



Bellingham Int'l Airport

Airport Rules and Regulations

October 2018

FORWARD

The Rules and Regulations are designed and intended to serve as a basis to protect public health, safety, security, interest, and general welfare of the Port of Bellingham (Port), its tenants, lessees, users and customers of the Airport. These Rules and Regulations serve to restrict or prevent any action or activity that interferes with the safe, secure and efficient operation of the Airport.

These Rules and Regulations have been adopted by the Port of Bellingham Commission. 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 Port to "Provide Rules and Regulations governing the use of such Airport and Facilities."

Port of Bellingham Aviation Division
Mission Statement

"Bellingham International Airport is committed to providing quality facilities and services that expand both transportation opportunities and economic benefits to those we serve."

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DEFINITIONS USED IN THESE RULES AND REGULATIONS

14 CFR – Title 14 of the Code of Federal Regulations that pertains to Aeronautics and Space.

Air Carrier - A business using the airport for the transport of passengers or goods and operating the business under the terms and conditions of 14 CFR Part 121.

Air Operations Area (“AOA”) or Airfield - Any area of the airport used for landing, takeoff or surface maneuvering of aircraft. This area is considered a restricted area and is off-limits to the general public.

Air Traffic Control (“ATC”) – The ATC 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.

Air Traffic Control Tower (“ATCT”) or Control Tower - Air Traffic Control Tower is sanctioned and certified by the FAA for the control, separation and movement of aircraft in the air or on the ground. ATCT’s can be either staffed by FAA employees or by FAA-sanctioned contract civilian (private enterprise) employees.

Aircraft – A device used or intended to be used for flight in the air, including but not limited to airplanes, airships, dirigibles, helicopters, gliders, amphibious aircraft, and seaplanes.

Aircraft Accident – An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. All aspects of the exceptions to substantial damages (see “Substantial Damage”) should be considered before making a final substantial damage determination that would classify the occurrence as an Aircraft Accident.

Aircraft Movement Area (“AMA”) - 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. Special training is required before drivers can operate vehicles in the Movement Area. This training must be documented with the Airport Badging Office.

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. Special training is required before drivers can operate vehicles in the Non-Movement area. This training must be documented with the Airport Badging Office.

Aircraft Operation - An aircraft takeoff or an aircraft landing, or an aircraft transiting the Class D/E airspace.

Aircraft Operator - Any person who operates, pilots, controls, owns or maintains an aircraft.

Aircraft Parking and Storage Areas or Tie Down 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.

Aircraft Rescue and Firefighting (“ARFF”) – includes the personnel, equipment and facilities on the Airport dedicated to dealing with aircraft accidents/incidents and all rescue tasks.

Airport - All of the land, improvements, facilities and developments within the boundaries of the Bellingham International Airport.

Airport Authority - The Airport Authority is the Board of Commissioners of the Port of Bellingham.

Airport Certification Manual - The FAA approved document containing the operating standards and procedures of the Airport as prescribed in 14 CFR Part 139.

Airport Facility Directory (“A/FD”) - A pilot's manual that provides comprehensive information on Airports, large and small, and other aviation facilities and procedures.

Airport Industrial Area - An area within Airport property dedicated to a variety of industrial uses. Generally, these areas are not necessarily aviation related and includes the Airport Industrial Park.

Airport Layout Plan (“ALP”) - A graphic presentation to scale of existing and proposed Airport facilities, their location at or 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.

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.

Airport Property - All real estate and property owned by the Port at Bellingham International Airport.

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.

Airport Supervisor - means the official(s) appointed by the Director of Aviation responsible for the daily operation of BLI, including but not limited to, facilities, maintenance, security and ARFF.

Apron, Ramp, or 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.

Avgas – Aviation fuel used in aircraft.

Based Aircraft - Any aircraft whose "home base" or "permanent residency" is identified with a specific airport.

Bellingham International Airport ("BLI") - The facilities, grounds, runways, and industrial areas owned by the Port of Bellingham.

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.

Commercial - That which relates to the exchange, trading, buying, hiring or selling of commodities, goods, services, or tangible or intangible property of any kind, or any revenue-producing activity on the Airport.

Commercial Aviation Business, Commercial Operation/Aviation Operator, or Aviation Service Operator - Any person or organization engaged and licensed to conduct commercial 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.

Commercial Vehicles - Include, but are not limited to taxicabs, limousines, vans, sedans, shuttles, TNC vehicles, hotel courtesy vehicles, rental cars, and all other chartered ground transportation services.

Concessionaire – A person or business that has been given the right to sell something on property owned by someone else. A person or business that has been given a concession.

Department of Homeland Security (“DHS”) - A cabinet department of the Federal Government that is responsible for the public security of the United States and its citizens.

Director of Aviation - means the official designee appointed by the Port of Bellingham Executive Director to manage, control and protect the airport. This term always includes all designees of the Director of Aviation unless otherwise stated. The Director of Aviation may suspend or restrict any or all activities whenever such actions are deemed necessary in the interest of safety.

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.

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.

Engine Run-Up Areas - Areas designated by the Director of Aviation that allow high power settings of an aircraft engine.

Exclusive Area - An exclusive area of use granted by the Director of Aviation to a Commercial Aviation Business.

Federal Aviation Administration (“FAA”) - The Federal Aviation Administration created by the Federal Government under Public Law 89-670 and Executive Order 11340 dated March 30, 1967.

Fixed Base Operator (“FBO”) - 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.

Foreign Object Debris (“FOD”) - Any object, live or not, located in an inappropriate location in the Airport environment that has the capacity to injure Airport or air carrier personnel and damage aircraft.

Free speech, religious activity, or speech activity - 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.

Fuel Servicing Vehicle - Any motor vehicle used for transporting, handling or dispensing aviation fuel, oils or lubricants.

Fuel Storage Area or 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.

General Aviation (“GA”) - All categories and types of aviation/aircraft in the U.S. except for certified air carriers (under 14 CFR Part 121), Unmanned Aerial Systems/Unmanned Aerial Vehicles (under 14 CFR Part 107) and Department of Defense Military Aviation/Aircraft.

Hazmat – Short for hazardous materials, generally substances in quantities or forms that may pose a reasonable risk to health, property, or the environment, including but not limited to toxic chemicals, fuels, nuclear waste products, and biological, chemical, and radiological waste product and agents.

International Fire Code (“IFC”) - Current fire code adopted by the State of Washington.

Jet A – A specific type of jet fuel.

Landside – Area of the Airport open to the public prior to the security checkpoint.

Law Enforcement Officer (“LEO”) - Any individual that is a sworn peace officer with arrest authority in the State of Washington.

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.

Mogas – Automobile fuel.

Major Repair/Alterations - This definition applies only to aircraft. Major repairs or alterations are repairs or alterations that if improperly done might appreciably affect weight, balance, structural strength, performance, power plant operation, flight characteristics, or other qualities affecting airworthiness; or that is not done according to accepted practices or cannot be done by elementary operations as outlined in 14 CFR Part 43 Appendix A.

National Fire Protection Association (“NFPA”) – a United States association that establishes and updates fire protection and prevention safeguards and publishes national fire codes, standards, manuals, and recommended practices.

National Transportation Safety Board (“NTSB”) - An independent U.S. Government Investigate Agency responsible for civil transportation accident investigation.

Notice to Airmen (“NOTAM”) - as issued by a representative of the FAA, the Director of Aviation or other authorized Port representatives, is a notice to alert aircraft pilots of potential hazards at or along flight routes or locations that could affect the safety of a flight.

Preventive Maintenance - Simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations as outlined in 14 CFR Part 43 Appendix A.

Restricted Areas - Areas closed to access by the general public. There are limited access areas that the Airport Authority, the FAA, TSA, or the Commercial Aviation Business owners have restricted access to due to security or safety. These areas include, but are not limited to, the AOA, airport secure areas, perimeter roadways, fenced-in areas, aircraft hangars, and maintenance shops, military areas, fuel storage areas, and hazardous materials storage areas.

Revised Code of Washington (“RCW”) - The compilation of all permanent laws now enforced in Washington State.

Runway - An area of the airport developed and improved for the purpose of accommodating the landing and take-off of aircraft.

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 their identification badge and/or not accompanied by an airport-approved escort must be promptly reported to a security officer or other designated authority.

Specialized Aviation Service Operation (“SASO”) - As defined by the FAA, SASOs are single-service providers or special fixed-base operators performing less than full services. These types of companies differ from a full service FBO in that they typically offer only a specialized aeronautical service such as aircraft sales, flight training, aircraft maintenance, or avionics services, for example.

