



GENERAL AVIATION AIRPORTS

OPERATING DIRECTIVES



Overton Airport
North Las Vegas Airport
Henderson Executive Airport

Department of Aviation
Clark County, Nevada
March 9, 2017

FOREWORD

As authorized by the Board of County Commissioners in accordance with Section 20.02.030 and 20.04.080 of the Clark County, Nevada, Code, the Director of Aviation has approved and issued the following Operating Directives for the General Aviation Airports of the Department of Aviation. *They may be modified or deleted and additional parts added, as required, at the discretion of the Director of Aviation, per the General Aviation Airports Rules and Regulations*

**DEPARTMENT OF AVIATION
GENERAL AVIATION AIRPORTS
OPERATING DIRECTIVES**

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**GENERAL AVIATION AIRPORTS
OPERATING DIRECTIVES
REVISION LOG**

REVISION DATE: March 9, 2017

SUBJECT

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GENERAL AVIATION AIRPORTS
OPERATING DIRECTIVES
DISTRIBUTION

REVISION DATE: March 9, 2017

SUBJECT

CHANGE

As determined by the Assistant Director of Aviation, General Aviation Airports.

**DEPARTMENT OF AVIATION
CLARK COUNTY AVIATION SYSTEM**

**OPERATING DIRECTIVES
GENERAL AVIATION AIRPORTS**

Title: Purpose of Operating Directives and Procedure for Development and Implementation of Future Operating Directives	Number: GA-01-1
	Effective Date: March 9, 2017
Authority Signature: Rosemary A. Vassiliadis, Director of Aviation	Number of Pages: 3

The Director of Aviation (Director) is authorized and empowered by the Board of County Commissioners to issue written operating procedures and directives in order to implement the provisions of Title 20 and Airport Rules and Regulations and to insure compliance with all Federal, State, and local laws, ordinances and regulations to meet the operational needs of the Clark County General Aviation Airport System.

A. PURPOSE

The purpose of this Operating Directive is to provide written direction to Department of Aviation (DOA) staff and tenants and/or users of the Clark County Aviation System that will outline responsibilities and guidelines for the development and implementation of these Operating Directives.

B. RESPONSIBILITIES

It is the responsibility of the Director:

- 1.** To ensure that tenants adhere to the Airport Rules and Regulations and Operating Directives; and
- 2.** To develop and maintain Operating Directives that will enhance the operation of the airports within the Clark County General Aviation Airport System.

The Director has empowered DOA staff to make recommendations for the development of Operating Directives to insure compliance with all Federal, State, and local laws, ordinances and regulations to meet the operational needs of the Clark County General Aviation Airport System.

C. PROCEDURE

This Operating Directive will set forth the procedure for development and implementation of future Operating Directives for the Clark County General

Aviation System (Airport). It will also provide an explanation of the numbering and organization system used for this process.

1. Operating Directives Development Modification

- a.** The Assistant Director (AD) for General Aviation or designated staff shall identify issues or other needs regarding the operation of the Airport which should be addressed through an Operating Directive (OD).
- b.** The draft ODs will be posted on the websites of the GA airports for 60 days to allow the AD to receive input from airport tenants.
- c.** A District Attorney's Office representative shall review the Operating Directives with respect to form and compliance with applicable regulations.
- d.** The Assistant Director shall review the proposed Operating Directives, ask for further clarification from staff if needed, and then make a recommendation to the Director and Deputy for their approval.
- e.** If such approval is given, the AD will coordinate in compliance with the Rules and Regulations and/or Ordinance modifications, as may be needed, through the regular Board of County Commissioners' agenda process.
- f.** The AD will then present the final Operating Directive to the Director and/or Deputy for signature.
- g.** The AD will be responsible for notification and distribution of the approved Operating Directives to the Committee, staff, tenants, and/or appropriate agencies.

D. PERIODIC REVIEW OF OPERATING DIRECTIVES

Each Operating Directive, approved and issued by the Director, shall be reviewed by the GA Division every two (2) years from the Operating Directive's Effective Date. The Effective Date will be the date the Operating Directive is signed by the Director and/or Deputy.

E. DISTRIBUTION

Each Operating Directive shall be distributed to each tenant having a written agreement, permit, lease, and/or other authorization to conduct operations at any of the airports within the Clark County General Aviation Airport System. Distribution shall be made using first class mail. Distribution shall be made

using the Clark County Department of Aviation websites at
<http://www.vgt.aero> or <http://www.hnd.aero>.

**DEPARTMENT OF AVIATION
CLARK COUNTY AVIATION SYSTEM**

**OPERATING DIRECTIVES
GENERAL AVIATION AIRPORTS**

Title: Definitions	Number: GA-01-1
	Effective Date: March 9, 2017
Authority Signature: Rosemary A. Vassiliadis, Director of Aviation	Number of Pages: 7

OPERATING DIRECTIVE GA-01-1: DEFINITIONS

DEFINITIONS

Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms used in these GA Operating Directives shall have the following definitions:

ACCIDENT: An unplanned, undesired event, not necessarily resulting in injury, but damaging to property and/or interrupting the activity in process. This could include a collision between an Aircraft or a vehicle, and an Aircraft, vehicle, person, stationary object or other thing that results in property damage, bodily injury or death, or an entry into or emergence from a moving Aircraft or vehicle by a person which results in bodily injury or death to such person or some other person, or that results in property damage.

ADVERTISING: The action of calling something, such as a commodity for sale, a service offered or desired, to the attention of the public by posting, distributing or displaying signs, literature, circulars, pictures, sketches or other forms of printed, electronic, verbal or written material.

AIR OPERATIONS AREA (AOA): The restricted space on the Airport, inside the Airport perimeter fence and outside the Airport buildings, where Aircraft are parked or operated, or where operations not open to the public are conducted. Such areas include, but are not limited to, the Aircraft ramps, aprons, taxiways, runways, and open unimproved land abutting the taxiways and runways

AIR TRAFFIC CONTROL TOWER (ATCT): The Air Traffic Control facility located at the Airport, and operated by the Federal Aviation Administration, or other agency authorized to provide such services, which has exclusive jurisdiction over activity on the Aircraft Movement Areas.

AIRCRAFT: Any device, now known or hereafter invented, that is used or intended to be used for flight in the air.

AIRCRAFT MOVEMENT AREA: All runways, taxiways, associated safety areas, and other areas of an Airport which are used for taxiing or hover taxiing, air taxiing, takeoff and landing of Aircraft, exclusive of loading ramps and Aircraft parking areas.

AIRPORT: For the purposes of this document, Airport shall refer primarily to a General Aviation (GA) Airport owned and operated by the Clark County Department of Aviation. These are the North Las Vegas, Henderson Executive, Jean and Overton – Perkins Field Airports.

AIRPORT RULES AND REGULATIONS: The document that contains the provisions of Title 20 (Airports) of the Ordinances of Clark County and other related applicable Clark County Ordinances along with Nevada Revised Statutes (NRS).

APRON OR RAMP: Those paved or non-paved areas of the Airport within the AOA designated for the loading, unloading, servicing or parking of Aircraft.

AUTHORIZED EMERGENCY VEHICLE: Any publicly owned emergency vehicles, including but not limited to Fire and Police, any privately owned commercial or volunteer ambulance vehicles, and other such emergency vehicles as designated by the Clark County Multi-Jurisdictional Mass Casualty Incident (MCI) Plan.

BASED AIRCRAFT: Any Aircraft subject to a lease or sublease for tie-down or hangar space on an Airport, or any Aircraft that is on the Airport for more than six months in the preceding 12 month period.

BOARD OF COUNTY COMMISSIONERS (BOCC): The elected governing officials of Clark County, Nevada.

CLARK COUNTY AIRPORT SYSTEM or AIRPORT SYSTEM: This System shall include, but is not limited to, McCarran International Airport, North Las Vegas Airport, Henderson Executive Airport, Jean Airport, and Overton-Perkins Field, or other airports or heliport facilities, including all of their appurtenances, which may be owned and/or operated by Clark County, now or at any time in the future, and assigned to the Department of Aviation.

COMMERCIAL ACTIVITY: Any revenue producing activity on the Airport including the exchange, trading, buying, hiring or selling of commodities, goods, services, or property of any kind, including tour group activities, and the transportation of persons.

COMMERCIAL AVIATION ACTIVITY: Any commercial aviation business, duly licensed and authorized by written agreement with the company and approved in writing by the County's Designated Representative, to provide aeronautical activities or aeronautical services;

- 1) which contributes to or is required for the safe operation of aircraft;
- 2) which has an operational requirement of its location to be physically located at the Airport, and
- 3) which provides such services for hire or profit. These activities include, but are not limited to, charter operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, aircraft sales and services, repair and maintenance of aircraft, or sale of aircraft parts, flight schools, aircraft refurbishing and parts distribution, skydiving, and glider activities.

COMMERCIAL VEHICLE: Any motor vehicle designed, maintained or used primarily to provide service or delivery of materials to airport tenants. This does not include the transfer of people.

COMMUTER OPERATION: Any operation certified under 14.C.F.R. Part 135 that also meets the definition of “commuter operation: in 14 C.F.R. § 110.2.

COMMUTER OPERATOR: Any person; firm; partnership; limited liability company; department; corporation; proprietorship, association, or group which operates Commuter Operations to or from an Airport.

COURTESY VEHICLES: Vehicles provided by hotels, motels, operators of off-airport parking facilities, or others to pick up or deliver their guests to or from the Airport at no direct charge to such customer.

COURTESY VEHICLE OPERATOR: An operator authorized by the Department of Aviation through the execution of an operating agreement to conduct courtesy vehicle activities at the Airport.

COUNTY: Clark County, Nevada, as represented by the Clark County Board of Commissioners.

DEPARTMENT OF AVIATION (DOA): A department of Clark County and its duly employed personnel in the administration, operation, supervision and protection of the Clark County Airport System.

DEPARTMENT OF AVIATION (DOA) EMPLOYEES: Such personnel of Clark County, Nevada, duly employed in the administration, operation, supervision and protection of an Airport.

DIRECTOR OF AVIATION (DIRECTOR): That person appointed according to Section 20.02.030 of the Clark County Code as the executive head of the Department of Aviation.

DOPING: The application of a preparation to strengthen and tighten aircraft fabric.

DRIVER: Any person who drives, operates or is in actual physical control of a vehicle or motor vehicle.

EXCLUSIVE OPERATOR: An operator authorized by the Department of Aviation through the execution of an exclusive operating/lease agreement which designates the specific and/or exclusive areas of operation.

FEDERAL AVIATION ADMINISTRATION (FAA): The governmental body responsible for the aviation system in the United States.

FEDERAL AVIATION REGULATION (FAR): A regulation published by the Federal Government in the Code of Federal Regulations (CFR) and in the Federal Register (FR). They are found in Chapter 1 of Title 14 of the CFR.

FIREARM: Any weapon, in existence or which may be invented in the future, including a starter gun, designed to or readily convertible so as to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer.

FLAMMABLE LIQUIDS: Any liquid that emits a flammable vapor at or below a temperature of 100 degrees Fahrenheit, as determined by flash point from a Tagliabue Open Cup Tester, and shall include any other combustible liquids.

FUEL TANK VEHICLE: A vehicle, self-propelled or without power, used to fuel/de-fuel aircraft and that carries the fuel load on the vehicle.

GENERAL AVIATION: All types of aviation operations other than Aircraft manufacturing, military aviation, and scheduled, non-scheduled, and regulated air carrier operations.

