



CITY OF WASILLA

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COUNCIL MEMORANDUM NO. 91-75

FROM: Deputy Administrator

DATE: October 10, 1991

RE: Airport Rules and Regulations

The City will assume operational responsibility for the Wasilla Airport on or before November 1, 1991. The Council has adopted ordinances which govern the general operating and land leasing procedures of the airport. The ordinance provides for the Airport Manager (Mayor or designee) to implement detailed airport rules and regulations subject to approval by Council of the detailed regulations.

The attached document "Rules and Regulations for operation of the Wasilla Municipal Airport" was developed by the Airport Advisory Committee with staff assistance. The rules provide guidance to users and operators of the airport. We fully expect that revisions will be made as we gain experience but they are considered adequate for initial users of the airport. After Council approves the rules and regulations they will be re-printed, reduced in size and compiled in a manner suitable for distribution to users of the airport.

Recommend Council approve the proposed Rules and Regulations for operation of the Wasilla Municipal Airport.

Robert E. Harris
Deputy Administrator

Approved
10/14/91

CITY OF WASILLA
RULES AND REGULATIONS FOR OPERATION
OF
THE WASILLA MUNICIPAL AIRPORT
APPROVED OCTOBER 14, 1991

CHAPTER 1

INTRODUCTION

The purpose of this document is to provide an operations manual clearly defining objectives, structures and functions, as well as to achieve the greatest degree of operational efficiency and safety possible in compliance with the requirements of the Federal Aviation Regulations.

AIRPORT BACKGROUND

RESPONSIBILITY

The Wasilla City Airport is owned by the City of Wasilla. The airport is under the direct supervision of the Airport Manager.

GENERAL

- A. Description of Airport. The airport complex consists of 150' x 4300' safety area with a 75' x 3700' runway, a 700' x 1515' apron, two 40' x 225' connecting taxiways and a 40' x 3015' access road. The runway, taxiways and apron surfaces are gravel and lighted.
- B. Operation and Use Privileges.
- (1) In operating an airport or air navigation facility owned or controlled by the City, the City may enter into contracts, leases, and other arrangements covering period not exceeding 55 years with a person, municipality, or the United States, granting the privilege of using or improving the airport or air navigation facility or a portion of it or space in it for commercial or governmental purposes; or conferring the privilege of supplying goods, commodities, services or facilities at an

airport or air navigation facility. The City may establish the terms and conditions and fix the charges, rentals, and fees for the privileges or services, that are reasonable and uniform for the same class of privilege or service. The terms, conditions, charges, rentals and fees shall be established with due regard to the property and improvements used and the expense of operation to the City. In no case may the public be deprived of its rightful, equal and uniform use of the airport, air navigation facility, or portion thereof.

- (2) The City may by contract or other arrangement, upon a consideration fixed by it, grant to a qualified corporation or person for a reasonable period of time the privilege of operating, as agent of the City or otherwise, an airport owned or controlled by the city. A corporation or person granted that privilege may not operate the airport other than as a public airport or enter into any contract, lease or other arrangement in connection with the operation that the City may not have undertaken under (1) of this section.

DEFINITIONS

- (1) Airport: Shall mean the Wasilla Municipal Airport.
- (2) Airport Manager: Shall mean the Mayor of the City of Wasilla or an official appointed by the Mayor to administer, govern, superintend, control and protect the air terminal.
- (3) State: Shall mean the State of Alaska.
- (4) Person: Shall mean any individual, firm, co-partnership, corporation, company, association, joint-stock association, or body politic; and shall include any trustee, receiver, assignee or other similar representative thereof.
- (5) City: Shall mean the City of Wasilla.
- (6) Council: Shall mean the City Council of the City of Wasilla.
- (7) Director of Public Works: Shall mean the Director of Public Works for the City of Wasilla.

B. Fuel Flowage Fees.

Two cents (2¢) per gallon or as set by the City Council

C. Land Rentals

Ten cents (10¢) per square foot per year or as set by the City Council.

