

PRESCOTT MUNICIPAL AIRPORT

RULES  
AND  
REGULATIONS

1167

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, ADOPTING "CITY OF PRESCOTT DEPARTMENTAL OPERATIONS MANUALS" AS STATEMENTS OF COUNCIL POLICY REGARDING THE FORMULATION OF STANDARDIZED OPERATION MANUALS FOR EACH DEPARTMENT THROUGHOUT THE GOVERNMENT OF THE CITY OF PRESCOTT AND AUTHORIZING THE MAYOR AND STAFF TO IMPLEMENT THIS PROGRAM AS COUNCIL POLICY.

WHEREAS, the present Administrative Departments of the City of Prescott do not have Operations Manuals that meet the criteria of servicing the public, Staff and the Council; and

WHEREAS, the Council and Mayor of the City of Prescott have designated that these Manuals be prepared; and

WHEREAS, City Staff has, at the request and instruction of the City Council, prepared a program entitled "Departmental Operations Manuals", whereby these Manuals conform to an established format; and

WHEREAS, it is desirable and in the best interests of all City of Prescott residents to encourage the public and municipal personnel toward access and understanding of departmental functions and operations.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

THAT, the report as prepared and amended by the City entitled, "Departmental Operation Manuals", is hereby adopted as a Statement of Council Policy and, as such, will represent City of Prescott Departmental Policy until such time as it may be revised; and

THAT, the Rules and Regulations are to be amended as provided for within the various departments; and

THAT, the Mayor and Council hereby approve Goals and Objectives, Letters of Introduction of the Operating Manuals, and;

THAT, the Mayor and Staff are hereby authorized to undertake any and all steps deemed necessary to initiate and carry through to completion the program as outlined in the above mentioned report.

PASSED, APPROVED and ADOPTED by the Mayor and Council of the City of Prescott, this 25<sup>TH</sup> day of AUGUST, 1975.

  
MAYOR

ATTEST:

  
CITY CLERK

APPROVED BY:

  
CITY ATTORNEY

## PART 1 - DEFINITIONS

Section 1. The following words and phrases whenever used in these regulations shall be construed as defined in this section unless from the context a different meaning is intended, or unless a different meaning is specifically defined and more particularly described to the use of such words or phrases.

Section 2. "City" shall mean and have reference to the City of Prescott.

Section 3. "Airport" shall mean and have reference to all of the areas comprising Prescott Municipal Airport as now existing or as the same may hereafter be expanded and developed and shall include all of its facilities.

Section 4. "Council" shall mean the City Council of Prescott, Arizona.

Section 5. "Manager" shall mean the Airport Manager of Prescott Municipal Airport.

Section 6. "Person" shall mean and shall include a natural person, a partnership, firm or corporation.

Section 7. "Driveway" shall mean any street or roadway either improved or unimproved within the boundaries of the Airport set aside or designated for use by vehicles.

Section 8. (a) "Traffic" shall mean pedestrians and vehicles, either singly or together while using any driveway. (b) "Air Traffic" shall mean aircraft in operation anywhere in the air space and on that area of the Airport normally used for the movement of aircraft.

Section 9. "Parking Area" shall mean and include any portion of the Airport which is set aside for the parking of vehicles. "Aircraft Parking Area" shall mean the area set aside for the parking of aircraft.

Section 10. "Pedestrian" shall mean any person afoot.

Section 11. "Vehicles" shall mean a device in, upon or by which any person or property is or may be propelled, moved, or drawn upon a highway excepting a device moved by human power.

Section 12. "Motor Vehicle" is a vehicle which is self-propelled.

Section 13. "Doping" shall mean application of a preparation to strengthen and tighten aircraft fabric.

Section 14. "Acrobatic" shall mean maneuvers intentionally performed by an aircraft involving an abrupt change in its altitude, an abnormal altitude, or an abnormal acceleration.

Section 15. "Commercial Vehicle" is a vehicle used or maintained for the transportation of persons or property for hire, compensation or profit.

Section 16. (a) "Loading Zone" shall mean that space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers or materials. (b) "Loading Gate" shall mean that space reserved for the loading and unloading of aircraft. (c) "Loading Ramp" shall mean equipment used to aid in the loading and unloading of aircraft. (d) "Bus Zone" shall mean that space reserved for the loading and unloading of busses.

