



City of San Diego Airports Division
OPERATIONS POLICIES AND PROCEDURES

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TABLE OF CONTENTS

CHAPTER 1: ORGANIZATION

Article	Page
1. Airports Division Mission Statement, Vision, Values, Goals	4
2. City of San Diego Airports Organizational Chart	5
3. Purpose	6
4. Definitions	6
5. Compliance with the Federal Aviation Act, FARS, & Grant Assurances	7
6. Compliance with Applicable Policies and Procedures	7
7. Duties and Powers of the Airports Deputy Director	7
8. Airports Advisory Committee	8

CHAPTER 2: AIRPORT OPERATIONS

9. Hours of Operation and Use	9
10. Insurance Requirements	10
11. Hangar Usage and Occupancy	11
12. Motor Vehicles on the Airports	12
13. City of San Diego Airports Self Inspection	13
14. Airports Condition Reporting	15
15. Terminal Operations	15
16. Use of the Airports for Commercial Activities	17
17. Aircraft Washing	17
18. Access Cards (Montgomery-Gibbs)	18
19. Vehicle/Pedestrian Procedures in the Non-Movement Area	19
20. Vehicle/Pedestrian Procedures in the Movement Area	20

CHAPTER 3: AIRCRAFT OPERATIONS

21. Aircraft Operating on the Ground	27
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22. Aircraft Taxiing, Landing, or Taking Off	28
23. Aircraft Traffic Patterns.....	28
24. Taxi Procedures	28
25. Landing and Take Off Procedures.....	29
26. Parachute Operations On-Airport	29
27. Ultralight Operations.....	30
28. Banner Tow Operations	30

CHAPTER 4: EMERGENCIES

29. Incident Response	32
30. Media Response	33

CHAPTER 1: ORGANIZATION

Article 1. Airports Division Mission Statement, Vision, Values, Goals

Mission:

To develop, operate, and maintain Montgomery-Gibbs Executive Airport and Brown Field Airports as world class General Aviation Reliever Airports, providing access to the National Air Transportation System in a safe, efficient, economically self-sufficient, environmentally sensitive, and professional manner.

Vision:

World renowned General Aviation Airports, to serve a world-class city.

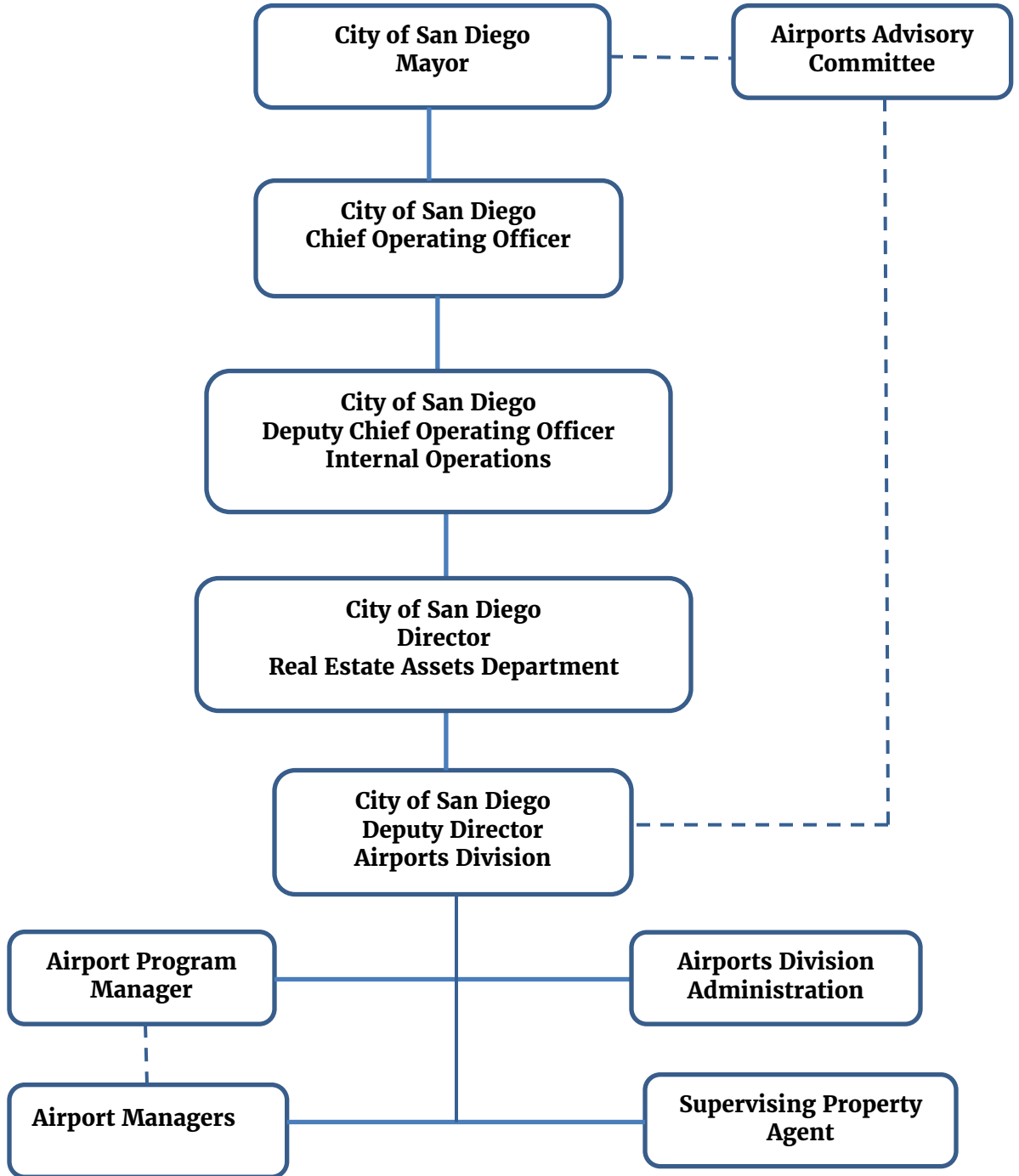
Values:

Integrity
Service
People
Excellence

Goals:

1. Ensure City Airports are operated safely and efficiently.
2. Ensure the Airports comply with all applicable federal, state, and local regulations as access portals to the National Air Transportation System.
3. Ensure the City's airports are financially self-sufficient, maximize aviation uses, and invest in Airports infrastructure.
4. Create a climate in which airport businesses and local businesses are able to thrive and contribute to a resilient and economically prosperous City.
5. Be customer focused and responsive to citizen's concerns, particularly noise and safety concerns.
6. Be extraordinary stewards of Airports property, especially environmentally unique and sensitive habitat.
7. Retain and recruit qualified professionals, well versed in airport management and provide recurrent training to maintain a high level of competency.

Article 2. City of San Diego Airports Division Organizational Chart



Article 3. Purpose

The intended purpose of this Operations Policies and Procedures Manual is to guide day-to-day operations of the City of San Diego Airports, Montgomery-Gibbs Executive and Brown Field. It will be used by Airport Management to conduct the daily business of the City of San Diego Airports in an efficient manner, consistent with the policies of the Federal Aviation Administration (FAA), the state of California (State), and the City of San Diego (City).

