



# Rules and Regulations of the Port of Shelton for Sanderson Field Airport

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# Rules and Regulations of the Port of Shelton for Sanderson Field Airport

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## 1. Introduction

Sanderson Field Airport is owned and operated by the Port of Shelton in accordance with federal grant assurances issued by the Federal Aviation Administration.

The Airport is utilized for personal and commercial aeronautical businesses such as flight instruction, recreational flying, skydiving, charter service, and medical transportation. The Port of Shelton supports the Airport and its activities to assure the viability, safety, and effectiveness necessary to serve the transportation needs of the flying public.

## 2. Purpose

These Rules and Regulations have been adopted by the Port of Shelton Commission, and are designed to establish the structure necessary to ensure the continued viability and safety of the airport for its users and for the citizens of Mason County.

These regulations are intended to be reasonable, non-arbitrary and non-discriminatory. They apply equally to everyone using the airport and shall be observed and abided by.

All aeronautical activities, operations, piloting of aircraft, businesses and other activities at the airport shall be conducted in accordance with these regulations, and other Mason County Codes, FAA, WSDOT Aviation, and NFPA standards as appropriate.

The Port of Shelton has also approved and adopted minimum standards for general aviation operations initially on September 13, 1978, and subsequent updates which contain business rules and regulations which regulate commercial business operations at the Sanderson Field Airport. These minimum standards for general aviation operations are published separately.

## 3. Executive Director

The Executive Director shall manage, direct, and coordinate the operations and maintenance of the airport in order to ensure compliance with all federal, state and county regulations, and to safeguard the public while present at the airport. The Director shall coordinate airport affairs with the Federal Aviation Administration, Washington State Department of Transportation Aviation Division and other applicable agencies to ensure that the ongoing needs of the airport are met.

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The Executive Director shall at all times have authority to take such action as may be necessary for the handling, protecting, and safeguarding of the public. The Executive Director may suspend or restrict any or all operations without regard to weather conditions whenever such action is deemed necessary in the interest of public safety, subject to review by the Board of Commissioners and the FAA.

## **4. Permission to Use Airport Conditional**

Any permission granted by the Port, directly or indirectly, expressed or by implication, to enter upon and use the airport or any part thereof, including, but not limited to, operators, crew members and passengers, spectators, sightseers, pleasure and commercial vehicles, officers and employees of airlines, lessees and other persons occupying space at the airport, persons doing business with the airport, its lessee, sub-lessee and permittee, and all other persons whatsoever whether or not of the type indicated, is conditioned upon compliance with this chapter and any rules, regulations or procedures promulgated hereunder; entry upon or into the airport by any person shall be deemed to constitute an agreement by such person to comply with this chapter and such rules, regulations and procedures. The Port reserves the right to deny any or all usage of the airport to any person or persons for cause.

## **5. Approval of Aviation Operations**

Any commercial activities or operations conducted at the airport, outside the normal course of business, shall require approval of the Executive Director. Any person wishing to commence activities or operations at the airport shall make application for Port approval through the Executive Director. Such application shall state in writing how the applicant will comply with each requirement set forth in the Airport's Minimum Standards for General Aviation Operations policy and any other applicable provisions of this chapter.

## **6. Self Service**

The owner of an aircraft located on the airport may perform minor repairs to his/her aircraft in accordance with FAA guidelines. Maintenance on aircraft beyond the scope of Preventive Maintenance must be conducted in an approved maintenance hangar.

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Aircraft owners wishing to contract for maintenance of their aircraft may do so provided they meet all the criteria listed in the Airport's Minimum Standards for General Aviation Operations, and the contractor produces evidence of adequate insurance, business licenses, and has approval from the Executive Director.

Aircraft washing is permitted at the hose bib on the southwest corner of the tie-down apron, provided all oily residues and/or grease have first been removed using degreaser and shop rags. Phosphate-free biodegradable soap shall be utilized for aircraft washing.

## **7. Revenue Producing Commercial Activities**

No person shall utilize the airport or any portion thereof for revenue producing commercial activities or solicit business or funds for any business or activity except as permitted under the terms of an existing lease or, if such activity does not require a lease, by written permission of the Executive Director. Failure to comply with the Minimum Standards for General Aviation Operations as adopted by the Port from time to time shall be a basis for revocation of the right to utilize the airport for these purposes.

