

PORT OF EPHRATA
GRANT COUNTY PORT DISTRICT NO. 9

AIRPORT REGULATIONS

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(Supersedes Previous Editions)

**GRANT COUNTY PORT DISTRICT NO.9
THE PORT OF EPHRATA**

AIRPORT REGULATIONS

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**Grant County Port District No. 9, The Port of Ephrata
Grant County, Washington**

AIRPORT REGULATIONS

SECTION I -- DEFINITIONS

1. "Port Authority" means duly authorized representative of the Ephrata Airport and Industrial Park.
2. "Commission" means the Board of Commissioners of the Port of Ephrata, Grant County Port District No. 9.
3. "Person" means any individual, firm, co-partnership, corporation, company, association, joint stock association, or body political, and includes any trustee, receiver, assignee, or other representative thereof.
4. "Airport" means the Ephrata Airport, located on Port District property near Ephrata, Washington.

SECTION II -- AUTHORITY

1. The Ephrata Airport and Industrial Park is owned and operated by Grant County Port District No.9, The Port of Ephrata, a municipal corporation, organized under statutory authority of the State of Washington.
2. The Port of Ephrata is governed by three elective commissioners who have adopted the following rules with respect to Port District property to provide for the safety and proper conduct of persons and property using the Ephrata Airport and Industrial Park. The following rules and regulations are to be construed to be in conformity with all federal, state and local laws.
3. In case any section or sections or part of any section of these rules and regulations shall be found invalid for any reason, the remainder shall not thereby be invalidated, but in accordance with intention of the Commission herein expressed, shall remain in full force and effect, all parts being hereby declared separate and independent of all others.
4. All persons on any part of Port District property shall be governed by the rules and regulations prescribed herein and by orders and instructions issued by the Commission and the Port Authority relative to the use or occupation of any part of the property comprising the Ephrata Airport and The Port of Ephrata Industrial Park.
5. In the event that an interpretation of any part or section of these provisions is required, the Port Authority shall have full and final authority to render such interpretation.
6. The Commissioners reserve the rights to revise, delete, amend or add to any of these regulations or rules without notice.

SECTION III -- GENERAL

1. Any person or persons who shall refuse to comply with these applicable rules and regulations, after proper request to do so by the Port Authority or other authorized representative of the Port of Ephrata, may be requested to leave the Airport and in the event of failure to comply, shall be regarded as a trespasser.
2. Any person operating or handling any aircraft, operating or handling any vehicle or apparatus, or using the Airport or any of its facilities shall comply with the applicable rules and regulations of the Ephrata Airport. Any person refusing to comply therewith may be subject to denial of airport privileges on determination by the Port Authority and/or the commissioners. Any violation of these rules and regulations shall constitute a misdemeanor.
3. All penal laws of the State of Washington are applicable to the area of the Ephrata Airport and any violators thereof are subject to arrest by authorized police officers.
4. Airport liability: The Commission assumes no responsibility for loss, injury or damage to persons or property on Port District property or while using the Airport facilities, by reason of fire, theft, vandalism, wind, flood, earthquake collision damage, or physical condition of ramp or runway. Nor does it assume any liability for injury to persons while on Port District property, including the airport, while using any of the facilities.
5. Restricted areas: No person shall enter any restricted area posted as being closed to the public except persons assigned to duty herein or authorized by the Port Authority.
6. Vehicles for hire:
 - a. No person or company shall operate any vehicles for hire without first obtaining a permit from the Port Authority under such terms and conditions as may be prescribed.
 - b. No common carrier vehicle or vehicles for hire shall load or unload passengers at the Airport on any place other than that designated by the Port Authority.
7. Disorderly conduct: No person shall commit any disorderly, obscene, indecent or unlawful act or commit any nuisance on Port District Property.
8. Use of roads and walks:
 - a. No person shall travel on Port District Property other than on the roads, walks or places provided by the particular class of traffic.
 - b. No person shall use the roads or walks in such manner as to hinder or obstruct their proper use.
9. Report of hazardous conditions: Any person observing a condition or hazard that would jeopardize life, health, or public safety should report such to the Port Authority's office.

10. Lost or abandoned articles:
 - a. Any person finding lost articles in the public area shall deposit them at the office of the Port Authority.
 - b. No person shall abandon any personal property on the Port District Property. Any personal property so abandoned shall be disposed of in the manner prescribed by applicable Washington State Statutes.
11. Soliciting: No person shall solicit for funds for any purpose or offer merchandise or services for sale on the Port District property, to include the Airport, without the permission of the Port Authority.
12. Advertisements: No person shall post, distribute or display signs, advertisements, circulars, printed or written matter at the airport except with the approval of the Commission and in such manner as may be prescribed by the Port Authority.
13. Commercial photography: No person except representatives of the press on duty or during official assignments shall take still, motion or sound pictures for commercial purposes on the Airport without permission of the Port Authority.
14. Gambling: No person shall conduct gambling in any form or operate gambling devices anywhere on Port District Property.
15. Treasure or Artifact "Hunting": Intentional searching for items or artifacts on Port property is prohibited. Any item found on Port property regardless of circumstance will be surrendered to Port personnel and remains the property of the Port of Ephrata.

SECTION IV – PROPERTY AND TENANCY

16. Preservation of property:

- a. No person shall destroy, injure or disturb in any way, any building, sign, equipment, marker or other structure, tree, flower, lawn or other public property.
- b. Any person damaging, injuring or destroying Port District property, to include the Airport, either by accident or otherwise, shall be liable for the reasonable value of the property so damaged or destroyed.

17. Delinquent payments: Any person determined to be delinquent in his payment for the use of airport facilities may be removed from the airport by or under the authority of the Port Authority, and may be deprived of, or refused the further use of the airport and its facilities for such length of time as may be determined by the Port Authority. **The Ephrata Airport has adopted Revised Code of Washington (RCW) 14.08.122 in its entirety via Resolution 2021-001. This allows for actions to include impounding and selling aircraft if necessary, to pay for delinquent airport charges. RCW 14.08.122 is included as attachment 1 of this policy document.**

18. All tenants, lessees, permittees or concessionaires at the Airport shall comply with all requirements of applicable State and/or Federal laws and Port of Ephrata regulations relating to the establishment of non-discriminatory requirement in hiring and employment practices, and shall assure the service of all patrons or customers without discrimination as to any person's race, creed, color or national origin.