Article 4. Definitions

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

- A. "Aircraft" means any contrivance, now known or hereafter invented, used or designed for the navigation of or flight in the air.
- B. "Airport Operating Area" (AOA) is any area, of either Brown Field or Montgomery-Gibbs Executive, used or intended to be used for landing, takeoff, or surface maneuvering of aircraft by either the aircraft's own power source, or an external one.
- C. "Aviator" means an individual who engages, as the person in command or as pilot, mechanic, or member of the crew, in the navigation of aircraft, or an individual who is directly in charge of the inspection, maintenance, overhauling, or repair of aircraft, aircraft powerplants, propellers, or associated accessories.
- D. "Airports" refers to either Brown Field or Montgomery-Gibbs Executive.
- E. "Based Aircraft" means any aircraft assigned a parking space, tiedown, or hangar space at either Brown Field or Montgomery-Gibbs Executive, for more than thirty (30) consecutive calendar days or more than 210 non-consecutive calendar days in any calendar year.
- F. "Deputy Director for Airports" is the person (and his authorized assistants, deputies, employees and representatives) responsible for the safe and efficient operation of the City of San Diego's two General Aviation Airports in compliance with all applicable federal, State, and local regulations, especially the FAA Grant Assurances.
- G. "FAA" means the Federal Aviation Administration of the United States of America, as defined in the Federal Aviation Act of 1958, or any subsequent and successor to that agency created for the control and operation of aviation and its related functions in the United States of America.
- H. "Fixed Base Operator" (FBO) means an entity who has obtained a lease or permit to operate as a commercial general aviation concessionaire at the Airports. The City of San Diego may also operate as an FBO.
- I. "Hangar" means any structure used to protect aircraft stored in the structure for security and protection against wind and other adverse weather conditions and is classified as to occupancy use per the appropriate Building Code.
- J. "Owner" means the registered owner or legal owner of an aircraft according to the records of the FAA and the law under the state of California.

- K. "Person" means individuals, firms, companies, corporations, public agencies, and any other person.
- L. "Restricted Area" means any portion of either airport not intended for use by the general public and so posted.
- M. "Vehicle" means a device in, upon, or by which any person or property is or may be propelled on the ground and includes, but is not limited to, automobiles, motorcycles, trucks, off-road vehicles, tractors, bicycles, buses, or trailers.

Article 5. Compliance with Federal Aviation Act, Federal Aviation Regulations, and the Airport Improvement Program Grant Assurances

- A. The Federal Aviation Act of 1958 authorizes the Administrator of the Federal Aviation Administration (FAA) to prescribe air traffic rules and regulations governing the flight of aircraft. The Federal Aviation Regulations promulgated by the Administrator regulate all flights on, over or in the vicinity of the City of San Diego Airports.
- B. Aircraft operators, pilots, aviators, and other users of the airports are required to be familiar with and comply with the Federal Aviation Regulations and, in particular, FAR Part 91, General Operating and Flight Rules, of said regulations.
- C. All aeronautical activities at the airports and all flying of aircraft departing from or arriving at the airports shall be conducted in strict accordance with the Federal Aviation Regulations.
- D. When airport owners or sponsors, or other organizations, accept funds from FAA administered airport financial assistance programs, they must agree to certain obligations (or assurances). These obligations require the City of San Diego to maintain and operate the airport facilities safely and efficiently and in accordance with the FAA Airport Improvement Program Grant Assurances.

Article 6. Compliance with Applicable Policies and Procedures

All persons using the City of San Diego Airports shall be subject to, and governed by, the policies and procedures contained herein, and all other applicable provisions of the San Diego Municipal Code, state and federal laws, and the Federal Aviation Regulations.

Article 7. Duties and Powers of the Airports Deputy Director and His/Her Designees

The Airports Deputy Director (Director) shall represent the City of San Diego at all times in regard to all Airport matters. The San Diego Municipal Code (SDMC) specifies the duties of the Director, which include but are not limited to:

- A. The Director shall be appointed by the Mayor and shall be in charge of and regulate all activities and operations carried on at all airports operated by the City including, but not limited to, maintenance and upkeep of airports, regulation of use of aircraft, regulation of vehicles used on the airport, regulation of business and commercial activities at the airport, providing the public with flight information and enforcement of Federal, State and City rules and regulations. (§68.0102)

- B. The Director shall have the authority for good cause appearing to him to deny any person admission to an airport by any means. (§68.0120)
- C. All activities of any nature conducted on an airport shall be subject to the regulation and control of the Director, using the Operations Policies and Procedures.

Article 8. Airports Advisory Committee

- A. The City of San Diego Airports Advisory Committee (AAC) was formed pursuant to City of San Diego Ordinance Number O-20013, dated January 18, 2011 with the purpose to provide the Mayor and City Council with advice on general aviation issues related to the City owned and operated airports.
- B. The AAC shall provide recommendations to airport staff on selected actions that require City Council approval.
- C. The AAC shall provide advice, input and support to the City Real Estate Assets Department, Airports Division, when requested.
- D. The AAC shall have no managerial, financial, or budget authority.
- E. The AAC is a highly experienced group of professionals, and their recommendations should have significant weight in policy decisions.

CHAPTER 2: AIRPORT OPERATIONS

Article 9. Hours of Operation and Use

- A. The City of San Diego Airports Administration offices at the Montgomery-Gibbs Executive Terminal Building, shall be open between 7:30 a.m. and 4:00 p.m. Monday through Friday. Both airports shall be open for public use at all hours, subject to the condition of the landing area, as may be determined by the by the Airports Deputy Director or Airport Management staff. No person shall unreasonably obstruct, impair, or interfere with the use of an airport by any other person, or unreasonably obstruct, impair, or interfere with the passage and safe, orderly and efficient use of an airport by any other person, vehicle, or aircraft.
- B. No person shall enter the AOA, an Airport Terminal, or landing area with any animal, except a “service” animal to assist the blind or the hearing impaired, or a leashed animal, or otherwise adequately confined animal, being taken to or from an aircraft. In the interest of safety, animals may be permitted in other areas of an airport if restrained by a leash or confined in such a manner as to be under control at all times, or as authorized by the Airports Deputy Director or Airport Management staff.
- C. The City of San Diego or its employees operating the airports assume no responsibility for damage to property stored thereon or property thereon of persons using airport facilities, by reason of fire, theft, vandalism, windstorm, flood, earthquake, hail, and/or collision, or any other reason, nor does it assume any liability for any reason for damage or injury to persons or property while on either airport or while using the facilities of the airport.
- D. The privilege of using either the airport or its facilities shall be conditioned upon the assumption of full responsibility and risk by the user thereof and such user shall release, hold harmless, defend and indemnify the City of San Diego, its officers, agents, and employees, against claims from any users arising from use of either airport.
- E. Reporting of accidents – Any person involved in an accident at either airport which results in any damages or injury to one or more persons or to property shall promptly report such occurrences to the Airports Deputy Director or Airport Management staff.
- F. No person shall dispose of garbage, papers, refuse, or other material on the either airport except in receptacles provided for that purpose. No person shall abandon any personal property on the airports, including motor vehicles. Property abandoned for thirty (30) days or longer shall become the property of the City of San Diego and may be disposed of in any manner deemed appropriate by the Airports Deputy Director. All costs associated by such disposition of abandoned property will be charged to the person who abandoned the same.
- G. It is unlawful for any person to destroy, damage, or deface or cause to be destroyed, damaged, or defaced any public property located at either airport. Any person causing or responsible for such destruction or damage shall report such damage to the Airports Deputy Director and upon demand of the Airports Deputy Director shall reimburse the City of San Diego for the full amount of the damage. Any person failing to report and reimburse the City of San Diego for damage may be refused the use of any facility at the Airports until and unless said report and reimbursement is made.