## **8. Storage and Maintenance**

FAA Policy dictates that hangars located on airport property must be used for an aeronautical purpose, or be available for use for an aeronautical purpose. In keeping with this policy, aircraft storage hangars shall be used primarily for aircraft storage. Storage of boats, recreational vehicles, and automobiles is not permitted in Port owned hangars, except as provided in paragraph 12 (C-3). Storage in connection with commercial activities performed in the hangars shall be with prior written approval of the Executive Director. Airport hangars are not to be used in a residential manner. All hangars and other premises on the airport shall be maintained in a condition as to repair, cleanliness, and general maintenance that is equal to the standards maintained by the Port in comparable areas.

Fuel and oil storage must be in accordance with provisions described below. Such storage shall comply with any regulations adopted pursuant to the airport's Minimum Standards for Commercial Activities, these regulations, as well as applicable federal, state and local fire codes pertaining to fire safety, including, but not limited to, the Mason County Building Codes, and the International Fire Codes. No storage of any kind is permitted outside of the hangar.

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## **Storage of flammable liquids:**

- A. Fuel stored in a hangar shall be stored only in an appropriate container; however there is to be no fueling in the hangar.
- B. Oil stored in the oil company's sealed original containers is permitted.
- C. Small quantities of other flammable lubricants in closed appropriate containers used for routine maintenance of aircraft are permitted.
- D. Solvents and flammable cleaners must be stored in approved flammable liquid storage cabinets.
- E. Rags used for cleaning oily surfaces must be stored in approved metal receptacles with covers.

## **9. Commercial Standards**

In addition to the regulations set forth herein, the Port has adopted Minimum Standards for General Aviation Operations to carry out the purposes of this chapter and to serve the best interests of the Port. Such standards shall be made available to all members of the public at the Port's administrative offices. Failure to comply with such standards shall be considered a violation of this chapter, and the Executive Director may deny the use and privileges of the airport to such violator, subject to the appeal rights contained in the Enforcement and Appeals section of this chapter.

## **10. Enforcement and Appeal**

The primary concern of airport management is the safe and efficient operations of the airport.

- A. The Executive Director has been authorized by the Port Commission to interpret and enforce these regulations.
- B. If the Executive Director has cause to believe that a violation of these regulations and policies has been or is being committed, which risks the environment or the safety of others, and having made reasonable efforts to serve notice and attain concurrence of the hangar tenant, the Port may enter any hangar to verify compliance with the provisions of these regulations and policies, and to take the steps necessary to reduce the risks to an acceptable level.
- C. Proper notification of tenants will be attempted; however the Port retains the right to enter the Port-owned hangar at any time for inspection, maintenance, or in case of emergency. The right of inspection reserved to the Port shall impose no obligation on the Port to make inspections to ascertain the condition of the premises, and shall impose no liability upon the Port for failure to make such inspections.

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- D. The Port reserves the right to tow or otherwise move aircraft for purposes of facility, maintenance, security, emergency, impoundment, or any other reasonable purposes.
- E. The Executive Director shall enforce the intent of these regulations consistent with the policies and procedures adopted by the Port to carry out the purposes of these regulations through any legal means, including obtaining the assistance of law enforcement officers.
- F. The Executive Director or designee may deny the use of any of the Port's facilities and/or property to anyone when such use would be in violation of these regulations/policies or would constitute an imminent threat to the safety or property of the Port or other persons.
- G. If the Port-owned hangar tenant fails to keep and perform any of the terms or conditions herein contained or made reference to, the Port may, at its option, i) declare the tenant's right to occupancy ended, ii) impound the aircraft or other personal property and/or iii) remove, store and/or dispose of any aircraft or other personal property and charge any Port incurred costs for the same to Tenant.
- H. The Port may issue warning letters for violations of this chapter, including the rules and regulations contained in this chapter, and/or promulgated pursuant to the Minimum Standards for General Aviation Operations.

If an airport tenant pays an aeronautical rate for a hangar and then is found to be using the hangar for a non-aeronautical purpose, that tenant may be charged a rate equal to Fair Market Value of a similarly-sized public storage unit until the situation is rectified, and/or termination of occupancy. Fair Market Value will be ascertained by averaging rates from three public storage units selected at Port Administration's discretion, located within a 30-mile radius of the Port of Shelton.

Any person, who feels aggrieved by staff enforcement of this chapter, rules and regulations promulgated hereunder, or the Minimum Standards for General Aviation Operations promulgated hereunder, may appeal in writing to the Port's Executive Director, setting forth the specific grievance in detail. After evaluation of all the facts on the matter, the Executive Director shall make a final decision.