19. Dogs: No person shall enter the terminal building or landing area of the Airport with a dog or other animal, except a seeing-eye dog. Dogs and other animals may be permitted in the other areas of the Airport if restrained by leash or confined in such manner as to be under control.

20. Animals: No animals shall be retained in or on leased/rented Port District properties without the written consent of the Commissioners. Said consent shall be requested by the Lessee/tenant in writing and shall be limited to one (1) "security dog" to be retained inside the rented facility.

21. Flammable material:

- a) No person shall keep, store or discard any flammable liquids, gases, signal flares or other similar material in the hangars or in any building on the Port District property, including the Airport; except that such material may be kept in aircraft in the proper receptacles installed in the aircraft for such purposes or in rooms or areas specifically approved for such storage by the Port Authority.
- b) No person shall store material or equipment on Port District property in such a manner as to constitute a fire hazard.
- c) All lessees on the airport shall keep the floors of the hangars and hangar terminal apron pits and areas adjacent thereto, free and clear of oil, grease and other flammable material. No person shall use volatile flammable substance for cleaning floors in the hangars or in other buildings of the airport.

22. Open flame operations: No person shall conduct any open flame operations in any hangar or building or part thereof unless specifically authorized by the Port Authority.
23. Lubricating oils: No person shall keep or store lubricating oils in or about hangars; except that such material may be kept in aircraft in the proper receptacles installed in the aircraft for such purposes or in containers provided with suitable draw-off devices.
24. Care of waste: Lessees shall provide suitable metal receptacles with self-closing covers for the storage of oily waste, rags and other rubbish. Lessees shall remove all such waste daily.
25. Industrial waste: No person shall discharge or dispose of any commercial or industrial solid or liquid waste material into the Port's drainage system without having first procured a permit from the appropriate state agency for the discharge or disposal of such waste.
26. Sanitation: Garbage, papers and refuse or other material shall be placed in receptacles provided for that material.

SECTION V -- MOTOR VEHICLES

1. General: Motor vehicle operation on Port District property shall be in accordance with Washington state regulations and any special policies prescribed by the Commission. The Port of Ephrata is governed by the City of Ephrata Police Department for the enforcement of all laws of the State of Washington on Port District property.
2. Vehicle accident reports: All persons involved in any accident on Port District property, including the Airport, and all witnesses thereto shall report promptly to the Port Authority's office.
3. Intoxication: No person under the influence of liquor or narcotics shall operate a motor vehicle on Port District property, including the Airport.
4. Speed limit: The maximum speed limit in all vehicular areas on Port District property is twenty-five (25) miles per hour, unless otherwise posted.
5. Compliance with signs: All vehicles shall be operated in accordance with all posted signs and pavement markings. Vehicles shall not be parked in the parking areas other than in the manner and areas indicated by posted traffic signs or markings.
6. Pedestrians: Pedestrians shall have the right of way over vehicular traffic and shall use pedestrian lanes wherever provided.
7. Minimum following distance: No person shall operate a vehicle following another vehicle on Port District property closer than twenty-five (25) feet.
8. Compliance with rules – emergency provision: Motor vehicles shall be operated on Port District property, including the Airport, in strict accordance with the foregoing rules prescribed by the commission and Port Authority for the control of such vehicles, except in the case of an emergency involving danger to life and property.
9. Motorized equipment – restricted area: No motorized equipment shall be operated on the airport ramp or the aircraft area of taxiways except by persons assigned to duty there or by persons authorized by the Port Authority.
10. Vehicle operations on the Airport Operations Area (AOA): Port-authorized vehicles operating in the aircraft parking areas may do so during daylight hours with hazard flashers activated. Vehicles that operate on or across any taxiways or runways must be equipped with a flashing obstruction light affixed to the top of the vehicle, or in the absence of the obstruction light, a flag attached to and flying above the vehicle. This flag shall be not less than 3 feet square and consist of a checkered pattern of international orange and white squares. Vehicles that must operate on or across a runway surface must also be equipped with, or be escorted by a vehicle equipped with, a radio operating on Ephrata CTAF (122.800)

SECTION VI -- AIRCRAFT OPERATION AND MAINTENANCE

1. Adoption of Federal Aviation Administration (hereinafter the FAA) rules: The Air Traffic Rules as established by the FAA and currently in effect, are hereby adopted and made a part of these rules as fully as if the same were set forth herein.
2. This section shall govern the conduct of all persons engaged in aeronautical activities at the Ephrata Airport, or while flying in the Ephrata Airport Traffic Area unless exceptions are specifically provided for in the Federal Regulations or unless exceptions not in conflict with Federal Regulations are authorized by the Port Authority.
3. No person shall navigate any aircraft, land upon, fly from, service, maintain, or repair any aircraft or conduct any aircraft operations on or from the Ephrata Airport other than in conformity with all current rules and regulations.
4. Report of accidents: Any person involved in any accident or incident on the airport, and all witnesses thereto, shall report said incident to the Port Authority's office.
5. Accidents on airfield: See Section VII – Emergency Plan, below. In case of an accident on the field, the general public shall stay off the field and away from the accident in order not to hamper the trained rescue crew. Employees are asked to cooperate in this respect by helping to keep the people from rushing to the scene of the accident. If any help is needed, it will be called for by the rescue crew chief.
6. Special aviations activities:
Use Agreement: Any individual or group which requests airport use for activities on specific dates during the calendar year shall sign the Port Use Agreement, acknowledging familiarity with Airport Regulations, indemnifying the Port from liability and agreeing to supply the Port with a certificate of liability insurance naming the Port of Ephrata as additionally insured.
7. Maintenance and repair of aircraft: Aircraft maintenance can only be performed in accordance with FAA regulations in areas approved by the Port management.
8. Cleaning of aircraft: No person shall use volatile flammable liquids in the cleaning of aircraft, aircraft engines, propellers, and appliances unless such cleaning operations are conducted in open air, or in a room specifically set aside for that purpose, which room shall be properly ventilated, fireproofed and equipped with adequate and readily accessible fire extinguishing apparatus.
9. Painting and other processes: Painting of aircraft shall be conducted only in approved areas and under such conditions as shall conform to local laws, under-writers' standards and field regulations. "Doping" processes shall be conducted only in designated and properly designed, fireproofed and ventilated rooms or buildings in which all illumination, wiring, heating, ventilation equipment, switches, outlets and fixtures shall be spark proof and vapor proof.