- H. No person shall take still, motion, sound, or video pictures for commercial purposes of either airport without written permission from the Airports Deputy Director. *Exception: This section shall not apply to representatives of the Press or other news services reporting on persons or events which are in the news, excepting that all such persons must obtain permission from the Airports Deputy Director or Airport Management staff prior to entrance onto the AOA.*
- I. A schedule of fees, rates and charges for use of the City of San Diego Airports' areas and facilities shall be established from time to time by the Mayor of the City of San Diego.
- J. The Airports Deputy Director shall have the authority to lock up any lessee's aircraft and/or hangar for failure to pay fees and charges assessed pursuant to this article when such fees and charges are delinquent for thirty (30) days or longer.

Article 10. Insurance Requirements

- A. All owners of aircraft regularly situated on the City of San Diego Airports shall be financially responsible. Any such owner shall, annually or upon request, furnish the City of San Diego with evidence of financial responsibility. The minimum financial responsibility required pursuant to this section shall be as follows:
 - 1. Liability Insurance. Liability insurance in the face amount of not less than one million dollars (\$1,000,000) for all damages resulting from the owner's aircraft being regularly situated on the City of San Diego's Airports. A statement of contractual liability will be required naming the City of San Diego as additionally named insured.
 - 2. Property Insurance. Owner shall maintain and keep in full force and effect fire, flood, and wind damage insurance on the improvements and fixtures installed by owner on City of San Diego premises in an amount equal to the replacement costs of such improvements as determined by the City of San Diego. The City of San Diego shall be named an additional insured under this policy.
 - 3. Amounts of Insurance. The amounts of required insurance shall be subject to annual review by the City of San Diego to assure adequate coverage limits apply.
 - 4. Increased Premiums. If any insurance premiums are increased, they are the responsibility of the insured.
- B. Evidence of financial responsibility shall consist of a certificate of insurance or a bond issued by an insurance company or a surety company duly authorized to transact business in the State of California.
- C. If the owner of an aircraft regularly situated at the City of San Diego Airports fails or refuses to furnish the City of San Diego with the required evidence of responsibility, when so requested, the owner shall thereafter be prohibited from basing any aircraft which he/she may own at the City of San Diego Airports until such time as he/she complies with the provisions of this section.

Article 11. Hangar Usage and Occupancy

- A. Hangar use shall be primarily for the storage of aircraft and other aeronautical use items. The FAA mandates, in the Airport Improvement Program Grant Assurances, that Airports be used for aeronautical purposes, which includes hangars.
- B. Aircraft stored in a hangar must be the aircraft identified in the aircraft storage agreement or as specified in lease agreements. If the aircraft changes, the tenant must notify Airport Management of the change. It is a requirement of the state of California that aircraft “N” numbers be submitted annually to County Tax Assessor by the City of San Diego. “N” numbers are submitted to the FAA annually.
- C. All aircraft stored in hangars must have a drip pan, or other form of containment placed under the engine(s), if leaking, which must be routinely cleaned and free of debris.
- D. If the aircraft in the hangar is a registered or experimental aircraft under construction, it must show continual signs of progress in the construction, through hangar and logbook inspections conducted by the City of San Diego. The City of San Diego may also ask that a “Progress Plan” be provided which outlines the anticipated time frame for completing the construction of the aircraft.
- E. Hangar tenants shall be permitted to store tools and materials associated with routine maintenance or construction of their aircraft, which are not in conflict with approved Fire and Life Safety Codes. This would include an aircraft “tug” device.
- F. Tenants may temporarily store one operable, licensed (with current registration) vehicle for transporting the pilot/passengers to and from the airport. In addition and incidental to aircraft storage, other “motor-vehicles” may be stored in hangars, so long as the primary use of the hangar is for the storage of aircraft.
- G. A reasonable amount of furniture is allowed to be used in the hangar.
- H. All items in the hangar must meet the applicable requirements of the City of San Diego’s Building and Fire Codes. Any potential ignition source must be elevated a minimum of 18 inches above the floor, including refrigerators, swamp coolers, portable heating devices, and coffee pots.
- I. The following items are not permitted to be stored in hangars:
 - 1. Large boats
 - 2. Motor Homes/RVs
 - 3. Campers
 - 4. Large trailers
- J. Aircraft maintenance work in hangars is permitted including the exchange of parts, in hangars by aircraft owners as long as there is no open flame, welding, or the use of flammable/combustible liquids.
- K. Hazardous operations in hangars, such as painting, doping, heating of parts above 500 degrees, or any operation which produces an open flame or spark, are not permitted.

- L. It is the hangar owner's responsibility to obtain, when required, a City of San Diego building permit for certain modifications to and structures built within a hangar, including, but not limited to:
 - 1. Partial or full mezzanines
 - 2. Offices
 - 3. Break rooms
 - 4. The installation of insulation materials on any hangar structure surface
 - 5. Electrical modifications made to the lighting or electrical outlets
- M. Tenants must advise the Airports Deputy Director and receive written approval from the Deputy Director prior to submitting an application to the City of San Diego Development Services Department for a Building Permit.
- N. No smoking, vaping, open flame, spark, or heat source above 500 degrees is permitted inside of or within fifty (50) feet of a hangar. No person shall conduct any open flame operations on an airport without prior written approval of the Fire Marshal.
- O. Annual hangar inspections shall be conducted by representatives of Airport Management staff for compliance with all applicable regulations, particularly Fire and Life Safety Codes and Occupancy Usage.

Article 12. Motor Vehicles at the City of San Diego Airports

- A. Every person who operates any motor vehicle or mobile equipment on either airport shall comply with all applicable provisions of the laws of the state of California, applicable Federal and City rules and regulations, and any special regulations prescribed herein for the control of such vehicles excepting in cases of emergency involving life or property.
- B. The City of San Diego may designate, by appropriate posting, the following:
 - 1. Places where vehicles may or may not be parked on the Airports. Vehicles shall not be left standing for any duration on taxiways.
 - 2. The period of time for which vehicles may be parked at any place on the Airports.
 - 3. Appropriate speed limits for vehicles operating on the Airports.
- C. The Airports Deputy Director shall be authorized to remove any vehicle parked on any roadway, parking area, or other posted area of the Airports in violation of these policies, and to impound the same at the owner's expense and without liability for damages which may result from, or in the course of such moving and storage.
- D. All vehicles, except emergency vehicles engaged in emergency activity, shall at all times yield the right-of-way to any and all aircraft and pedestrians.
- E. There will be strict adherence to posted speed limits for vehicles driving on aircraft parking ramps and within hangar areas.

Article 13. Airports Self-Inspection

Self-Inspections provide condition reports which advise Airport Management of airport conditions which may lead to corrective action or the passage of information to arriving or departing aircraft. Airport Self-Inspections include:

- A. **Responsibility**: The Airport Manager or designee is responsible for maintaining an effective, daily safety and security self-inspection program for the both Brown Field and Montgomery-Gibbs Executive.
 - 1. On a daily basis, Airport Operations personnel shall complete an airport lighting, Airports Operations Area, FOD prevention, and fence and gate inspection. The Airport Manager and the Airports Deputy Director will be notified of significant discrepancies which may compromise the safe operation of airport facilities.
 - 2. The inspection of facilities on tenant leasehold areas is the responsibility of the tenant.