Substantial Damage - Damage or structural failure that negatively affects an aircraft's structural strength, performance, or flying characteristics, and which would require significant repair or replacement of the affected component or system. Substantial damage excludes damage to landing gear, wheels, tires, and flaps. It also excludes bent aerodynamic fairings, dents in the aircraft skin, small punctures in the aircraft skin, ground damage to propeller blades, or damage to only a single engine.

Support Vehicles - Vehicles that are not designed or registered for public roadway operation. Support vehicles provide support inside the airport fence for SASO's, FBO's, or Commercial tenants. Support vehicles include, but are not limited to, golf carts, tugs, baggage loading equipment, etc.

Taxilane - An area of the Airport developed and improved for the purpose of maneuvering aircraft between taxiways and aircraft parking positions.

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.

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.

Terminal - The building and structures located within the Airport and open to the public for the purpose of flight ticket purchase, passenger enplanement and deplanement, including ramps, adjoining roadways, public lobby waiting, baggage check-in and pick-up, and those other services related to public passenger air travel.

Transportation Network Company (“TNC”) - An organization that provides ground transportation services for compensation using an online application or platform to connect passengers with TNC drivers that are using TNC vehicles.

Transportation Security Administration (“TSA”) - An agency of the DHS that has authority over the security of the travelling public in the United States.

Unmanned Aerial/Aircraft Systems (“UAS”) - Describes all of the components that are required to operate a UAV. Users must follow all FAA requirements (14 CFR Part 107).

Unmanned Aerial Vehicle (“UAV”) - Describes the actual vehicle that flies, such as a drone or remote-control aircraft, piloted by remote control or onboard computers. Users must follow all FAA requirements (14 CFR Part 107).

Washington Administrative Code (“WAC”) – The compilation of current and permanent rules and regulations of Washington State agencies.

CHAPTER 1 – GENERAL RULES AND REGULATIONS

1. Purpose and Enforcement

- 1.1. These Rules and Regulations shall supersede all previous Rules and Regulations of the Bellingham International Airport.
- 1.2. The Port reserves the right to make any additions, deletions, or corrections to these Rules and Regulations.
- 1.3. The Director of Aviation 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 may suspend or restrict any or all operations, without notice, whenever such action is deemed necessary in the interest of public safety. The Director of Aviation has the authority to take such action as may be necessary to enforce these Rules and Regulations.
- 1.4. In any instance in which these Rules and Regulations may be or become inconsistent with 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.
- 1.5. In any instance in which these Rules and Regulations may be or become inconsistent with any Federal, State or Local law, then these rules 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, State, or Local laws.
- 1.6. If any portion of these Rules and Regulations are found to be in conflict with the Airport's Minimum Standards, then these Rules and Regulations will take precedent as to the conflict.

2. Enforcement

- 2.1. Failure to abide by these Rules and Regulations could be grounds for termination of lease, suspension and/or revocation of airport security badges, and/or punishments through applicable Federal, State, or Local law. Any person who shall refuse to comply with these applicable rules and regulations may be regarded as a trespasser.

3. Access To, Entry Upon, and Use of the Airport

- 3.1. Any permission granted directly or indirectly to any person to enter upon or use the Airport is conditioned upon the following:
 - 3.1.1. For the privilege of using the Airport and any part of its facilities, all such persons agree to release, hold harmless and indemnify BLI and the Port, its officers, agents, and employees, from any liability, loss, damage, injury, or death to such persons or third persons on the Port's property arising from such use. In carrying out its obligations to the Port, such persons will use counsel acceptable to the Port.
 - 3.1.2. Full and complete compliance with these Rules and Regulations, the Airport's Minimum Standards and any applicable laws or regulatory requirements.
- 3.2. Any aircraft operation at the Airport constitutes an agreement by the aircraft owner or operator to comply with and adhere to these Rules and Regulations.

- 3.3. Nothing herein shall be construed or interpreted as to limit the use of any area of the Airport by the Port, its employees or representatives; nor shall it be construed or interpreted as to prevent any FAA, DHS, TSA, LEO, Fire/Rescue or other emergency services personnel from acting in their official capacities.
- 3.4. Any person accessing, entering upon, or using the Airport shall be fully and completely responsible for their actions and the actions of any person to whom they provide escort/access, entrance, or use of the Airport, whether directly or indirectly.
- 3.5. Ignorance of any rule or regulation is not a defense against committing a violation.
- 3.6. No person shall, in the use of the Airport, discriminate or permit discrimination against any person or group on the basis of race, religion, color, sex, disability, age, national origin, sexual preference or in any other manner prohibited by law.

4. Commercial Activities

- 4.1. All Commercial activities must meet, adhere to, and fully comply with the Airport's Minimum Standards.
 - 4.1.1. A copy of the Airport's Minimum Standards can be obtained from the Airport Administration Office.
- 4.2. Any person desiring to engage in Commercial photography or filming at the Airport shall complete an application with the Port's Meetings and Events Office. Written approval from the Director of Aviation must also be obtained prior to engaging in such activity.
- 4.3. No person shall use the Airport as a base or terminal for Commercial 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 meeting the Airport's Minimum Standards and obtaining a Business License, License to Operate Agreement, or Lease Agreement approved by the Port.

5. Accidents

- 5.1 Persons involved in or witnessing an aircraft, vehicle, or pedestrian accident occurring on the Airport shall make a full report as required by 14 CFR Part 139 or other applicable law. Persons should cooperate fully with emergency response personnel. Pilots and passengers should be aware that Airport personnel are responsible, by authority of 14 CFR 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.
 - 5.1.1. No person shall tamper with an accident scene unless necessary to protect lives, prevent further damage to the wreckage, or to save other structures or property from damage resulting from accident wreckage.
 - 5.1.2. Unauthorized entry in the AMA to gain access to an accident scene is prohibited.

5.1.3. Distributing photos or videos of an accident to the media or via social media or providing media access to the airfield is prohibited, unless authorized by the Port of Bellingham Public Information Officer.

6. Free Speech, Religious Activity, and Solicitation

- 6.1. 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.
- 6.2. Any group or person desiring to use the Airport for the purposes of free speech shall provide the Director of Aviation 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. A form is available from the Airport Administration Office for this purpose. Under no circumstances will a group or person be required to provide any information as to the content of the speech itself.
- 6.3. In general, free speech requests are approved on a first-come, first-served, basis. 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.
- 6.4. Whenever a group has been authorized by the Director of Aviation to use the Airport for free speech activities, all individuals representing the group shall remain in the designated free speech location and display the provided free speech permit, placed by the Director of Aviation, in a visible and conspicuous manner.
- 6.5. The designated free speech location at BLI is fifty (50) feet east of Baggage Claim inside the Main Terminal Building. This location is marked out with tape on the ground and a sign on the wall. No other location shall be utilized for free speech activities without prior written authorization from the Director of Aviation.
- 6.6. Failure to comply with any element of the requirements listed within this section may result in denial or revocation of free speech use permits.
- 6.7. No person shall solicit funds for any purpose on the Airport without written permission from the Director of Aviation.
- 6.8. No person shall stand in or on the side of an Airport road for the purpose of soliciting a ride from the owner or operator of any private, non-commercial motor vehicle or aircraft at the Airport, except in the case of an emergency.

7. Signage and Advertisements

- 7.1. No person shall post, distribute, or display signs, advertisements, circulars, or printed or written material at the Airport except within a leased site and only after submittal of materials to the Director of Aviation for review and approval.

8. General Conduct

- 8.1. All activities or business on the Airport shall be conducted in conformity with these Rules and Regulations and any amendments, supplements, changes and additions thereto.
- 8.2. All persons licensed to do business on or conducting operations of any kind at the Airport shall keep a current copy of these Rules and Regulations in their offices or place of business and make it readily available to all persons. Failure to abide by these Rules and Regulations could be grounds for termination of lease, suspension and/or revocation of Airport security badges, and/or punishments through applicable Federal, State, or Local law.
- 8.3. The Airport shall be open for public use at all times subject to regulation or restriction due to weather, emergencies, security concerns, landing area conditions, special events and/or like causes as may be determined by the Director of Aviation. Public use may be revoked for violation of these Rules and Regulations as herein provided.
- 8.4. 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 and Local law.
- 8.5. Destroying, disturbing, defacing, injuring, damaging, or tampering with property at or on the Airport is prohibited.
 - 8.5.1. Any and all property at or on the Airport that is damaged or destroyed shall be replaced (or the cost for replacement will be paid) by the person(s) responsible for said damage or destruction.
- 8.6. Harassing, disturbing, or injuring any person at the Airport is strictly prohibited.
 - 8.6.1. Any person who causes injury to any person at or on the Airport shall be liable for said injuries and may be subject to criminal proceedings.
- 8.7. Smoking (including, but not limited to, e-cigarettes, cigarettes, cigars, pipes, marijuana products) is prohibited in all areas of the AOA within the perimeter fence. Smoking is prohibited on the exterior of the perimeter fence except areas in compliance with Chapter 70.160 RCW; RCW 9.91.025. In no event shall smoking activities take place within fifty (50) feet of any aircraft, fuel trucks, or fuel storage facility.
- 8.8. No person shall sit, ride, walk, run, or stand on the baggage conveyor system.
- 8.9. No person shall sleep in or remain in the Airport for the purpose of lodging.
 - 8.9.1. Persons that have legitimate business at the airport shall be allowed to stay in the terminal until such time as their flight departs, arrives, or is cancelled. Permission to stay at the airport is extended to persons that:
 - 8.9.1.1. Arrive at, are in transit through, or will be departing from the Airport as an airline passenger within twenty-four (24) hours; or
 - 8.9.1.2. Are awaiting the arrival of an airline passenger on a flight that has been unexpectedly delayed or cancelled and the passenger is expected to arrive within twelve (12) hours.
 - 8.9.2. Persons staying in the terminal must have evidence of their legitimate business to be there by way of a valid travel itinerary, ticket, or boarding

pass matching the person's valid identification and/or flight information verifiable with the airline.