D. Payment of Fees, Charges and Leases.

- (1) Means of Payments. Fees shall be paid in United States dollars.
- (2) Time of Payment. Parking fees shall be paid in advance, based upon estimated parking time on the airport. Fees paid in advance shall be adjusted at the time of departure.
- (3) Exceptions to Time of Payment. Aircraft based at or making regular use of the airport may be required by the Airport Manager to make prior financial arrangements. These arrangements may include provisions for payment on a monthly or other suitable basis.
- (4) 8% interest will be charged on all accounts not paid within thirty (30) days from date of billing.

Section 3. Aircraft Rules

A. Parking of Aircraft

- (1) No person shall park aircraft in any area on the airport other than that prescribed by the Airport Manager or his authorized representative, or defined by contractual right. No employee of the City shall have the authority to make the City of Wasilla, Alaska responsible for the care or protection of any aircraft parked on the airport.
- (2) The Airport Manager or his duly authorized agent shall have the authority to tow or otherwise move and impound aircraft which are parked by their owners or operators on the airport in violation of the regulations of the airport. The manager shall have the authority to make a reasonable charge against the owner or operator of such aircraft for such towing or moving service, and the aircraft so

towed or moved shall be subject to lien for such charges.

B. **Accident Reports.** A person involved in an aircraft accident occurring in the airport shall make a report of such accident, including his name and address, to the Airport Manager as soon as possible after the accident. When a written report of an accident is required by NTSB Regulations, a copy of such report may be submitted to the Airport Manager in lieu of the report required above.

C. **Taxiing Rules**

- (1) No person shall taxi an aircraft until he has ascertained that there will be no danger of collision with any person or object in the immediate area.
- (2) No person shall operate an aircraft in a careless or reckless manner or taxi it except at a safe and reasonable speed.
- (3) No person shall start or run any engine in an aircraft unless a competent person is attending the engine controls. Airplanes that are hand cranked for starting shall be adequately tied down before an attempt to start the engine is made.
- (4) No person shall run the engine or engines of an aircraft parked in front of any hangar or at any location on the airport in such a manner as to cause damage to other aircraft or property or in such manner as to blow paper, dirt or other materials across taxiways or runways and thereby endanger the safety or operations on the airport.

D. **Landing and Takeoff Rules.**

- (1) Landing and takeoffs shall be made in the direction indicated by wind indicator.
- (2) Landings and takeoffs shall be made only on the runway and at a safe distance from other aircraft.
- (3) Landings and takeoffs shall be made in conformity with the air traffic patterns prescribed by the FAA Administrator. (These patterns are also published in the FAA Alaska Airman's Guide and Alaska Flight Information Manual.)

Section 4. Rules of Conduct

A. Sanitation.

- (1) No person shall dispose of garbage, papers, refuse, sewage or other material on the airport except in the receptacles provided for that purpose.

B. Preservation of Property. No person shall do the following on the airport without the express permission of the airport manager:

- (1) Destroy, injure, deface or disturb in any way, any building, sign, equipment, marker, other structure, tree, flower, lawn or other public property.
- (2) Alter, add to or erect any buildings.
- (3) Make excavations.
- (4) Abandon any personal property.

C. Interfering or Tampering with Aircraft. No person shall without permission of the owner:

- (1) Interfere with or tamper with any aircraft.
- (2) Put in motion any engine of any aircraft.
- (3) Use any aircraft, aircraft parts, instruments or tools.

D. Restricted Areas. The Airport Manager may establish restricted areas necessary for safety and security. No person shall enter a restricted area posted as being closed to the public, except as may be permitted by these regulations, with the written permission of the Airport Manager.

E. Particular Areas. No person shall enter upon the landing field, apron, runways or taxiways, or enter into restricted areas, offices or hangars other than for aircraft operations except:

- (1) Persons authorized by the Airport Manager or persons engaging in flight operations.
- (2) Passengers under appropriate supervision, entering the apron for the purpose of embarkation or debarkation.

- F. Conduct of Business or Commercial Activities. No person shall conduct any business or commercial activity of any nature whatsoever on the airport except under the terms of a lease agreement with the City or under such forms and conditions as may be prescribed by the City.
- G. Soliciting.
- (1) No person shall make a sale of any kind, charge an admission fee, offer a service for a fee or expose an article for sale at the airport without the permission of the Airport Manager unless the person is authorized to do so by the terms of a contract between the person and the City.

