

**LEWISTON-NEZ PERCE COUNTY  
REGIONAL AIRPORT AUTHORITY**



**Rules and Regulations**

**November 2017**

# Rules and Regulations

## ARTICLE I. IN GENERAL

Section 1-1 Definitions: For the purposes of this document, the following words shall have the meanings indicated, unless the context clearly indicates otherwise:

***Air operations area (AOA)*** means the public parking ramps and movement area.

***Airport*** means the Lewiston-Nez Perce County Regional Airport, Lewiston, Idaho, including runways, taxiways, hangars, parking areas, ramps, aprons, terminal building and all property within the boundaries of said airport, as defined on the official airport plan on file at the office of the airport manager.

***ATCT*** means air traffic control tower.

***AGL*** means above ground level.

***Movement area*** means the runways, operational taxiways, and other areas of the airport which are used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and parking areas.

***Person*** means any individual, firm, co-partnership, corporation, company, association, joint association or body politic, and includes any trustees, receiver, assignee or similar representative thereof.

## ARTICLE II AIRPORT ORGANIZATION

### Section 2-1 Organization:

The Airport is operated by the Lewiston-Nez Perce County Regional Airport Authority which is empowered to make rules and regulations, lease property and manage the airport's financial affairs. The Authority Board of Commissioners hires an airport manager to administer and enforce policies, including these rules and regulations.

### Section 2-2 Airport Managers Powers:

The airport manager shall be empowered to close any portion or all of the airport when necessary for the preservation of safety of persons and property, or in those instances where operations and maintenance functions are involved, consistent with FAA rules and regulations and the Airport Certification Manual.

# ARTICLE III RULES AND REGULATIONS

## DIVISION 1. GENERAL PROVISIONS

### Section 3-1 Enforcement of rules and regulations:

- (a) Whenever in these rules permission is required from the airport manager or authority board of commissioners, that permission shall be in writing.
- (b) Any person who violates any of the provisions set forth in these articles or the regulations approved by the Airport Authority Board of Commissioners, and any person who aids, abets or assists therein, shall be guilty of a misdemeanor, punishable by imprisonment of up to six (6) months, a fine of five hundred dollars (\$500.00), or both.

### Section 3-2 Construction requirements:

- (a) No building or structure of any kind may be constructed on the airport without proper authorization from the airport manager and without first showing proof of an FAA aeronautical study.
- (b) No person shall do any construction on the airport without first showing proof to the airport manager of coordination with utilities and affected tenants to avoid utility interruption.

### Section 3-3 Reserved

### Section 3-4 Airport liability:

The Airport Authority, the city of Lewiston and the county of Nez Perce, their agents or employees shall not be liable for loss, damage, or injury to persons or property arising out of any accident, incident, or mishap of any nature whatsoever to any individual, aircraft, or property occurring on the airport or in the use of any airport facilities, unless directly caused by Authority, city or county equipment operated by city or county employees.

### Section 3-5 Reserved

### Section 3-6 Safety:

- (a) Hazardous conditions existing or occurring on the airport shall be reported immediately to the airport manager.
- (b) All accidents occurring on the airport shall be reported immediately to the airport manager.

### Section 3-7 through 3-10 Reserved

## DIVISION 2. AERONAUTICAL

### Section 3-11. Parking aircraft:

- (a) Aircraft shall not be parked in places other than aircraft parking areas, service areas, tie-down areas and other areas of the ramp/aprons as may be designated as temporary parking areas.
- (b) Aircraft parked overnight or for a longer period shall be hangared or parked in aircraft parking areas and tied down where applicable.
- (c) No aircraft shall be left unattended on the airport unless properly secured, brakes set, or within a hangar.
- (d) Before leaving an aircraft unattended, it shall be the responsibility of the operator to place the aircraft in a hangar or tie-down space, or make sure the parking brakes are set or wheels properly blocked. Suitable tie-downs of chain or rope will be provided by the aircraft owner for the safety of the aircraft tied down, and the aircraft tied down around it. In the event such owner does not use adequate chains or ropes to secure his aircraft, he shall become liable to the surrounding aircraft owners for damage done to their aircraft as a result of his aircraft breaking loose and causing damage.
- (e) Any aircraft not equipped with locking brakes shall have the wheels adequately blocked or properly tied before starting engines.
- (f) Only authorized aircraft shall be parked in front of the passenger loading gates at the terminal building and then only for the purpose of loading or unloading passengers or cargo.

