

**AIRPORT RULES AND REGULATIONS
HARVEY FIELD (S43)
SNOHOMISH, WASHINGTON**

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PART 1: GENERAL FIELD INFORMATION

1. **LOCATION:** The latitude of Harvey Field is 47° 54' 30" N. The longitude of Harvey Field is 122° 06' 15" W.
2. **FIELD ELEVATION AND UNICOM FREQUENCY:** Harvey Field is 16' above sea level and the unicom frequency is 123.0.
3. **MAGNETIC VARIATION:** The magnetic variation at Harvey Field is 20° 30' East of isogonic line 1979.
4. **HOURS OF OPERATION:** The runway lights on 15L and 33R function from dusk to dawn. Airport owners and watchman live on premises. Tenants only are allowed on airport property after 11pm. Gates are locked at 11pm. Emergency phone numbers are: (206) 568-3261 or (206) 337-4139 or (206) 252-8474.
5. **FUEL AND OIL AVAILABILITY:** The fixed base operator at Harvey Field is Snohomish Flying Service. SFS distributes a variety of petroleum products which include 80/87 and 100LL octane aviation fuel, Jet A and all major brands of aviation oil.
6. **AIRPORT LIGHTING:** Lighting consists of Richter, fail-safe Visual Approach Slope Indicator (VASI) System and a lighted wind tee. The runway lighting for 15L-33R is low nonstandard. Taxiways are illuminated with blue reflectors at night.
7. **DESCRIPTION OF PROPERTY AND FACILITIES:** Harvey Field is located 1/4 mile south of the City of Snohomish, eight miles east of the City of Everett. The latitude of Harvey Field is 47° 54' 30" N and the longitude of Harvey Field is 122° 06' 15" W. The airport consists of approximately 135 acres, has concrete and blacktop surfaces with designated artificial drainage. Runways are described as follows:
 - a. Main runway 15L-33R is 2,660 feet long by 36 feet wide with a gradient of .24%. The construction is asphalt.
 - b. The utility grass runway 15R-33L is 2,500 feet long by 75 feet wide and is composed of turf with a gradient of .19% and is for use in the spring, summer and early fall only. The approximate season is May to October but varies depending on weather conditions.
8. **OWNERSHIP AND OPERATION:** Harvey Field is owned by Kandace Harvey. Harvey Field is operated by Harvey Field Inc., and managed for the corporation by general manager Christi Otness.
9. **AUTHORITY:** The rules and regulations are the authority.
10. **ESTABLISHED:** Harvey Field was established and built in 1944. The airport was originally called Snohomish Airfield. In 1968, the airport took the name of the family that established it and the homestead it was founded on.
11. **FIELD CATEGORY:** Harvey Field is a privately owned, FAA designated reliever airport for Sea-Tac International Airport. It is part of the National Transportation System.

PART 2: DEFINITIONS

1. **AIRCRAFT:** "Aircraft" means any contrivance now known or hereafter invented, used or designed for navigation of flight in air.
2. **AIRPORT:** "Airport" means Harvey Field and any and all improvements and appurtenances contained thereon or as it hereafter may be extended.

3. **AIRPORT MANAGER:** "Airport Manager" means the representative appointed and confirmed by the Board of Directors to manage, superintend, control and protect the airport as provided by the By-laws of the corporation.
4. **BOARD OF DIRECTORS:** "Board of Directors" means that body that is elected by the stockholders to conduct the business of the corporation.
5. **EPA:** "EPA" means Environmental Protection Agency.
6. **FAA:** "FAA" means the Federal Aviation Administration of the United States of America.
7. **FBO:** "FBO" means a fixed base operator who enters in a written or oral agreement for the purpose of conducting a business of an aviation nature on the airport premises.
8. **LANDING AREA:** "Landing Area" means the public use runway and taxiway areas of the airport including the necessary clearance areas and the areas between runways and taxiways.
9. **MAIN RUNWAY - UTILITY RUNWAY:** "Main runway" means 15L-33R and the "Utility runway" means 15R-33L.
10. **MOTOR VEHICLES:** "Motor vehicles" means any vehicle that is self-propelled as defined in the Revised Code of Washington, Section 47.04.010 and under Part 3: Motor Vehicles of this contract.
11. **OPERATIONAL AREA:** "Operational area" includes that area described as "landing area" and "ramp area" and the necessary right-of-way and clearance areas therefore, but shall not include areas under lease to tenant or lessee.
12. **PERSON:** "Person" means any individual, firm, co-partnership, corporation, company or association, and includes any trustee, receiver or similar representative thereof.
13. **RAMP:** "Ramp" means an area designated for the parking, maneuvering, loading, unloading and servicing of aircraft while they are on the ground.
14. **ROADS:** "Roads" means any area designated as public use roads or streets for the exclusive use of ground vehicles, including ways open to the public, but shall not include any such areas under leases to the tenant or lessee on the airport grounds.
15. **TAXIWAY:** "Taxiway" means all areas designated as public use taxiways and used for exclusive use of aircraft movement while on the ground, but shall not include any areas under lease to tenant or lessee on the airport grounds.
16. **TENANT:** "Tenant" means a person who enters into a written or oral agreement with the airport for the purpose of engaging in a business or other authorized occupancy on airport premises. 30 days written notice is required prior to removing aircraft.
17. **UNICOM** "Unicom" means advisory aircraft radio frequency for aircraft operating within the airport traffic area.
18. **VEHICLE:** "Vehicle" means every device which any person or property is or may be transported or drawn, including bicycles.