GENERAL AVIATION ENVIRONMENTAL DIRECTIVES: Formerly referred to as the Environmental Handbook. A source book of DOA Environmental Compliance Requirements that reflects the current federal, state and local regulatory requirements or other future regulations promulgated including, but not limited to, those that deal with hazardous material and/or the regulation of protection of the environment, including the ambient air, ground water, storm water drains, surface water and land use, including sub-strata land. These requirements shall apply to business operations and agencies at all Clark County airports that conduct activities as defined within the Environmental Directives.

GROUND TRANSPORTATION COMPANY: Any person, company, corporation or other business entity operating a transportation system by motor vehicle for the purpose of carriage of persons, which is authorized to provide such services by and appropriate authorizing authority, and which has executed an operating agreement and/or permit with the County to provide such services at the Airport. This definition includes, but is not limited to, corporations or other business entities operating or providing taxis, buses, limousines, rental cars, and/or courtesy vehicles.

HAZARDOUS MATERIALS: Any substance or material in a quantity or form that may pose an unreasonable risk to health or safety, or property when stored, transported, or used in commerce as defined by the U.S. Department of Transportation or the Environmental Protection Agency (EPA).

IMMINENT DANGER: The existence of any condition or practice in a workplace which could reasonably be expected immediately to cause death or serious physical harm to any employee(s) if operations were to proceed in the workplace or if the employee(s) were to enter it before the condition or practice is eliminated.

LAW ENFORCEMENT: Any Law Enforcement activities conducted by members of a Police Department/Law Enforcement Agency who are authorized by statute with powers of arrest to be responsible for the continuing enforcement of the rules, regulations and laws applicable to the Airport and the State of Nevada.

LIMOUSINE: A sedan style motor vehicle, except a taxicab, which has a capacity of less than nine (9) persons, including the driver, engaged in the general transportation of persons and not operated on a regular schedule or over regular routes but excludes the vehicles commonly designated as “taxicabs,” “buses,” or “vans.”

MOTOR VEHICLE: Any vehicle as defined by the Nevada Revised Statutes.

NATIONAL TRANSPORTATION SAFETY BOARD (NTSB): The Federal agency that takes custody of an incident aircraft and its contents from the time the emergency response phase is terminated until their full investigation is completed or a release is given.

NEVADA REVISED STATUTES (NRS): Those statutes enacted by the state legislature.

NIGHT: As defined by 14 CFR Part 1, Definitions and Abbreviations, Night is the time between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac, converted to local time.

OPERATOR: Any person, firm or corporation in possession of an Aircraft or motor vehicle or any person who has rented such for the purpose of operation by himself or his agent.

PART 121 OPERATION: Any operation certified under 14 C.F.R. Part 121.

PART 121 OPERATOR: Any person, firm, partnership, limited liability company, department, corporation, proprietorship, association, or group which operates Part 121 Operations to or from an Airport.

PERSON: Any natural person and every firm, association, partnership, corporation, society, or other organization.

PRIVATE VEHICLE: Any privately owned vehicle (registered to an individual) transporting persons or property, for which no charge is paid directly or indirectly by the passenger or by any other entity.

PUBLIC / EMPLOYEE PARKING AREAS: Those portions of the Airport designated by the Director of Aviation or designee, and made temporarily or permanently available to the public and/or Airport employees for the parking of motor vehicles, and for the use of which fees may be collected.

RESTRICTED AREAS: Areas which are closed to the general public, pursuant to Federal Regulations, excluding Airport access roads to private facilities. Those areas are defined as areas which are used to perform the everyday activities and operations of the Airport. These areas include, but are not limited to, landing areas, aprons, taxiways, airfield areas and Airport access roads.

RUNWAY: An improved surfaced area reserved exclusively for the landing and taking off of Aircraft.

SAFETY AND HEALTH VIOLATION: Any act, operation, process or incident that could be considered a violation of applicable federal, state, and local safety and health regulations, standards, statutes, rules, or procedures, which have been adopted in whole or in part by the DOA.

SERVICE / DELIVERY VEHICLE OPERATORS: Those providers that are authorized, in writing, by a Tenant of the Airport to deliver goods and/or services (excluding the delivery of persons) to such Tenant at its place of business on the Airport, and who has met the requirements of the Director of Aviation to provide such services. All such operations shall be conducted only in designated areas of the Airport.

SOLICITATION: Unless the context otherwise requires, the words and terms set forth in Operating Directive GA-01-5, Use of Airport, shall have the following meanings ascribed to them.

- a. Solicit or Solicitation means and includes the request, direct or indirect, for money, credit, property, financial assistance, or other thing of value on the pleas or representation that such will be used for religious or charitable purposes. To directly or indirectly, actively or passively, openly or subtly, ask (or endeavor to obtain by asking), request, implore, plead for, importune, seek or try to obtain. Solicitation as defined herein shall be deemed completed when communicated to any person then located upon the real property of an Airport in the Clark County Airport System, and whether or not the person making such solicitation receives any contribution or makes any sale referred to herein.
- b. Religious Purposes means and includes the use, actual or represented, of money or property for the benefit of or in the furtherance of the beliefs or mission of any church, congregation, or any religious sect, group, order or organization of any type.
- c. Charitable Purposes means and includes the furtherance of the goals of any non-profit or charitable group or organization.
- d. Principal means the organization or person upon whose behalf or under whose sponsorship a solicitation is made or proposed to be made.
- e. Agent means any individual who makes any solicitation or collection under the sponsorship of or in behalf of any other person.
- f. Funds mean money, credit, property, financial assistance, or other thing of value.

STOPPING OR STANDING: Any stopping or standing of a motor vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer, traffic control signal, sign or device.

TAXICAB, TAXI or CAB: Any motor vehicle used to transport persons for hire, and having authorization to provide such services from the Nevada Taxicab Authority.

TAXIWAY: An improved surfaced area used primarily by Aircraft to proceed to and from ramp and runway areas.

TOUR OPERATOR: Any person or company operating in a commercial capacity which has met the requirements of the Director of Aviation to conduct such activities at the Airport, and who, through prior arrangement, are to meet, transport or arrange for the transporting of a designated group of passengers and their baggage arriving or departing via designated areas of the Airport. Tour operators will be specifically prohibited from any and all operations in any of the Public Vehicle / Employee Parking Areas.

TRANSIENT AIRCRAFT: Any Aircraft not using the Airport as its permanent base of operations.

ULTRA-LIGHT AIRCRAFT: Any Aircraft as defined in the Code of Federal Regulations, Title 14, Part 103.1, including subsequent amendments.

VEHICLE: Any device in, upon, or by which any person or property is, or may be transported, or drawn upon a roadway, regardless of the means of propulsion, except devices moved upon stationary rails or tracks.

VIOLATION: Any negligence, non-compliance, or disregard concerning any federal, state, or local rules and regulations and/or any airport rules and regulations or any portion of as defined here within.

WEAPON: Any offensive or defensive combat instrument, including, but not limited to, a destructive/explosive device, dirk, metallic knuckles, slingshot, billy, tear gas gun, chemical weapon or device, or any other deadly weapon as defined in the Nevada Revised Statutes.

WILLFUL OFFENSE: When any tenant has intentionally failed to abate a Safety and Health hazard for which a previous Notice of Violation (NOV) has been issued, or when the tenant intentionally repeats a violation for which they have already received a NOV.

**DEPARTMENT OF AVIATION
CLARK COUNTY AVIATION SYSTEM**

**OPERATING DIRECTIVES
GENERAL AVIATION AIRPORTS**

Title: Airfield Operations	Number: GA-01-2
	Effective Date: March 9, 2017
Authority Signature: Rosemary A. Vassiliadis, Director of Aviation	Number of Pages: 10

OPERATING DIRECTIVE GA-01-2: AIRFIELD OPERATIONS

A. AUTHORITY TO CLOSE AN AIRPORT:

- 1.* The Director, or designee, shall have the right to close an Airport in part, or in its entirety, to air traffic.
- 2.* The Director, or designee, shall have the right to deny use of an Airport in part, or in its entirety.
- 3.* Such action may be taken when it is considered to be necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of the Airport.

B. NOTICES TO AIRMEN (NOTAMS):

- 1.* The DOA has the primary responsibility to issue NOTAMS.
- 2.* NOTAMS may be issued to advise users of conditions affecting the safe and efficient use of an Airport.

C. REIMBURSEMENT FROM AIR CARRIERS FOR COSTS UNDER 14 CFR PART 139:

- 1.* The Director, or designee, may require reimbursement from air carriers operating under 14 CFR Part 121 for the costs of DOA personnel, equipment, and/or supplies used to maintain airport certification under 14 CFR Part 139, or any other applicable federal regulation or directive.
- 2.* The Director, or designee, may impose fair and equitable rental rates for extended use of any space under the administration of the DOA.

D. NORMAL AIRCRAFT OPERATIONS:

- 1.* Any aircraft operating at an Airport shall meet all applicable Federal Aviation Administration (FAA) regulations pertaining to the operation of

- that aircraft and be appropriately certified and /or registered.
2. No person shall operate an aircraft at a General Aviation Airport in an unsafe or careless manner or in disregard of the rights and safety of others.
 3. Subject to compliance with appropriate Federal Regulations, the owner of a disabled aircraft on the AOA shall be responsible for the removal of the aircraft and all parts of such aircraft as soon as possible, to a location specified by the Director, or designee.
 4. The Aircraft owner, pilot, agent, or a duly authorized representative agrees to indemnify and hold harmless and agrees to release or discharge the County, the Department of Aviation, its Director of Aviation and its employees, of and from liability for any damage which may be suffered by any Aircraft and its equipment, and for bodily injury or death, except where such damage, injury, or death is due solely to the negligence of the Department of Aviation.
 5. Any person damaging, injuring or destroying Airport property, either by accident or otherwise, shall be liable for the satisfactory restoration of the property so damaged or destroyed. If such restoration is not completed within the time frames established by the Director, or designee, or if it is necessary to do so to keep the Airport operational, such restoration may be completed by the DOA. The cost of the restoration, plus an administrative charge, will be billed to the person(s) or entity that caused the damage.

E. RESTRICTED AIRCRAFT OPERATIONS:

1. The Director, or designee, may restrict the allowable types of aircraft operations on certain runways during noise sensitive hours, or for other operational considerations, with prior notification.
2. No person shall park or store on Airport property any non-airworthy aircraft for a period in excess of ninety (90) days without written permission of the director, or designee. This provision does not apply to aircraft under construction in leased fully enclosed premises or aircraft under repair by an authorized maintenance provider.
3. Aircraft operations shall be confined to hard surfaced runways, taxiways and aprons.
4. No aircraft shall be taxied into or out of any enclosed or shade hangar until its own power.?

F. COMMUTER OPERATIONS

Sufficient Space

Any Commuter Operator which lacks sufficient space for its Commuter Operations shall not be permitted to operate at the Airport. For the purposes of this section, “sufficient space” means a contractual right to use the following facilities:

1. Adequate covered seating and shelter for passengers, employees, and crew;
2. Readily accessible restroom facilities, for use by passengers and crew prior to boarding and after deplaning, and for use by employees during working hours;
3. Adequate hangar space for use by the Commuter Operator’s aircraft;
4. Adequate office space for use by the Commuter operator in processing and ticketing passengers and luggage, and maintaining records; and
5. Any other physical space requirement set forth by the Director as necessary for the safe and efficient operation of the Airport.

G. PART 121 OPERATIONS

Sufficient Space

Any part 121 Operator which lacks sufficient space for its Part 121 Operations shall not be permitted to operate at the Airport. For the purposes of this section, “sufficient space” means a contractual right to use the following facilities:

1. Adequate covered seating and shelter for passengers, employees, and crew;
2. Readily accessible restroom facilities, for use by passengers and crew prior to boarding and after deplaning, and for use by employees during working hours;
3. Adequate hangar space for use by the Part 121 Operator’s aircraft;
4. Adequate office space for use by the Part 121 Operator in processing and ticketing passengers and luggage, and maintaining records; and
5. Any other physical space requirement set forth by the Director as necessary for the safe and efficient operation of the Airport.

