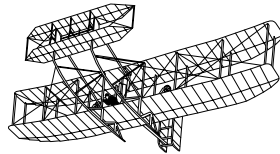


**SAN MATEO COUNTY**  
**AIRPORTS**

**COUNTY OF SAN MATEO**  
**AIRPORT REGULATIONS**

**for**  
**SAN CARLOS AIRPORT**  
**and**  
**HALF MOON BAY AIRPORT**



**Adopted by**  
**THE BOARD OF SUPERVISORS OF**  
**SAN MATEO COUNTY**  
**Ordinance No. 02613, Dated 10/16/79**

**Prepared by the Office of**  
**THE DIRECTOR OF PUBLIC WORKS**  
**County Government Center**  
**Redwood City, California**

**Copies available from**  
**THE AIRPORTS MANAGER**

**San Carlos Airport, 573-3700**

**Half Moon Bay Airport, 573-3701**

### **SAN CARLOS AIRPORT**

DATA: Paved Runway, 75'x 2600' at 2' MSL 37° 31' N 122° 15' W, One mile north of San Carlos City; lights, beacon, tower 119.0, ground 121.6, unicom 122.95 Atis 125.9

Phone (415) 573-3700

F.A.A. Tower (415) 592-5289

CAUTION: Heavy flight school traffic, power towers south of field 104' MSL, Cross SFO ILS (northeast) below 1100 MSL observe San Francisco Airport, T.C.A.

### **HALF MOON BAY AIRPORT**

DATA: paved runway, 150'x 5000' at 64' MSL 37° 31' N 122° 30' W, Five miles northeast of Half Moon Bay; lights, beacon, unicom 122.8

Phone (415) 573-3701

CAUTION: High terrain east and south of field, occasional turbulence at low levels.

## **COUNTY OF SAN MATEO**

### **AIRPORT REGULATIONS**

**SECTION 1. Article 32, Sections 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, is hereby added to Chapter 1 of Division II of the San Mateo County Ordinance Code to read as follows:**

#### **ARTICLE 32. COUNTY OF SAN MATEO AIRPORT REGULATIONS**

##### **SECTION 2660. DEFINITIONS**

- A. "County" shall mean the County of San Mateo, California.
- B. "Airport" shall mean each airport and all airport property owned, operated or controlled by the County including all improvements, facilities and appurtenances.
- C. "Airport Manager" shall mean the Manager of County Airports or any duly authorized representative.
- D. "FAA" shall mean the Federal Aviation Administration of the United States of America.
- E. "Person" shall mean a natural person, a partnership, firm or corporation.
- F. "Driveway" shall mean any street or roadway either improved or unimproved within the boundaries of the Airports set aside or designated for use by vehicles.
- G. "Traffic" shall mean pedestrians and vehicles, either individually or together while using any driveway.
- H. "Air Traffic" shall mean aircraft in operation anywhere in the air space and on those areas of the Airports normally used for the movement of aircraft.
- I. "Parking Area" shall mean any portion of the Airports set aside for the parking of vehicles.
- J. "Aircraft Parking Area" shall mean the areas set aside for the parking of aircraft.
- K. "Commercial Vehicle" is a vehicle used or maintained for the ground transportation of persons or property for hire, compensation or profit.
- L. "Acrobatic" shall mean maneuvers intentionally performed by an aircraft involving an abrupt change in its attitude, an abnormal attitude, or an abnormal acceleration.
- M. "Aircraft Operating Area" shall mean that surface of an Airport normally reserved for the use of aircraft for ground operation; i.e. the runway, taxiways, infields, overrun areas, and Airport clear zones.
- N. "Based Aircraft" shall mean any aircraft which utilizes an Airport as a base of operations, as opposed to occasional transient purposes, and is assigned a reserved parking space, tie-down, or hangar space on the Airport or adjoining property, whether or not such assignment is made under a written agreement with the County. An aircraft may be based at only one Airport.

O. "Transient Aircraft" shall mean any aircraft which utilizes an Airport for occasional transient purposes and is based at another airport and is not assigned a reserved parking space, tie-down or hangar space on the Airport or adjoining property.

## **SECTION 2661. GENERAL**

### **A. USE OF PROPERTY**

1. Entry upon or use of County Airports by any person (including aircraft operators, crew members and passengers, spectators, sightseers, pleasure and commercial vehicles, officers and employees of airlines, lessees and other persons occupying space at the Airports, persons doing business with the Airports, its lessees, sublessees and permittees, and all other persons whatsoever whether or not of the type indicated), is conditioned upon compliance with Airport rules and regulations; and entry upon or into the Airports by any person shall be deemed to constitute an agreement by such person to comply with said rules and regulations.