8.9.3. The Director of Aviation may declare an emergency and allow temporary lodging in case of severe weather or other conditions which are beyond the control of the Port.

8.10. All pets are required to be on a leash or in pet carriers or cages at all times. Any domestic animal found roaming free on Airport property will be subject to impoundment by the Whatcom Humane Society. Pet owners or handlers will remove any fecal matter deposited by their animal on Port property before the owner leaves the immediate area where the fecal matter was deposited.

8.11. No person under the influence of alcohol or drugs shall operate a motor vehicle or aircraft of any kind on the Airport. Intoxicated persons anywhere at the Airport will be subject to citation and/or arrest by applicable RCW & WAC 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. Common Use Airfield

9.1. Landing areas; markings; lights and other visual aid areas for aircraft guidance; electronic communications equipment areas; structures or mechanisms having a similar purpose for guiding, disseminating or controlling aircraft; aprons; ramps; and tie-down areas are designated as common use areas and shall be held for use in common by all persons flying or operating aircraft on the airport.

9.2. Designated common use areas shall be kept clear unless specifically assigned by the Director of Aviation.

9.3. No person shall use any common use area for parking, storing, repairing, servicing, or for any purpose other than flying and operating unless prior written consent or authorization has been obtained from the Director of Aviation.

9.4. Common use areas are subject to change by decision of the Director of Aviation.

10. Abandoned, Derelict, or Lost Property

10.1. Property shall not be abandoned at or on the Airport.

10.2. All abandoned, derelict or lost property found at or on the Airport including, but not limited to, aircraft, vehicles, equipment, machinery, baggage, or parts thereof should be reported or turned in to the Airport Administration Office.

10.2.1. Aircraft that are deemed to derelict or abandoned will be addressed through the Airport's Derelict Aircraft Policy.

10.2.2. Rules and Regulations regarding vehicle parking are referenced in Chapter 3 of this document.

10.2.3. All other property unclaimed by the owner within ninety (90) days becomes property of the Port.

10.3. Nothing in this section shall be construed to deny the right of operators, lessees, or tenants to maintain and operate a "Lost and Found" service for their customers, visitors, and employees.

11. Weapons and Explosives

- 11.1. Weapons or explosives on or at the Airport may only be possessed and handled in accordance with applicable Federal, State and Local laws.
- 11.2. Discharge of any weapon on the Airport is strictly prohibited, unless in the performance of official duties, or by authorized personnel for the purposes of wildlife management.
- 11.3. 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 twenty-four (24) hours in advance. Notification shall include the time of transport, method of transport, type and amount of material and specific characteristics and dangers.

12. Alcoholic Beverages

- 12.1. 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. Special events may include a beer garden, provided that the proper agreements have been signed with the Port and appropriate permits have been issued.

13. Trash and Recycling

- 13.1. Trash and recycling (including, but not limited to, garbage, paper, cardboard, aluminum, plastic, and glass) shall not be placed, discharged, or deposited at or on Airport property except in the proper trash and recycling receptacles. Illegal dumping is expressly prohibited.
 - 13.1.1. Trash and recycling receptacles must be emptied frequently enough to prevent overflowing and create a FOD hazard or wildlife attractant.
 - 13.1.2. Exterior trash and recycling receptacles must be rated for outdoor use, weighed down sufficiently enough to prevent said receptacles from being blown away in heavy winds, and covered sufficiently to prevent rain water from entering into the receptacles and creating an illicit discharge.
- 13.2. Trash shall not be brought to or onto the Airport property.
- 13.3. The burning of trash at or on Airport property is expressly prohibited.

14. Sound Amplifying Devices

- 14.1. Use of sound amplifying devices at the Airport is prohibited except when approved by the Director of Aviation.
- 14.2. Public Address ("PA") system use by the Port tenants, lessees, customers or users shall be limited to necessary announcements only.
 - 14.2.1. No person shall use the PA system for solicitation of business.

15. Fire

- 15.1. The Director of Aviation 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 IFC; the applicable standards of the NFPA; and all other applicable Federal, State or Local regulations.
- 15.2. For the purpose of establishing and enforcing standardized regulations relative to fire protection, it shall be stated herein that the Airport hereby adopts and recognizes the IFC and the applicable standards of the NFPA. The Airport shall use applicable elements of IFC and NFPA standards in construction and the enforcement of fire protection regulations. Compliance and enforcement shall be conducted in association with Local and State Fire Marshall Offices.
- 15.3. 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 by emergency responders to all buildings or facilities located on the Airport or at the Airport Industrial Park.
- 15.4. No person shall use flammable, hazardous, or volatile materials in the cleaning of aircraft or accessories unless such cleaning operations are conducted in properly fireproofed and/or mechanically-ventilated areas that are equipped and constructed per the IFC. Any such materials and any residues shall be properly collected and disposed.
- 15.5. No tenant or individual shall conduct any open flame operations in a hangar or building unless specifically authorized by the Director of Aviation; this includes all heater elements.
- 15.6. No person shall keep or store **any** flammable materials on the Airport or in any building on the Airport except in the following manner:
 - 15.6.1. In aircraft fuel tanks
 - 15.6.2. In rooms and areas approved by the Director of Aviation
 - 15.6.3. In fuel trucks or fuel tanks approved by the Director of Aviation.
 - 15.6.4. As specified in hangar, facility and/or building lease agreements.
 - 15.6.5. Bulk fuels and other flammable materials shall be transported on the Airport in acceptable containers approved by the NFPA Standards.
- 15.7. No person shall tamper with any fire extinguisher or related equipment at or on the Airport for any purpose. Fire extinguishers and related equipment should only be used for fire prevention or firefighting.
 - 15.7.1. All such equipment shall conform with all applicable fire codes and NFPA standards.
 - 15.7.2. Each fire extinguisher shall be inspected monthly and a tag showing the date of the last inspection shall be attached to each unit.
- 15.8. No person shall block or modify any self-closing fire door at or on the Airport or do anything that may interfere with its ability to close in the event of a fire.

16. Painting

- 16.1. Aircraft 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 are spark

free and vapor proof. **NO PAINTING OPERATIONS SHALL BE CONDUCTED IN T-HANGARS.**

17. Hazardous Materials

- 17.1. Hazmat must be placed in a suitable receptacle with a tight-fitting, leak-proof lid and must be properly secured.
 - 17.1.1. Safety data sheets for all Hazmat shall be maintained so as to be readily available in the event of an emergency involving said Hazmat.
- 17.2. All Hazmat must be disposed of in a manner that is consistent with all Federal, State and Local laws.
 - 17.2.1. Hazmat shall not be disposed of in drains, catch basins, ditches, or elsewhere at or on the Airport unless in approved locations and containers.
 - 17.2.1.1. Byproduct from deicing may be allowed to drip off of aircraft on to the Commercial Ramp only after a notification to and approval from Airport Operations has been granted.
 - 17.2.2. 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.
- 17.3. No Hazmat (including fuels) shall be disposed of on the ground or into the air at the Airport during aircraft preflight inspections.
- 17.4. Any and all Hazmat spills must be reported to Airport Operations Department immediately.
- 17.5. The party responsible for a Hazmat spill is responsible for the mitigation, cleanup, notifications, and proper disposal of the spilled substance.
 - 17.5.1. If the Director of Aviation determines that the responsible party is not capable of, has not, or refuses to take appropriate action in a timely manner to mitigate a Hazmat spill, then the Director may take action to control and clean up the spill at the cost and expense of the responsible party.
- 17.6. The Port will maintain a Spill Response Plan for the Airport. A copy of the Spill Response Plan can be obtained from the Airport Administration Office.
 - 17.6.1. All tenants, lessees, operators, customers, visitors, or any other persons at the Airport must conform to (or comply with) the Port of Bellingham Industrial Stormwater Permit and its Best Management Practices.

