



147 Schoen Lane POB 53  
Eastsound WA 98245-0053  
360.376.5285 360.376.6062(F)  
orcasairport@rockisland.com  
[www.portoforcas.com](http://www.portoforcas.com)

# Orcas Island Airport

Eastsound, WA

## Minimum Standards

Adopted by Port of Orcas Commissioners  
February 26, 2014

**TABLE OF CONTENTS**

I General Provisions	4
A General	4
B Definitions	4
C General Airport Information	5
D General Requirements	6
1. Advertisements	6
2. Business	6
3. Aeronautical Services	6
4. Animals	6
5. Charges	6
6. Construction	6
7. Damage to Property	7
8. Personal Conduct	7
9. Use of Facilities	7
10. Use of Roads and Walks	7
11. Garbage and Sanitation	7
12. Lost Articles	7
13. Limited Access Areas	7
14. Weapons and Explosives	7
15. Transportation of Hazardous Materials	8
16. Safety, Health and Environmental Regulations	8
17. Fire Prevention	8
18. Exceptions	9
II General Use and Activities	10
A General	10
1. Airport Activities	10
2. Risk and Responsibility	10
3. Obligation of User	10
4. Cognizance of these Rules and Regulations	10
5. Public Usage	10
6. Common Aircraft Use Areas	10
7. Responsible Use	11
8. Special Events	11
B Vehicles	11
1. Definition	11
2. General Requirements	11
3. Reporting of Accidents	11
4. Parking Requirements	11
5. Right to Enter/Move Vehicles and/or Aircraft	11
6. Vehicles for Hire and Loading/Unloading Areas	11
7. Landing Area	11
8. Apron	12
9. Designation of Areas	12
10. Liability	12
III Aircraft Operations	13
A General	13
1. Aeronautical Activities	13
2. Restricted Aeronautical Activities	13

3. Aircraft Equipment Requirements	13
4. Radio Use	13
5. Airport Staff Authority	13
6. Aircraft Type Operating Limitations	13
7. Aircraft Accidents	13
B Aircraft Traffic	13
1. Takeoffs and Landings	13
2. Turns	14
3. Noise Abatement Procedures	14
4. Right of Way	14
5. Traffic Pattern	14
6. Demonstration and Experimental Flight	14
7. Nuisance Flying	14
C Aircraft Ground Operations	14
1. Fueling and Defueling	14
2. Disabled Aircraft	15
3. Engine Starting and Runup	15
4. Aircraft Registration	15
5. Fuel and Oil Leakage	15
6. Hangars and Hangar Storage	15
7. Parking of Aircraft and Right to Move Aircraft	15
8. Safety of Persons in Operational Areas	15
9. Securing of Aircraft and Transient Tiedown Areas	16
10. Responsibility of Instructors	16
11. Taxiing of Aircraft	16
D Commercial Aviation Operations	16
1. General Requirements	16
2. Application for Lease	16
3. Disposition of Application	16
4. Submittal of Supporting Documents	17
5. Hangars, Offices and Buildings	17
6. Physical Improvements	17
7. Payment	17
IV Air Ambulance Services	18
V Rates and Charges	20
A General Conditions	20
B Tariff Schedule	20
C Other Fees Collected	21
VI Penalties and Enforcement	22
VII TTF User Rules and Regulations	23
A General	23
B Rules	23
VII Powers of the Commission	25
VIII Severability	25
Attachments	
1 Policy Regarding Pedestrian and Vehicle Movement	26

## **Chapter I General Provisions**

### **Section A - General**

1. Effect: These Rules and Regulations shall supersede all previous Rules and Regulations for operation and use of the Orcas Island Airport by all persons.
2. Amendment: The Commission reserves the right to make any additions, deletions or corrections to these Rules and Regulations which it may consider necessary for the safety of aircraft operations or of personnel using the Airport.
3. Conflicts: In any instance in which these Rules and Regulations may be or become inconsistent with Federal Aviation Regulations, or any other governmental agency, then these Rules and Regulations shall be void as to the conflict. No part of these Rules and Regulations shall be construed as license or authorization to deviate from Federal Aviation Regulations.
4. Authority: The Rules and Regulations are promulgated under the authority granted to the Port Commission by the Washington State Municipal Airports Acts of 1941 and 1945, RCW 14.08.120, "[to] adopt and amend all needed rules, regulations, and ordinances for the management, government, and use of any properties under its control..."
5. Safety: It is the policy of the Commission to operate the Airport for the use and benefit of the public in a safe and serviceable manner and to eliminate hazards to aircraft and persons using the Airport.

### **Section B - Definitions**

1. Commission: "Commission" means the board of Commissioners (officials elected by the registered voters of the district of Orcas Island) of the Port of Orcas.
2. Port: "Port" means the Port of Orcas, a municipal corporation located in Eastsound, San Juan County, Washington, and various properties and facilities that it owns and governs, which includes the Orcas Island Airport. In discussions relative to leases the Port is also referred to as the Lessor.
3. Airport: "Airport" means the Orcas Island Airport and all the area, buildings, facilities and improvements within the boundaries of such Airport as it now exists or as it hereafter may be extended as delineated on the current Airport Layout Plan (ALP) for the Airport formally approved by the FAA.
4. Aircraft: "Aircraft" means any contrivance now known or hereafter invented, used or designed for navigation or flight in air.
5. Airport Manager: "Airport Manager" means the official appointed by the Commission to manage, superintend, control, and protect the Airport. He or she shall at all times have authority to take such action as may be necessary for handling, policing, protecting and safeguarding the general public, private and Port property while present at the Airport and to regulate vehicular traffic on the Airport. The Airport Manager has authority to suspend or restrict any or all operations on the Airport without regard to weather conditions whenever he or she deems such action necessary in the interest of safety, subject to the review of such action by the Commission.
6. FAA: "FAA" means the Federal Aviation Administration.

