

“Building a Safer Airport”

CITY OF MESA-FALCON FIELD AIRPORT CITY-OWNED HANGAR AND STORAGE ROOM USAGE RULES

August 1, 2011

Keeping your valuable aircraft and investments safe is very important to the City of Mesa (City). At Falcon Field Airport, we work hard to be reasonable in our application of important standards that provide safety for you, your aircraft, and guests at the airport, help the City to be a good community neighbor, enable our tenants to be successful, and ensure that we comply with relevant codes and regulations. It is with this in mind that the City is distributing this notice regarding the use of the **City-owned** aircraft storage hangars and storage rooms (hangars/storage rooms) and to work with you to have safe facilities.

Why are Hangar/Storage Room Usage Rules (Rules) needed?

As a tenant at Falcon Field, you are entitled to a reasonable expectation that your hangar/storage room is safe for storing your aircraft and other aeronautical items. Consequently, as the owner of the hangars/storage rooms, the City is responsible for establishing and enforcing certain safety rules that everyone needs to follow in order to enhance hangar/storage room safety. You, your aircraft, and your personal possessions that are stored in your hangar/storage room are better protected by minimizing the risk of danger and liability for both you and the City.

What are the Rules based on?

The Rules are based, in large part, on provisions of the Mesa City Code (City Code) and Federal Aviation Administration (FAA) regulations that are already in place, as well as the Aircraft Hangar Storage Agreement or Storage Room Agreement that you have already signed (or that you will be asked to sign if you are currently on the Aircraft Hangar Storage Waiting List). Since many of the Rules have to do with building and fire safety, they have been developed with the assistance of the City Fire and Development and Sustainability (which includes Building Safety) departments.

In addition, the (FAA) mandates that the airport be used for aeronautical purposes. This includes the hangars/storage rooms.

With the City Building Official’s approval, the Airport also developed a Code Modification, which allows hangar tenants to continue manufacturing ‘kit-built’ aircraft in the City-owned hangars *as long as the hangars in which these aircraft are stored are inspected at least every six (6) months* (aka “*alternative methods and materials*”).

Why is the FAA rule regarding aeronautical use important?

Over the years, the FAA has contributed millions of dollars towards the development of a runway, taxiway, and airfield lighting system that is safe and efficient for Falcon Field users. Because of this, they want to be sure that the airport is actually used for aeronautical purposes. Every time the City receives a grant from the FAA to apply toward the construction of a capital improvement at Falcon Field, we must assure the FAA that the airport will

continue to be used for aviation purposes. Continued receipt of these grant monies from the FAA is critical in helping to keep the airport safe and efficient for you.

Does compliance with the FAA mandate about aeronautical use take priority over compliance with the Mesa City Code?

Compliance with both the FAA mandate about aeronautical use and the Mesa City Code is necessary. For example, the FAA may classify certain activities as aeronautical, which allows them to be performed on the airport. However, for safety reasons, the City Code may not allow these activities to be performed inside the hangars/storage rooms. If this is the case, then these aeronautical activities may be performed elsewhere on the airport as long as they are allowed, per the City Code, in the other locations...they just can't be performed inside the hangars/storage rooms.

Is compliance with the Rules mandatory?

While these Rules are not all-inclusive and may not address every safety issue, rule, code, statute, or requirement that you must comply with for the safe and lawful use of your hangar/storage room, they are intended to ensure the safe use of the City-owned hangar/storage room facilities. For this reason, these Rules are mandatory, and your compliance with them is required if you wish to continue to rent one or more of these facilities.

What may be stored in the hangars/storage rooms?

1) AIRCRAFT

- Aircraft stored in a hangar must be the same aircraft (Designated Aircraft) as those identified in the Aircraft Hangar Storage Agreement that you previously signed with the City. If they are not the same aircraft, then you must notify the Airport Administration Office so that we can update our records to reflect the aircraft that you currently own or lease on an exclusive basis.
- A metal drip pan must be provided under the engines of all aircraft in the hangar and must be routinely cleaned of debris buildup.
- If the Aircraft is a 'kit-built' or 'home-built' aircraft under construction, you must be able to demonstrate your progress on the aircraft through hangar and log book inspections performed by the City no more than six (6) months apart. The City may also ask you to provide a Progress Plan, which outlines your anticipated time frame for completing the construction of your aircraft. The City will then follow the Progress Plan when evaluating whether or not you are making reasonable progress on the construction and completion of your aircraft.

2) COMBUSTIBLE MATERIALS

- Combustible materials such as plastics, rubber, paper, cardboard, fabric and wood, in quantities required for normal maintenance of the Designated Aircraft, may be stored in the hangar/storage room provided they are separated from all flammable liquids by a minimum of eight (8) feet.

- Combustible materials may be stored on an approved shelf up to twelve (12) feet in height when measured from the floor to the top of the materials being stored.
- Oily rags and similar debris must be stored in approved covered containers, which must be emptied daily.