- B. **Training**: The Airport Manager will train personnel authorized to conduct the daily self-inspection program. The following will be required of each person before being authorized to conduct the daily self-inspections:
 - 1. Read and understand the “Self-Inspection Program” section of the City of San Diego Airports Operations and Policies Manual.
 - 2. Previously have accompanied a currently “authorized” person on a sufficient number of inspections to become thoroughly familiar with the routines and actions to be taken.
 - 3. Have conducted the self-inspection program in the company of the Airport Manager or designee and demonstrated a clear understanding of the Self-Inspection Program.
 - 4. Demonstrated to the Airport Manager or designee that he/she is knowledgeable of the forms to be completed and the actions to be taken as a result of the self-inspection.
 - 5. Authorized by the Airport Manager, to conduct the Airport Self-Inspection Program.
 - 6. Upon satisfactory completion of this procedure, a written acknowledgement signed by the Airport Manager will be issued verifying that the individual is qualified to conduct the Airport Self-Inspection Program.

- C. **Daily Self-Inspection Program**: This will consist of a comprehensive inspection of the AOA that is conducted on a daily basis. If adverse weather phenomena should preclude the daily morning inspection, the inspection will be conducted as soon thereafter as practical. Additional inspections will be as required due to aircraft incident/accidents, natural disasters, unusual weather conditions, or upon the completion of daily construction activity. The daily inspection is to include the following areas:
 - 1. Pavement areas, including the runway, taxiways including shoulders, aprons, and the perimeter road. Pavement condition is to be inspected for fuel spills, edge damage, ponding, sunken spots, soft shoulders, turf/weed growth, foreign object debris (FOD), excessive rubber accumulation, any holes or cracking, pavement lips exceeding three (3) inches.
 - 2. Airport /Maintenance personnel shall document any facility discrepancies.

D. Glossary of Pavement Self-Inspection Terms:

1. Alligator Cracking: Interconnected cracks forming a series of small polygons which resemble alligator skin.
2. Lip: Separation of surface asphalt from adjoining pavement with exposed sub-pavement.
3. Loose Gravel: Free asphalt or aggregate particles on the pavement.
4. Potholes: Bowl shaped depressions of varying sizes, in the pavement, resulting from localized disintegration or failure.
5. Rutting: The formation of longitudinal depressions under traffic in the wheel path.
6. Spalling: The breaking away of pavement along cracks, joints, or edges (concrete).
7. Transverse Crack: A crack which follows a course approximately at right angles to the runway centerline.
8. Washboard Surface: Transverse undulations at regular intervals in the surface of a pavement consisting of alternative valleys and crests not more than two feet apart.

E. NOTAMS shall be issued regarding any condition(s) affecting the Airports that warrant noticing aviators. Airport personnel authorized to issue NOTAMS include:

1. Airports Deputy Director
2. Airports Program Manager
3. Airport Managers
4. Personnel as additionally designated by the Deputy Director

F. Marking and Lighting

1. During the daily self-inspection of pavement areas, check for faded or obscure surface markings, obscured lights and/or signs, and broken runway, taxiway, or obstruction lights. Surface markings include runway instrument markings, runway and taxiway center and edge lines, aircraft hold lines, and apron markings.
2. Check all runway, taxiway, threshold, approach and obstruction lights, wind sock, and the rotating beacon for proper operation. Each evening, not earlier than one-half (1/2) hour prior to sunset, where applicable, check lights for obstruction by vegetation or deposits of foreign debris. Check runway lights for operation and proper alignment.
3. List all discrepancies identified on the appropriate form(s).
4. Check the integrity of all lighting systems, condition of the electrical vault, and the emergency generator.
5. Advise the Airport Manager and/or the Airports Deputy Director if lighting repairs require the closure of a runway or taxiway.
6. Maintain adequate supply of spare fixtures, bulbs, etc., necessary to affect lighting repairs promptly.
7. The lighted wind indicator and all other wind indicators will be inspected daily for proper condition and operation.

G. Quarterly inspect areas surrounding the runway for objects that might be a hazard to air navigation.

H. Take action, as necessary, to rectify any problems and correct inoperative obstruction lights.

- I. Follow up and report on pilot reports of obstructions to aircraft operations.
- J. During the daily inspections, the Airport Operations/Maintenance personnel shall:
 - 1. Maintain a look out for wildlife which could constitute a “hazard” to aircraft operations, and report observations to the Air Traffic Control Tower and the Airport Manager.
 - 2. Use appropriate action to mitigate the hazard.
 - 3. Ensure wildlife hazards are appropriately documented.

Article 14. Airports Condition Reporting

- A. Airport condition reporting may originate from a multitude of sources including: airport users, airport employees, and construction personnel. The Airport Manager shall be the focal point for all airport condition reporting. The Airports Deputy Director shall be apprised of all NOTAMS issued.
- B. Notices to Airmen (NOTAMS) provide time critical aeronautical information of either a temporary nature or not sufficiently known in advance to permit publication that could affect a pilot’s decision to make a flight.
- C. Notices to Airmen (NOTAMS) shall be the preferred method of disseminating airport conditions at the City of San Diego Airports. Telephone shall be the initial means of contact with the Prescott Flight Service Station (FSS).
- D. Airport personnel authorized to issue NOTAMS include:
 - 1. Airports Deputy Director
 - 2. Airports Program Manager
 - 3. Airport Managers
 - 4. Personnel as additionally designated by the Deputy Director
- E. NOTAMS will be issued by the Airports Deputy Director or those so designated above:
 - 1. When any hazardous conditions exist that would compromise the safety of the City of San Diego Airports’ operations.
 - 2. When there is construction activity adjacent to any movement area.
 - 3. When runway, taxiways, or ramps are closed for any reason.
 - 4. When any condition exists which would cause significant disruption of normal operations at either of the City of San Diego Airports, such as airfield lighting system failure or wildlife hazards.
- F. NOTAMS shall be canceled when the condition is corrected or the hazard no longer applies.

Article 15. Terminal Operations

It shall be the policy of the City of San Diego Airports to carry out a continuing program of preventive and corrective maintenance, and repairs of each terminal building in order to ensure the buildings remain serviceable and in good condition.

A. Interior

1. The physical maintenance of the Terminal Building shall be the responsibility of the Airport Manager.
2. With the approval of the Airports Deputy Director, the Airport Manager may contract with an outside custodial service to perform all or part of this maintenance.
 - a. Public areas within the Terminal must be inspected daily by the Airport Manager or designee.
 - b. Restrooms shall be maintained in a clean and sanitary manner at all times.
3. There shall be adequate supplies of custodial and maintenance items stored in an appropriate place within each Terminal Building.
4. Heating and air conditioning equipment must be inspected regularly. When necessary, repairs shall be made in a timely manner.
5. Interior lighting shall be maintained at a sufficient level to carry out the business of the airport and its tenants.
 - a. During the hours that the Terminal Building is closed, the building will be illuminated in a manner consistent with appropriate security levels.
 - b. Non-functioning fixtures and bulbs must be repaired or replaced as soon as possible.
6. All signage within the Terminal Building is subject to prior approval by Airports Deputy Director.
7. Tenant occupied space within the Terminal Building shall be subject to regular inspection by the Airport Manager. In the event that a tenant occupied space is found to be unacceptable, the Airports Deputy Director shall be so informed.

B. Exterior

1. Landscaping of the areas immediately adjacent to the Terminal Building must be neatly maintained at all times utilizing draught resistant plants.
 - a. Periodic inspections of the landscaped areas will be made by the Airport Manager.
 - b. Landscaping services may be provided by outside contractors when approved by the Airports Deputy Director.
2. Exterior Terminal Building lighting, as well as the illumination of all areas adjacent to Terminal Buildings, including the parking lot, shall be sufficient to light these areas for safety and security.
 - a. All exterior lighting will be checked regularly by the Airport Manager.