7. Person: "Person" means any individual, firm, sole proprietorship, partnership, corporation, unincorporated association, joint-stock association or body politic, and includes any trustee, receiver, assignee or other similar representative thereof.
8. Fixed Base Operator (FBO): "Fixed Base Operator" means any person who is performing a service, sales or manufacturing under provisions or contracts or leases with the Commission and/or under pertinent Federal Air Regulations, excluding air carriers.
9. Air Carrier: "Air Carrier" means any person operating an aircraft on a scheduled or non-scheduled basis for hire under Federal Aviation Regulation (FAR) Parts 121 or 135.
10. Tenant: "Tenant" means a person who enters into a written or oral agreement with the Port of Orcas for the purpose of engaging in a business or other authorized occupancy on Airport premises. An Airport tenant accepts facilities on Airport premises on an "as is" basis.
11. Taxiway: "Taxiway" means all areas designated as taxiways and used for exclusive use of aircraft on the ground, but shall not include any area leased to a tenant or lessee on the airport.
12. Apron or Ramp: "Apron or Ramp" means any area designated for the parking, maneuvering, loading, unloading, and servicing of aircraft.
13. Roads: "Roads" means any areas designated as public use roads or streets for the exclusive use of ground vehicles, including ways open to the public, but shall not include such areas under leases to any tenant or lessee on the airport grounds.
14. Landing Area: "Landing Area" means the public use runway and taxiway areas of the airport including the necessary clearance areas and the areas between runway and taxiway.
15. Aircraft Operational Areas (AOAs): "Aircraft Operational Areas" means those areas described as landing area and ramp area and the necessary right-of-way and clearance areas, but shall not include areas under lease to tenants or lessees.
16. Additional words/terms not listed: The definitions and meanings of other words shall be as contained in the Merriam Webster's International Unabridged Dictionary, latest edition, or for aeronautical terms, definitions as contained in FAA Federal Aviation Regulations or in FAA Order 7340.1F Contractions.

### **Section C - General Airport Information.**

1. Location (geographical): Latitude is 48°42'32"N; Longitude is 122°54'35"W.
2. Field Elevation: The lowest elevation of the runway is 7.70' above mean sea level (MSL) at a point 600' north of the midpoint of the runway. Midpoint of the runway is 14.0' above MSL. The North end of the runway is 8.1' above MSL. The South end of the runway is 31.0' above MSL and is the official field elevation.
3. Hours of Operation: Orcas Island Airport is a federally funded public airfield open to the public 24 hours per day, every day of the year.
4. Security: A wildlife perimeter fence surrounds the airport and some adjacent private property. Access to the airport is limited to those who have business at the airport, and is controlled by

automatic gates and a deer guard. Suspicious activities should be reported to 866-GA-SECURE or 911.

5. Fuel: A fixed base operator at the Airport supplies 100LL octane aviation fuel via an automated card lock system located north of the main terminal building.

6. Airfield Lighting and Weather Facility: Lighting consists of: pilot activated medium intensity runway edge lighting (MIRL), rotating beacon, lighted windsock and segmented circle, obstruction lights at the approach end of runway 16, runway threshold lights, pilot-activated (5 keys of radio microphone on 128.250MHz) visual approach slope indicator (VASI) for runway 16 and taxiway lights, a precision approach path indicator (PAPI) for runway 34 (continuous operation), and a lighted emergency medical services evacuation helipad. Runway end indicator lights (REILs) are pilot activated (7 keys of radio microphone on 128.250MHz). All other lights are photocell-activated except for the VASI and PAPI. Orcas Airport Automated Weather Observation Station (KORS AWOS) is available at 135.425MHz.

7. Description of Property and Runway: Orcas Island Airport is located ½ mile north of Eastsound, Washington. The Airport consists of approximately 63 acres, has asphalt and grass aircraft operating areas with artificial drainage. Runway is described as follows: runway 16/34 is 60' wide and 2900' long, with stop overruns of 250 feet at each end to be used for emergency landing conditions only.

8. Ownership and Operation: Orcas Island Airport is owned and operated by the Port of Orcas, a Washington State municipal corporation.

#### **Section D - General Requirements.**

1. Advertisements: No person shall post, distribute, or display signs, circulars, or any other printed or written matter at the Airport except with the written or spoken approval of the Commission and in such manner as it may prescribe.

2. Business: No person shall engage in any business or commercial activity of any nature whatsoever on the airport except with the approval of the Commission and under such terms and conditions as may be prescribed.

3. Aeronautical Services: No person shall operate an aircraft from, or service, maintain or repair an aircraft upon this Airport other than in conformance with current FAA regulations and local Airport rules and regulations as established by the Commission.

4. Animals: No person shall enter the area of the airport with a dog or other animal (except police-controlled or service dogs on duty), or any other domesticated animal unless they are properly restrained by leash or properly confined. Nor shall any person owning or in charge of such dogs and animals permit them to wander upon the airport area unrestrained. All excrement must be picked up and disposed of in the nearest waste receptacle.

5. Charges: All guarantees, percentages, fees and charges of any nature prescribed by the Commission shall be charged and collected under the authority of these rules.

6. Construction: No construction work of any kind or alterations shall be made on any part of the Airport property without prior permission from the Commission. As appropriate, a Notice of Proposed Construction or Alteration (FAA Form 7460-1) shall be submitted to the FAA at least 60 days prior to the start of the work.

7. Damage to Property: No person shall injure, destroy, or disturb any buildings, structures, signs, equipment, landscaping or other property on the Airport grounds. Violators are liable for the value of damage done to property.

8. Personal Conduct:

a) No person shall commit a crime or a disorderly, obscene, indecent or unlawful act or commit a nuisance on the Airport.

b) No person under the influence of alcohol or narcotics shall operate a motor vehicle or aircraft on the Airport grounds. Anyone drunk or disorderly on the Airport grounds shall be dealt with as provided by County statute and are subject to fine and/or imprisonment as provided by law.

c) All penal laws of the County and State are applicable on Airport property, and the violators thereof are subject to arrest by authorized law enforcement officers. All tenants, lessees, permittees or concessionaires at the Airport shall comply with all requirements of San Juan County and Washington State regulations. Persons violating rules and regulations of the Airport may be subject to denial of Airport privileges on determination of the Commissioners after a public hearing on the matter.

9. Use of Facilities: All shops, garages, equipment, and facilities are expressly for the conduct of the owner's or lessee's business and operations. No persons other than employees of the owner or lessee shall make use of the facilities or loiter around such premises without individual and specific permission of the owner or lessee. This section applies to Airport facilities and equipment owned by the Commission as well as the facilities and equipment of other governmental agencies on the field.

10. Use of Roads and Walks: No person shall travel on the Airport other than on the signed roads, walks or places provided for that particular class of traffic. No person shall walk across the landing areas of the Airport without specific permission of the Commission or the Airport Staff.

11. Garbage and Sanitation: No person shall dispose of garbage, paper, or refuse or material of any kind on the Airport except in the receptacles provided for that purpose. Disposal of personal home garbage in Airport receptacles is prohibited.

12. Lost Articles: Any person finding lost articles shall deposit them at the Operations Office or with an air carrier agent in the terminal building. Articles may be turned over to the owners thereof upon proper identification. Articles unclaimed after 60 days may be disposed of.

