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## NON-COMMERCIAL HANGAR & STORAGE ROOM POLICY

### DECLARATION OF INTENT

The City wants General Aviation users to safely enjoy Prescott Regional Airport (PRC). The goal is to improve airfield and hangar safety, achieve facility efficiencies and fairness, and meet Federal requirements that require aeronautical use to be the primary function for City-owned hangars, storage rooms, shades, and tiedown spaces. The City hopes to make the inspection experience as helpful and seamless as possible. This is not an all-inclusive guidance document and we recognize that there will be some unique circumstances to be addressed individually. Thanks for helping to make PRC safe and efficient.

### FAA POLICY FOR FEDERALLY OBLIGATED AIRPORT

**This PRC Aircraft Storage Hangar & Storage Room Policy is in line with Federal Aviation Administration (FAA) guidance which allows airports to engage in reasonable inspection and management of its aeronautically-purposed facilities including measures to:**

- A. Mitigate related safety concerns (e.g., emergency access, fire codes, insurance, and the impact of vehicular traffic).
- B. Support airport planning efforts, promote airport efficiency, and manage funding.
- C. Provide protection against claims of discrimination by imposing consistent rules for incidental storage in all similar facilities at the airport.
- D. Permit certain non-aeronautical items to be stored in hangars provided the items do not interfere with the aeronautical use of the hangar.

**Per the FAA Policy on the Non-Aeronautical Use of Airport Hangars, “there is no right to non-aeronautical use” on federally obligated airport property, including the aircraft hangars, shades and non-aircraft storage rooms. “In the context of enforcement of the Grant Assurances, [the FAA policy] allows some *incidental* storage of non-aeronautical items in hangars that do not interfere with aeronautical use. However, the policy neither creates nor constitutes a right to store non-aeronautical items in hangars. Airport sponsors may restrict or prohibit storage of non-aeronautical items.”**

**The FAA Policy identifies specific “sponsor compliance actions” establishing the Airport Sponsor’s Obligations to enforce this policy and the underlying Grant Assurances, as follows:**

- A. It is expected that aeronautical facilities on an airport will be available and used for aeronautical purposes in the normal course of airport business, and that non-aeronautical uses will be the exception.
- B. Sponsors should have a program to routinely monitor use of hangars and take measures to eliminate and prevent unapproved non-aeronautical use of hangars.
- C. Sponsors should ensure that length of time on a waiting list of those in need of a hangar for aircraft storage is minimized.
- D. Sponsors should also consider including a provision in airport leases, including aeronautical leases, to adjust rental rates to fair market value (FMV) for any non-incident non-aeronautical use of the leased

facilities. In other words, if a space is used for a non-aeronautical purpose in violation of this policy, the rental payments due to the sponsor would automatically increase to a FMV level.

- E. FAA personnel conducting a land use or compliance inspection of an airport may request a copy of the sponsor's hangar use program and evidence that the sponsor has limited hangars to aeronautical use. The FAA may disapprove an AIP grant for hangar construction if there are existing hangars at the airport being used for non-aeronautical purposes.

In keeping with the above FAA guidance, the following Hangar & Storage Room Policy has been adopted. Records of periodic inspections to assure compliance will also be maintained within Airport Administration.