18. Emergency Conditions

- 18.1. Emergency conditions at or on the Airport shall not constitute the cancellation or suspension of these Rules and Regulations.
- 18.2. No person shall enter upon or use the Airport for the purpose of observing, attending, or assisting at the scene of an accident or incident unless requested or permitted to do so by the Director of Aviation, Incident Commander, or other authorized representative.

- 18.3. Emergency directives or procedures may be issued at the discretion of the Director of Aviation, Incident Commander, or other authorized representative.

19. Special Events

- 19.1. Special events require coordination with written authorization from the Director of Aviation in the initial planning stage. The authorization will be in the form of a Site Use Agreement from the Port of Bellingham 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 special event sponsor (the "Sponsor") is authorized to pursue the planning process. All special events, whether an entrance fee applies or not, must be officially approved by the Director of Aviation.
- 19.2. The Sponsor will be required to obtain liability insurance for the event. The insurance policy will identify the Port as an "additional insured" for the event.
- 19.3. If the special event is expected to attract an attendance of one-thousand (1,000) persons or more, the Sponsor must coordinate with local law enforcement to address any road and/or highway impacts.
- 19.4. If the event is intended to be held outside, the Sponsor must prepare and present to the Director of Aviation an "adverse weather" plan for the event.
- 19.5. The Sponsor must make arrangements for ambulance, auto towing, garbage pick-up, lavatories, trash/recycling clean-up, law enforcement or security presence, structural fire and ARFF services.
- 19.6. 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, and other business activities normally conducted at the airport.
- 19.7. Airport runways and/or landside "closure" must be coordinated in advance with the Director of Aviation and other users of the airport. Final approval of and authorization to close any part of the Airport are at the sole discretion of the Director of Aviation.
- 19.8. A special event that involves aerobatic maneuvers by aircraft must be coordinated with the Director of Aviation and the local Flight Standards District Office of the FAA.
- 19.9. Failure of the Sponsor to adequately perform trash and litter clean-up of the airport and repair of or compensation for damaged property as a result of the special event will result in the Sponsor being billed for extra overhead expense and damages by the Port.
- 19.10. The Sponsor must coordinate with the Airport to ensure all FAA and TSA regulations will be followed during the event.

CHAPTER 2 – AIRCRAFT RULES AND REGULATIONS

1. Regulatory Measures

1.1. Activities at the Airport shall conform to 14 CFR; regulatory measures; these Rules and Regulations; and the order, instructions, or directives of the Director of Aviation or the ATC personnel.

2. Disabled and Non-Airworthy Aircraft

2.1. Only Aircraft with current airworthy certificates shall operate at or on the Airport.

2.1.1. Aircraft in the process of renovation or restoration are permitted so long as they are stored in a hangar or are under the care of a business or entity approved to do such work (kit-built aircraft are addressed in Chapter 5.4).

2.2. Aircraft operators shall be responsible for the safe and prompt removal of disabled aircraft, and any part thereof, from anywhere on the AMA or in an area that causes disruption to other aircraft operations, unless otherwise requested by the FAA, NTSB, Law Enforcement, Director of Aviation, or another authorized individual.

2.2.1. In the event an aircraft operator fails to remove a disabled aircraft, the Director of Aviation may have the aircraft removed without Port or BLI liability for damages arising from such removal and at the cost and expense of the aircraft owner/operator(s).

2.3. Aircraft that are non-flyable, abandoned, or derelict will be deemed as such by the Director of Aviation.

2.3.1. Aircraft categorized as such are subject to the Airport's Derelict Aircraft Policy.

2.4. The Port may move or remove any aircraft that is deemed non-flyable, abandoned, or derelict without Port or BLI liability for damages arising from such removal, and at the risk, cost, and expense of the aircraft owner/operator(s).

3. Based Aircraft Registration

3.1. Aircraft based at the Airport must be registered with the Airport, or an authorized FBO. Registration information must include, at a minimum, the following:

3.1.1. Aircraft make, model, registration, and gross takeoff operating weight;

3.1.2. Aircraft owner's name, address, phone number and e-mail address;

3.1.2.1. If there are multiple owners of one aircraft, then the information from all owners must be supplied to the Airport or authorized FBO.

3.1.3. Based aircraft operators must have a tie-down or hangar agreement with the Port or authorized SASO.

4. Hours of Operations

4.1. The Airport is open for use by aircraft twenty-four (24) hours per day, seven (7) days per week, unless closed by a NOTAM.

4.1.1. The ATCT daily hours of operations are from 0700-2230 local time. These hours are subject to change and will be noted in the Airport Facility Directory or by NOTAM.

5. Aircraft Accidents

- 5.1. A person involved in an aircraft accident/incident which results in injury to persons or damage to an aircraft, vehicles or any property must immediately report such accident to Airport Operations. Any person involved in such an accident shall:
 - 5.1.1. Immediately stop and remain at the scene of the accident;
 - 5.1.2. Render reasonable assistance to injured persons; and
 - 5.1.3. Cooperate fully with Airport staff or Law Enforcement Officers investigating the accident.
- 5.2. Aircraft operators involved in an accident shall comply with 14 CFR and NTSB Regulations.

6. Prohibiting Use of The Airport

- 6.1. The Director of Aviation shall have the right, at any time and under any circumstances, to close the Airport or any portion of the Airport or to deny the use of the Airport to any person(s) when such actions are deemed to be necessary to the safety or security interests of the Airport.
- 6.2. The Director of Aviation may prohibit aircraft operations when it is determined that conditions at the Airport are unsafe.
 - 6.2.1. Any restriction to aircraft operations will be issued via a NOTAM
 - 6.2.2. Under no circumstances shall a closure of the Airport or any part thereof constitute grounds for reimbursement of any expense, loss of revenue, or damage that may be incurred by any operator, tenant, lessee, or any other person or entity.

7. Aircraft Cleaning

- 7.1. Aircraft cleaning shall only be performed in full and complete compliance with the Airport's Stormwater Pollution Prevention Plan ("SWPPP").
- 7.2. No drainage water may flow to a stormwater drain.

8. Deicing

- 8.1. Airport Tenants must receive prior approval by the Director of Aviation to use pavement deicers on the AOA. Deicers must comply with the requirements specified in FAA Advisory Circular 150/5200-30C, Section 4-6.a and any other FAA publications. Currently, the only approved products for application on AOA surfaces at BLI are glycol-based fluids, potassium acetate, potassium formate, sodium formate and sodium acetate.
- 8.2. All aircraft deicing must be done on the commercial ramp.
 - 8.2.1. Byproduct from deicing may be allowed to drip off of aircraft on to the Commercial Ramp only after a notification to and approval from Airport Operations has been granted.

9. Aircraft Engine Operation

- 9.1. Engine Run-ups may only be completed in designated areas.
- 9.2. Engine Run-ups for maintenance purposes of commercial aircraft on the ground at BLI must be approved by Airport Operations prior to being performed.

- 9.3. Any person or entity operating an aircraft engine in an area that is accessible to the public shall take all precautions to protect the public from potential hazards resulting from such operations.
- 9.4. Starting an aircraft engine when flammable liquid is present on the ground in the vicinity of the aircraft is prohibited.
- 9.5. Aircraft controls shall be attended at all times the aircraft's engines are running.
 - 9.5.1. 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.

10. Aircraft Fueling

- 10.1. No fueling operations shall be conducted in any building on the Airport.
- 10.2. No fueling operations shall be conducted at the Airport without complying with these Rules and Regulations.
- 10.3. 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 14 CFR Part 139.
- 10.4. All receptacles and apparatus used for fueling on the Airport shall be regularly inspected by Airport personnel and shall pass such inspections. Vehicles, tanks, or other dispensing equipment must be taken out of service after a failed inspection until proper repairs have been made and a successful re-inspection by the Director of Aviation has been conducted.
- 10.5. Persons wishing to self-fuel private aircraft with Mogas or other aviation fuels shall have documentation showing proof of FAA approval with automobile gasoline, shall have complied with 10.2 of this section, 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 designated self-fueling area. (This provision does not relate to air carriers operating in accordance with FAA procedures).
 - 10.5.1. Only Mogas may be self-fueled utilizing 5 gallon "type" approved containers.
 - 10.5.2. Fuel containers may not be stored in aircraft hangars.
 - 10.5.3. No GA aircraft shall be fueled or defueled with either: (1) the engine running; or (2) with occupants aboard.
- 10.6. During fueling or defueling, the aircraft and the dispensing apparatus shall be bonded to a point or points of zero electrical potential. Fueling hoses and equipment shall be maintained in a safe, non-leaking condition, and all fuel will be pre-filtered. Aircraft on the GA apron shall not be fueled within twenty five (25) feet of any stormwater drain. All fueling operations will comply with NFPA Code 407 and all 14 CFR Part 139 Regulations.

