airport and to oversee all airport operations consistent with the Minimum Standards, the Rules and Regulations and the laws of the State of New Mexico. The airport manager is the county's representative at the airport. When an emergency exists at the airport, the airport manager is empowered to issue such directives and take such actions necessary to protect people, property and assets and promote the safe operation of the airport.

Section 5 Rules and Regulations and Minimum Standards

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 conformity with these Rules and Regulations, the Minimum Standards, and all pertinent statutes, ordinances, laws, rules, regulations, orders and rulings of Los Alamos County, the FAA, the State of New Mexico and the NFPA, which are made a part of these Rules and Regulations by this reference. If any provision of these Rules and Regulations is held invalid, the remainder of the Rules and Regulations shall be valid. Future amendments, additions, deletions or corrections to these Rules and Regulations will be incorporated into the document as required and as directed by the county.

Section 6 Special Events

The county encourages aviation related activities and events at the airport. Events or activities that may disrupt or inhibit the normal operations at the airport shall be discussed with the airport manager prior to their occurrence to determine whether special requirements are necessary for them to be conducted. In such cases, approval of the event shall be in writing and the approval shall specify the areas of the airport authorized for special use, dates, insurance requirements and such other terms and conditions as the county may require.

Section 7 Hours of Operation

The airport shall be open for use 24 hours per day, every day of the year, subject to restrictions due to weather, the conditions of the airport operations area, and special events and like causes, as may be determined by the county.

Section 8 Common Use Areas

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 taxiways shall be common use areas. T-hangar taxi lanes are also considered common use areas. No FBO/SASO or other person shall use any common use areas for the parking or storing of aircraft, the repair, servicing or fueling of aircraft or for any other purpose other than the flying and operation of aircraft without the prior consent of the airport manager. Full service FBOs are permitted to fuel aircraft in the T-hangar taxi lanes. Common use area designations may be changed by the county at any time.

Section 9 Advertising and Signs

No signs, circulars, or other advertising shall be placed or constructed upon the airport, or any building, or structure, or improvement thereon without having first obtained written approval from the county. The county may refuse permission for such signs if it determines that such signs are undesirable, unnecessary or may create a safety hazard. Any such permission may be rescinded at any time if such display or distribution ceases to conform to the policy of the county. Any signs advertising a business covered by a lease, any modification, painting or repairs to any building or appurtenances which are not specifically covered in the lease terminology must have prior clearance in writing by the county. Bulletin boards located in the terminal building are exempt from this rule.

Section 10 Storage of Property

Unless otherwise provided in a lease or other agreement, no person shall use any area of the airport for the storage of property without permission of the county. No tenant or lessee on the airport shall store or stock material or equipment in such a manner as to constitute a hazard to persons or property.

Section 11 Damage and Injury

Tenants, lessees and grantees shall be held fully responsible for all damage to buildings, equipment, real property, and appurtenances owned by or in the custody of the county, caused by negligence, abuse or carelessness on the part of their employees, agents, customers, visitors, suppliers, or persons with whom they do business. Any damage to or malfunctioning of buildings, structures, utilities or other airport property shall be reported at once to the airport manager. Accidents resulting in damage to property or injury requiring professional medical treatment must be reported in person or by telephone to the airport manager. Any person causing or liable for any damage to airport property shall be required to pay the county for the full amount of the damage. Any person failing to comply may be refused the use of any facility until full reimbursement has been made.

Section 12 Structural or Decorative Changes

No person shall modify, repair or expand any equipment or buildings owned by the county, nor shall any expansion, repair or change of mechanical, electrical, electronic or plumbing equipment, etc., be made without specific prior written approval of the county. Similarly, no person may move or install any equipment, signs, etc., in the public areas of the airport without express prior written approval of the county. No individual, or group of individuals, corporate or otherwise, may make any structural changes or decorative changes or alterations, to or in any building, or upon any property owned by the county, without specific approval and prior written permission of the county. This shall include all present and future leaseholders, who operate a business upon the airport property or use space owned or controlled by the county. No person shall destroy, injure, deface, disturb in any way any building, sign equipment, marker or other structure, tree, flower, lawn or other public property on the airport.

Section 13 Pedestrians

No person shall enter upon the runways, aprons, taxiways, service areas or those portions of buildings or hangars marked "restricted", "private" or "employees only" except:

- a. Persons assigned to duty or transacting business thereon.
- b. Persons specifically authorized by the airport manager.
- c. Passengers under appropriate supervision entering the apron while enplaning or deplaning.
- d. Authorized representatives of the FAA.
- e. Persons engaged or about to be engaged or having been engaged in the operation or maintenance of any aircraft.
- f. Persons having leased space or aircraft at the airport.
- g. Persons authorized under contractual agreements with the county.
- h. Law enforcement and emergency service personnel.

Section 14 Official Right of Access

Nothing contained herein shall be construed to prevent any policeman, fireman, or other officer or employee of the county, state or federal government from entering any part of the airport property when required in the performance of his official duties.

Section 15 Trash Containers

No person shall keep uncovered trash containers in any outdoor area. No vehicles used for hauling trash, dirt, or other materials shall be operated on the airport unless such vehicle is constructed so as to prevent the contents thereof from dropping, sifting, or otherwise escaping therefrom. Areas to be used for trash or garbage containers shall be designated by the airport manager. No person shall place, dump, or otherwise dispose of any refuse or debris (except in appropriate containers) upon, at, or about the airport and/or burn such refuse or debris without written permission of the county.

Section 16 Animals

Animals may be permitted in areas of the airport if restrained by leash or confined in such a manner as to be under control.

Section 17 Radio Interference

No person shall operate any equipment or device on the airport which will interfere with any aircraft radio communication frequency or any aircraft navigational aid.

Section 18 Lost or Mislaid Property

Lost property shall be deposited at the airport manager's office and if not claimed by the owner within thirty (30) days may be sold, used, destroyed or disposed of at the discretion of the county. The airport manager will attempt to locate the owner prior to disposing of the property.

Section 19 Acceptance of Rules by Use

The use of the airport shall constitute an acceptance by the user of these regulations and shall create an obligation on the part of the user to obey these regulations.

Section 20 Violation of Regulations

The county shall have the right to deny use of the airport to any aircraft or pilot violating these or Federal Regulations and may refer violations to the FAA for adjudication.

Section 21 Lease in Furtherance of Conveyance

These Rules and Regulations shall be subject to the Lease in Furtherance of Conveyance between the United States of America and the County of Los Alamos dated September 23, 2002.

Section 22 Regulations and Standards Made Available

Copies of the Minimum Standards and Rules and Regulations shall be available to all persons through the official Los Alamos County website. Hard copies shall be made available from the airport manager upon request.