3) NON-COMBUSTIBLE MATERIALS

- Non-combustible materials may be stored on an approved shelf up to fifteen (15) feet in height when measured from the floor to the top of the materials being stored.

4) HAZARDOUS MATERIALS

- Hazardous materials may only be stored if you can demonstrate the aviation need for their storage inside the hangar/storage room.
- You must provide Material Safety Data Sheets (MSDS) to the City for all hazardous materials stored.
- Flammable and combustible liquids may not be stored over six (6) feet above the floor.
- All cabinets and shelving used for storage of flammable or combustible liquids must meet the design requirements of the International Fire Code (IFC) Sections 3404.3.2.1./3404.3.3.5.
- Aviation fuel, not contained within the aircraft, must be stored in National Fire Protection Association (NFPA)-approved storage containers. All other hazardous liquids must be stored in the manufacturer's original labeled container.
- The quantities of stored liquids, other than fuel stored within an aircraft, approved vehicle, or tug device, may not exceed the amounts listed below:
 - a) **Class 1 Flammable liquids:** 1A- up to 2.5 gallons; 1B- up to 5 gallons; 1C- up to 7.5 gallons (or maximum of 10 gallons in any combination, provided no single quantity limit is exceeded) is allowed to be stored. Some examples of Class 1 liquids include, but are not necessarily limited to:
 - 100 Low Lead AvGas-(1B)
 - Acetone-(1A)
 - Methyl-Ethyl Ketone (MEK-1A)
 - Ethanol- (1A)
 - Turpentine (1C)
 - Methyl Alcohol (1C)
 - Xylene (1C)

CLASS 1 FLAMMABLE LIQUIDS MAY NOT BE USED IN ANY HANGAR OR STORAGE ROOM.

b) Class 2 Combustible liquids: Storage up to 10 gallons is allowed. Examples of Class 2 liquids include, but are not necessarily limited to:

- JetA aviation fuel
- Acetic acid

CLASS 2 COMBUSTIBLE LIQUIDS MAY NOT BE USED IN ANY HANGAR OR STORAGE ROOM.

c) Class 3 Combustible liquids: Up to 27.5 gallons are permitted to be properly stored, and 7.5 gallons are permitted to be used. Examples of Class 3 liquids include, but are not necessarily limited to:

- Diesel fuel
- Hydraulic fluid
- Motor oil
- Lubricating and turbine oils
- Mineral spirits
- Torque seal

d) Flammable Gases: A maximum of 100 cubic feet total, per hangar, as measured at normal temperature and pressure (NTP), is allowed and must be stored in properly identified cylinders meeting the requirements of the City Fire Code. Oxygen storage up to 125 cubic feet per hangar, measured at normal temperature and pressure, is allowed. All gas cylinders must be properly secured.

FLAMMABLE GASES MAY NOT BE USED IN ANY HANGAR OR STORAGE ROOM.

5) OTHER STORAGE

- You are permitted to store tools and materials associated with routine maintenance of your Designated Aircraft and an aircraft tug device.
- You may temporarily store one operable, licensed (with current registration) vehicle for transporting the pilot and/or passengers to and from the airport. In addition, you may store one transport vehicle, such as a golf-cart, scooter, or licensed all terrain vehicle, to use for transportation on the airport.
- A small amount of furniture is allowed.
- Any potential ignition source must be elevated a minimum of 18" above the floor, including refrigerators, swamp coolers, portable heating devices, and coffee pots.
- All items must meet the requirements of the City Building and Fire Codes.

What may *not* be stored in the hangars/storage rooms?

The following items are not permitted to be stored in a hangar/storage room unless they are used for transport, as provided above, or *actively* used as an aircraft tug device:

- Cars/trucks
- Motorcycles
- Boats
- All terrain vehicles
- Tractors
- Golf carts
- Motor homes/RVs
- Campers
- Trailers
- Go-carts
- Household goods
- Paper records (except for those directly related to your Designated Aircraft)
- Other motor vehicles

Can I perform aircraft maintenance in my hangar?

- Aircraft maintenance work limited to the exchange of parts is permitted as long as there is no open flame, welding, or use of Class 1 or 2 flammable liquids.
- Hazardous operations such as painting, doping, heating of parts above 500 degrees, or any operations which produce an open flame or spark, are not allowed.

What kind of modifications can I make to my hangar/storage room?

- A City building permit is required for certain modifications to and structures built within a hangar/storage room, including, but not necessarily limited to:
 - Shelving over 30" deep
 - Partial or full mezzanines or lofts
 - Offices
 - Break rooms
 - The installation of insulation materials on any hangar structure surface
 - Electrical modifications made to the lighting or electrical outlets
- You must receive written approval from the Airport Director prior to submitting an application to the City Development and Sustainability Department for a building permit.
- Any existing modifications or structures that have been built without the issuance of a City permit must either be:
 - Permitted, inspected, and approved by the City, per the City Code **or**
 - Removed

Other Basic Safety Rules

1) SMOKING/OPEN FLAME

- No smoking, open flame, spark, or heat source above 500 degrees is permitted inside or within fifty (50) feet of a hangar/storage room.