10. Smoking: Smoking is prohibited within 25 feet of Port owned and operated facilities. Smoking is also specifically prohibited:
- a) Within 50 feet of the aircraft's fuel tanks while the aircraft is being fueled or drained of fuel.
 - b) Within 50 feet of any fuel carrier when it is being utilized for transporting, fueling or draining of fuel from aircraft.
11. Fueling:
- a) No aircraft shall be fueled or drained of fuel while the engine is running or while such aircraft is in a hangar or enclosed space.
 - b) Waiver of aircraft fueling requirement: The Commission does not permit fueling of aircraft at the Airport except at the airport approved fuel facilities unless a waiver is obtained by the aircraft owner or operator.
 - c) Operating electrical switches prohibited: No person shall operate any electrical switch or radio transmitter or receiver in an aircraft during fueling or draining of fuel.
 - d) Prevent overflow: Persons engaged in the fueling and draining of aircraft shall exercise care to prevent overflow of fuel. Persons responsible will take proper measures to remove volatile liquids when it is spilled during transfer.
 - e) Gasoline on ground – Starting engine prohibited: No person shall start the engine of any aircraft when there is gasoline on the ground under such aircraft.
 - f) Attendant required when passengers in cabin: No passenger or passengers shall be permitted in any aircraft during fueling unless a cabin attendant is present at or near the cabin door. Passenger loading stairs shall be in place at the cabin door.
 - g) Only essential personnel permitted in vicinity: Only personnel engaged in the fueling of an aircraft.
 - h) Static spark materials prohibited: No person shall use any material during fueling or draining of fuel from aircraft, which is likely to cause a static discharge.
 - i) Adequate fire extinguishers required: Adequate fire extinguishers shall be within ready reach of personnel engaged in fueling and draining operations.
 - j) Designated areas: The fueling and draining of aircraft shall be conducted in designated areas and at least 50 feet from any hangar or building.
 - k) Maintenance of equipment: Fuel storage containers, fueling hoses, pumps and draining equipment shall be maintained in a safe, sound and non-leaking condition and shall be a type approved by the National Board of Fire Underwriters.
 - l) Motorized equipment:
 - i. No motorized equipment shall be operated under the wing of any aircraft being fueled or drained of fuel.
 - ii. All equipment must be parked so that it may be readily driven or towed away from the aircraft in case of emergency.
12. Vendors Dispensing Fuel on the Airport: Only Port authorized personnel are permitted to dispense Jet-A fuel at KEPH. Self-serve Avgas shall be provided by the Port. No vendor, tenant or guest can dispense/sell any type of fuel at the Port unless authorized by the Port Authority. Only those authorized by the Port may store or dispense aviation fuel on the airport and must comply with the industry standard testing and documentation. At a

minimum, the following procedures must be followed to be authorized to store or dispense fuel of any type at the Ephrata Municipal Airport:

- I. Vender shall have a Spill Prevention, Control and Countermeasure (SPCC) Plan in conformance with appropriate federal, state and local regulations that has been assembled by a property certified engineer and approved by the Ephrata Airport Manager. This plan shall be on file at the place of business and a copy provided to the airport manager.
- II. Vender shall provide spill cleanup and containment materials at the refueling site as stated in the SPCC plan. These materials shall be inventoried by the fuel vendor each April and October. Inventory actions must be documented and made available for verification of compliance.
- III. Prior to uploading fuel from delivery vehicle to the storage tanks, an API gravity test will be conducted, verified and documented to be within 1" of result documented on the bill of lading.
- IV. Weekly, Monthly and annual system checks include a minimum of the items listed in the Port Fuel Inspection Form will be complied with, documented and made available for verification of Compliance.

Port of Ephrata
 Fuel System Inspection Log
 (Initial Each Item Completed)

Month: _____

Monthly Items

| | |
|---|--|
| Date | |
| Signs & Placards | |
| Nozzle Screen | |
| Emergency Shutdown | |
| Fire Extinguishers | |
| Bonding Cable Continuity (25 ohms or less) | |

Week: 1 2 3 4 5 Comments

| <u>Inspection Item</u> | | | | | | |
|-----------------------------|--|--|--|--|--|--|
| General Housekeeping /Maint | | | | | | |
| Security & Fire Safety | | | | | | |
| Fuel Leaks | | | | | | |
| Bonding Cable, Clamp, Reel | | | | | | |
| Fire Extinguisher | | | | | | |
| Hose/Swivels/Nozzle | | | | | | |
| Sump checks c/w | | | | | | |

Sump Checks

| | | | | | | |
|-----------------|--|--|--|--|--|--|
| Tank Sump | | | | | | |
| Filter Sump | | | | | | |
| Filter Pressure | | | | | | |

Estimated Fuel Used for Maintenance (Monthly) _____ (Gals)