11. Aircraft Parking and Storage

- 11.1. Aircraft parked on designated tie-downs shall be parked in such a manner as to be completely contained within the designated tie-down space or assigned

area of the ramp; no parked aircraft shall be positioned in such a manner as to block aircraft or vehicular movements or obstruct access to hangars, other aircraft, other vehicles, gates, fuel storage facilities or taxilanes.

- 11.2. Aircraft Operators shall ensure that all aircraft are properly secured, as set forth in FAA AC 20-35C.
 - 11.2.1. No aircraft shall be left unattended on the Airport unless properly secured, tied down, or parked within a hangar. Owners of such aircraft will be held responsible for any damage resulting from failure to comply with this rule.
- 11.3. Aircraft will be parked in those areas and spaces designated by the Director of Aviation and under the following conditions:
 - 11.3.1. Each tenant/lessee shall be responsible for the orderly parking of aircraft and for the cleanliness of the area they use.
 - 11.3.2. Each aircraft owner will be responsible for the aircraft's security and all mechanisms of fastening.
 - 11.3.3. Each itinerant aircraft owner shall pay a fee for daily parking with the first four hours free.
 - 11.3.3.1. Daily parking fees are established annually through the Airport's Tariff and are subject to change.
- 11.4. It will be the responsibility of the aircraft's operator to contain any oil, fuel, or hazardous materials 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 Operations. 9-1-1 must be notified if required by local, state or federal law.
- 11.5. Each aircraft owner shall be required to complete an appropriate agreement for their assigned ramp tie-down space.

12. Aircraft Security

- 12.1. If the kind, type, mission, or condition of an aircraft makes it necessary to maintain security for an aircraft, then the aircraft owner, operator, lessee, or tenant are responsible for obtaining, providing and maintaining such security and may only provide such security after notifying the Director of Aviation.
- 12.2. No person shall interfere or tamper with any aircraft in contradiction with these Rules and Regulations without the permission of the aircraft owner.

13. Commercial Aviation Carriers Aircraft Maintenance

Maintenance may be performed on aircraft of Commercial Aviation Carriers at gate positions on the SIDA ramp or areas designated by the Director of Aviation. Any aircraft being repaired at a gate position shall be moved immediately to another location upon request from the Director of Aviation. Aircraft maintenance in GA hangars is outlined in Chapter 5 of these Rules and Regulations.

14. Aircraft Operations

- 14.1. All aeronautical activities at Bellingham International Airport, and all flying of aircraft departing from or arriving at the Airport shall be conducted in conformity with all FAA Regulations.
- 14.2. The Director of Aviation shall at all times have the authority to take such action as may be necessary to safeguard the public. NOTAM's will be published to alert users in accordance with FAA regulations of any changes affecting air operations.
- 14.3. U.S. Customs provides 24-hour customs clearing for all aircraft entering U.S. airspace. Prior notification is required.
- 14.4. 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.
 - 14.4.1. VFR Noise Abatement Procedures
 - 14.4.1.1. Right hand traffic pattern shall be used for Runway 16 when able and left hand traffic patterns shall be used for Runway 34 when able unless different instructions are given by ATCT.
 - 14.4.1.2. Runway 16 Departures: Fly runway heading to shoreline before commencing turns.
 - 14.4.1.3. Runway 16 Arrivals: Follow published traffic pattern procedures.
 - 14.4.1.4. Runway 34 Departures: Fly runway heading to interstate before commencing turns.
 - 14.4.1.5. Runway 34 Arrivals: Fly base leg over water and fly final leg to cross shoreline on runway centerline
 - 14.4.1.6. Intersection departures are allowed only with permission from the ATCT; intersection departures are not allowed when the ATCT is not open.
 - 14.4.1.7. There may be cases when VFR aircraft are unable to follow these procedures due to ATCT instructions, traffic, weather, training requirements, or emergency procedures.
 - 14.4.2. IFR noise abatement procedures are in accordance with the FAA published Standard Instrument Departures (SIDs), published non-standard IFR departure procedures, published Standard Terminal Arrival (STAR), missed approach procedures, and standard radar vectors as directed by Vancouver Area Control Centre.
 - 14.4.3. Airport Staff will investigate all noise complaints received regarding aircraft using BLI. Every reasonable attempt will be made to follow these procedures:
 - 14.4.3.1. Each noise complaint will be logged by name, date, time, tail number, owner;
 - 14.4.3.2. Aircraft ownership will be determined through FAA aircraft registration resources;
 - 14.4.3.3. Follow-up will be provided to the affected community member if requested.

- 14.4.4. 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.

15. Taxiing and Towing Operations

- 15.1. Aircraft shall not be taxied until the aircraft operator has ascertained that there is no danger of collision with any person(s), structure, object, other aircraft, or property in the area.
- 15.2. Aircraft shall not be taxied into, out of, or within any structure at or on the Airport.
- 15.3. Aircraft shall not be towed on the AMA without prior approval of Director of Aviation.
- 15.3.1. No aircraft can be taxied or towed on the AMA unless:
- 15.3.1.1. The aircraft operator has the appropriate licenses and/or type ratings to fly the aircraft being taxied or towed
- 15.3.1.2. The aircraft is under escort by the Airport Operations Department.
- 15.4. Taxiing aircraft shall yield the right-of-way to any Emergency Vehicles or equipment unless otherwise directed by ATCT.
- 15.5. Aircraft must be taxied or moved with caution and at no time faster than **15 MPH**.
- 15.6. Aircraft without functioning wheel brakes must have wing walkers when taxiing in the areas of buildings or around other aircraft.
- 15.7. 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.

16. Restricted Aviation Activities

- 16.1. Aircraft operators shall provide prior written notification to the Director of Aviation before performing any of the following restricted activities at the Airport:
- 16.1.1. Landing upon or towing gliders at or on the Airport.
- 16.1.2. Landing on unpaved surfaces on the Airport
- 16.1.3. First or test flights of experimental aircraft at or on the Airport.
- 16.1.4. Landing upon or taking off of lighter-than-air aircraft at or on the Airport.
- 16.1.5. Landing upon or taking off with banners or gliders in tow at or on the Airport
- 16.1.6. Sky diving, parachuting, or powered parachute operations
- 16.1.7. Operation of aircraft with a maximum certificated takeoff weight in excess of the published weight bearing capacity for the runway and taxiways.
- 16.1.8. Transportation of hazardous cargo including but not limited to highly flammable or radioactive cargo.

17. Fees and Charges

- 17.1. Aircraft shall not operate to or from the Airport unless the aircraft operator or owner has paid all fees and/or charges that have been established in the Airport's Tariffs and Fees.

CHAPTER 3 – VEHICLE RULES AND REGULATIONS

1. Regulatory Measures

- 1.1. All vehicles and vehicle operators at or on the Airport shall fully comply with the RCWs and WACs, these Rules and Regulations, and instructions issued by the Director of Aviation.
- 1.2. Enforcement of traffic laws shall be the responsibility of the agencies or entities having jurisdiction.

2. Operator Licensing

- 2.1. Any person operating a vehicle at or on the Airport must have a valid, current driver's license in their possession and evidence of insurance as required by the RCW.
- 2.2. Vehicle operators on the AOA are required to complete Airport Non-Movement Area Driver's training.
 - 2.2.1. Vehicle operators that have a need to operate in the AMA must also complete AMA Driver's training, and recurring annual training.
 - 2.2.1.1. AMA Driver's training may only be assigned by the Director of Aviation

3. Equipment

- 3.1. Except for vehicles that are exclusively used on the AOA that are approved by the Director of Aviation, all vehicles shall meet the RCW licensing and registration requirements.
- 3.2. Vehicles shall not be operated at or on the Airport unless the vehicle is in sound mechanical order and permits clear visibility from the driver's position.