H. PROHIBITED AIRCRAFT OPERATIONS:

1. The Director, or designee, may prohibit or restrict any type of operation deemed detrimental to the safe, efficient and proper operation of an Airport, including, but not limited to, parachute jumping/sky diving, ultra-light aircraft and tow banner pick-up or drop-off on Airport property.

I. AIRCRAFT MAINTENANCE:

1. All maintenance, construction or repair of aircraft at an Airport shall be in accordance with 14 CFR Part 91 and other applicable parts.
2. No person shall interfere or tamper with any Aircraft, or put in motion such Aircraft, or use or remove any Aircraft, Aircraft parts, instruments, or tools, without positive evidence of permission of the owner thereof.
3. No engine may be started or operated in any hangar. Engines may be run at idle power only unless at the designated run-up area located by the Compass Rose.

J. AIRCRAFT MAINTENANCE PROVIDERS:

1. An aircraft on an Airport may be serviced or repaired by an authorized Airframe and Power plant mechanic or avionics technician, with or without inspection authorization, who meets certain standards described in the General Aviation Rules and Regulations. To meet those standards a mechanic shall:
 - a. Have in their possession a current and appropriate license from the FAA.
 - b. Agree to hold Clark County harmless
 - c. Secure an annual permit from the Director, or designee
 - d. Possess any applicable business license
 - e. Meet any applicable liability insurance requirements
2. The annual permit shall not be denied upon proof of compliance with the above requirements. The fees for permits will be limited to administrative costs.
3. In accordance with the Clark County Code, as may be amended, the permit requirements above do not apply to the incidental conduct of certain business transactions on an irregular and infrequent basis occurring between persons who are not based at or who are not otherwise operating any commercial activity from the Airport.
4. An independent mechanic shall be considered to be operating a commercial business if they meet any of the following conditions:

- a.* They hold out to the public by advertising their services, including, but not limited to, advertisements in local Yellow Pages, newspapers or periodicals, on the internet, or by placing business cards or flyers in the pilot lounge, restaurant, or at other prominent locations at the Airport.

K. FLIGHT INSTRUCTION:

- 1.* A person may perform flight instruction at an Airport if they possess a current and valid FAA Certified Flight Instructor (CFI) certificate.
- 2.* If the flight instructor is involved in the incidental conduct of certain business or commercial transactions on an irregular and infrequent basis occurring between persons who are not based at or who are not otherwise operating any commercial activity from the Airport, a permit in accordance with the Clark County Code is not required.
- 3.* A flight instructor shall be considered to be operating a commercial business if they meet any one of the following criteria:
 - a.* They hold out to the public by advertising their services, including, but not limited to, advertisements in local Yellow Pages, newspapers or periodicals, on the internet, or by placing business cards or flyers in the pilot lounge, restaurant, or at other prominent locations at the Airport.
- 4.* If a flight instructor is determined to be operating a commercial business, they must meet the following standards:
 - a.* Agree to hold Clark County harmless
 - b.* Secure an annual permit from the Director, or designee
 - c.* Possess any applicable business license
 - d.* Meet any applicable liability insurance requirements

L. Aircraft Dry Washing and Aircraft Engine Washing

- 1.* All aircraft washing and/or engine washing must be done by the aircraft owner or by an authorized agent that has been issued an Operating Permit for such activities at the airport by the Department of Aviation. Such activities will be subject to the following minimum provisions. This is not an exhaustive list which may be modified from time to time.
 - a.* Aircraft dry washing activities may be performed on the apron. Such Aircraft dry washing will only include cleaning compounds applied by cloth or other authorized

material and removed by the same method. The cleaning methods, compounds, and disposal of such compounds shall meet the requirements of the Airport Environmental Management System and any other applicable Federal, State, and Local regulation. No such cleaning compound will be allowed to drip onto the apron or into any storm drain. In the event that any such cleaning compound does drip onto the apron or into any storm drain, the Airline or its authorized agent conducting such activities shall immediately cease washing activities. They shall clean-up and remove such cleaning compound and notify the Airport Manager. All materials must be properly disposed of.

- b.* Aircraft wet washing or engine washing may only be performed at an Airport wash rack.

M. NORMAL FUELING OPERATIONS:

- 1.* All fueling operations will be in accordance with all federal, state or local regulations.
- 2.* All fuel storage tanks and fuel vehicles will be marked, equipped and maintained in compliance with all federal, state or local regulations and/or FAA Advisory Circulars, and will be inspected by the appropriate and authorized fire department.

N. PROHIBITED FUELING OPERATIONS:

- 1.* No aircraft shall be fueled or de-fueled while inside any hangar building or other structure.
- 2.* An aircraft shall be considered to be inside a hangar or building if any portion of the aircraft itself, including the tail or empennage, is located under the roof of the hangar or building.
- 3.* Fueling or de-fueling operations will not be conducted during periods when there is thunderstorm activity within five (5) statute miles of an Airport.

O. FUEL SPILLS:

- 1.* Fuel spills present a potential fire hazard and environmental danger, and regardless of magnitude, will be reported immediately to the North Las Vegas Airport Manager at (702) 261-3800 or the Henderson Executive Airport Manager at (702) 261-4800 during normal business hours, or to

Customer service by Unicom, and to the McCarran Airport Control Center at (702) 261-5125 at all other times. Signs reflecting this will be placed at the airport with the appropriate contact information.

2. The party causing the spill is responsible for the immediate containment and cleanup of the spill and shall complete and send to the appropriate Airport Manager a Clark County DOA Spill Report, within 24 hours. Forms are available at the Customer Service desks.
3. Any party causing a spill equal to or greater than twenty-five (25) gallons in size shall complete and send to the appropriate Airport Manager a Clark County DOA Spill Report, AND call the Nevada Division of Environmental Protection at (775) 687-4670, extension 3013, on the next business day following the spill. Signs reflecting this will be placed at the airport with the appropriate contact information.
4. Cleanup costs may be assessed to the person responsible for the spill and they may also be liable for fines and penalties.

P. PEDESTRIANS:

1. No pedestrian shall be allowed in an Airport Movement Area without permission of the Director, or designee.

Q. SECURITY:

1. All personnel with access to the Air Operations Area (AOA) shall comply with all applicable Federal Regulations, Airport Security requirements and Gate Card programs currently in effect.
2. All private vehicles operated on the AOA shall display current Airport vehicle identification or be under the escort of a person driving a vehicle with a current decal. Vehicles without a current decal are subject to removal at the owner's expense and liability.
3. In addition to having a valid state operator's license, any person who operates a vehicle on the AOA must successfully complete the Airport Ramp Driver Training Program.
4. All vehicles, including motorcycles, registered in Nevada or any other state, are subject to the requirement to display a current Airport vehicle identification.
5. Gate Cards may not be loaned to others or used by anyone other than the authorized card holder.

6. Gate Cards or Airport vehicle identification must be surrendered to the Director, or designee, upon request.
7. AOA access privileges may be suspended for any individual Airport tenant with an account that is more than ninety (90) days in arrears.
8. The respective Motor Vehicle Driving Safety Manual is hereby encompassed into these Directives.
9. No motorcycle or other motorized vehicle may enter the AOA through any pedestrian gate.
10. It is the responsibility of all users of an Airport to challenge or report any person who appears lost or does not appear to belong on the AOA. Immediately report any suspicious person or activity to the North Las Vegas Airport Manager at (702) 261-3800 or the Henderson Executive Airport Manager at (702) 261-4800 during normal business hours, and to the McCarran Airport Control Center at (702) 261-5125 at all other times.

O. OPEN FLAME OPERATIONS:

1. All open flame and welding operations on the AOA of any Airport are subject to National Fire Protection Association (NFPA) Standards, as well as any other applicable federal, state and ;local regulations.
2. In accordance with NFPA 407, open flames are prohibited within fifty (50) feet of any aircraft fuel servicing operation, fueling equipment, fuel storage areas, and/or flammable/combustible materials.

P. FOREIGN OBJECT DEBRIS:

1. It is the responsibility of the Airport Manager and all users of an Airport to do everything possible to remove and properly dispose of FOD on the AOA, to minimize the potential for damage to aircraft.
2. Report FOD to the Airport Manager, or any other DOA employee.

Q. NORMAL VEHICLE/GROUND SUPPORT EQUIPMENT OPERATIONS:

1. No person shall operate or park any vehicle on the AOA of an Airport unless the vehicle is currently registered with the DOA and properly identified.
2. All vehicles designed to operate on public streets shall be subject to the licensing requirements of the State of Nevada.

3. Any vehicle not designed to operate on public streets shall meet the safety requirements in place at the time of manufacture.
4. All vehicles operated on the AOA between civil twilight and civil sunrise shall have either operational headlights and taillights or an amber beacon in a prominent position.
5. Vehicles may be driven in the Non-Movement Area of the AOA, but no tenant shall drive a vehicle in the Airport Movement Area without the permission of the Director, or designee.
6. Any person operating a vehicle on an Airport shall comply with all DOA Rules and Regulations, Operating Directives, and posted restrictions.

R. PROHIBITED VEHICLE/GROUND SUPPORT EQUIPMENT OPERATIONS:

1. No person shall operate a motor vehicle or motorized equipment, or any other wheeled means of conveyance, in an unsafe, careless or reckless manner, or while under the influence of alcohol or any substance, controlled or uncontrolled, that may impair judgment or motor ability, when on the AOA.

S. DIAGRAMS OF THE AOA AND AMA:

1. To improve safety and reduce runway incursions, the DOA shall post a diagram of the Air Operations Area (AOA) and the Aircraft Movement Area (AMA) at appropriate locations throughout the Airport.

T. OPERATIONAL DIRECTIVES AVAILABILITY:

1. To improve safety and compliance, the DOA shall have the Operating Directives posted on the website and a copy available in the Airport administrative office.

U. SUPPLEMENTAL DOCUMENTS:

1. The DOA shall have available during normal business hours the documents or the internet links to the proper sites to assist tenants in gathering information concerning codes, regulations and ordinances. These documents will include:
 - a. Airport Rules and Regulations
 - b. Airport Operating Directives
 - c. Airport Security Program (if applicable)
 - d. Airport Certification Manual (if applicable)

- e.* Airport Emergency Plan (AEP)
- f.* Airport Motor Vehicle Driving Safety Manual
- g.* Nevada OSHA Standards for General and Construction Industries
- h.* Nevada Motor Vehicle Regulations
- i.* Clark County Code Title 20
- j.* Nevada Revised Statutes (NRS)
- k.* Nevada Administrative Code (NAC)
- l.* 14 CFR Parts 121, 135 and 139
- m.* National Electrical Code
- n.* NFPA 407 and 409
- o.* DOA Environmental Directives for General Aviation Airports

**DEPARTMENT OF AVIATION
CLARK COUNTY AVIATION SYSTEM**

**OPERATING DIRECTIVES
GENERAL AVIATION AIRPORTS**

Title: Landside Operations	Number: GA-01-3
	Effective Date: March 9, 2017
Authority Signature: Rosemary A. Vassiliadis, Director of Aviation	Number of Pages: 4

OPERATING DIRECTIVE GA-01-3: LANDSIDE OPERATIONS

All ground transportation vehicle operations upon an Airport's premises, including its terminal buildings, roadways, parking facilities, curb frontages and any other landside ground transportation facilities, are governed by federal, state, and local regulations and the General Aviation Airports Operating Directives, in conjunction with applicable Nevada Revised Statutes (NRS) and Clark County Code Title 20. The Director, or designee, shall have the right to designate areas for all ground transportation and parking activities at an Airport to provide an efficient, safe and orderly parking and ground transportation system for the traveling public, and ensure the efficient use of limited capacity respective to an Airport's facilities.