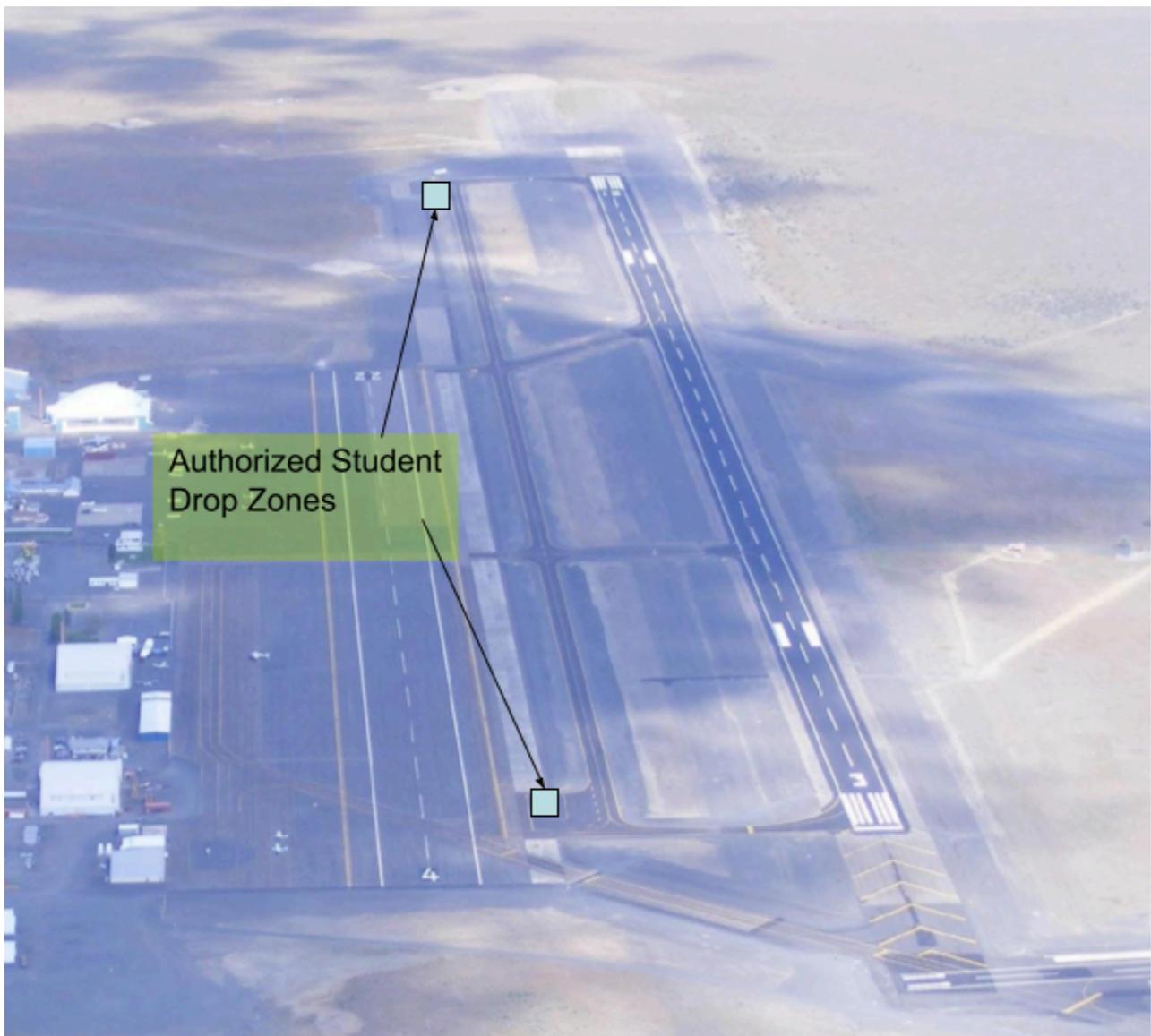
| Visual Appearance Ratings | | Comments: |
|---------------------------|--|--|
| Oil/Water | <p>1 = Clear No visible particles, oil, sediment, dye, rust, solids or unusual color</p> <p>2 = Bright Some fine to small size particles</p> <p>3 = Particulate Matter Many small particles floating or settled on the bottom</p> <p>4 = Dirty Discoloration of the sample due to solids</p> | |
| Water | <p>A = Bright No water. All bubbles may cause heavy appearance that clears within 1 minute</p> <p>B = Hazy Fine water droplets dispersed throughout</p> <p> Heavy may go away when the sample warms, but must be reported</p> <p>C = Cloudy Sample appears cloudy or milky</p> <p>D = Wat Droplets or a layer of water on the side or bottom</p> <p>F = Particulates Flak (air or another material) on surface</p> | |
| | | <p>Color - Not A: white or light straw color; NOT: Blue → Report unusual color</p> <p>Example: Sump rating for clear with haze is 1-B</p> <p>Note: Report rating for the final sump sample</p> |

13. Brakes and wheels required – tailskids prohibited: Aircraft must be equipped with adequate brakes and tail wheel or nose wheel for operations at KEPH. Tailskids are prohibited.
14. Two-way radios: The use of two-way radio communication with the UNICOM 122.8 is strongly recommended during take off, landing and taxiing.
15. Radio procedures and frequencies: All radio transmissions shall be in accordance with the procedures and frequencies prescribed by the Federal Aviation Administration and/or Federal Communication Commission.
16. Starting engines: No aircraft engine shall be started or left running unless a certificated pilot or mechanic is at the controls. Caution must be exercised to protect other aircraft, buildings and spectators from the propeller or jet blast at all times. Aircraft engines will not be run in any hangar.
17. Taxiing rules:
 - a) Aircraft will only be taxied by certificated mechanics or pilots.
 - b) Aircraft will be taxied at a safe and reasonable speed not to exceed 20 knots.
 - c) Aircraft will utilize marked taxiways to the greatest extent possible.
 - d) Aircraft shall not be taxied into or out of hangars.

SECTION VII – AVIATION TENANTS AND USERS

PART A -- STUDENT INSTRUCTION

1. All Student pilots shall be instructed thoroughly prior to their first solo flight in regards to the Airport Rules and Regulations.
2. Flight instructors and others shall remain in the airport authorized drop zone during the student's first solo flight and at other times unless otherwise authorized by proper authority. (See following area map).



PART B -- GLIDER OPERATIONS

These regulations are applicable to all glider pilots operating at Ephrata. Persons willfully violating these rules or regulations may be deprived of the use of the airport and its facilities.

