



PORT OF BELLINGHAM
Washington State, USA

BELLINGHAM INTERNATIONAL AIRPORT

**RULES, REGULATIONS
AND MINIMUM STANDARDS**

Revised 7/98

BELLINGHAM INTERNATIONAL

AIRPORT

Bellingham International Airport is strategically located in Northwest Washington, north of the City of Bellingham and just south of the U.S./Canadian border. The Northwest Washington area has continued to grow, and Bellingham International Airport (BLI) plays an important role in providing the air transportation needs to this growing community. In addition to servicing the Northwest Washington area, BLI also serves U.S. visiting passengers from the southwest British Columbia communities.

As a full-service provider of air transportation needs, BLI is home to commercial passenger carriers, air cargo carriers, and a full variety of general aviation users.

Bellingham International Airport provides a full instrument approach for all weather landings. It is a provider of 24-hour aircraft fire rescue services, 24-hour staffed security and operates a 24-hour air traffic control tower. Its main runway is 6,750' x 150' and has a limited use 1,750' general aviation runway.

BLI is just south of Vancouver International Airport, east of Victoria, and north of Whidbey Naval Air Station and Seattle/Tacoma International Airport.

As Northwest Washington continues to grow, the Port of Bellingham is committed to provide the best possible air transportation facility capable of meeting the ever-increasing air transportation needs of the community.

FORWARD

The Rules and Regulations contained herein have been prepared for the safe, secure, and efficient operation of the Bellingham International Airport. The Airport is for the use and enjoyment of the public.

Port of Bellingham Aviation Division Mission Statement

"We are committed to provide Northwest Washington with quality commercial and general aviation transportation in the safest, most convenient and professional manner, taking into consideration the highest degree of customer awareness and service."

These Rules, Regulations and Minimum Standards were adopted by the Commission of the Port of Bellingham in Resolution 1065 on the 3rd day of June, 1997.

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CHAPTER I - General Provisions

Section A - Rules & Regulations

1. These Rules and Regulations shall supersede all previous Rules and Regulations of the Bellingham International Airport.
2. The Port reserves the right to make any additions, deletions or corrections to these Rules and Regulations.
3. In any instance in which these Rules and Regulations may be or become inconsistent with Federal Aviation Administration (FAA) Regulations, or any other governmental agency, then these Rules shall be void as to the conflict. No part of these Rules shall be construed as license or authorization to deviate from FAA Regulations.
4. The Rules and Regulations are promulgated under the power granted by the Washington State Municipal Airports Act of 1941 and 1945, RCW 14.08.120 (2), which specifically grants the power to the Authority to "Provide Rules and Regulations governing the use of such Airport and Facilities."
5. The Director of Aviation, or his/her designate, shall, at all times, have the authority to take such action as may be necessary for the handling, protecting, and safeguarding of the public while present at the airport. The Director of Aviation, or his/her designate, may suspend or restrict any or all operations, without notice, whenever such action is deemed necessary in the interest of public safety.

Section B - Definitions used in these Rules and Regulations

1. AGL - Above ground level at a specific location, usually expressed in feet or meters.
2. Air Carrier - A business using the airport for the transport of passengers or goods and operating the business under the terms and conditions of FAR Par 121.
3. Air Crew - See Flight Crew.

4. Aircraft - Also Airplane, Balloon, Ultralight, Helicopter or any contrivance now known or hereafter invented and used for navigation and flight in air or space.
5. Aircraft Emergency - A problem or condition involving an aircraft in flight or on the ground that could endanger lives or property. An aircraft emergency can be declared by a pilot, air traffic control personnel or other employees responsible for the safe operation of aircraft at the airport.
6. Aircraft Maintenance - Any work performed on an aircraft by a pilot, owner, or mechanic other than the routine cleaning, upkeep and servicing of an aircraft in preparation for flight. Removal of engine cowling or replacements of parts normally used for safe flight are activities that place any aircraft in an "aircraft maintenance" mode. For safety and liability purposes, aircraft maintenance must be accomplished in designated areas only.
7. Aircraft Movement Area - The runways, taxiways, approach and other aircraft maneuvering areas of the airport that are used for aircraft taxiing, hover taxiing, landings, takeoffs and temporary parking of aircraft. The Aircraft Movement Area is usually defined under formal agreement with the FAA, our traffic control tower chief, airport director, airlines and other major aviation users of the airport. It includes all areas under the direct and positive control of ground control or tower control. In most cases, it includes all of the AOA.
8. Aircraft Non-Movement Area - Those areas of the airport where aircraft taxi, or are towed or pushed without radio contact with the air traffic control tower, or those immediately adjacent to hangars, shops, terminal buildings and other structures. Aircraft Non-Movement Areas are usually defined as part of the same formal agreement referenced above under Aircraft Movement Areas.
9. Aircraft Operation - An aircraft takeoff or an aircraft landing, or an aircraft transiting the Class D airspace.
10. Aircraft Operator - Any person who operates, pilots, controls, owns or maintains an aircraft.
11. Aircraft Parking and Storage Areas - Those hangar and apron locations of the airport designated by the airport for the parking and storage of aircraft. These areas include "tie-down" aprons equipped with rope or chain devices that are used to secure lightweight aircraft during windy conditions.

12. Airfield - See Air Operations Area.
13. Air Operations Area - Also AOA - Any area of the airport used for landing, takeoff or surface maneuvering of aircraft. The AOA is considered a restricted area and is off-limits to the general public.
14. Airport - Also Aerodrome - All of the land, improvements, facilities and developments within the boundaries of the Bellingham International Airport.
15. Airport Authority - The Airport Authority is the Board of Commissioners of the Port of Bellingham.
16. Airport Certification Manual - The FAA approved document containing the operating standards and procedures of the airport as prescribed in FAR Part 139.
17. Airport Industrial Area - An area within Airport property dedicated to a variety of industrial uses. Generally, these areas are not necessarily aviation related.
18. Airport Layout Plan - (ALP) - A graphic presentation 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. A current ALP approved by the FAA is a prerequisite to FAA approval of federal funding in support of any airport capital improvement project.
19. Airport Minimum Standards - A document adopted and formally approved by the airport authority within which are detailed provisions outlining the minimum standards acceptable by the airport authority for businesses or firms aspiring to conduct business operations on the airport.
20. Airport Movement Area - See Aircraft Movement Area.
21. Airport Operations Supervisor - means the official appointed by the Director of Aviation responsible for the daily operation, including but not limited to facilities, maintenance, security and Aircraft Rescue and Firefighting.
22. Airport Property - All real estate and personal property owned by the Port at Bellingham International Airport.

23. Airport Rules and Regulations - A document adopted and formally approved by the airport authority within which are detailed provisions for the safe, orderly and efficient operation of the airport which may be combined with the Airport Minimum Standards document into a single, all-inclusive text.
24. Airport Terminal - See Terminal.
25. Airside - See Air Operations Area.
26. Air Traffic Control Tower - Also ATCT, Control Tower - Air traffic control tower as sanctioned and certified by the FAA for the control, separation and movement of aircraft in the air or on the ground. ATCTs can be either staffed by FAA employees or by FAA-sanctioned contract civilian (private enterprise) employees.
27. AOA - See Air Operations Area.
28. Apron - Also Ramp, Tarmac - Those areas of the airport, both public and private/leased, designated by the Director of Aviation for the parking or storage of aircraft. As a rule, these areas are usually restricted and involve activities such as enplaning and deplaning passengers, servicing aircraft, air cargo movements and general aviation activities.
29. ARFF - Aircraft Rescue and Firefighting includes the personnel, equipment and facilities on the airport dedicated to dealing with aircraft accidents/incidents and all rescue tasks.
30. ATC - Air traffic control, as established by the FAA includes personnel, equipment, facilities and services provided by the FAA or by other private enterprise business firms under contract to the FAA or the Airport Authority.
31. Based Aircraft - Any aircraft whose "home base" or "permanent residency" is identified with a specific airport.
32. Bellingham International Airport (BLI) - The facilities, grounds, runways, industrial areas, owned by the Port of Bellingham.
33. Cargo Area/Cargo Ramp Area - That area of the airport designated for acceptance and processing of air cargo or air freight, which includes the air cargo aircraft parking apron, air cargo processing and holding building, truck docks, truck staging areas and air cargo employees support facilities.