Any and all Ground Transportation Operators will, in and about the designated areas and elsewhere upon the Airport, exercise reasonable control over the conduct, demeanor and appearance of drivers. Their conduct shall be in an orderly and proper manner so as not to annoy, disturb or be offensive to others. Drivers shall, at all times while on duty, conduct themselves in a courteous manner toward the public and at all times in accordance with the Airport Rules and Regulations and/or Airport Operating Directives. Upon objection from any designated DOA representative concerning the conduct, demeanor or appearance of such persons, Operator will, within a reasonable time, remedy the cause of objection. The Director of Aviation or designee will be the sole judge as to whether or not the conduct of the employees of the Operator meets the requirements under the Airport's Permit and, upon notice from the Director of Aviation or designee of any non-conformity, Operator will take all steps necessary to eliminate the condition.

The Director has the authority to institute revenue collection or traffic monitoring systems, or other systems, and can require all commercial vehicles to take all necessary actions to comply with such program(s) at an Airport. All ground transportation activities and associated operators will be required to comply with this program when implemented.

A. TAXICAB OPERATIONS

Taxicabs are not allowed on the AOA.

B. TRANSPORTATION NETWORK COMPANIES (TNC)

TNC are not allowed on the AOA.

C. LIMOUSINES AND NON-EMERGENCY AMBULANCE OPERATIONS

Operators of these vehicles must check in at the Customer Service counter. They will then be directed to enter the AOA through a designated gate. Signs will be posted on all vehicle gates to advise drivers of this policy.

D. SERVICE/DELIVERY OPERATORS FOR TENANTS

Service/Delivery Vehicle Operators, who are authorized by a tenant to deliver goods and/or services to such tenant at the Airport, will be allowed to conduct such activities in areas and under conditions identified by the Director, or designee. The transportation of passengers is not allowed. The tenant must escort the vehicle into and out of the AOA.

E. AIRPORT RENTAL CAR (RAC) OPERATORS:

All on-Airport Rental Car (RAC) Operators must execute and comply with an operating permit and/or lease agreement which shall be issued by the Airport for the use of a specific area designated at the sole discretion of the Director, or designee.

F. SPECIAL USE ZONES:

1. Handicapped Parking Areas

Authorized users shall display the appropriate "Handicapped" placard or license plate on the vehicle.

2. No Parking Curbs

These areas are designated as a No Parking/Stopping and Fire Lane. Authorized users are emergency vehicles only.

3. Other Areas

The use of all other terminal curbs and facilities shall be designated and posted, as determined by the Director, or designee, to meet the operational needs of the Airport.

G. PARKING:

These rules are applicable to all public and employee parking facilities, unless otherwise approved by the Director of Aviation, or designee.

1. Public Parking Facilities

- a. All public parking related fees are established by the Director of Aviation or designee as permitted within the permissible range authorized by the Board of County Commissioners of Clark County, Nevada.
2. No commercial operations of any kind shall be conducted in any public and/or employee parking areas.
3. Vehicles that are parked or stopped in any lane, in any manner where another vehicle is blocked or where traffic flow is impeded, will be subject to tow, as well as any applicable fees.
4. Vehicles that are parked in a manner that encroaches upon more than one parking space are subject to removal at the owner's expense.
5. The Airport declares itself not responsible for fire, theft, damage to or loss of any mode of transportation or any article left therein. This includes motorcycles, bicycles and any other forms of transportation.
6. Vehicles that are to be parked for more than thirty (3) consecutive days must have the prior approval from the DOA. Vehicles parked for more than thirty (30) consecutive days without prior approval are subject to removal at the owner's expense. Towing and storage fees will be assessed from the date of removal from the parking facility. Fees are established by Clark County Board in accordance with the Clark County Code, Title 20.

H. PARKING CREDENTIALS

a. Parking Decals

- i. *An authorized tenant may be issued a reasonable number of decals for purposes of gaining access to the airport apron. No tenant will be issued a decal unless tenant holds valid insurance, vehicle registration and a demonstrative need for access, e.g., authorized aircraft/hangar owner. Tenants will be required to provide proof of insurance and registration for each vehicle to which the decal will be affixed. Compliance with all Nevada vehicle registration laws is required.*
- ii. *Sharing, loaning, giving away, selling, or any other form of transfer of an DOA issued decal or Gate Access Card by one tenant to another party is expressly prohibited and may result in revocation of Airport access privileges.*
- iii. *Decals shall be permanently affixed in a conspicuous manner to the left rear of the vehicle upon one of the following areas: bumper, rear panel or rear window.*
- iv. *Taping or mounting on a card to display decals is prohibited. Transferring decals from one vehicle to another is prohibited.*

I. VEHICLE TOWING OPERATIONS

The DOA reserves the right to tow vehicles in violation of its Rules and Regulations. In addition, vehicles that have been parked in the Airport's public or employee parking facilities for more than thirty (30) days without prior notification to the Airport Administrative Office will be considered abandoned and subject to impoundment pursuant to DOA policy.

In the event an impounded vehicle remains unclaimed, DOA reserves the right to release the vehicle to a local Tow and Auction company for processing and disposal of vehicle.

**DEPARTMENT OF AVIATION
CLARK COUNTY AVIATION SYSTEM**

**OPERATING DIRECTIVES
GENERAL AVIATION AIRPORTS**

Title: Safety & Health	Number: GA-01-4
	Effective Date: March 9, 2017
Authority Signature: Rosemary A. Vassiliadis, Director of Aviation	Number of Pages: 3

OPERATING DIRECTIVE GA-01-4: SAFETY & HEALTH

It is the mission of the DOA to provide a safe and healthy work environment and to ensure the safety and health of our customers. Tenants and contractors who conduct business at DOA facilities are encouraged to use a proactive approach in ensuring that all employees and customers have an environment that is free from recognized safety and health hazards that could cause accidents and injuries.

All tenants and contractors who conduct business at DOA facilities have a duty and the obligation to comply with all applicable safety and health standards and with all rules, regulations and orders that apply to their employees' actions and conduct on the job. At a minimum, the DOA requires that tenants and contractors follow those safety and health standards that have been set forth by the Occupational Safety & Health Administration (OSHA), State of Nevada Occupational Safety and Health Division, Clark County, and the DOA

A. SMOKING

1. There is no smoking allowed inside any Airport facility, except in those areas that have been designated and approved as smoking areas by the Director, or designee.
2. Smoking on the AOA is not permitted within fifty (50) feet of any aircraft fuel servicing operation or fueling equipment.

B. FIRE PROTECTION

All tenants, contractors, and persons occupying space at the Airport shall ensure that areas are maintained and operations and activities conducted in such a manner as to reduce or eliminate fires in the workplace.

1. Open flame operations, barbeque grills, and other similar devices on the AOA are prohibited within fifty (50) feet of any aircraft fuel servicing operation or fueling equipment. The DOA has the jurisdiction to establish other locations where open flame operations and devices shall be prohibited.

2. All flammable and combustible liquids shall be stored in approved containers or fire-proof cabinets. A flammable liquid is any liquid that emits a flammable vapor at or below a temperature of 100 degrees Fahrenheit, as determined by flash point from a Tagliabue Open Cup Tester, and shall include any other combustible liquids. No rags soiled with flammable substances shall be kept or stored in any building in such a manner as to create a fire hazard.
3. Fire extinguishing equipment shall not be tampered with at any time nor used for any purpose other than firefighting or fire prevention.
4. Fire extinguishing equipment shall be maintained in accordance with National Fire Protection Association (NFPA) Codes & Standards. Fire extinguishing equipment shall be inspected and serviced at regularly scheduled intervals and as required by the NFPA and OSHA. An inspection tag or sticker that shows the last date of inspection shall be attached to each piece of equipment. If a tag or sticker that shows the status of equipment cannot be attached, a records retention method that is recognized and accepted by the NFPA and OSHA may be used.
5. All tenants, contractors, and lessees of hangars, aircraft maintenance buildings, or shop facilities shall supply and maintain an adequate number of fire extinguishers, if required, that meet, at a minimum, the performance criteria required by the applicable NFPA Codes and Standards.

C. HOUSEKEEPING

All tenants, contractors, and persons occupying space at the Airport shall keep the space allotted to them clean and free from debris and materials that could create slip, trip and fall hazards and fire hazards.

1. No tenant, contractor, or person shall dispose of any fill, building, or waste materials on DOA property without the written approval of the Director, or designee.
2. All outside trash containers and receptacles must be kept covered at all times. All lids must be tight fitting to prevent wildlife from getting to the contents of the container. Lids must also be attached to the container in such a way as to prevent them from being lost or becoming FOD in the event they are dislodged by wildlife or by the wind.
3. No tenant, contractor, or person shall operate an uncovered vehicle

to haul trash, construction materials, dirt, gravel or any other materials on the Airport without prior permission being granted by the Director, or designee.

4. All solid and liquid material spills on DOA property shall be contained, reported to the Airport, and cleaned up immediately. All spills of hazardous materials shall be handled in accordance with the DOA Environmental Directives, as may be modified from time to time. A Spill Report shall be completed for each spill.
5. All passageways, aisles, docks, exits and work areas shall be kept free of debris and materials that could create a hazard to employees and customers who may be required to exit facilities in the event of an emergency.
6. No construction debris may be deposited in an airport dumpster or trash receptacle.

D. ANIMALS

No tenant, contractor, or person shall enter any part of an Airport with an animal, domestic or otherwise, unless such animal is kept restrained by a leash or is so confined as to be completely under control. Any person bringing an animal on DOA property shall be liable for damages or injuries to DOA property and/or third persons or their property caused by their negligence. Any person bringing an animal, domestic or otherwise, on DOA property agrees to indemnify fully, defend and save and hold harmless, Clark County, its officers, agents, and employees from and against all losses, damages, claims, liabilities, and causes of actions of every kind or character and nature, as well as costs and fees, including reasonable attorney's fees connected therewith and expenses of the investigation thereof based upon or arising out of damages or injuries to third persons or their property caused by their negligence.

1. No person, except for authorized employees or contractors, shall hunt, pursue, trap, catch, injure or kill any animal on an Airport.
2. No person shall permit any animal under his or her control or custody to enter an Airport, except as noted in this section.
3. No person shall feed or commit any other act that encourages the congregation of birds or other animals on an Airport.

**DEPARTMENT OF AVIATION
CLARK COUNTY AVIATION SYSTEM**

**OPERATING DIRECTIVES
GENERAL AVIATION AIRPORTS**

Title: USE OF AIRPORT	Number: GA-01-5
	Effective Date: March 9, 2017
Authority Signature: Rosemary A. Vassiliadis, Director of Aviation	Number of Pages: 7

OPERATING DIRECTIVE GA-01-5: USE OF AIRPORT

A. GENERAL RESTRICTIONS

1. Commercial Photography, Film and Recordings on Airport Property:

No person, unless authorized in writing by the Director, or designee, shall, unless otherwise provided in a lease or other written lease, agreement, or permit:

- a.*** Take still, motion, or sound motion pictures or sound records or recordings of voice or otherwise for commercial, training or education purposes, other than news coverage, or use electronic amplification devices in public areas of the terminal or on the public areas of any facility under the administration of the DOA.
- b.*** Post or distribute commercial signs, advertisements, literature, circulars, pictures, sketches, drawings, handbills, or any other form of printed or written commercial matter or material at an Airport.
- c.*** Commission, install or display any work of art on the exterior of any Airport building.