CHAPTER II

AIRCRAFT OPERATIONS

Section 1 General

- a. **Compliance with Regulations.** Every person operating an aircraft shall comply with and operate such aircraft in conformity with procedures recommended in the AIM, and these regulations and all pertinent statutes, ordinances, laws, rules, regulations, orders and rulings of the FAA, State of New Mexico and other appropriate governmental agencies. Each person operating an aircraft is responsible for the safety of his operation and the safety of others exposed to such operation. In accordance with FAR 91.3, in event of an in-flight emergency requiring immediate action, the pilot in command may deviate from these rules to the extent required to meet that emergency.
- b. **Permission for Aeronautical Activities.** Any unusual or out-of-the-ordinary aeronautical activities not specifically described and allowed herein, shall be submitted to the county in writing for approval prior to engaging in such aeronautical activity. The written request should thoroughly describe the activity, the operations, and all provisions for insuring the safety of such operations. The requested aeronautical activity shall not be conducted until properly coordinated and approved in writing by the airport manager and until all other prerequisites to conducting such activity have been satisfied.
- c. **Intoxicants and Controlled Substances.** No person shall operate any aircraft in the air or on the ground while under the influence of intoxicating liquor, narcotics, or other controlled substances, or operate an aircraft in the air or on the ground in a negligent, careless, or reckless manner so as to endanger the life or property of another.
- d. **Radio Equipment.** All pilots of aircraft operating at Los Alamos are required to have radio equipment permitting two-way communications and shall announce their intentions on CTAF/Unicom frequency 123.00 when they are at least ten (10) miles (when possible) from the airport. Pilots should also listen to the Automated Weather Observation System on 124.175. Information provided by Los Alamos Unicom is advisory only.
- e. **Guidance Markings.** All aircraft shall follow the appropriate taxiway and runway guidance marking and lighting when operating on the airport.

- f. **Airport Closure.** Notwithstanding any provision of these rules to the contrary, if the airport manager believes the conditions at the airport are unsafe for takeoffs or landings, it shall be within his authority to issue a NOTAM to close the airport, or any portion thereof, for a reasonable time so the unsafe condition may be corrected. He shall have the right to deny the use of the airport or any portion thereof to any specific aircraft or category of aircraft, if in his opinion the use of the airport or any portion thereof by such aircraft might be likely to endanger persons or property or constitute a nuisance.

- g. **Wrecked or Damaged Aircraft.** In the event that any aircraft is wrecked or damaged to the extent that it cannot be moved under its own power, or in the event of personal injury or property damage, the airport manager shall be immediately notified by the pilot in command of the aircraft. Subject to governmental investigations and inspection of the wrecked or damaged aircraft, the owner or pilot of the aircraft, or the owner's agent or legal representative shall take immediate action to move the aircraft from all landing areas, taxiways, ramps, tie-down areas and other traffic areas, and move it to a place designated by the airport manager. No such aircraft shall be permitted to remain exposed to view on the airport for more than 24 hours. If the owner of the aircraft fails for any reason to remove the wrecked or damaged aircraft from the airport as may be requested by the airport manager or to remove it from the airport operations area as herein indicated, the airport manager may cause the removal and storage or disposal of such wrecked or damaged aircraft at the sole expense of the aircraft owner. The airport manager and the county shall not be liable for damage which may result in the course of such removal. If the airport manager exercises his authority under this provision the airport manager shall give prior written notice to the extent feasible and the affected party shall have a right to a hearing to appeal the actions of the airport manager. The hearing shall be held before the county administrator and the affected party shall be accorded fundamental due process rights.

- h. **Parachute Jumping.** Experimental and exhibition parachute jumping will generally be prohibited and shall only be permitted on previous arrangements with the FAA and with the approval of the county.

- i. **Pavment of Fees.** Every aircraft owner, operator or lessee shall pay when due all charges for services received or premises, equipment, or goods leased or purchased.

- i. **Quiet Hours.** Due to the airport's close proximity to housing areas to the north and west, quiet hours will be observed between the hours of 2300 hours and 0530 hours local time. During quiet hours, the operation of aircraft for run-up and take-off operations is strongly discouraged.

- k. **Engine Starting.** No aircraft engine shall be started or run unless a qualified pilot or mechanic is in the aircraft and attending the controls, except in the case of an aircraft that must be prop started by the pilot. In such cases, the main landing wheels shall be adequately blocked or other equally safe means employed to prevent inadvertent movement of the aircraft and the pilot must enter the aircraft immediately after the engine has started. No aircraft shall be started inside a hangar.
- l. **Engine Run Up Areas.** No aircraft engine shall be run up on the north ramp to the west of taxiway "C". No aircraft engine shall be run up unless the aircraft is in such a position that the propeller or turbine engine blast clears all hangars, shops, other buildings, persons, other aircraft and automobiles or vehicles in the area, and the flight path of landing aircraft. Engine run ups on the south parking ramp are only permitted east of taxiway "D" with the aircraft facing west.

Section 2 Parked Aircraft and Aircraft Owner Self Maintenance

- a. No person shall park, store, tie down or leave any aircraft on any area of the airport other than that designated by the airport manager.
- b. The pilot or owner of an aircraft shall properly secure the aircraft while it is parked or stored. Aircraft pilots or owners 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. Aircraft pilots or owners shall also be responsible for securing aircraft in a manner necessary to avoid damage to other aircraft or buildings at the airport in the event of wind or other severe weather. Owners of all aircraft shall be held solely responsible for any damage or loss resulting from the failure of such owner or the pilot of such aircraft to comply with this rule.
- c. Separate areas may be designated by the airport manager for transient tie-downs. No person shall use any aircraft anchoring or tie-down facilities when such facilities are already in actual use by, rented to, or designated by the airport manager for use by, another person.
- d. Upon landing, transient pilots shall sign the visitors log in the terminal building.
- e. Transient parking is limited to seven nights within a 30 day period, unless permission is granted by the airport manager. There is a parking fee for transient aircraft. Based aircraft utilizing transient tie-down spaces will be subject to the same fees and conditions as transient aircraft.

- f. Repairs to aircraft or engines shall be made in the areas designated for this purpose by the airport manager, and not on any part of the landing area, taxiways, ramps or fueling service areas. Any aircraft owner utilizing an employee of his to perform aircraft maintenance may be required to provide the county evidence of employment in a form acceptable to the county. An employee is defined as an individual on the normal payroll of the employer, hired to perform a specific function on a full time basis for that employer. Social Security records, corporate identification, etc. shall be deemed acceptable evidence of employment. An aircraft owner may contract with a second party, such as an aircraft maintenance company or contractor, to perform maintenance on his aircraft provided the second party furnishes evidence to the county that he is in compliance with the Rules and Regulations. The only exception to this requirement will be warranted maintenance work that requires repair or additional attention by the warranting company.
- g. All aircraft maintenance shall be conducted strictly in accordance with the Rules and Regulations and Minimum Standards; all Federal, State, and local fire and safety regulations; all Federal, State, and local rules and regulations; air worthiness directives, and other applicable rules and regulations. All personnel hired by the aircraft owner to perform maintenance on an aircraft at the airport must be properly licensed to perform the maintenance and must meet the insurance requirements set forth in Chapter III, Section 1, paragraph h, of the Minimum Standards. Factory representatives and specialized technicians are exempt from the insurance requirements.