34. Commercial Aviation Business - Also Commercial Operation/Aviation Operator, Aviation Service Operator - Any person or organization engaged and licensed to conduct such business by virtue of a contract or agreement with the airport authority. The business may be directly associated with aircraft and aviation activities or may be associated with non-aviation activities such as concessionaires. Non Aeronautical Commercial Businesses would include, but not be limited to concessionaires such as car rentals, taxis, restaurants, vending machine operators and retail stores.
35. Director of Aviation - means the official appointed by the Executive Director to manage, control and protect the airport. The Director of Aviation, or his/her designate, may suspend or restrict any or all activities whenever such actions are deemed necessary in the interest of safety.
36. Emergency Vehicles - Vehicles that are appropriately painted, marked, lighted and escorted or used by airport officials or appropriate emergency agencies in response to an emergency situation.
37. Engine Run-Up - The operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of the aircraft. Engine run-up is usually associated with relatively high power settings needed to check out the performance of an aircraft engine prior to take off.
38. Engine Run-Up Areas - Areas designated by the Director of Aviation that allow high power settings of an aircraft engine.
39. Exclusive Area - An exclusive area of use granted by the Director of Aviation to a Commercial Aviation Business.
40. FAA - Federal Aviation Administration.
41. FAR - Federal Aviation Regulations as written, approved and published by the FAA.
42. FBO - Fixed base operator, which further means a Commercial Aviation Business engaged in the enterprise of supplying transient and home-based aircraft services authorized and licensed by the airport authority. FBO services may include, but are not limited to aircraft fueling, flight training, aircraft sales, airframe and power

plant repair and maintenance, hangaring, aircraft rental and air charter services.

43. Fire District - The local fire district within whose jurisdiction the airport is located who may have back-up responsibility for an airport rescue and firefighting.
44. Flight Crew - Persons authorized to pilot, maintain or provide in flight aircraft services. Flight crews include, but are not limited to pilots, flight examiners, flight instructors, crew chiefs, flight engineers and navigators.
45. Fuel Servicing Vehicle - Any motor vehicle used for transporting, handling or dispensing aviation fuel, oils or lubricants.
46. Fuel Storage Area - Also Fuel Farm - Those facilities where aviation fuel and other types of fuel are stored. These facilities must be in areas designated, inspected and approved by the Director of Aviation and meet minimum standards for the safe storage and handling of fuel.
47. General Aviation - All categories and types of aviation/aircraft in the U.S. except for certified air carriers (under FAR Part 121) and Department of Defense Military Aviation/Aircraft.

Island Commuter - Any certified pilot living on out lying Islands in the San Juan's who commutes to BLI by airplane for personal reasons.

48. Master Plan - The airport master plan includes the current and future official concept of the development of the airport. It presents the research and logic from which the plan evolved and displays the plan in written and graphic form. It typically presents schedules of proposed development in the 0-5, 6-10 and 11-20 year time periods.
49. NOTAM - Notice to Airman as issued by a representative of the FAA, the Director of Aviation or other authorized Port representatives.
50. Restricted Areas - Areas closed to access by the general public. These are limited access areas that the airport authority, the FAA, or the Commercial Aviation Business owners have restricted due to security or safety. These areas include, but are not limited to the AOA, airport perimeter roadways, fenced-in areas, aircraft hangars and maintenance shops, military areas, fuel storage areas and hazardous materials storage areas.

51. Runway - An area of the airport developed and improved for the purpose of accommodating the landing and take-off of aircraft.
52. Security Identification Display Area (SIDA) - That portion of the AOA where each person is required to continuously display, on an outermost garment (above the waist) an airport approved identification badge. Any person observed in the SIDA not displaying the identification badge and not accompanied by an airport-approved escort must be promptly reported to a security officer or other designated authority.
53. Taxilane - An area of the airport developed and improved for the purpose of maneuvering aircraft between taxiways and aircraft parking positions.
54. Taxiway - An area of the airport developed and improved for the purpose of maneuvering aircraft on the ground between runways and aprons and between other parts of the airport.
55. Tenant - An entity having a written lease, rental agreement or other agreement with the Director of Aviation or airport authority which grants that entity certain rights and privileges on the airport.
56. Tiedown Area - See Aircraft Parking and Storage Area.
57. UFC - The Uniform Fire Code as adopted or amended by the State of Washington, Whatcom County or the Port of Bellingham.
58. Mogas - Automobile fuel.

Section C - General Operations

1. Airport Activities - All activities or business on the Airport shall be conducted in conformity with these Rules, Regulations and Minimum Standards, and any amendments, supplements, changes and additions thereto.
2. Risk and Responsibility - All persons shall use this facility at their own risk. The Port assumes no responsibility for injury or damage to persons or property stored on or using the Airport facilities because of injury to persons while on or using the

Airport or its facilities.

3. Obligation of User - The use of the Airport or any of its facilities in any manner shall create an obligation by the user to abide by or obey any and all of the regulations provided herein.
4. Awareness of these Rules, Regulations and Minimum Standards - All persons licensed to do business on or conducting operations of any kind at the Airport shall keep a current copy of these Rules, Regulations and Minimum Standards in their offices or place of business and make it readily available to all persons. Failure to abide by these Rules, Regulations and Minimum Standards could be grounds for lease termination.
5. Public Usage - The Airport shall be open for public use at all times subject to regulation or restriction due to weather, emergencies, landing area conditions, special events and like causes as may be determined by the Director of Aviation or his/her designate, and revocation of the right to use for violation of these Rules, Regulations and Minimum Standards as herein provided.
6. Common Use Airfield Areas - The following are designated as common use areas: landing areas, markings, lights, and other visual aid areas for aircraft guidance, electronic communications equipment areas, and structures or mechanisms having a similar purpose for guiding, disseminating or controlling aircraft, together with such aprons, ramps and tie-down areas which shall be held for use in common by all persons flying or operating aircraft on the airport. These areas shall be kept clear unless specifically assigned by the Director of Aviation or his/her designate. No person shall use any common area for parking, storing, repairing, servicing or "self" fueling aircraft or for any purpose other than flying and operating unless prior consent or authorization has been obtained from the Director of Aviation or his/her designate. Common use areas are subject to change.
7. Responsible Use - The Director of Aviation may, at any time, take such action as may be deemed necessary in order to safeguard the public or property on the Airport. Any person causing damage of any kind to the Airport or any Airport

fixtures shall be liable to the Port for such damage, and may be subject to prosecution under appropriate articles of Federal, State or local law.

8. Special Events - Special events such as air shows, air races, fly-ins, sky diving and all events requiring the general use of the Airport shall be held only upon prior approval of the Director of Aviation and on such dates, in such areas, and upon such terms and conditions as shall be specified by the Director of Aviation (See Chapter VII).

Section D - Use of Facilities

1. Permit For Use Of Facilities - No person shall use the Airport as a base or terminal for commercial aviation activities, or conduct any business or concession upon the Airport or upon any land owned by the Port for use in connection with the Airport, or upon or in any buildings, structures, land, parking places, walkways, roadways, or other facilities used or operated in connection with the Airport, without first obtaining a Business License approved by the Port.
2. Free Speech and Religious Activities
 - a. Definitions - The term *free speech* or *religious activity*, or *speech activity*, shall mean the distribution of literature, the seeking of petition signatures, picketing, demonstrating, the displaying of signs, solicitation of funds for First Amendment protected free speech and religious purposes, conducting of surveys, or otherwise communication or attempting to communicate information to members of the public.
 - b. Conditions for use - Due to limitations on the space available for free speech activities, the Port may impose reasonable restrictions as to time, place and manner of speech at the Airport. If it is necessary, in the opinion of the Director of Aviation, to impose reasonable restrictions as to time, place and manner of speech, said restrictions shall be imposed on a first-come, first-served basis by the Director of Aviation.
 - c. Notification - Any group or person desiring to use the Airport for the purposes of free speech shall provide the Director of Aviation, or his or her designate, with a detailed description of the proposed activity which includes (a) the method of communication;(b) the number of individuals who it anticipates will participate in the communication;(c) the exact location requested for the communication;(d) the date requested for the communication; and (e) the proposed time and duration of the communication. Under no circumstances will a group or person be

required to provide any information as to the content of the speech itself.

- d. Equal Access - Whenever a request for use of the Airport for free speech is received from more than one group, and one of said groups has had use of airport facilities immediately prior to the pending use request, authorization shall then be issued on a rotating basis, so that different groups have relatively equal opportunity.
- e. Proof of Identification - Whenever a group has been authorized by the Director of Aviation or his/her designate to use the Airport for free speech, all individuals representing the group shall display such authorization, as provided by Director of Aviation, in a visible and conspicuous manner.
- f. Location - The following location shall be acceptable or authorized for use for free speech; no other location shall be acceptable for use for free speech. Failure to comply with location requirements may result in revocation of use approval.

Fifty feet East of the Baggage Claim Area.

Failure to comply with any element of the requirements listed within Chapter 1, Section D, Paragraph 2 of the Rules, Regulations and Minimum Standards of the Bellingham International Airport may result in denial or revocation of use privileges.

