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Airport Rules & Regulations



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Airport and Ferry Division

July 2017

1 **Table of Contents**

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4 *This document is arranged in the order of a typical pilot operating handbook.*

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1 **Section I – Checklist**

2
3 Welcome to the Pierce County Airports. We value your use of these special and unique aviation
4 facilities. Please enjoy yourself and have a safe time by following these airport rules and
5 regulations.

6
7 Safety first, always!

8 Access Gates:

- 9 • Protect the Airport and your access card.
- 10 • No piggybacking entries.

11 Vehicles:

- 12 • Speed limit 10 MPH.

13 Pilots:

- 14 • Use the radio effectively.
- 15 • Know what’s behind you at high power settings.
- 16 • Fly friendly. Be a good neighbor. The area surrounding the Airport is noise sensitive.
 - 17 a. PLU Noise Sensitive Areas: See Map Page 14
 - 18 b. TIW Noise Sensitive Areas: See Map Page 15
 - 19 c. TIW Noise Abatement Procedures: See Map Page 16

20 Tenants (County and private):

- 21 • Hangars must primarily serve an aeronautical purpose.

22 Commercial/Business Activities:

- 23 • The conduct of commercial and business activities on the Airport is subject to specific
24 additional operating constraints, terms, and conditions.

25 Animals:

- 26 • Keep them leashed at all times.
- 27 • Leave no solid waste.

28 Prohibitions:

- 29 • No open fires.
- 30 • No fireworks.
- 31 • No dumping/disposing of hazardous materials or refuse.
- 32 • No damaging/defacing property.
- 33 • Use of hangars/storage facilities without primarily serving an aeronautical purpose is
34 prohibited.

35 Emergencies:

- 36 • Call 911.
- 37 • Contact Airport Operations
 - 38 a. PLU: (253) 841-3779
 - 39 b. TIW: (253) 798-8550
 - 40 c. After Hours: (253) 798-6000



Section II – General Description and Operating Details

Purpose:

These Airport Rules and Regulations (AR&R) are designed to protect the public health, safety, interest, and welfare on both Pierce County Airport-Thun Field and the Tacoma Narrows Airport (Airport) and to restrict (or prevent) any activity or action that would interfere with the safe, orderly, and efficient use of the Airport by its operators, lessees, consumers, and users.

Applicability:

- All AR&R apply to both Pierce County (County) Airports unless otherwise specified.
- Entry upon or use of the Airport by any Entity – whether by land or by air – shall be deemed to constitute an agreement by such Entity to fully comply with these AR&R.
- The current AR&R, as approved by the Pierce County Council, are controlling, not the AR&R that were in effect at the time a lease or other user agreement was signed.

Authority:

The Pierce County Planning and Public Works Director, or designee, (individually and collectively referred to in these AR&R as Director) is responsible for the operation, management, maintenance, and security of the Airport and all County-owned and/or operated facilities, vehicles, and equipment.

Limits of Authority:

These AR&R shall not, in whole or in part, supersede, abrogate, or invalidate existing leases, County ordinances, or regulations/guidance set forth by the Federal Aviation Administration (FAA).

Amendments:

These AR&R may be supplemented, amended, or modified by the Director from time to time and in such a manner and to such extent deemed appropriate, but shall not be effective until ratified by the Pierce County Council.

Enforcement and Violations:

- The Director and the Pierce County Sheriff's Department are empowered to require compliance with the AR&R.
- Any Entity who violates any of these AR&R – or any other rule, regulation, notice, memorandum, order, or directive issued by or caused to be issued by the Director and/or the Pierce County Sheriff's Department – may be cited and/or removed from the Airport and/or denied the use of the Airport.

Commercial Activity:

- Commercial activity means the use of the Airport, or any portion thereof, or any of its improvements or facilities for the conduct of any aspect of a business, concession, or service that provides goods or services for compensation or barter.
- No person or entity shall conduct commercial activity on the Airport unless they have a valid lease or written agreement authorizing such activity has been entered into by the person/entity and the Director.