Section 3 Taxiing

- a. All aircraft shall be taxied at the lowest reasonable, safe speed in the ramp area or in the vicinity of other aircraft.
- b. No aircraft shall be taxied into or out of a hangar.
- c. Aircraft awaiting take-off shall stop off the runway in use and in a position so as to have a direct view of aircraft approaching for a landing and shall give full right-of-way to such approaching aircraft. Pilots shall announce their intention to take off on Unicom frequency prior to entering the runway.
- d. No person shall taxi an aircraft until he has ascertained by visual inspection of the area that there will be no danger of collision with any person or object.
- e. Aircraft not equipped with adequate brakes shall not be taxied unless an attendant is at the wing to assist the pilot. When multi-engine aircraft with defective brakes must be moved, they shall be towed and not taxied.
- f. Aircraft being taxied, towed, or otherwise moved between sunset and sunrise shall have position lights turned on.

- g. Aircraft on the taxiway must stop before entering the runway and allow aircraft which are exiting the runway in use to clear the runway. Aircraft clearing the runway after landing have the right-of-way over aircraft on the taxiway preparing to enter the runway.
- h. Aircraft may use the runway for back-taxiing; however, all activities should be accomplished in such a manner as to minimize the period in which the runway is occupied.
- i. All pre-takeoff checks should be completed before taxiing to takeoff position on the runway.

Section 4 Aircraft Traffic Rules

- a. The attached traffic pattern map (Appendix B) is made a part of these regulations.
- b. Due to the unusual geographical situation of the Los Alamos Airport and the restricted areas south of the runway, the arrival and departure routes described in this document are applicable for flying into and out of the airport to provide a standard reference for safe operations. These rules do not relieve the pilot in command of the responsibilities and authorities as prescribed in 14CRF Part 91.3.
- c. All take-offs and landings will be made only on the LAM runway.
- d. Take-offs are allowed to the east on runway 09. After climbing to a sufficient altitude and when clear of R-5101 make a 45 degree left or right turn to remain clear of inbound traffic and depart the pattern.
- e. All landings shall be made on runway 27 from east to west. Aircraft shall enter the landing pattern using one of two patterns identified herein:

North-Northeast Visual Approach to Runway 27: The preferred entry is to remain 5 miles east of the airport until turning final for a straight – in approach to runway 27. Aircraft may also enter a right downwind for runway 27; however, noise abatement techniques should be exercised when overflying the housing areas north of the airport.

South-Southeast Visual Approach to Runway 27: In order to avoid the restricted area (R-5101) south of the airport, remain 5 miles east of the airport until turning final for a straight – in approach to runway 27.

- f. When performing a go-around the aircraft shall avoid overflight of the housing area west of the runway by making a right turn to the north and then entering a right downwind to runway 27.

- g. A landing aircraft will have the right-of-way over surface traffic and departing aircraft. It is suggested that landing aircraft utilize landing lights when in the pattern.
- h. Touch-and-go landings are prohibited.
- i. Runway lights are available and operated by PCL (Pilot Controlled Lighting) on frequency 123.0 and are controlled as follows:
 - A. 3 clicks - Low Intensity Runway Lighting and Airport Signage
 - B. 5 clicks - Medium Intensity Runway Lighting and Airport Signage
 - C. 7 clicks - High Intensity Runway Lighting, Airport Signage, and Runway End Identifier Lighting
- j. All IFR approaches in VFR weather conditions should be conducted in accordance with the applicable FAR's and recommended procedures in the AIM.

Section 5 Non-Commercial Sailplane Operations

The purpose of this section is to establish standard ground operating and safety procedures for the operation of glider aircraft at the airport. Persons who operate glider aircraft shall comply with all items contained in this section.

- a. An onboard radio capable of transmitting and receiving local Unicom frequency (123.0) is required.
- b. The operator shall not exceed one (1) motor vehicle and three (3) personnel to assist the glider and tow plane pilots while on the runways and taxiways without written approval from the airport manager. Said motor vehicle and personnel shall be pulled back from and remain clear of the runway safety area (125 feet from centerline), and not obstruct any aircraft taxiway when not required for glider operations. No more than two (2) glider passengers will be present in the staging areas at one time. Said passengers will be escorted to and from the staging area, from the terminal building by a member of the operating personnel referenced above and remain outside the 125 foot safety area except while actually acting as a passenger in the glider.
- c. During the staging of the sailplane for departure from the taxiways, the sailplane will be positioned no closer than 125 feet from runway centerline. The tow plane will remain behind the yellow hold short lines until the sailplane has taken the active runway. Upon return to the airport, the tow plane should be removed from the active runway and taxiways so as not to impede the flow of other aircraft traffic when not required for glider operations. The sailplane must also be removed from the active runway and taxiway as soon as possible.

- d. Due to the introduction of personnel onto an active runway, and into the runway safety areas, all personnel required for operation of the glider, or acting as a passenger in the glider shall be required to register in the terminal, and sign applicable liability waiver forms (Appendix C) approved by the county attorney.

Section 6 Flying Clubs

All flying clubs desiring to base their aircraft and operate on the airport must comply with the applicable provisions of the Rules and Regulations and Minimum Standards. However, they shall be exempt from regular fixed base operator requirements upon satisfactory fulfillment of the conditions contained herein.

- a. The club shall be a non-commercial, nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of aircraft must be vested in the name of the flying club (or owned ratably by all of its members). The property rights of the aircraft shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any manner. The club shall not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance, insurance and replacement, upgrading or expansion of its aircraft fleet.
- b. The club shall not conduct charter, air taxi, or rental operations. The club shall not conduct aircraft flight instruction except for regular members, and only members of the flying club 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 shall not be restricted from doing maintenance work on aircraft owned by the club and the club does not become obligated to pay for such maintenance work except that such mechanics and instructors may be compensated by credit against payment of dues or flight time.
- c. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the airport except that said flying club may sell or exchange its capital equipment.
- d. The flying club, with its initial application, shall furnish the county with 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; evidence of insurance in the form of a certificate of insurance in the following minimum amounts: General Liability \$1,000,000.00 per occurrence, with the county listed as an additional insured, (ten days prior notice of cancellation shall be filed with the county); number and type of aircraft; evidence that ownership is vested in the club; and operating rules of the club. Evidence of insurance will be submitted to the airport manager on an annual basis, during the renewal month of the policy. The books and other records of the club shall be available for review at any reasonable time by the county and airport manager.