2. The County reserves the right to deny use of the Airports to any person or persons for cause.

B. **BUSINESS ACTIVITIES.** No person shall use the airports in any manner whatsoever for any commercial profit, gainful, or revenue producing purpose, regardless of the form of compensation, without a valid Permit, Concession or Right of Entry Agreement with the County. Business activities include but are not limited to flight instruction or mechanical work. The director of Public Works, or his designated representative, may issue permits for activities to be conducted on County Airports subject to such rules and regulations as may be prescribed by the board.

C. **HIRING PROHIBITED.** The hiring of persons, groups or corporations engaged in business activities in violation of Paragraph B of the section is prohibited.

D. **DISTRIBUTING, POSTING OR DISPLAYING PRINTED MATERIAL.** No person shall distribute, post or display any commercial or non-commercial signs, circulars, handbills or advertisements without the consent of the Airport Manager.

E. **FUND SOLICITATION.** No person shall solicit funds for any purposes on the Airports.

F. **ROADS AND WALKS.** No person shall travel on any portion of the Airports except upon the roads, walks or places provided for the particular class of traffic, nor occupy the roads or walks in such a manner as to hinder or obstruct their proper use.

G. **CHILDREN.** Children under the age of sixteen must be accompanied by an adult.

H. **ANIMALS.** Dogs and other animals are permitted on the Airports only if on a leash in such a manner as to be under control.

### **I. DISORDERLY CONDUCT.**

1. No person shall commit any disorderly, obscene, indecent or unlawful act or commit any nuisance on the Airports.

2. No person shall drink any intoxicating liquors upon any portion of the Airports open to the public, except in a restaurant or other place properly designated and licensed for on-sale liquor dispensing.

3. No person shall become intoxicated on any portion of the Airports nor shall any intoxicated person enter upon or loiter on or about the Airports or any of their facilities.

J. SANITATION. Garbage, papers and refuse or other waste materials shall be placed in receptacles provided for that purpose.

K. PRESERVATION OF PROPERTY. No person shall:

1. Destroy, injure, deface or disturb in any way, any building, sign, equipment, marker or other structure, tree, shrub, flower, lawn or seeded area on the Airports.

2. Conduct activities that are injurious, detrimental or damaging to Airport property or to activities and business of the Airports.

3. Abandon any personal property on the Airports.

L. DAMAGED PROPERTY. Any and all Airport property destroyed, injured or damaged by accident or otherwise, shall be paid for by the party or parties responsible for such destruction, injury or damage. Persons responsible for damaging or destroying Airport property shall report such damage to the Airport Manager within 24 hours of the occurrence of the damage.

M. ACCIDENT REPORTS. Witnesses to and participants in accidents occurring on or within the Airports shall make a full report to the Airport Manager as soon after the accident as practicable, together with their names and addresses.

N. FIREARMS. No person except peace officers, Federal, State and County employees, or members of the Armed Forces of the United States on official duty shall carry any loaded firearms or explosives without prior permission of the Airport Manager. No person shall hunt, conduct target practice or discharge firearms on Airport property.

O. LOST ARTICLES. Any person finding lost articles shall immediately deposit them at the office of the Airport Manager or with the attendant on duty.

P. SAFEGUARDING PUBLIC. The Airport Manager shall have authority and shall perform all duties necessary to safeguard the public and the Airports.

Q. LIABILITY. The County, its agents or employees operating the Airports assumes no responsibility for property stored thereon or property thereon of persons using the Airport facilities, by reason of fire, theft, vandalism, windstorm, flood, earthquake and/or collision, nor does it assume any liability by reason of injury to persons while on the Airport or while using its facilities.

## **SECTION 2662. VEHICLES**

A. GENERAL. Motor vehicles shall be operated in a proper and safe manner in accordance with the motor vehicles laws of the State of California and ordinances of the County.

B. NO VEHICLES ON AIRCRAFT OPERATING AREA. No motor vehicle or other vehicle shall be operated on the aircraft operating area except by persons authorized by the Airport Manager. No motor vehicle or other vehicle except one having clearance from the Airport Manager shall be operated on or across runways or taxiways. Operators of such authorized vehicles shall be alert at all times while on the runway and shall operate on runways only in connection with work performed on runways. Vehicles shall not cross any runway without FAA control tower clearance when a control tower is in operation. All vehicles shall yield the right of way to aircraft. Authorized vehicles shall carry appropriate warning flags as directed by the Airport Manager.