2. Storage of Property:

Unless otherwise provided in a lease or other written agreement or permit, tenant shall have use of the premises for the purpose of storage and maintenance of tenant's authorized aircraft and items related to the use and enjoyment of tenant's authorized aircraft. No person shall use any open area of an Airport for storage of non-aviation related property, including, but not limited to, cargo, non-Airworthy aircraft, vehicles, motor vehicles, mobile equipment or other property without prior written permission of the Director, or designee. If any person uses such area for storage without first obtaining permission, the Director, or designee, shall have such property removed at the risk and expense of the owner or consignee thereof. Any property left beyond a reasonable time, as

determined by the Director, or designee, may be considered abandoned by the owner. The DOA may then dispose of the property without further responsibility or liability to the owner.

3. *Commercial Cargo:*

No person shall load cargo on or unload cargo from an aircraft, other than in designated areas established by Operational Directive issued by the Director, or in areas totally contained within an established leasehold or restricted area, which are authorized for such activity.

4. *Signs and / or Works of Art:*

Any identifying signs erected, installed, operated or attached to the exterior of any Airport building requires the prior written approval of the Director, or designee. Such approval may consider and provide conditions concerning factors including, but not limited to, size, type, content, and method of installation.

No person shall commission, install or display any work of art without the prior written approval of the Director, or designee, and without a full written waiver by the artist of all rights under the Visual Arts Rights Act of 1990, 17 U.S.C. (Sections 106A and 113)

B. *NON-COMMERCIAL / FIRST AMENDMENT RIGHTS ACTIVITIES*

The primary purpose of the General Aviation Airports is to facilitate aviation related activities. An Airport's terminals and parking areas and the sidewalks adjacent to the terminals and parking areas are not public fora except as described in the attachment Appendix A. First Amendment activities must, by law, be accommodated to at least some extent at an Airport. It is the declared intent of Clark County to not allow an Airport to become a public forum for dissemination, debate or discussion of political, social or religious issues as far as permitted by law except as described in the attachment Appendix A. Permission by the County, or designee, or an authorized agent thereof, expressly or by implication, to enter upon or use a General Aviation Airport or any part thereof, for non-commercial purposes or to conduct First Amendment Rights activities which must, by law, be permitted shall be conditioned upon compliance with Airport Rules and Regulations and the Clark County Code. The Director shall have the authority to restrict First Amendment activities which must be permitted at a General Aviation Airport. All restrictions prescribed by the Director shall be reasonable and appropriate, as to the time, place, and manner and shall assure public safety and the orderly and efficient use of a General Aviation Airport facility by the public. Such restrictions may include, but are not limited to, identifying specific locations of First Amendment zones in the terminal buildings, sidewalks and other Airport facilities, limiting the number of persons permitted in such zones, and providing a method for resolving conflicting requests for the use

of First Amendment zones. All of the following restrictions, regulations and prohibited conduct apply to the public areas of an Airport not occupied by a lessee, including, but not limited to the terminal buildings, parking structures, other parking areas, and sidewalks adjacent to the terminal buildings, parking structures and other parking areas, unless otherwise specifically limited.

Notwithstanding any language herein which may describe the process to obtain a permit to conduct a particular First Amendment right activity, Clark County, through the Director, may decline to issue a permit for such activity if an Airport no longer is required, by law, to permit such activity.

1. *Permits to Conduct First Amendment Rights Activities:*

Any person seeking to conduct or participate in labor or any other form of demonstration, including picketing, parades, marches, sit-ins and public assemblies; distributing pamphlets, books or other written, printed or graphic material; or any other First Amendment activity conducted with or directed towards passers-by in a continuous or repetitive manner (“First Amendment Rights activities”) which must, by law, be permitted in or upon the public areas of an General Aviation Airport not occupied by a lessee or not designated for First Amendment purposes as described in the attachment Appendix A, shall apply to and obtain from the Director a written permit to conduct First Amendment Rights activities. A permit is not required for use of the areas described in the attachment Appendix A. Permission to use one of those areas for a meeting is required by scheduling of the meeting with the Airport Manager.

2. *Conditions of Issuance:*

Permission by the County, or designee, to enter upon or use a General Aviation Airport or any part thereof, for non-commercial purposes or to conduct First Amendment Rights activities shall be conditioned upon compliance with General Aviation Airports Rules and Regulations and the Clark County Code. The permit to conduct First Amendment Rights activities shall be issued upon the application to the Director. The Director may verify the truthfulness and completeness of the information provided on the application, and may take adequate precautions to promote the public health and safety and assure the efficient and orderly use of Airport property for its primary purpose: aviation related activities.

The application herein required shall be delivered to the Director.

3. *Issuance / Denial of Permits:*

Except for a permit to picket, the permit shall be issued promptly within three (3) working days following receipt of the application by the Director,

or the applicant shall be furnished a written statement within that same period setting forth why the permit was denied.

The Director shall issue a permit for picketing in accordance with the provision of state law and these Rules and Regulations. The permit shall be issued or denied for cause within one (1) working day after a written application for the same has been made to the Director.

3. **Grounds for Denial:** Grounds for denial of a permit shall be any of the following:
- a. The applicant has not fully complied with the disclosure provisions as set forth in this Chapter.
 - b. The applicant has made statements in the application, which are not true.
 - c. The applicant (including any partner, officer, director or trustee) or its agent has had a permit revoked for violation of the General Aviation Airports or McCarran International Airport Rules and Regulations within the past sixty (60) days.
 - d. The proposed activity for which the permit is requested is commercial and subject to other provisions regulating such activity.
 - e. The General Aviation Airport is not required by law to permit the activity.

5. **Specified Public Airport Areas:**

Permittees shall conduct their proposed activities in or upon the specified, allowable public Airport areas, with the number of persons allowed and at such times as set forth in their permits and as otherwise may be prescribed from time to time by the Director; however, any restrictions shall be both reasonable and appropriate and prescribed as determined by the Director that the restrictions are necessary to avoid injury to person or to property or to assure [the] public safety and/or the orderly and efficient use of an Airport's facilities by the air traveling public. In addition there are designated public fora as set forth in the attachment Appendix A.

6. **Standards of Conduct:**

Any person or organization (authorized by permit holders) taking part in any First Amendment Rights activity, including any picketing or demonstration, shall conduct such activities in accordance with the

following standards of conduct, including but not limited to those standards set forth as follows:

- a.* In a peaceful and orderly manner contemplated by law, without physical harm, molestation, threat, or harassment of persons, obscenities, violence, breach of the peace or other unlawful conduct.
- b.* Without obstructing the use of an Airport by others and without hindrance to or interference with the proper, safe, orderly, and efficient operations of an Airport and activities conducted thereupon. No person may 1) intentionally operate a motor vehicle as to delay, impede, or interfere with the ability of persons or vehicles to enter or leave an Airport roadway system or 2) knowingly spread, drop, throw or otherwise disperse nails, tacks, staples, glass or other objects that may cause harm or any entrance, exit or passageway.
- c.* In strict accordance with the DOA operating procedures governing such activities on an Airport and pursuant to directions and conditions outlined in writing by the Director in each instance.

7. *Prohibited Activities / Conduct: Solicitation / Offering Goods / Services Prohibited:*

No person shall offer goods or services for sale or solicit alms or contributions of funds for religious or charitable purposes or for any other non-commercial purpose which the County, by law, may prohibit within the interior areas of a General Aviation Airport's terminal buildings or parking structures or in other parking areas at a General Aviation Airport or on the sidewalks adjacent to the terminal buildings, parking structures or other parking areas. Solicitation of signatures on petitions (except as required by NRS Chapter 293) and stopping passers/by to conduct polls or surveys for any non-commercial and non-Airport purpose is also prohibited in the same areas. Nothing herein is intended to prohibit the distribution of flyers, brochures, pamphlets, books of any other printed matter as long as such distribution is not made with the intent of immediately receiving money or any other form of payment on Airport property and not made with the intent of immediately receiving a signature on a petition on Airport property and is conducted in accordance with these Rules and Regulations and the time, place and manner restrictions set forth in the permit issued by the Director.

The following activities and conduct are prohibited in public areas of General Aviation Airports, which are not occupied by a lessee if

conducted by a person to or with passers-by in a continuous or repetitive manner except as otherwise set forth herein.

In order to facilitate the free and efficient movement of passengers and other people through narrow or congested areas and to provide for the safety and security of the users of the terminal buildings and parking areas, it is prohibited to conduct activities under a permit in the following areas of any General Aviation Airport or in the following manner:

8. General Restrictions and Prohibitions:

- a.** In any area of a General Aviation Airport, which is under lease to any private person, corporation or organization, without the permission of the lessee.
- b.** Within twenty (20) feet of any escalator, elevator, stairs or doorway.
- c.** To picket, march or demonstrate within any building or the Airport Operations Area at a General Aviation Airport except in designated public fora. Lawful picketing, marching or demonstrations on an Airport may be conducted only upon Airport public roads, rights-of-way, streets or sidewalks, in accordance with reasonable procedures by the Director.
- d.** To approach any person waiting in any line.
- e.** To prevent, interfere with or obstruct any person's access to, egress from, or free movement along any Airport building, hallway or passageway, airline lease area or premises, nor shall any permit holder or agent in any manner assail, coerce, threaten, offensively touch, or physically restrain or disturb any other person for any reason, nor shall such activity prevent, interfere with, hamper or curtail the conduct of business at an Airport.
- f.** To intentionally leave any items unattended which are intended for distribution to passers-by.
- g.** Danger to Persons/Property or Interference with Formation / Progressions of Traffic: To perform any ceremony, speech, song, carrying of any sign or placard, or any activity:
 - (1)** Which constitutes a danger to persons or property;

- (2) Which interferes with the orderly formation and progression of waiting lines;
 - (3) Which interferes with any pedestrian and/or vehicular travel;
 - (4) Which interferes with the issuance of tickets or boarding passes or equivalent documents for air or ground transportation and/or the entry to and exit from vehicles;
 - (5) Which interferes with any luggage or cargo movement or handling; security procedures, government inspection procedures, or cleaning, maintenance, repair or construction operations.
- h.* To attach any placard, sign, circular or other written material to any wall, post, counter, billboard, or any other surface nor shall any person erect any chair, table, mechanical device or other structure in said public areas.

9. *Picketing / Marching / Demonstrations – Additional Restrictions:*

No person shall walk in a picket line as a picket or take part in a labor or other form of demonstration including, but not limited to parades, marches, patrols, sit-ins, and public assemblies on any part of a General Aviation Airport without permission from the Director. The number of picketers and areas used for these or other purposes must be specifically assigned by the Director for such picketing or other permitted demonstration. The Director shall issue a permit for picketing in accordance with the provisions of state and federal law. The permit shall be issued or denied for cause within one (1) working day after a written application for the same has been made to the Director. Except for the time limit for issuing the permit, all of the terms and conditions of Non-Commercial / First Amendment Rights Activities portion of this Section of the Rules and Regulations, shall apply.

**DEPARTMENT OF AVIATION
CLARK COUNTY AVIATION SYSTEM**

**OPERATING DIRECTIVES
GENERAL AVIATION AIRPORTS**

Title: Environment	Number: GA-01-6
	Effective Date: March 9, 2017
Authority Signature: Rosemary A. Vassiliadis, Director of Aviation	Number of Pages: 1

OPERATING DIRECTIVE GA-01-6: ENVIRONMENT

The Department of Aviation General Aviation Environmental Directives is a stand-alone document that is available for reference in the Airport Administrative office.