- e. A flying club shall comply with all Federal, State and local laws, ordinances, regulations and the Rules and Regulations and Minimum Standards.
- f. If a flying club violates any of the foregoing, or permits one or more members to do so, and the violation is not corrected within a reasonable time, as determined by the airport manager, the club will be required to terminate all operations on the airport and vacate the airport. If the airport manager exercises his authority hereunder and the flying club refuses to comply the matter may be referred to the police or to the county attorney for civil or criminal prosecution as appropriate.

Section 7 Aerial Application Operators

Companies planning to use the airport as a staging area for aerial application of pesticides, herbicides, fertilizer or any other material dispensed from an aircraft must complete the application at Appendix D and provide the airport manager with the information requested below. Aerial applicators may not deliver any material to the airport prior to receiving an aerial application permit from the airport manager.

The following information must be received before the airport manager can consider any permit application.

- a. A copy of the applicants New Mexico Commercial Pesticide Permit.
- b. A certificate indicating the applicant has Chemical Liability Insurance.
- c. A copy of a FAA waiver for aerial application.
- d. A copy of the applicant's emergency plan which must include 24 hour phone numbers of applicant's key personnel.
- e. Product labels and Material Safety Data Sheets (MSDS) for all material being used.
- f. The applicant must agree to:
 - 1. Have at least 200 pounds of absorbent material on site for spill protection, plus a shovel, brooms and containers in which to place the used material.
 - 2. Use a backflow preventor for any hoses attached to any water supply.
 - 3. If pesticides are to be stored on airport property, the applicant must provide and maintain locked and posted storage containers.

CHAPTER III

VEHICLE OPERATIONS

Section 1 General

The traffic laws of the State of New Mexico and County of Los Alamos shall apply to the streets, roads and vehicular parking areas and Airport Operation Area at the airport, unless otherwise provided by law. All traffic, informational, and warning signs shall be obeyed. Except for fire fighting equipment, ambulance and emergency vehicles, no person shall take or drive any vehicle on the airport, other than on established streets, roads and vehicular parking facilities, unless permission has been first obtained from the airport manager. This permission is not required for personal vehicles operated onto the tie-down ramp areas to and from a parked aircraft or to the T-hangar areas by T-hangar occupants. The pilot in command of said aircraft, or his authorized representative, must operate the vehicle onto the ramp area. Operators of unauthorized vehicles shall be subject to the full penalty of law. In addition to the foregoing the following rules apply to vehicles operated on the airport:

- a. Unless otherwise posted, the speed limit on all airport roadways is 25 miles per hour (mph).
- b. No person shall operate a motor vehicle on the airport in a reckless or negligent manner or while under the influence of alcohol or other drugs. No person shall operate a motor vehicle on the Airport Operation Area portion of the airport in excess of 10 mph. The airport manager has the authority to deny, restrict or cancel the privilege of any motor vehicle driver to operate on the AOA.
- c. The operator of any motor vehicle must have a valid driver's license and be qualified to drive the vehicle being operated.
- d. Privately owned motor vehicles will not be parked, serviced or repaired inside any county owned building unless authorized by the airport manager.
- e. No vehicle will be permitted to remain parked within the fenced area, unless it is within a reasonable distance from the leased hangar/tie-down space or inside the hangar and not obstructing traffic, while a tenant or operator is performing any work. Vehicles left for periods of time while tenant or operator is flying may be parked in tie-down spaces or hangars, so as not to interfere with ramp areas or adjacent tie-down spaces.
- f. Motor vehicles will not be parked or maneuvered closer than ten (10) feet from any aircraft not owned or piloted by the motor vehicle operator. Specialized vehicles needed to service an aircraft are exempt from this rule.

- g. Pedestrians and aircraft shall have the right of way at all times. When vehicles are operating on the Airport Operation Area, they shall pass to the rear and at least 20 feet clear of taxiing aircraft.
- h. The driver of an emergency vehicle, when responding to an emergency call or when in pursuit of an actual or suspected violator of the law, or when responding to, but not upon returning from a fire alarm, may deviate from these Rules and Regulations as allowed by law.
- i. The vehicle gates will be closed at all times except when entry to or exit from the AOA is required by authorized airport users.
- j. Private vehicles admitted to the AOA shall not be operated on the runway.
- k. Inspection, construction, or other contractor vehicles will have two-way radios or will be escorted by a vehicle having two-way radio communications with the airport Unicom. Operators of vehicles used for such purposes shall receive a safety briefing from the airport manager.
- l. NOTAMS will be issued by the airport manager to the Albuquerque Automated Flight Service Station regarding any construction or other activities commencing airside in which vehicles may be required to be parked in or near the safety area or any operations area.
- m. Every vehicular accident will be reported to the airport manager and other appropriate authorities.

CHAPTER IV

TENANT OPERATIONS

Section 1 General

- a. All tenants must pay the required fees and be granted permission to operate by the county.
- b. All tenants must be party to a fully executed lease or rental agreement with the county.

Section 2 Compliance and Prohibited Activities

- a. As a condition of receiving permission to operate, all tenants must comply with the Rules and Regulations and the Minimum Standards.
- b. Tenants are prohibited from subletting, or assigning the lease of, any premises located on county-owned real estate without prior written approval of the airport manager. Upon the approval of the airport manager tenants may sublet their tie-down provided the fee charged does not exceed the rate charged by the county. Subletting shall be limited to an annual term.
- c. The tenant is responsible for training its employees on the contents of the Rules and Regulations, Minimum Standards and applicable portions of the tenant lease agreement with the county.
- d. Tenants must ensure that all tenant employees meet physical and mental standards necessary for the safe conduct of each employee's job task, especially as these tasks relate to safe and rational conduct in and around aircraft and all other areas of the Airport Operations Area.
- e. Tenants shall keep hangars, shops, offices, other buildings, structures and areas adjacent thereto free of waste material such as rubbish, junk, landscaping litter and flammable material. Sanitation, trash and garbage receptacles will be placed in pedestrian traffic areas to accommodate and encourage the disposal of refuse. Restrooms will be maintained in clean and sanitary conditions. All floors, walls and ceilings will be maintained in clean, sanitary and well-lighted condition.
- f. Structural and decorative changes to any building, structure, ramp or other airport property requires prior written approval of the county and must comply with local building codes and inspections.

- g. Individual tie-downs spaces are leased from the County of Los Alamos. Lessees must comply with the terms and conditions stated in the use agreement with the County of Los Alamos, as well as the Los Alamos County Airport Tie-down Space Policy, attached as Appendix E. Spaces at the airport are available for use by aircraft owners or persons authorized to operate an aircraft to tie down aircraft or erect hangar(s) on an as available basis. The airport manager shall observe all facilities as part of the daily airport inspection process, and will make note of any violations, requesting the lessee to correct discrepancies.
- h. Lessees are required to maintain appropriate fire, safety, and storage standards in compliance with state, federal and local environmental, fire and safety codes.
- i. The airport manager is responsible for snow removal on the runway, movement areas, emergency gate apron, and other operational areas. Due to the size of snow removal equipment utilized and the possibility of inadvertent injury to personal property, tenants are responsible for clearing snow directly from their aircraft tie-down or hangar spaces to the cleared area. Snow removal equipment operators will remain 10 feet away from private aircraft tie-downs and private hangars when executing snow removal, except that they may plow closer than 10 feet to their own aircraft or hangar.