- b. The Airport Manager shall be responsible for the replacement of nonfunctioning lighting fixtures or bulbs.
3. Vehicle parking area adjacent to the Terminal Buildings shall be maintained in a serviceable manner and shall be swept regularly.
4. Terminal Building windows shall be cleaned regularly. Repairs or replacement of broken windows or frames shall be done as expeditiously as possible.
5. Exterior signage on or near the Terminal Buildings will be maintained as per the City of San Diego Signage Policy. Additions to exterior signs are subject to the approval of the Airports Deputy Director.
6. Any area leased to an airport tenant that is adjacent to the Terminal Building shall be subject to periodic inspection by the Airport Manager. Those areas found to be inconsistent with this policy will be noted, reported to the Airports Deputy Director, with a recommendation for remedial action.

Article 16. Use of the Airports for Commercial Activities

- A. No person shall use the Airports or any portion thereof, or any of its improvements or facilities, for revenue producing commercial business or activities without authorization from the Airports Deputy Director or the City Council of the City of San Diego.
- B. Application for authorization shall be by written proposal detailing the type and scope of business or activity proposed. The application will be submitted to the Airports Deputy Director for review. The Airports Deputy Director will either approve or disapprove the business activity, or submit the application for commercial activity to the City Council of the City of San Diego for action.
- C. Such business or commercial activities shall include, but not be limited to any business for the operation, service, or repair of aircraft; any solicitation of data or statistical information; peddling of any goods, merchandise, or food; any advertisements or promotion of goods or services; any offer to sell, rent, or lease goods or services directed to the public. An aircraft owner is permitted to advertise and sell his/her aircraft on a non-commercial basis.
- D. No commercial business shall be conducted on the Airports without the operator thereof having a current lease or permit which has been approved and issued by the Airports Deputy Director or the City Council of the City of San Diego.
- E. Such lease or permit shall define the areas of airport land and facilities to be used by the tenant or operator, and the fee(s) associated to be paid to the City of San Diego for the use of the defined the areas of airport land and facilities.
- F. Such lease or permit shall stipulate services to be rendered and that the operator may charge reasonable fees for such services.

Article 17. Aircraft Washing

- A. Prior to starting activities, locate storm drain system and prevent pollutants from entering.

- B. Aircraft will have a secondary confinement placed around aircraft to catch all water that is used in the washing process.
- C. All water will be reclaimed with a wet dry vacuum system and no water will be allowed to flow onto any dirt areas or into the city storm drain system. See fact sheet at <http://www.sandiego.gov/thinkblue/pdf/mobilebusinessbrochure.pdf> for proper power washing methods and disposal requirements.
- D. All soaps used will be Bio-Degradable.
- E. Sweep up municipal areas after activities and/or spills. Hosing down pollutants into the storm drain is prohibited by Stormwater Ordinance Section 43.03. Use a broom shovel, or other mechanical means to collect solids for reuse or disposal. Use absorbents to reduce the spread of liquids and absorb or pump up liquids for reuse or disposal. Dispose of hazardous waste as required by law or contact the Environmental Services Department, Hazardous Materials Management Program (ESD-HMMP) for assistance.
- F. Should any wash water, soap, or oils and fuel make it to the storm drain system the City of San Diego will have Ocean Blue respond and aircraft owner will be invoiced for Hazardous Material disposal.
- G. Operations will be subject to City Storm Water Pollution Prevention Plan inspections and Best Management Practices (BMPs).

Article 18. Access Cards (Montgomery-Gibbs Executive)

A. General Provisions:

1. Applicants must complete the Access Card Request Form and submit it to Airport Operations or their Fixed Base Operator (FBO) for review and processing.
2. Applicants shall provide a valid driver's license.
3. Applicants shall provide a valid reason to have motor vehicle access to the air operations area. Valid reasons include, but are not limited to: current rental agreement or lease, based aircraft, aviation-related business, current and authorized subtenant, or other reasons acceptable to the Airports Deputy Director.
4. Only one card shall be issued per applicant.
5. FBO's shall have discretion in whom they allow access to their leasehold.
6. Cards will remain active until deactivated by the City.
7. Cards may access multiple gates, at the discretion of the FBO and the Airports Director.
8. Cards remain the property of the City, and may be deactivated for reasons including, but not limited to: violation of airport rules and regulations, access no longer needed, or other reasons determined by the Airports Director.

9. Cards provide vehicle and pedestrian access to the Non-Movement Area only. *Those wishing to operate a motor vehicle in the Movement Area must first be approved by, and receive additional training from the City.*
10. Cards shall be issued to individuals only.

B. Fees:

- | | |
|---|-----------|
| 1. New cards: | No Charge |
| 2. Replacement of lost cards: | \$25 |
| 3. Reactivation after violation of airport rules and regulations: | \$50 |

C. Cardholder Responsibilities:

1. Cardholders must review and comply with the Vehicle Operating Rules and Regulations prior to receiving a card.
2. Cardholders shall comply with all applicable airport rules and regulations, City ordinances, motor vehicle regulations, state and federal regulations related to operating on an airport.
3. Lost cards shall be reported to Airport Operations immediately at (858) 573-1440. Replacement cards are \$25 each.
4. Cardholders shall immediately notify Airport Operations or their FBO for any changes in contact information, aircraft changes, or changes in tenancy.
5. Cardholders are liable for any improper use of their cards.
6. Visitors and guests shall remain under the control of the cardholder.
7. Cardholders shall maintain a current driver's license and insurance.

Article 19. Vehicle/Pedestrian Procedures in the Non-Movement Area

- A. The Non-Movement Area (NMA) is the portion of the air operations area (AOA) not under the control of the Air Traffic Control Tower (ATCT). It includes aircraft parking areas and taxilanes. The NMA boundary is shown by a yellow solid line and a yellow dashed line painted on the pavement:



The solid line is the NMA side, while the dashed line is the Movement Area (MA) side. **You must have permission from ATCT, and authorization from Airport Operations, to cross the solid line from the NMA to the MA.**

- B. While operating in the NMA:

1. Aircraft and emergency vehicles always have the right of way.
 2. Speed limit is 10 MPH.
 3. Beware of jet blast, propellers and rotors.
 4. Upon entering or exiting a vehicle gate, drivers must wait for the gate to fully close before proceeding.
 5. Contact Airport Operations if a driver insists on following you through the gate. *Do not* confront the other driver. Provide a description of the vehicle, the license plate number (if able), and a brief description of the driver. With the video of entrances and exits, and your description of the encounter, the offender should be identifiable and corrective action taken.
 6. Remain clear of runways, taxiways, safety areas, object free areas, runway protection zones, and any other parts of the MA.
- C. Comply with all applicable City Ordinances, motor vehicle regulations, and state and federal rules and regulations related to operating on an airport. Failure to comply may result in loss of privileges and fines, per the San Diego Municipal Code.