- 3. Soliciting - No person shall solicit funds for any purpose on the Airport without written permission of the Director of Aviation or his/her designate.
- 4. Advertisements - No person shall post, distribute, or display signs, advertisements, circulars, printed or written material, at the Airport except within a leased site and only after submittal of plans to the Director of Aviation for review and approval.
- 5. No Firearms or Hunting - No person shall hunt for game, carry firearms or discharge any firearms on Airport property except as permitted herein. Law Enforcement Officers, Members of the Armed Forces of the United States, on official duty, persons lawfully transporting weapons, or weapons maintained in aircraft survival kits shall be permitted on the Airport. Violations of this paragraph

will be referred to the appropriate prosecutor for prosecution to the fullest extent of the law under Federal and/or State statutes.

: Persons transporting hunting weapons, or maintaining weapons in aircraft survival kits, or those persons lawfully permitted to carry firearms. These conditions are elements of Federal Law.

Transport Exception: Air and/or ground freight or cargo handling agencies authorized to do business on the Airport may transport explosive materials, providing they are properly certified by the FAA or applicable agency. Transportation shall be accomplished via routes and in areas specified and approved by the Director of Aviation or his/her designate. Such transportation must include notification to the Office of Director of Aviation no less than 24 hours in advance. Notification shall include the time of transport, method of transport, type and amount of material and specific characteristics and dangers.

6. Delinquent Payments - Any person delinquent in payment for the rental or use of Airport facilities may be denied further usage of or access to the Airport in accordance with the Port Resolution No. 1001 until such a delinquency is corrected. Pursuant to the Port of Bellingham Resolution No. 874 dated June 2, 1987, The Port of Bellingham has adopted the provisions of Resolution No. 874 and RCW 14.08.122 relating to rental, use and collection.
7. Pets on Leash- All pets are required to be on a leash at all times. Any domestic animal found roaming free on Airport property will be subject to impoundment by the Whatcom County Animal Authority.
8. Intoxication - No person under the influence of liquor or drugs shall operate a motor vehicle or aircraft of any kind on the Airport. Violators will be subject to citation and/or arrest by applicable RCW & WCC Regulations. Operation of an aircraft while under the influence of alcohol or other drugs is a felony. Violators will be prosecuted to the full extent of the law.
9. Destruction of Property - No person shall destroy, deface, remove or otherwise tamper with any property, private or public, located on the Airport. Any destruction of property may result in an issuance of a no trespass order, barring subjects from future business use of airport property.
10. Liquor Law Violations - There shall be no consumption of alcoholic beverages on Airport Property, except those beverages purchased at Airport restaurants and

consumed on the restaurant premises in conformity with Chapter 66.44 RCW.

11. Preservation of Property - No person shall:
 - a. Dispose of garbage, refuse or other waste material on the Airport except in the manner prescribed and in the receptacles provided for that purpose.
 - b. Burn trash or refuse on the Airport at any time without prior approval of the Director of Aviation.
 - c. Trespass on lawns and seeded areas on the Airport.
 - d. Abandon any personal property on the Airport.
 - e. Interfere or tamper with any aircraft.

12. Vehicles and Traffic - All vehicles shall be operated on the Airport in accordance with FAR Part 139.329. The following general rules apply, except when given special instructions by the Director of Aviation, or his/her designate, or in cases of emergency involving danger to life or property, violations of these rules could cause revocation of driving privileges on the airport :
 - a. No motor vehicles, other than support vehicles, shall be permitted on ramp areas except for the loading of aircraft passengers or baggage. Such vehicles must display proper identification as required by Director of Aviation and have prior authorization.
 - b. Vehicles on air carrier ramps, in the terminal area (SIDA), or loading area, shall be driven at a safe and reasonable speed, not to exceed 20 MPH, and shall have an operating amber flashing light (rotating beacon) or strobe.
 - c. Vehicles operating within the Aviation use area shall also have an operating amber flashing light, and shall yield to all moving aircraft within a 100' radius. Vehicles encountering aircraft in motion shall be halted and remain so until aircraft has cleared its position by a 100' radius.
 - d. No persons or vehicle, except as authorized by Director of Aviation, shall

be permitted on the landing areas.

- e. All persons operating vehicles on the landing areas will only do so after contacting Airport Operations; then they must notify ATCT before entering any taxiway or runway and must have an operative radio for communication with ATCT.
- f. No unlicensed vehicle or driver shall operate on the Airport without the specific authorization of Director of Aviation.
- g. No person shall operate a commercial vehicle carrying passengers for hire from the Airport, unless the operation has the appropriate license for such operation and such operation is conducted with the approval of Director of Aviation and under such terms and conditions as they may prescribe.

13. Vehicular Parking

- a. No person shall park any vehicle on the Airport in the following manner, as violation will result in towing and/or impound:
 - 1) In a space reserved for a specific purpose (authorized by the Director of Aviation); or
 - 2) Overtime in spaces posted with a time limitation; or
 - 3) On any grass area; or
 - 4) On or along any airport roadways unless so authorized; or
 - 5) In front of any hangar; or
 - 6) For the purpose of abandonment - (Any vehicle parked outside of the designated parking area for a period of over four days without express approval of Director of Aviation, shall be deemed abandoned.); or

- 7) Other than in the manner and place prescribed by the Director of Aviation; or
 - 8) Any Vehicle parked such that it is a traffic hazard; or
 - 9) Parked in a location marked by signs as a tow away zone; or
 - 10) Parked along a roadway for a period greater than 8 hours. Such vehicles will be tagged with a notice of intent to impound.
- b. Exceptions to Vehicle Parking:
- 1) Service and delivery vehicles may park in front of a hangar, for making deliveries, then only long enough to make such deliveries; and
 - 2) Tenants of T-hangars may park their own vehicles in their T-hangars when the aircraft hangared therein is absent as long as they display in the rear view mirror; and
 - 3) With expressed approval of the Director of Aviation.
- c. Persons parking vehicles on the Airport do so at their own risk and further agree that these vehicles may be entered and/or moved by Airport Personnel when it becomes necessary for Airport Operations, (sweeping, snow removal, safety etc.).
- d. All Airport tenants shall provide adequate vehicular parking area(s) for their clients, visitors and/or employees within their leased area.
14. Construction - No construction, improvement or repair, other than ordinary maintenance or other alteration, of any real property or improvements thereon will be undertaken or commenced until the following conditions are met:
1. All applicable permits, including building permits, have been obtained from all applicable Federal, State and local agencies.
 2. The activity has been specifically approved by the Director of Aviation upon plans and specifications submitted to the Director of Aviation.

Section E - Fire and Safety

1. Right of Inspection - The Director of Aviation and/or his designates, shall have the right to inspect any area, facility, building, vehicle, aircraft, or objects on the Airport premises to ensure compliance with Port regulations, the Uniform Fire Code (UFC), the applicable standards of the National Fire Protection Association (NFPA), and all other applicable Federal, State or local regulations pertaining to fire and life safety. Inspection shall be conducted on a monthly basis.
2. Emergency Access - To assure prompt and effective rescue and fire suppression operations, it shall be the responsibility of all tenants and lessees to provide a means for rapid, 24-hour per day access to all buildings or facilities located on the Bellingham International Airport or the Airport Industrial Park.
3. Adoption of Fire Protection Code - For the purpose of establishing and enforcing standardized regulations relative to fire protection, it shall be stated herein that the Bellingham International Airport hereby adopts and recognizes the Uniform Fire Code (UFC) and the applicable standards of the National Fire Protection Association (NFPA). The Airport shall use applicable elements of UFC and NFPA standards in construction and the enforcement of Airport fire protection regulations. Compliance and enforcement shall be conducted in association with local and State Fire Marshall Offices.
4. Cleaning of Aircraft and/or Accessories - No person shall use flammable, hazardous, or volatile materials in the cleaning of aircraft or accessories unless such cleaning operations are conducted in open areas as designated, or in properly fireproofed and/or mechanically-ventilated areas that are equipped with adequate, readily- accessible fire extinguishing apparatus. Any such materials and any residues are to be appropriately disposed of.
5. Open Flame Operations - No tenant or individual shall conduct any open flame operations in a hangar or building unless specifically authorized by Director of Aviation and this would include heater elements when fuel vapors are present.
6. Storage and Transportation of Flammable Materials - No person shall keep or store any flammable materials on the Airport or in any building on the Airport except in the following manner:
 - a. In aircraft fuel tanks.