PART 3: REGISTRATION

Lessee shall provide the Airport with a current copy of the FAA Certificate of Aircraft registration and a current WSDOT registration number for the aircraft to be stored under this agreement. If the registration is not in the name of the lessee, a copy of a valid lease or other documentation showing a possessory interest in the aircraft shall be provided. All aircraft built by kit or those that are custom built shall complete appropriate Washington state

Registration and shall provide a copy to the airport upon lease of hangar.

1. **CO-OWNERSHIP:** All members of any co-ownership shall be listed as such on this lease. All co-owners must also be listed on the FAA Certificate of aircraft Registration.
2. **FLYING CLUB OWNERSHIP:** Flying clubs must provide copies of the flying club bylaws, current insurance documents, and current membership roster to be submitted biannually to the Airport.
3. **CORPORATE OWNERSHIP:** In addition to the FAA Certificate of Aircraft Registration, Lessee must provide a copy of the current insurance document and a letter to the Airport Director explaining Lessee's affiliation with the corporation.

PART 4: MOTOR VEHICLES

1. **GENERAL REQUIREMENTS:** All vehicles on airport property are to be operated in a safe manner. All vehicles are to be in reasonable safe mechanical condition. All signs, speed limits and conditions set forth in this article are to be obeyed. Failure to obey these rules and regulations may result in fines.
2. **REPORTING ACCIDENTS:** Any persons involved in an accident on the airport grounds, or witness thereto, shall report that accident within twenty-four hours to the office of the Airport Manager during business hours.
3. **PARKING REGULATIONS:**
 - a. **General Conditions:** All motor vehicles on the airport are to be parked in designated parking lots or in a manner and place prescribed by the Airport Manager. All airport roadways are areas of restricted parking. Parking on grass or sod areas is not permitted except with special permission of the Airport Manager. Parking is restricted within fifteen feet of fire hydrants or standpipes.
 - b. **Parking by hangars:** Vehicles shall not be parked in front of hangars or tie downs except while making deliveries. (Not to exceed fifteen minutes.) Tenants of hangars and tie downs may park their vehicles in their hangars or tie down while operating or performing maintenance on their aircraft, or to store their vehicle while they are out flying their aircraft. "DO NOT" access tie down area with your vehicle through airport owner's personal residential driveway. DO NOT drive on grass at hangars or tie downs when gravel is soft.
 - c. **Inoperative vehicles or aircraft:** No abandoned, junked or inoperative vehicles or aircraft or unlicensed vehicles are to be left on airport grounds or stored on Airport grounds. After one week such vehicles may be towed to a storage or impound area at owner's expense. If such vehicle or aircraft is not claimed or redeemed within thirty days, said vehicle or aircraft may be sold or junked by the airport without further notice to owner: PROVIDED, that no action contrary to RCW 46.12.070 or 46.12.230 with respect to destruction of licensed vehicles may be undertaken.
 - d. **Right to move vehicles:** The airport reserves the right to move any vehicle or aircraft for purposes of sweeping, snow removal, floods, or for reasons of safety or convenience of the airport, or by reason of violation of regulations of the airport.
4. **LOADING AND UNLOADING AREAS AND VEHICLES FOR HIRE:** Vehicles for hire or car rental agencies shall only be operated on the airport grounds with Airport Manager's approval and under the terms and conditions that he or she may prescribe. The airport reserves the right to designate areas for loading and unloading passengers. Taxicabs operating on the airport grounds must conform to proper authority which has jurisdiction over their operations.
 - a. **Runways and Taxiways:** No vehicles are permitted on runways or taxiways except those operated by airport personnel, or those persons specifically authorized by the Airport Manager such as certain fixed base operators and contractors and hangar tenants. Taxiing aircraft on runways and taxiways have right-of-way over motor vehicles.

- b. Apron areas: Vehicle traffic on apron areas is restricted to aircraft owners or operators driving to their tie-down area or hangar for loading and unloading; deliveries to aircraft owners or tenants whose aircraft or business fronts an apron area, or vehicle specifically authorized by the airport management. All vehicles on apron areas are restricted to a 5 mile-per-hour speed limit.
- c. Ramp and aircraft parking areas: Vehicles operating in areas designated ramp or parking areas shall obey a 10 mile-per-hour maximum speed limit. Where so indicated by sign, vehicle drive lines must be followed. Aircraft operating on ramp and parking areas have the right-of-way over motor vehicles.
- d. Designation of areas: It is the motor vehicle operator's responsibility to inform himself which airport areas are designated runways, taxiways, aprons, ramps and parking. Current maps designating such areas are available at the airport office.