Article 20. Vehicle/Pedestrian Procedures in the Movement Area

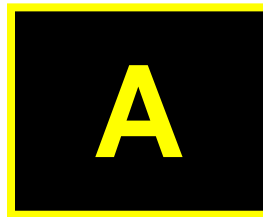
- A. Movement areas are defined as the runways, taxiways and other areas of the airport that are used for taxiing, hover-taxiing, air-taxiing, takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas. Movement areas are considered “positive control,” meaning that all vehicle operators and pedestrians require permission from the ATCT before entering the area.
- B. Personnel who are authorized to drive on the movement area require additional training and vigilance, since there are dangers associated with this area that are not present on non-movement areas. In addition to the principals for driving on the non-movement area, personnel who have access to the movement area must understand of the meaning of airfield signs, markings and lighting configurations, and be able to communicate with ATCT and be able to follow their directions.
- C. Only those vehicles and personnel with a legitimate operational need may enter a movement area, after having received permission from ATCT and authorization from Airport Operations staff. Therefore, nonessential vehicles and personnel are not permitted to enter these areas. Exceptions include City-authorized vehicles and appropriately-trained personnel. Airport Operations shall coordinate all vehicle and pedestrian operations within the movement areas. All vehicles authorized to operate on the runways and taxiways shall be equipped with and operate while on such runway or taxiway either of the following items of equipment: (1) Flashing amber light on top of vehicle; or (2) Orange and white checkered flag not less than three feet square.
- D. Taxiways

1. **Designations:** Aircraft use taxiways to move to and from the aprons and the runways. Taxiways are designated by letters or by a letter/number combination such as A, B, G2, or B3.
2. **Lighting:** Taxiways are lighted with blue edge lighting and/or reflectors.
3. **Signs:** Typical signs used on taxiways are direction, destination, location, and taxiway ending marker signs.
 - a. Direction and Designation Signs have black lettering and a directional arrow or arrows on a yellow background. The arrow indicates the direction to that taxiway, runway or destination.



Taxiway Directional Sign (Taxiway Golf Ahead and to the Right)

- b. Location Signs have yellow lettering on a black background. The location sign below indicates that the operator is located on the named taxiway.



Taxiway Location Sign (You are Located on Taxiway Alpha)

4. **Markings:** Pavement markings on taxiways are yellow. A taxiway centerline is painted on all taxiways. On the edges of some taxiways, there is a solid, double yellow line or double-dashed line. If pavements are usable on both sides of the line, the lines will be dashed; if not, the lines will be solid.
 - a. Runway Holding Position Markings are located across each taxiway that leads directly onto a runway. These markings are made up of two solid lines and two dashed yellow lines, and denote runway holding position markings. These markings are always co-located with a Runway Holding Position Sign. A vehicle operator must not cross from the solid-line side of the marking without first obtaining clearance.



Runway Holding Position Marking

- b. Non-Movement Area Boundary Markings consist of two yellow lines (one solid and one dashed). The solid line is located on the non-movement area side, while the dashed yellow line is located on the movement area side. Vehicle operators and pedestrians are not to cross from the solid-line side without first contacting the ATCT and obtaining a clearance to operate on the movement area.



Non-Movement Area Boundary Marking

E. Runways

1. Designations: Runways are areas where aircraft land and take off. Runways are always designated by a number such as 10 or 28. The number indicates the compass heading of the runway. An aircraft taking off on runway 28 is headed 280 degrees. In the event of parallel runways, a letter designation is added to indicate either the right or left runway; e.g., 10L-28R, 10R-28L.
2. Lighting: Runways are lighted with a variety of colored lights.
 - a. Runway Edge Lights are white. If the runway has an instrument approach, the last 2,000 feet of the runway will be yellow in color.
 - b. Runway End/Threshold Lights are split lenses that are red/green.
3. Signs:
 - a. Mandatory Holding Position Signs for Runways have white numbering/lettering on a red background with a white border. These are located at each entrance to a runway and at the edge of the runway safety area/obstacle-free zone and are co-located with runway holding position markings. Do not proceed beyond these signs until clearance is given by the ATCT to enter onto the runway.



Runway Hold Sign

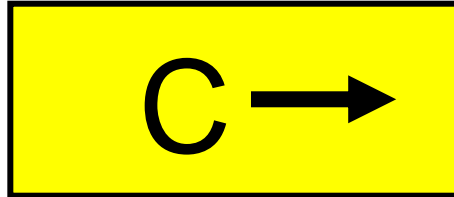
- b. Runway Distance Remaining Signs provide distance remaining information to pilots during takeoff and landing. They have white numbering on a black

background. The number on the sign provides the remaining runway length in 1,000-foot increments.



Runway Distance Remaining Sign

- c. Runway Exit Sign is a destination sign located prior to the taxiway intersection on the side and in the direction of the runway where the aircraft is expected to exit. It has black lettering and a directional arrow on a yellow background.



Runway Exit Sign

- 4. Markings: Pavement markings on a runway are white, and include: Runway Threshold Markings and Runway Threshold Bars, Runway Aiming Point Markings, Runway Designation Markings, Runway Touchdown Zone Markings, Runway Centerline Markings, Runway Side Stripes and Displaced Threshold Markings. The only non-white lines on a runway are yellow lead-in/lead-off lines that extend from the runway centerline and hold lines.

F. Communications

- 1. Any vehicle or pedestrian operating on the movement areas must be in contact with ATCT, or capable of monitoring and transmitting on the CTAF. Vehicle operators must always monitor the appropriate radio frequency when in the movement areas at controlled airports. Permission must be requested and clearance given prior to driving on a movement area. A vehicle that is equipped with a radio may escort vehicles without radios. When a portion of the movement area is closed for construction, vehicles may traverse that area without ATCT contact, with prior ATCT coordination, but must be escorted if their travels require them to cross an active movement area.
- 2. The ATCT controller may use a separate or common radio frequency to control all ground traffic, vehicles and aircraft on the movement areas. The frequency is only to be used to get clearance onto and off the movement areas. When the ATCT is closed, the CTAF should be used to announce a driver's intentions when operating within the movement area.

3. Vehicle operators must contact the ATCT ground controller each time they wish to proceed into the movement area. When proceeding onto a movement area, vehicle operators must tell the controller three things: WHO you are, WHERE you are, and WHAT your intentions are. Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received. Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists.

NOTE: If you are unsure what the controller has said, or if you don't understand an instruction, you should ask the controller to repeat it. Good communications only occur when each party knows and understands what the other is saying.

4. Common-Use Phrases:

What is said:	What it means:
a. Acknowledge	Let me know you have received and understand this message.
b. Advise Intentions	Let me know what you plan to do.
c. Affirmative	Yes.
d. Correction	An error has been made in the transmission, and the correct version follows.
e. Go Ahead	Proceed with your message only.
f. Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
g. How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
h. Immediately or without delay	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
i. Negative	"No" or "permission not granted" or "that is not correct."
j. Over	My radio transmission is ended, and I expect a response.
k. Read Back	Repeat my message to me.
l. Roger	I have received all of your last transmission.

- m. Stand By Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance."
- n. Unable Indicates inability to comply with a specific instruction, request, or clearance.
- o. Verify Request confirmation of information.
- p. Wilco I have received your message, understand it, and will comply with it.

5. Phonetic Alphabet: The aviation industry uses the following words to reduce confusion, since some letters have sound similar, such as B and P. For example; Taxiway B would be referred to as Taxiway Bravo on the radio.