- b. In rooms and areas approved by Director of Aviation.
 - c. As specified in hangar, facility and building lease agreements.
 - d. Bulk fuels and other flammable materials shall be transported on the Airport in acceptable containers approved by the NFPA Standards.
7. Refuse and Waste - Lessees shall provide suitable receptacles with covers for the storage of refuse and waste materials.
8. Painting - Painting and associated processes shall only be conducted in properly designated, fireproof and ventilated rooms or buildings in which all illumination, wiring, heating, ventilating equipment, outlets, and fixtures shall all be spark free and vapor proof. NO PAINTING OPERATIONS SHALL BE CONDUCTED IN T-HANGARS.
9. Fueling Operations - No fueling operations shall be conducted in any building on the airport.
- a. No fueling operations shall be conducted at the Bellingham International Airport without complying with the following regulations:
 - 1) All persons conducting commercial aircraft fueling operations on the Airport shall have attended and successfully completed an approved FAA Fueling Safety Course, as specified per FAR Part 139.
 - 2) All receptacles and apparatus used for fueling on the Airport shall be regularly inspected by Airport personnel and shall pass such inspections.
 - 3) Persons wishing to self-fuel private aircraft with Mogas or other aviation fuels shall have documentation showing proof of FAA approval of said aircraft for automobile gasoline, shall have complied with element (2) of this paragraph, and shall conduct such self-fueling only in areas so designated and approved by the Director of Aviation for self fueling. NO SELF-FUELING SHALL BE CONDUCTED IN A HANGAR OR OTHER BUILDING AT ANY TIME. **SELF FUELING MAY ONLY OCCUR IN THE**

DESTGNATED SELF-FEULING AREA. (This provision does not relate to air carriers operating in accordance with FAA procedures).

4) Only Mogas may be self-fueled utilizing 5 gallon "type" approved containers.

5) Fuel containers may not be stored in aircraft hangars.

b. No General Aviation Aircraft shall be fueled or de-fueled with:

1) Engine running, or

2) Occupants aboard, or

c. During fueling or de-fueling, the aircraft and the dispensing apparatus shall be bonded to a point or points of zero electrical potential.

d. Fueling hoses and equipment shall be maintained in a safe, non-leaking condition, and all fuel will be pre-filtered.

d. All aircraft fueling operations will comply with National Fire Protection Association Code 407 - Aircraft Fuel Servicing and all FAR Part 139 Regulations.

10. Spillage – Any person, including the owners or operators of aircraft, causing overflow or spillage of fuel, oil, grease, or other contaminates anywhere on the Airport shall be responsible for immediate cleanup. In the event of failure or result to cleanup, the Airport Operator shall contract the cleanup and assess costs to the responsible party.

11. Changing of Oil - Persons changing oil in aircraft engines or other vehicles at the Airport shall be responsible for the final disposition of the waste oil. The Airport currently provides, but is not obligated to continue to provide, a "waste oil" container. The container is currently located at the north end of Hangar HE. Only aircraft waste oil will be allowed to be deposited in the waste oil container. Any oil spills should be cleaned up immediately. All oil spills in excess of one pint must be immediately reported to Airport operations.

12. Smoking - No smoking will be permitted within 100' of an aircraft being fueled, de-fueled or involved in an aircraft incident or accident. Smoking will not be

permitted in hangars except in areas so designated.

13. Fire Suppression Apparatus - All tenants of shop-space or hangars shall supply and maintain adequate and accessible fire extinguishment equipment. Tenants shall be familiar with their fire extinguishment equipment.
 - a. The Airport will maintain fire apparatus in accordance with FAR part 139.
 - b. In case of an aviation crash or fire, persons should contact **911**, the air traffic control tower (via aviation radio), or airport operations (via telephone). This shall apply to all property and persons on the Airport or Airport Industrial Park properties.
 - c. No persons shall proceed to an incident site unless they have a specific and valid reason to be involved at the incident site such as:
 - 1) A member of an emergency response agency that has been specifically requested to respond to the given emergency; or
 - 2) Authorized by the designated Incident Commander to respond to the incident site.
14. **Any person fueling from tanks with a capacity of more than five (5) gallons will be required to provide the Airport Operator with a certificate of spill insurance naming the Port of Bellingham additionally insured.**
15. **The Director of Aviation or designate has the authority to set the standards for aircraft fueling provided they are consistent with the FAA guidelines outlined in the Airport Compliance Manual, FAA Order 5190.6A.**

CHAPTER II - Aircraft Operations

Section A - General

1. Aeronautical Activities - All aeronautical activities at Bellingham International Airport, and all flying of aircraft departing from or arriving at the Airport (keep within 5 Class D airspace nautical miles of the center of the airport if below 2,500' AGL) shall be conducted in conformity with all FAA Regulations.
2. Radio Discipline - Pilots operating aircraft shall be in contact with Bellingham

ATCT prior to entering Class D airspace or a radius of 5 miles if below 2,500' AGL of the Airport, and notify them of their intentions.

3. Management Authority - The Director of Aviation or his/her designate shall at all times have the authority to take such action as may be necessary to safeguard the public. "Notice to Airmen" (NOTAM's) will be published to alert users in accordance with FAA regulations of any changes affecting air operations.
4. Aircraft Accidents - Persons involved in an aircraft accident occurring on the Airport shall make a full report as required by Federal Aviation Regulations. Persons should cooperate fully with emergency response personnel. Pilots and passengers should be aware that Airport personnel are responsible, by authority of FAR Part 139, for the disposition of and access to any aircraft involved in an accident, until such time as Federal Investigators arrive or acknowledge release of the involved aircraft.
5. United States Customs - U.S. Customs provides 24-hour customs clearing for all aircraft entering U.S. airspace. Prior notification is required (see page iii for phone number).

Section B - Airport Traffic

1. Takeoffs and Landings - shall be made in the direction of the tailwind and only as directed by the ATCT. Runway 12/30 is closed.
2. Runway 02 - is closed to all air carrier operations. All other operations are restricted to N/E crosswind components in excess of 8 knots. No touch-and-go operations, flight training, or banner towing. All operations shall be approved by ATCT.
3. Traffic Patterns -
 - a. 700' MSL (helicopters), 1200' MSL piston and 2000' MSL for turbine powered aircraft.
 - b. Left hand for Runway 34 and 02, and right hand for Runway 16.
4. Noise Abatement Procedures - The Bellingham International Airport is committed

to being a good neighbor by recognizing that there are residential areas around the airport that are sensitive to aircraft noise. The following noise abatement procedures are in effect at BLI.

a. VFR Noise Abatement Procedures

(There may be cases when VFR aircraft are unable to follow these procedures due to tower direction, traffic, weather, training requirements, or emergency procedures)

1. Departures - Runway 16: Fly runway heading to shoreline before commencing turns.
2. Arrival - Runway 16: Follow published traffic pattern procedures.
3. Departures - Runway 34: Fly runway heading to freeway before commencing turns.
4. Arrivals - Runway 34: Fly base leg over water, fly final leg to cross shoreline on runway centerline.

b. IFR Noise Abatement Procedures

(IFR noise abatement procedures are in accordance with the FAA published Standard Instrument Departures, published non-standard IFR departure procedure, published standard instrument arrival and missed approach procedures and standard radar vectors as directed by Vancouver Area Control Centre.

c. Airport Staff Responsibilities

Airport Staff will investigate all noise complaints received regarding aircraft using BLI. Every reasonable attempt will be made to follow these procedures:

1. All noise complaints will be recorded by voice mail at airport administration;
2. Each noise complaint will be logged by name, date, time, tail number, owner;
3. Aircraft ownership will be determined through FAA aircraft registration resources;
4. Initial owner contact will be made by phone along with a follow-up letter

- outlining the noise abatement procedures;
5. A notification letter will be sent for a second occurrence in a 12 month period;
 6. Airport privileges may be revoked for repeated notices;
 7. Follow-up will be provided to the neighborhoods.

The Bellingham International Airport Advisory Committee believes the success of the noise abatement procedure depends on the voluntary cooperation of the aviation community. The members believe the highest level of compliance will be achieved through pilot education. This will be achieved through educational tools, such as; airfield signs, airport facility directory, information brochures, hangar visits, newsletters, and visitor interaction. Airport privileges should only be revoked as a last result.

Section C - Ground Operation

1. Competent Operator - No person shall start any aircraft engine unless a properly licensed pilot or other person authorized by FAA rules is in the aircraft and attending the engine controls. Wheel chocks shall always be used unless proper parking brakes are installed and applied.
2. Engine Operation - No person shall run the engine of an aircraft in any location on the Airport in such a manner as to cause damage or injury to aircraft, property, or persons, or to create a nuisance to establishments on the Airport.
3. Aircraft Movement - No aircraft shall be towed on runway, taxiway, or ramp without prior approval of Director of Aviation. Aircraft must be taxied or moved with caution and at no time faster than **15 MPH**.
 - a. Aircraft not equipped with wheel brakes must have wing walkers when taxiing in the areas of buildings or around other aircraft.

