



**COTTONWOOD MUNICIPAL AIRPORT
P-52
COTTONWOOD, ARIZONA**

OPERATIONS AND PROCEDURES MANUAL

April, 2008



SECURITY ADVISORY

The FAA is seeking cooperation in helping safeguard the National Air Transportation System which includes the City of Cottonwood Municipal Airport.

The vigilance of the Airport users is one of the most prevalent methods of enhancing security.

All users of the Airport should be continually vigilant and on the look-out for:

Aircraft with unusual or unauthorized modifications.

Persons loitering in the vicinity of parked aircraft.

Pilots who appear under the control of other persons.

Persons wishing to obtain aircraft without credentials.

Or in general anything that does not look right.

It is the responsibility of all users of the Airport to report all suspicious activity to the Airport Manager or the Cottonwood Police depending on availability and/or the perceived threat level. Don't try to be a hero.

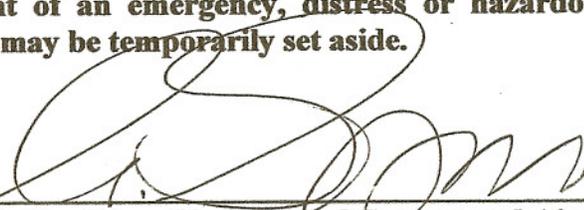
AUTHORITY:

The Cottonwood City Airport Operations and Procedures Manual set forth herein was developed pursuant to and under the authority of Cottonwood City Ordinance 505. That ordinance directs the Cottonwood Airport Commission as follows:

Section 2.96.070 Duties. "A. To develop an operations and procedures manual for the airport;"

In the event of an emergency, distress or hazardous situation, any provision of these procedures may be temporarily set aside.

Signed: _____


Aleck Gradijan, Chairman of Cottonwood Airport Commission

Date: _____

APRIL 22, 2008

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CHAPTER I - GENERAL PROVISIONS

§ 1.1 DEFINITIONS

As used herein, unless the context clearly indicates otherwise, the following definitions shall apply:

“ACCIDENT” excluding Aircraft Accident as defined herein, means an unintended event which results in personal injury, property damage or death.

“AIRCRAFT” means a device that is used or intended to be used for flight in the air.

“AIRCRAFT ACCIDENT” means an occurrence associated with the operation of an aircraft that takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. An “incident” is an occurrence other than an aircraft accident that may affect the safety of operations.

“AIRCRAFT MOVEMENT AREA” means all areas that aircraft maneuver on the ground except the taxiway and runway.

“AIRMAN” means a pilot, mechanic, member of the crew, or an individual who is directly in charge of the inspection, maintenance or repair of aircraft or associated accessories.

“AIRPORT” means the area comprising the Cottonwood Municipal Airport within the seven (7) foot security fence and including the parachute drop zone.

“AIRPORT APRON” means that portion of the Airport Operations Area that is used for aircraft parking (tie-down), hangars and the associated aircraft movement areas.

“AIRPORT COMMISSION” means a body created by City Council and charged with the responsibility of conducting certain affairs as set forth in Ordinance 505 of the City of Cottonwood, Arizona.

“AIRPORT MANAGER” means the manager of the Airport or his/her designee.

“AIRPORT OPERATIONS AREA” means that portion of the Airport designated and used for landing, taking off, or surface maneuvering of aircraft, which is a restricted and secure area on the Airport property designed to protect all aspects related to aircraft operations.

“BASED AIRCRAFT” means any aircraft that uses Cottonwood Municipal Airport as a center of operations for 10 consecutive calendar days or more.

“CITY” means Cottonwood, Arizona.

“COUNCIL” means the City Council of Cottonwood, Arizona.

“CTAF” means a radio frequency named Common Traffic Advisory Frequency. The CTAF frequency for P-52 is 122.700 MHz.

“DISABLED AIRCRAFT” means an aircraft that is unairworthy as defined by FARs or as determined by visual inspection by the Airport Manager. Disabled aircraft include, but are not limited to, aircraft missing exterior parts or not properly attached parts, flat tires and an abandoned or neglected appearance.

“ENGINE RUN-UP” means the operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of the aircraft.

“FAA” means the Federal Aviation Administration.

“FAR” means Federal Aviation Regulations as published by the FAA.

“FIRE CHIEF” means the Fire Chief of Cottonwood, Arizona or his/her designee.

“FIXED BASE OPERATOR” (FBO) means a person or entity who has an agreement with the City to operate as a commercial general aviation concessionaire at the Airport.