2) AIRCRAFT FUELING

- Aircraft may not be fueled or operated inside the hangar.

Will the City continue to perform hangar/storage room inspections?

Hangars/storage rooms will continue to be inspected by the City to ensure that:

- Hangar/storage room maintenance items are identified and scheduled for repair;
- Your Designated Aircraft, as identified in your Aircraft Storage Hangar Agreement, is the aircraft actually being stored in the hangar;
- Hangars/storage rooms are being used for aeronautical purposes that comply with the City Code;
- You are complying with all other provisions of these Rules and the Aircraft Hangar/Storage Room Agreement.

Since the hangars/storage rooms are located within the City limits, they may be inspected by the City Building Official, City Fire Marshal, or their designee, in addition to being inspected by Airport staff or their designee.

What procedures will the City follow to schedule an inspection?

The City will continue to inspect hangars/storage rooms at reasonable times and upon advance notice of at least forty-eight (48) hours. These inspections will be performed by Airport Administration staff, or their designee, but may also include representatives from other City departments. *Airport Maintenance staff will not perform inspections.*

If you do not respond following two (2) attempts by the City to contact you to schedule an inspection, the City will place a City lock on your hangar/storage room door until you contact the City and the inspection is completed.

What if I am not available when the inspection is scheduled?

If you are not available at the time the inspection is scheduled, you may:

- 1) Provide a key or the combination to your hangar/storage room lock to the City so that the inspection may be conducted even though you will not be present **or**
- 2) Make arrangements to have someone else provide access to your hangar/storage room at the time of the inspection

If you are unable to do either of these, then a City lock will be placed on your hangar/storage room until you schedule a time with the City to perform the inspection and the inspection is completed.

What should I do if my hangar/storage room needs maintenance or repairs?

If hangar/storage room maintenance is needed between inspections, you should contact the Airport Administration office at 480-644-2450 to schedule the maintenance needed. You may also submit your request online at: <http://apps.mesaaz.gov/falconfield/MaintenanceRequest.aspx>.

When do these Rules take effect?

These Rules take effect immediately and may be amended from time to time, at the sole discretion of the City. However, the City would like to give you ample time to permanently remove any items and/or discontinue any activities that are not permitted in the hangars/storage rooms. Therefore, your *compliance* with these Rules will not be enforced until **December 1, 2011** unless there is an immediate danger to you, others, or property.

Compliance inspections by City staff will continue to be conducted both prior to and after December 1st. While we want to be reasonable and allow you adequate time to permanently remove any items that do not belong in your hangar/storage room, the City also needs to take this safety matter very seriously.

If your hangar/storage room is inspected prior to December 1st, you will be advised to remove the items and/or discontinue any activities that are not allowed. A follow-up inspection will then be scheduled after December 1st to confirm that you are complying with the Rules.

What should I do with the items I remove from my hangar/storage room?

Between now and December 1st, the City is providing an additional waste receptacle for you to discard your unwanted, non-hazardous items. It is located next to the access control gates on Roadrunner Drive. Unwanted appliances may be deposited next to the waste receptacle.

If you are discarding hazardous materials, please access the following link for directions on how to dispose of these items: <http://www.mesaaz.gov/waste/HHW.aspx>.

What will happen if I do not comply by December 1, 2011?

After December 1, 2011, if prohibited items are being stored, prohibited activities are occurring in your hangar/storage room, and/or modifications/structures within your hangar/storage room have not been permitted, inspected, and approved by the City Development and Sustainability Department, then all sanctions available to the City will be pursued, up to and including termination of your Aircraft Hangar and/or Storage Room Agreement.

Who should I contact if I have questions?

Since some of you may have questions or want clarification on the Rules that is specific to your hangar/storage room, the City has scheduled times for you to meet with Airport staff on an informal basis. The location, dates, and times for these meetings are:

Location:	Civil Air Patrol Building 4730 East Falcon Drive Mesa, AZ 85215	
Dates and Times:	Monday, August 22 nd	11:00 a.m. and 6:00 p.m.
	Tuesday, August 23 rd	2:00 p.m.
	Wednesday, August 24 th	9:00 a.m. and 6:00 p.m.
	Thursday, August 25 th	4:00 p.m.

In the meantime, please feel free to contact the Airport Administration Office (Monday-Thursday, 7:00 a.m. to 6:00 p.m.) at (480) 644-2450 if you have any questions regarding these Rules.

Thank You! Now...

As our way of saying “thanks” to you for your efforts and cooperation in keeping your hangar/storage rooms clean, we invite you to join us for a City-sponsored barbeque that will be held on Saturday, December 3, 2011 at Falcon Field Park. There will also be drawings to win some special prizes if you attend. More details on this event will follow soon.

Thank you for being a part of Falcon Field Airport and for your efforts to have a safe airport. It is a very special place, and we want to keep it that way for you, your guests, and the community to continue to enjoy. Doing your part to make this possible is greatly appreciated!

Corinne C. Nystrom, A.A.E.
Airport Director