PART 5: GENERAL SAFETY RULES

1. **SMOKING REGULATIONS:** Smoking is not permitted within one-hundred feet of aircraft being fueled or defueled. No smoking is permitted within one-hundred feet of any fuel carrier vehicle or designated buildings where fuel or combustible material is stored. Smoking is not permitted in hangars except in designated areas. Smoking is not permitted in any area where "NO SMOKING" signs are posted. Smoking materials are to be discarded in ashtrays or receptacles. Persons discarding lighted smoking materials on airport property or smoking in unauthorized areas are subject to fine.

2. **COMBUSTIBLE AND FLAMABLE MATERIAL:**

- a. Storage in hangars or buildings: Storage of flammable liquids, gases, gasoline, paints, cleaning fluid or flammable materials of any kind is NOT permitted in any building or hangar on the airport grounds unless the building has been so designated in writing for this purpose by the airport manager and approved by the fire chief. Such designated buildings are to meet safety standards as required by the airport manager and fire chief. Aircraft lubricating oil stored in hangars for personal aircraft must be stored in the original, sealed and unopened container and labeled as such. No more than 24 quarts at any given time is permitted. **ABSOLUTELY NO AIRCRAFT FUELING INSIDE** hangars or buildings is permitted unless conducted by the authorized FBO from of a certified FBO refueling truck.
- b. Cleaning of floors: The use of volatile flammable liquids is not permitted for the cleaning of floors or hangars or other buildings on the airport grounds.
- c. Painting requirements: Painting of aircraft and doping processes shall be conducted only in buildings approved by the Airport Manager that comply with fire codes and regulations. Painting and doping processes are unauthorized practices in aircraft storage hangars.
- d. Cleaning of aircraft: Cleaning of aircraft or accessories with flammable or volatile materials is prohibited in hangars and buildings not specifically designed for this purpose. A designated aircraft wash rack area is located off the north ramp, see airport directory.

3. **DISPOSAL OF WASTE:**

- a. Rags, trash and rubbish: Hangars and airport buildings shall be cleaned daily of rags, waste material, trash and rubbish. Lessee shall provide suitable metal receptacles with covers for the above items. These receptacles shall be stored away from sources of heat. Airport building tenants are responsible for securing garbage service for their operation.
- b. Petroleum products: No petroleum products shall be dumped or allowed to spill on any airport property, including ditches, sewers or paved or unpaved surfaces. The airport does not supply authorized containers for collecting petroleum waste products. The airport may charge the cost of correcting such dumping to the offender.

PART 6: FUELING AND DEFUELING

1. **FUELING IN OR NEAR HANGARS:** No aircraft shall be fueled inside a hangar except by the authorized FBO from a certified refueling fuel dispensing vehicle. Aircraft being fueled shall be positioned so that fuel tank openings or fuel vents are no closer than twenty-five feet from any airport building (other than FBO's fuel dispensing structure.) No Fuel shall be stored in hangars (enclosed or open),
2. **GROUNDING OF AIRCRAFT AND TRUCK:** The aircraft being fueled and the fuel-dispensing vehicle shall be grounded to a point or points of zero electrical potential. Fuel nozzles, hoses and funnels used during fueling or defueling shall also be grounded. No person shall use any material during fueling or defueling that may cause a static discharge.
3. **CONDITION OF EQUIPMENT AND FIRE EXTINGUISHERS:** Fueling equipment shall be well maintained and kept in a good state of repair. Adequate fire extinguishers shall be readily available during fueling or draining operations. These extinguishers shall be filled and in a good operating condition.
4. **RADIOS AND ELECTRICAL APPARATUS:** Radios and electrical apparatus shall be off during fueling and defueling aircraft.
5. **OCCUPANTS IN AIRCRAFT:** No occupants shall be permitted inside an aircraft being fueled.
6. **ENGINE RUNNING:** No aircraft shall be fueled while the engine is running. Other than Jet Fuel helicopters OR Skydiving Aircraft requiring "Hot Fuels" which are performed by the authorized FBO and have the approval of the airport manager. No aircraft shall be defueled while the engine is running.
7. **OVERFLOW OF FUEL:** During fueling and defueling operations, care shall be taken to prevent overflow of fuel. If such spillage occurs, it is the responsibility of the persons or company causing the overflow to clean the area immediately. If damage occurs from such spillage, the Airport Manager may require the offending person or his employer to pay for repair of said damage. No aircraft engine shall be started when there is fuel on the ground under said aircraft. DO NOT toss fuel from fuel checks during a pre-flight on blacktop or concrete.
8. **FUELING POINTS:** Routes for fueling equipment and fueling points will be designated by the Airport Manager.
9. **NEW FUELING INSTALLATIONS:** EPA and designated airport Minimum standards for the installation of fuel tanks and fuel distributing equipment must be met for any new installations or fueling vehicles. The requirements, equipment and procedures for any new fueling facility or vehicle to be installed or used on Harvey Field requires prior written approval and authorization of the airport owner. The minimum insurance requirement for products liability would be \$1,000,000. The airport owner is under no obligation to approve or grant any individual company or corporation the right to operate a fuel vehicle or install or operate a refueling station for the purpose of reselling or using any kind of fuel. Compliance with these standards and the approval of the airport owner shall be a condition for use by any tenant or user.