CHAPTER V

SAFETY PROCEDURES

Section 1 **General**

- a. No person other than an authorized airport employee shall turn heater or air conditioning equipment in public building areas on or off, or operate any other airport equipment, except in exclusively leased areas.
- b. No person shall store, keep, handle, use, dispense or transport at, in or upon the airport any Class A explosives or any Class A poisons (as defined in Interstate Commerce Commission regulations), or other explosives or poisonous substances, liquids or gas, or any compressed gas with the exception of aviators breathing oxygen without the written permission of the airport manager.
- c. Any person, including the operators of aircraft causing overflows or spilling of excess oil or grease on any apron area shall be responsible for cleaning such areas.
- d. If required by aircraft design or whenever danger of oil leakage, drips or spillage exists, drip pans shall be placed under engines and kept clean.

Section 2 **Fire Prevention**

- a. All persons shall take or cause to be taken, all reasonable and necessary fire protection precautions on the airport.
- b. No person shall smoke or carry lighted cigars, cigarettes, pipes, matches or any open flame or fire in or on any fuel storage area, public landing area, ramp, apron, or aircraft parking area, or in any other place where smoking is prohibited by signs or within fifty (50) feet of any fuel carrier.
- c. All persons storing and using an oxyacetylene torch or electric arc welder shall provide the airport manager with a safe operating procedure consistent with national standards for its use and shall follow it in the application and use of such equipment.
- d. Fire extinguisher equipment shall not be tampered with at any time or used for any purpose other than fire fighting or fire prevention. All such equipment shall be inspected in conformity with the National Program Protection Association Regulations. Tags showing the date of last inspection shall be attached to each unit.

- e. No person shall keep or store more lubricating oils than are necessary in or about hangars or buildings on the airport except in spaces specifically approved for such storage by the airport manager. No petroleum products or objectionable industrial waste shall be dumped or permitted to drain in ditches, ponding areas, sewer systems or storm drains.
- f. No person shall start the engine or engines of any aircraft in any hangar or when there is an accumulation of gasoline or any type of fuel on the ground or under the aircraft.
- g. Open fires of any type are prohibited on the airport unless approved by the airport manager and county fire marshal.
- h. All tenants are responsible for supplying and properly maintaining fire extinguishers in tenant buildings.
- i. No rags soiled with flammable substances shall be kept or stored in any building on the airport with the exception of county approved aircraft maintenance facilities, and then only if kept or stored in accordance with local and state fire regulations.
- j. No person shall clean any engines or other parts of an aircraft in any hangar without adequate ventilation. If flammable liquids are used for this purpose, the operation should be carried on in the open air. Fuels, oils, dopes, paints, solvents and acids shall not be disposed of or dumped into drains, on the aprons, catch basins, ditches (on or adjacent to the airport) or elsewhere on the airport. Such liquids shall be disposed of at an approved waste disposal point off airport property.
- k. Floors shall be kept clean and free of oil. The use of volatile or flammable solvents for cleaning floors is prohibited.

Section 3 Fueling Operations

- a. Persons who intend to use volatile or flammable liquids on the airport and/or fuel aircraft shall do so in accordance with the requirements of the National Fire Protection Association (NFPA) 407 Standard for Aircraft Fuel Servicing and FAA Advisory Circular 150/5230-4.
- b. No aircraft shall be fueled while its engine is running, or being heated, or while in a hangar or other enclosed place. Adequate connections for grounding of electricity shall be continuously maintained during fueling.
- c. Aircraft refueling from a fuel truck shall be conducted at least fifty (50) feet from any hangar or other building. An FBO/SASO may fuel aircraft in the taxi lanes between the T-hangars.

- d. During fuel handling operations in connection with any aircraft an acceptable type fire extinguisher shall be kept immediately available.
- e. Fuel service activity will cease when lightning discharges occur within the vicinity of the airport.
- f. During fueling operations in connection with any aircraft, no person shall operate any radio transmitter or receiver or any radar equipment in such aircraft or do any act or use any material which is likely to cause a spark within fifty (50) feet of such aircraft. No airborne radar equipment shall be operated or ground tested wherein the directional high intensity beam is within one hundred (100) feet of another aircraft, an aircraft refueling operation, an aircraft refueling truck or flammable liquid storage facility.
- g. During fuel handling in connection with any aircraft, no passenger or passengers shall be permitted to remain in such aircraft.
- h. Persons engaged in aircraft fuel handling shall exercise care to prevent overflow of the fuel. Contact the fire department if a spill of more than 3 gallons occurs.
- i. No more than 20 gallons of fuel shall be stored on airport property other than in the bulk storage and distribution system (fuel farm) except:
 - 1. The fuel stored in the tanks on the fuel servicing vehicles.
 - 2. The fuel stored in a tank or container by the county used for the refueling of grounds maintenance equipment.
 - 3. The fuel temporarily stored by an approved aircraft maintenance facility during routine maintenance of aircraft.
- j. Refueling units, when not in use, shall be stored or parked only in those locations designated or approved by the airport manager. Parking or storing refueling units inside a building or hangar is prohibited.
- k. An aircraft owner shall not contract with or permit a second party, such as a fuel service company or fuel contractor, other than an FBO/SASO licensed to do business at the airport, to refuel his aircraft. Refueling by such a second party is considered a commercial aeronautical activity.