13. Limited Access Areas: No person shall enter aircraft operating areas, rooms, buildings, or offices where the control of air traffic and the handling of scheduled air commerce is involved, utility and service rooms or areas except persons assigned to duty therein and authorized representatives of the Commission. No person shall walk in a picket line as a picket or take part in any labor or other public demonstration on any part of the Airport except in those places which may be specifically assigned by the Commission for use by such picket lines or other public demonstrations. No person shall operate any type of vehicle for the disposal of garbage or waste material or for use in construction purposes without the approval of the Commission.

14. Weapons and Explosives: No persons except authorized federal, state, city, county officers and members of the armed forces of the United States shall carry any weapons, concealed deadly

weapons, explosive or flammable materials on the Airport without permission from the Airport Staff or Commission. Delivery of explosive materials requires prior notification to the Airport Staff.

15. Transportation of Hazardous Materials: No environmental, hazardous, or toxic waste materials may be transported through the Airport without prior written approval of the Commission. Failure to comply may result in loss of Airport access and privileges.

16. Safety, Health and Environmental Regulations:

a) Smoking Regulations: Smoking is permitted only in designated smoking areas. Smoking materials are to be discarded in ash trays or receptacles provided for such materials. Smoking shall be prohibited within ten (10) feet of aircraft being fueled.

b) Storage of Hazardous Materials in Hangars and Buildings: No gasoline, paints, cleaning fluid or flammable materials may be stored in any building on the Airport grounds other than buildings so designated for this purpose by the Commission. Such designated buildings are to meet safety standards as required by the County Fire Marshall. Lubricating oil kept in hangars must be in sealed containers.

c) Cleaning of Floors: The use of volatile or flammable liquids is not permitted for the cleaning of floors of hangars or other buildings on the Airport grounds.

d) Painting Requirements: Painting of aircraft and doping processes shall be conducted only in buildings approved by the Commission that comply with fire codes and field regulations. Prior permission MUST be obtained.

e) Cleaning of Aircraft: Cleaning of aircraft or accessories with flammable or volatile materials is prohibited in hangars and buildings not specifically designated for this purpose.

f) Disposal of Waste: Hangars and Airport buildings shall be cleaned daily of rags, waste material, trash and rubbish. Lessee shall provide suitable metal receptacles with covers for the above items. These receptacles shall be stored away from sources of heat. No petroleum shall be dumped or allowed to spill on any Airport property, including ditches, sewers or paved or unpaved surfaces. Adequate and authorized containers shall be supplied for collecting petroleum waste products. In event of violation, the Commission may charge the cost of correcting such dumping to the offender.

17. Fire Prevention:

a) All tenants and lessees of airport buildings shall supply and maintain adequate and readily-accessible fire extinguishers. These extinguishers shall be rated for class A, B, and C fires.

b) All construction and alteration to buildings shall be done in conformance with San Juan County approved building and fire codes and approved by the Commission.

c) No person shall conduct any open flame operations in hangars or in the vicinity of aircraft or vehicles.

d) No person shall store or stock material or equipment in such a manner as to constitute a fire or safety hazard. Lessees shall provide adequate aisles for passage of fire department personnel and equipment throughout any storage area.



18. Exceptions: Special permission to act contrary to or in a broader sense than written may be obtained from the Commission provided that each and every exception is petitioned for individually or separately and that permission for such exception is obtained in writing from the Commission, such written permission to state definitely the exception for which permission is granted, the reason therefor, and the time of duration or number of instances for which such exception is granted. Such exception shall be first approved and shall be subject to review and annulment by resolution of the Commission.

## **CHAPTER II**

### **General Use and Activities**

#### **Section A – General**

1. **Airport Activities:** All activities or business on the Airport shall be conducted in conformity with these Rules and Regulations, and such amendments, supplements, changes and additions hereto as may hereafter be adopted by the Commission. No person shall operate an aircraft from or service, maintain or repair an aircraft on the Airport other than in conformance with current FAA regulations and local Airport Rules and these Regulations as established by the Commission.
2. **Risk and Responsibility:** All persons using this Airport do so at their own risk. The Port assumes no responsibility for injury or damage to persons or property stored on or using the Airport facilities by reason of fire, theft, vandalism, collision or acts of God, nor does it assume any liability by reason 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 obligate the person making such use thereof to abide by or obey any and all of the laws and regulations applicable to such use, including the Rules and Regulations.
4. **Cognizance of these Rules and Regulations:** All persons licensed to do business on or conduct operations of any kind on the Airport or on private property with deeded access to the Airport shall keep a current copy of these Rules and Regulations in hers/his office or place of business and make it available to all persons. Further, it shall be the responsibility of each such base operator to fully acquaint his or her clients and/or employees with these Rules and Regulations by any person including but not limited to noise abatement, safety, and standard operational procedures. Failure to abide by these Rules and Regulations shall be grounds for expulsion from and denial of further use of the Airport and/or its facilities, subject to timely review by the Commission.
5. **Public Usage:** The Airport shall be open for public use at all times, subject to regulation or restriction due to weather conditions affecting the landing area, the presentation of special events and such other causes as may be authorized by the Airport Staff, but subject to revocation of this authorization of use for violation of these Rules and Regulations.
6. **Common Aircraft Use Areas:** The following are designated as common use areas: landing areas, markers, lights and other visual aids to aircraft operation; electronic communication equipment and structures or mechanisms having similar purpose for guiding, dispersing or controlling aircraft; together with such aprons, ramps and tiedown areas as shall be held for use in common by all persons flying or operating aircraft on the Airport. These areas shall be kept clear of obstruction by any aircraft unless such aircraft shall be specifically assigned to use such area by the Airport Staff. No person shall use any common use area for parking, storing, repairing, servicing or fueling aircraft or for any purpose other than flying and operating aircraft unless he or she has obtained prior consent or authorization from the Airport Staff. Common use areas are subject to change.

7. Responsible Use: The Commission or its authorized representative may, at any time, take such action as it deem necessary in order to safeguard the persons or property on the Airport. Any person causing damage of any kind to the Airport or any appurtenances thereof, shall be liable for all such damage to the Port.

8. Special Events: Special events such as air shows, air races, fly-ins, skydiving and all events requiring the general use of the Airport shall be held only with prior written approval by the Commission and on such dates, in such areas and upon such terms and conditions as shall be specified by the Commission.