Section 5. Obligation of Tenants

- A. Trash Containers. No tenant, lessee, concessionaire or the agent or agents of any such person or persons, doing business at the airport, shall keep uncovered trash containers. No vehicle used for hauling trash, dirt or other materials shall be operated at the airport unless such vehicle is constructed so as to prevent the contents thereof from dropping, sifting, leaking or otherwise escaping therefrom. No person shall spill dirt or other materials from vehicles operated at the airport.

CHAPTER 3

MARKING AND LIGHTING RUNWAYS, THRESHOLDS AND TAXIWAYS

A. Airport Lighting

- (1) Runway Edge Lighting
- (a) Medium intensity L-861 spaced 200 feet apart, with step control of intensity, are installed on the runway.
- (2) Taxiways Edge Lights
- (a) Medium intensity lights are installed on E and W flood lights on apron.
- (3) All apron, vehicle parking, roadway and building lights are shielded or positioned in a manner that prevents hindering aircraft operation.

B. Airport Markings

- (1) All runways and taxiways are marked in accordance with the standards for marking paved and/or gravel areas on airports described by Federal Aviation Administration rules and regulations.

CHAPTER 4

(Reserved for Future)

CHAPTER 5

HANDLING AND STORING HAZARDOUS ARTICLES AND MATERIALS

Fuel storage and dispensing permits are required prior to bringing fuel for storage or resale onto Airport property. Procedures and devices required for the safe storing, dispensing or otherwise handling of fuel, lubricants and oxygen or other hazardous materials are stated in DEC/FAA Regulations and shall be adhered to.

A. Bulk Storage

- (1) Any bulk storage tank is to be maintained in accordance with existing Alaska state requirements and DEC regulations.
- (2) Fuel type, quantity and warning signs are to conform to Alaska state requirements and FAA regulations.
- (3) Security fencing for fuel storage areas is to conform to Alaska state DEC, DOT/PF and FAA requirements.

B. Fuel Trucks

- (1) Vehicle is to be painted and clearly and easily identifiable as a fuel truck.
- (2) Type of fuel and quantity are to be marked.
- (3) Grounding devices are to be operational and of prescribed weight and length.

- (4) No smoking signs are to be clearly visible on both sides of a fuel truck, legible from a minimum of 100 feet.
- (5) Any change in Alaska state requirements, or DEC requirements, are to be considered as an amendment to these procedures, as if it were fully incorporated.
- (6) In the event of a conflict between these procedures and airport regulations, those provisions of airport regulations will govern insofar as they are not in conflict with existing Alaska state regulations.

C. Compliance

Failure to comply with the provisions of this section may, at the discretion of the Airport Manager, result in the revocation of any permits or privileges of operating on the Wasilla Airport and, if warranted, filing of civil or criminal charges.

CHAPTER 6

PUBLIC PROTECTION

A. Perimeter Fencing

Fencing is to provide security to air operational areas. The existing fence has gates that are kept locked, except during authorized use.

B. Surveillance

Lessees Airport users and tie-down renters are to informally observe security and safety conditions and report to the Airport Manager any unauthorized access or dangerous activities.

C. Hazardous Areas

Lighting

- (a) Floodlighting will be installed in appropriate areas and on buildings subject to normal public use to provide protection from inadvertent access to hazardous areas or unauthorized entry into operational areas.

- (b) All such lighting shall be inspected periodically in accordance with the procedures included in inspection section.

D. Public Information

Signs - All areas to be restricted or prohibited for public use are posted with appropriate placards or signs to prevent inadvertent entry.

CHAPTER 7

A. General Airport Inspection Procedures

- (1) It shall be the responsibility of the Airport Manager (or his designated representative) to perform periodic airport safety inspections of all operational areas, lighting and other facilities directly related to aviation and non-aviation activities.
- (2) Construction contractors, concessioners and other activities and tenants on the airport will initially and periodically be briefed by the Airport Manager or his designated representative on airport safety rules, regulations and procedures applicable to their activities.