A	ALFA	N	NOVEMBER
B	BRAVO	O	OSCAR
C	CHARLIE	P	PAPA
D	DELTA	Q	QUEBEC
E	ECHO	R	ROMEO
F	FOX-TROT	S	SIERRA
G	GOLF	T	TANGO
H	HOTEL	U	UNIFORM
I	INDIA	V	VICTOR
J	JULIET	W	WHISKEY
K	KILO	X	X-RAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU

6. Light Gun Signals:

- a. Air traffic controllers have a backup system for communicating with aircraft or ground vehicles if their radios stop working. The controller has a light gun in the tower that can send out different colored lights to tell the pilot or driver what to do.
- b. If a vehicle operator experiences a radio failure on a runway or taxiway, the operator should vacate the runway as quickly and safely as possible and contact the ATCT by other means, such as a cellular telephone, and advise the ATCT of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun.
- c. Light gun signals, and their meaning, are as follows:

Steady Green OK to cross runway or taxiway.

Steady Red	STOP!
Flashing Red	Move off the runway or taxiway.
Flashing White	Go back to where you started.
Alternating Red and Green	Use extreme caution.

7. Safety

- a. The FAA defines runway incursion as “Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and take-off of aircraft.”
- b. Runway incursions are primarily caused by error in one or more of the following areas:
 - I. Pilot/ground vehicle operator/controller communications
 - II. Airport familiarity
 - III. Loss of situational awareness
- c. An example of an incursion is a vehicle at an airport with an operating ATCT straying onto a runway. When driving on the airfield, vehicle operators need to always be aware of their location and the meaning of all pavement markings, lights and signs. When on the aprons and taxiways, stay away and steer clear of aircraft. Aircraft always have the right-of-way.

CHAPTER 3: AIRCRAFT OPERATIONS

Article 21. Aircraft Operating on the Ground

- A. Aircraft shall be parked in designated areas administered by the City of San Diego Airports staff and in areas rented to commercial operators. Aircraft owners or operators may also park aircraft in privately owned hangars erected on land leased from City of San Diego.
- B. No aircraft shall be parked in areas not under lease without special written permission of the Airports Deputy Director or Airport Management, who may authorize parking as a temporary measure or as an interim measure pending the execution of a lease or agreement.
- C. Parking in taxiway areas is prohibited. Taxiway areas shall be maintained open for taxiing aircraft at all times and no aircraft shall be parked in such taxiway areas left unattended in such a manner as to interfere with the free flow of traffic.
- D. No aircraft shall be left unattended on either airport unless properly secured in a tiedown or within a hangar. Owners of aircraft shall be responsible for damage resulting from failure to comply with this section.
- E. Aircraft powerplants shall be run-up only in areas designated by the City of San Diego as “run-up” areas. At no time shall powerplants be run-up when aircraft, hangars, shops, other buildings, or persons in observation areas are in the path of the propeller “slipstream” or “jet blast.” Those operating any aircraft are responsible for any damage occasioned by such slipstream or jet blast.
- F. When hand-propping is necessary, a licensed pilot or mechanic shall be at the controls at all times and the wheels shall be chocked, or the aircraft securely tied down.
- G. No persons except aviators, duly authorized personnel, passengers, or other persons going to or from aircraft personally conducted by aviators or airport attendants, shall be permitted to enter the AOA.
- H. Aircraft owners, their agents, and pilots shall be responsible for the prompt removal from the airport of disabled aircraft and their parts, except for salvage and repair, unless required or directed to delay this action by a duly authorized representative of the FAA, the National Transportation Safety Board (NTSB), or the City of San Diego, pending the investigation of an aircraft accident or incident.
- I. If any person refuses or is unable to move an aircraft within thirty (30) days as directed by the Airports Deputy Director or Airport Management, said aircraft may be towed away or otherwise removed and stored by the Airports Deputy Director or Airport Management at the owner’s or operator’s expense, and without liability for damage which may result in the course of or after such moving and storage. The same shall apply to the removal and storage of wrecked or damaged aircraft and associated parts.
- J. No “in-hangar” fueling of aircraft is permitted at the City of San Diego Airports.

Article 22. Aircraft Taxiing, Landing, and Taking Off

- A. During the hours of operation of the Air Traffic Control Tower, pilots are required to maintain two-way radio contact with the tower while operating in the Class D Airspace or on the Aircraft Movement Areas. Air Traffic Control Tower clearances and instructions are mandatory except in an emergency requiring immediate action as provided in Part 91.3 of the Federal Aviation Regulations.
- B. Aircraft movement areas at the City of San Diego Airports are defined as the runway, taxiways, and other areas of the Airports utilized for taxiing, takeoff, and landing of aircraft. The movement areas do not, however, include aircraft parking and loading ramps and taxilanes serving the general aviation hangar storage areas.
- C. In the interest of safety, all aircraft preparing to takeoff shall taxi to the end of the runway for takeoff. **MIDFIELD OR INTERSECTION TAKEOFFS ARE PROHIBITED AT MYF.**
- D. All landing aircraft taxiing to the flight line shall exit the runway at the first available taxiway, which is practical, in order to keep the runways clear for approaching aircraft. Aircraft shall not make one hundred eighty degree (180°) turns on the runway unless no taxiway is available, but shall continue straight ahead until reaching the first available taxiway and shall clear the runway as soon as possible.
- E. Taxiing aircraft shall stop at the end of each taxiway, as marked by FAA standard yellow "Hold Lines," for the purpose of any powerplant run-up.
- F. Aircraft shall not be taxied under power into or out of any hangar, nor shall aircraft powerplants be started or run inside any hangar.
- G. Exceptions to the policies and procedures governing landing and takeoff specified in this chapter shall only be made in an emergency requiring immediate action as provided in Part 91.3 of the Federal Aviation Regulations.

Article 23. Aircraft Traffic Patterns

All aircraft arriving to or departing from the City of San Diego Airports aircraft shall conform to the FAA rules and guidance for operations at airports with an Air Traffic Control Tower, when operational and if not operational, with the FAA rules and guidance for operations at airports without an Air Traffic Control Tower. Consult the Airports Facilities Directory for specifics at each airport.

Article 24. Taxi Procedures

- A. No person shall taxi an aircraft until it is ascertained, by visual inspection of the area, that there will be no danger of collision with any person or object.
- B. No aircraft shall be operated in a careless or reckless manner or taxied except at a safe and reasonable speed.
- C. Aircraft shall not taxi on to a Movement Area until the pilot has received clearance from the Air Traffic Control Tower when operational or prior to announcing location and intentions.

Article 25. Landing and Takeoff Procedures

- A. Pilots are advised to check current weather conditions by listening to the Automated Surface Observation Station (ASOS) at either airport.
- B. All pilots must exercise extreme caution to avoid “cutting out” or interfering in another aircraft’s traffic pattern or approach for landing. All aircraft landing lights should be turned on when in the traffic pattern.
- C. Traffic patterns at the City of San Diego airports shall be flown in accordance with the Aeronautical Information Manual (AIM), Chapter 4, Section 3, Airport Operations.
- D. All pilots should avoid long “power-on” approaches at low altitudes, and turns onto final approach. City Airports are surrounded by noise sensitive residential areas and the City encourages pilots to “Fly Friendly” in an effort to minimize noise impacts. The Airports/Facilities Directory specifies noise abatement procedures for both airports.
- E. Take-offs are not permitted for Runway 28R from Taxiway B at Montgomery Field.