Tenants are bound in the commencement and continuation of their operations at an Airport by the DOA General Aviation Environmental Directives and all other environmental regulations, including, but not limited to, the Nevada Revised Statutes, County Ordinances, National Fire Protection Association Codes and Standards; Code of Federal Regulations Titles 14, 29, 40 and 49, or other such governmental regulations, whether municipal, state or federal, or future regulations promulgated thereto including, but not limited to, those that deal with hazardous material and/or the regulation of protection of the environment, including the ambient air, ground water, storm water drains, surface water and land use, including sub-strata land.

**DEPARTMENT OF AVIATION
CLARK COUNTY AVIATION SYSTEM**

**OPERATING DIRECTIVES
GENERAL AVIATION AIRPORTS**

Title: Violations and Penalties	Number: GA-01-7
	Effective Date: March 9, 2017
Authority Signature: Rosemary A. Vassiliadis, Director of Aviation	Number of Pages: 9

OPERATING DIRECTIVE GA-01-7: VIOLATIONS AND PENALTIES

There are concerns associated with violations of local, state, and federal environmental laws, statutes, rules, safety regulations, codes, ordinances and TSA airport security regulations. The Director of Aviation has the enforcement authority provided for in Title 20 of the Clark County Code to enforce compliance with all applicable General Aviation Airport Rules and Regulations and Operating Directives.

The Director is authorized and empowered by the Board of County Commissioners to issue written Operating Directives in order to implement the provisions of Clark County Code Title 20 and Airport Rules and Regulations and to ensure compliance with all federal, state, and local laws, ordinances and regulations. As such, the Director is authorized and empowered to issue contractual penalties and/or administrative assessments upon any lessee, permittee, or other user of an Airport, at the Director's, or designee's, discretion, from One Hundred and 00/100 (\$100.00) Dollars up to One Thousand and 00/100 (\$1,000.00) Dollars per violation, per day, for any violation to the General Aviation Airports Rules and Regulations and/or General Aviation Airports Operating Directives, and/or terms of any commercial lease agreement, or permit which regulates the conduct of operations at an Airport. Said contractual penalty and/or administrative assessment is in addition to the remedies permitted in any lease, agreement, or permit. Each day (24 hour period) shall be considered a new violation.

Any such contractual penalty and/or administrative assessment shall not exclude or be intended to infer that such contractual penalty or administrative assessment would replace or is instead of any other fine, assessment, or other similar penalty that may be issued by an appropriate regulating agency.

A. *APPLICABLE DOCUMENTS:*

Applicable Airport rules and regulations, directives, and environmental, safety and health documents that shall be adhered to include, but are not limited to, the following:

- 1.** Airport Rules and Regulations
- 2.** Operating Directives

3. Airport Environmental Directives
4. Airport Security Program (if applicable)
5. Airport Certification Manual (ACM) (if applicable)
6. Airport Emergency Plan (AEP)
7. Airport Motor Vehicle Driving Safety Manual
8. State of Nevada Department of Business & Industry, Occupational Safety and Health Standards for General and Construction Industries
9. Nevada Revised Statutes (NRS)
10. Nevada Administrative Codes (NAC)
11. National Fire Protection Association (NFPA) Codes and Standards; Clark County Health District Standards and Codes
12. Code of Federal Regulations (CFR) Titles 14, 29, 40 and 49
13. DOA Environmental Directives for General Aviation Airports

B. ENVIRONMENTAL/SAFETY VIOLATION:

1. In the event that either tenants or contractors fail to comply with applicable federal, state, local and/or DOA safety and health standards, regulations, or operating directives, the Director, or designee, has the authority to enforce compliance with all applicable standards, regulations, or operating directives. For each violation found, an Airfield Citation will be forwarded to the appropriate party (violation). All Notice of Violations shall be in writing.
2. The first Violation shall require a written response within ten (10) days of issuance, once the violation has been abated or if the Citation is being contested. Retraining of the violator may be required.
3. If a second Citation is required, a monetary fine and/or administrative assessment may be included. Again, a written response, within ten (10) days of issuance will be required once the violation is abated or if the Citation is being contested. Retraining of the violator is required.
4. If a violation has created a situation considered an Imminent Danger,

serious and/or a Willful Offense, the Director, or designee, has the authority to issue stop work orders, without penalty to contracts or agreements, and the Director, or designee, can proceed with the abatement of the violation with the responsible party being responsible for all reasonable costs incurred for the abatement of such violation(s). For the purposes herein, the terms Imminent Danger and Willful Offense are defined as follows:

a. “Imminent Danger” means the existence of any condition or practice in an area which could reasonably be expected immediately to cause death or serious physical harm to any person(s) if operations were to proceed in the area or if the person(s) were to enter it before the condition or practice is eliminated.

b. “Willful Offense” means a tenant has intentionally failed to abate the hazard for which a previous Citation has been issued, or when the tenant intentionally repeats a violation for which it has already received a Citation.

C. ENFORCEMENT PROCEDURES:

A written violation, as identified in Section B above, will be issued that may specify a progressive penalty and/or an Administrative Assessment for such violations. The enforcement action, including the amount of any Administrative Assessment, will be based, generally, on one or more of the following factors:

1. Severity of the violation.
2. The duration, quantity and quality of pollutants, and/or the affect on public safety and/or the environment (i.e. Did the violation cause extensive damage to the environment or cause an operational impact?).
3. If the violation did or could have resulted in personal injury, loss of human life, and/or damage to Airport property or facilities or nearby off-Airport property or facilities.
4. The violator’s knowledge, either negligent or intentional, of the regulation violated.
5. Any history of violations, including individuals and/or tenants, previous enforcement actions involving the site, Airport tenant, business or individual.
6. The effectiveness of the enforcement action as a deterrent to similar violations in the regulated community.

7. **Airfield Citations:** The person issuing an Airfield Citation (Citation) shall have the discretion to issue a written warning for a first offence. When a DOA employee issues a Citation, the violator will be asked to sign the document. If a Citation is issued and the violator is not available, a copy shall be sent by certified mail to the last known address of the person who committed the violation. The supervisor of the person who issues an Airfield Citation shall forward a copy to the Airport Manager for review and approval. The violator will normally have fifteen (15) calendar days to correct the violation (s) or provide documentation that required corrective action is underway. The DOA may extend the fifteen (15) calendar day time limit for corrective action upon receipt of a written request by the tenant. If requested by the person cited, the Assistant Director may conduct an informal review of the facts and circumstances within 10 working days to determine what action, if any, is appropriate.

D. ENFORCEMENT RESPONSIBILITIES:

DOA representatives may implement enforcement procedures and issue a NOV, Airfield Citation, and/or Parking Infraction as noted below:

1. **DOA Safety and Environmental Section:** The DOA Safety and Environmental (S&E) Section shall enforce S&E regulations. The S&E Section will also be informed of regulatory violations through notification or complaints by tenants or other employees. If a Safety or Health problem is identified by an Airport employee, the S&E Section shall be contacted immediately during normal business hours. The DOA S&E Section will determine if a Citation is warranted and may recommend a penalty and/or Administrative Assessment.
2. **DOA Airport Staff:** The Airport staff shall enforce regulations pertaining to operations and/or airfield driving violations.

E. TYPES OF ENFORCEMENT:

The three (3) types of progressive enforcement that may be issued by the DOA, at its sole discretion and judgment, for any violation of the previously mentioned Rules and Regulations and/or Operating Directives are as follows:

1. **Retraining:** Violators of ramp driving and vehicle operation regulations may be offered retraining.
2. **Warnings:** A “Warning” citation may be issued for first time offenses.
3. **Suspension / Termination of Driving Privileges:** The DOA may temporarily or indefinitely suspend or terminate the driving privileges of the offender.

4. Contractual Penalty and/or Administrative Assessment:

- a.** A “Contractual Penalty” and/or an “Administrative Assessment,” for the purposes of this Operating Directive, shall be defined as a monetary penalty which may, at the sole discretion and judgment of the Director of Aviation, be assessed for any violation of any Airport Rules, Regulations, or Operating Directives, and for violations of any other regulations as listed herein, arising from negligence, non-compliance, the failure to act upon required corrective measures, the failure to implement corrective measures in a timely manner, and the failure to comply with the terms and conditions of any lease, agreement, and/or permit. A Contractual Penalty and/or an Administrative Assessment can be levied by an Airfield Citation concerning violations that occur at any location on Airport property, including but not limited to, the airfield, ramp areas, terminal areas, roadways, runways, taxiways, tenant leasehold areas and any other designated DOA property. A Contractual Penalty and/or an Administrative Assessment can only be levied by the DOA, in addition to other remedies set forth in a lease, contract, agreement, and/or permit.
- b.** All citations that include a Contractual Penalty and/or an Administrative Assessment shall be forwarded to the Director of Aviation.
- c.** The Director of Aviation, or designee, will determine the Contractual Penalty and/or Administrative Assessment amount on a case by case basis. The Contractual Penalty and/or Administrative Assessment amount shall not exceed One Thousand and 00/100 (\$1,000.00) Dollars per violation, per day. Each day (24-hour period) shall be considered a new violation. The Director of Aviation may reduce or set the Contractual Penalty and/or Administrative Assessment, at his sole discretion and judgment, based on the factors identified in Section C.1 of this Operating Directive. The amount of the Contractual Penalty and/or Administrative Assessment will be determined by the severity of the violation. Certain excessive violations, such as accidents, drug/controlled substance use by personnel, security violations, or other violations that result in death, injury, and/or property damage, may require a maximum penalty and/or assessment and action to be taken immediately. The Director of Aviation may also reduce the Contractual Penalty and/or Administrative Assessment to a Warning.

- d.* An amount of the imposed Contractual Penalty and/or Administrative Assessment may be deferred, at the discretion of the Director of Aviation. Such deferred assessments shall be immediately re-imposed in the event of repeat violations within a six (6) month time frame.
 - e.* The tenant will receive follow-up written notification from the Director of Aviation within five (5) working days from the date of the citation that will include the Contractual Penalty and/or Administrative Assessment amount.
- 5. *Double Jeopardy:*** Whenever there are violations that not only result in a Contractual Penalty and/or an Administrative Assessment and/or penalties for non-compliance with the Airport Rules and Regulations and/or Operating Directives, but also violate a local ordinance, state law, or federal law or regulation, the violator will be subject to penalties imposed by the local, state, or federal entity. If the local, state, or federal entity elects to pursue penalties against the violator, the DOA will not levy a Contractual Penalty and/or an Administrative Assessment of non-compliance in these instances; however the violator shall still be responsible for DOA administrative costs associated with such violations and penalties.

6. *Appeals Process:*

The Director of Aviation or designee will consider appeals on a case by case basis and will respond in writing within fifteen (15) working days after receiving a written appeal.

- a. **Time Limit:*** The tenant may appeal a NOV or Airfield Citation, in writing, within fifteen (15) working days of the date of the written notification from the Director of Aviation.
- b. **Letter of Appeal:*** The tenant shall send a letter of appeal to the Director of Aviation. The letter shall include the following information:

 - (1) A copy of the Airfield Citation.
 - (2) A copy of any previous written correspondence.
 - (3) Documentation of corrective measures thus far implemented.
 - (4) Remedial action measures that will help ensure that the violation is not repeated.

- c. Tenants may further appeal the decision of the Director of Aviation to the Board of County Commissioners, in writing, within ten (10) working days after receiving the final written decision from the Director of Aviation. Any such appeals shall include the information required above and a copy of the final written decision from the Director of Aviation.