B. Airport Safety Inspection Instructions

- (1) Check weather conditions and weather hazards on taxiways, ramp and roadways. Check all areas for broken or damaged surfaces, foreign objects, etc., observing proper aircraft parking, ramp observations, etc.
- (2) Check field lighting, runway lights, taxiway lights, wind cone lighting and obstruction lights.
- (3) Coordinate snow removal activities by following prescribed procedures and maintain liaison to FSS of amounts of snow, slush and adverse braking action.
- (4) Notify the interested tenants or agencies of closing operational areas or interruptions of other facilities and monitor precautionary measures.

- (5) Check the following for good housekeeping and notify persons concerned of conditions and request report of compliance to any discrepancies:
 - a. City equipment
 - b. All other operational areas.
- (6) Perform periodic (weekly or monthly) inspections of the areas surrounding the airport to determine that no structural hazard or other development is taking place which is or may become a hazard to operations or result in conflict between the airport and its surrounding property owners.
- (7) The following items shall be checked periodically:
 - a. Grading and drainage
 1. Signs of wind, water or blast erosion.
 2. Ponding of water in undesired areas.
 3. Clogged or overgrown ditches.
 4. Poor shoulder shaping and erosion.

C. Marking, Lighting and Electrical Facilities

- (1) Burned out bulbs and lamps.
- (2) Broken lenses or filters.
- (3) Dirty lenses.
- (4) Vegetation obscuring lights.
- (5) Fixtures knocked over or displaced.
- (6) Damaged or insecure cones.
- (7) Decreasing circuit resistance.
- (8) Faulty ground connections.
- (9) Malfunctioning of regulators.
- (10) Water in below grade fixtures or components.
- (11) Torn or damaged wind indicators.

(12) Faded or obscured markings.

D. Landscaping and Grounds

- (1) Surface erosion.
- (2) Weed overgrowth.
- (3) Trash, rubbish and other undesirable deposits.
- (4) Damaged fences and gates.
- (5) Damaged or inoperative lighting.
- (6) Inadequate or damaged signs and markings.
- (7) Fire hydrants.

CHAPTER 8

TRAFFIC AND WIND DIRECTION INDICATOR

A lighted wind cone and segmented circle are located near center line of runway and an additional cone at each end of the runway.

CHAPTER 9

AIRPORT CONDITION ASSESSMENT AND REPORTING

Inspections will be conducted by the Airport Manager or his representative at the airport checking to insure no safety hazards exist; checking gates, building and ramp areas for intruders and vandalism and checking pavement areas for foreign objects or damage.

A. Hazard Reporting

- (1) Where a safety hazard exists, an immediate NOTAM will be issued by contacting the FSS.
- (2) Any time there is a discrepancy, the Airport Manager will make out a work order to Public Works.
- (3) The FSS will be notified as soon as work is complete.

B. Inspection Guidelines To Be Observed

- (1) Periodic, complete, on-the-ground inspection shall be conducted by the Airport Manager and defective conditions so noted.
- (2) The period of inspection will vary with geography, topography, and climate, but will be conducted at least at two week intervals with additional inspections during and immediately following unusual storms or other meteorological phenomena.

C. Aircraft

- (1) As soon as possible after an accident or incident on the airport, an inspection will be made to determine possible damage to surfaces or nav aids. Appropriate report and notifications will be made.

CHAPTER 10

EMERGENCY OPERATIONS PLAN

Communications

The following is a directory of telephone numbers that would be useful in the event of an emergency:

<u>Person or Agency</u>	<u>Phone Number</u>	<u>Home Phone</u>
Emergency (Fire, Police, EMS)	911	
Airport Manager	373-9055	376-0580
Director of Public Works	373-9055	745-3081
After Hours Maintenance	376-4700	
Volunteer Fire Department	373-3755	
Ambulance	373-3755	
Alaska State Troopers	745-2131	
F.A.A. Flight Service	745-3269	
Valley Hospital	745-4813	
West Valley Medical Campus	376-5028	
Security	376-4700	

EMERGENCY 911 EMERGENCY

Notification via the emergency number 911 should be used only in the case of an actual emergency, or if an emergency is imminent and time is a factor.

