



**COTTONWOOD MUNICIPAL AIRPORT
P-52
COTTONWOOD, ARIZONA**

OPERATING RULES



ADOPTED BY ORDINANCE

Revised May, 2010

**COTTONWOOD MUNICIPAL AIRPORT
OPERATING RULES – AS AMENDED
MAY 6, 2010**

CHRONOLOGY

<u>REVISION BY ORDINANCE</u>	<u>DESCRIPTION</u>	<u>SECTION AMENDED</u>
1. Ordinance No. 535 January 6, 2009	Adopted Operating Rules	-----
2. Ordinance 559 May 6, 2010	Chapter I – Definitions – Tailgating Chapter II - Aircraft Operations Chapter II – Aircraft Operations Chapter II – Aircraft Operations Chapter III – Tenant Leases Chapter III – Tenant Leases Chapter V – Vehicle Operations Chapter VI – Ultralight Vehicles Chapter VIII – Accident Procedures Chapter IX – Safety and Security	1.1 2.1.B.1 2.2.B , I , & K. 2.3.C.2 3.1.E 3.3.B 5.3 6.1.A., C. & E. 8.1.B 9.1 & 9.4

SECURITY ADVISORY

The FAA is seeking cooperation in helping safeguard the National Air Transportation System which includes the City of Cottonwood Municipal Airport.

The vigilance of the Airport users is one of the most prevalent methods of enhancing security.

All users of the Airport should be continually vigilant and on the look-out for:

- Aircraft with unusual or unauthorized modifications.**
- Persons loitering in the vicinity of parked aircraft.**
- Pilots who appear under the control of other persons.**
- Persons wishing to obtain aircraft without credentials.**
- Or in general anything that does not look right.**

It is the responsibility of all users of the Airport to report all suspicious activity to the Airport Manager or the Cottonwood Police depending on availability and/or the perceived threat level. Don't try to be a hero.

AUTHORITY:

The Cottonwood City Airport Operating Rules set forth herein were developed pursuant to and under the authority of Cottonwood City Ordinance 505. That ordinance directs the Cottonwood Airport Commission as follows:

Section 2.96.070 Duties. "A. To develop an operations and procedures manual for the airport".

In the event of an emergency, distress or hazardous situation, any provision of these procedures may be temporarily set aside.

Signed: Aleck Gradijan
Chairman, Cottonwood Airport Commission

Date: November 20, 2008

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CHAPTER I - GENERAL PROVISIONS

§ 1.1 DEFINITIONS

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

“ACCIDENT” excluding Aircraft Accident as defined herein, means an unintended event which results in personal injury, property damage or death.

“AIRCRAFT” means a device that is used or intended to be used for flight in the air.

“AIRCRAFT ACCIDENT” means an occurrence associated with the operation of an aircraft that takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. An “incident” is an occurrence other than an aircraft accident that may affect the safety of operations.

“AIRCRAFT MOVEMENT AREA” means all areas that aircraft maneuver on the ground except the taxiway and runway.

“AIRMAN” means a pilot, mechanic, member of the crew, or an individual who is directly in charge of the inspection, maintenance or repair of aircraft or associated accessories.

“AIRPORT” means the area comprising the Cottonwood Municipal Airport within the seven (7) foot security fence and including the parachute drop zone.

“AIRPORT APRON” means that portion of the Airport Operations Area that is used for aircraft parking (tie-down), hangars and the associated aircraft movement areas.

“AIRPORT COMMISSION” means a body created by City Council and charged with the responsibility of conducting certain affairs as set forth in Ordinance 505 of the City of Cottonwood, Arizona.

“AIRPORT MANAGER” means the manager of the Airport or his/her designee.

“AIRPORT OPERATIONS AREA” means that portion of the Airport designated and used for landing, taking off, or surface maneuvering of aircraft, which is a restricted and secure area on the Airport property designed to protect all aspects related to aircraft operations.

“BASED AIRCRAFT” means any aircraft that uses Cottonwood Municipal Airport as a center of operations for 10 consecutive calendar days or more.

“CITY” means the city of Cottonwood, Arizona.

“COUNCIL” means the City Council of Cottonwood, Arizona.