“FUEL STORAGE AREA” means the area and facilities where gasoline, Jet-A, and other types of fuel are stored.

“GENERAL AVIATION” means all categories and types of aviation/aircraft in the U.S. except for certified air carriers (under FAR Part 121) and Department of Defense military aviation/aircraft.

“HANGAR” means any fully enclosed storage space for an aircraft.

“HAZARDOUS MATERIAL” means a substance or material in a quantity or form that may pose an unreasonable risk to health, safety or property when stored, transported or used in commerce as defined by the U.S. Department of Transportation or the Environmental Protection Agency.

“MASTER PLAN” means the latest version of the Airport Master Plan which includes the official concept of the ultimate development of the Airport.

“NOTAM” means Notice to Airmen as issued by a representative of the FAA.

“OPERATIONS AND PROCEDURES MANUAL” refers to the provisions set forth herein.

“OPERATOR” means the person in charge of operating the aircraft.

“OWNER” means the registered or legal owner of an aircraft according to the records of the FAA or by the appropriate governmental agency for aircraft registered in a foreign country.

“PEDESTRIAN” means any person afoot or in a wheelchair.

“PILOT” means any individual holding a valid airman’s certificate issued by an appropriate agency with privileges to operate an aircraft.

“RESTRICTED AREA” means the portion of the Airport not intended for use by the general public as posted by the City.

“RULES AND REGULATIONS” means items promulgated by City Council as described in Section 2.96.080 of Cottonwood City Ordinance 505, said rules and regulations being applicable only to airport facilities and may include penalties for violation.

“RUNWAY” means an area of the Airport developed and improved for the purpose of accommodating the landing and take-off of aircraft.

“TAXIWAY” means an area of the Airport developed and improved for the purpose of maneuvering aircraft on the ground between runways and aprons and between other parts of the Airport.

“TENANT” means a person having a written lease, storage permit or other agreement with the City granting that person a possessory interest in Airport property.

“TRANSIENT AIRCRAFT” means any aircraft that is not a Based Aircraft.

“UNICOM” means a nongovernment air/ground radio communication station which may provide airport information at public use airports. The UNICOM frequency for P-52 is 122.700 MHz.

“VEHICLE” means a device upon which any person or property is or may be propelled on the ground including, but is not limited to, automobiles, motorcycles, trucks, off-road vehicles, tractors, bicycles, buses, trailers and aircraft tugs. Wheelchairs are excluded from this definition.

“VEHICLE PARKING AREAS” means those areas that are exclusive of aircraft movement areas.

CHAPTER II – AIRCRAFT OPERATIONS

§ 2.1

GENERAL

A. Operations and Procedures

No person shall conduct any aircraft operation to, from or over the Airport except in compliance with all FAA regulations and the applicable provisions of Arizona Revised Statutes supplemented by the operations and procedures set forth herein.

B. Use of Airport Apron Area Restricted

1. Only persons authorized by the Airport Manager or the FBO, with their guests shall be permitted to enter the Airport apron area.
2. Persons authorized under the provisions of Section 2.1.B.1. above shall be responsible for monitoring and supervising the actions of their passengers and/or guests to assure that they comply with the provisions of this Operations and Procedures Manual.
3. All persons under the age of 14 shall be under continual and constant supervision of an adult.
4. All animals shall be confined or on a leash.

§ 2.2

AIRCRAFT ON GROUND

A. Parking/Storage Permit Required

With the exception of the transient parking area, parked aircraft shall be required to obtain a storage permit from the Airport Manager and pay the fee to the City.

B. Parking in Designated Areas

Aircraft shall be parked in designated areas unless given written permission by the Airport Manager who may authorize such parking as a temporary measure or as an interim measure pending the execution of a storage permit.

C. Parking on Taxiway Areas Prohibited

Taxiway areas shall be maintained open for taxiing aircraft at all times and no aircraft shall be parked in such taxiway areas or left unattended in such a manner as to interfere with the free flow of traffic.

D. Unattended Aircraft

No aircraft shall be left unattended on the Airport unless properly secured in a tie-down area or within a hangar.

E. Run-up of Aircraft Engines

Except as required for preparation for aircraft take-off, run up of engines shall be prohibited between the hours of 10:00 PM and 6:00 AM.

F. Propeller/Jet Blast

No person shall start or taxi any aircraft in a place where the prop or jet blast is likely to cause injuries to persons or damage to property.