Section 4 Self Fueling Operations

- a. Persons may only self-fuel (by transporting fuel on to the airport from an outside source) aircraft owned by them provided such operation is conducted in accordance with NFPA 407 and the Rules and Regulations and Minimum Standards. An aircraft owner may service his own aircraft provided he does so personally, or with his own full time employee and his own equipment in accordance with the established regulations of the county related to such work. Any aircraft owner utilizing an employee of his to perform aircraft self fueling may be required to provide the county evidence of employment in a form acceptable to the county. Social Security records, corporate identification, etc. shall be deemed acceptable evidence of employment.
- b. A person operating on the airport electing, with the written permission of the airport manager, to use fuel servicing vehicles (hereafter referred to as refuelers) for the purpose of personally dispensing fuel into their own aircraft, must meet the following rules:
 1. The person shall own or lease the refueler.
 2. Refuelers and their systems shall be maintained and operated in accordance with Environmental Protection Agency (EPA), Federal, State, and local codes covering fuel dispensing on airports and NFPA 407. The applicable sections of FAA Advisory Circular 150/5230-4 shall also be followed.
 3. Refuelers shall not be stored or parked on airport property without the written permission of the airport manager. Refuelers shall be positioned on airport property only when actually dispensing fuel to the owner's aircraft. Once fuel dispensing is complete, refuelers shall be immediately removed from airport property. FBOs/SASOs permitted by written agreement with the county, shall be exempt from this requirement.
 4. Refuelers shall use only the entrance, exit, and route designated by the airport manager during the transportation of fuel onto and off of the airport.
 5. The operator of the refueler shall purchase and maintain in force insurance that will, in the opinion of the county, protect the refueler operator and the county from claims which may arise out of or result from the fueling services performed, whether such services be performed by the refueler operator's officers or employees, or by anyone for whose acts any one of them may be liable. The insurance coverage shall be such as to fully protect, in the opinion of the county, the county and the general public from any and all claims for injury or damage or both resulting or arising from any actions or omissions on the part of the refueler operator, its officers or employees. The refueler operator shall furnish the county with a Certificate of Insurance naming the

county as an additional insured for all coverage in addition to updated Certificates of Insurance reflecting any and all changes to the refueler operator's insurance coverage including, but not limited to, changes in coverage terms, coverage limits, insured risks, agents or insurers. Should any of the coverage be canceled, the issuing company or its agent will mail a thirty-day written notice of such cancellation to the county.

6. The refueler operator shall be accountable for any damages, fuel spills, or environmental contamination resulting from its negligent operations, or equipment malfunction. All such damages shall be paid for by the refueler operator. Adequate environmental insurance or proof of financial ability to clean up a major spill must be provided to the county prior to bringing a fuel servicing vehicle onto airport property and conducting refueling activity. Refueler operators shall be fully responsible for the protection of all persons, including members of the public, employees of other contractors or subcontractors, and all public and private property which are affected by work performed by, or on behalf of the refueler operator.
 7. An annual fee will be paid to the county to obtain a permit to conduct volume self-fueling operations at the airport. Volume self-fueling shall be defined as self-fueling of more than one owner aircraft, or aircraft larger than single, or light twin reciprocating engine type.
 8. Each refueler shall be conspicuously marked in letters of contrasting color, with the word "flammable" on both sides and rear of the cargo tank, and with the wording "emergency shutoff" and other appropriate operating instructions required at the emergency operating devices in letters at least two inches high. Each refueler will also be conspicuously marked on both sides and rear with the type and grade of fuel it contains in appropriate color schemes.
 9. A refueler cargo tank shall be supported by and attached to, or be part of, the vehicle upon which it is carried.
 10. Refueling with non-public refuelers shall be conducted only in those areas designated in writing by the airport manager.
- c. Volume self-fuelers shall pay a fuel flowage fee established by the county for all fuel pumped in a fiscal year. A fuel flow report, invoice, or receipt with the appropriate remittance shall be provided to the airport manager by the last day of each month for the fuel dispensed on the airport during such month.

CHAPTER VI

SECURITY REQUIREMENTS

Section 1 **General**

- a. Restricted areas are established for safety and security reasons. Except for passenger enplaning or deplaning of aircraft, the general public is prohibited from the AOA unless escorted by an authorized airport employee. The general public is also prohibited from all other areas of the airport posted as being restricted areas.
- b. Only flight crews, passengers going to and from aircraft, aircraft service and maintenance technicians, FAA or others authorized by the airport manager, shall be permitted into the AOA.
- c. Pedestrians or motor vehicle operators observed in other than public use areas without authorization by the airport manager will be considered trespassing.
- d. Local, State and Federal law enforcement officials have the power and authority defined by law, ordinances or rules and regulations to take appropriate enforcement action within the airport boundaries.

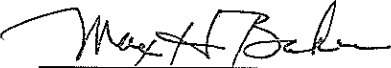
Section 2 **Security of Aircraft and the AOA**

- a. Aircraft requiring the presence of security guards or police officers must coordinate this requirement with the airport manager.
- b. When the condition or mission of an aircraft requires security guards or police, the owner or operator of the aircraft is responsible for obtaining and paying security service personnel.
- c. Tenants are responsible for the security of all aircraft and other private property entrusted to their care on the AOA or other locations on their airport tenant-leased areas of responsibility.

Section 3 **Weapons**

- a. Only persons allowed by law and in compliance with federal regulations may carry firearms on airport property. Unloaded firearms packaged in appropriate containers for transport are exempt from this provision.

Prepared by: County Administrator's Office, Airport Division.

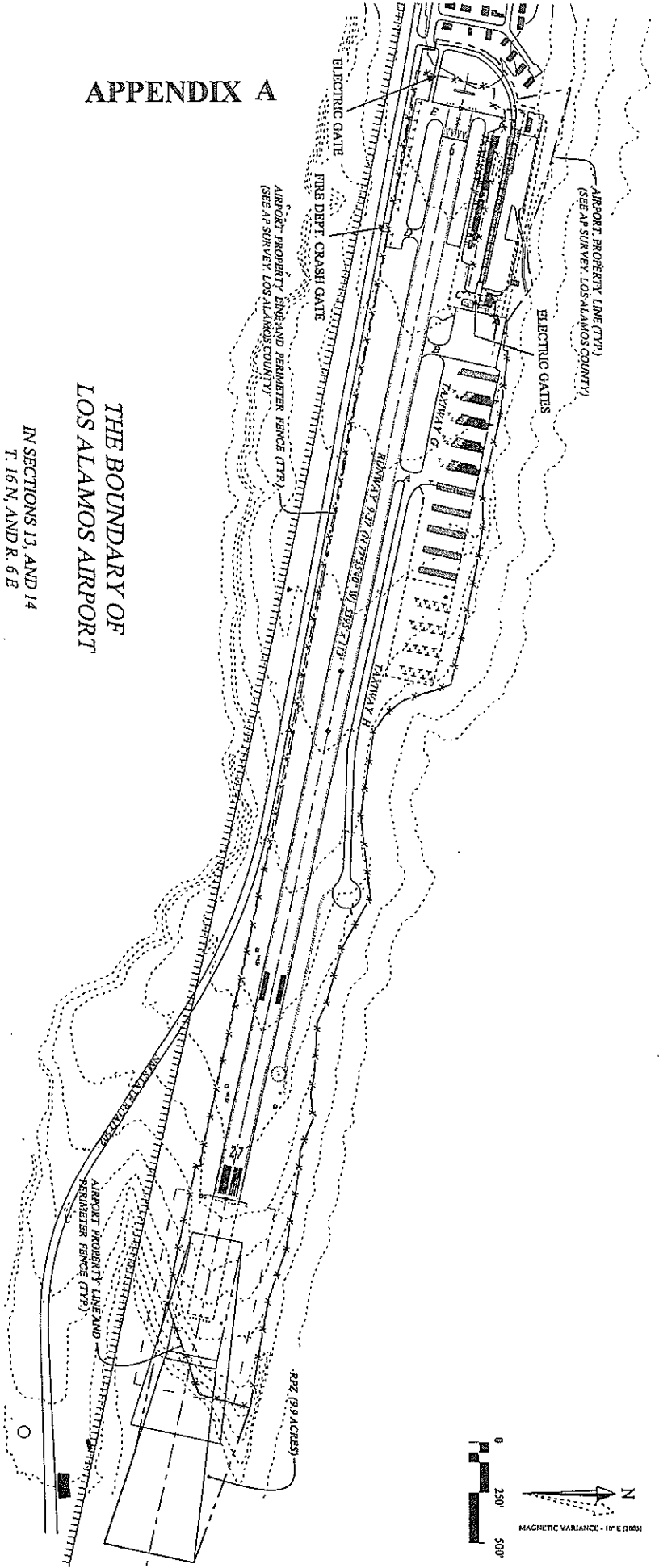
 6/4/07
Max H. Baker Date
County Administrator