- b. Any person who operates an aircraft in a negligent or reckless manner resulting in harm or damage to Airport property shall be held financially liable.
4. Parking - Aircraft will be parked in those areas and spaces designated by the Director of Aviation and under the following conditions:
- a. Each tenant/lessee shall be responsible for the orderly parking of aircraft and for the cleanliness of the area they use.
 - b. Each aircraft owner will be responsible for the aircraft's security of tie-down and all mechanisms of fastening.
 - c. Each aircraft owner shall pay a fee for daily parking with the first four hours free.
 - d. It will be the responsibility of the aircraft's operator to contain any oil or fuel leakage of a parked aircraft. Repairs of any damage resulting from failure to observe proper containment of such leaks shall be made at the expense of the aircraft's owner. All such leaks must be reported immediately to Airport staff.
 - e. No aircraft shall be left unattended on the Airport unless properly tied down or within a hangar. Owners of such aircraft will be held responsible for any damage resulting from failure to comply with this rule.
 - f. Each aircraft owner shall be required to complete an appropriate agreement for their assigned ramp tie-down space.

Section D - T-Hangars

- 1. Definition - T-Hangar is defined as an aircraft storage building, individually compartmentalized and leased to individual airplane operator.
- 2. General - In addition to all Rules, Regulations and Minimum Standards set forth in other sections, the following shall also apply to tenants of T-hangars.
 - a. Parking of automobiles on the T-hangar ramp is prohibited. A tenant may park his/her automobile in his/her hangar while using his/her aircraft.

- b. Aircraft are not to be parked in the taxi lane.
- c. T-hangars shall be designated for aircraft storage only, i.e., storage of aircraft and associated equipment only.
- d. No aircraft shall be fueled while in a hangar or within 50' of any hangar or building.
- e. No paint, dope, fuel (except fuel in aircraft fuel tanks), solvent or other flammable or volatile materials shall be stored in T-Hangars at any time.
- f. No spray painting or doping operations shall be conducted in the hangar or adjacent taxiways except for minor touch-up painting.
- g. The use of flammable and/or volatile liquids for the cleaning of aircraft or parts is prohibited in the hangar.
- h. Lubricating oil in excess of immediate needs shall not be stored in T-hangars unless an approved fireproof container is provided.
- i. No aircraft engine shall be operated inside any T-hangar. The aircraft shall be towed out and turned (away) from the hangar before starting.
- j. Hangar floors and the immediate area shall be kept clean and free from oil and debris.
- k. No trash, paper, or soiled rags shall be permitted to accumulate in hangars. Such materials must be properly disposed of.
- l. Transfer of T-hangars from one tenant to another will be handled by Director of Aviation. Subleases are not permitted.

Section E - Snow Removal

1. Airport personnel will initiate the snow removal plan as reasonably practicable upon the accumulation of snow.
2. The runway will be closed with NOTAM's issued during snow removal operations as necessary.

3. Upon commencement of snow removal, first priority will be given to Runway 16-34, followed by Taxiway A, then Taxiway E, then the remaining "cross" taxiways. Taxi lanes "in and out" of the general aviation tie-down and hangar areas will commence upon completion of the above areas.
4. The above are subject to change without notice by the Director of Aviation or his/her designate.

NOTE: A complete "Snow Removal Plan" is available upon request from the Director of Aviation Office.

CHAPTER III - Emergency Procedures

Section A - All Concerned

In case of an emergency that has occurred or is imminent at the Bellingham International Airport involving a crash/fire, a building fire, a bombing threat, or personal injury, take the following steps (remember, these are only guides -- use your best judgment):

1. Notify 911 or Airport Operations (671-5674 ext. 333).
2. In all cases, attempt to stay calm.
 - a. Speak in a calm and slow manner.
 - b. Describe the nature of the emergency.
 - c. Be exact.
 - d. Treat all emergencies with caution.
3. All inquiries from the media should be directed to the Director of Aviation or his/her designate.
4. Unnecessary Exposure - Do not expose any more persons to the dangers of the emergency than is absolutely necessary.

- a. Keep the emergency area clear of unauthorized persons until appropriate emergency personnel arrive.

Section B - Bomb Threat/Scare

1. Bomb Threats - All calls or threats relating to a bomb or sabotage to an aircraft, building, or a vehicle, will be treated as authentic. The following procedures are only guides -- use your best judgment:
 - a. Remain calm.
 - b. When receiving the call or threat, note as many details as possible, no matter how trivial.
 - c. Record exact time and date.
 - d. Record the message if possible.
 - e. Determine if male or female.
 - f. Note any accents.
 - g. Listen for background sounds, etc.
 - h. Try to keep caller talking.
 - i. Ask, when will the bomb go off?
 - j. Location of bomb.
 - k. Type of bomb.
 - l. Do not hang up the phone. Use another phone and call 911.
 - m. Reduce bomb blast hazards.
 - n. Evacuate the building, aircraft, vehicle, or areas.
 - o. Open any windows or doors.

- p. Check for unfamiliar objects.
- q. Do not activate any switches.
- r. Attempt to establish a 300' perimeter around the "threat" area.
- s. Let the Law Enforcement Officer (LEO), Fire/Rescue personnel have 100% control thereafter.

CHAPTER IV - Commercial Operations, Leases and Concessions

Section A - Forward

The Bellingham International Airport is owned and operated by the Port of Bellingham in Whatcom County, Washington. The following minimum standards and requirements have been established in the public interest to permit the safe and efficient operation of the airport and to enhance its orderly development. These standards shall be administered on fair and reasonable terms in accordance with the provisions of Section 300 of the Federal Aviation Act, Title VI of the Civil Rights Act.

Section B - Commercial Activities

No person shall use Bellingham International Airport, or any portion thereof, or any of its improvements or facilities, for revenue-producing, commercial business, or aeronautical activities, who has not first complied with these Rules, Regulations and Minimum Standards, obtained the consent and all appropriate permits and licenses for such activities from the Port, and entered into such written leases and/or other agreements prescribed by the Port.

Section C - Applications

Applications for lease of ground and/or facilities on the Airport, or for permission to conduct any commercial, business or aeronautical activity on the Airport, with the

necessary permits and licenses, shall be made to the Director of Aviation or his/her designate. The applicant shall submit all information and material necessary, or requested by the Port, to establish to the satisfaction of the Port that the applicant will qualify and will comply with these Rules, Regulations and Minimum Standards. The application shall be signed and submitted by every party having interest in the business.

1. Minimum Applications Information - The Port will not accept or take action on a request to lease building space or land area or in any way permit the installation of a commercial activity until after the proposed Lessee, in writing, submits a proposal which sets forth the scope of operation they propose, including the following:
 - a. The amount of land the Lessee desires to lease.
 - b. Description of the building to be constructed or leased.
 - c. The services to be offered.
 - d. The hours of proposed operation.
 - e. The number of aircraft, if any, to be based at the airport.
 - f. Certificate of insurance or other satisfactory evidence indicating the ability to obtain coverage required.
 - g. Evidence of financial capability to perform and provide the above services and facilities for a minimum agreed-upon term. The Port shall be the sole judge of what constitutes adequate financial capacity.
 - h. Depending on the type and size of the lease transaction, the Port may require adequate assurances of ability to pay the monthly rent or to accomplish other obligations of the lease. These "adequate assurances" may include performance bonds, co-signatories, personal guaranties or other financial arrangements.

Section D - Action on Application

The Port reserves its rights, to the fullest extent of the law, to make decisions concerning applications for activities contained herein. This reservation includes, but is not limited to, the provisions of RCW 53.08.080. Without limiting the foregoing, the Port

may deny an application, if, in its sole opinion, it finds any one or more of the following criteria have not been met. This list is not an exhaustive list of criteria, but is merely provided as an explanation of those things that are generally reviewed by the Port in granting or denying an application. Any decision of the Port must be made by the Commission acting in open public meeting. The Port may deny any application if, in its opinion, it finds any one or more of the following:

1. Not Qualified - The applicant for any reason does not meet the qualifications, standards and requirements established by these Rules, Regulations and Minimum Standards.
2. Safety Hazard - The applicant's proposed operation or construction will create a safety hazard on the Airport.
3. Port Expenditure - If granting of the application requires the Port to spend Port's funds, requires the Port to supply labor or materials in connection with the proposed operation, to an extent the Port is unwilling to enter into such agreement where it feels the operation will result in a financial loss to the Port.
4. Availability - There is no appropriate, adequate or available space or building on the Airport to accommodate the entire activity of the applicant at the time of the application.
5. Non-Compliance with Master Plan In Definitions - The proposed operation or airport development or construction does not comply with the Master Plan of the Airport.
6. Congestion - The development or use of the area requested by the applicant will result in problems with aircraft traffic or service, or preventing free access to the area.
7. Misrepresentation - Any party applying or interested in the business has supplied the Port with any false information or has misrepresented any material fact in the application or in supporting documents or has failed to make full disclosure on the application or in supporting documents.
8. History of Violations - Any party applying or interested in the business has a written record of violating these Rules, Regulations and Minimum Standards, or the Rules, Regulations and Minimum Standards of any other airport, Federal Aviation Regulations or any other Rules, Regulations and Minimum Standards

applicable to the Bellingham International Airport.