C. MOTORCYCLES AND BICYCLES PROHIBITED. The operation of motorcycles or bicycles on the Airports aircraft operating areas is prohibited.

D. **SPEED LIMIT FOR MOTOR VEHICLES.** Motor vehicles shall be operated on established streets and roadways in strict compliance with speed limits posted on traffic signs and in no event at speeds in excess of fifteen (15) miles per hour. On passenger loading ramps and in areas immediately adjacent to hangars, speed shall not exceed ten (10) miles per hour.

E. **AIRCRAFT SUPPORT VEHICLES.** Portable loading ramps, baggage trucks and other such vehicles shall be equipped with brakes. Brakes shall be set or suitable locking devices shall be securely set when equipment is parked or not in use.

F. **PARKING.** Vehicles shall be parked in parking areas only in the manner and at locations indicated by posted traffic signs and markings. Vehicles shall not be parked so as to obstruct aircraft movement.

G. **HANGAR ENTRANCES.** Hangar entrances shall be kept clear at all times for ingress and egress of tenants' aircraft. The Airport Manager may move or have towed parked vehicles which hinder any approved operation.

H. **LOADING AND UNLOADING PASSENGERS.** No common carrier or vehicle for hire shall load or unload passengers at any place other than those designated by the Airport Manager.

I. **COMMERCIAL VEHICLES.** No person shall operate any vehicle for hire on or from the Airports without an appropriate permit from the County and complying with such conditions as may be prescribed by the County.

J. **REPAIR OF MOTOR VEHICLES.** No person shall clean or make repairs to motor vehicles anywhere on the Airports except those minor repairs necessary to remove such vehicles from the Airport.

### **SECTION 2663. AIRCRAFT**

A. **GENERAL.** No person shall operate any aircraft, land aircraft upon, fly aircraft from or conduct any aircraft operation on or from the Airports other than in conformity with the Federal, State, and local rules and regulations.

#### **B. IN-FLIGHT AND GROUND OPERATIONS.**

1. Aircraft shall not take-off or land except in conformance with the then-approved traffic pattern.

2. No turn shall be made after take-off until the Airport boundary has been reached and the pilot has attained an altitude of at least 400 feet and ascertained that there will be no danger of turning into the path of a following aircraft. Aircraft entering the pattern shall enter at a 45° angle to the downwind leg.

3. Formation flying, including take-offs and landings, is prohibited in the Airports traffic areas.

4. Acrobatic maneuvers are prohibited in the Airports traffic areas.

5. Low flying within the confines of Airport traffic patterns, except when necessary to climb to the designated pattern altitude or descent to a landing, is prohibited.

6. Straight-in approaches are prohibited unless authorized by an operating FAA control tower.

7. Take-off shall be made at the ends of the runway only. Take-off shall not be made while another aircraft is on the runway or on final approach to a landing, nor unless it is safe to do so.

8. Landing shall not be made while another aircraft is on the runway, nor unless it is safe to do so.

9. All landing aircraft will expeditiously clear the runway and will avoid contact with runway and taxi-way marker lights.
10. Aircraft shall not remain on the landing or take-off area for the purpose of instructing students between flights.
11. When an FAA control tower is in operation, aircraft shall not cross any runway except by control tower clearance.
12. Aircraft shall not cross any runway until the pilot has stopped and made certain by visual inspection that there is no danger of collision with any person or object.
13. Aircraft shall not be taxied closer than 100 feet to the runway for warm-up. Aircraft shall taxi on taxi-way only.
14. Aircraft shall not be taxied except at a safe and reasonable speed and in no case in excess of 15 miles per hour. Taxiing in and out of hangars is prohibited.
15. Aircraft engines shall not be operated in such a manner or position that hangars, buildings or other facilities or property or persons shall be damaged from such operation.
16. Aircraft engines shall not be started or run unless a competent person is at the controls and an effective brake is on and locked, or wheels are blocked.
17. Aircraft engines shall not be operated inside a hangar or other structure.
18. Engines shall be stopped while passengers are being emplaned or deplaned.
19. No pilot or other member of the crew of an aircraft in operation or any person attending or assisting in said operation shall be under the influence of intoxicating liquor or habit-forming drugs, nor shall any person under the influence of intoxicating liquor or habit-forming drugs be permitted to board any aircraft except a medical patient under proper care.
20. Witnesses to and participants in any accident or damage to aircraft occurring at the Airport shall promptly make a full report of such damage or accident to the Airport Manager. Aircraft operators, owners or their agents shall be responsible for, and shall cooperate and assist in, the prompt removal of damaged aircraft, parts, property or debris resulting from any accident, except, however, that the Airport Manager or officials of the Federal Aviation Administration may prohibit the movement or removal of any damaged aircraft or property.
21. The Airport Manager may regulate practice landings whenever traffic volume is such that regulation is necessary for the safe, orderly operation of the Airport.
22. The Airport Manager may refuse clearance to or delay any flight or other operation at the Airport if deemed by the Airport Manager to be in the interest of safety.
23. No aircraft shall take off or land when transporting explosives or other hazardous material without prior permission of the Airport Manager.
24. No person shall park or store any aircraft in any area not designated for such purpose without prior consent of the Airport Manager.
25. No aircraft shall be left unattended on the Airport unless properly secured to the ground by ropes or other appropriate means, or in a hangar.