#### PART 11 - GENERAL RULES AND REGULATIONS

Section 1. Use of Terminal Property. (a) Any permission granted by the City of Prescott or the Airport Manager thereof directly or indirectly, expressly or by implication, to enter upon or use the Airport or any part thereof (including aircraft operators, crew members and passengers, spectators, sightseers, pleasure and commercial vehicles, officers and employees of airlines, lessees and other persons occupying space at such Airport, persons doing business with Prescott Municipal, its lessees, sub-lessees and permittees, and all other persons whatsoever whether or not of the type indicated), is conditioned upon compliance with Prescott Municipal Airport rules and regulations; and entry upon or into the Airport by any person shall be deemed to constitute an agreement by such person to comply with said rules and regulations. (b) The City of Prescott reserves the right to deny any or all usage of the Airport to any person or persons for any cause.

Section 2. All light aircraft, on take-off, shall climb to an altitude of 300 feet before making the first turn; and no turn shall be made within the boundaries of the runway. The traffic pattern altitude for all light aircraft shall be 800 feet.

Section 3. The traffic pattern for Prescott Municipal Airport shall be a left-hand rectangular unless Prescott Flight Service is advised of other intentions. Airport Advisory Service: Arriving and departing aircraft are encouraged to contact the Prescott Flight Service Station on 123.6, and to guard that frequency when within a 5 mile radius of the airport.

Section 4. Aircraft shall not be taxied closer than 50 feet to the runway for warm-up, and if practicable, shall warm up clear of the taxi strip.

Section 5. No formation landings or take-offs or formation flights within the control area will be permitted except by prior approval of the Airport Manager.

Section 6. No acrobatics will be permitted within the control zone except by prior approval of the Airport Manager.

Section 7. All airplane landings or take-offs shall be made on the runways.

Section 8. Aircraft making touch and go landing shall touch down no more than once without completing a circle of the pattern.

Section 9. All landing aircraft will clear runways either to the right or left as soon as they have slowed sufficiently and will use caution to avoid hitting elevated runway marker lights. The pilot of any aircraft striking a runway light will be charged for replacement damage.

Section 10. All aircraft will use taxi strip for taxiing except when necessary to cross a runway to reach take-off position, shall taxi at a normal speed of approximately 10 M.P.H. and each pilot shall assure himself that there is no danger of collision with other aircraft, obstructions or vehicles.

Section 11. No aircraft equipped with tail skids may land at Prescott Municipal Airport without special permission of the Airport Manager except in case of an emergency.

Section 12. No aircraft engine shall be started or run unless a competent person shall be at the controls and effective brake shall be on and locked, or wheels blocked.

Section 13. No aircraft engine shall be operated in such a manner or position that hangars, buildings or other facilities or property or persons shall be damaged from such operation.

Section 14. Aircraft shall not be taxied into or out of hangers.

Section 15. Portable loading ramps, baggage trucks and other such portable equipment shall be equipped with brakes. In alternate cases, suitable locking devices shall be securely set when equipment is not in use.

Section 16. Any and all property on Prescott Municipal Airport destroyed, injured or damaged by accident, or otherwise, shall be paid for by the party or parties responsible for such destruction, injury or damage thereto.

Section 17. Accident Reports. Witnesses of and participants in accidents occurring on or within Prescott Municipal Airport shall make a full report to the Airport Manager as soon after the accident as practicable, together with their names and addresses.

Section 18. Securing of Unattended Aircraft. No aircraft shall be left unattended unless properly secured or within a hanger. Owners assume the risk to their own aircraft and shall be held responsible for any damage resulting from failure to comply with this rule. No person or firm shall land, take-off, or taxi an aircraft on the ramps, runways, and taxiways of Prescott Municipal Airport with a gross weight in excess of the design limits for such ramps, runways and taxiways. The Airport Manager will authorize and designate the placement and parking of all aircraft servicing equipment on the aircraft ramps on the Airport.

Section 19. Aircraft Storage and Repairs. Aircraft shall only be stored and repairs made in areas designated for the purpose by the Airport Manager.

Section 20. Intoxicants, drugs, etc. No pilot or other member of the crew of an aircraft in operation or any person attending or assisting in said operation shall be under the influence of intoxicating liquor or habit-forming drugs, nor shall any person obviously under the influence of intoxicating liquor or habit-forming drugs be permitted to board any aircraft except a medical patient under proper care, in the case of emergency.

Section 21. Proper Consent and Authority Required. No person shall take or use any aircraft, aircraft parts, instruments or tools pertaining thereto owned, controlled or operated by any other person while such aircraft, aircraft parts, instruments or tools are stored, housed or otherwise left on Prescott Municipal Airport or within its hangars without the written consent of the owner or operator thereof, except upon satisfactory evidence of the right to do so duly presented to the Airport Manager

Section 22. (a) Failure to Pay Storage. Any aircraft owner or agent failing to pay storage for aircraft owned or controlled by him shall have aircraft subject to impounding until such fees are paid or said aircraft sold for charges. (b) All aircraft shall be parked in designated area. (c) All designated commercial fees shall be applicable.