“CTAF” means a radio frequency named Common Traffic Advisory Frequency. The CTAF frequency for P-52 is 122.700 MHz.

“DISABLED AIRCRAFT” means an aircraft that is unairworthy as defined by FARs or as determined by visual inspection by the Airport Manager. Disabled aircraft include, but are not limited to, aircraft missing exterior parts or not properly attached parts, flat tires and an abandoned or neglected appearance.

“ENGINE RUN-UP” means the operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of the aircraft.

“FAA” means the Federal Aviation Administration.

“FAR” means Federal Aviation Regulations as published by the FAA.

“FIRE CHIEF” means the Fire Chief of Cottonwood, Arizona or his/her designee.

“FIXED BASE OPERATOR” (FBO) means a person or entity who has an agreement with the City to operate as a commercial general aviation concessionaire at the Airport.

“FUEL STORAGE AREA” means the area and facilities where gasoline, Jet-A, and other types of fuel are stored.

“GENERAL AVIATION” means all categories and types of aviation/aircraft in the U.S. except for certified air carriers (under FAR Part 121) and Department of Defense military aviation/aircraft.

“HANGAR” means any fully enclosed storage space for an aircraft.

“HAZARDOUS MATERIAL” means a substance or material in a quantity or form that may pose an risk to health, safety or property when stored, transported or used in commerce as defined by the U.S. Department of Transportation or the Environmental Protection Agency.

“MASTER PLAN” means the latest version of the Airport Master Plan which includes the official concept of the ultimate development of the Airport.

“NOTAM” means Notice to Airmen as issued by a representative of the FAA.

“OPERATING RULES” refers to the provisions set forth herein.

“OPERATOR” means the person in charge of operating the aircraft.

“OWNER” means the registered or legal owner of an aircraft according to the records of the FAA or by the appropriate governmental agency for aircraft registered in a foreign country.

“PEDESTRIAN” means any person afoot or in a wheelchair.

“PILOT” means any individual holding a valid airman’s certificate issued by an appropriate agency with privileges to operate an aircraft.

“RESTRICTED AREA” means the portion of the Airport not intended for use by the general public as posted by the City.

“RULES AND REGULATIONS” means items promulgated by City Council as described in Section 2.96.080 of Cottonwood City Ordinance 505, said rules and regulations being applicable only to airport facilities and may include penalties for violation.

“RUNWAY” means an area of the Airport developed and improved for the purpose of accommodating the landing and take-off of aircraft.

“TAILGATING” means passing through an automatic, security gate by closely following a vehicle that activated the gate.

“TAXIWAY” means an area of the Airport developed and improved for the purpose of maneuvering aircraft on the ground between runways and aprons and between other parts of the Airport.

“TENANT” means a person having a written lease, storage permit or other agreement with the City granting that person a possessory interest in Airport property.

“TRANSIENT AIRCRAFT” means any aircraft that is not a Based Aircraft.

“UNICOM” means a nongovernment air/ground radio communication station which may provide airport information at public use airports. The UNICOM frequency for P-52 is 122.700 MHz.

“VEHICLE” means a device upon which any person or property is or may be propelled on the ground including, but is not limited to, automobiles, motorcycles, trucks, off-road vehicles, tractors, bicycles, buses, trailers and aircraft tugs. Wheelchairs are excluded from this definition.

“VEHICLE PARKING AREAS” means those areas that are exclusive of aircraft movement areas.



CHAPTER II – AIRCRAFT OPERATIONS

§ 2.1 GENERAL

A. Operations and Procedures

No person shall conduct any aircraft operation to, from or over the Airport except in compliance with all FAA regulations and the applicable provisions of Arizona Revised Statutes supplemented by the operations and procedures set forth herein.

B. Use of Airport Apron Area Restricted

1. Only persons authorized by the City or the FBO, and their guests and/or crew, engaged in aviation or the support of aviation activities, are permitted to enter the secured area of the airport. Unauthorized persons are required to leave the secured area.
2. Persons authorized under the provisions of Section 2.1.B.1. above shall be responsible for monitoring and supervising the actions of their passengers and/or guests to assure that they comply with the provisions of this Manual.
3. All persons under the age of 14 shall be under continual and constant supervision of an adult.
4. All animals shall be confined or on a leash.