4. Vehicle Requirements/Markings on the AOA

- 4.1. Vehicles operating in the AMA must possess the following:
 - 4.1.1. An amber, flashing or rotating strobe or beacon and/or an approved orange and white checkered flag.
 - 4.1.2. A two-way radio capable of transmitting and receiving communications with the ATCT and Common Traffic Advisory Frequency.
- 4.2. All commercial vehicles, other than those under escort, must be marked with the company name or logo on both sides in no less than 2-inch high letters of a contrasting color.
- 4.3. Personal vehicles of tenants or lessees that are authorized to access the AOA are not required to be marked with any logo, flashing or rotating beacon light, or orange and white checkered flag while in the Non-Movement Area

5. Vehicle Operations on the AOA

- 5.1. All vehicles shall be operated on the AOA in accordance with 14 CFR Part 139. The following general rules apply, except when given special instructions by the Director of Aviation or in cases of emergency involving danger to life or property. Violations of these rules could cause revocation of driving privileges on the airport:

- 5.1.1. No motor vehicles, other than support vehicles, shall be permitted on the commercial (SIDA) ramp areas except for the loading of aircraft passengers or baggage or official business. Such vehicles must display proper identification as required by Director of Aviation and have prior authorization.
- 5.1.2. Vehicles on the commercial ramp, or loading area, shall be driven at a safe and reasonable speed, not to exceed **15 MPH**, and shall have operating amber flashing light (rotating beacon) or strobe.
 - 5.1.2.1. Airline ground service equipment that is of an open cab design and does not have a roof is exempt from the requirement to have operating amber flashing light (rotating beacon) or strobe.
- 5.1.3. Vehicles operating within the AOA shall yield to all moving aircraft and remain clear until such aircraft has cleared its position by a one hundred foot (100') radius.
- 5.1.4. No persons or vehicles, except as authorized by the Director of Aviation, shall be permitted to operate on the AOA.
 - 5.1.4.1. Required initial and recurrent training must be completed before authorization to operate a vehicle on the AOA can be given.
- 5.1.5. All persons operating vehicles on the AMA will only do so after completing AMA Driver's Training; proper radio communications must be conducted and maintained before entering and while operating in the AMA. No unlicensed vehicle or driver shall operate at the Airport.
- 5.1.6. 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 the Director of Aviation and under such terms and conditions as may be prescribed.
- 5.2. No person shall use a cell phone, text, or use web services while driving a vehicle unless stopped and out of the way of aircraft, equipment or other vehicle operations.
- 5.3. No person shall park any vehicle in the AOA in the following manner:
 - 5.3.1. In a space reserved for a specific purpose (as authorized by the Director of Aviation); or
 - 5.3.2. On any grass area; or
 - 5.3.3. In front of any hangar; or
 - 5.3.4. For the purpose of abandonment, which is defined as any vehicle parked outside of the designated parking area for a period of over three (3) days without express approval of Director of Aviation shall be deemed abandoned; or
 - 5.3.5. On any aircraft taxilane. Vehicles parked on aircraft taxilanes shall be deemed abandoned.; or
 - 5.3.6. Other than in the manner and place prescribed by the Director of Aviation.
- 5.4. Service and delivery vehicles may park in front of a hangar, for making deliveries, then only long enough to make such deliveries.
- 5.5. The tenants of T-hangars and tie-downs may park their own vehicles in their T-hangars or on their own aircraft tie-downs when the aircraft hangered or parked therein is absent for periods of no more than (14) fourteen days.

- 5.5.1. Vehicles that need to be parked for more than fourteen (14) days are subject to approval from the Director of Aviation.
- 5.6. All vehicles entering the SIDA area must be inspected prior to entering the SIDA area.
- 5.7. All commercial and large vehicles (including, but not limited to, box trucks, fuelers, trailers) shall be inspected by the Airport Operations Department at the ARFF Station or at a location prearranged with the Operations Department, upon entering the AOA regardless of destination on the airfield.

6. Vehicle Operations Outside the AOA

- 6.1. 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 order of the Director of Aviation when it is deemed necessary (sweeping, snow removal, safety etc.).
- 6.2. All individuals that have an active, signed vehicle parking agreement must abide by that agreement at all times when parking a vehicle at the Airport. Violation of parking rules will result in, but is not limited to, revocation of parking agreement, confiscation of parking pass, towing and/or impoundment of vehicles.
- 6.3. Any person operating a vehicle at or on the Airport must be in possession of a valid Driver's license issued in that person's name, which allows such person to legally drive on public roadways in the State of Washington.
- 6.4. All vehicles in and on the Airport must be lawfully operated.
- 6.5. Vehicles at or on the Airport must be operated at a speed that is no greater than the established and posted speed. Additionally, vehicles at or on the Airport must be operated at a speed that is reasonable and prudent considering traffic, condition of the vehicle, surface width of the roadway, hazards at intersections, pedestrian traffic, weather conditions and other conditions than existing.
- 6.6. The speeds designated do not apply to authorized Emergency Vehicles.
 - 6.6.1. The driver or operator of an authorized Emergency Vehicle shall drive with care, considering the safety of all persons using the airport roadways.

7. Vehicle Accidents

- 7.1. A person involved in a vehicular accident must immediately report such accident to Airport Operations and local Law Enforcement. Any person involved in such an accident shall:
 - 7.1.1. Immediately stop and remain at the scene of the accident;
 - 7.1.2. Render reasonable assistance to injured persons; and
 - 7.1.3. Cooperate fully with Airport Operations staff, Airport Supervisors, or Law Enforcement Officers investigating the accident.

8. Vehicle Cleaning and Maintenance

- 8.1. Private vehicles and vehicles operated by commercial vehicle operators shall not be cleaned and/or maintained anywhere at or on the Airport, except for minor repairs that are necessary to remove such vehicles from the Airport.

- 8.1.1. Rental Car Companies that have approved leases may clean their vehicles in a location approved by the Director of Aviation.
- 8.2. Vehicles operated by lessees, operators, or tenants shall be cleaned and/or maintained only in areas compliant with the Airport's SWPPP and Industrial Stormwater Permit.

9. Vehicle Parking

- 9.1. Vehicles shall only be parked in those areas designated for such purpose.
- 9.2. Vehicles shall not be parked or stopped:
 - 9.2.1. In such a manner as to obstruct a parking lot lane, driveway, roadway, walkway, crosswalk, fire lane, runway, taxiway, taxilane, hangars, tie-downs, parked or staged aircraft, and/or parked or staged vehicles;
 - 9.2.2. In the middle of or on the left side of a road;
 - 9.2.3. On the roadway side of any stopped or parked vehicle (double parking);
 - 9.2.4. Within fifteen (15) feet of a fire hydrant;
 - 9.2.5. Within five (5) feet of either side of a security fence;
 - 9.2.6. On unpaved or grassed areas;
 - 9.2.7. In any other way that is not expressly permitted by authorized signs.
- 9.3. Vehicles may not be parked curbside at the terminal. The entire curbside area of the terminal is designated as a loading/unloading zone only.
 - 9.3.1. Vehicles found unattended or vehicles whose Owner or operator refuses to move will be towed at the Owner's expense.
- 9.4. Displaying vehicles and/or equipment for sale or lease at or on the Airport is strictly prohibited unless authorized by the Director of Aviation.
- 9.5. Parking in designated public parking areas is open to any person using the Airport.
- 9.6. Only Rental Car companies may authorize vehicles to park in their respective designated spaces.
 - 9.6.1. Rental Car employee vehicles that are authorized to park in their respective designated spaces must be clearly marked as employee vehicles.
 - 9.6.2. Vehicles that are parked in the Rental Car parking lot without proper authorization will be towed without liability to the Port or BLI and at the Owner's expense.
- 9.7. Employees that have signed the Airport's Parking Agreement must adhere to the Agreement at all times.
- 9.8. Automobiles parked in any public parking area for more than ninety (90) days shall be considered abandoned and will be towed at the vehicle Owner's expense, unless the Owner has made arrangements in advance with the Airport Administration Office.
- 9.9. Recreational Vehicles or other camping vehicles may not be parked at the Airport without prior authorization from the Director of Aviation.
- 9.10. Boats, trailers and miscellaneous equipment are prohibited from being parked/ stored on the AOA (inside perimeter fence).
- 9.11. The Port is not liable for any damage or loss sustained to vehicles parked at or on the Airport.

10. Abandoned or Improperly Parked Vehicles

- 10.1. Vehicles that are determined to be abandoned or derelict may be towed at the discretion of the Director of Aviation.
- 10.2. Vehicles in paid parking lots are deemed abandoned after ninety (90) days, unless the owner makes prior arrangements with the Airport Administration Office.
- 10.3. Unauthorized vehicles parked in rental car parking lots or express parking lot are deemed illegally parked and will be impounded after two (2) hours.
- 10.4. Vehicles may be deemed derelict if they have expired licenses or tabs, or are deemed non- drivable.
- 10.5. Vehicles may not be parked on Port Property for the purpose of advertising to the public the private sale of the vehicle.