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- Mobile Service Providers (MSPs) are persons or entities that provide commercial aeronautical services, but do not operate out of owned or leased property on the airport.
- No repair, maintenance, servicing, or modification – beyond those tasks authorized to be performed by the owner/operator of the aircraft – will be performed on the Airport, unless:
 - the Airport facility, hangar, building, or tie-down being used is specifically approved for such purpose and authorized in the tenant lease, and
 - the individual performing the activity is employed by a company authorized by the Director to conduct such business, or
 - the individual performing the activity is a regular employee of the Airport tenant owning/leasing/operating the aircraft.

Security Requirements:

Tenants and pilots are responsible for the security of aircraft and other private property entrusted to their care on their Airport-leased areas of responsibility.



Section III – Emergency Procedures

Accidents or Incidents:

- Accidents or incidents resulting in damage to property or injury requiring medical treatment shall be reported in person or by telephone as soon as possible to the appropriate authorities, the Director, and the National Transportation Safety Board, if applicable.
- Witnesses to an accident or incident shall remain on the scene until released by the appropriate authorities.
- Disabled aircraft are the responsibility of the aircraft owner. However, the Director has the power, authority, and option to direct removal or relocation of a disabled aircraft.

Hazardous Materials:

- In the event of any accidental spillage, spill kits and instructions are located at all fuel servicing locations.
- Any accidental spillage of a hazardous material will be immediately reported to the Director.
- Should a spill occur, servicing shall immediately cease.
- Any person who experiences overflowing or spilling of oil, grease, fuel, or a similar material or substance anywhere on the Airport is responsible for the immediate cleanup of the spill, and proper disposal of the substance.
- Failure to clean the area and properly dispose of the substance may result in the Director providing cleanup and disposal at the expense of the responsible party.
- All empty oil, paint, and varnish cans, bottles, or other containers (with exception of those containers that can be safely and appropriately re-used or recycled) shall be removed from the Airport in a timely manner.



1 **Section IV – Operating Limitations**

2
3 General Conduct:

- 4 • No person shall use or otherwise conduct himself upon any portion of the Airport in any
5 manner contrary to these AR&R or the posted or otherwise visually indicated directives
6 applicable to that area.
- 7 • Smoking or carrying lighted cigars, cigarettes, or pipes in any Airport building, in the
8 Airport operations area, and in areas designated as "No Smoking" is prohibited.
- 9 • No person shall illegally use, possess, sell, or distribute controlled substances on the
10 Airport.
- 11 • No person shall be intoxicated; commit any disorderly, obscene, lewd, indecent, or
12 unlawful act; or commit any act of nuisance (including the use of offensive, abusive, or
13 threatening language) on the Airport.
- 14 • No person shall engage in, conduct, aid in, or abet any form of gambling on the Airport
15 except by those entities and during such events authorized by the Director.

16
17 Access Gates, Hangar/Building Security, and Locks:

- 18 • The South gate (Water Tower gate) at Tacoma Narrows Airport shall be open to public
19 entry on weekdays during normal business hours, Monday through Friday. Outside of
20 these times and days, access to this gate shall be secure access only by use of an access
21 code or card.
- 22 • The North and South gates at Thun Field shall be open to public entry seven days per
23 week between the hours of 8:00 a.m. and 7:00 p.m. from May 1st to September 30th and
24 the hours of 8:00 a.m. to 6:00 p.m. from October 1st to April 30th. Outside of these
25 times, access to these gates shall be secure access only by use of an access code or card.
- 26 • Persons who have been provided either a code or device for the purpose of obtaining
27 access to the Airport shall abide by the written agreement and procedures in effect for the
28 use of a code or device. In addition, all such persons shall use only Airport-issued
29 codes/devices and shall not divulge, duplicate, or otherwise distribute the same to any
30 other person, unless approved by the Director.
- 31 • Entering the Airport through a controlled access gate must be done one vehicle at a time.
32 No entry tailgating or piggybacking behind another entering vehicle.
- 33 • Tampering with, interfering with, or disabling the lock, or closing mechanism, or
34 breaching any other securing device at the Airport is prohibited.
- 35 • The Director shall have the authority to implement additional access restrictions on a
36 temporary basis when necessary for special events, emergencies, or similar unique
37 circumstances; provided that any such restrictions which would exceed 15 days in
38 duration must be approved by the Council.