### Section 3-12 Parking for repairs:

All repairs to aircraft or engines, other than emergency repairs, shall be done in areas specifically approved by the airport manager or areas designated for such repairs. Appropriate measures shall be taken to avoid fuel and oil spills and/or leakage. The aircraft owner shall be liable for damage done to airport pavements resulting from such spills and/or leakage.

### Section 3-13 Air traffic patterns:

- (a) Traffic patterns shall be left for runways 26 and 30 and right for runways 8 and 12, except as directed by the ATCT.
- (b) Pattern altitudes shall be one thousand (1,000) feet AGL for small aircraft and one thousand five hundred (1,500) feet AGL for large, heavy and turbine-powered aircraft. Pattern altitude for ultralight vehicles shall be five hundred (500) feet AGL or less.

Section 3-14 Special operations:

- (a) *Aerobatics prohibited.* No aircraft shall be flown within the airport traffic area in maneuvers other than those required for routine operation. Exceptions are those activities involved with air shows and air fairs which shall be approved by the airport manager.
- (b) *Model airplanes and drones.* Model airplanes and/or drones shall not be flown within the perimeter of the airport or in the proximity of the landing area, aprons, ramps, taxiways, or runways without the approval of the airport manager.

Section 3-15 Disabled, derelict aircraft:

- (a) In the event of an accident or incident, the aircraft owner shall be responsible for the prompt removal of disabled aircraft and parts thereof from the movement area as soon as practicable after release by the FAA or the National Transportation Safety Board investigators.
- (b) The airport manager may direct removal of said aircraft expeditiously if required for safety reasons.
- (c) The airport manager may direct the removal of said aircraft if the owner fails to do so, and the expense thereof may be assessed against the owner and shall be as a lien against said aircraft and collectible as provided by law.

Section 3-16 Damage to airport property:

All airport property destroyed, damaged, or injured by accident or otherwise shall be paid for by the party or parties responsible for such destruction, injury, or damage.

Section 3-17 Security of aircraft:

- (a) The securing of aircraft shall be the sole responsibility of the owner or operator of the aircraft. Neither the Authority, city of Lewiston nor county of Nez Perce, their employees or agents, shall be responsible for securing aircraft.
- (b) Neither the Authority, the city of Lewiston, nor the county of Nez Perce shall be held responsible for the theft of any article left in the aircraft, any part or accessory thereof, or for the aircraft, or for any damage done to the aircraft as a result of theft, or attempted theft, or vandalism of any nature.

Section 3-18 Starting or running of aircraft engines:

- (a) No person shall be permitted to enplane or deplane an aircraft while engines on the enplanement or deplanement side of that aircraft are running. Such enplanements and deplanements are authorized only if adequate attendants are on site and only if no other aircraft is enplaning or deplaning on the ramp area.

- (b) Aircraft engines will be started and warmed only in parking areas or areas designed for such purposes by the airport manager.
- (c) No aircraft engine shall be run-up except in areas so designated by the airport manager.
- (d) No aircraft engine shall be started or operated unless a licensed pilot or qualified operator is at the controls.

Section 3-19 Self-fueling: Aircraft owners that fuel their own aircraft with their own equipment must do so with the approval of and in accordance with the City of Lewiston's adopted fire codes.

Section 3-20 Takeoff and Landing: Aircraft, fixed wing and helicopters, shall take off only from and land only on runways unless specifically authorized by the airport manager.

Section 3-21 Taxiing: Aircraft, both fixed wing and helicopters, shall taxi from the runways to approved parking areas via paved movement area taxiways.

Section 3-22 Helicopter Operations on Nonmovement Areas: Helicopters shall be towed or trailered on nonmovement area taxiways unless otherwise approved by the airport manager. Startups and run-ups will take place only on ramp areas specifically designated for such purposes by the airport manager.

Section 3-23 Airport Closure: Only the airport manager or designated representative may close the airport.

Section 3-24 through 3-30 Reserved

### DIVISION 3. MOTOR VEHICLES

Section 3-31 General operations: Motor vehicles shall be operated on the airport in strict compliance with requirements of the Motor Vehicle Code of the city of Lewiston and the state of Idaho, and regulations and rules established by the airport authority.