1. GLIDER REGULATIONS

- a) Regulations herein stated or instructions given during any pilot briefing shall not waive the basic responsibility of any pilot to exercise reasonable and good judgment in emergency situations and/or to conform to all applicable FAA and airport regulations.
- b) When practical, gliders will be staged in the designated area east of runway 04/22 and conduct operations on Runway 04/22. Tow planes may utilize runway 04/22 at the pilot's discretion.
- c) Pilots shall be alert for power traffic at all times, recalling that there are four (4) active runways on the airport primarily for power aircraft and two (2) primarily for glider traffic. Pilots are reminded that during NOTAM'd aerobatic box operations, the power traffic patterns to Runway 03/21 are on the same side of the airport as the glider pattern to Runway 04/22.
- d) Thermaling is prohibited below 2500 MSL within one mile of the landing pattern. NOTE: Thermaling from auto tow is prohibited.
- e) No glider shall roll out toward persons or parked aircraft or equipment at such speed or proximity so that a brake failure could produce injury or damage.
- f) No glider shall be left unattended unless it is properly tied down. Tie downs are available on a daily first come first served basis. Each pilot is to supply adequate tie down ropes and remove them from the parking apron when no longer in use.
- g) No gliders or tow planes will be parked directly in front of the terminal in the area intended for power aircraft loading and unloading.
- h) All taxiways must be kept clear of towropes and gliders at all times.

2. RAMP REGULATIONS

- a) No private automobiles or motorized equipment shall be operated on the ramp, runways or taxiways except by persons authorized by the airport Manager or maintenance supervisor or the president of the Board of Commissioners, unless by prior arrangement or, if by observing (b) below.
- b) Privately owned vehicles are allowed on the ramp only when towing a glider trailer to the tie-downs or to trailer parking areas. Any vehicles moving on the ramp east of the parking area must have a supplementary beacon light while in operation, must be monitoring CTAF 122.8 and must be vigilant for power and glider traffic. Bicycles are not permitted east of the glider tiedowns.

c) Cables and tie-down rings are provided by the Port and aircraft will be secured to the same. Spikes must not be driven into the parking apron at any time. Loose ropes, chocks or debris must not be left where they might become a hazard to persons or aircraft.

d) Unaccompanied spectators, pets or unattended children are prohibited from the ramp area and will not be allowed past the terminal fence and the trailer tie-down row adjacent.

e) Any wheel chock used by aircraft parked on the ramp must be painted a high-visibility color. Chocks and ropes must be removed from the ramp when not in use.

f) Cable tie downs on the ramp from the north end of the ramp to the fence line indicating the south end of the SGC leased area are designated for glider tie down use and are administered by the Seattle Glider Council.

g) Powered aircraft (except tow planes in the glider staging area) are to stay on marked taxiways at all times. Gliders are to keep marked taxiways clear at all times.

3. TOW PLANE REGULATIONS

a) The tow plane will use basic routes that will prevent over flight of the City of Ephrata to minimize noise to the community.

b) Soaring contest organizers will coordinate with the Airport Manager all matters regarding proposed soaring contests to be held at the Ephrata Airport. Should the organizers desire any deviations to the normal glider or tow-plane operating rules or regulations, coordination must be accomplished as early as possible and the operation must be coordinated with other aviation operations at the airfield.

4. GLIDER AUTO TOW REGULATIONS:

a) The purpose of the glider auto tow operation is to provide pattern flight training only consisting of take-off, pattern and landing).

b) Glider auto tow operations will be conducted from the abandoned Taxiway B.

c) Glider flights launched by auto tow will be restricted to a maximum of 800 feet AGL.

d) Thermaling is not authorized for aircraft launched by auto tow.

e) Radio communication on a frequency other than 122.8 or 123.3 will be maintained between Observer #1 stationed at the launch site, Observer #2 stationed at a point to monitor aircraft landing or taking off on Runway 03/21 or 04/22, and Observer #3 in the tow vehicle.

f) A senior operations manager located at the launch site will also monitor CTAF 122.8 at all times during the auto tow operations.

g) The tow vehicle will utilize a beacon or display a suitable flag at all time and will be manned by at least two (2) persons: a driver and an observer/safety person.

h) Tow vehicles will remain on paved or concrete surfaces at all times.

i) The party conducting the glider auto tow operation will direct the appropriate airport authority to issue a NOTAM advising of glider auto tow operations being conducted on the airport.

5. CIVIL AIR PATROL AND SEATTLE GLIDER COUNCIL COORDINATION

a) During any actual CAP search and rescue mission, priority must be given to the CAP over glider activities. The CAP must inform the Airport Manager and the SGC when such missions are being conducted.

b) SGC and CAP activities should be coordinated so that no CAP fly-in and glider competition are scheduled at the same time. Each organization is responsible for advising the airport Manager of proposed events as soon as possible.

c) Aircraft may be parked near the CAP facility only when training or rescue missions are active. When aircraft are parked near the CAP facility, CAP leadership is responsible for ensuring safe access by all users to the ramp. CAP Aircraft will taxi as designated in the diagram below.

d) Aircraft Taxi speeds not to exceed 10 kts.

e) No cadet or student pedestrian activity may be performed on the ramp beyond the stated area that is defined in the commercial lease agreement without prior express Port Authority approval.



PART C -- AEROBATICS OPERATIONS

1. International Aerobatics Chapter #67 shall be responsible for obtaining a certificate of waiver for use of the practice box.
2. Aerobatic flight shall be confined to the area designated on the pictorial chart attached to the certificate of waiver, defined as the aerobatic box shown on attachment A, from 328 feet AGL to 4,000 feet AGL.
3. No aerobatic maneuvers may be performed over any open air assembly of persons or congested area of any city, town or settlement.
4. No person may operate an aircraft in aerobatic flight when the visibility is less than 5 miles or a ceiling exists that is less than 4,000 feet AGL. All aerobatic maneuvers shall be conducted at least 500 feet below and 2,000 feet laterally from clouds.
5. Before commencing aerobatic flight operations, the persons authorized to activate and deactivate the aerobatic practice area shall be responsible for advising the Seattle Flight Service Station (FSS), (1-877-487-6867) of the activity and requesting that a NOTAM that includes the following information be issued:
 - a. The location, dates and times the aerobatic activity will be in effect.
 - b. Changes in runway traffic patterns.
 - c. Radio Unicom frequency to be monitored by ground based safety monitor.
6. The persons responsible for activation of the aerobatic practice area must provide Seattle Flight Service Station with a copy of the certificate of waiver at least 48 hours before activation of the NOTAM. The holder of the Certificate of Waiver shall ensure that the Seattle Flight Service Station keeps the waiver on file for future NOTAM activation.
7. Notification shall be made to the Grant County Airport ATCT at least 30 minutes before the commencement of aerobatic activity in the practice area. Grant County Airport ATCT shall also be notified at the termination of aerobatic activities.
8. The person authorized to activate and deactivate the aerobatic practice area, and his delegates, must be listed in the special provisions of the waiver.
9. The persons named in the special provisions of the practice waiver shall also be responsible for the following:
 - a. Ensuring that all pilots and aircraft operating within the confines of the waived aerobatic practice area are properly certificated.
 - b. Briefing each pilot to ensure that all users of the practice area comply with the limitations imposed by the certificate of waiver and its attendant special provisions.