1 Animals:

- 2 • Domestic pets and animals, except guide dogs, are not permitted on the Airport unless:
 - 3 ○ Destined for flight or air transport, and
 - 4 ○ Restrained by a leash or container, and
 - 5 ○ Under control at all times.
- 6 • The individual controlling the animal is responsible for removing its feces from Airport
- 7 surfaces and for depositing them in appropriate receptacles.
- 8 • No person except those authorized by the Director shall hunt, pursue, trap, catch, injure,
- 9 or kill any bird or animal on the Airport.

10
11 Use of Hangars/Storage Facilities:

- 12 • Use of hangars/storage facilities without primarily serving an aeronautical purpose is
- 13 prohibited.
- 14 • Storage of non-aviation property or equipment must be provided for by a specific lease or
- 15 other contractual agreement with Pierce County.
- 16 • Hangars/storage facilities will not be used as an airport residence or to create living
- 17 quarters of any kind.
- 18 • Additional information on this topic can be found below in the section labeled Non-
- 19 Aeronautical Use of Airport Facilities.

20
21 Aircraft Operations:

- 22 • A qualified pilot or mechanic must be in the cockpit and at the controls of the aircraft
- 23 when an aircraft engine is operating.
- 24 • Operating an aircraft engine inside a hangar is prohibited.

25
26 Fueling Operations:

- 27 • No aircraft shall be fueled while its engine is running.
- 28 • No aircraft shall be fueled unless the aircraft is positively grounded at all times.
- 29 • No aircraft shall be fueled or defueled in a hangar.
- 30 • No occupants are permitted inside an aircraft being fueled.
- 31 • Radios and electrical apparatus shall be off during fueling and defueling operations.

32
33 Vehicle Operations:

- 34 • Owners and operators of all vehicles on the Airport shall comply with the “FAA Guide to
- 35 Operations – A Comprehensive Guide to Safe Driving on the Airport Surface.” This FAA
- 36 Pamphlet, TC11-0020, is available for review in the Airport office and is also available
- 37 for review or download on the FAA website.
- 38 • Owners and operators of all vehicles on the Airport shall comply with the laws of
- 39 Washington State.
- 40 • The Director has the right to tow, remove, or otherwise relocate any vehicle for reasons
- 41 of safety, security, abandonment, or police investigation.
- 42 • The speed limit on the Airport is ten miles per hour (10 MPH).
- 43 • Aircraft have the right-of-way over vehicles.
- 44 • Vehicle drivers will not operate vehicles on the Airport’s movement areas unless
- 45 authorized by the Director.



1 Other:

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- Washing of aircraft is prohibited wherever specifically designated. Areas designated as unsuitable for plane washing ensure that contaminants are not introduced into the Airport stormwater system.
 - Written advertisements, signs, circulars, and/or handbills may be posted/distributed only in designated areas with the prior permission of the Director.



1 **Non-Aeronautical Use of Airport Facilities (NAU)**

2
3 *NAU – Acknowledgment of Federal Policy*

- 4 • Pierce County is an airport operator that accepts federal airport grants and has agreed to
5 the conditions and assurances of those grant agreements.
6
- 7 • These assurances include an obligation to use hangars and other designated aeronautical
8 facilities on the airport for aeronautical uses.
9

10 *NAU – Statement of Intent and Motivation*

- 11 • Pierce County intends, and the Director is motivated, to remain eligible to receive federal
12 airport grants.
13

14 *NAU – Adoption by Reference*

- 15 • The Director has, with ratification from the Pierce County Council, adopted by reference
16 the Federal Aviation Administration (FAA) Policy on the Use of Aeronautical Land and
17 Facilities as published in the Federal Register on June 15, 2016. (Federal Register,
18 Volume 81, No. 115, pages 38910 and 38911.) see:
19 <https://www.federalregister.gov/d/2016-14133/page-38910>
20
- 21 • As further described below and in the FAA policy, except when the Federal Aviation
22 Administration has approved a non-aeronautical use, non-aeronautical uses are prohibited
23 at the Tacoma Narrows Airport and Pierce County Airport-Thun Field. This applies to
24 county-owned hangars, privately-owned hangars built while holding a ground-lease, and
25 other lands and facilities designated for aeronautical use in the currently approved Airport
26 Layout Plan applicable to each airport.
27