Section 3-32 Loading and unloading passengers and baggage: The loading and unloading of passengers and baggage from automobiles shall only take place in those areas designated by the airport manager. Vehicles shall not be left unattended curbside of the terminal building.

Section 3-33 Vehicle Parking: Vehicle parking is allowed only in areas so designated, and only for such time limits as signed unless prior arrangements have been made with the airport administration office. Vehicles found to be in violation will be towed away at the owner's expense.

Section 3-34 Air Operations Area (AOA):

- (a) Only personnel authorized by the airport manager may drive vehicles on the ramps and movement areas.
- (b) Vehicles operating on that portion of the movement area under ATCT jurisdiction shall be in two-way radio contact with ATCT or be escorted by someone with two-way radio capability, unless other satisfactory prior arrangements have been made with the airport manager or ATCT.
- (c) Vehicles operating on the movement area under ATCT jurisdiction shall have a yellow flashing light mounted on top of the roof of said vehicles.
- (d) Those agencies operating vehicles on the movement and ramp areas shall comply with all procedures set forth in writing by the airport manager.
- (e) All motor vehicles shall at all times yield the right-of-way to aircraft.
- (f) No motor vehicle shall exceed the speed of twenty-five (25) miles per hour on the movement and/or ramp area unless otherwise authorized by the airport manager.

Section 3-35 through 3-40 Reserved



## DIVISION 4. PUBLIC AND TENANT USE

Section 3-41 Sanitation: Garbage, papers and refuse or other materials shall be placed in receptacles intended by the City of Lewiston sanitation department for that purpose. No lessee shall accumulate or permit to be accumulated upon leased property or adjoining areas any refuse, litter, garbage, or unsightly materials. Should any lessee or user fail or refuse to comply with the provisions of this section within ten (10) days of receipt of written notice from the airport manager, the airport manager is hereby authorized to remove said materials and assess the cost thereof to said lessee or user. Said costs so assessed shall be a lien against any aircraft, building, improvement, or other property of any kind or nature whatsoever belonging to the lessee or user and located upon the airport.

Section 3-42 Restricted areas: No person shall enter inside the perimeter fence line of the airport without appropriate airport-issued identification on their person, or unless escorted by someone with airport identification. No person shall trespass onto areas marked as restricted areas without the approval of the airport manager.

Section 3-43 Animals prohibited: No dogs or other animals shall be permitted on the landing, taxi, or Airport Operations Areas (AOA) unless restrained by leash, or otherwise confined in such a manner as to be under control, and no horses or other livestock shall be permitted on the airport property without permission of the airport manager.

Section 3-44 Maintenance of leased areas: All tenants are required to maintain their leased property in good condition. Buildings shall not be allowed to deteriorate to an unsightly condition. Tenants shall keep grassed areas on respective leased areas mowed and will not allow grass or weeds to grow to an unsightly condition. Should any lessee or user fail or refuse to comply with the provisions of this section within ten (10) days of receipt of written notice from the airport manager, the airport manager is hereby authorized to mitigate and assess the cost thereof to said lessee or user. Said costs so assessed shall be a lien against any aircraft, building, improvement, or other property of any kind or nature whatsoever belonging to the lessee or user and located upon the airport.

Section 3-45 Solicitation and advertising: Posting, distribution and/or display of signs, advertising, circulars, or printed or written matter shall only be done in conformance with times, places, and manner established by the airport manager.

Section 3-46 Signage: No person, organization, or business may erect or display signs of any nature other than in a manner authorized by the airport manager.

Section 3-47 User fees:

- (a) Any person using services and/or facilities provided by the airport shall be obligated to pay such fees established by the Airport Authority Board of

Commissioners. Fees may include, but are not limited to aircraft parking, fuel tax, property rentals, and landing fees.

- (b) A schedule detailing those fees as adopted by the Authority Board of Commissioners shall be available to the public in the airport manager's office.

Section 3-48 Land use: No person, agency, business, or organization may use any land under the Authority's jurisdiction other than in conformance with a lease, contract, or written agreement approved by this Authority or the airport manager.

Section 3-49 Airport Security:

- (a) No person shall gain access within the perimeter fence other than through authorized gates and with appropriate airport-issued identification.
- (b) No person shall interfere or tamper with airport gates or access control systems.
- (c) All persons entering on to airport property are subject to airport security regulations.