## **NON-COMMERCIAL HANGAR & STORAGE ROOM POLICY**

### **I) Aircraft Ownership (Aircraft Storage Hangars and Shades)**

- A. For the aircraft being stored, current City records must show:
1. Current International Civil Aviation Organization (ICAO) or FAA-registered aircraft; or a completed FAA registration application Form 8050-1 (valid proof) for up to 120 calendar days; or written documentation of purchase of aircraft within thirty (30) calendar days of PERMIT issuance
  2. Proof of Liability Insurance for a minimum of \$1,000,000 in the name of the aircraft owner with City of Prescott as an additional insured at: 6630 Airport Ave, Prescott, AZ 86301, 928-777-1114
  3. State Aircraft Registration
  4. Entity Articles of Organization/Incorporation, if applicable
  5. Except for kit aircraft, experimental aircraft, or pre-approved restorations, a Maintenance Log Book Entry showing current Airworthy Condition and identifiable/readable Inspection Authorization (IA) examiner sign-off with their contact email address or phone number. Additional documentation may be required if an aircraft appears inoperable, including abandoned or derelict aircraft. Permittees are responsible for keeping their information and documentation current at all times.
- B. No subletting is permitted, unless authorized within a City-approved lease, license, or permit. To keep the space in one's possession/use, the person who signed the original permit, must:
1. Be shown as an owner on the aircraft registration (as per an FAA search) for the aircraft being stored; or
  2. The aircraft must be leased *exclusively* to the original permittee for a minimum of 12 months. A copy of the aircraft lease agreement must be on file in Airport Administration. 'Exclusive' means that no one else (including the aircraft lessor) is using the aircraft during the term of the lease.
  3. If the aircraft is in the name of an LLC, Partnership, Corporation, the permittee must provide proof that they are (and continually remain) a principle of the LLC.
  4. Hangars, storage rooms, tiedowns, and shades do not "convey" with the sale of aircraft and/or with change of LLC principles when the permittee is no longer associated with the LLC of a stored aircraft.
  5. Exceptions may be made in the case of a death of the primary aircraft owner, which will be accommodated on a case-by-case basis, for an estate transition period of up to one year. Regardless, the space's use must remain aeronautical.
- C. Storage hangar "sharing" **for aircraft storage only** (for cost-sharing purposes only, but at a rate not to exceed 50% of the published hangar rate) is permitted, so long as:

1. The original permittee listed on the original permit and the sharing user each store an aircraft based at the airport that meet the Aircraft Ownership requirements listed in Section I(A)
2. Sharing must be preapproved by the Airport Director, via an approved hangar-sharing application process.
3. The individual sharing will have no future rights to the hangar and must agree to abide by Airport Rules and Policies. Airport Management will charge a reasonable fee for hangar-sharing, equivalent to the monthly tie down fee.

## II) Acceptable Uses for Hangars and Storage Rooms

- A. Hangars and Storage Rooms are to be used to **store an operational, registered aircraft<sup>1</sup>**, or an aircraft meeting FAA Aeronautical Hangar Use Policy requirements, including kit aircraft actively under construction or aircraft being actively restored for a period not to exceed two years. Storage rooms may be excepted from this rule on a case-by-case basis and at the sole discretion of the Airport Director.
- B. **Allowable aircraft maintenance, repair, or construction activity** is approved, as detailed in the PRC Airport Rules and Regulations. It is understood that an aircraft may temporarily be inoperable when this activity is underway.
- C. **Hazardous activities** such as smoking, fuel service or handling, painting, paint stripping, doping, welding, production of visible sparks, or heating parts above 500 degrees F shall not be performed in hangars and storage rooms.
- D. **Commercial activities** (businesses) are not permitted to be conducted from non-commercial spaces including storage hangars, storage rooms, shades, or tiedowns unless designated by the Airport Director.
- E. At no time shall hangars or storage rooms (nor any vehicle stored within) be used as a residence.

## III) Acceptable Stored Items in Hangars and Storage Rooms

- A. **Aircraft** and items directly associated with the operation and use of an aircraft.
- B. **Limited Non-Aeronautical Items:** Since Airport hangars were designed, permitted, and built for aircraft storage, **non-aeronautical item storage is limited. Limiting hangar and non-aircraft storage room space primarily to aeronautical items helps to limit the amount of combustible/flammable material that can cause or contribute to a fire in hangars or storage rooms.**
- C. **Firearms or ammunition:** No ammunition or loaded weapons shall be stored in hangars or storage rooms.

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<sup>1</sup> Inoperative Aircraft include:

**Derelict Aircraft:** Any aircraft that is not in a flyable condition, does not have a current certificate of air worthiness issued by the Federal Aviation Administration, does not have a current or correct International Civil Aviation Organization (ICAO) or FAA-registered aircraft; or a completed FAA registration application Form 8050-1 for up to 120 days, has not been utilized or flown for a period of 1 year, and is not in the process of actively being repaired.