G. Qualified Operator

A qualified pilot or licensed mechanic shall be at the controls of the aircraft when an aircraft engine is operating.

H. Operating Aircraft Engines Inside a Hangar

Operating aircraft engines inside a hangar or taxiing under power into or out of a hangar is prohibited.

I. Removal of Disabled Aircraft

The aircraft owner shall be responsible for the removal of disabled aircraft and their parts from the Airport within thirty (30) days after written notice to said owner is placed in the U.S. Mail, First Class. If any owner refuses or is unable to move an aircraft within thirty (30) days from said date of mailing notice, the tie-down fee may be increased by a factor of 10 by the Airport Manager. The Airport Manager may tow away or otherwise remove and store the aircraft at the owner's expense without liability for damage which may result in the course of or after such moving and storage. If unable to comply with this paragraph, the aircraft owner shall obtain a written deviation from the Airport Manager.

J. Abandoned Aircraft

Abandoned Aircraft, as defined in A.R.S. §28-8243, will be removed and reported to the governing authorities as required by Arizona Statute.

K. Maintenance Work

All work on the Airport apron shall be done in a neat, expeditious manner. Aircraft shall not be left unattended on the Airport apron in a dismantled condition. All deviations shall be approved in writing by the Airport Manager.

§ 2.3

AIRCRAFT TAXIING, TAKE-OFF, AND LANDING

A. Location of Aircraft During Engine Run-up

Aircraft shall be positioned such as to not cause damage to other aircraft during engine run-up.

B. Runway to be used for Take-offs and Landings

1. The preferred runway is 32 for noise abatement and population density.
2. Midfield or intersection take-offs are prohibited.

C. Touch-and-go Operations

The Airport Manager may regulate touch-and-go operations as necessary for the safe, orderly, and efficient operation of the Airport.

1. Stop and go landings are prohibited.
2. Touch and go landings on Runway 14 are prohibited.

D. Weight Restriction

All aircraft weighing more than runway, taxiway and apron load-bearing capacity is prohibited unless authorized by the Airport Manager.

§ 2.4

AIRCRAFT TRAFFIC PATTERNS

A. Compliance with FAA Rules

All Aircraft arriving at or departing from the Airport shall comply with the FAA rules for operations at uncontrolled airports.

B. Airport Traffic Patterns

The traffic patterns for the Airport shall be as follows:

1. Left-hand rectangular pattern for Runway 14.
2. Right-hand rectangular pattern for Runway 32.
3. West of the runway, traffic should use extreme caution to avoid the approach and landing activities of skydivers and unpowered ultralight vehicles.

CHAPTER III – TENANT LEASES

§ 3.1

GENERAL

- A. All aircraft based and/or parked on the Cottonwood Municipal Airport for a period of 10 days or more shall be stored in a private hangar or shall have a signed agreement or lease with the City for either a tie-down space, a covered tie-down space or a city-owned hangar. Any exception shall require written permission from the Airport Manager.
- B. Tenants shall keep tie-down and covered tie-down areas free of waste material, rubbish, debris, litter and flammable material. All tires around tie down chains shall be altered to prevent retention of water.
- C. City owned T-Hangars are primarily for aircraft storage.
- D. If the provisions of this Section conflict with the language of a lease, the provisions of the lease are controlling.

§ 3.2

LEASE PRIORITY LISTS

- A. Each City owned rental space or hangar shall be leased according to the order established by a master waiting list maintained by the Airport Manager's office. There are separate and individual lists for covered tie-downs and hangars. List positions may not be reassigned to another person.

- B. A refundable deposit shall be required for a name to be placed on each and every master waiting list. Deposits are refundable only if the applicant requests in writing to have his/her name removed from the waiting list. Once removed, if that person again desires to be placed back on the list, that person shall be placed after the last occupied position on the list. No refunds will be given thirty (30) days after the date of the first contact that a space is available.
- C. A person on any list, when notified by first class mail that a space is available, may within fifteen (15) days request that his name be maintained in the same position on the list, but allow the next person in sequence to take the available position. This action is limited to two (2) occurrences.
- D. Existing lessees/tenants shall have a priority to move to a more desirable vacated covered tie-down or hangar by making such desire known to the Airport Manager in writing, based seniority of their lease or permit.

§ 3.3 COMMERCIAL ACTIVITY

Without applicable orders, certificates, leases or permits by the FAA, Grant Agreements with the FAA, the Revised Statutes of the State of Arizona, and the City of Cottonwood, no person shall engage in a commercial enterprise in which the use of the airport or any portion thereof supports or facilitates said enterprise.