## **Section B - Vehicles**

1. Definition: For the purpose of these regulations, vehicles shall be defined as all conveyances, except aircraft, used on the ground to transport persons, cargo or equipment. All vehicles shall be operated on the Airport in accordance with the following general rules, except when given special instructions by the Airport Staff or in cases of emergency involving danger to life or property.

2. General Requirements: All vehicles on Airport property are to be operated under applicable County and State regulations. Drivers are to have a valid driver's license. All vehicles are to be in a safe mechanical condition. All signs and speed limits are to be obeyed.

3. Reporting of Accidents: Any persons involved in an accident on aircraft property, or witnesses thereto, shall report accident as soon as possible to the operations office of the Port of Orcas.

4. Parking Requirements: All motor vehicles on the Airport are to be parked in designated parking lots and in accordance with the applicability and conditions set forth in the Port's Tariff #6 (Ground Vehicle Parking Fees). All Airport roads are considered areas of restricted parking. Parking on grass or sod areas is not permitted except with special permission by the Airport Staff (during special events such as air shows, etc.) Parking is restricted within fifteen feet of fire hydrants. Vehicles shall not be parked in front of hangars except while making deliveries (not to exceed 15 minutes). Tenants of hangars may park their cars in their hangars while operating their aircraft as long as the parked vehicle does not constitute a safety hazard in the hangar. All restricted (time and type use) parking areas are posted by signs and must be obeyed. Any vehicle parked in a manner inconsistent with the aforementioned conditions will be deemed unauthorized and shall be subject to impounding at the owner's expense in accordance with RCW 46.55.120. Such vehicles shall be tagged with a notice of intent to impound.

5. Right to Enter/Move Vehicles and/or Aircraft: The Port reserves the right to enter and/or move any vehicles or aircraft by the judgment of the Airport Staff for purposes or reasons of safety or convenience, or by reason of violation of the Rules and Regulations of the Airport.

6. Vehicles for Hire and Loading/Unloading Areas: Vehicles for hire or car rental agencies shall only be operated on the Airport grounds with the Port of Orcas Commission approval and under the terms and conditions that may be prescribed. Vehicles for hire operating on Airport grounds must conform to the Rules and Regulations of the Airport and with local laws. The Port reserves the right to designate areas for loading and unloading passengers.

7. Landing Area: No vehicles are permitted in the landing area except those operated by Airport staff, County Sheriff, FAA personnel, or those persons specifically authorized by the Commission or Airport Staff, such as certain fixed base operators and contractors. Airport vehicles normally operating on runways and taxiways shall be equipped with an FAA-approved amber flashing light

(rotating beacon or strobe), and utilize ground-to-air radios. Before entry onto runway, operators shall stop and notify local air traffic of intention. Authorized operators of vehicles without approved warning lights and/or two-way radios shall coordinate with the Airport Manager before operating on the runway or taxiway.

8. Apron: Vehicle traffic on aprons is restricted to: aircraft owners or operators driving to their tiedown area or hangar for loading and unloading, deliveries to aircraft owners or tenants whose aircraft or business fronts an apron area, or vehicles specifically authorized by the Airport Staff. All vehicles on apron areas are restricted to a 15 mile per hour speed limit. Taxiing aircraft on apron areas have the right of way over any other type vehicle.

9. Designation of Areas: It is the motor vehicle operator's responsibility to observe the designation and warning signs that the Port has appropriately posted.

10. Liability: Persons parking vehicles on the Airport do so at their own risk. The Port of Orcas assumes no responsibility for theft or damage that may occur while on Port property.

## **CHAPTER III Aircraft Operations**

### **Section A - General**

1. **Aeronautical Activities:** All aeronautical activities at the Airport and all operation of aircraft departing from or arriving at the Airport while within four (4) nautical miles horizontal radius to the center of the Airport, shall be conducted in conformity with all current and applicable provisions of the Federal Aviation Regulations and directives cited herein.

2. **Restricted Aeronautical Activities:**

a) Gliders and similar aircraft shall not be operated from the Airport without prior written authorization by the Commission or Airport Manager.

b) Skydiving shall not be conducted on the Airport grounds except with the prior written authorization of the Commission. Aircraft shall not be permitted to use the Airport which are flown for the purpose of releasing skydivers when the skydiving drop zone is planned to be within 5,000 feet of the Airport runway except by prior authorization by the Commission.

c) Model aircraft, radio controlled aircraft, and kites of any type shall not be operated on the Airport grounds by any person without the authorization of the Airport Manager.

3. **Aircraft Equipment Requirements:** All aircraft using the airport must be constructed, equipped and maintained to comply with standards and regulations of the FAA.

4. **Radio Use:** Inbound pilots operating aircraft equipped with 2-way radio communications equipment should announce their aircraft model, federal registration number, position, altitude, and intentions on the Common Advisory Traffic Frequency (CATF), 128.250 MHz, upon entering a horizontal radius of five (5) nautical miles of the Airport. Before takeoff and before taxiing beyond the runway hold line, the pilots should announce their aircraft model, federal registration number, the runway of planned departure, and the type of traffic pattern exit.

5. **Airport Staff Authority:** The Airport Staff shall at all times have authority to take such action as may be necessary, including closure of the Airport, to safeguard members of the public present at the Airport. The Port will publish "Notice to Airmen" (NOTAMS) to alert users of the Airport in accordance with applicable Federal regulations of any temporary or short-term changes to air or general operations at the Airport.

6. **Aircraft Type Operating Limitations:** No aircraft with a maximum loaded gross weight of over 12,500 pounds may use the Airport without prior authorization by the Airport Manager. Additionally, no aircraft may use the Airport if its manufacturer requires a runway longer than 2,900' to operate.