**Abandoned Aircraft:** Any aircraft defined by AZ Rev Stat § 28-8243.

- D. **Tires:** Storage of no more than one full set of replacement tires appropriate for the approved aircraft in the hangar, and two (2) spare aircraft batteries.
- E. **Furniture and Work Space** (Items below are permitted, as long as the Section V(B) (36" wide, 80" tall) exit passageway is continuously protected/maintained).
- F. **In hangars and storage rooms**, all furniture and non-aeronautical items in the hangar must be accessible/usable (not boxed or unusable), and must not block access to any aircraft or other aeronautical items in the hangar. There is no limit on the amount of accessible/usable metal furniture, tables, and work space items allowed, regardless of whether the hangar is sprinkler-equipped.
- G. **In non-sprinkler equipped hangars or storage rooms (or sprinkler-equipped hangars or storage rooms occupied after 5/1/2019):** Furniture is limited to 1 sofa or lounge chair, 4 combustible chairs, a table or desk, and bookshelves for storing aviation materials. Combustible (i.e. wood) tables and work benches cannot be longer than 16 feet combined. All other "**Class A**" **Combustibles** are prohibited (i.e. "household items" such as non-aeronautical file boxes, clothing, etc., that can be stored in an off-airport storage unit).
- H. **In sprinkler-equipped hangars occupied before 5/1/2019:** Additional workbenches, shelving, or seating may be placed in hangars or storage rooms as a "grandfathered" exception.
- I. **Hazardous Materials**
1. Only hazardous materials associated with a hangar or storage room's aviation-related uses are permitted.
  2. Waste products must be removed from hangars and storage rooms. These include, but are not necessarily limited to, wastepaper, wood, litter, vehicle parts, automobile tires, cardboard and cardboard boxes, or combustible or flammable waste or rubbish of any type.
  3. Permittees should be prepared to identify all hazardous liquids and gases stored in hangars and storage rooms, including provision of Safety Data Sheets (SDS), if requested by Airport staff.
- J. **Refrigerators**
- If the refrigerator is not labeled** by the manufacturer with a sign that says, "**Suitable for Use in a Class I, Division II Location,**" it must be:
1. Elevated at least 18 inches above the floor;
  2. Plugged **directly** into the electrical outlet or into a dedicated (for the refrigerator only) circuit protector "power strip" that is rated as being at the same or greater current capacity than the appliance being powered; and
  3. Located outside the **Hazardous Area** (Exhibit 'A').
- K. **Ground and Maritime Vehicles**
1. Aside from the Aircraft, vehicle storage is limited to one aircraft tug device per hangar and storage room, and one operational registered/insured ground vehicle **or** one registered maritime vehicle **or** one registered/insured RV per hangar and storage room, as long as **Section V(B) Exit Passageways** requirements are met. Note: A ground vehicle (motorcycle, car/truck, or ATV) stored and secured on an appropriate trailer will be counted as one vehicle since it occupies a common footprint.
  2. Additionally, temporary storage of the ground vehicle used to get to the airport is allowed inside the hangar or storage room-- while flying the aircraft.
  3. An aircraft tug device, including golf carts, which have been approved by the Airport Director for this use, may be used as transportation on the ramp and non-movement areas near the permitted hangar and storage room.

#### IV) Quantities That May Be Stored

**A. Combustible materials** are limited to only what is needed for normal aircraft operation and maintenance (i.e., wood, carpet, rugs), and the items identified in Section III(D) above, "Furniture and Workspace."

#### **B. Flammable/Combustible Liquids**

4. **Class 1 – Flammable Liquids:** A liquid having a flash point below 100°F (38°C) and a vapor pressure not exceeding 40 psi at 100°F (thus excluding liquefied petroleum gases, liquefied natural gases and liquefied hydrogen). Examples: acetone, methyl-ethyl Ketone, ethanol, 100LL avgas, turpentine, methyl alcohol, xylene. Total maximum quantity stored is 10 gallons in a non-sprinkler equipped space, or 20 gallons in a sprinkler-equipped space. If stored in cabinets per Section V(H)5, total maximum quantity stored is 20 gallons in non-sprinkler equipped space, or 40 gallons in a sprinkler-equipped space.
5. **Class 2 – Combustible Liquids:** Liquids with a flash point at or above 100°F and below 140°F (60°C). Examples: No. 1, 2 and 3 fuel oils, kerosene (jet fuel), and hexyl alcohol. Total maximum quantity stored is 10 gallons in a non-sprinkler equipped space, or 20 gallons in a sprinkler-equipped space. If stored in cabinets per Section V(H)5, total maximum quantity stored is 20 gallons in non-sprinkler equipped space, or 40 gallons in a sprinkler-equipped space.
6. **Class 3 – Combustible Liquids:** Liquids with a flash point at or above 140°F and below 200°F. Examples: motor oil, aniline, benzaldehyde, butyl cellosolve, nitrobenzene and pine oil. Total maximum quantity stored is 60 gallons or less. **Additional quantities of smoke oil will be determined by the Fire Marshall based on the classification.**