FIREFIGHTING

It is the mission of the volunteer fire department to provide firefighting manpower and backup equipment. The fire department, in the event of an accident involving aircraft on fire or strong potential for fire at the airport, and on receipt of instructions from Central Dispatch, will respond with available equipment.

AMBULANCE RESCUE SERVICE

Ambulance Rescue Service is available from Mat-Su Borough Emergency Medical Services by calling 911.

AREA HOSPITALS

Valley Hospital, Palmer

West Valley Campus (Valley Hospital) on Bogard Road, Wasilla

AIRCRAFT ACCIDENTS

If an aircraft has been involved in an accident on or near the airport, Airport Manager or representative, or any person observing the accident shall:

- (1) Notify the fire department via 911 (emergency) and Alaska State Troopers.
- (2) Notify nearest F.A.A. and N.T.S.B. (Palmer Flight Service Station 745-2495).
- (3) Remain close to the scene of accident to help direct firefighters, ambulance and Alaska State Troopers to the scene.
- (4) Notify the Airport Manager who will notify the aircraft owner, if other than pilot.
- (5) If airport operation is interrupted due to wreckage on the runway or other operations area, the Airport Manager may close all or portions of the airfield for operations

and will direct clearance of the wreckage only when authorized by appropriate investigating officials.

EMERGENCY CLOSURE OF AIRPORT RUNWAYS

If in the Airport Manager's opinion, hazards exist (i.e. smoke, debris, wreckage, uncontrolled movement of people and vehicles, etc.) so as to endanger other aircraft operations, he will immediately notify the FSS of airport closure.

NTSB AND FAA FUNCTIONS

- (1) The National Transportation Safety Board and the Federal Aviation Administration accident inspectors will be notified immediately.
- (2) The Airport Manager, Alaska State Trooper or Fire Chief shall secure the accident scene until AST, FAA, NTSB arrive.

REMOVAL OF DISABLED AIRCRAFT

- (1) Responsibility of Airport Owner

The owner of an airport which has been developed in part with Federal aid has assumed certain obligations, including a commitment to operate and maintain the airport in a safe and usable condition for the use and benefit of the public. Although, not always expressly stated in its agreement with the United States government, there is an implied duty to keep aeronautical facilities available for use and free of obstructions. The presence of an immobilized aircraft could constitute such an obstruction. It shall be the responsibility of the Airport Manager or his delegated representative to exercise his authority and responsibilities with respect to an immobilized aircraft, as well as the rights and responsibilities of the aircraft owner. Additionally, the airport management will insure that proper notices are disseminated to all wishing to use the airport of the obstruction and its location. If the obstruction is in such a location to make aircraft operation impractical or unsafe, the airport management will close such runway and NOTAM the airport accordingly.

(2) Responsibility of the Aircraft Owner

The responsibility for removing disabled aircraft as well as providing or arranging for equipment and crews necessary for its removal, and the determination of the extent of damage prior to removal, rest with the aircraft owner or operator. If the registered owner or operator cannot remove the aircraft or is dilatory in doing so, the airport manager shall have the authority to act for him with minimum delay.

REFERENCE AND AUTHORITY

- (1) FAA Advisory Circular 150/5200-13, Methods of Removal of Disabled Aircraft.
- (2) 14 AAC 10.010(D).

STRUCTURAL FIRES

Observer:

- (1) Notify the fire department via 911 (emergency).
- (2) Direct the removal of aircraft from fire area and alert persons in adjacent buildings.

CHAPTER 11

IDENTIFYING, MARKING AND REPORTING CONSTRUCTION
AND OTHER UNSERVICEABLE AREAS

Application of the following standards and practices (AC 150/5340-1-C) contained herein, in parts that are applicable to the Wasilla Airport apply when there is a closed or hazardous area on the airport or when a deceptive area exists and the airport authority determines that an operational need exists to mark same. A deceptive area is any surface or area which appears usable, but which, due to the nature of its structure, is not intended for normal operational use by aircraft. Replace or modify as soon as possible existing markings that are not in accordance with those described in the Federal Aviation Regulations.