PART 7: GENERAL FIRE REQUIREMENTS

1. **FIRE EXTINGUISHERS:** All tenants and lessees of airport buildings and hangars shall supply and maintain at their expense adequate and readily accessible fire extinguishers. These extinguishers shall be rated for Class B and C fires. These extinguishers shall be mounted in accordance with county fire codes and marked appropriately.
2. **CONSTRUCTION AND ALTERATIONS TO BUILDINGS:** All constructions and alterations to buildings shall be done in conformance with building and fire codes and must be approved by the Airport Manager, prior to commencement. This includes alterations and additions to electrical components.

3. **OPEN FLAME OPERATIONS:** No person shall conduct any open flame operations in hangars or in the vicinity of aircraft or vehicles.
4. **GENERAL STORAGE:** No person shall store or stock material or equipment in such a manner as to constitute a fire hazard. All storage of materials shall be arranged in height not to exceed the lower or bottom side of roof trusses and not closer than 18 inches below sprinkler heads. Lessees shall provide adequate aisles for passage of fire department personnel and equipment throughout the storage area.
5. **INSPECTIONS:** All tenants and lessees of airport buildings and hangars will be subject to regular fire and safety inspections of the premises conducted by the airport manager. All tenants and lessees that wish to be present during inspections should provide written, notice to the airport manager of your request to be present. Every reasonable attempt to notify tenant or lessee will be made but the airport manager, reserves the right to inspect the premises without the tenant or lessee present. The manner in which notification of inspection will be made is not specified and may vary. All tenants and lessee must provide the airport manager with a key to the tenant or lessees hangar or airport building. The access key must be kept current at all times. The airport manager reserves the right to gain access to the tenant or lessees hangar or airport building by whatever means necessary should the current key be on file with the airport manager.

PART 8: PERSONAL CONDUCT

1. **DISORDERLY CONDUCT:** No person shall commit a disorderly, obscene, indecent or unlawful act or commit a nuisance on the airport grounds.
2. **INTOXICATION:** No person under the influence of alcohol or narcotics shall operate a motor vehicle or aircraft on the airport grounds. Anyone drunk and disorderly or under the influence of narcotics on the airport grounds shall be dealt with as provided by county statute and are subject to fine and/or imprisonment as provided by law. No alcoholic beverages are permitted on the airport grounds except in a designated area licensed by the Washington State liquor control board. All alcoholic beverages consumed in the licensed area must be in accordance with the Bureau of alcohol, tobacco and firearms regulations and the Washington State liquor control board regulations.
3. **LOITERING:** No person shall disrupt, slow down or impede the normal activities of the airport. The airport reserves the right to direct persons loitering on airport property to leave the premises.
4. **GAMBLING:** No persons shall conduct gambling in any form or operate gambling devices on the airport grounds.
5. **FIREARMS AND EXPLOSIVES:** No one except duly authorized persons, peace officers, federal law enforcement officers, airport and air carrier employees, or members of the Armed Forces of the United States on official duty shall carry any firearms or explosives on the airport grounds without the written permission of the Airport Manager.
6. **DAMAGE TO PROPERTY:** No person shall injure, destroy or disturb any buildings, signs, equipment, landscaping or other property on the airport grounds. Violators are liable for the reasonable value of damage done to property.
7. **ANIMALS:** No person shall enter the airfield offices, grounds or landing area with a dog or other animal except blind persons with a Seeing Eye dog. Dogs may be permitted in other designated "signed dogs allowed areas" only of the airport if restrained by leash or confined to a pet carrier or box and under control. Any mess made by an animal must be cleaned up immediately by the owner and the mess taken off airport grounds.
8. **CONDUCT OF TENANTS AND LESSEES:**
 - a. **Penal law:** All penal law of the state of Washington are applicable to the area of Harvey Field, and the

violators thereof are subject to arrest by authorized law enforcement officers. All tenants, lessees, or concessionaires at the airfield shall comply with all requirements of the Snohomish County regulations.

- b. Violators prohibited use of airport: Persons violating rules and regulations of the airport may be subject to denial of airport privileges on determination by the Airport Manager or the Airport Board of Directors.
- c. Residences: No person shall use airport buildings or property as a domestic residence without specific written permission of airport owner. Tenants only are allowed on the premises and in buildings after 11pm and only while performing activity related to their tenant space. All gates are locked at 11pm. Tenants are to secure and lock all buildings. Under no circumstances are buildings to be left unlocked.

9. **ADVERTISING, SIGNAGE, SATELLITE DISH AND CABLE:** No signs or other advertising shall be placed or constructed upon the airport or any building, structure or improvement thereon without prior approval of the Airport Manager. No signs or advertising shall be permitted if, in the Airport Manager's opinion, it is undesirable, unnecessary or in any manner would create a safety hazard. No Satellite Dishes or cable connections are allowed on any airport building without the written consent of the Airport Manager.

PART 9: AIRCRAFT OPERATIONS

1. **AERONAUTICAL ACTIVITIES:** No person shall operate an aircraft from, or service, maintain or repair an aircraft upon this airport other than in conformance with current Federal Aviation Administration regulations and local airport rules and regulations as established by the Airport Manager.