#### **C. Compressed Gases (Oxygen, Nitrogen)**

1. Total maximum quantity of oxygen stored is 1000 cubic feet (up to eight storage tanks) measured at normal temperature and pressure (NTP). Note: Stored oxygen must be for aviation use. Additional quantities must be approved by the Fire Marshal.
2. Gases must be stored in listed, identified cylinders and properly secured to a fixed location or secured to a portable cart designed for the cylinder(s) or tank(s).
3. Compressed gas cylinders and tanks must have pressure relief devices installed and maintained. Cylinders and tanks not in use shall have a transportation safety cap.
4. A single tank of acetylene gas is permitted for storage only in accordance with this section (IV(B)2 and IV(B)3), however no welding activity is permitted in the hangar.
5. Liquid petroleum gas (LPG), propane, & butane, are not approved for storage in hangars and storage rooms. However, propane tanks integrated with the vehicle operation are permitted.

#### V) How to Store Items

**A. Access into and around the hangar or storage room must meet the following requirements:**

1. Nothing can block entry into a hangar and storage room.
2. Nothing can be stored in front of the aircraft, or in a manner that blocks the wings from exiting the hangar and storage room. Aircraft must freely ingress/egress without moving any stored item (except a vehicle placed in the hangar while the aircraft is in use).

3. No spark-producing devices or Class A (Combustibles) will be stored within the **Hazardous Area** (Exhibit 'A').

**B. Exit Passageways must be Continuously Maintained**

1. The minimum width of exit passageways in hangars and storage rooms shall not be less than 36 inches in width, and be maintained free of objects from the most remote section of hangars and storage rooms to the exit location. (I.F.C. Section 1023.2)
2. An 80-inch vertical clearance must be maintained throughout the entire length of the exit passageway (I.F.C. Section 1003.3.1).
3. Exceptions to the height and width requirements will be based solely on the aircraft-to wall/door distance, or established door height constraint, as allowed by Airport Director and Fire Code Official (I.F.C. Section 1003.3.1).

- C. Amenities**, such as radios, portable fans, coffee makers, swamp coolers, compressors, battery chargers, portable heating units, vacuums, mobile servicing equipment, electrical equipment and cord connections, and any potential ignition sources **are not to be used in the Hazardous Area** (Exhibit 'A'). Reminder: only items listed for Class 1, Division II applications can be used in the **Hazardous Area**. If the aircraft is removed and the space sufficiently vented, these amenities may be used on a temporary basis in the Hangar

**Note:** Due to the intense heat associated with Halogen lamps, these are discouraged, and in any event, must be used securely situated and outside the hazardous area.

- D. Hazardous and Non-Storage Areas** (shown in Exhibit A on the following page) is defined as the areas inside hangars and storage rooms, consisting of:

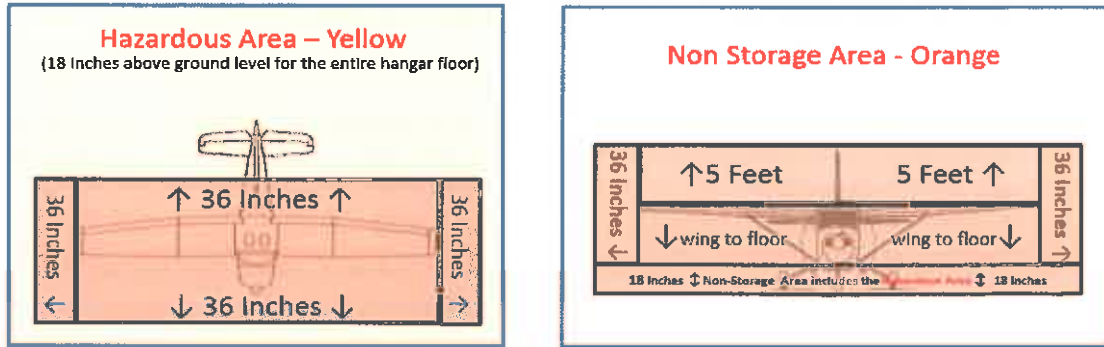
**1. Hazardous Area<sup>2</sup>:** The area located from the floor up to 18 inches above the floor throughout the entire hangar, and associated storage unit that is open to the hangar. The only electrically-operated portable appliances, equipment, tools, and lighting used or installed in the **Hazardous Area** that **does not** need to be raised 18 inches above the floor are those labeled by the manufacturer with "Suitable for Use in a Class I, Division 2 Location."