11. Fees and Charges

- 11.1. It is unlawful for any vehicle to be parked in any public parking area at or on the Airport unless the vehicle operator pays the fees and/or charges that may be established and assessed from time to time by the Port unless the vehicle operator is exempt from payment as may be stipulated in an Agreement or Permit with the Port.
- 11.2. Nothing in these Rules and Regulations shall be construed as granting any commercial vehicle operator the right to operate at or on the Airport without first obtaining authorization from the Port or paying any fees and/or charges that may have been or will be established by the Port.

CHAPTER 4 – COMMERCIAL VEHICLE RULES AND REGULATIONS

1. Regulatory Measures

- 1.1. This chapter serves as an addition to Chapter 3 of these Rules and Regulations and only applies to commercial vehicle operations at or on the Airport.
- 1.2. All commercial vehicle operations (including car rental companies) doing business at or on the Airport shall fully comply with the RCW; WAC; policies, procedures, and resolutions of the Port; these Rules and Regulations, and all instructions issued by the Director of Aviation.
- 1.3. All traffic laws must be followed and will be enforced by the agencies having jurisdiction.

2. Fees and Charges

- 2.1. Commercial vehicle operators must have a current License to Operate (“LTO”) Agreement or Lease with the Port prior to conducting commercial ground transportation or commercial car rental activities at or on the Airport.
 - 2.1.1. Commercial vehicles must comply with any and all provisions of their LTO Agreement in addition to these Rules and Regulations.
 - 2.1.1.1. In any instance in which these Rules and Regulations may be or become inconsistent with an LTO, then those conflicting rules shall be void as to the conflict.
 - 2.1.2. Commercial vehicle operators are subject to paying any tariffs, fees or charges that may be now or will be established by the Port.
- 2.2. Nothing in these Rules and Regulations shall be construed as granting any commercial vehicle operator the right to operate at the Airport without first obtaining an LTO Agreement or Lease with the Port or paying any fees or charges that may be now or will be established by the Port.

CHAPTER 5 – OPERATOR AND LESSEE RULES AND REGULATIONS

1. Construction or Alterations Improvements

1.1. Any construction or alteration of a tenant's lease space or improvement located at or on the Airport shall only be conducted after authorization from the Director of Aviation.

2. Maintenance of Premises

2.1. All operators, lessees and tenants are required to keep the land, improvements and/or leased space at or on the Airport free from all fire and safety hazards and maintain the same in a condition of repair, cleanliness, and general maintenance in accordance with the Agreement the operators, lessees and tenants have with the Port.

2.2. All operators, lessees, and tenants shall be fully responsible for all damage to facilities, equipment, real property, and all other improvements at or on the Airport in the ownership, care, custody, or control of the Airport that is caused by the operator, lessee, or tenant or by their employees, agents, customers, suppliers, visitors or other persons with whom they do business.

2.3. Facilities shall be kept clean and clear of the accumulation of oil, grease, fuel, flammable liquids, trash, rags, or other waste material.

2.3.1. The use of flammable or volatile solvents for cleaning floors is prohibited.

3. Fire Prevention

3.1. Operators, lessees, and tenants shall be responsible for ensuring that fire prevention practices and procedures are followed at all times by their employees, agents, customers, suppliers, visitors or other persons with whom they do business.

3.2. Operators, lessees, and tenants that have employees conducting fueling or fuel transfer operations must ensure that all employees receive fire prevention training (as approved in 14 CFR and NFPA regulations) immediately upon employment and that employees receive such fire prevention training and instruction annually thereafter.

3.3. Operators, lessees, and tenants shall provide proper, inspected, certified, adequate, and readily accessible fire extinguishers for the particular hazard involved or associated with the activity.

4. Heating Equipment

4.1. All heating equipment and fuel burning appliances installed or used at or on the Airport shall comply with the requirements of Whatcom County, the RCW, IFC, NFPA and 14 CFR.

5. Aircraft Hangars

5.1. Aircraft hangars shall only be used for aircraft storage and aeronautical related items as defined by the FAA Policy on Non-Aeronautical Use of Airport Hangars. Stored equipment within hangars must not impede the movement of aircraft in and out of the hangar, displace aeronautical items.

- 5.2. A tenant may park his/her automobile in his/her hangar while using his/her aircraft.
 - 5.2.1. Aircraft parked in the hangars shall be parked in such a manner as to be completely contained within the hangar.
- 5.3. Aircraft owners may conduct preventative maintenance in their leased hangar space as authorized by 14 CFR Part 43.
- 5.4. Aircraft owners may construct amateur-built or kit-built aircraft provided that the tenant receives written approval from the Director of Aviation. An approval form can be found at the Airport Administration Office, on the Airport website (www.flybli.com), and as Appendix 2 in this document.
- 5.5. Aircraft maintenance, repairs, alterations or constructing amateur- built aircraft shall be done in compliance with all regulatory measures including Local, State, and Federal Laws and applicable fire codes (referenced in 2.1.1).
- 5.6. Aircraft hangars shall not be used for the following:
 - 5.6.1. Storage of items or activities that are in violation of Airport Rules and Regulations, lease provisions, building codes, local ordinances, or prohibited by State or Federal Law.
 - 5.6.2. Indefinite storage of derelict aircraft or parts.
 - 5.6.2.1. Aircraft being actively repaired, restored, or built are not considered to be derelict.
 - 5.6.3. Commercial or revenue-producing activity without complying with the Minimum Standards and written approval from the Director of Aviation.
 - 5.6.4. Operation of space heaters may not be used in hangars without authorization from the Director of Aviation.
 - 5.6.5. Storage of oily rags, waste oil, or other soiled materials.
 - 5.6.6. Fueling aircraft while in a hangar or within twenty five (25)' feet of any hangar or building.
 - 5.6.7. Storage of paint, dope, fuel (except fuel in aircraft tanks), solvent, or other flammable or volatile materials unless stored in an appropriate, approved container and that storage of such materials is approved by lease, license or permit.
 - 5.6.8. Spray painting or doping operations.
 - 5.6.9. Cleaning of aircraft or aircraft parts with flammable and/or volatile liquids or solvents.
 - 5.6.10. Storage of lubricating oil in excess of immediate needs unless stored in an approved fireproof container and in reasonable quantities.
 - 5.6.11. Operation of an aircraft engine inside any hangar.
 - 5.6.11.1. Aircraft shall be towed out and turned away from hangars before starting.
 - 5.6.12. As a residence.
 - 5.6.13. Storage of recreational vehicles (including but not limited to RVs and campers).
- 5.7. Subleases of Port owned hangars are not permitted. **Subleases of private hangars must be approved by the Port Commission.**

6. Storage of Materials and Equipment

6.1. Operators, lessees, and tenants shall store materials and equipment in such a manner as to preclude creating any hazard, obstructing any operation, or littering.

6.1.1. Storage of equipment or materials outdoors is not to be permitted without authorization from the Director of Aviation.

6.1.2. Equipment or materials stored outdoors on the AOA without the Director of Aviation's authorization will be deemed abandoned and impounded without liability to the Port and at the Owner's expense.

6.2. Railroad cars, intermodal containers, or semi-trailers shall not be stored or used to store any type of vehicle, materials, or equipment without an agreement or permit from the Port or authorization from the Director of Aviation.

7. Compressed Gasses

7.1. Any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed and approved to secure such cylinders or tanks.

7.1.1. All compressed gas cylinders or tanks must have an approved and fully operational pressure relief device installed.

7.1.2. All compressed gas cylinders or tanks must have an approved transportation safety cap installed.

7.1.3. All compressed gas cylinders or tanks shall be stored and maintained in compliance with all fire codes, NFPA standards and regulatory measures.

8. Baggage Conveyor Systems

8.1. Operators, lessees, or tenants responsible for operating and loading the baggage conveyor systems shall also be responsible for unloading all unclaimed baggage.

8.1.1. Prior to leaving the baggage conveyor system areas, all baggage shall be unloaded. No baggage shall be left on any baggage conveyors.

9. Right of Entry

9.1. The Director of Aviation shall have the right of entry at reasonable times for repairs, maintenance, modification, or inspection of all facilities, buildings, and improvements at or on the Airport whether or not the right of entry is provided for in any contract, permit, or any other form of agreement.

9.1.1. For any facilities, buildings, or improvements owned by operators, lessees, or tenants the Director of Aviation shall provide advance notification.

9.2. The Port shall have the right of entry to all facilities, buildings, and improvements at or on the Airport without advanced notification during emergencies. Emergencies may include, but are not limited to fire; flood; hazmat leaks; or the protection of life, limb or property.

CHAPTER 6 – REFUELING, DEFUELING, AND FUEL STORAGE

1. Regulatory Measures

1.1. The Director of Aviation shall have the right of entry at reasonable times for inspection, repairs, and maintenance.

2. Agreement or Permit

2.1. Fuels shall only be dispensed at the Airport by those entities having an agreement or permit with the Port granting such permission.