- c. Maintaining a log containing the pilot's name, airman certificate number, aircraft registration number, safety monitor's name, date and time the aerobatic practice was in use and providing this information to the FAA upon request.
10. All aerobatic practice sessions shall require a ground-based safety monitor who must be either be an IAC qualified Chief Judge or one of the club member pilots signing attachment B of the waiver. All participating aircraft will be in two-way radio contact with the safety monitor. The safety monitor shall continuously monitor Ephrata Unicom frequency during practice sessions and give traffic advisories as necessary.
11. All pilots operating within the waived aerobatic practice area shall maintain VFR at all times and shall be responsible for seeing and avoiding all conflicting traffic.
12. Aerobatic flight shall be conducted only between the hours of 8am to 8pm Monday - Saturday and 12pm to 8pm on Sundays.
13. The certificate holder or delegated representative is responsible for halting or canceling activity in the aerobatic practice area if, at any time, the safety of persons or property on the ground or in the air is in jeopardy, or if there is a failure to comply with the terms of conditions of this waiver. If the aerobatic box is penetrated by a non-participating aircraft, or it appears that penetration is likely, then the practice session shall be halted until the non-participating aircraft is no longer a factor. Pilots should unilaterally halt operations if unauthorized; non-participating aircraft enter the operating area.
14. The FAA has the authority to cancel the certificate of waiver or delay any activities if the safety of persons or property on the ground or in the air is in jeopardy, or if there is a violation of the terms of the waiver or authorization.
15. The holder of the waiver must obtain, and hold on a continuing basis throughout the duration of the certificate of waiver, the permission of the Airport Manager in writing. Such document must indicate appropriate alternate traffic patterns for all runways. A copy of this letter shall be on file with the FAA's copy of this waiver.
16. The persons responsible for activation of the aerobatic practice area shall provide the Airport Manager notification of such intent both twenty-four (24) hours in advance and thirty (30) minutes prior to the commencement of aerobatic activity ("box becoming hot") in the practice area.

PART D -- ULTRALIGHT OPERATIONS

1. Ultralight operators should be familiar with Federal Aviation Regulations Part 103 and the Aeronautical Information Manual, especially those sections on airport markings and airport operations.
2. Ultralight aircraft, as defined under FAR Part 103, will use the same airport operating procedures as the General Aviation aircraft with exceptions listed below.
 - a. The designated areas for Ultralight operations are runway 04/22, or (with prior coordination with the airport manager) the eastern portion of the abandoned taxiway B.
 - b. Pattern altitude will be 250 feet AGL (1525 ft. MSL)
 - c. Downwind flight path should be approximately $\frac{1}{2}$ the distance (or less) from the runway as the General Aviation flight path so as to be in the line of sight for other aircraft as the pilot looks toward the runway.
 - d. Taxi practice and runway flights (momentary flight ending within the length of the practice area) will be restricted to runway 04/22.
3. Ultralight pilots who wish to operate on a regular basis at Ephrata will be required to attend a flight procedure orientation briefing given by the Airport Manager prior to routine operation. This will include familiarity with Ephrata Airport Regulations.
4. General aviation pilots should be aware that many ultralight pilots do not carry radios and that the most common time for ultralight activity is early morning and late afternoon during minimal wind conditions.

PART E -- RADIO-CONTROLLED MODEL FLYING

1. Radio-controlled model aircraft will not be flown within the Airport Operations Area at Ephrata Municipal Airport.
2. Any person wishing to fly model aircraft must first coordinate with the Airport Manager for authorization to do so.
3. No model aircraft will be flown higher than 400 feet above ground level on Port property.

PART F – DRONE UAV FLIGHT ACTIVITY

1. No drone/UAV flight activity shall commence without prior written approval of the Airport Manager. The request shall include the date and time as well as the specific location and boundaries.

SECTION VIII
EMERGENCY PLAN

A. AIRCRAFT INCIDENTS AND ACCIDENTS.

1. In the case of an emergency at the Ephrata Airport involving an aircraft crash-fire or similar incident, Airport personnel will take the following steps including initial notification as indicated below:

a) Call 911 first, then immediately notify the Port Facilities Supervisor and the Airport Manager by telephone 509-754-3508 (Port Office).

b) During non-duty hours, notify the Ephrata Fire Department and 911. Then notify the Airport Manager.

c) The Airport Manager or Port Facilities Supervisor will be responsible for notification of any other agencies required, including:

Spokane FSDO (800) 341-2623
Grant County Tower (509) 762-1367

2. When an emergency occurs on the Airport, in order to avoid conflicts in the area of the emergency, Airport Personnel will advise other air and ground traffic. This will also apply when routes on the Airport are needed for emergency response to or returning from an emergency on the Airport Property.

3. Whenever possible, provide the emergency response personnel with the following:

Aircraft identification.

Aircraft type.

Nature of emergency.

Location and, if appropriate, the aircraft's estimated arrival time.

Number of persons on board the aircraft.

The presence and description or category of "dangerous cargo" as reported by the aircraft commander.

Quantity of fuel on board.