- a. No aircraft shall be operated from the airport unless it is equipped with satisfactory and usable brakes.
- b. No aircraft shall land or take-off from the airport unless it is equipped with a functioning two-way radio, and an encoding altimeter aircraft manufacturing without an electrical system are exempt from the two way radio and encoding altimeter requirement, except in cases of emergencies or when authorized by the FAA.
- c. All aircraft using the airport must be constructed, equipped and maintained to comply with standards and regulations of the FAA.
- d. All aircraft using the airport must observe the standard recommended published traffic patterns for Harvey Field.
- e. All flight instruction, dual instruction, aircraft rental, scenic flights, photo flights and charter operation must be conducted, supervised and performed by an established operating approved part 141 and part 135 FBO operator located on Harvey Field. A certificate of insurance and all city, state, county and federal licenses and certificates for the activity engaged in must be provided to the airport manager. The airport manager reserves the right to refuse authority to anyone for any reason. Any deviation requires written authorization from the airport manager.

2. **RESTRICTION OF OPERATIONS:** The Airport Manager may suspend or restrict any flight or other aircraft operation on the airport grounds whenever such action is deemed necessary in the interest of safety or impending violation of rules and regulations applicable to such aircraft operation.

3. **AIRCRAFT STORAGE AND REPAIRS:** Aircraft shall be stored and repaired only on leased sites on the airport grounds designated for these purposes. Transient aircraft may be tied-down in public ramps, in areas approved by the Airport Manager. Aircraft repair and maintenance which requires the service of an A&P or IA mechanic may only be performed or supervised by a licensed A&P or IA mechanic employed by an established operating maintenance facility on Harvey Field. Any deviation from this policy requires written authorization from the airport manager.

4. **RESTRICTED AERONAUTICAL ACTIVITY:**

a. Self-powered aircraft only shall be operated on the airport grounds. Gliders, heli-gliders, ultra-lights and similar aircraft shall not be operated without authorization by the Airport Manager. An ultra-light is an aircraft as defined in federal air regulation Part 103.

b. Sky diving shall not be conducted on the airport grounds without the written authorization of the Airport Manager.

c. Model aircraft of any type shall not be operated on the airport grounds without the authorization of the Airport Manager.

d. The above restrictions may be waived by the Airport Manager for special events such as air shows where airport approval and FAA clearances have been obtained.

5. **AIRCRAFT REGISTRATION:** All aircraft based at the airport shall have evidence of Washington State Registration and FAA Registration prominently displayed. If exempt from Washington State registration, evidence must be provided to the airport manager.

PART 10: STARTING AND/OR RUNNING UP AIRCRAFT

1. **OPERATING ENGINES IN DESIGNATED AREAS:** Aircraft engines shall be started and operated only in areas designated for such purposes by the Airport Manager. Aircraft engines shall not be started inside hangars, or with aircraft positioned in such a way so as to have prop wash directed at a building or people.

2. **DANGER FROM SLIP STREAM, ROTOR WASH, OR JET BLAST:** No aircraft engines shall be operated in such a manner that persons, property or other aircraft might be injured or damaged by propeller slip stream rotor wash or jet blast from said aircraft.

3. **COMPETENT OPERATOR:** No aircraft engine shall be operated unless a licensed pilot or licensed mechanic is at the controls at all times. All consequences related to competent operator violations are the sole responsibility of the aircraft owner.

4. **WHEEL CHECKS OR PARKING BRAKES:** No engine shall be started unless adequately blocked in front of main gear with wheel checks.

5. **RESPONSIBILITY OF INSTRUCTORS:** It is the responsibility of instructors to fully acquaint their students and renter pilots with these rules and regulations and make sure they are complied with during periods of dual instruction. When a student or renter pilot is flying solo, he is responsible for abiding by these rules and regulations.

6. **HAND PROPPING OF AIRCRAFT:** No aircraft shall be hand propped without a licensed pilot or licensed mechanic at the controls at all times. The individual performing the hand prop must be a licensed mechanic or pilot and must have received instruction on hand propping procedures from a licensed pilot or licensed mechanic. All consequences related to hand propping violations are the sole responsibility of the aircraft owner.

PART 11: TAXIING OF AIRCRAFT

1. **TAXI SPEED:** Aircraft shall be taxied at speeds that will insure complete control at all times. On ramp, apron and parking areas, the speed shall not exceed 5 miles per hour.

2. **HOLDING LINES:** Aircraft performing engine run-up shall not go beyond the holding lines painted on taxiways until the pattern is clear.

3. **TAXI INTO CROWDED AREAS, HANGARS, ETC.:** No aircraft shall be taxied into or out of any hangars. Pilots taxiing into areas where people are standing should either shut the engine down and push the aircraft, or have

two or more knowledgeable persons ahead of the aircraft assuring that all persons are well out of the danger area.

4. **RUN-UP:** Aircraft performing engine run-up shall not hold and run-up on active taxiway except into the posted run-up area. Under no circumstances shall an aircraft run-up be performed at the south end of the airport next to the residences.

PART 12: TAKE-OFFS AND LANDINGS

1. **OPERATIONS FROM TAXIWAYS, APRONS, ETC.:** No aircraft shall take off or land from any area of the airport other than a designated runway unless such a landing is necessitated by an emergency situation. (Except helicopters may operate from designated ramp or apron areas.)