3. Training

3.1. No person shall commercially fuel or defuel an aircraft until that person is properly qualified and trained in accordance with 14 CFR Part 139.

3.2. Training records and documentation of training of each person that performs commercial fueling operations shall be maintained and kept on file by the entity performing such operations.

3.2.1. Records shall indicate both initial and all recurrent training.

3.2.2. All records shall be subject to review of and/or inspection by the Port.

4. Refueling, Defueling, and Fuel Storage Operations

4.1. All operators, tenants, and lessees shall conform with NFPA 407 and 14 CFR Part 139.

4.2. A properly trained and qualified operator shall be present and responsive at all times while fuel is being transferred into or out of any fuel storage facility or fueling vehicles and equipment.

4.2.1. The operator shall not leave the discharge end of any hose unattended at any time while the transfer of fuel is in progress.

4.2.2. The operator shall not block open, disengage, or deactivate the deadman switch or any other related controls while fueling or transferring fuel.

4.3. No new fueling vehicles or fuel storage tanks may be put into service until they are inspected by the Director of Aviation.

4.4. Aircraft shall not be refueled or defueled in an area where any aircraft engines are operating, being warmed by application of heat, or while located in a congested or enclosed space.

4.5. Self-fueling of Avgas and Jet A shall only be conducted in areas designated by the Director of Aviation.

4.6. Persons engaged in fueling, defueling, or fuel storage operations shall exercise care and extreme caution as to not endanger, or likely endanger, persons or property and shall exercise care and extreme caution as to prevent overflows of fuel and/or spills.

4.7. Refueling vehicles shall be positioned so that the vehicle can be driven directly away from the fueling or defueling position in the event of a spill or fire.

4.8. All aircraft fuel handling shall be conducted outdoors at least 25 feet away from any hangar or building.

4.9. Pouring or gravity transfer of fuel from any container larger than 5 gallons is prohibited.

- 4.10. Aircraft or vehicles shall not be fueled while the aircraft's or vehicle's engines are operating.
 - 4.10.1. A turbine powered auxiliary power unit installed aboard an aircraft may be operated during fueling or defueling provided its design, location, and combustion does not constitute a fuel vapor ignition source.
- 4.11. When aircraft are being fueled or defueled, the fueling vehicle or fuel pump shall be bonded to the aircraft being fueled or defueled.
- 4.12. Refueling vehicle operators shall not operate the vehicle in reverse anywhere at or on the Airport unless a qualified and trained person is present to monitor and direct the safe movement of the vehicle.
- 4.13. Over-wing fueling shall only be performed by qualified persons
- 4.14. Hold-down or hold-open devices on aircraft fueling nozzles are strictly prohibited.
- 4.15. For single-point fueling, deadman controls or mechanisms shall be utilized and shall remain in good condition at all times.
- 4.16. During fueling operations, no person shall use any material or equipment that is likely to cause a spark or ignition within twenty five (25) feet of such aircraft or vehicle.
- 4.17. The Port assumes no liability or responsibility for any violation of any aircraft fueling requirement or procedure, any omission, error, negligence, or any other violation of regulatory measures relating to fueling activities.

5. Storage of Refueling Vehicles

- 5.1. Refueling vehicles shall be stored outdoors and not less than 50 feet from a building.
- 5.2. Refueling vehicles shall be parked in a manner that provides a minimum of 10 feet of separation between vehicles and aircraft.

6. Maintenance of Refueling Vehicles and Equipment

- 6.1. Maintenance and servicing of refueling vehicles and equipment shall only be performed outdoors or in a building that is approved by the Director of Aviation specifically for that purpose.
- 6.2. Operators, lessees, and tenants shall document and maintain files on vehicle and equipment maintenance records and these records must be available for review upon request of the Director of Aviation.

7. Refueling Vehicles and Equipment

- 7.1. Only those vehicles, fuel storage facilities, and equipment that are approved by the Director of Aviation shall be used for the storage or delivery of fuel.
- 7.2. Refueling vehicles, pumps, meters, hoses, funnels, nozzles, fire extinguishers, and bonding devices used during fueling operations shall be maintained in a safe operating manner and in functional condition at all times.
 - 7.2.1. When any refueling vehicles or equipment are found to be in a state of disrepair or malfunction, the use of said equipment constitutes a safety hazard. The vehicle or equipment must be taken out of service until repairs, replacements, or changes are made to render the unit safe for use.

- 7.3. If any malfunction or irregularity is detected on or within the aircraft being fueled or defueled, operations shall cease immediately and the malfunction or irregularity shall be brought to the attention of the aircraft operator.
- 7.4. Refueling vehicles, equipment, and fuel storage facilities must be in compliance with NFPA Publication 407, 14 CFR Part 139, and any other applicable regulatory measures.
- 7.5. Adequate and proper absorbent materials and fuel spill containment items capable of damming/diking a fuel spill shall be immediately available at all times at or on all fueling vehicles, equipment, and fuel storage facilities.
- 7.6. Refueling vehicles and equipment utilized at or on the Airport shall be subject to inspection by the Port at any time to determine compliance with these Rules and Regulations and all applicable regulatory measures.

8. Fuel Storage Facilities

- 8.1. The maintenance and operation of fuel storage facilities shall meet NFPA 30, NFPA 407, FAA regulations, and all other applicable regulatory measures and shall be approved by all agencies that regulate the maintenance and operation of fuel storage facilities.
- 8.2. All security gates leading into fuel storage facilities shall be kept closed and locked at all times except when actually in use.

CHAPTER 7 – AIRPORT SECURITY RULES AND REGULATIONS

1. Application of Airport Security Program

- 1.1. Each air carrier, tenant, vendor, contractor, lessee, operator, or user of the Airport must comply with the Airport Security Plan (“ASP”). The ASP is considered Sensitive Security Information and is only available to those with a need to know.

2. Participant Status

- 2.1. Each air carrier, tenant, vendor, contractor, lessee, or operator requiring access into any secured area of the Airport is considered a “participant” in the Airport Security Plan, and must remain in good standing in order to retain security privileges.

3. Security Violations

- 3.1. Violations of the ASP are issued by the Airport Security Coordinator. The failure of any individual badge holder to comply with the ASP may result in the application of the Security Violation Matrix (shown in Appendix 1); violation of TSA Security Advisories may also result in the assessment of Federal Civil Penalties in addition to the application of the Security Violation Matrix.
- 3.2. Using a security badge for anything other than its intended purpose is grounds for immediate deactivation and revocation of a security badge.
 - 3.2.1. Distributing photos or videos of an airfield accident to the media or via social media that were obtained by using a security badge or providing media access to the airfield is prohibited and is grounds for revocation of a security badge, unless authorized by the Port of Bellingham Public Information Officer.

APPENDICES

APPENDIX 1

Bellingham International Airport Security Violation Matrix

	Class I Security Violation *	Class II Security Violation **	Class III Security Violation +
First Offense	Warning; Training; Suspension of BLI Security Badge access privileges up to 3 days	Training; Suspension of BLI Security Badge access privileges up to 7 days	Training; Suspension of BLI Security Badge access privileges from 7 to 30 days
Second Offense (and any subsequent Class III offenses)	Training; Suspension of BLI Security Badge access privileges up to 7 days	Training; Suspension of BLI Security Badge access privileges from 7 to 30 days	Training; Suspension of BLI Security Badge access privileges from 30 days to revocation
Third Offense (and any subsequent Class II or III offenses)	Training; Suspension of BLI Security Badge access privileges from 7 to 30 days	Training; Suspension of BLI Security Badge access privileges from 30 days to revocation	Revocation of BLI Security Badge
Fourth Offense (and any subsequent offenses)	Training; Suspension of BLI Security Badge access privileges from 30 days to revocation	Revocation of BLI Security Badge	Revocation of BLI Security Badge

This Security Enforcement Matrix is for general guidance. The ASC reserves the right to exercise discretion in determining the class of security violation and enforcement action prescribed, and may take into account the circumstances of the security violation

*Class I Security Violations include but are not limited to; stop and wait violations, failure to comply with challenge requirements, etc.

**Class II Security Violations include but are not limited to; not maintaining proper escort, failure to notify lost badge in a timely manner, etc.

+Class III Security Violations include but are not limited to; allowing someone else to use your badge, using someone else's badge, etc.

Appendix 2



Amateur- Built or Kit- Built Aircraft Approval Form

Tenant: _____

Hangar: _____

Name and Model of Kit: _____

Estimated time of Completion: _____

I have read, understand, and agree to comply with the Hangar Use Rules and Regulations.

Signature: _____ Date: _____

Port of Bellingham Use Only

Name: _____ Date: _____