**2. Non-Storage Area:** All the area within: 5 feet above the wings/body/engine, the area below the wings/body/engine (to the floor), and a 36" "alley" around and within the perimeter of the aircraft wings, fuel storage area(s), and engine, including down to the floor. *The 36-inch alley way will be determined to be achieved, it in conformance with the passageway requirements in Section V(B).*

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<sup>2</sup> The "Hazardous Area" is deemed to no longer exist when main aircraft hangar doors (or roll up doors in storage rooms) are fully opened for a minimum of 10 minutes, with no odor of flammable or combustible liquids are present. Upon partial or full closure of the main aircraft hangar door, the "Hazardous Area" and associated prohibitions/limits are immediately in effect.

## Exhibit A: Hazardous Areas (yellow) and Non-Storage Areas (orange)



Note: Exhibit A diagrams are illustrative only - not to scale.

**NO ACTIVITIES WHICH PRODUCE SPARKS, OPEN FLAMES, HEATING OF METALS OVER 500°F, OR WHICH USE OR DISTRIBUTE FLAMMABLE LIQUIDS.** Electric tools, circuits, and devices which are not rated for use within Class I, division II, hazardous areas **MAY NOT** be used in the **Hazardous Areas**.

### E. Attaching Items to Hangar or Storage Room Walls

1. Items weighing more than 20 pounds cannot be attached to or hang from the structural beams, sprinkler systems, or ceiling rafters of hangars and storage rooms.
2. Light weight items (less than 40 pounds) that are leaning up against the hangar or storage room wall must be secured to the wall with **metal** wire to prevent the items from falling. **Note:** Drilling holes in the structure to secure the wire is allowed, but must be preapproved by Airport Management.

### F. Non-combustible materials cannot be stored higher than 12 feet above the floor (measured from the floor to the top of the material stored).

### G. Permitted Combustible materials are to be stored as follows:

1. No higher than 12 feet above the floor (measured from the floor to the **top** of the material stored).
2. Contained, to avoid becoming Foreign Object Debris (FOD).
3. Solid combustible materials must be stored a minimum of 8 feet away from flammable/combustible liquids.

### H. Permitted Flammable/Combustible are to be stored as follows:

1. Stored no higher than 6 feet above the floor (measured from the floor to the top of the storage containers).
2. Stored in one location in hangars and storage rooms and in an orderly way.
3. **Aviation fuels** (not in the aircraft) must be stored in storage containers listed by the manufacturer for this use (with listing/contents info on the label).
4. **All other hazardous liquids/materials** must be in the manufacturer's original labeled container.
5. **Cabinet storage for Class 1 – Flammable Liquids and Class 2 – Combustible Liquids:**
  - a. Cabinets listed per UL1275 standard
  - b. Unlisted **metal cabinets:**
    - i. Constructed of 18 gauge steel or thicker
    - ii. Is double walled with 1.5 inch airspace between walls, including the doors
    - iii. Joints are riveted or welded and are tight fitting
  - c. Other design as approved by the Fire Marshall
  - d. Provided with a conspicuous label in red letters on contrasting background which reads: "FLAMMABLE-KEEP FIRE AWAY"

- e. Doors are well-fitted, self-closing, and equipped with a three-point latch.
- f. *Bottom of the cabinet is liquid-tight, to a height of at least 2 inches.*

I. **Shelves** are acceptable if they are:

1. Adequately braced and anchored according to the manufacturer's design and instructions.  
**Note:** Drilling holes in the structure to secure a safety wire is allowed, but must be preapproved by Airport Management.
2. At least 1-inch nominal thickness if constructed of wood.
3. Deep enough to hold all the allowable containers. (Building permit may be required, if shelving is more than 10' x 10' x 18" deep).
4. A lip or guard is provided on the shelves to prevent liquid containers from being displaced. A rigid metal containment pan, such as a baking pan, with a minimum of a 1-inch high lip can also be used to store these items on a shelf.