4. Fill out the Accident Response Checklist

5. In the case of an emergency situation involving an aircraft in flight enroute to or being closest to the Ephrata Airport, the procedure for notification of an emergency "standby" would follow the procedures outlined in Item #1 of this Section.

6. Calls for ambulance service should be directed to the Ephrata Police Department, dial 911.

B. DAMAGED AIRCRAFT REMOVAL PLAN

1. It is the responsibility of the owner/operator of any aircraft involved in any accident on the Ephrata Airport to take necessary action, as soon as possible after any necessary investigation, to remove the damaged or wrecked aircraft from any area on the Airport as directed by the Airport Manager or the Facilities Supervisor after release by the investigating agency (NTSB/FAA).

2 Aircraft owner/operator shall be held responsible for any damage done to any Airport surfaces, lighting, buildings, or facilities, as a result of any such accident and shall be responsible for repair costs incurred so as to make the damaged facilities usable for Airport operations.

3 Failure of any aircraft owner/operator to comply with the above requirements within a specific time limit will result in the Airport Management arranging for wreckage removal and any repair to Airport property necessary for Airport operations. Any charges incurred for this removal and/or repairs will be borne by the aircraft owner/operator. Equipment necessary for wreckage removal will be obtained as needed from any available resource.

4 No airplane or wreckage will be moved from the scene of an accident without prior NTSB/FAA authorities. Should an accident involve an air carrier, the airlines will be promptly contacted by their personnel and the air carrier will be expected to repair or remove the aircraft. Should the accident involve general aviation aircraft, removal or repair will be arranged by the Airport Manager.

5. Specialized equipment for slinging or supporting large aircraft is not available at the Ephrata Airport.

C. BOMB THREAT, HIJACKING THREAT AND OTHER UNLAWFUL INTERFERENCE

The following procedures are to be used in the event of receiving a bomb threat, hijacking threat, or other unlawful interference.

1. Remain calm. Note as many details as possible, no matter how small, that may be used by investigators.

2. Keep caller talking. Ask short, direct and interesting questions. Secure as much information as you can.

3. Call the following:

- a) Federal Bureau of Investigation, Seattle (206) 662-0460
- b) Ephrata Police Department 911 or 509-754-2491
- c) Grant Co. Sheriff's Department 509-754-2011
- d) Washington State Patrol 1-800-283-7804
- e) Port Manager – David Lanman 509-754-3508 (office) or 509-750-8623 (cell)
- f) Facilities Supervisor- Kurt Oxos 509-754-9227 (office) or 509-760-2207 (cell)

4. If the threat concerns the Terminal Building, the Port Director, or in the absence of the Manager, the Facilities Supervisor, shall determine if the building is to be evacuated.

5. If the threat concerns an aircraft or a location on the field, the aircraft/airline or office concerned will be so notified.

6. The Ephrata Police, Sheriff's office and the Washington State Patrol can assist in making a search for a bomb in a bomb threat, and can also assist in making arrangements for bomb disposal.

7. Airport closure will be the responsibility of the persons authorized for NOTAMs.

8. Secure as many accesses as possible and keep all persons under surveillance at all time.

9. Report any suspicious activity or occurrence to 911.

10. Any Aircraft landing at Ephrata Airport under bomb threat or an attempted hijacking will be directed to unload all passengers and to park the aircraft at the far east end of Runway 11-29. This places the threatening aircraft mare the one mile from the Terminal area and would be in an area that would cause the least damage should a bomb explode.

D. STRUCTURAL FIRES

In the case of a building or structural fire, Personnel will report all fires to the Ephrata Fire Department, dial 911

E. MEDICAL SERVICES

| | |
|----------------------------------|--------------|
| Confluence Health Ephrata Clinic | 509-754-3563 |
| Columbia Basin Hospital | 509-754-4631 |
| Columbia Basin Family Medicine | 509-754-3330 |

Numerous other doctors residing in the Moses Lake and Quincy areas (20 miles distance) and may be called upon for additional assistance. Local ambulance service is provided by the Grant County Fire Department, dial 911.

Emergency facilities at the Columbia Basin Hospital will be alerted by police officers at the scene of the accident.

F. CROWD CONTROL

In the case of VIP arriving at the Ephrata Airport resulting in the gathering of people; or in the case of a controversial person causing disorder within a group; or any sort of dissension that would need supportive action, airport personnel will call the Ephrata Police Department, 754-2491. In case of an accident, Airport personnel will prevent all unauthorized persons from entering the vicinity of the accident. All Airport access areas will be monitored to prevent access to the specific area.

The 1161st and the 1041st light-medium truck transportation companies of the Washington State Army National Guard are headquartered in Ephrata. Should a major riot occur, these units can

be mobilized upon short notice. Mobilization request to be completed by the Ephrata Police Department.

G. COORDINATION OF EMERGENCY PLANS

The Ephrata Police Department provides on-call law enforcement service on a 24-hour basis and makes periodic security checks at the Ephrata Airport during hours of darkness.

Ephrata Fire Department receives all calls on a 24-hour basis and in turn dispatches the crews. The fire fighting equipment of Ephrata is augmented by the Grant County Fire Department No. 13, and other cities as members of a mutual aid pact.

The agreement between the Ephrata Fire Department and Ephrata Airport includes responding to calls “as standby” for any emergency landings.

H. NATURAL DISASTERS

Natural disasters such as earthquakes, high wind, or other major storms do not present any problems. The Ephrata Airport area has never experienced a flood or tornado, and earthquakes have only brought minor tremors. Although the area sometimes experiences high velocity winds, they have never presented any problems and evacuation has not been necessary. Storms in the area always seem to give prior warning.

There are no fall-out shelters at the Ephrata Airport. Low density of aviation related passenger traffic does not permit such expenditure. There are several buildings in downtown Ephrata area designated as fall-out shelters (the basement of the Grant County Courthouse and the Bureau of Reclamation Headquarters).

I. PRESS AND NEWS MEDIA NOTIFICATION

Notice of an accident will be given to members of the news media at the appropriate time by the Port Manager after consulting with FAA and NTSB officials.

RCW [14.08.122](#)

Adoption of regulations by airport operator for airport rental and use and collection of charges.