CHAPTER IV – FUELING OPERATIONS

§ 4.1 AIRCRAFT FUELING

- A. Aviation fuels shall not be sold or dispensed into any aircraft or container on the Airport except in such a manner as and under such conditions as prescribed by the Airport Manager.
- B. All fueling operations shall be conducted in compliance with all federal, state and City regulations and procedures.
- C. No person shall, without written approval from the Airport Manager, fuel an aircraft at the Airport while the aircraft engine(s) is running, while persons or unsecured animals are onboard, or while the aircraft is in a hangar.

- D. No smoking shall be permitted within fifty feet of any fueling activity or fuel storage area.
- E. Fire extinguishers shall at all times be readily accessible to persons engaged in fueling operations.
- F. Persons engaged in the fueling of aircraft shall exercise caution to prevent spillage of fuel, including allowing for the overflow of aircraft fuel tanks due to heat expansion. Any spillage of fuel shall be expeditiously cleaned up using dry clean-up methods. Any spillage of fuel in excess of two gallons shall be immediately reported to the Airport Manager.
- G. No person shall start an aircraft engine when ground fuel is visible in the area.
- H. Prior to and during fueling operations, all aircraft must be attached to the provided grounding cable.
- I. Aircraft shall park at the fueling island only for so long as is necessary to fuel the aircraft. Aircraft shall be moved with minimum delay upon completion of fueling and returning chocks, fuel hose and grounding cable to their designated location and retrieving their receipt from the station.
- J. Fueling priority shall be on a first come first serve basis with no priority given to any person, type of aircraft or fuel type.

CHAPTER V – VEHICLE OPERATIONS

§ 5.1 APPLICABILITY

This Chapter shall apply to all vehicles not falling within the definition of Aircraft as set forth in CHAPTER I, § 1.1 herein.

§ 5.2 GENERAL

- A. At no time shall a vehicle inhibit or restrict the operation of any aircraft, vehicle, or facility.
- B. Vehicles, except emergency vehicles, shall not be driven onto the parallel taxiway or runway without the permission of the Airport Manager.

- C. No vehicle shall be operated upon any road or other areas within the perimeter of the Airport in excess of the posted speed.
- D. All vehicles shall yield to aircraft at all times.
- E. All vehicles on Airport property, except Airport utility vehicles, shall have a current license plate.
- F. Within 75' of the runway, each work crew shall be equipped with an aviation band radio monitoring the UNICOM frequency.

§ 5.3 LONG TERM PARKING

All vehicles parked on the Airport for extended periods which are not the property of tenants of the Airport shall first obtain a parking permit from the Airport Manager. A fee, equal to one-half of the open tie-down rent, will be charged per month for a parking permit. All parked vehicles must have a current license plate and be parked in assigned locations only. The Airport Manager may cause any vehicle parked without a permit to be removed from the Airport at the owner's expense.

CHAPTER VI – ULTRALIGHT VEHICLES

§ 6.1 UNPOWERED ULTRALIGHT VEHICLES

- A. Unpowered ultralight vehicles (hang gliders and paragliders) using the facilities of the Airport shall at all times comply with the standards as set forth in FAR 103.
- B. It shall be the responsibility of the Arizona Hang Glider Association, in cooperation with the City, to educate, train, monitor and discipline the unpowered ultralight community using the Airport.
- C. Prior to the launch from Mingus Mountain, unpowered ultralight pilots shall notify the FBO at the Airport of their intent. The FBO shall broadcast this information on the UNICOM (CTAF) frequency advising all pilots of existing unpowered ultralight activity.
- D. Except in the case of an emergency, unpowered ultralight vehicles shall land only in areas designated by the Airport Manager.

- E. Unpowered ultralight vehicles intending to land at the Airport shall remain west of the runway at all times except during an emergency situation. Unpowered ultralight pilots, who fly over or cross the Airport, shall maintain at least 1500' AGL (5050' MSL) over the runway.
- F. Unpowered ultralight vehicles shall at all times yield the right of way to fixed wing aircraft.
- G. The Arizona Hang Gliding Association shall make unpowered ultralight pilots aware of parachuting activity.