- J. **Oily rags** and similar debris must be stored in a self-closing, air tight container that is listed/labeled by the manufacturer for this intended purpose.

## VI) What May Be Used In a Hangar/Storage Room

### A. **Electrical extension cords**

**With the exception of trickle chargers, aircraft heaters,** and non-spark producing aircraft power sources, electrical extension cords must be unplugged from the wall and stored off the floor when the hangar/storage room is unoccupied. Additionally, electrical extension cords must be:

1. In good condition with no splicing or electrical tape wrapped around exposed wires.
2. Extension cords shall not be used as permanent electrical wiring.
3. Underwriters Laboratory (U/L) or Factory Mutual (FM) approved.
4. The Heavy-Duty type, three wire (two current carrying conductors and a grounding conductor).
5. Rated as at the same or greater current capacity (amperage) than the appliance being powered.

**Note:** Outlet connectors or extension cords designed for indoor or household use and multi adapters may not be used.

- B. **Power strips/circuit protectors/outlet boxes/power taps** must be Heavy-Duty three wire (two current carrying conductors and a grounding conductor with a 15-amp circuit breaker). **Note: No extension cords are permitted to be connected to the power strips/circuit protectors/outlet boxes/power taps.**

- C. **Class 1 and Class 2 Liquids.** No fueling operations may be conducted inside the hangar/storage room. Although they may be stored, other **Class 1 – Flammable Liquids and Class 2 – Combustible Liquids** shall not be used inside the hangar/storage room **unless adequate ventilation is present.** **Class 3 – Combustible Liquids** may be used inside the enclosed hangar/storage room.

- D. **Electrical Tools and Equipment and Aircraft/Space Heaters** may be used outside the Hazardous Area. **Note:** If items are listed for use in Class I, Division II Hazardous Areas, they can also be used in the Hazardous Area.

- E. **Spark-Producing Tools and Equipment** such as grinders, electric saws, and drills, that may generate sparks that can fall into the hazardous area, may only be used outside of hangars and storage rooms. Permittees are encouraged to contact the Fire Inspector if unsure about whether a specific tool or piece of equipment can be used inside the hangar.



**VII) Other Safety and Inspection Requirements**

- A. Approved, annually inspected Fire Extinguisher(s) are required within all hangar and storage rooms. (See Airport Rules/Regulations for details).
- B. A non-aluminum metal drip pan should be placed under areas where oil and/or fuel may drip from the aircraft. Carpeting and cardboard are not approved drip-catching materials.
- C. Aircraft and Motorized Aircraft Tug Batteries must be charged inside the hangar/storage room outside of the Hazardous Area (and 18" above the floor).
- D. Hangars and storage rooms shall be subject to periodic inspections by the Airport Director or designee(s), City Fire Department, and City Building Inspectors to ensure compliance with all laws, ordinances, rules/regulations, federal grant assurances, permits, and this policy.

**VIII) Modifications/Additions Requiring a Building Permit**

- A. **If any of the modifications/additions below have been made or are being considered in a hangar or storage room, please follow these steps:**
  - 1. Notify Airport Administration. The Airport Director must agree in writing to allow the modifications/additions to hangars and storage rooms.
  - 2. As required, apply for and receive a building permit from the City of Prescott.
  - 3. Assure that modifications/additions are inspected & approved by the City of Prescott.
  - 4. Upon termination of the hangar or storage room permit, remove all modifications/additions and leave the hangar or storage room in substantially the same condition as it existed at the commencement of use, ordinary wear and tear excepted. Failure to return hangars or storage rooms in substantially the same condition as existed at the commencement of this PERMIT will result in City of Prescott remediating and cleaning the space. The permittee will pay for any labor (pursuant to existing rates and fees as established by the City) and actual material costs incurred.
- B. **Modifications/additions requiring a City building permit include, but are not limited to:**
  - Electrical system
  - Loft/elevated storage
  - Air lines
  - Plumbing/water
  - Office/break room/extra storage room
  - Foam plastic insulation
  - Hanging items over 20 lbs.
  - Storage shelves over 10' x 10' x 18" (depth)

**POLICY EFFECTIVE DATE**

This policy is effective on May 19, 2021 until modified or rescinded by the Airport Director.

  
\_\_\_\_\_  
Airport Director

5-19-2021  
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Date