9. Defaulted Performance - Any party applying or interested in the business has defaulted in the performance of any lease or other agreement with the Port.
10. Poor Credit Rating - Any party applying for or interested in the business has a credit report which contains information indicating a lack of satisfactory business responsibility and reputation.
11. Lack of Finances - The application does not appear to have access to the finances necessary to conduct the proposed operation for the agreed-upon term.
12. Background History - Any party applying for or interested in the business has been convicted of any crime or violation of any ordinance of such nature that it indicates to the Port that the applicant would not be a desirable operator on the Airport.
13. Personal Guaranty - It is the general policy of the Port to require adequate financial assurances when, in the judgment of the Port of Bellingham, they are necessary to protect the interest of the Port. Failure to agree to provide said assurances, if requested, is grounds for denial of an application.

Nothing contained herein shall be construed to prohibit the Port from granting or denying, for any reason it deems sufficient, an application to do business on the Airport for the purpose of selling, furnishing, or establishing non-aviation products and supplies or any service or business of a non-aeronautical nature, or the application by an entity for an area on the Airport for the nonprofit use of such entity.

Section E - Supporting Documents

If requested by the Port, the applicant shall submit the following supporting documents, together with such other documents and information that may be requested:

1. Financial Statement - A current financial statement prepared or certified by a Certified Public Accountant.
2. Assets - A written listing of the assets owned or being purchased which will be used in the business on the Airport.
3. Credit Report - A current credit report.

4. Authorization for Release of Information - A written authorization for the FAA and all aviation or aeronautic commissions, administrations, or any State department in which the applicant has engaged in aviation business to supply the Port with all information in their files relating to the applicant or his/her operation. The applicant shall execute such forms, releases and discharges as may be requested by any of these agencies or any other entity deemed necessary by the Port.
5. Any other documents of information required to assist the Port in evaluating a proposed application in which the Port will be making a financial contribution.
6. Business Plan - Current business plan, at a minimum; proformas and marketing strategy as appropriate.

Section F - Leasing Information

1. General

- a. In accordance with stipulations contained in the Grants of Federal Funds from the Federal Aviation Administration and the Washington State Division of Aeronautics Commission, leases contain the following clauses:
 - 1) To furnish, as appropriate with the stipulated use, good, prompt, and efficient services adequate to meet all the demands for said services at the airport.
 - 2) To furnish, as appropriate with the stipulated use, services on a fair, equal, and nondiscriminatory basis to all users thereof.
 - 3) Lessees, their agents and employees will not discriminate against any person or group of persons by reason of race, color, creed or national origin in providing any services, or in the use of any of its facilities provided for the public in any manner prohibited by Part 15 of the Federal Aviation Regulation, or in any manner prohibited by Title VI of the Civil Rights Act of 1964. The Lessee further agrees to comply with such enforcement procedures as the United States might demand that the Lessor take in order to comply with the Sponsor's Assurances.

- 4) Specific understanding and agreement that nothing herein contained in any existing or future leases shall be construed as granting or authorizing the granting of an exclusive right within the meaning of Section 308 of the Federal Aviation Act.
- 5) Lessor reserves the right to further develop or improve the aviation facilities of the Airport as it sees fit, regardless of the desires or view of any Lessee, and without interference or hindrance. The exercising of said right shall be in accordance with any lease terms in effect with said Lessee.
- 6) Lessor reserves the right, but shall not be obligated to any Lessee to maintain and keep in repair the landing areas of the Airport and all publicly owned facilities of the Airport, together with the right to direct and control all activities of a Lessee in said areas and facilities. The exercising of said right shall be in accordance with any lease terms in effect with said Lessee.
- 7) During the time of war or national emergency, Lessor shall have the right to lease the landing area or any part thereof to the United States government for military or naval use, and, if such lease is executed, the provisions of this instrument insofar as they are inconsistent with the provisions of leases to the government, shall be suspended.
- 8) Lessor reserves the right to take any action it considers necessary to protect the aerial approaches of the Airport against obstruction, together with the right to prevent any Lessee from erecting or permitting to be erected, any building or other structure on or adjacent to the Airport, which, in the opinion of the Lessor, would limit the usefulness of the Airport or constitute a hazard to aircraft.
- 9) All leases shall be subordinate to the provisions of any existing or future agreement between Lessor and the United States, relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal funds to the development of the Airport.
- 10) Lessees agree to abide by the Rules, Regulations and Minimum Standards of the Bellingham International Airport and that the said

Rules, Regulations and Minimum Standards, and any future revisions thereto, are made a part thereof.

- 11) Lessor retains the public right of flight for the passage of aircraft in the airspace above the surface of the real property herein before described, together with the right to cause in said airspace such noise as may be inherent in the operation of aircraft, now known or hereafter used for navigation of or flight in the said airspace for landing, taking off or operating at Bellingham International Airport.
 - 12) Lessees are required to agree not to erect or allow to be erected any structure, improvements or growth of trees or other vegetation in violation of Federal Aviation Regulation (FAR) Part 77.
 - 13) Lessees are required to agree to prevent any use of the leased premises which would interfere with landing or taking off of aircraft at the Bellingham International Airport, or otherwise constitute an Airport hazard.
 - 14) Lessees are required to agree to prevent any operation on the leased premises which would produce electromagnetic radiation of a nature which would cause interference with any navigational aid or communication now or in the future to be installed to serve the Bellingham International Airport, or which would create any interfering or confusing light or cause any restrictions to visibility at the Airport.
- b. All leases shall contain such terms and conditions relating to indemnification, release, hold harmless, insurance, and environmental liability as the Port may, in its sole authority, require. Generally speaking, but without limiting the discretion of the Port, the following types of insurance are generally required:
- 1) Single Limit Airport or Premises Aircraft Liability for bodily injury and property damage.
 - 2) Airport or Premises Liability Coverage which shall be, where applicable, extended to include product liability.
 - 3) Hangar Keepers Liability which shall be , where applicable, in

appropriate amounts depending on type and number of aircraft services and/or aircraft hangared at any one time.

- 4) All risk commercial general liability insurance in an amount to be determined by the Port.
 - 5 Performance bonds, sufficient to the Port of Bellingham, to bond all agreements with the Port.
- c. All Lessee personnel required to hold any Federal Aviation Administration certificates and/or ratings as now or should in the future be required in the conduct of their job, shall maintain such certificates and ratings as current and in good standing.
 - d. All Lessees are responsible for compliance with all State and Federal laws pertaining to employees, including but not limited to Social Security Unemployment Compensation and wage and hours laws.

Section G - Airport License and Leases Non-Transferable

No right, privilege, permit or license to do business at the Bellingham International Airport, or any lease of any area of the Airport shall be assigned, sold or otherwise transferred or conveyed in whole or in part, unless approved by the Board of Commissioners.

Section H - Service Rates

Transient and home-based aircraft using parking facilities of the Airport shall be charged in accordance with current tariffs on file in the Airport Administration Office or established by the Port.

Section I - Refuse

No person shall throw, dump or deposit any unauthorized waste, refuse or garbage on the Airport. Lessee shall make their own arrangements for garbage service. 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 so as to minimize any hazards. No burning or dumping of waste materials is permitted without prior coordination with the Director of Aviation.

Section J - Approval of Construction

No buildings, structures, tie-downs, ramps, paving, taxi areas, or any other improvements or additions on the Airport shall be placed or constructed on the Airport, or altered or removed, without the prior approval of the Director of Aviation, or his/her designate. In the event of any construction, the Port, in its sole discretion, may require an appropriate bond to guarantee the completion of the construction in accordance with said Commission approval.

Section K - Operation Area

No person authorized to operate or conduct business activities on the Airport shall conduct any of its business or activities on any area except those specified by the Director of Aviation and in compliance with these Rules, Regulations and Minimum Standards.

Section L - Commercial Operations

All commercial operators, whether air taxi (FAR Part 135) or air carrier (FAR Part 121) are required to enter into a written agreement with the Port and operate in accordance therewith.

Section M - Concessions

All concessionaires are required to enter into a written agreement with the Port and operate in accordance therewith.

Section N - Business Name

No person shall conduct business operations on the Airport under a business name the same or deceptively similar to the business name of any other operator currently established on the Airport, or which implies operation or ownership by the Port of Bellingham.

Section O - Acts of God

Nothing contained in these Rules, Regulations and Minimum Standards shall be construed to require the Port to maintain, repair, restore or replace any structure, improvement or facility which is substantially damaged or destroyed.

Section P - Waiver of Chapter IV Provisions

The Port may, in its discretion, waive all or any portion of Chapter IV of these Rules, Regulations and Minimum Standards for the benefit of any commercial airline, any governmental agency or department, or person performing nonprofit public services to the aircraft industry, or performing air search and rescue operations, or performing fire prevention or fire fighting operations.