CHAPTER VII – PARACHUTING

§ 7.1 FACILITIES

- A. Office – The area adjacent to the office building, including the vehicle parking area, shall be kept free of litter, trash and debris.
- B. Landing Zone – All temporary and/or permanent improvements, including but not limited to shading devices, chairs, tables and flags, shall be secured in such a manner as to withstand winds and gusts without dislocation. The operator of the parachuting facility shall be liable for all damage caused by failure to comply with the requirements set forth herein.

§ 7.2 SECURITY

The operator of the parachuting facility shall be responsible for compliance with § 9.2 as set forth herein.

§ 7.3 ANNOUNCEMENT OF OPERATIONS

At the appropriate times, the pilot in command of the jump plane shall transmit on P-52 CTAF frequency of 122.700 MHz within five (5) minutes of a jump and jumpers away. The announcement “jumpers away” shall also include the jump altitude above sea level (msl). The operator shall also announce when the last jumper has landed.

CHAPTER VIII – ACCIDENT PROCEDURES

§ 8.1 ACCIDENT REPORTING

- A.** Persons involved in an accident of any kind occurring on Airport property resulting in property damage or personal injury shall as soon as possible make a full report thereof to the Airport Manager, or in the Airport's Manager's absence, the Cottonwood Police.
- B.** Any person damaging property on the Airport shall report said incident to the Airport Manager immediately. The Airport Manager's phone number shall be posted on the Airport terminal front door and the Airport entrance gates.

§ 8.2 REMOVAL OF DEBRIS

Immediately after any accident investigation is concluded, the Airport Manager shall be responsible for the removal of accident debris from the Airport Operations Area. The aircraft owner/operator shall be responsible for reimbursing the cost of said debris removal to the City.

CHAPTER IX – SAFETY AND SECURITY

§ 9.1 SPECIAL EVENTS

Special events are events which occur at the Airport during which the public is invited onto the Airport Operations Area, resulting in the barricading of portions of the Air Operations Area. Special events include, but are not limited to, air shows, car shows, balloon operations, and ultralight vehicle rallies. Special events shall be held only after formal approval has been granted by the City. The Airport Manager must be notified a minimum of 60 days in advance of any event. If FAA approval is required, a reasonable additional time shall be required for approval. City approval shall specify the areas of the Airport authorized for such special use, dates, times, and such other terms and conditions as the City may require.

§ 9.2 AIRPORT ACCESS KEYS

- A.** Electronic keys for the Airport front gates will be issued to those persons determined by the Airport Manager to have a need to access the Airport. Persons receiving keys shall enter into a key agreement with the City and pay the prevailing fee for said key. The key remains the property of the City. Recipients of keys shall be responsible for their use and shall only permit their use or entrance to the Airport by persons who have a legitimate need for entry.

- B. Entrance to the Airport through the electronic entrance gates by persons who do not possess a key card shall be carefully scrutinized as to need and intentions. The entrant shall state a legitimate and verifiable need for entry. The person granting entrance shall be responsible for actions of the entrant.
- C. It shall be the responsibility of key holders and other authorized persons to prevent tailgating by unauthorized persons through all electronic and walk-through gates.

§ 9.3 SMOKING

Smoking is prohibited within 50' of any aircraft and within any aircraft storage area.

§ 9.4 SKATEBOARDS

Skateboards are prohibited on airport property.

CHAPTER X – AUTHORITY, ENFORCEMENT AND APPEALS

§ 10.1 GENERAL

Any permission granted by the City directly or indirectly to enter upon or use the Airport is conditioned upon compliance with the FARs, Arizona Revised Statutes, Ordinances of the City of Cottonwood, Arizona, the Department of Homeland Security and this Operations and Procedures Manual. Entry upon or onto the Airport by a person shall be deemed to constitute that person's agreement to said compliance.

§ 10.2 RATE AND FEE APPROVAL

All rates, fees and penalties shall be recommended by the Airport Commission to City Council for consideration as set forth in City Ordinance 505, Section 2.96.070 E. City Council may then promulgate said recommendations as set forth in City Ordinance 505, Section 2.96.080.

§ 10.3 VIOLATIONS AND PENALTIES

- A. Any person who violates the provisions set forth in the Operations and Procedures Manual as set forth herein may have their gate access key deactivated by the Airport Manager.
- B. The Airport Manager shall have the right to cause to be ejected from the Airport premises, any vehicle, aircraft or person in violation of the operations and procedures set forth herein. Such person shall have the right to appeal the ejection as set forth in Section 10.4 herein.

§ 10.4 APPEALS

Any decision of the Airport Manager may be appealed at the next regular meeting of the Airport Commission.