### **11. Rules and Regulations**

The use of the Airport or any of its facilities in any manner shall constitute an acceptance by the user of these Rules and Regulations and shall create an obligation on the part of the user to abide by and obey these Rules and Regulations. The following rules and regulations will govern the conduct of all persons at the airport, whether engaged in aeronautical activities or otherwise:

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## **A. Compliance with State and Other Regulations**

No person shall navigate, land aircraft upon, or conduct any aircraft operations on, from or to the airport other than in conformity with FAA rules and regulations as well as recommended practices in the *Aeronautical Information Manual*.

## **B. Vehicle Operations (other than Aircraft)**

Driving on the taxiway is prohibited except as delineated below.

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

1. No motor vehicles, other than support vehicles shall be permitted on ramp areas except for the loading of aircraft passenger or baggage or for the loading or unloading of cargo in designated areas. The drop zone pickup vehicle is considered to be a support vehicle.
2. Vehicles on ramps or in the Terminal area shall be driven at a safe and reasonable speed, but not to exceed 15 mph.
3. To prevent unnecessary vehicle traffic in the airport operations area, hangar tenants shall enter the airport via the south gate nearest the hangars, unless the hangar gate is inoperable.
4. Vehicle operators shall observe all applicable laws and regulations of the airport, including all directional signs, fire lanes and pavement markings and shall comply with all lawful orders, signals or directives of the Port Administration. Blocking of any access area by a motor vehicle or aircraft is prohibited. Violators shall be subject to tow at owner's expense.
5. Only equipment and vehicles authorized to operate by the Port Administration shall be operated on the taxiway and/or the runway. Official vehicles shall be lighted with a rotating beacon at all times while operating in the above areas. Crossing the runway is prohibited by those other than Airport Operations employees.
6. No persons or vehicles, except as authorized by the Port Administration, shall be permitted on the landing areas.
7. All vehicles shall yield the right of way to pedestrians, aircraft and emergency vehicles in motion.
8. Vehicles and bicycles are a common form of transportation between the hangars, ramp, and the flight lounge; however their use should be restricted to that purpose. The airport operations area is not to be used for any non-aviation related uses without written consent from the Executive Director.

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No horses, snowmobiles, go-carts, all-terrain vehicles, or similar vehicles shall be permitted on the ramps, runways, or improved areas.

9. Vehicles operated elsewhere on Sanderson Field property shall be driven at a reasonable and safe speed, but not to exceed 25 mph or as posted.

### **C. Vehicular Parking**

1. No person shall park a motor vehicle in the public areas of the Airport other than in the manner and place prescribed by the Port Administration.
2. Automobiles, trucks, or other service vehicles shall not be parked unattended in front of hangars.
3. Hangar tenants may park inside the security fence for periods up to eight (8) hours provided that fire lanes, taxi ways, and building accesses are not obstructed. Vehicles parked for periods in excess of eight (8) hours shall be parked outside the secured area fence or inside the hangar during the time the aircraft is out of the hangar.
4. All motor vehicles on the airport are to be parked in such a way as to not be a hazard for or impede taxiing aircraft, moving motor vehicles or any authorized operation of the airport.
5. Parking of motorized vehicles is not permitted on any grass areas along any airport roadways without permission from Port Administration. Parking is prohibited within fifteen (15) feet of fire hydrants or standpipes.
6. Vehicles in violation of any parking regulation will be subject to being towed away for impoundment. All tows will be at the owner's risk and expense.
7. No person shall abandon any motor vehicle on the Airport, or park same in a public parking area in excess of seventy-two (72) hours unless approval for such parking is obtained from the Port Administration. Vehicles in such violation will be subject to impoundment. All charges will be at the owner's expense.
8. Persons parking vehicles on the Airport do so at their own risk and agree that said vehicles can be entered by Airport personnel for the purpose of safe moving of said vehicle when it becomes necessary for area maintenance (sweeping, snow removal, or reasons of safety, etc.).
9. All Airport tenants will provide adequate vehicular parking areas for their clients, visitors and/or employees within their leased area or other specified area by agreement.

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## D. Security

The airside of the airport is secured with automatic gates containing a keypad to control vehicle access onto the airport. Each individual desiring airport access must have a valid need to enter and must understand the locations of all aircraft movement areas on the airport. Operators are responsible for the security of aircraft, vehicles and persons within their leased areas. Port Administration employees are authorized to issue the gate access code under the guidelines set forth herein:

1. Access codes shall be used solely for the holder's personal access to the airport and **shall not be shared with any unauthorized person.**
2. Code holders have the responsibility to see that only authorized personnel enter any gate he/she uses and must remain with the gate and verify closure movement of the gate before proceeding. Unauthorized vehicles may not tailgate those with access codes through an open gate. Any person entering security gates without authorization shall be in violation of these rules and regulations.