7. **Aircraft Accidents:** Persons involved in any aircraft accident occurring on the Airport shall make a full report of the accident to the FAA as required by Federal Aviation Regulations and contact Airport personnel on duty. Any person witnessing an accident should follow the Port of Orcas Emergency Procedures (copies located by the telephones in the terminal)

## Section B – Aircraft Traffic

1. Takeoffs and Landings: All aircraft shall ordinarily take off and land on the runway at the Airport into the wind as indicated by the main wind sock, midpoint on the east side of the runway. When winds are light and variable (less than 5 knots) aircraft are to use runway 34. Takeoff runs on the Airport shall begin at the end of the runway. Midfield takeoffs are absolutely prohibited. Touch-and-go practice is discouraged by the Port as published in its Noise Abatement Procedures. Takeoffs and landings on any portion of the Airport other than the runway are prohibited, unless authorized by the Airport Staff under special circumstances, or necessitated by an emergency situation.
2. Turns: No turns shall be made after takeoff to the north until the aircraft has passed Parker Reef (1.1NM northeast of the Airport) unless required by Federal Aviation Regulations for commercial operations, or deemed necessary by the pilot in command for safety concerns. No turns shall be made after takeoff to the south until the aircraft has clearly passed the village shoreline unless required by Federal Aviation Regulations for commercial operations, or deemed necessary by the pilot in command for safety concerns.
3. Noise Abatement Procedures: The Port recommends that aircraft operators comply with the noise abatement patterns and avoid over flight of residential areas or noise-sensitive areas at low altitudes as described in the Eastsound Airport Noise Abatement Procedures leaflet (copies located in most Port buildings and the Operations Office).
4. Right of Way: Landing aircraft have the right of way over all aircraft on the Airport. Any aircraft in the pattern of a standard three-leg approach has right of way over any other aircraft attempting a non-standard approach.
5. Traffic Pattern: 1,100 feet above mean sea level (MSL) is the traffic pattern altitude (TPA) to be maintained by aircraft approaching the Airport. The approach pattern to runway 16 is a standard left-hand pattern as described in the FAA's Airman Information Manual (AIM). The approach pattern to runway 34 is a non-standard right-hand pattern. Both landing approaches should contain the three standard legs: downwind, base, and final.
6. Demonstration and Experimental Flight: No experimental flight or ground demonstrations shall be conducted on the Airport without express approval by the Airport Staff.
7. Nuisance Flying: No person shall conduct flight in the vicinity of the Orcas Island airport or within its normal traffic pattern area in any manner as to constitute a nuisance to persons on the ground or to interfere with the normal activities of persons on the ground. However, normal operations and maneuvers not in violation of the Federal Aviation Regulations, or Noise Abatement Procedures (when applicable) and that which is necessary in safe flight shall not be considered a nuisance.

## Section C – Aircraft Ground Operations

### 1. Fueling and Defueling

- a) No aircraft shall be fueled inside a hangar. Aircraft being fueled shall be positioned so that fuel tank openings or fuel vents are no closer than 25' from any Airport buildings.
- b) The aircraft being fueled and the fuel dispensing equipment or truck shall be grounded to a point or points of zero electrical potential. Fuel nozzles, hoses, and funnels used during

fueling or defueling shall also be grounded. No person shall use any material during fueling or defueling that may cause a static discharge.

- c) Fueling equipment shall be well-maintained and kept in a good state of repair. Adequate fire extinguishers shall be readily available during fueling or draining operations. These extinguishers shall be filled and in good operating condition.
- d) Radios and electrical apparatus shall be off during fueling and defueling aircraft.
- e) No occupants shall be permitted inside an aircraft being fueled.
- f) No aircraft shall be fueled or defueled while the engine is running.
- g) Smoking shall be prohibited within ten (10) feet of aircraft being fueled.
- h) During fueling and defueling operations, care shall be taken to prevent overflow of fuel. If such spillage occurs it is the responsibility of the persons or company causing the overflow to clean the area immediately. If damage occurs from such spillage, the Commission may require the offending person or his employer to pay for repair of said damage. No aircraft engine shall be started when there is fuel on the ground under said aircraft.
- i) Routes for fueling equipment and fueling points will be designated by the Commission.

2. Disabled Aircraft: All disabled aircraft and parts thereof on the Airport shall be promptly removed from the Airport by the owners unless required or directed to delay such action pending an investigation of an accident. In cases where it is found necessary for Airport management to arrange for removal of aircraft without the owner's consent, the owner or owners of such aircraft shall pay for the cost of such removal and the Port of Orcas shall not be held liable for claims of any kind for damages sustained in removal operations.

3. Engine Starting and Runup: No aircraft engine shall be operated unless a licensed pilot or mechanic is at the controls. No engine shall be started unless adequate parking brakes are locked or the wheels are adequately blocked in front of main wheels. Aircraft shall not perform warm-up or prolonged engine test operations in any area that would result in a hazard to other aircraft, persons, or property and in no case where aircraft is parked in such a position to produce air-blast effect in the direction of hangars or other buildings within 200 feet.

4. Aircraft Registration: The owners of all aircraft based at Orcas Island airport will register their aircraft with the Operations office. Any change in ownership will require a change in registration and will be reported to airport management.

5. Fuel and Oil Leakage: The aircraft owner or operator is responsible for containing any possible oil or fuel leakage from his/her aircraft. The owner or operator is liable for any damage resulting from such leakage.

6. Hangars and Hangar Storage: Hangar tenants shall not sublet or furnish any person use of his hangar space without written consent of Commission. Hangar tenants shall keep their hangars free of waste and litter. Tenants shall not taxi aircraft into or out of hangars.

7. Parking of Aircraft and Right to Move Aircraft: No person shall park aircraft in any area on the airport other than those designated by the Airport Staff. The Commission reserves the right to remove or relocate the position of any parked aircraft on the field or in hangars at any time if the

Airport Staff determines that it creates a safety hazard or adversely affects the overall operation of the Airport.

8. **Safety of Persons in Operational Areas:** It shall be the responsibility of all operators of flying services or other Port-authorized activities upon the field to protect the safety of all persons coming upon these areas to warn, direct, or restrain the uninitiated and unauthorized persons from trespassing upon aircraft operating areas.

9. **Securing of Aircraft and Transient Tiedown Areas:** It is the responsibility of the aircraft owner or operator to secure his/her aircraft while parked at the Airport. The Port assumes no responsibility for the condition, maintenance or upkeep of tiedown ropes or chocks. All transient aircraft while parked at the Airport are expected to tie down in designated transient tiedown locations. Transient aircraft are not allowed to park in the airport clear zone or the annually-rented tiedown areas (orange cones) or any other location on Airport property without prior permission from the Airport Staff.

10. **Responsibility of Instructors:** It is the responsibility of instructors to fully acquaint their students with these Rules and Regulations and make sure they are complied with during periods of dual instruction. When a student pilot is flying solo, he/she is responsible for abiding by these Rules and Regulations.

#### 11. Taxiing of Aircraft

a) The pilot in command of the aircraft is responsible for avoiding a collision with other aircraft, persons, or objects on aprons, ramps, taxiways, etc.

b) Aircraft shall be taxied at speeds that will insure the complete control at all times. (On ramp, apron and parking areas, the speed shall not exceed 5mph. On the taxiway, speed shall not exceed 15mph.)

c) Aircraft performing engine run-up shall not go beyond holding lines painted on taxiways until ready for takeoff.

d) No aircraft shall be taxied into or out of any hangars. Pilots taxiing into areas where people are standing should either shut the engine down and push the aircraft, or have two or more knowledgeable persons ahead of the aircraft assuring that all persons are out of the danger area.