26. No person shall start the engine of any aircraft when there is gasoline on the ground or pavement thereunder. When gasoline spills or leaks around an aircraft, notify the Airport Manager so that the area may be washed down.

27. Deviation from these inflight and ground operation rules is authorized only under emergency conditions or on approval of an operating FAA control tower.

C. **INSURANCE.** No person shall base aircraft at County Airports unless such person shall file with the Airports Manager and keep in current effect a certificate of public liability and property damage insurance naming the county as additionally insured, providing a ten-day advance notice in event of cancellation, and executed by a company authorized to carry on insurance business in this State. The minimum amounts and types of insurance coverage shall be specified by the Airport Manager after consultation with the County Risk Manager.

D. **TRANSIENT AIRCRAFT.** Transient aircraft shall park only in the areas designated for transient aircraft. Overnight parking fees for transient aircraft shall be paid prior to departure.

E. **BASED AIRCRAFT PARKING.** Based aircraft shall park only in the space assigned to them. Assignments may be changed by the Airport Manager as required for the operation and improvements of the Airport. Charges for parking and storage of based aircraft shall apply to all persons in accordance with the appropriate schedule of fees. Monthly charges are due and payable in advance for each calendar month. Charges for terminating reserved parking or hangar space at other than the end of the month will not be prorated. Notice of termination shall be provided in writing to the Airport Manager thirty (30) days prior to the end of the month.

F. **DELINQUENT ACCOUNTS.** When an aircraft parking account is delinquent for fifteen days or more, the Airport Manager may lock up the aircraft until storage charges are paid. No aircraft on which any tie-down or parking fees are unpaid may be removed from the Airport without the prior consent of the Airport Manager. In addition to all other remedies provided by law for the collection and enforcement of charges or fees due for the parking of aircraft, the County shall have a lien upon the aircraft for the parking thereof. Whenever such lien is lost by reason of loss of possession through trick, fraud or device, the repossession by the County shall revive such lien. Any lien of the County upon aircraft for the parking thereof may be foreclosed in the same manner as is provided generally by the Civil Code of California for the foreclosure of liens upon personal property.

#### **SECTION 2664. FUELING AND DEFUELING**

A. **DISPENSARY.** No aircraft shall be fueled except by a fuel dispensary authorized by the County.

B. **WHEN PROHIBITED.** No aircraft shall be fueled or defueled while the aircraft engine is running or while such aircraft is in a hangar or other enclosed space.

C. **SMOKING PROHIBITED.** Smoking is prohibited within fifty (50) feet of an aircraft while the aircraft is being fueled or defueled.

D. **ATTENDANT REQUIRED WHEN PASSENGERS IN AIRCRAFT.** During fuel handling, passengers are not permitted in the aircraft unless a cabin attendant is stationed at or near the cabin door.

E. **GROUNDING REQUIRED.** During fuel handling, the aircraft and the fuel-dispensing or draining apparatus shall be properly grounded to prevent the possibility of static ignition of volatile liquids. All hoses, funnels, and appurtenances used in fueling and draining operations shall be properly equipped with a grounding device to prevent possibility of static ignition of volatile liquids.

F. **PREVENTION OF FUEL OVERFLOW.** Persons engaged in aircraft fuel handling shall exercise care to prevent overflow of fuel.

G. **OPERATION OF ELECTRICAL SWITCHES.** During fuel handling, no person shall operate any radio transmitter or receiver, or operate electrical aircraft switches.



H. ONLY ESSENTIAL PERSONNEL PERMITTED. Only personnel engaged in fuel handling, maintenance and operation of an aircraft shall be permitted within fifty (50) feet of fuel tanks of such aircraft during any fueling or defueling operation, except as provided in Paragraph D of this Section.

I. STATIC SPARK MATERIALS PROHIBITED. During fuel handling in connection with any aircraft, no person shall use any material which is likely to cause static spark within fifty (50) feet of such aircraft.