Section 23. Disabled Aircraft. The operator shall be responsible for the prompt disposal of disabled aircraft and parts thereof unless required or directed to delay such action pending an investigation of the accident. In the event it shall become necessary for Prescott Municipal Airport to remove such disabled aircraft and parts thereof such removal shall be at the operator's expense and without liability to Prescott Municipal Airport for damage which may result from or in the course of such moving.

Section 24. The City of Prescott may prohibit aircraft landing and taking off at any time when, and under any circumstances under which the Airport Manager deems such landing and take-offs likely to endanger persons or property, except for emergency landings.

Section 25. Taxiing of Jet or Turbo-Prop Aircraft. No jet or turbo-prop aircraft shall be taxied at Prescott Municipal Airport where the exhaust blast may cause injury to persons or do damage to property. If it is impossible to taxi such aircraft without compliance with the above, then the engine must be shut off and aircraft towed to the desired destination.

Section 26. Starting of Jet or Turbo-Prop Aircraft Engines. No jet or turbo-prop aircraft engines shall be started while the aircraft is parked on Prescott Municipal Airport where exhaust blast may cause injury to persons or do damage to property.

Section 27. Run Up Jet or Turbo-Prop Engines. No jet or turbo-prop aircraft engine shall be run up except on warm-up pads or in other areas authorized by the Airport Manager.

#### PART IV - AIRCRAFT REFUELING AND DEFUELING

Section 1. Dispensary. No aircraft shall be refueled except by the authorized fuel dispensary so designated by the City of Prescott.

Section 2. Prohibited while Engine Running. No aircraft shall be fueled or defueled while the aircraft engine is running or while such aircraft is in a hangar or other enclosed space.

Section 3. Smoking Prohibited. No smoking shall be permitted within fifty (50) feet of fuel tank of such aircraft while the aircraft is being fueled or defueled.

Section 4. Attendant Required when Passenger in Aircraft. During fuel handling in connection with any aircraft, no passenger or passengers shall be permitted in any aircraft unless a cabin attendant is stationed at or near the cabin door.

Section 5. Grounding Required. During fuel handling in connection with any aircraft, the aircraft and the fuel-dispensing or draining apparatus shall be properly grounded by wire to prevent possibility of static ignition of volatile liquids.

Section 6. Prevention of Fuel Overflow. Persons engaged in aircraft fuel handling shall exercise care to prevent overflow of fuel.



Section 7. Operating Electrical Switches. During fuel handling in connection with any aircraft no person shall operate any radio transmitter or receiver or switch electrical appliances off or on in such aircraft.

Section 8. Only Essential Personnel Permitted. Only personnel engaged in fuel handling, maintenance and operation of an aircraft shall be permitted within fifty (50) feet of fuel tanks of such aircraft during any fueling or defueling operation, except as provided in Section 4 above.

Section 9. Static Spark Materials Prohibited. During fuel handling in connection with any aircraft, no person shall use any material which is likely to cause static spark within fifty (50) feet of such aircraft.

Section 10. Prohibited when Gasoline on Ground. No person shall start the engine of any aircraft when there is gasoline on the ground or pavement thereunder. When gasoline is spilled or leaks around a ship, notify Airport authority so they may wash down the area.

Section 11. Maintenance of Fueling Equipment. Fueling hoses and draining equipment shall be maintained in a safe, sound and non-leaking condition.

Section 12. Grounding Devices. All hoses, funnels and appurtenances used in fueling and draining operations shall be properly equipped with a grounding device to prevent possibility of static ignition of volatile liquids.

## PART V - FIRE PROTECTION - GENERAL

Section 1. Cleaning of Aircraft - Parts, Vehicles, etc. No person shall clean or degrease aircraft and/or engines unless such operations shall be done in a maintenance station properly equipped to handle such work or in a space designated by the Airport Manager.

Section 2. Open Flame Operations. No person shall conduct any open flame operation in any hangar, shop, building, room or other place under such circumstances as may, or may be likely to endanger persons or property.

Section 3. Storage. No person shall store or stock material in such manner or of such nature as to constitute a fire hazard.

Section 4. Storage of Inflammable Materials. No person shall keep, store or discard any inflammable liquids, gasses, signal flare or other inflammable material in any hangar, shop, building, room or other place under such circumstances as may, or may be likely to endanger persons or property, provided that such materials may be kept in aircraft in the proper receptacles installed in the aircraft for such purpose or in rooms specifically approved for such storage by the Airport Manager.

Section 5. Lubricating Oils. No person shall keep or store bulk lubricating oils in open containers in or about hangars, shops, garages or other buildings; provided that such materials may be kept in the aircraft in the proper receptacles installed in the aircraft for such purposes or in hangars, shops, garages, or other buildings, in sealed container, steel drums or other dispensing equipment provided with suitable draw-off devices.