28 *NAU – Applicability to all Areas not Specifically Approved for Non-Aviation Use*

- 29 • Quoting from the FAA policy: “This policy applies to all aircraft storage areas or
30 facilities on a federally obligated airport unless designated for non-aeronautical use on an
31 approved Airport Layout Plan or otherwise approved for non-aviation use by the FAA.
32 This policy generally refers to the use of hangars since they are the type of aeronautical
33 facility most often involved in issues of non-aviation use, *but the policy also applies to*
34 *other structures on areas of an airport designated for aeronautical use.* This policy
35 applies to all users of aircraft hangars, including airport sponsors, municipalities, and
36 other public entities, regardless of whether a user is an owner or lessee of the hangar.”
37 [emphasis added] see: <https://www.federalregister.gov/d/2016-14133/p-72>
38

39 *NAU – FAA Approval for Non-Aeronautical Use of Airport Facilities*

- 40 • The Director may request FAA approval for non-aeronautical use of airport facilities. The
41 FAA has designated three pathways for Pierce County to follow to be considered to have
42 approval for a non-aeronautical use:
43 1. FAA advance approval of an interim use: Where hangars are unoccupied and there is
44 no current aviation demand for hangar space, the Director may request that the FAA
45 Office of Airports approve an interim use of a hangar for non-aeronautical purposes
46 for a period of 3 to 5 years, contingent on: (a) Pierce County agreeing to lease terms
47 that allow the hangars to be recovered on a 30 days’ notice for aeronautical purposes;



1 and (b) Pierce County recovering from any tenant or ground-lease holder approved
2 for non-aeronautical use, fair market rental fees for the non-aeronautical use of the
3 airport property.

- 4 2. FAA approval of a month-to-month leasing plan: When there is no current aviation
5 demand for vacant hangars, the Director may request FAA approval of a leasing plan
6 for the lease of vacant hangars for non-aeronautical use on a month-to-month basis.
7 The plan must provide for leases that include an enforceable provision that the tenant
8 will vacate the hangar on a 30-day notice. Once the plan is approved, the sponsor may
9 lease vacant hangars on a 30-day notice basis without further FAA approval. If Pierce
10 County receives a request for aeronautical use of the hangar and no other suitable
11 hangar space is available, the sponsor will notify the month-to-month tenant that it
12 must vacate.
- 13 3. Other cases: Any other non-aeronautical use of a designated aeronautical facility or
14 parcel of airport land requires advance written approval from the FAA Office of
15 Airports.

16
17 *NAU – Documentation and Enforcement by Pierce County*

- 18 • The Director shall compile and maintain the following:
- 19 1. An inventory of aeronautical and non-aeronautical land/uses for each airport.
 - 20 2. Information on vacancy rates.
 - 21 3. Procedures for accepting new requests for non-aeronautical use.
 - 22 4. Documented assurance, in the form of leases published or otherwise available for
23 public inspection, that facilities can be returned to aeronautical use with 30 days’
24 notice when there is renewed aeronautical demand for hangar space.
 - 25 5. Documented assurance, in the form of leases published or otherwise available for
26 public inspection, that Pierce County is properly charging non-aeronautical fair
27 market rental fees for the non-aeronautical use of airport property.
- 28
- 29 • To enforce this policy and maintain eligibility for FAA grants, the Director maintains the
30 right to conduct periodic inspections of county-owned hangars, privately-owned hangars
31 built while holding a ground-lease, and other lands and facilities designated for
32 aeronautical use in the currently approved Airport Layout Plan. Such inspections will be
33 conducted annually, with additional inspections scheduled as necessary to ensure
34 continued compliance and eligibility.