APPENDIX A

LOS ALAMOS COUNTY, NEW MEXICO

THE BOUNDARY OF LOS ALAMOS AIRPORT

IN SECTIONS 13, AND 14
T. 16 N., AND R. 6 E



APPENDIX B

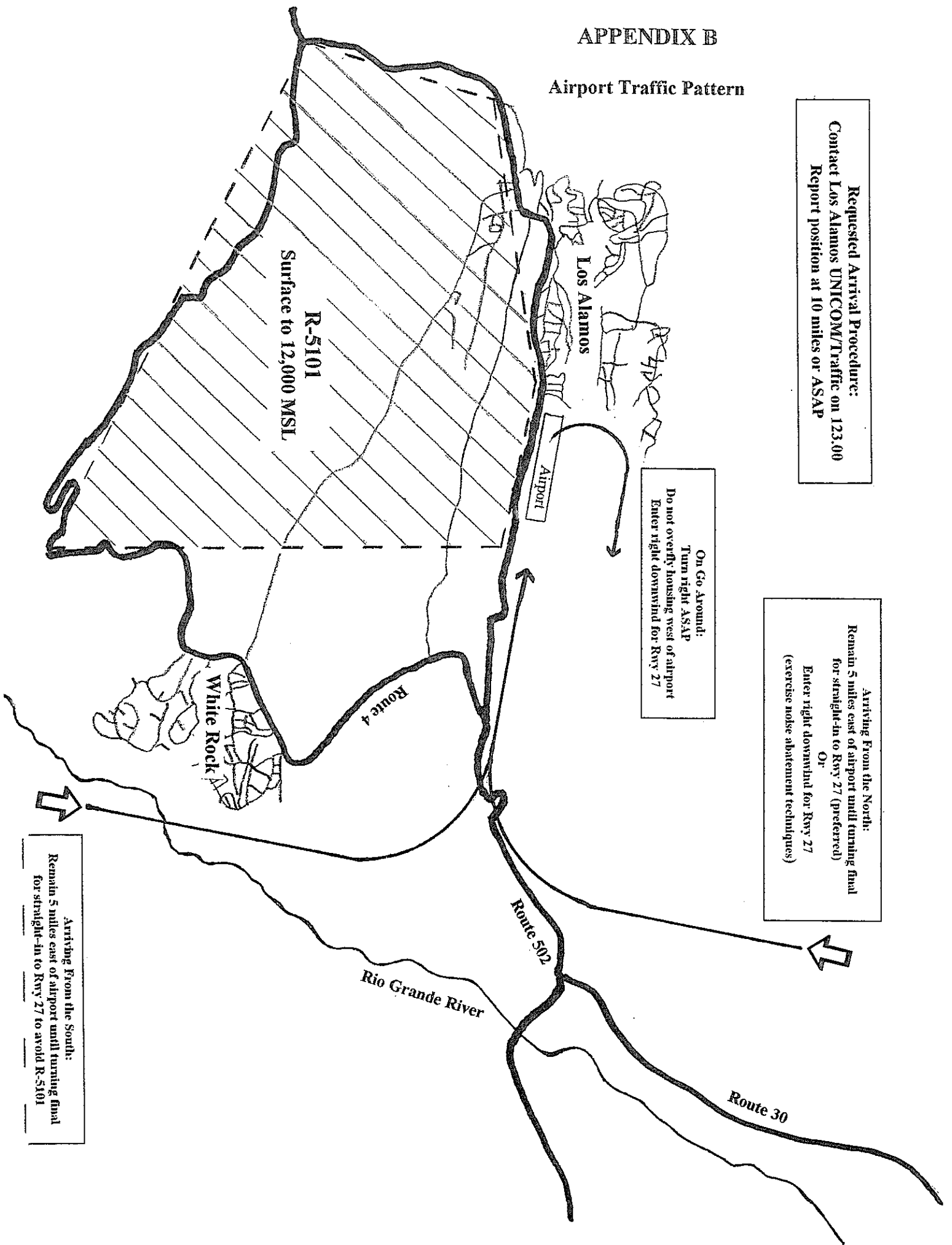
Airport Traffic Pattern

Requested Arrival Procedure:
Contact Los Alamos UNICOM/Traffic on 123.00
Report position at 10 miles or ASAP

Arriving From the North:
Remain 5 miles east of airport until turning final for straight-in to Rwy 27 (preferred)
Or
Enter right downwind for Rwy 27
(exercise noise abatement techniques)

On Go Around:
Turn right ASAP
Do not overfly housing west of airport
Enter right downwind for Rwy 27

Arriving From the South:
Remain 5 miles east of airport until turning final for straight-in to Rwy 27 to avoid R-5101



APPENDIX C

Assumption of Risk and Liability Agreement - Sailplane

As a crew member, glider pilot, tow plane pilot, passenger, spectator, or other individual involved in the operation of non-motorized sailplanes at the Los Alamos County Airport, I recognize that my involvement with such sailplanes exposes me to risks from the sailplane, other participants in the operation of the sailplane and other users of the airport. In consideration of being permitted to engage in the operation of a sailplane at the airport, I assume all the risk and liability that may arise from such operation. To the extent legally possible, I agree to indemnify, defend and save harmless the County of Los Alamos, its agencies, officers, employees and representatives, and all of the county's FBOs/SASOs, their officers, directors, agents and employees from and against any and all liabilities, damages, expenses, causes of action, suits, claims or judgments; and to pay all attorneys fees, court costs, and other costs incurred in defending any claims which may accrue against, be charged to, be recovered from or sought to be recovered from the county or any FBO/SASO, their officers, directors, agencies, agents, employees or officials by reason of or on account of damage to the property of, injury to, or death of any person arising from my negligence or willful acts as a crew member, glider pilot, tow plane pilot, passenger, spectator, or other individual involved in the operation of non-motorized sailplanes at the Los Alamos County Airport.