2. **TURNS AFTER TAKE-OFF:** No turns shall be made after take-off until the aircraft has reached altitude of four hundred feet above ground level. Once altitude of 400 feet is obtained, follow standard noise abatement procedures and traffic pattern departure procedures as safe operations permit.

3. **TOUCH AND GO LANDINGS:** Touch and go landings are not recommended at Harvey Field.

4. **RIGHT-OF-WAY:** Landing aircraft, parachutists, and balloons shall have the right of way over an aircraft landing and taking off.

5. **CLEARING RUNWAY:** Landing aircraft shall clear the runway as soon as practical, consistent with safe operating procedures. No 180 degree turns or back taxi activity on runways are authorized except in emergency situations.

6. **NOISE ABATEMENT PROCEDURES:** Aircraft departing to the north turn to a heading of 290 degrees as soon as safe operations permit and climb to an altitude of 1000 ft AGL before making northerly turns. Aircraft departing to the south track runway centerline to an altitude of 1000 ft. AGL before making turns. Use posted/designated run-up areas, no aircraft run-up permitted at the south end of the main runways next to the residences.

PART 13: AIRCRAFT MAINTENANCE

1. **PARKING OF AIRCRAFT:** Transient aircraft are to be tied down only at tie-downs marked "TRANSIENT". The aircraft owner should check with airport office and pay the per night parking fee.

2. **FUEL OR OIL LEAKAGE:** The aircraft owner or operator is responsible for containing any possible oil or fuel leakage from his aircraft. The owner or operator is liable for any damage resulting from such leakage.

3. **SECURING AIRCRAFT:** It is the responsibility of the aircraft owner/operator to make certain his/her aircraft is securely tied down and to ascertain that the tie-down mechanism provided is adequate for his aircraft. Any damage resulting to his aircraft or nearby aircraft or property because of not securing or improperly securing said aircraft shall be the liability of the operator or the owner. The airport is not responsible for the tie down mechanism under any circumstances.

4. **RIGHT TO MOVE PARKED AIRCRAFT:** The Airport Manager reserves the right to remove or relocate the position of any parked aircraft.

5. **DISABLED AIRCRAFT:** Any disabled aircraft interfering with normal runway or taxiway operations shall be removed immediately upon the request of the Airport Manager or his authorized agents. If the aircraft owner cannot move his aircraft, the airport maintenance personnel may effect said removal with airport equipment. The full risk and expense of such removal shall be assessed against the owner without liability of any nature to the airport, county, Airport Manager, Airport Owners, or his agents.

PART 14: COMMERCIAL OPERATIONS

1. **GENERAL REQUIREMENTS FOR COMMERCIAL OPERATIONS:** General requirements for commercial operations are as follows:

a. **Compliance with rules and regulations:** No person shall engage in a revenue-producing commercial, industrial or aeronautical business on Harvey Field grounds without first complying with rules and regulations as set forth in this article. Prior to beginning business activities, they shall have obtained written consent from the Airport Manager and the Board of Directors for their proposed venture. In addition, they must have liability insurance and provide the airport and airport owners with a Certificate of Insurance for the business activity engaged in.

b. All permits and licenses as required by county, state and federal agencies shall have been obtained. The business owner or operator shall have a signed lease or agreement as prescribed by the Board of Directors and the business owner must comply with the detailed rules and regulations for conducting business on this airport.

2. **APPLICATION FOR LEASE:** Application for lease of airport grounds, buildings or other facilities shall be made through the Airport Manager. The application shall contain the information specified below. The Airport Manager shall submit this application to the Board of Directors for approval or rejection. The application shall be signed by all parties, directors or officers that own an interest in the business.

3. **INFORMATION TO BE SUBMITTED WITH LEASE APPLICATION:** The lessee shall submit a written application to the Airport Manager that gives in detail the scope of the business operation he proposes and specifies the following items:

1. The services to be offered;
2. The amount of land and buildings he desires to lease;
3. Preliminary plans for new buildings or modifications to existing buildings;
4. The number of persons he will employ;
5. A list of equipment, heavy machinery, vehicles and aircraft he will have;
6. Evidence of financial capability to open business and operate for at least one year;
7. Evidence of ability to obtain required insurance coverage;
8. A detailed summary of possible environmental impacts the operations may generate, if the operation includes use of aircraft, should describe the type of aircraft, the estimated number of operations per year for each aircraft, possible night operations and any other aspect of the particular operation that might adversely affect Harvey Field and the surrounding community.

4. **DISPOSITION OF APPLICATION:** The airport manager and board of directors may deny an application for any reason including but limited to: Incompatible Use, Airport Safety, Capital Airport Expenditures, Availability, and Ecological factors.

5. **INCOMPATIBLE USE:** The airport may deny an application where the proposed business does not conform to the airport Master Plan, area zoning, federal or state restrictions, or community objections, etc.

6. **AIRPORT SAFETY:** The airport may deny an application for any reason where smoke, bird attraction or other effects from the proposed business will cause what airport management elects to consider a safety hazard of any kind to the normal operation of the airport.