7. Good Faith Efforts

- a. **Self-Reporting:** Self reporting and demonstrated good faith efforts to comply with DOA operational, safety and environmental policies will be considered favorably during any enforcement and appeals process.
- b. **Leaks, Spills, or Discharges:** Generally, the DOA will not initiate formal enforcement action on a self-reported, unavoidable leak, spill, or discharge under the following circumstances:
 - (1) When it is unreasonable to prevent such an occurrence.
 - (2) The leak, spill, or discharge amount is minimal.
 - (3) No substances have entered the storm drains.
 - (4) The leak, spill, or discharge poses no significant or widespread risk to human health or the environment.
 - (5) The report was made promptly.

F. VIOLATIONS ON THE AOA:

First Offense:

Warning and possible Retraining.

No other Penalty, unless the offense creates an imminent danger, then \$100 to \$1,000 per violation, per day.

Second Offense:

Warning and mandatory Retraining.

Penalty may be assessed of \$100 to \$1,000 per violation, per day.

Third Offense:

Penalty may be assessed of \$100 to \$1,000 per violation, per day.

Fourth Offense:

Suspension and/or Termination of Privileges.

Penalty may be assessed of \$100 to \$1,000 per violation, per day.

APPENDIX 1 – NOTICE OF VIOLATION - AIRFIELD CITATION

On the following page.

**CLARK COUNTY DEPARTMENT OF AVIATION
GENERAL AVIATION AIRPORTS**

Notice of Violation

Citation

NAME: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <i>Last</i> <i>First</i> <i>Middle Initial</i> </div>		
ADDRESS: _____		
COMPANY: _____		
DRIVER'S LICENSE: _____ STATE _____ CLASS _____ EXP DATE _____		
DECAL # _____ LICENSE PLATE _____		
MAKE _____ BODY TYPE _____ COLOR _____		
DATE _____ TIME _____ WEATHER CONDITION _____		
LOCATION _____		
REASON FOR ISSUANCE _____ _____		
<u>MOVING VIOLATION</u> <input type="checkbox"/> Failure to Yield to Aircraft/Vehicle <input type="checkbox"/> Speeding _____ mph in Posted _____ Zone <input type="checkbox"/> Other Moving Violation _____		
<u>NON-MOVING VIOLATION</u> <input type="checkbox"/> Parking Violation <input type="checkbox"/> Other Non-Moving Violation _____		
<u>SECURITY VIOLATION</u> <input type="checkbox"/> Permit/Decal Violation <input type="checkbox"/> Other Security Violation _____		
<u>ENVIRONMENT/SAFETY VIOLATION</u> <input type="checkbox"/> Environmental Violation _____ <input type="checkbox"/> Safety Violation _____ <input type="checkbox"/> Identify Faulty Equipment (if applicable) _____ <input type="checkbox"/> Penalty determined by Airport Manager <div style="margin-left: 20px;"> <input type="checkbox"/> 1st Warning <input type="checkbox"/> 2nd Warning <input type="checkbox"/> Monetary Penalty \$ _____ </div> <input type="checkbox"/> Issued to: (signature) _____ <input type="checkbox"/> Supervisor Name/Phone Number _____		
ISSUED BY Name _____ Badge No. _____		

WHITE-Dept of Issuance

PINK-Violator

GOLD-Airport Manager

**DEPARTMENT OF AVIATION
CLARK COUNTY AVIATION SYSTEM**

**OPERATING DIRECTIVES
GENERAL AVIATION AIRPORTS**

Title: Minimum Commercial Standards	Number: GA-01-8
	Effective Date: March 9, 2017
Authority Signature: Rosemary A. Vassiliadis, Director of Aviation	Number of Pages: 1

OPERATING DIRECTIVE GA-01-8: MINIMUM COMMERCIAL STANDARDS

The County may institute Minimum Standards establishing threshold entry criteria for those wishing to provide services to the public at an Airport. These Minimum Standards apply to all Airport tenants, including commercial aviation related Airport users, and non-aviation related commercial enterprises. Those businesses or commercial operator(s) which fail to meet the County's approved Minimum Standards shall not be permitted to lease or operate on an Airport. The approved Minimum Standards are intended to supplement the General Aviation Airports Rules and Regulations, as periodically revised, which have been formally adopted by the Clark County Board of Commissioners in accordance with the Clark County Code.

**DEPARTMENT OF AVIATION
CLARK COUNTY AVIATION SYSTEM**

**OPERATING DIRECTIVES
GENERAL AVIATION AIRPORTS**

Title: Media Access	Number: GA-01-9
	Effective Date: March 9, 2017
Authority Signature: Rosemary A. Vassiliadis, Director of Aviation	Number of Pages: 1

OPERATING DIRECTIVE GA-01-9: MEDIA ACCESS

The Public Affairs office of the Department of Aviation, located at McCarran International Airport, handles Media Relations for all airports within the Clark County system. The DOA Public Affairs 24-hour Media Response Team offers professional assistance to the news media. These media responders are DOA staff members who have received extensive training in airfield operations, security provisions, federal regulations, and providing public comment. These responders also understand the technical and journalistic requirements of effective news coverage. The Public Affairs office may be reached during business hours (0800-1700) at 702/261-5700. Media Responders are available after regular business hours, and on weekends and holidays, by calling 702/261-5125.

A. RESTRICTIONS

As publicly owned facilities, Clark County airports are open to the news media with certain restrictions:

1. As a courtesy, and for security reasons, media should contact the Public Affairs office prior to accessing any General Aviation airport.
2. Media shall be escorted at all times by a Media Responder or the Airport Manager, or designee, when accessing any portion of an Airport.
3. Media vehicles shall park only in areas designated by the Media Responder or the Airport Manager, or designee.
4. Access to leased areas shall be coordinated with both the DOA and its lessee.
5. Access to leased areas shall be subject to the permission of the tenant.

B. INCIDENT ACCESS

In the event of an aircraft incident on airport property, airfield access shall be provided only to fire, medical and police emergency response vehicles.

DEPARTMENT OF AVIATION
CLARK COUNTY AVIATION SYSTEM

OPERATING DIRECTIVES
GENERAL AVIATION AIRPORTS

<u>Title: Self-Fueling</u>	<u>Number: GA-01-10</u>
	<u>Effective Date: March 9, 2017</u>
<u>Authority Signature: Rosemary A. Vassiliadis, Director of Aviation</u>	<u>Number of Pages: 11</u>

OPERATING DIRECTIVE GA-01-10: SELF-FUELING

PURPOSE

These Self-Fueling Operating Directives (“Operating Directives”) govern and shall be incorporated into all Self-Fueling Agreements at Clark County Department of Aviation Airports. These Operating Directives are designed to promote a safe environment for those persons engaged in Self-Fueling activities. The information and requirements defined in these Operating Directives are for the transportation, storage, dispensing of and other handling of all types of aviation fuel. These Operating Directives comply with and have been derived from the authority of FAA Advisory Circular 150/5230-4; FAA Order 5190.6B and other applicable federal, state and local laws, as amended; and standard industry policies including but not limited to National Fire Protection Code 407 (NFPA 407) as modified; the American Society of Testing Materials (ASTM); the American Petroleum Institute (API); the governing Fire Codes of Clark County, City of North Las Vegas, and City of Henderson. All amendments to these documents shall be considered as included in, and all definitions shall be interpreted on the basis and in consideration of, the intentions of these documents.

DEFINITIONS

Agreement means the “Self-Fueling Agreement” entered into between the Clark County Department of Aviation and Aircraft Operators. All Agreements contain and incorporate these Operating Directives.

Agreement Holder means a person or entity that has a signed Agreement with the Clark County Department of Aviation incorporating the Operating Directives.

Airport shall refer to an airport owned and operated by the Clark County Department of Aviation except Las Vegas McCarran International Airport. These are the North Las Vegas, Henderson Executive, Jean and Overton – Perkins Field Airports.

Airport Administration means the Clark County Department of Aviation Director or his or her designee.

County means Clark County, Nevada.

Fueling means the storage, transfer and/or handling of fuel, fuel waste, and byproduct at an Airport.

Fuel Handler means the Agreement Holder or bona fide employee authorized to store, transfer and/or handle fuel at an Airport in quantities greater than one hundred (100) U.S. gallons.

Fuel Storage means fuel storage tank (fixed or mobile), fuel vehicle or other method of storage to be used in Self-Fueling.

Operator means any lessee, licensee, or other person, firm or corporation exercising a right or privilege on the Airport pursuant to an Agreement and including heirs, agents or personal representatives. A Commercial Operator is a business, concession or service (whether for profit, nonprofit, not-for profit, charitable, or tax exempt) that provides goods or services to any person for compensation.

Personnel mean bona fide employees of the Agreement Holder and does not include contractors or agents of Agreement Holder who are not also employees.

Premises mean the leasehold or site occupied by Agreement Holder pursuant to the lease, license or any other agreement approved by and on file with the Clark County Department of Aviation.

Release means any releasing, spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, disposing, or dumping.

Self Fueling means the fueling or servicing of an aircraft by the owner of an aircraft with his or her Personnel and using his or her own equipment and shall have the same definition as used in FAA Order 5190.6B as such Order may be revised from time-to-time.

Self Fueling Co-op is any organization of two (2) or more aircraft owners formed for the purpose of Self-Fueling.

APPLICATION OF OPERATING DIRECTIVES

All Agreement Holders shall comply with all applicable requirements concerning such activities as set forth in these Operating Directives and any amendments thereto. All Agreement Holders are encouraged to exceed the minimum standards contained in these Operating Directives when conducting Self-Fueling activities.

These Operating Directives and any amendments hereto, are deemed to be a part of each Agreement unless any such provisions are amended or modified by the Airport Administration. The omission of any particular standard from the written Agreement shall not constitute a waiver or modification of such standard.

No third party, such as an oil company, may enter the Airport and fuel an Agreement Holder's aircraft.

Self-Fueling Co-Ops are prohibited.

An Agreement Holder or Commercial Operator cannot designate another Commercial Operator as its agent for purposes of Self Fueling. – i.e. Business "A" cannot have Business "B" be an agent of Business "A" for Self-Fueling.

The draining and re-dispensing of the same drained fuel associated with owner-performed maintenance as permitted by FAR Part 43 is not considered a Self-Fueling activity under these Operating Directives.

The Airport Administration may waive or modify any portion of these Operating Directives for the benefit of governmental agency or governmental contractors performing emergency public services, fire protection or fire-fighting operations so long as such waiver or modification does not, in the opinion of the Airport Administration, compromise the safe and efficient use of the Airport. The Airport Administration may accept such documentation as may be issued or acceptable by another governmental entity for determining compliance with these Operating Directives.

STANDARDS

Except as may be prohibited by other provisions of these Operating Directives and any other applicable law, owners of one (1) or more aircraft who desire to conduct Self-Fueling must execute an Agreement from the Airport Administration prior to the performance of any Self-Fueling.

An Agreement Holder may engage in Self Fueling only by the Agreement Holder or its Personnel and only into aircraft and fueling equipment of which the Agreement Holder (a)

owns at least a fractional share; or (b) exclusively leases for its own use for one (1) year or more. An Agreement Holder must notify the Airport Administration of, and provide updated proof-of-ownership documentation, reflecting any changes in status of ownership of any fueling equipment or aircraft within five (5) business days of such transaction.

An Operator desiring to Self-Fuel must maintain a minimum of one (1) ten thousand (10,000) gallon above-ground tank on the Premises meeting all requirements within these Operating Directives, and in accordance with all applicable laws, rules, and regulations of the federal government, the State of Nevada and all other governmental bodies having jurisdiction, including, but not limited to, the regulations of the FAA and the U.S. Department of Transportation. Any alternative arrangements to the above requirement must be set forth in a written contract approved by Airport Administration.

Agreement Holder must engage in Self Fueling only in accordance with all applicable laws, rules, and regulations of the federal government, the State of Nevada, and all other governmental bodies having jurisdiction, including, but not limited to, the regulations of the FAA, the U.S. Department of Transportation, and the Airport Administration.