A. Hazardous and Unserviceable Parts of the Operations Area.

- (1) Where an area has failed or for any other reason becomes hazardous for aircraft operation and it is not intended to close the entire area to operations, use red flags not less than 18 inches square for day marking and use red lights for night marking to delineate the hazardous area. (When flags are made of fabric, use a wire stiffener to hold the flag in an extended position. Mount flags so they are not a hazard.)

B. Closed Airport

When the entire operations area is rendered unsafe by a hazardous condition, declare the field closed and mark as prescribed by applicable Federal Aviation Regulations.

C. Notification

Immediately report closed runways and taxiways, airport hazardous areas and closed airport to the appropriate flight service station or other FAA office for NOTAM promulgation, as required, and for transmission to the national flight data center for appropriate action.

CHAPTER 12

PROTECTION OF NAVAIDS

All navaids located on the Wasilla Airport are owned by the City of Wasilla. As the operator of the Wasilla Airport, the City has the responsibility of protecting all navaids from vandalism and theft.

All accesses to the runway and areas of navaid locations are posted to warn unauthorized persons not to proceed beyond a designated point. Trespassers can be and will be prosecuted by the City.

The City of Wasilla will have the right to prevent any type of construction until a study has been made and approval has been given by the Director of Public Works of the City of Wasilla.

CHAPTER 13

GROUND VEHICLES

The requirements contained herein apply to all vehicles which are to be operated in the aircraft movement area and other areas not intended for use by public vehicular traffic at the Wasilla Airport. For the purpose of this chapter, the following definitions apply:

- A. Vehicle. All conveyances, except aircraft, used on the ground to transport persons, cargo, or equipment.
- B. Air Operation Area. Those areas which encompass the runways, taxiways, and other areas of the airport utilized for taxiing, takeoff and landing of aircraft, excluding aprons and parking areas.
- C. Airfield Service Vehicles. Those vehicles operated by airport management that are routinely used for service, maintenance and construction on the aircraft movement area.
- D. Aircraft Support Vehicles. Those vehicles routinely used on aircraft aprons or parking areas in support of aircraft operations.

All vehicles operating on the airport will conform to the rules and regulations of the Wasilla Airport.

All vehicles operating on, or adjacent to, usable runways or taxiways will be equipped with two-way radio tuned to airport advisory frequency.

CHAPTER 14

OBSTRUCTIONS

In accordance with FAR, Part 77, all obstructions located on the Wasilla Airport are marked with appropriate lighting.

CHAPTER 15

WILDLIFE HAZARD

(To be Determined Later)

CHAPTER 16

SAFETY DURING CONSTRUCTION PROJECTS AT THE AIRPORT

These guidelines apply to all construction work which may affect the movement of aircraft.

- A. Prior to the development of contract specifications for construction activity affecting aircraft movement areas, safety requirements relating thereto should be coordinated between the airport manager and appropriate representatives of the FAA to determine the restrictions required for the project's special provisions, which should result in a minimum of interference to aircraft operations.
- B. For construction activity to be performed in other than active operational areas, the storage and parking of equipment and materials when not in use or about to be installed should not encroach upon active operations areas. For taxiways, maintained clearance will not be less than 100 feet from the traveled edge.
- C. Open-flame, welding or torch cutting operations are to be prohibited unless adequate safety precautions have been approved by the airport manager.
- D. Open trenches, excavations and stockpiled materials at the construction site will be prominently marked with red flags and lighted by light units (acceptable to the airport manager) during hours of restricted visibility and/or darkness.
- E. All vehicles will follow routes and roadways selected by the airport manager or his representative and stay clear of areas adjacent to nav aids that if traversed could cause emission of false signals or failure of nav aids. These sensitive areas will be identified and marked by the airport manager.
- F. The airport manager will require identification and marking with yellow flags the location of all utilities

in the construction areas that if interrupted could cause failure of a facility or navaid.

- G. The airport manager will issue the necessary notams to reflect hazardous conditions. Notams will be kept current and reflect the actual conditions with respect to construction situations. Active notams will be reviewed periodically.
- H. Frequent inspections will be made by the airport manager during critical phases of the work to insure that the contractor is following the recommended safety procedures.
- I. During periods of construction on the air operations area, lighting and marking will be required as described in the special provisions of the construction document.