35
36 *NAU – Additional Information*

- 37 • Notice of Final Policy published on June 15, 2016 (Federal Register, Volume 81, No.
38 115, pages 38906 to 38911) includes Background Information and a Discussion of
39 Comments in addition to the Policy published on federal government websites:
40 <https://www.federalregister.gov/d/2016-14133/p-1>
41 <https://www.gpo.gov/fdsys/pkg/FR-2016-06-15/pdf/2016-14133.pdf>
42
- 43 • Frequently Asked Questions published on the FAA website:
44 https://www.faa.gov/airports/airport_compliance/hangar_use/
45
- 46 • FAA Order 5190-6B (Airport Compliance Manual) published on the FAA website:
47 https://www.faa.gov/airports/resources/publications/orders/compliance_5190_6/
48



1 **Section V – Care of the Airport**

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3 Abandoned or Derelict Property:

- 4 • Property shall not be abandoned on the Airport.
- 5 • Property unclaimed by the proper owner within 90 days may be turned over to the finders
6 thereof or otherwise legally disposed of.
- 7 • Property to which the owner or finder is not entitled to lawful possession shall be
8 disposed of by the Director in accordance with the provisions of federal, state, and/or
9 local laws.
- 10 • The Airport shall be entitled to reimbursement for all charges and expenses incurred for
11 the storage (and/or disposal) of said Property and may retain possession of the Property
12 until such charges and expenses are paid.
- 13 • Derelict/non-flyable aircraft must be parked as directed by the Director or removed from
14 the Airport.

15

16 Environmental Cleanup:

- 17 • Should the Director determine that the responsible party is not capable of, has not, or
18 refuses to take the appropriate action in a timely manner to mitigate an adverse
19 environmental incident, the Director may take action and/or employ those services
20 determined appropriate to control and/or clean up the site. The cost of such actions or
21 services shall be borne by the responsible party.

22

23 Waste Containers and Disposal:

- 24 • All airport tenants, users, or visitors shall dispose of all waste in the appropriate waste
25 containers.
 - 26 • No petroleum products, industrial waste matter, batteries, or other hazardous materials
27 shall be dumped or otherwise disposed of except in accordance with local, county, state,
28 and federal law. Any hazardous waste or construction material shall be the responsibility
29 of the originator under all applicable law and removed from Airport property.
 - 30 • The waste and recycle containers provided by the Airport shall not be used to dump any
31 construction material or debris. Airport users and tenants shall not bring onto Airport
32 property any off-airport waste with the intention of using Airport containers.
- 33



Section VI – Operational Data/Performance

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The following pages of this section include the following:

- Map of PLU Noise Sensitive Areas
- Map of TIW Noise Sensitive Areas
- Map of TIW Noise Abatement Procedures



Noise Sensitive Areas – Pierce County Airport-Thun Field



Fly Friendly – Be a Good Neighbor!

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Noise Sensitive Areas – Tacoma Narrows Airport



Fly Friendly – Be a Good Neighbor!

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Noise Abatement Procedures – Tacoma Narrows Airport



Fly Friendly – Be a Good Neighbor!



Section VII - Supplementary Data

Specialized Aeronautical Activities:

Specialized aeronautical activities include:

- Ultralight aircraft
 - In general, due to the volume and mix of Airport traffic, operation of ultralight aircraft at the Airport is strongly discouraged.
 - The Director may designate specific operating hours as well as specific runways, taxiways, or other suitable paved or prepared surfaces for occasional ultralight activity.
- Hot air balloon operations (both tethered and free flight)
- Parachute landing zone

Use of the Airport for hot air balloon operations or a parachute landing zone must be approved by the Director.

Special Events:

Special Events are Airport events other than normal or routine Airport traffic. Special events include but are not limited to the following:

- Air shows
- Hot air balloon festivals
- Air races
- War bird shows
- Fly-in meets
- Parachute team demonstrations

All special events require written authorization and shall abide by all required County regulations and permit/use fees. The Director shall be consulted if there is doubt regarding what constitutes a special event.

Granting authorization to conduct a special event does not eliminate the necessity of obtaining required permits from other County departments, other agencies, and/or the FAA.

The special event sponsor will be required to obtain liability insurance satisfactory to County Risk Management. The insurance policy will identify Pierce County as a "named insured" for the event.

The special event must accommodate the normal ingress and egress of vehicles for users and business activities conducted at the Airport.

Any airside or landside closures must be coordinated in advance and approved in writing by the Director.

Special events involving aerial activities that are not of a routine nature for the Airport will require the designation and approval of an "air boss" who is experienced in directing and controlling the aerial activities planned for the event. The person designated as "air boss" must be approved by the Director. The event sponsor is responsible for the issuance of all applicable NOTAMs.