Agreement Holder or its Personnel must transport and dispense the Agreement Holder's own aviation fuel and any other related fuel products.

Fueling is permitted into Airport Administration-approved aircraft and ground service equipment only. Fueling of non-aviation vehicles is prohibited.

Agreement Holder shall have sole responsibility for maintaining fuel quality standards in all phases of Self Fueling operations.

Unauthorized storage of fuel dispensing equipment is not permitted on Airport property.

Commercial dispensing of fuel products for sale under this Operating Directive is prohibited.

Self-Fueling shall be allowed only after the Agreement Holder and/or its Personnel have successfully completed an FAA-approved fuel handling training course (i.e. NATA Professional Line Service Technician). All qualified Fuel Handlers are required to be recertified every twenty-four (24) consecutive calendar months, and the Agreement Holder must provide written documentation to Airport Administration that refresher training of personnel has been completed. In addition, all Fuel Handlers must complete hands-on fire extinguisher training once every twelve (12) consecutive months.

Any Personnel operating a mobile fuel vehicle must successfully complete mandatory PRC Airfield Driver Training provided by the Airport Administration. Training must be completed before commencement of Self Fueling that utilize the mobile fuel vehicle. Recurrent training must be completed once every twelve (12) consecutive calendar months.

The Agreement is not assignable by the Agreement Holder.

The Agreement Holder shall, at its sole cost and expense, pay any and all taxes, which now or in the future may be assessed against the fuel, Premises, improvements thereto, or otherwise assessed based upon the Agreement.

Nothing contained in the Agreement or this Operating Directive shall be construed as to authorize the granting of an exclusive right. Agreements are non-exclusive and nothing shall prohibit Airport Administration from permitting other users to enter into similar Agreements with the County and the Airport Administration expressly reserves the right to do so.

If any of the terms, rules, regulations or restrictions contained herein are ruled invalid or unenforceable by any court or agency of competent jurisdiction, the remaining terms, rules, regulations or restrictions shall remain in force and effect.

Any rights herein granted to the Agreement Holder are subordinate to any rights of the federal government concerning the County's ownership, management and operation of the Airport including, but not limited to, any rights accruing to the federal government as a condition of federally assisted grant programs accepted by the County.

FUEL SERVICE EQUIPMENT, VEHICLES AND FUEL STORAGE

Prior to the first use of Self Fueling equipment on the Airport, the Agreement Holder must present such equipment for inspection and approval by the Airport Administration, and other federal, state and local regulators, as appropriate. Agreement Holder must only utilize fuel service equipment that has been approved by the Airport Administration. Use of equipment not approved by the Airport Administration will result in immediate revocation of the Agreement.

Agreement Holder must, at its own expense, maintain and keep its fuel service equipment in a safe, serviceable and non-leaking operating condition.

Agreement Holder must give the Airport Administration and other regulating agencies access to Self-Fueling equipment on the Airport for the purpose of inspecting the equipment. Fuel storage and dispensing records shall be subject to

inspection by the Airport Administration, with or without notice. Such inspections may include but not be limited to taking meter readings, reviewing and inspecting fuel storage records, fueling apparatus, training records, emergency equipment, and any and all material for safe fuel handling.

Airport Administration shall require Agreement Holder to take immediate corrective action whenever the Airport Administration becomes aware of any non-compliance with these Operating Directives or the Agreement or any other applicable fueling standards. Agreement Holder must undertake such corrective action immediately upon notice thereof. The Agreement Holder must cease Self-Fueling operations until any equipment malfunction or other discrepancy so noted is corrected to the satisfaction of the Airport Administration.

All Self-Fueling equipment must be metered with approved dispensing meters. Meters must be calibrated annually and sealed in accordance with State of Nevada requirements.

Fuel Storage and all Self-Fueling equipment must meet all applicable local, state and federal laws, rules, regulations and policies, including but not limited to NFPA, DOT, County, state and federal rules and laws, and meet current industry standards.

Airport Administration has the right to request, in writing, all documentation evidencing compliance with the standards and regulations. Failure of the Agreement Holder to provide such documentation within five (5) business days, of the request from Airport Administration, shall be deemed a material violation of these Operating Directives and shall subject the Agreement Holder to immediate termination of the Agreement.

All mobile fuel vehicles and Fuel Storage vehicles must operate within designated areas or routes as specified and approved by the Airport Administration. Failure to comply with these routes or areas of operation may result in suspension or revocation of the Agreement.

All mobile fuel vehicles must be stored within a leased Premises approved by the Airport Administration and with proper secondary containment measures employed to prevent and/or reduce any fuel or other materials from Release upon the Airport or from entering the storm water system.

AIRCRAFT AND SELF-FUELING EQUIPMENT OWNERSHIP

The aircraft being fueled, and all fuel vehicles and other equipment used to fuel said aircraft, must be owned by the Agreement Holder or leased exclusively to the Agreement

Holder. The only exception to this provision is that a fractionally owned aircraft can be Self-Fueled by any of the fractional owners who is also an Agreement Holder.

Documentation to prove ownership of aircraft and fuel storage equipment and vehicles must be submitted with the application for an Agreement and kept current for the duration of the Agreement.

FUEL DISPENSING

Self-Fueling operations are restricted to the Agreement Holder's Premises in accordance with established fuel service rules, regulations and policies as contained in the Agreement. If an Agreement Holder's rights to, and use of, the Premises is through a sub tenancy agreement or other similar arrangement, the Agreement Holder must provide Airport Administration with written approval of the proposed Self-Fueling operations from the tenant.

Self-Fueling shall only occur in an approved area within the Premises, on a paved surface, and not within twenty- five (25) feet of a hangar or other covered structure.

Positive control of fuel flow must be maintained at all times. Operations pouring fuel over-wing are not permitted. Prior to making any fueling connection to an aircraft, the fueling equipment must be bonded to the aircraft by use of cable, thus providing a conductive path to equalize the static potential between the fueling equipment and the aircraft. The bond must be maintained until fueling connections have been removed.

When fueling over-wing, the nozzle must be bonded with a nozzle bond cable having a clip or plug to a metallic component of the aircraft that is mechanically connected to the tanker filler port. The bond connection must be made before the filler cap is removed. If there is no plug receptacle or means for attaching a clip, personnel must touch the filler cap with the nozzle spout before removing the cap, in order to equalize the static potential between the nozzle and the filler port. The spout must be kept in constant contact with the filler neck until fueling is completed.

Cell phones, radios, transmitters, receivers, or any other electronic devices must be completely disabled during fueling operations. All radio equipment must be safe and in compliance with all FAA requirements.

In over-wing fueling operations, the dead man control device must be located on the nozzle. Hold-open devices are prohibited for all fueling equipment.

Equipment used for performing fueling functions must not be positioned within a ten (10) foot radius of aircraft fuel system vent openings. During over-wing aircraft fuel servicing, where aircraft fuel system vents are located on the upper wing surface, equipment must not be positioned under the trailing edge of the wing.

Open flames within one hundred (100) feet of any fuel servicing operation or fueling equipment are prohibited. This shall include but not be limited to the following:

- Lighted cigarettes, cigars or pipes
- Heaters
- Heat-producing, welding or cutting devices and blowtorches
- Open flame lights.

No aircraft shall be fueled while its engine is running.

All fuel Releases must be reported to the Airport Administration and Fire Department in accordance with the Agreement, so any such Release can be documented and mitigated in a safe and expeditious manner.

Agreement Holder must have fuel release containment materials available prior to any fueling operation.

Airport Administration may suspend fueling operations for safety reasons in a manner and for such duration as Airport Administration determines is necessary at its sole discretion. Agreement Holder must suspend fueling operations with or without direction from Airport Administration when lightning is observed within five (5) miles of the Airport or when any other unsafe condition exists.

Agreement Holder has sole responsibility for maintaining fuel service and fuel storage equipment and aviation fuel quality control standards in all phases of fuel dispensing operations. Agreement Holder must submit and keep on file with the Airport Administration an up-to-date copy of its aviation fuel quality control and fuel service training programs. Agreement Holder must notify the Airport Administration of any changes to its fuel service and fuel storage equipment and aviation fuel quality control standards within ten (10) business days.

APPLICATION DENIAL & APPEAL

The Airport Administration may deny any application for an Agreement and refuse to enter into any Agreement if it is determined that the applicant does not meet the qualifications and standards set forth in these Operating Directives. An application may be denied if the applicant's proposed Self-Fueling activities are reasonably determined by the

Airport Administration to conflict with the County's responsibility to provide safe, secure and effective Airport operations, including but not limited to, the following:

The proposed activities may create a safety hazard at the Airport;

The activities would require the County to expend funds, or to supply labor or materials as a result of the applicant's activities;

The proposed activities are likely to result in an undue interference with Airport operations;

The applicant occupies the Premises as a subtenant, and the lessee for the Premises (or any successor to the lessee) fails or refuses to provide written consent for the applicant's Self-Fueling;

The applicant or any of its subsidiaries, affiliates or principals have knowingly made any false or misleading statements in the course of applying for the Agreement or any previously sought agreement;

The applicant or any of its subsidiaries, affiliates or principals has a prior record of violating, including but not limited to, federal, state or local laws, these Operating Directives, or FAA regulations;

The applicant or any of its subsidiaries, affiliates or principals have a history in the prior twenty-four (24) months of failing to make timely payments to the County;

The applicant has not submitted or is unable to submit appropriate documentation supporting the proposed activity;

The applicant is currently, or has been within the last twelve (12) months, in default of any other permit, license, or agreement with the County for any reason.

APPLICATION DENIAL APPEAL

The applicant has an opportunity to appeal the denial of an application by the Airport Administration subject to the following provisions:

The applicant must provide written notice of appeal to the Airport Administration within five (5) business days of said denial;

The notice of appeal will be forwarded to the Airport Administration for review;

A meeting will be scheduled within ten (10) business days of receipt of the notice of appeal. Prior to such meeting, the applicant may provide any additional information and/or documentation it believes supports its position as to why the denial of the application should be reversed;

Airport Administration shall determine whether or not the denial of an application shall remain in place or be reversed or otherwise modified. The decision of the Airport Administration shall be final.

TERMS OF AGREEMENT

To the extent of any inconsistency or conflict between the terms and conditions of these Operating Directives and the terms and conditions of the Agreement, the more stringent or restrictive terms and conditions shall control.

RECORDS AND AUDITING

Agreement Holder must provide copies of all tests and reports required by federal, state, County and local laws, monthly fuel inventory reconciliation reports listing the type and amount of fuel received, and monthly Self Fuel Into Plane Flowage Reports.

Agreement Holder must, in accordance with these Operating Directives, keep true and accurate records which must be made available to the County for audit within five (5) business days after the County's written request for production of said records. Records must be retained for a minimum period of five (5) years from the date of the last County audit. The Airport Administration has the right at reasonable times and during business hours to inspect and examine Agreement Holder's records related to the Agreement.

In the event a discrepancy is determined to exist for the period of an audit, Airport Administration shall allow Agreement Holder ten (10) business days to review the County's audit findings and provide comments to the County.

After considering all comments received, if the Airport Administration still finds that a discrepancy exists, Agreement Holder must promptly pay the cost of the audit. "Discrepancy" means that the audited fees exceed the reported fees by two percent (2%) or more. The amount of any such deficiency established by the audit shall be conclusive and binding upon the parties and must be paid by Agreement Holder no later than ten (10) business days from the date a bill is received by Agreement Holder. Should the audit reveal that Agreement Holder has overpaid the fees due by two percent (2%) or more, the County must promptly refund to Agreement Holder the amount overpaid.