7. **CAPITAL AIRPORT EXPENDITURES:** The airport may deny an application for any reason including but not limited to the cost of constructing new buildings, utilities, roads or facilities are higher than the money budgeted for construction for a given year or/if the proposed revenue derived from a lease is not enough in the opinion of the airport manager or board of directors to amortize the construction investment.

8. **AVAILABILITY:** The airport may deny an application for any reason including but not limited to a case where there is no space or buildings on the airport grounds that will accommodate the applicant at the time he files his application.

9. **ECOLOGICAL FACTOR:** The airport may deny an application for any reason including but not limited to undesirable environmental effects from the proposed business which could adversely affect the health, welfare, safety or morals of the inhabitants of the area.

10. **SUBMITTAL OF SUPPORTING DOCUMENT:** The Board of Directors may request the applicant to submit supporting documents with his lease application. Included in these documents, but not limited to, may be any of the following:

a. **Financial statement:** If requested, current business and personal financial statements shall be submitted by all the principals in the proposed business.

b. **Authorization by applicant for Release of Information:** The Board of Directors may request an authorization from the applicant for release of information on past business performance. This may include federal, state, county and city agencies in any state the applicant has done business.

c. **Personal Liability:** The airport may request the principal applicants of a corporation to sign a document of personal liability as collateral to the airport against money owed if the applicants should default on their lease.

11. **HANGARS, TIE DOWNS, OFFICES AND BUILDINGS PRIVATELY OWNED:** Hangar and tie down space and office space in airport owned facilities will be leased or rented based upon airport manager or owner discretion and at rates and terms established by the same. Permission to use, rent or lease airport owned facilities may be granted only by the airport manager or owner.

12. **PHYSICAL IMPROVEMENTS:** Tenants must at all times maintain physical improvements in good condition and conformity with the requirements of Snohomish County and airport management. No improvements or physical alterations shall be made without prior approval of the Airport Manager.

13. **PAYMENT OF RENTS:** Prompt payment for space rented or leased shall be made in accordance with the terms and conditions of the agreement. Unless otherwise stated the following applies: the cut-off date is the 20th of each month. Payment for space rented or leased is due in our office by the 1st and considered late and subject to late fees (\$15.00) and finance charges (18%) if not received by the 10th. Rent unpaid beyond 30 days is considered delinquent. A notice of delinquency is sent to tenant on the 31st day and the space is repossessed on the 61st day, if payment is not received or satisfactory arrangements in lieu of payment have not been made with the airport manager or owner. Credit card payments are subject to a convenience fee of 3% of total bill, and \$0.50 for each debit transaction.

PART 15: AVIATION CLUB

1. **DEFINED:** A multi-person ownership, two or more persons owning one or more aircraft, either in partnership of co-ownership, or as a corporation whose principal base is at the airport and the sole purpose of which is for the enjoyment of or for the business transportation of the owners, shall be deemed an aviation club. Permission for this activity must be approved by the airport manager or Board of Directors to commencing activity.

2. **REGISTRATION REQUIRED:** Registration shall be required at the airport for an aviation club. All aircraft owners, partners, and co-owners must be named on the account.

3. **LIMITATIONS:** An aviation club shall be limited to noncommercial activities and shall not lease, rent or charge for the use of its aircraft. Dual Instruction and/or flight training or aircraft rental is strictly prohibited. A licensed FBO is the only authorized operation to give Dual Instruction, flight training or rent airplanes

4. **COMMERCIALIZATION PROHIBITED:** This article shall in no way be construed to allow any commercialization of this activity. In the event the club fails to comply with the conditions of this article, the Board of Directors will withdraw the club's permit.

5. **UTILIZATION OF SERVICES:** It is expected aircraft owned by an aviation club utilize those services available to them by a fixed base operator when none of the owners is qualified to maintain or repair club aircraft or

accessories and where an FAA certificate of proficiency is required.

6. **RECORDS:** The club shall file a list of its members and officers with the Airport Manager the first day of each January. The club shall keep accurate and current records which shall be available for inspection by the Airport Manager or his agent at any time.
7. **LIABILITY INSURANCE:** Each aircraft owned by the flying club shall have aircraft liability and property damage insurance coverage with a minimum \$300,000 limit and must adequately cover the activity engaged in.
8. **PERMISSION:** No club activity is allowed on Harvey Field without the written consent and approval of the airport owners.