### **Section D – Commercial Aviation Operations**

#### 1. General Requirements

a) No person shall engage in a revenue-producing commercial, industrial or aeronautical business on Airport grounds without first complying with the Rules and Regulations as set forth in this article. Prior to beginning business activities they shall have obtained the consent from the Commission for their proposed venture.

b) All permits and licenses as required by county, state, and federal agencies shall have been obtained, and the business owner or operator shall have a signed lease or agreement as prescribed by the Commission that states the detailed requirements for conducting business on the Airport.



2. Application for Lease: Application for the lease of airport grounds, buildings or other facilities shall be made through the Port of Orcas Commission.

3. Disposition of Application: The Commission may deny an application for one or more of the following reasons:

- a) Where the proposed business does not conform to the Airport Master Plan.
- b) Where smoke, bird attraction or other effects from the proposed business will cause a safety hazard to the normal operation of the Airport.
- c) Where the cost of constructing new buildings, utilities, roads or facilities are higher than the money budgeted for construction for a given year of if the proposed revenue derived from a lease is not enough to amortize the construction investment.
- d) Where there is no space or buildings on the Airport grounds that will accommodate the applicant at the time he files his/her application.
- e) Where undesirable environmental effects from the proposed business could adversely affect the health, welfare or safety of the inhabitants of San Juan County.

4. Submittal of Supporting Documents: The Commission may request the applicant to submit supporting documents with his lease application. Included in these documents may be any of the following:

- a) A current business and personal financial statement shall be submitted by all the principals in the proposed business.
- b) The Commission may request an authorization from the applicant for release of information on past business performance. This may include federal, state, county and city agencies in any site the applicant has done business.
- c) The Commission may request the principal applicants of a corporation to sign a document of personal liability as collateral to the airport against money owed if the applicants should default on their leases.

5. Hangars, Offices and Buildings: Hangar space, office space, and/or buildings will be leased or rented based upon the rates and terms established, and upon an established waiting list if applicable.

6. Physical Improvements: Tenants must at all times maintain physical improvements in good condition and in conformity with the requirements of the Airport. No improvement or physical alterations shall be made without prior approval of the Commission.

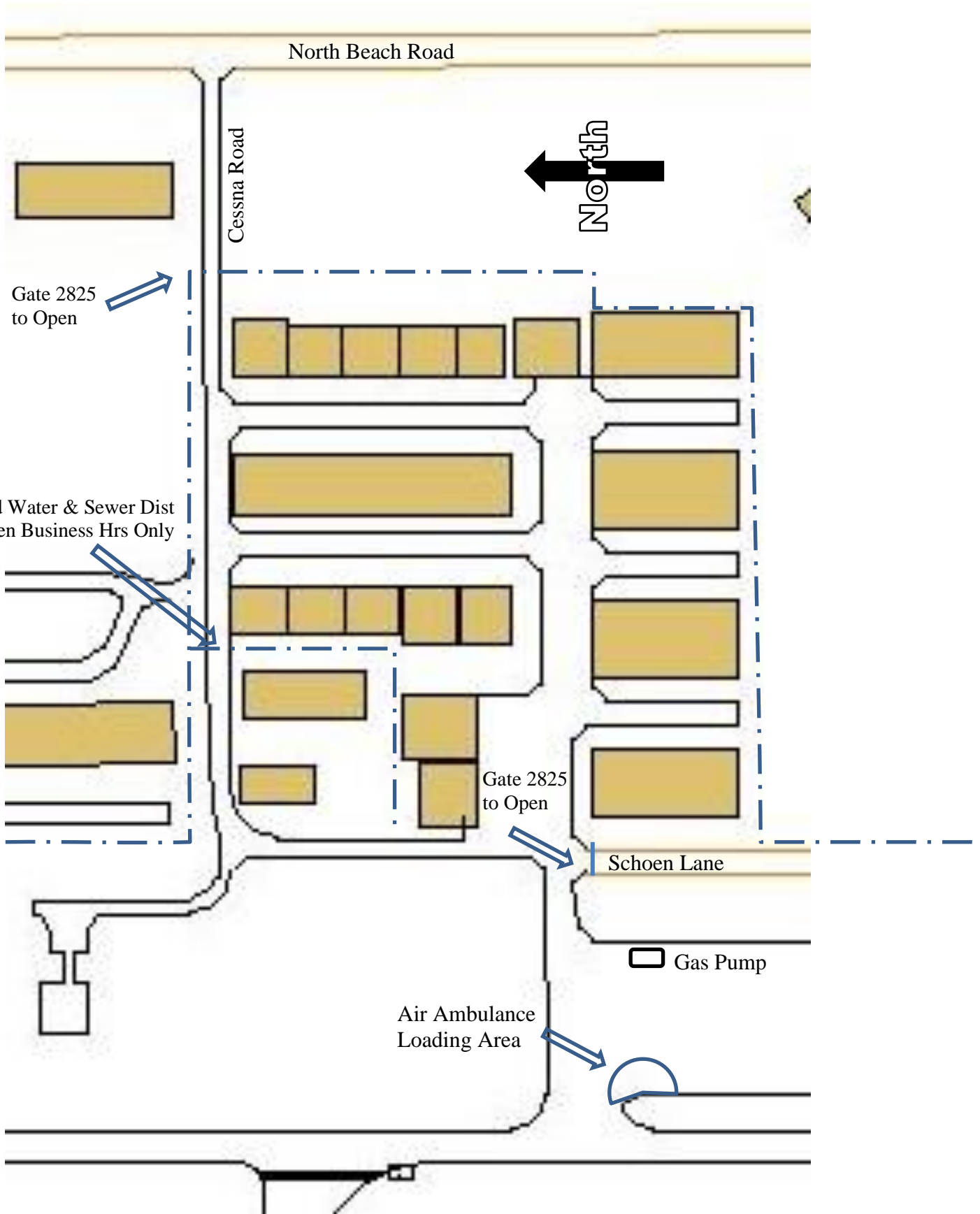
7. Payment: Prompt payment for space rented or leased shall be made in accordance with the terms and conditions of the agreement.