An airport operator may adopt all regulations necessary for rental and use of airport facilities and for the expeditious collection of airport charges. The regulations may also establish procedures for the enforcement of these regulations by the airport operator. The regulations shall include the following:

(1) Procedures authorizing airport personnel to take reasonable measures including, but not limited to, the use of chains, ropes, and locks to secure aircraft within the airport facility so that the aircraft are in the possession and control of the airport operator and cannot be removed from the airport. These procedures may be used if an owner hangaring or parking an aircraft at the airport fails, after being notified that charges are owing and of the owner's right to contest that such charges are owing, to pay the airport charges owed or to commence legal proceedings. Notification shall be by registered mail to the owner at his or her last known address. In the case of an aircraft where an owner's address cannot be determined or obtained after reasonable effort, the airport operator need not give such notice prior to securing the aircraft. At the time of securing the aircraft, an authorized airport employee shall attach to the aircraft a readily visible notice and shall make a reasonable attempt to send a copy of the notice to the owner at his or her last known address by registered mail, return receipt requested, and an additional copy of the notice by first-class mail. The notice shall be of a reasonable size and shall contain the following information:

- (a) The date and time the notice was attached;
- (b) A reasonable description of the aircraft;
- (c) The identity of the authorized employee;
- (d) The amount of airport charges owing;
- (e) A statement that if the account is not paid in full within ninety days from the time the notice was attached the aircraft may be sold at public auction to satisfy the airport charges;
- (f) A statement of the owner's right to commence legal proceedings to contest the charges owing and to have the aircraft released upon posting of an adequate cash bond or other security; and
- (g) The address and telephone number where additional information may be obtained concerning the release of the aircraft.

(2) Procedures authorizing airport personnel at their discretion to move aircraft to an area within the airport operator's control or for storage with private persons under the airport operator's control as bailees of the airport facility. Costs of any such procedure shall be paid by the aircraft's owner.

(3) If an aircraft is secured under subsection (1) of this section or moved under conditions authorized by subsection (2) of this section the owner who is obligated for hangaring or parking or other airport charges may regain possession of the aircraft by:

- (a) Making arrangements satisfactory with the airport operator for the immediate removal of the aircraft from the airport's hangar, or making arrangements for authorized parking; and

(b) By making payment to the airport operator of all airport charges or by posting with the airport operator a sufficient cash bond or other security acceptable to such operator, to be held in trust by the airport operator pending written agreement of the parties with respect to payment by the aircraft owner of the amount owing, or pending resolution of charges in a civil action in a court of competent jurisdiction. Upon written agreement or judicial resolution, the trust shall terminate and the airport operator shall receive so much of the bond or other security as is necessary to satisfy the agreement, or any judgment, costs, and interest as may be awarded to the airport operator. The balance shall be refunded immediately to the owner at the owner's last known address by registered mail, return receipt requested. The airport operator shall send to the owner by first-class mail a notice that the balance of funds was forwarded to him or her by registered mail, return receipt requested.

(4) If an aircraft parked or hangared at an airport is abandoned, the airport operator may authorize the public sale of the aircraft by authorized personnel to the highest and best bidder for cash as follows:

(a) If an aircraft has been secured by the airport operator under subsection (1) of this section and is not released to the owner under the bonding provisions of this section within ninety days after notifying or attempting to notify the owner under subsection (1) of this section, or in all other cases, for ninety days after the airport operator secures the aircraft, the aircraft shall be conclusively presumed to have been abandoned by the owner;

(b) Before the aircraft is sold, the owner of the aircraft shall be given at least twenty days' notice of sale by registered mail, return receipt requested, if the name and address of the owner are known, and the notice of sale shall be published at least once, more than ten but less than twenty days before the sale, in a newspaper of general circulation in the county in which the airport is located. The notice shall include the name of the aircraft, if any, its aircraft identification number, the last known owner and address, the time and place of sale, the amount of airport charges that will be owing at the time of sale, a reasonable description of the aircraft to be sold and a statement that the airport operator may bid all or part of its airport charges at the sale and may become a purchaser at the sale;

(c) Before the aircraft is sold, any person seeking to redeem an impounded aircraft under this section may commence a lawsuit in the superior court of the county in which the aircraft was impounded, to contest the validity of the impoundment or the amount of airport charges owing. Such lawsuit must be commenced within ten days of the date the notification was provided under subsection (1) of this section, or the right to a hearing is waived and the owner is liable for any airport charges owing the airport operator. In the event of litigation, the prevailing party is entitled to reasonable attorneys' fees and costs;

(d) The proceeds of a sale under this section shall first be applied to payment of airport charges owed. The balance, if any, shall be deposited with the department of revenue to be held in trust for the owner or owners and lienholders for a period of one year. If more than one owner appears on the aircraft title, and/or if any liens appear on the title, the department must, if a claim is made, interplead the balance into a court of competent jurisdiction for distribution. The department may release the balance to the legal owner provided that the claim is made within one year of sale and only one legal owner and no lienholders appear on the title. If no valid claim is made within one year of the date of sale, the excess funds from the sale shall be deposited in the aircraft search and rescue, safety, and education account created in *RCW [47.68.236](#). If the sale is for a sum less than the applicable airport charges, the airport operator is entitled to assert a claim against the aircraft owner or owners for the deficiency;

(e) In the event that no one purchases the aircraft at a sale, or that the aircraft is not removed from the premises or other arrangements are not made within ten days of the sale, title to the aircraft shall revert to the airport operator.

(5) The regulations authorized under this section shall be enforceable only if:

(a) The airport operator has had its tariff and/or regulations, including any and all regulations authorizing the impoundment of an aircraft that is the subject of delinquent airport charges, conspicuously posted at the airport manager's office at all times.[:]

(b) All impounding remedies available to the airport operator are included in any written contract for airport charges between an airport operator and an aircraft owner; and

(c) All rules and regulations authorized under this section are adopted either pursuant to chapter [34.05](#) RCW, or by resolution of the appropriate legislative authority, as applicable.

[[1999 c 302 § 1](#); [1987 c 254 § 2](#).]