## E. Aircraft Operation

1. Every person operating an aircraft shall comply with and operate such aircraft in accordance with these regulations, and with all pertinent rules and regulations of the Federal Aviation Administration (FAA), and any other appropriate governmental agency. Every person operating an aircraft is responsible for the safety of his/her operation and for the safety of others exposed to such operations, and therefore shall exercise good operating procedures at all times. Aircraft shall not be operated carelessly or negligently nor in disregard of the rights and safety of others.
2. A licensed pilot, aircraft mechanic or student pilot under the supervision of a Certified Flight Instructor must be in the cockpit and at the controls of the aircraft whenever an aircraft engine is operating unless the aircraft requires hand-propping in which case the pilot in command or his/her designee must ensure that the aircraft is properly secured during the hand-propping procedure.
3. Sanderson Field Airport is a non-towered airport. Even though radio communications are not required, it is highly recommended that pilots have radio equipment permitting two-way communication to monitor the airport Common Traffic Advisory Frequency (CTAF) while in the vicinity of the airport.

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## **F. Aircraft Parking**

1. All aircraft will be parked in areas designated by the Port Administration. Each aircraft owner or operator occupying a hangar or tie down is responsible for adequately securing his/her aircraft so as to not create a hazard to other aircraft and/or structures.
2. Helicopter operations shall be limited to designated helicopter parking areas unless approved otherwise by the Port Administration.
3. No derelict, non-flyable or un-airworthy aircraft will be permitted to tie down in any movement or non-movement area of the airport over a period of thirty (30) days without permission of the Port Administration.
4. The Port assumes no responsibility for damages by a third party or theft to aircraft or vehicles operated or parked at the airport.

## **G. Safety Prohibitions**

Firearms shall not be discharged on airport property unless authorized by the Executive Director, and illegal firearms and weapons are prohibited.

All persons using the airport or the facilities of the airport in any way must exercise the utmost care to guard against fire and injuries to persons and property. Fueling shall be done in strict accordance with International Fire Codes (IFC), National Fire Protection Association 407 requirements, Port of Shelton and/or other applicable fire or hazardous materials regulations. The sale of fuel for aviation purposes shall be administered only by an authorized Fixed Base Operator (FBO) that adheres to the Airport Minimum Standards for General Aviation Operations.

1. On Sanderson Field Airport:
  - a. No smoking or any open flame within fifty (50) feet of any aircraft, fuel truck or fuel storage tank of any kind.
  - b. No refueling or defueling of an aircraft or other vehicle in any hangar.
  - c. No refueling during an electrical storm.
  - d. While fueling aircraft, electronic devices such as cell phones, two-way radios, etc., shall not be used until all fueling operations have been completed.
  - e. No hot refueling aircraft while the propellers or blades are in motion without the authorization from the Executive Director or his/her designee.
  - f. No flying or releasing a model rocket, kite, fireworks, tethered balloon, etc., on the airport without written permission of the Executive Director.
2. The following rules apply in aircraft storage hangars:
  - a. Starting or taxiing of an aircraft is prohibited.

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- b. Self-service maintenance as outlined in FAR 43 and FAR 91 is permitted.
- c. Stripping, painting, sandblasting, or doping operations are prohibited in the hangar and adjacent taxiways, except minor touch-up painting done by the aircraft owner.
- d. Welding, open flame tools, and propane fired heaters are prohibited, as is the use of any high voltage electrical equipment or machinery in or about the hangar.
- e. No alterations may be made to the hangar or its electrical system without written approval from the Executive Director.
- f. The electrical outlets are designed to provide a specific amount of electricity; therefore it is important to respect the limitations and to not overload the circuits by the addition of multiple power strips. In addition, any power tools, compressors, or electrical appliances should be unplugged when not in use.
- g. No hoisting or holding mechanism may be attached to any part of the hangar, nor shall any such mechanism be passed over the struts or braces therein. For purposes of this agreement, a hoisting mechanism shall be deemed to include, but shall not be limited to a chainfall, block and tackle, or other hoisting device.
- h. Please close the hangar doors promptly after putting the aircraft in or taking it out of the hangar.
- i. Please report to the Owner any defects in the hangar which may require maintenance.
- j. Tenant must keep the hangar clean and free of debris, and not place any debris on Sanderson Field.