CHAPTER V - Fixed Base Operator Minimum Standards

Section A - Fixed Base Operator License

A Fixed Base Operator (FBO) may operate only after it has received a Fixed Base Operator Lease Agreement approved by the Port and has met the qualifications, standards and requirements of these Rules, Regulations and Minimum Standards. An FBO shall be an entity that provides one or more of the following services for profit on the Bellingham International Airport:

1. Aircraft sales
2. Aircraft operations which include photography, aerial survey, agricultural spraying, etc.
3. Aircraft rental
4. Flight instruction or ground school
5. Maintenance services which shall include services in one or more of the following:
 - a. Airframe overhaul, service and repair.

- b. Engine overhaul, service and repair.
 - c. Radio and electrical shop (avionics).
 - d. Instrument shop.
 - e. Aircraft interior work.
 - f. Refinishing and painting.
6. Line services which shall include the following services:
- a. Supplying of fuel, oil or other fluids.
 - b. De-icing.
 - c. Interior cleaning.
 - d. In-flight food service.
 - e. Lavatory service.
7. Airline services, which shall include one or more of the following:
- a. Fueling of airline aircraft.
 - b. Exterior cleaning of airline equipment.
 - c. Interior cleaning of airline equipment.
 - d. Turbine starting and/or electrical power.
 - e. Other special contractual services.

Section B - Application for Permit

An applicant for an FBO Lease Agreement shall specify all services mentioned in Paragraph 1 of this Section which the applicant desires to conduct on the Bellingham International Airport. An FBO shall carry on or conduct only those services for which he/she qualifies and which are specified in the lease approved by the Port.

Section C - Minimum Standards

In order to qualify for the respective services mentioned in Paragraph 1 of this section, the FBO shall, in addition to meeting all other requirements and qualifications set out in these Rules, Regulations and Minimum Standards, meet the following minimum standards:

1. Aircraft Sales - The FBO shall provide office space and shall lease from the Port an area on the Airport of sufficient size to permit the storage and/or display of aircraft for sale or used in the aircraft sales business and provide for adequate servicing of aircraft during warranty periods. Lease terms and rentals shall be set by the Port.
2. Charter Operations - An FBO shall provide office space and shall have suitable ownership interest in at least one aircraft based on the Bellingham International Airport, which is so equipped and maintained as to comply with the applicable Rules, Regulations and Minimum Standards of the FAA, and shall lease from the Port an area on the Airport of sufficient size to accommodate all such buildings and all aircraft that will be used in such charter operations. Lease terms and rentals shall be set by the Port.
3. Aircraft Rental - An FBO shall provide office space and shall lease from the Port an area on the Airport of sufficient size for the buildings, and all aircraft that will be used by the operator as appropriate. Lease terms and rentals shall be set by the Port. Aircraft must be fully covered by the appropriate insurance.
4. Flight Instruction or Ground School - An FBO shall provide office space and buildings, which shall be of sufficient size to provide a suitable classroom, and shall lease from the Port an area on the Airport of sufficient size to accommodate the building and all aircraft as appropriate that will be used by the FBO, and shall own and/or lease and have based upon the Airport one or more aircraft suitable for flight instruction which comply with the appropriate FAA Rules, Regulations and Minimum Standards.
5. Maintenance Services - An FBO shall provide a shop building and office space of sufficient size to accommodate at least one twin-engine aircraft, together with all appropriate tools and equipment. In addition, the FBO shall equip the shop with such tools, machinery, parts and supplies normally necessary to conduct a business operation in connection with the maintenance service being offered.

Such shop shall be staffed by mechanics and personnel who are qualified and competent and who hold any and all certificates necessary from the FAA. Lease terms and rentals shall be set by the Port.

6. Fueling Services

- a. The Fueler shall provide and maintain all necessary pumps, tanks, and/or mobile fuel trucks, areas, ramps, and other fueling facilities that may be necessary, provided, however, the Fueler shall not place or maintain any fueling facilities on the Airport, mobile or fixed, which are not previously approved by the Port. (See Chapter IV - Commercial Operations, Leases and Concessions.)
- b. The Fueler shall not deliver fuel into any aircraft unless the fuel is supplied from a suitable and approved filtration tank. There shall be no fueling direct from a common carrier transport truck.
- c. Each Fueler offering fueling services shall maintain enough full-time attendants on duty to service aircraft properly without unreasonable delay during the normal times and weather for this type of service.
- d. The Fueler shall offer night service by having an attendant available who will respond to a telephone call at a number conspicuously posted at the facility.
- e. The Fueler with fueling facilities shall, at all times, maintain an adequate supply of the fuels, oils and fluids normally called for on an Airport such as Bellingham International Airport, within the distributor's ability. If the Fueler maintains a mobile fuel truck, it shall operate this truck only on the area leased by the Fueler and such other areas as the Director of Aviation or his/her designate may designate from time to time.
- f. The Fueler must have an area of sufficient size to accommodate the line services and flow of traffic in the fueling area. The lease terms and rentals shall be set by the Port.
- g. The Fueler shall hold all current and valid certificates, permits, licenses or other authorities required by the FAA, city, local, or State agencies.
- h. All fueling at BLI must come from an approved above-ground fuel storage

complex located on Airport property. For commercial resale applications, tanks must be a minimum of 10,000 gallons for Avgas and 10,000 gallons for Jet A.

- i. Fuel storage and dispensing facilities must meet UFC and NFPA requirements.
- j. Commercial aeronautical fuelers must have at least one supervisory person trained in accordance with FAR Part 139.321.

Section D - Conduct of Business

Each FBO shall, upon being authorized by the Port, and after the construction of any required physical facilities permit, immediately commence and conduct all business activities and services authorized. A continuing current list of stored aircraft, operators' name, address and telephone number will be transmitted to the Director of Aviation, to be used for emergency purposes only.

Section E - Facilities

Each FBO shall provide and maintain an office of sufficient size which shall be staffed and open to the public during the normal business hours of each normal business day which shall be the operator's office or place of business on the Airport. These facilities and office shall be kept in a neat, clean and orderly condition and shall be properly maintained. Also, each FBO will provide sufficient automobile/custodial parking spaces consistent with business demands.

Section F - Certificates

The FBO and all personnel and employees shall be competent and shall hold all current and valid certificates, permits, licenses or other documentation required by the FAA, including any required FAA Air Taxi Permits. FBO's shall not utilize any pilot in any aircraft operations who does not hold valid and current certificates from the FAA necessary for them to conduct such approved activities.

Section G - Lease

Each Port FBO lease/agreement shall contain a proviso, which includes an agreement on the part of the FBO to accept, be bound by, comply with and conduct their business

operations in accordance with these Rules, Regulations and Minimum Standards.

Section H - Facilities Maintained

Unless otherwise approved by the Port, the FBO shall, at its own expense, provide, construct, install, equip, paint, and maintain all buildings, structures, ramps, tie-down areas, taxiways, fences, landscaping and all other facilities and improvements as appropriate.

Section I - Currency of Fees

The FBO shall promptly pay, when due, all charges for sewer, water, power, telephone service and all other utilities and services supplied to its operation on the Airport, in addition to all rentals, fees and payments payable to the Port.

Section J - Construction Performance

Plans and specifications for all construction shall be submitted to the Port in compliance with Chapter VI of these Rules, Regulations and Minimum Standards.

Section K - Specified Areas

Airport areas on which FBO facilities are to be constructed or operated shall be in accordance with these Rules and the Airport Layout Plan of the Bellingham International Airport.

Section L - Business Conducted Within Leased Area

Unless otherwise approved by the Port, all operations of the FBO shall be conducted on one area of sufficient size to accommodate all services for which the operator is licensed, allowing for future growth and additional services as contemplated at the time of application, to the extent that space is available on the Airport. The FBO shall conduct its business operations strictly within the leased area. Its operations shall not in any way interfere with the operations of other FBO's, agencies or other businesses operating on the Airport, with the use of the Airport by the general public, or with any common or non-exclusive use areas.

Section M - Promote the Airport

An FBO shall cooperate with the Director of Aviation in the operation, management and control of the Airport and shall do all things reasonable to advance or promote the Bellingham International Airport and aeronautical activities and to develop the Airport as a safe, attractive, professional, efficient and modern transportation facility.

Section N - All Complaints in Writing

All complaints against any FBO for violation of these rules shall be submitted to the Director of Aviation or his/her designate in writing, signed by the party submitting the complaint, and shall specify dates, times and witnesses, if any.

Section O - Indemnify

FBO/Lessee shall indemnify and hold harmless the Port, its officers, employees and agents, against all claims, demands or liability for loss or damage which may arise as a consequence of Lessee's presence or activities upon Port property.