Name: _____

Address: _____

City, State, Zip: _____

Signature: _____

Date: _____

APPENDIX D

Aerial Application Permit

Name and Address of Applicant: _____

Phone Number: _____

Dates of Proposed Operation: _____

The undersigned is a principal of the company making application to use the Los Alamos County Airport for aerial application. The undersigned agrees to abide by the rules and regulations of the Los Alamos County Airport and to the extent legally permissible shall hold harmless the County of Los Alamos from any action, damage or injury that might occur as a result of the use of any aircraft or material used in aerial application.

Signature

Title

Printed Name

_____ Approved

_____ Disapproved

Airport Manager

Date

APPENDIX E

AIRPORT TIE-DOWN SPACE POLICY

A. GENERAL INFORMATION:

Spaces at Los Alamos County Airport are available for use by aircraft owners or persons authorized to operate an aircraft to tie down aircraft or erect hangar(s) on an approved as available basis. A space is defined as an area of property on which one aircraft can be parked. Use agreements for these spaces will be issued by the county in accordance with the procedures set out below.

B. TIE-DOWN USE AGREEMENT REQUIREMENTS:

The following individuals or entities are eligible to apply for a tie-down space pursuant to the process set out below and upon presentation of the required documentation:

1. Aircraft Owners: must provide a copy of the FAA Aircraft Registration Certificate indicating ownership of an aircraft.
2. Partnerships/Corporations: When a tie-down use agreement is going to be held in the name of a partnership or corporation, appropriate documentation must be provided to the county verifying the existence of the partnership or corporation and the authority of a partner or officer to execute the sublease agreement on behalf of such partnership or corporation. Such documentation shall be required prior to the execution of the tie-down use agreement.
3. Waiting Lists:
 - a. Tie-Downs: A waiting list for aircraft tie-downs shall be established and maintained by the airport manager for the purposes of identifying the first-come, first-serve basis for allocating tie-down spaces at the airport. This list shall include name, address, phone number and date an applicant requested to be included on the list. Individuals desiring to be included on the waiting list will be required to pay a \$20.00 fee and may be required to furnish proof of aircraft ownership by presentation of the FAA Aircraft Registration Certificate.
 - b. Hangars: An availability list for aircraft hangars may be established and maintained by the airport manager for the purposes of identifying individuals or entities desirous of purchasing a hangar at Los Alamos County Airport from a current hangar owner. This list may be utilized by hangar owners wishing to contact potential buyers when the sale of a hangar is desired.

Hangars at Los Alamos County Airport are privately owned and owners may dispose of their hangar to any individual or entity. The hangar availability list may be provided as a service only to those who may wish to purchase or sell aircraft hangars at Los Alamos County Airport. If a hangar availability list is established it shall include name, address, phone number and date applicant requested to be included on the list.

- c. Persons desiring to be placed on one or more lists shall contact the airport manager. All requests shall be in writing and priority will be established by the date the written request is received by the airport manager.
4. Transfer of Spaces: Transfers of spaces shall be done in accordance with Section F of this policy.

C. USE OF SPACES:

1. Hangar spaces will be used primarily for storage of aircraft, aircraft accessories and aircraft maintenance items.
2. Tie-down spaces will be used primarily for the purpose of tying down one aircraft. No business activity shall be conducted on the tie-down space without the prior written authorization of the county.
3. Minor maintenance shall be allowed in any space. Dumping of oil or other toxic materials on the airport premises is absolutely prohibited. Lessees found to be improperly disposing of toxic materials will be subject to termination of their Use Agreement as well as appropriate legal action.
4. Exterior storage of material, tools or equipment at tie-down spaces is prohibited.

D. LESSEE RESPONSIBILITIES:

1. The lessee must keep the leased premises clean and safe and trim grass and weeds around hangar spaces.
2. The lessee shall notify the airport manager in writing when the lessee no longer meets the requirements of Section B of this policy.
3. Partnerships and/or Corporations must notify the airport manager in writing when the qualified partner or officer executing the Use Agreement is no longer associated with the partnership or corporation. In this event, a new Use Agreement may be entered into between the county and the

partnership or corporation by designation of a new partner or officer in writing by lessee to county.

4. The airport manager must be notified in writing when partnerships or corporations are dissolved. Copies of partnership organizational documents shall be provided to the airport manager.
5. Lessees shall notify the airport manager of a change of address when the lessee no longer resides at the address listed in the Use Agreement.

E. AIRPORT MANAGER RESPONSIBILITIES:

1. The airport manager shall remove snow in tie-down and hangar areas, but shall not be required to remove snow within ten feet of any aircraft or hangar.

F. TRANSFERS OF SPACES:

1. All tie-down spaces shall be filled by the airport manager on a first-come, first-served basis
2. Tie-Down Spaces: As spaces become available, individuals on the waiting list will be contacted by the airport manager and notified that there is a vacancy and offered the opportunity to lease a tie-down space. If the offer is rejected, the next person on the list shall be contacted until a qualified person agrees to enter into a Use Agreement for a tie-down space.
3. The qualified partner, corporation officer or individual owner executing a Use Agreement on behalf of a partnership, corporation or individual is considered by the airport manager to be the individual responsible for the Use Agreement. If an individual, partnership, or corporation no longer owns an aircraft or wishes to terminate an assigned tie-down, the airport manager will assign the space to the next qualified individual or entity on the current tie-down waiting list.
4. Lease transfers from one partner to another, or one corporate officer to another in the same corporation, may be approved, upon written notification to the airport manager.
5. Hangar Spaces: All persons owning aircraft hangars shall be required to execute a tie-down agreement for the space upon which the hangar is located. To the extent not inconsistent with the terms of the applicable Use Agreement, leases involving spaces containing hangars may be transferred in accordance with the following procedures:

- a. The current lessee of a hangared space shall notify the county of the sale of the hangar occupying the space identified in the Use Agreement. The county shall, subject to and in accordance with the terms and conditions of the Use Agreement in effect at the time of sale, enter into a new Use Agreement with the purchaser of the hangar, for the remaining time period established in the current lease. The new lessee shall be bound by and shall remain in compliance with all provisions of the new Use Agreement.
- G. **AIRPORT CLOSURES:** The airport manager reserves the right to close the airport and all associated operations as needed. Examples of valid reasons for airport closures include, but are not limited to: weather conditions, maintenance, civil emergencies and programmatic requirements of the Los Alamos National Laboratory.
- H. **SPECIAL SITUATIONS:** Special situations concerning use of the Los Alamos Airport can be submitted to the airport manager in writing. The airport manager will then take appropriate action after investigating the circumstances prompting the request.
- I. **NOTICES:** All notices required by the policy shall be sent to the airport manager or lessee of record at addresses so identified in the Use Agreement.