## CHAPTER IV Air Ambulance Services<sup>1</sup>

1. This chapter applies only to FAA Part 135 operators who hold FAA certification as air taxi and commercial operators (ACTO) with operation specifications allowing air ambulance operations, and which operate under the Washington Administrative Code (WAC) Section 246-976-320, enacted in 2006 and amended.
2. Any provider so licensed and who provides basic life support (BLS) via fixed-wing aircraft operating from the Orcas Island Airport shall abide by these provisions:
  - a) Aircraft shall park on the appointed spot west of the fuel pump, facing north if winds allow. A symbol delineating the parking spot shall be installed.
  - b) Vehicle providing patient transport to the aircraft shall complete the following items before arriving at the aircraft:
    - i) Proceed to the general area via Cessna Rd.
    - ii) Enter through the gate at the entrance to the Eastsound Sewer and Water plant.
    - iii) Turn on four-way flashers upon clearing gate.
    - iv) Turn left (south) past the office/storage building and proceed toward edge of taxiway.
    - v) Stop short of taxiway; look both directions.
    - vi) Proceed across taxiway and ramp area only if:
      - (1) no moving aircraft are in sight
      - (2) air ambulance aircraft has stopped and is ready to receive patient
  - c) Only the patient transport vehicle is permitted access to the aircraft. Additional vehicles may park on the west side of the treatment plant or, if entering via Schoen Lane, in the north parking lot near the small outbuilding and fuel pump.
  - d) Vehicle providing patient transport must stay well clear of aircraft to avoid mishap and not block the taxiway or aircraft access to the fuel pump.
  - e) Vehicle providing patient transport shall be well clear (50') of aircraft prior to aircraft startup.
3. See diagram on following page.

---

<sup>1</sup> Adopted 3/8/07 and incorporated in Minimum Standards February 13, 2014



## **CHAPTER V Rates and Charges**

### **Section A – General Conditions**

The Port collects fees for the use of its facilities to meet FAA requirements described in said grant assurances, and to offset the maintenance and operating costs of the Airport. Some of these fees are categorized in the form of a series of tariffs that were adopted by the Commission and may be amended, revised, or deleted by the Commission. Each tariff contains a description, authoritative action, effective dates, rates, applicability and conditions. Other fees collected are in the form of fuel flowage fees; hangar, hangar land, and office leases (as described in the previous Chapter). Current copies of all tariffs and other fees, rates, and charges are available upon request from the Airport Operations office. Any Airport use that is delinquent in payment of the following listed charges may be removed from the Airport by order of the Commission and refused the further use of the Airport and its facilities.

### **Section B – Tariff Schedule**

1. Commercial Operations, Tariff Schedule – AO-SC-L No. 1: Scheduled Passenger or Freight Carriers Landing Fees. Rate set according to the maximum loaded gross weight (MLGW) per landing.
2. Commercial Operations, Tariff Schedule – AO-NSC-L No. 2: Non-Scheduled Carriers Landing Fees. Same rate calculation as #1 with a provision for incidental use.
3. Commercial Operations, Tariff Schedule – AO-AR No. 3: Aircraft Rental Operations Landing (Rental) Fees. Rate set according to the MLGW per rental with a provision for incidental use.
4. General Aviation Operations, Tariff Schedule – AO-GA No. 4: General Aviation Landing Fees. Rate is currently at no charge.
5. Ground Operations, Tariff Schedule – GO-ATD No. 5: Aircraft Tiedown Fees. Rates set for overnight, 4-week period (grass/tarmac) and annual.
6. Ground Operations, Tariff Schedule – GO-GVP No. 6: Ground Vehicle Parking Fees. Rates set for day, 4-week period, and annual.
7. General Aviation Operations, Tariff Schedule – AO-AAPP No. 7: Private Property User Fees, General Aviation Use. Rates set for per-parcel operational aircraft, crossing the perimeter boundary between the Port and Private property for storage, hangaring or tiedown.
8. General Aviation Operations, Tariff Schedule – AO-AAPP No. 8: Private Property Access Fees, Commercial Businesses. Rate based on MLGW per aircraft ingress onto Port property with a provision for incidental use.
9. Transit of Airport Through the Fence – AO-AAPP No. 9: Rate set for persons or commercial businesses wishing to pass through the airport fence for the purpose of bringing objects other than aircraft through the airport property for disposition outside the fence.

**Section C – Other Fees Collected**

1. Fuel Flowage Fees: Any firm or individual taking delivery of fuel that is put into it/his aircraft fuel tank(s) shall pay a fee on gasoline. These fees shall be collected by the FBO or firm bringing said fuels onto the Orcas Island airport, from the user directly or indirectly through its dealer. Collections through fuel flowage fee (tax) shall be remitted each month to the Port of Orcas.
2. Land, Hangar Land, and Office Leases: Terms, conditions, and rates are established each individual lease agreement. Rates shall be fixed from time to time by the Commission in such amounts as to provide reasonable returns for the facility leased, which fees shall be approved by resolution by the Commission.
3. Miscellaneous: Includes, but not limited to, finance charges for late payments and NSF checks, vending machine proceeds, and charges for repair of patron-damaged or destroyed Airport facilities and/or property. Finance charges are determined by the Commission through resolution.

## **CHAPTER VI**

### **Penalties and Enforcement**

1. Enforcement Procedures: In addition to any penalties otherwise provided by County resolution, State law, or the Federal Aviation Regulations, any person violating these rules and regulations or operating or handling any aircraft in violation of these Rules and Regulations may be promptly removed or ejected from the Airport by or under the authority of the Commission, or upon its order such person may be temporarily grounded or deprived of the further use of the Airport and its facilities pending presentation of the matter of the Commission. Such matters shall be presented to the Commission as soon as practicable and at least by the next regular meeting of the Commission, at which time the violator shall appear before the Commission and show cause, if any, why he/she should not be deprived of the further use of the Airport and its facilities for such length of time as may be deemed necessary by the Commission to ensure the safeguarding of the Airport, its operations and the public use thereof and the County's interest therein. San Juan County Sheriff's Department has police jurisdiction over the Airport.

2. Traffic Violations: All traffic laws of the County and State shall apply to vehicles operating on the Airport. All Airport vehicle speeds shall be observed. Violators will be subject to prosecution in an appropriate court for such violations. Any pedestrian or vehicle operator apprehended on taxiways or runways shall be subject to such penalties as are imposed by law.

## CHAPTER VII TTF User Rules and Regulations<sup>2</sup>

### Section A – General

1. This chapter applies to “through the fence” users (“TTF Users”), which are defined as those who access the Airport’s runway and/or taxiways on the ground from real property that is located outside of Airport property. TTF Access is limited to those properties with a deeded right of access.