PART 16: HANGAR, RV, BOAT AND “OTHER” VEHICLE STORAGE RATES, CHARGES AND USE

1. **GENERAL CONDITIONS:** The aircraft storage charges and fuel fees as specified here may be amended, revised, deleted or added onto by the Airport Manager with the approval of the Board of Directors. A current copy of rates, fees and charges will be available upon request from the airport office. Any airport user that is delinquent in payment of the following listed charges may be removed from the airport by order of the Airport Manager and refused the further use of the airport and its facilities.
2. **MONTHLY RATES:** Monthly rates will apply for hangar, RV, Boat and “other” Vehicle rent and tie-down fees.
3. **DAILY RATES:** Daily rates shall apply to “ALL” parked in excess of eight hours.
4. **PAYMENT OF FEES:** Prompt payment for space rented or leased shall be made in accordance with the terms and conditions of the agreement. Unless otherwise stated the following applies: the cut-off date is the 20th of each month. Payment for space rented or leased is due in our office by the 1st and considered late and subject to late fees (\$15.00) and finance charges (18%) if not received by the 10th. Rent unpaid beyond 30 days is considered delinquent. A notice of delinquency is sent to tenant on the 31st day and the space is repossessed on the 61st day, if payment is not received or satisfactory arrangements in lieu of payment have not been made with the airport manager or owner. Credit card payments are subject to a convenience fee of 3% of total bill, and \$0.50 for each debit transaction.
5. **AIRCRAFT, RV, BOAT AND “Other” STORAGE:** The fees which shall be charged for storage, including tie-down fees and hangar rental fees shall be fixed from time to time by the Board of Directors in such amounts as to provide reasonable returns for the facility leased. Schedule of current fees shall be made available by the Airport Manager upon request. Agreements for such services shall be approved and executed by the Board of Directors or their designated agent.
6. **SPACE HEATERS:** The use of electric space heaters is not allowed in storage hangars or storage buildings. If heaters are found, a fine will be assessed to cover the increased utility cost and due to the serious violation of rules the tenant may be evicted for this serious safety violation. Electric space heaters in hangars and storage buildings are a violation of the county fire code.
7. **UTILITIES/TAXES/SECURITY ACCESS GATE FEES:** The airport manager reserves the right to assess semi-annual utility, property tax and security access gate maintenance fees on tenants in addition to the monthly lease or rental rate. The fees will be charged out on March 1 and September 1 of each year.
8. **VACATION:** A thirty (30) day written notice is required prior to vacating any leased or rented, property or premise.
9. **USE:** Hangars are designated for the specific use of providing storage and cover for airplanes and aircraft. The FAA requires airport compliance of hangars and other designated aeronautical facilities on the airport to be used

exclusively for aeronautical purposes. Storing only active/registered aircraft is permissible. Any use other than the storage of airplanes or aircraft must be approved by the airport manager and property owner and endorsed on the lease agreement.

10. **SUBLEASE**: Subleasing of hangars is not permitted.

PART 17: PENALTIES AND ENFORCEMENT

1. **ENFORCEMENT PROCEDURES**: In addition to any penalties otherwise provided by law, the civil Air Regulations or the Federal Aviation Regulations, and all other rules and regulations of the Civil Aeronautics Board and the Federal Aviation Administration, any person violating these rules and regulations or operating or handling any aircraft in violation of these rules and regulations may be promptly removed or ejected from the airport by or under the authority of the airport owner or the Airport Manager, or upon his order such person may be temporarily grounded or deprived of the further use of the airport and its facilities pending presentation of the matter. Such matters shall be presented as soon as practicable, at which time the violator shall appear before and show cause, if any, why he should not be deprived of the further use of the airport and its facilities. Upon the decision, such person may be deprived of the further use of the airport and its facilities for such length of time as may be deemed necessary to insure the safeguarding of the airport, its operations and the public use thereof and the airport owner's interest therein.

2. **TRAFFIC ~ VEHICLE AND PEDESTRIAN MOVEMENT VIOLATIONS ~ Main Ramp, Primary Taxiways and Runways**: All traffic laws of the state shall apply to vehicles operating on the airport. Violators will be subject to prosecution in an appropriate court for such violations. ANY pedestrian or vehicle operator apprehended in the restricted main ramp, main taxiways or runways shall be subject to a fine of up to two hundred fifty dollars. No four wheelers, motorcycles, powered scooters, golf carts or other powered vehicles including personal autos may be used by tenants to move about the airside areas of the airport (runways, taxiways and main ramp areas). Tenants may use two wheel bicycles if kept off restricted areas (main taxiways, runways and main ramp area). If a tenant has need to visit areas of the airport at locations which require movement over the restricted areas, the tenant must exit the security gate and use the public road system to navigate from one end of the airport to the other. It is never permissible to use the taxiways, runways or main ramp areas to navigate the airside areas of the airport or to move from one end of the airport to the other.

3. **LIABILITY OF HARVEY FIELD FOR INJURY**: Harvey Field assumes no liability for injury or damage to persons or property of persons, stored on, or using the airport facilities, by reason of fire, theft, vandalism, weather, storm, flood, earthquake and collision, nor does Harvey Field assume liability by reason of injury to persons while on the airport or while using the facilities of the same.

4. **PENALTY FOR VIOLATION**: Any person violating the rules and regulations except for Noise Abate, shall be guilty of misdemeanor and upon conviction, may be punished as provided in the law.

5. **PUBLICATION**: The Airport Manager is authorized to publish the rules and regulations of Harvey Field in such a form as he considers appropriate.

PART 18: AIRPORT MASTER PLAN

1. **POWERS OF THE AIRPORT OWNERS/CORPORATE OFFICERS AND DIRECTORS**: The owners may, without the knowledge, consent or approval of any fixed base operator or other person licensed to do business on the airport, make changes in the Master Plan of the airport and in its planning and policies in connection with the development of the airport.

The owners reserve the power and right to designate as common use areas such as portions of any leased areas or areas used by any fixed base operator as shall be necessary for the development of the airport or for the flow of aircraft traffic to other areas on the airport.

PART 19: GENERAL PROVISIONS

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

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