Article 26. Parachute Operations On-Airport

- A. Parachute operations on Montgomery-Gibbs Executive are prohibited.
- B. Parachute jumping on Brown Field is permitted under the following conditions:
 - 1. Airport Management and Brown Tower must be notified, and approval received, at least 48 hours in advance of any parachute operations;
 - 2. Airport Management or Brown Tower may suspend or cancel parachute operations at any time;
 - 3. Drop zone location and jump time(s) shall be pre-approved;
 - 4. All parachute operations shall be conducted during daylight hours only;
 - 5. All parachute operations shall be conducted in accordance with applicable FAA regulations;
 - 6. Only experienced parachute jumpers possessing a USPA Class C or higher license with appropriate currency may jump on the airport;
 - 7. The jump aircraft shall coordinate all jumps with SOCAL and Brown Tower; and
 - 8. The parachute operator must provide a Commercial General Liability Insurance Policy in the amount of \$2,000,000 minimum to the Airport Manager, naming the City of San Diego, its Officers, Employees, and Agents as Additional Insured.

Article 27. Ultralight Operations

- A. Ultralights are permitted on a case by case basis with prior approval from the Airports Director, provided the following minimum requirements are met:
 - 1. The ultralight operator seeking permission must submit their request to the destination airport's Airport Manager, at least 48 hours in advance of the operation, either by email or in writing;
 - 2. A group, not to exceed five (5) ultralights, are allowed in any given flight;
 - 3. The group must be led by a licensed FAA pilot, flying a certificated "N" numbered aircraft;
 - 4. All members of the group must be using an air-band radio; and
 - 5. The destination airport's Control Tower must be notified one (1) hour prior to the flight.
- B. Ultralight operations will be conducted in accordance with Federal Aviation Regulation (FAR) 103.13.

Article 28. Banner Tow Operations

- A. Banner Tow operations at Montgomery-Gibbs Executive are prohibited.
- B. Banner tow operations are authorized at Brown Field, provided:
 - 1. All banner tow operators using Brown Field for banner towing must have a current Short-Term Operating Permit issued by the Airport Manager or his/her designee. For permit information contact Airport Operations at (619) 424-0455.
 - 2. All banner tow operators using Brown Field for banner towing must provide proof of insurance coverage to the Airport Manager or his/her designee as per the Short-Term Operating Permit.
 - 3. All banner tow operators using Brown Field for banner towing must provide a copy of a current FAA waiver to the Airport Manager or his/her designee.
 - 4. Only two banner tow operators will be permitted use of Brown Field at any given time. Operations shall only be permitted in designated areas.
 - 5. ATCT may deny or delay use of Brown Field Class D airspace at their discretion. Banner tow operations are only permitted during daylight hours and when ATCT is in operation.
 - 6. All operations must be conducted in accordance with Federal Regulations, the current Airman's Information Manual (AIM), and Airport/Facility Directory.

7. All banner tow operations will be at pilot's own risk. Pilots must be familiar with known obstructions and understand that they are responsible for their own obstacle clearance.
8. The banner tow pilots shall notify ATCT a minimum of one-hour prior to banner operations via telephone at (619) 661-0174. Banner tow pilots shall be responsible for obtaining pertinent information on the airfield, weather, Notices to Airmen and Temporary Flight Restriction from Flight Service (FSS) and the Automated Terminal Information System (ATIS) prior to commencing banner tow operations.
9. Upon receiving clearance from ATCT, banner tow aircraft shall pick-up and depart in the direction of the current flow of traffic, or as designated by ATCT. In the event of a missed pick-up, banner tow aircraft shall plan to enter the pattern, and be sequenced with normal pattern aircraft for either a pick-up or landing, as appropriate.
10. Unless otherwise directed by ATCT, banner tow aircraft shall make standard pattern entries.
11. Ground support personnel shall contact Brown Ground on 124.40 MHz prior to crossing Taxiway A, and shall give way to all taxiing aircraft.
12. Personnel shall remain clear of the infield while pick-up or drop activities are being conducted. **Under no circumstances** shall a banner be held by ground personnel for banner pick-up. Ground support personnel shall monitor Brown Tower on 128.25 MHz during banner operations.
13. Only trained personnel necessary for banner preparation and removal shall be allowed access to the banner operating area.
14. Vehicles and other non-frangible equipment and materials are allowed in the infield only as needed for set-up or removal of banner and banner launching equipment. All vehicles authorized to operate on the taxiways shall be equipped with and operate while on such taxiway either of the following items of equipment: (1) Flashing amber light on top of vehicle; or (2) Orange and white checkered flag not less than three feet square.
15. Any damage to airport or private property occurring as a result of banner operations must be reported in a timely manner to the Airport Manager. Failure to make this report may result in denied use of Brown Field, and possible civil penalties.
16. At conclusion of operations for the day, all banners, support equipment, and personnel must exit the infield in a timely manner and notify ATCT that operations are complete.
17. Failure to adhere to these provisions may result in denied use of Brown Field. Deviations from these provisions may be authorized after coordination with the Airport Manager and ATCT.

CHAPTER 4: EMERGENCIES

Article 29. Incident Response

A. When the Control Tower is Open:

1. If an incident requires the response of San Diego Fire-Rescue (SDFR), airport operations (OPS) or the tower will contact Fire Dispatch.
2. If an incident occurs when the tower is open, but when OPS is not present at the airport, tower will notify airport management via the emergency contact list maintained in the tower.
3. Once contacted, SDFR will make the necessary internal notifications, per their SOP, and then respond to the on-airport staging area and await instructions from OPS and/or the tower.
4. If no further action is required, OPS will secure SDFR units.
5. If the incident requires intervention by SDFR, OPS may escort SDFR units to the incident location, with tower clearance; or the tower may clear SDFR units directly to the incident location via radio or a GREEN light gun signal. SDFR units will not enter or cross runways or taxiways until receiving clearance from the tower.
6. Large-scale incidents may require the establishment of an Incident Command Post (ICP). In such cases, SDFR will assume incident command and establish the ICP in an appropriate location, notifying OPS and the tower.
7. Once the incident no longer requires SDFR, incident command will be transferred to OPS and SDFR units will be secured.

B. When the Control Tower is Closed:

1. SDFR will respond directly to the scene of the incident, exercising extreme caution while crossing runways and taxiways. Fire Department dispatch will notify airport management.
2. SDFR will assume incident command until a representative from airport management arrives. When appropriate, SDFR will transfer incident command to airport management, who will secure SDFR, if further action is required.

C. Airport Operations Responsibilities

1. If provided with advanced notice OPS will respond with SDFR. OPS will verify that the aircraft fuel and engine are secured, and determine if hazardous material prevention needs to be put in place.
2. While SDFR is working with the pilot and their passengers, OPS will contact the National Transportation Safety Board (NTSB) and/or FAA duty officer to request permission to move the aircraft. While awaiting a response an initial incident report will be taken gathering pilot information, ATIS, and pictures of the incident.

3. A FOD check will be conducted to clear any debris created by the incident.
4. OPS will work as a liaison for the FAA and NTSB to control the scene until proper clearance has been given to move the aircraft.
5. Once the area is cleared a second FOD check will be given and the affected portions of the airport re-opened.
6. A full incident report will be distributed to the Airport Manager and Deputy Director.

Article 30. Media Response

- A. Media inquiries shall be directed to the Communications Department at (619) 533-4555 or communications@sandiego.gov.
- B. In the event of a major aircraft incident on the airport when confronted by the media, respond with the aircraft type and number of injuries or fatalities, if known. Do not release any names or speculate as to the cause. Provide an estimate of when/if the NTSB or FAA will be on site, and that they typically will make a statement at some time after their arrival. Responding with “no comment” is not acceptable nor is providing any information other than the above acceptable.
- C. The City of San Diego is one legal entity. As such, use the following phrase, “The City’s position is....” Avoid making statements to the effect of: “The City Attorney has advised us...”, “Airports’ position is...”, etc.