Section 3-50 Hangar Use: Hangars designated by lease for private aircraft storage and reasonably related uses must be used primarily for aircraft storage. A temporary vacancy is not authorization to use the hangar for non-aviation storage.

Section 3-51 through 3-60 Reserved

## DIVISION 5. COMMERCIAL OPERATIONS

### Section 3-61: General provisions:

- (a) No person shall engage in any business or commercial operation of any nature whatsoever, except in conformance with the provisions of this chapter.
- (b) Any person desiring to use the airport as a location for any form of commercial or business activity shall first make application in writing to the airport authority board of commissioners. The Board shall approve or deny the application based upon such standards as may be approved for commercial activities at the airport.

### Section 3-62 Minimum standards for commercial aeronautical activities:

Persons, firms, or corporations desiring to engage in commercial aeronautical activities shall be required to meet minimum standards governing the quality and level of services offered to the public in connection with a particular aeronautical activity on the airport. Once so authorized, the person, firm, or corporation shall maintain at least the said the level of service described by the minimum standards unless change is properly authorized.

### Section 3-63 Reserved

### Section 3-64 Commercial use agreements:

- (a) Permission to use the airport for commercial activity shall be based upon minimum standards established by the airport authority board of commissioners and reduced to writing as an airport lease or agreement.
- (b) Persons using the airport for commercial activities shall not engage in any other commercial activity than that for which they have received formal approval from the airport authority board of commissioners.

Section 3-65 Liability insurance: Any person conducting a commercial aeronautical activity at the airport shall provide proof of liability insurance as required by the city and county. A certificate of such insurance shall be furnished to the airport manager.

### Section 3-66 Fuel/lubricant distribution:

- (a) Fuels used for aviation and lubricating oils/greases shall not be sold on or adjacent to airport property, except by a company or companies holding valid agreements with the airport.
- (b) All firms, persons, agencies, or corporations having fuel storage apparatus shall submit a monthly statement to the airport manager specifying the amount of fuel received and the name of the distributor.

### Sec. 3-67 Fees and charges:


- (a) Any person securing permission to use the airport for commercial activity shall pay such fees and charges established by the Airport Authority.

- (b) Fees and charges, when set by the Airport Authority Board of Commissioners, shall be available to the public in written form in the airport manager's office.

DATED this 14<sup>th</sup> day of November, 2017

BOARD OF COMMISSIONERS

  
Richard J. Finley, Jr., Chairman

ATTEST:   
Verl Long, Secretary

**RESOLUTION 2017-29**

**A RESOLUTION ADOPTING THE RULES AND REGULATIONS OF THE LEWISTON-NEZ PERCE COUNTY REGIONAL AIRPORT, RESCINDING THE FEBRUARY 2012 EDITION, AUTHORIZING AND DIRECTING THE CHAIRMAN AND SECRETARY TO EXECUTE AND ATTEST RESPECTIVELY; AND FURTHER PROVIDING AN EFFECTIVE DATE.**

WHEREAS: The Lewiston-Nez Perce County Regional Airport Authority Board (Board) of Commissioners has certain duties, responsibilities and limitations which are delineated in that certain Joint Powers Agreement, between Nez Perce County and the City of Lewiston, dated April 12, 2010 as amended;

WHEREAS: Said Joint Powers Agreement specifies the Board will establish rules and regulations for the management and control of Airport property and operation of airport activity;

WHEREAS: the Board approved certain rules and regulations on the 8<sup>th</sup> day of February, 2012 and;

WHEREAS: The Board now wishes to amend said Rules and Regulations to enhance safety and clarify operations and responsibilities;

NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION 1: That the Amended Rules and Regulations of the Lewiston-Nez Perce County Regional Airport; a copy which is annexed hereto and by reference made a part of this resolution, be and is hereby approved by a majority vote of the Board;

SECTION 2: That the Rules and Regulations dated February 8, 2012 are hereby rescinded;


SECTION 3: That the Chairman and Secretary are hereby authorized to execute and attest respectively said Rules and Regulations;

SECTION 4: That this resolution shall take effect and be in full force from and after its passage and approval.

DATED this <sup>14<sup>th</sup></sup> ~~18<sup>th</sup>~~ day of ~~October~~ <sup>November</sup>, 2017

BOARD OF COMMISSIONERS

  
James R. Finley, Jr., Chairman

ATTEST:   
Verl Long, Secretary