2. The Port may reasonably suspend TTF access for TTF Users that are found to have violated these rules. Suspension of access may apply to the individual violator or the individual property from which, or on which, the prohibited activity occurred.

**NOTE: Accessing the airport from adjacent properties without a deeded right of access is trespassing and will be prosecuted to the fullest extent of the law.**

### Section B – Rules

1. TTF Users are prohibited from providing or allowing commercial aeronautical services or activities on their land that is adjacent to the Airport when those services or activities result in unjust economic discrimination for on-Airport aeronautical service providers. At the time of publication, it is noted that there are currently no commercial aeronautical services or activities on TTF Users’ land adjacent to the Airport that result in unjust economic discrimination for on-Airport aeronautical service providers.

2. TTF Users are prohibited from providing or allowing aviation fuel sales on their adjacent land.

3. TTF Users are prohibited from allowing access to the airport runway or taxiways from any property that does not also have a deeded right of access

4. TTF Users are prohibited from allowing or establishing wildlife attractants on their property which has a deeded right of access. This includes but is not limited to bird-strike hazards.

5. If the Port reasonably determines that a TTF User has violated the TTF Rules and Regulations for the first time in a 360-day period:

a. the Port shall provide written notice of violation(s) to the TTF User.

b. the TTF User shall have thirty (30) calendar days from the date the Port’s notice is sent to correct the violation.

c. In the event that the TTF User has not corrected the violation by the end of thirty (30) calendar days after notice, the Port will provide written notice that the TTF User’s TTF access has been suspended until the violation is corrected.

6. If the Port reasonably determines that a TTF User has subsequently violated the same TTF User Rule in a 360-day period, the Port will provide written notice of violation(s) to the TTF User and may suspend access for up to 180 calendar days.

7. The Port may indefinitely suspend TTF User Access in the event of unpaid TTF User Fees and may assess late fees in accordance with the Overdue Accounts Receivable Policy. Continued

---

<sup>2</sup> These Rules and Regulations have been established in order to promote safety at the Orcas Island Airport (the “Airport”) and ensure compliance with the Airport’s Federal Aviation Administration grant assurances.

access without payment of fees may be grounds for the Port to (a) impose fines up to \$500, and/or (b) bar further access and/or (c) impound personal property on Port property.

8. The TTF User may appeal the suspension within fourteen (14) days after the written notice of suspension is sent by the Port, by submitting a written request to the Port for a hearing to reconsider the decision. The Port shall make a reasonable reconsideration of the decision. The Port's reconsideration is subject to review by the court. The court is to apply a "reasonableness" standard to review the Port's decision.

9. Like all users, TTF Users are subject to all portions of this document and any other policies, rules and regulations for the Airport while on Port property or while operating aircraft on or from Port property. Penalties and enforcement for the violation of policies, rules, or regulations not contained in this chapter are contained in Chapter V, and are imposed upon individuals, not imposed upon property.

10. The Port of Orcas reserves the right to make any amendments to the Rules and Regulations that it deems reasonable.



**CHAPTER VIII**  
**Powers of the Commission**

The Port of Orcas Commission may, without the knowledge, consent or approval of any fixed base operator or other person licensed to do business on the Airport, make changes in the Master Plan of the Airport and in its planning and policies in connection with the development of the Airport.

The Port of Orcas Commission reserves the power and right to designate as common aircraft use areas such portions of any leased areas or areas used by any fixed base operator as shall be necessary for the development of the Airport or for the flow of aircraft traffic to other areas on the Airport, subject to renegotiation of base amount.

**CHAPTER IX**  
**Severability**

Should any section, subsection, paragraph, sentence, clause or phrase of this title be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this title.



147 Schoen Lane POB 53  
 Eastsound WA 98245-0053  
 360.376.5285 360.376.6062(F)  
 orcasairport@rockisland.com  
 www.portoforcas.com

## PEDESTRIAN AND VEHICLE MOVEMENT ON AIRPORT SURFACES

Whether you are a pedestrian or the driver of a vehicle contemplating entry to Port of Orcas property, the following procedures are in effect, and will be enforced by port staff.

## AIRCRAFT HAVE THE RIGHT-OF-WAY ON AIRPORT SURFACES

### NOTES TO PEDESTRIANS

1. If you are walking north (toward Canada) on Schoen Lane, planning to exit via Cessna Rd:  
 Proceed straight across the active taxiway toward Eastsound Sewer & Water; turn right at ESW, proceed east on Cessna Rd and exit through man-gate. Red button activates gate. This path is mandatory during normal business hours (8am-4:30pm M-F).  
 Outside these hours, exercise extreme caution if you must walk through the hangar area---they are active taxiways, and aircraft have the right-of-way.  
 Please use man-gate at Mt. Baker Rd entrance; do not cross the deer guard on foot.
2. If you are walking from Cessna Rd gate to Schoen Lane/Mt. Baker Rd:  
 Combination to open gate is on yellow post. Proceed west all the way down Cessna Rd to Eastsound Sewer & Water plant; turn left and proceed south (toward town) to cross active taxiway, then onto Schoen Lane. The hours as above apply here.  
 Exit port property through the man-gate; do not cross the deer guard on foot.

### NOTES TO VEHICLES

1. If you are entering the Cessna Rd gate to access Eastsound Sewer & Water, watch for pedestrians.
2. If you are entering the Cessna Rd gate to enter the hangar area: Turn on your 4-way flashers before you enter the active taxiway; proceed with extreme caution. Aircraft have the right-of-way. Speed limit: 15mph.
3. Drivers of vehicles must obtain permission from airport staff to access airside/movement areas on the airport, and must use 4-way flashers at all times.

## SPECIAL NOTES FOR PRIMARY SURFACES (ALSO KNOWN AS AIRSIDE AND AIRPORT MOVEMENT AREAS)

### AIRCRAFT HAVE THE RIGHT-OF-WAY

**PEDESTRIANS AND BICYCLES:** If intending to cross the runway, stop behind the hold short line (the solid line) until there are no aircraft in sight. Then proceed directly across the taxiway turnoff. Flashlights must be carried and lighted when the runway lights are on. If you are a frequent user, you will be further briefed by airport staff. Pedestrians and bicycle riders under 18 must be accompanied by an adult over 18.

**VEHICLES:** 4-way flashers must be on when the vehicle is on the primary surface. Proceed at <20mph. Use extreme caution.

*These procedures have been instituted to prevent incursions on all surfaces inside the airport fence. Safety includes prevention, planning, action and follow-through. Comments and suggestions may be directed to airport staff using contact information above.*  
 Adopted 3/10/11