Section P - Insurance Liability

To guarantee performance of Item 15 above, the FBO may be required to secure such commercial insurance coverage as specified in Section F, Subsection 1.b., "Leasing Information." The amount of said insurance shall not be deemed a limitation on the Lessee's liability to the Port, and if the Port, or any of its authorized agents, officers, representatives or employees, becomes liable for an amount in excess of the insurance, the FBO shall save and hold the same harmless for the whole or any part thereof.

Section Q - Non-Discrimination

The FBO shall furnish all services or sales authorized or licensed by the Port on a fair, equal, and nondiscriminatory basis to all users thereof.

Section R - Revocation

1. The Port shall have the right in its discretion to terminate any lease if in violation of these Rules, Regulations and Minimum Standards, or by law and in addition thereof, upon the happening of any one or more of the following:
 - a. The making by the FBO of any general assignment without the

prior permission of the Port, for the benefit of creditors without the Port's written approval.

- b. The abandonment or discontinuance of any permitted operation or service at the Airport by the FBO without the prior approval of the Port.
- c. The failure of the FBO to remedy, within mandated timeline, any default or breach, or violations by them or their personnel in complying with Chapter I, IV, and VI of these Rules, Regulations and Minimum Standards and the terms, covenants and conditions in any lease or agreement entered into on the part of the FBO.
- d. The failure to promptly pay to the Port, when due, all rents, charges, fees and other payments which are payable to the Port by the operator in accordance with applicable leases and in complying with Chapter I, IV and V of these Rules, Regulations and Minimum Standards.
- e. The FBO, or any partner, officer, director, agent, employee on duty, commits any of the following:
 - 1) Violates any of the Rules of Chapter II of these Rules.
 - 2) Engages in unsafe, abnormal or reckless practices in the operation of an aircraft on or in the vicinity of the Bellingham International Airport, which creates a hazard to the safety of other Airport users, other aircraft, or the general public, or endangers property, or which could, foresee ably result in causing personal injuries or death to a person or damage to property.
 - 3) Operates the business of the FBO in such a fashion as to create a safety hazard on the Airport for other Airport users, aircraft or property on the Airport, the general public or any pilots, students, or passengers.
- f. While applying for an FBO license, supplies the Port with any false information, or misrepresents any material fact in the application, supporting documents, or in statements to the Port, or failing to make full disclosure in the application, supporting documents or statements to the

Port.

Section S - Rights of Inspection

To the extent necessary to protect the rights and interests of the Port or to investigate compliance with the terms of these Rules, Regulations and Minimum Standards, the Director of Aviation or his/her designate, shall have the right to inspect at all reasonable times all premises together with all structures or improvements, and all aircraft, equipment and all licenses and registrations. The inspection of the premises will be made preferably in the presence of the Lessee or owner.

Section T - Ecology Assistance

Each FBO shall be responsible for the removal of snow and ice from all its leased areas, and shall keep its leased areas free and clear of all weeds, rocks, debris and other material which could cause damage to aircraft, buildings, persons or automobiles. The Port may, at the request of the operator and in the discretion of the Director of Aviation or his/her designate, assist the FBO in snow, ice and weed removal, provided such operator shall assume the liability of the Port's actions in this regard and shall indemnify and hold the Port, its officers, agents and employees harmless from all liability in connection with all things done pursuant hereto.

Section U - Notification of Cleanliness Violation

The FBO shall maintain a clean and orderly area. The Director of Aviation or his/her designate will notify the operator, in writing, of any violations to the contrary. The operator will then have five (5) working days to correct the stated violation; failing that, the Director of Aviation or his/her designate may then have the violations corrected at the offending operator's expense.

CHAPTER VI - Development Standards

Section A - Purpose

The following minimum standards are designed to be a guide to those who wish to develop property at the Airport. The Port reserves the right to exercise its complete discretion and conform to all applicable Federal, State and local statutes to ensure that all construction at the Airport meets or exceeds the general standards of the other structures on the Airport, and is in conformity with the Port's overall master plan.

Section B - Design Review

Any proposed private development on Port (Airport) property shall be approved by the Design Review Committee. The Design Review Committee approval is to insure that project development on Port-leased property results in quality developments on Port property. The criteria utilized by the Design Review Committee are in addition to both the regulations of the underlying use designation of the subject property, as well as the applicable local and state building codes.

1. Committee Structure - The Design Review Committee shall be appointed by the Executive Director of the Port of Bellingham and, at a minimum, will include the Port Engineer, the Port Horticulturist, a representative from the Port's Properties Division, and the Port's selected architect and/or Engineer.
2. Approval Required - No lease which includes significant remodeling or new structures will be considered for recommendation to the Port of Bellingham Board of Commissioners unless it has received the approval of the Design Review Committee. Consideration of the proposed development shall be made in a timely manner.
3. Procedure - The applicant is required to submit to the Port for its consideration by the Design Review Committee the following information:
 - a. Conceptual Design, outlined specifications and other information in sufficient detail as required by the Design Review Committee.
 - b. An estimated value of construction, including design and permit fees.
 - c. Name, address and telephone numbers of the applicant, as well as the designer.
4. Criteria - The Design Review Committee will utilize their best professional judgment to determine if the proposed development does not adversely impact the aesthetics and economic value of the surrounding Port or privately owned improvements on Port property. The Design Review Committee is charged with developing specific criteria to make that determination with said criteria to be approved by the Port's Board of Commissioners.

Said criteria should include, but not be limited to, the value of the improvements versus the value of the underlying property and adjoining improvements as a

measure of economic compatibility, design longevity of the structure and improvements, aesthetic treatment as determined by a review of the site improvements, landscaping and selected building materials, as well as overall design compatibility for the intended purpose.

5. Appeal of the Design Review Committee's Decision - In the event the Design Review Committee does not approve a proposed development plan, it should so advise the applicant in writing and notify them of the deficiencies. Applicants may re-submit development plans with the aforementioned modifications.

If the development plans are not ultimately approved by the Design Review Committee, the applicant may appeal directly to the Port of Bellingham's Board of Commissioners concerning the development project.

Section C - Compliance With Laws

1. New facilities, additions and tenant improvements construction shall comply with all applicable laws, ordinances, rules, regulations, order, licenses, permits and other requirements now in effect, of any governmental authority (including, but not limited to, such requirements as may be imposed upon the Port). Applicant shall furnish such documents as may be required to effect or evidence such compliance.
2. New facilities, additions and tenant improvements shall comply with FAA Standards (Advisory Circular 150/530013 or equivalent) published by the FAA. FAA airport design standards determine minimum distances from aircraft movement and aircraft parking surfaces.

Section D - Waiver of Chapter VI Provisions

1. The Port may, in its discretion, waive all or any portion of Chapter VI of these Rules, Regulations and Minimum Standards for the benefit of any commercial airline, any governmental agency or department, or person performing nonprofit public services to the aircraft industry, or performing air search and rescue operations, or performing fire prevention or fire fighting operations.

Chapter VII - Special Events

Section A - Activities Regulated By Director of Aviation

- a. Special Events include, but are not limited to, the following:

- Air Shows
- C Balloon Festivals
- C Air Races
- C Fly-Ins
- C Parachute Demonstrations

These special events require coordination and prior written approval by the Director of Aviation.

- b. All special events require written authorization by the Director of Aviation in the initial planning stage. The authorization will be in the form of a letter of authorization from the Director of Aviation to the special event sponsor. The letter will recognize the special event sponsor as a legitimate representative of a proposed special event; that the type of special event is suitable and compatible with the policies of the airport and that the sponsor is authorized to pursue the planning process.
- c. All special events, whether an entrance fee applies or not, must be officially approved by the Director of Aviation in the form of a Special Events Permit or License.
- d. The special event sponsor will be required to obtain liability insurance for the event. The insurance policy will identify the Port as a "named insured" for the event.

Section B - Mandatory Compliance By Special Event Sponsor

- a. If the special event is expected to attract an attendance of 1,000 persons or more, the sponsor must coordinate road and/or highway impact with local law enforcement.
- b. The sponsor must prepare and present to the Director of Aviation an "adverse weather" plan for the event.
- c. The sponsor must make arrangements for ambulance, auto towing, garbage pick-

- up, lavatories, refuse clean-up, structural fire and ARFF services.
- d. The special event must be planned to accommodate the normal ingress and egress of motor vehicles for those persons involved in passenger (air carrier) flights, general aviation users of the airport, or other business activities normally conducted at the airport.
 - e. Airport runways and/or landside "closure" must be coordinated in advance with the Director of Aviation and other users of the airport.
 - f. A special event that involves aerobatic maneuvers by aircraft must be coordinated with Director of Aviation and the local Flight Standards District office of the FAA.
 - g. Failure of the sponsor to adequately perform trash and litter clean-up of the airport and repair or compensate for damaged property as a result of the special event will be billed for extra overhead expense and damages by the Port.