### **H. Accidents/Incidents**

Persons involved in an aircraft accident affecting airport operations or damaging Port property shall make a full verbal report to the Port Administration as soon as possible after the accident. The report must include the names and addresses, time, place, cause, injuries and other information requested by the Port. When a written report of an accident is required by the FAA, a copy of such report shall be submitted to the Port Executive Director. At the accident scene, aircraft owners, the pilots or agents will promptly remove disabled aircraft, parts and accident debris unless directed by the Port Administration or FAA to delay such action pending an

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accident investigation. Damage sustained to the airport facility, grounds, or buildings will be assessed as a claim against the responsible party.

## **I. Nuisances**

1. Dismantled aircraft, aircraft parts, inoperative or otherwise un-airworthy aircraft or any other unsafe or unsightly item(s), in the opinion of the Port Administration, shall not be left overnight in open view. This includes all movement areas as well as non-movement areas. If the Port Administration determines that a violation has occurred, he/she shall so advise the owner. If not corrected within seventy two (72) hours, the Executive Director may cause the removal of such items at the expense of the owner/operator. Conditions involving safety issues shall be corrected within twenty four (24) hours.
2. Any person, including the operators of aircraft, causing spillage of more than one gallon of fuel and/or any oil or grease on any apron will notify airport operations immediately. The involved person shall be responsible for cleaning such areas and repairing any damage to the satisfaction of the Environmental and Maintenance Manager.
3. At no time shall engines be "run up" when other aircraft, hangars, shops, buildings or persons are in the path of the propulsion system. Any person operating any vehicle or aircraft (including fixed wing or rotor) shall be responsible for damage or cleanup caused by such operations (i.e., scattering of debris from prop blast or rotor downwash).

## **J. Pedestrians**

All pedestrians and sightseers at the airport shall remain outside the fenced operational areas unless accompanied by a pilot or his/her designee.

Minors within the Airport Operations Area must be accompanied at all times by a responsible adult.

## **K. Availability of Rules and Regulations**

All commercial operators with valid leases to perform aeronautical business on the airport shall keep a current copy of these regulations prominently posted in their place of business and available for viewing to all who enter the facilities. It is the responsibility of all owners of aircraft based at the airport and pilots who regularly use the airport to be familiar with the contents of this document. The operator bears the responsibility for compliance and ignorance is not an excuse for violation of any part of these regulations.

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### **L. Refuse**

No person shall throw, dump, or deposit any waste, refuse, or garbage except in closed garbage containers provided by the airport.

Hazardous waste and toxic materials, including waste oil products, shall be disposed of at a proper off-Airport location according to all Environmental Protection Agency (EPA) rules and guidelines. No hazardous waste or toxic material is to be disposed of or discarded on the Airport premises.

### **M. Ultralight Operations**

Ultralight aircraft will be operated in accordance with the provisions of the Federal Aviation Regulation (FAR) Part 103 and the following procedures:

1. The operator of an Ultralight at Sanderson Field is strongly **encouraged** to install and use or have in his possession a functioning Very High Frequency (VHF) radio capable of monitoring and broadcasting his intentions on the airport's Universal Communications (UNICOM) frequency (122.8 MHZ) while operating near the airport or in the traffic pattern.
2. The designated area for take-offs or landings shall be the active runway 05/23.
3. Each person operating an Ultralight aircraft shall maintain vigilance so as to see-and-avoid aircraft and shall yield the right-of-way to all other aircraft.

## **12. Port Exempt from Liability**

- A. The Port of Shelton assumes no responsibility for injury to persons using the Airport facilities or for damage to property stored in facilities by reason of fire, theft, vandalism, weather, storm, flood, earthquake, or collision. Nor does it assume any liability by reason of injury to persons while on the Airport or while using the facilities of same.
- B. Airport tenants further covenant and agree that they will not hold the Port, or any of its agents, employees, or Commission members responsible for any loss occasioned by fire, theft, rain, windstorm, hail, or from any cause whatsoever, whether said cause be the direct, indirect, or merely a contributing factor in producing the loss to any aircraft, vehicle, personal property, parts, or surplus that may be located or stored in any parking lot, hangar, plane port, office, ramp, tie-down area, or any other location of the Airport; and tenants agree that aircraft and vehicles and their

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contents stored either inside or outside buildings are stored at tenant's risk.

- C. Airport tenants agree to indemnify, defend, and save the Port, its agents, Commission members, representatives and employees harmless from and against any and all liability or loss resulting from claims or court action arising directly or indirectly out of the acts of tenants, their agents, servants, or guests under that tenancy or by reason of any act or omission of such person, unless claim is caused by the sole negligence or willful misconduct of the Port of Shelton.

### **13. Amendments**

Amendments made to these Rules and Regulations shall be issued by the Executive Director after being approved and adopted by the Port of Shelton's Board of Commissioners.