J. MAINTENANCE OF FUELING EQUIPMENT. Fueling hoses, static grounding lines and draining equipment shall be maintained in a safe, sound and non-leaking condition.

#### **SECTION 2665. FIRE PROTECTION**

A. CLEANING OF AIRCRAFT - PARTS, VEHICLES, ETC. No person shall clean or degrease aircraft and/or engines except in a maintenance station properly equipped to handle such work or in a space designated by the Airport Manager.

B. OPEN-FLAME OPERATIONS. No person shall conduct any open flame operation in any hangar; or in any shop, building, room or other place if it may, or may be likely to, endanger persons or property.

C. STORAGE. No person shall store or stock material in such a manner or of such nature as to constitute a fire hazard.

D. STORAGE OF FLAMMABLE MATERIALS. No person shall keep, store, or discard any flammable liquids, gasses, signal flare or other flammable material in any hangar, shop, building, room or other place if it may, or may be likely to, endanger persons or property, except that such materials may be kept in aircraft in the proper receptacles installed in the aircraft for such purpose, or in a room specifically approved for such storage by the Airport Manager.

E. LUBRICATING OILS. No person shall keep or store bulk lubricating oils in open containers in or about hangars, shops, garages or other buildings except that such materials may be kept in the aircraft in the proper receptacles installed in the aircraft for such purposes or in hangars, shops, garages or other buildings, in sealed containers, steel drums or other dispensing equipment provided with suitable draw-off devices.

F. WASTE. No person shall keep or store oily waste, rags or other flammable rubbish within any hangar. All waste and/or rubbish shall be kept in suitable covered metal containers and shall be removed from hangars daily.

G. SMOKING. No person shall smoke in any hangar, shop or other building where it is dangerous to do so or where it is prohibited by the Airport Manager. NO SMOKING signs shall be strictly observed.

H. CLEANING FLUIDS. No person shall use volatile flammable substances for cleaning purposes in the hangars, shops or other buildings except as cited in Paragraph A. of this Section.

I. FLOOR CARE. The floor of all hangars, shops, aprons and areas adjacent thereto, shall be kept free and clean of oil, grease, waste and other flammable material.

J. DOPING AND PAINTING. All doping and painting of aircraft shall be performed in an authorized, Fixed-Base operator maintenance station or in a space designated by the Airport Manager. Doping and painting is prohibited in individual hangars.

K. FIRES. Report location by telephone to the local Fire Department and to the Airport Manager.

**SECTION 2666. HANGARS AND TIE-DOWNS**

A. GENERAL. The lease of county-owned hangars and tie-downs shall be by written lease on a month-to-month basis.

B. CARE OF HANGARS. Lessees shall maintain the interior of hangars in clean and orderly condition. Cleaning solvents, lubricating oils, and other flammable liquids for use by the lessee may be stored in hangars in limited quantities in sealed metal containers. Sealed metal container size shall not exceed five (5) gallons, and total storage of flammable liquids in individual hangars shall not exceed six (6) gallons. Lessees shall not use the structure of the hangar to suspend any weights or do any lifting.

C. TELEPHONES. Telephones may be installed in hangars only with prior written approval of the Airport Manager.

D. CARE AND USE OF TIE-DOWNS. Lessees shall maintain assigned tie-downs in a clean and orderly condition. Minor maintenance of aircraft may be performed on assigned tie-down, provided the area is not damaged. Maintenance other than minor shall be performed in an authorized Fixed-Base operator maintenance station or in an area designated by the Airport Manager.

E. SUB LEASING. Lessees may not sublet their hangar or tie-down without prior written approval from the Airport Manager. Sun-lessees shall be governed by all rules and regulations required of the lessee.

F. LOCKS. Lessees shall either use a lock provided by the county or, if a personal lock is used, provide a key for the hangar lock to the Airport Manager.

**SECTION 2667. COMPLIANCE**

A. Failure to comply with any part of this ordinance shall be grounds for the suspension or termination of any rights or privileges by individuals or groups to enter upon or use the Airport facilities.

B. The Airport Manager may suspend or terminate any agreement, permit, license or other arrangement for noncompliance with this ordinance.

C. A civil action may be filed in Superior Court to enjoin any violation of this ordinance.

**SECTION 2668. POLICIES AND PROCEDURES**

The Airport Manager shall have the authority to promulgate policies and procedures to implement this ordinance and to insure the safe and efficient operation of county Airports.

SECTION 2. This ordinance rescinds Resolution No. 24363 dated September 19, 1967.

SECTION 3. This ordinance shall be in full force and effective thirty (30) days after its passage.