Section 6. Waste. Lessee of hangars or other Airport areas shall provide suitable metal receptacles for the storage of oily waste, rags and other rubbish. All such waste and/or rubbish shall be removed by the lessee at frequent intervals. In garages, shops or other buildings maintained by the Airport, the above rule shall be observed by employees of Prescott Municipal Airport engaged in operation or maintenance of such garages, shops or other buildings.

Section 7. Smoking. No person shall smoke in any hangar, shop or other building where it is dangerous to do so or where it is specifically prohibited by the Airport Manager. Areas restricted by NO SMOKING signs are to be strictly observed.

Section 8. Cleaning Fluids. No person shall use volatile inflammable substances for cleaning purposes in the hangars, shops or other buildings except as cited in Section 1 above.

Section 9. Floor Care. All lessees shall keep the floors of hangars, shops, hangars, aprons and areas adjacent thereto leased by them, respectively free and clean of oil, grease, waste and other inflammable material.

Section 10. Fire Extinguishers. Adequate and readily accessible fire extinguishers shall be provided by lessees and maintained in proper working order. Each fire extinguisher shall carry a suitable tag showing date of most recent inspection.

Section 11. Doping. All doping or painting of aircraft shall be performed in a recognized maintenance station.

## PART VI - GENERAL RULES OF CONDUCT

Section 1. Disorderly Conduct. (a) No person shall commit any disorderly, obscene, indecent or unlawful act or commit any nuisance on the Airport. (b) No person shall drink any intoxicating liquors upon any portion of the Airport open to the public, except in such restaurant or other place as shall be properly designated and licensed for on sale liquor dispensing. (c) No person shall become intoxicated on any portion of the Airport, nor shall any intoxicated person enter upon or loiter on or about the Airport or any of its facilities.

Section 2. Sanitation. Garbage, papers and refuse or other waste material shall be placed in receptacles provided for that purpose.

Section 3. Preservation of Property. No person shall:  
(a) Destroy, injure, deface or disturb in any way, any building, sign equipment, marker or other structure, tree, shrub, flower, lawn or seeded area on the Airport. (b) Conduct on or at the Airport, activities that are injurious, detrimental or damaging to Airport property or to activities and business of the Airport. (c) Abandon any personal property on the Airport.

Section 4. Firearms and Explosives. (a) No person except authorized peace officers, post office, customs, express, air carrier employees and employees or members of the Armed Forces of the United States on official duty, shall carry any firearms or explosives on the Airport.

## PART VII - MOTOR VEHICLE REGULATIONS

Section 1. Motor vehicles shall be operated on the Airport in strict accordance with the motor vehicle laws of the State of Arizona and the following regulations pertaining to operation of motor vehicles on Prescott Municipal Airport.

Section 2. No vehicle shall be permitted upon the Airport flight operation area unless it has prior approval of the Airport Manager and unless it shall be in sound mechanical order, shall have adequate lights, horn and brakes and clear front and rear vision from the driver's seat. Trailers and semi-trailers shall not be permitted unless they are equipped with tail lights and reflector buttons placed upon the rear of such vehicle and they shall be equipped with proper brakes so that when disengaged from a towing vehicle, neither aircraft propeller blast nor wind will cause them to become free rolling.

Section 3. No motorized equipment shall be operated on the apron or aircraft landing area except by persons authorized by the Airport Manager.

Section 4. Motor vehicles shall be operated on established streets and roadways in strict compliance with speed limits posted on traffic signs and in any event shall not be in excess of twenty-five (25) miles per hour and shall be in conformity with all motor vehicle laws and regulations and practices of the State of Arizona and shall at all times be operated in a proper and safe manner. On loading ramps and in areas immediately adjacent to hangars, speed shall not exceed ten (10) miles per hour.

Section 5. All persons involved in any accident on the Airport shall report promptly to the offices of the Airport Manager.

Section 6. Vehicles shall not be parked on the Airport other than in the manner and at locations indicated by posted traffic signs and markings.

Section 7. All motor vehicles operated on the Airport shall be equipped with headlights and one or more red tail light; the headlights shall be of sufficient brilliance to assure safety in driving at night and lights shall be kept lighted after sunset and until daylight when the vehicle is in operation on any portion of the Airport.

Section 8. No person under the influence of liquor or narcotic drugs shall operate a motor vehicle on the Airport.

Section 9. No common carrier or vehicle for hire shall load or unload passengers at the Airport at any place other than that designated by the Airport Manager.

Section 10. Vehicles for Hire. No person shall operate any vehicle for hire on or from the Airport without securing an appropriate permit from the Airport Manager and complying with such conditions as may be prescribed by the Airport Manager.