§ 2.2 AIRCRAFT ON GROUND

A. Parking/Storage Permit Required

With the exception of the transient parking area, parked aircraft shall be required to obtain a storage permit from the Airport Manager and pay the fee to the City. (Resolution Number 2265) The tie-down rental space shall be limited to one aircraft only. A vehicle may be parked temporarily in the aircraft absence.

B. Parking in Designated Areas

Aircraft shall be parked in designated areas and/or assigned numbered tie-down space unless given written permission by the Airport Manager who may authorize such parking as a temporary measure or as an interim measure pending the execution of a storage permit.

C. Parking on Taxiway Areas Prohibited

Taxiway areas shall be maintained open for taxiing aircraft at all times and no aircraft shall be parked in such taxiway areas or left unattended in such a manner as to interfere with the free flow of traffic.

D. Unattended Aircraft

No aircraft shall be left unattended on the Airport unless properly secured in a tie-down area or within a hangar.

E. Run-up of Aircraft Engines

Except as required for preparation for aircraft take-off, run-up of engines shall be prohibited between the hours of 10:00 PM and 6:00 AM.

F. Propeller/Jet Blast

No person shall start or taxi any aircraft in a place where the prop or jet blast is likely to cause injuries to persons or damage to property.

G. Qualified Operator

A qualified pilot or licensed mechanic shall be at the controls of the aircraft when an aircraft engine is operating.

H. Operating Aircraft Engines Inside a Hangar

Operating aircraft engines inside a hangar or taxiing under power into or out of a hangar is prohibited.

I. Removal of Disabled Aircraft

The owner of any disabled aircraft shall remove or cause to be removed from the airport such disabled aircraft and any associated parts thereof within thirty (30) days after written notice to said owner is placed in the U.S. Mail, First Class by the Airport Manager. If any owner fails or refuses to move a disabled aircraft and its associated parts within thirty (30) days from the date of said mailing, the tie-down fee shall be increased by a factor of 10. If unable to comply with this paragraph, the aircraft owner shall obtain a written waiver from the Airport Manager, setting forth acceptable alternative provisions for compliance herewith.

J. Abandoned Aircraft

Abandoned Aircraft, as defined in A.R.S. §28-8243, will be removed and reported to the governing authorities as required by Arizona Statute.

K. Maintenance Work

All work to an aircraft on the apron shall be done in a neat and expeditious manner. Maintenance work to an aircraft on the airport apron shall be limited to emergency repairs and/or minor repairs, or maintenance only. Aircraft shall not be left unattended on the airport apron in a dismantled condition. Any and all deviations must be approved in writing by the Airport Manager.

§ 2.3

AIRCRAFT TAXIING, TAKE-OFF, AND LANDING

A. Location of Aircraft During Engine Run-up

Aircraft shall be positioned such as to not cause damage to other aircraft during engine run-up.

B. Runway to be used for Take-offs and Landings

1. The preferred runway is 32 for noise abatement and population density.
2. Midfield or intersection take-offs are prohibited.

C. Touch-and-go Operations

The Airport Manager may regulate touch-and-go operations as necessary for the safe, orderly, and efficient operation of the Airport.

1. Stop and go landings are prohibited.
2. Touch and go landings on Runway 14 are disadvised and discouraged due to the rising runway slope and residential housing density immediately south of the airport.

D. Weight Restriction

All aircraft weighing more than runway, taxiway and apron load-bearing capacity is prohibited unless authorized by the Airport Manager.

§ 2.4

AIRCRAFT TRAFFIC PATTERNS

A. Compliance with FAA Rules

All Aircraft arriving at or departing from the Airport shall comply with the FAA rules for operations at uncontrolled airports.

B. Airport Traffic Patterns

The traffic patterns for the Airport shall be as follows:

1. Left-hand rectangular pattern for Runway 14.
2. Right-hand rectangular pattern for Runway 32.
3. West of the runway, traffic should use extreme caution to avoid the approach and landing activities of skydivers and unpowered ultralight vehicles.



CHAPTER III – TENANT LEASES

§ 3.1

GENERAL

- A. All aircraft based and/or parked on the Cottonwood Municipal Airport for a period of 10 days or more shall be stored in a private hangar or shall have a signed agreement or lease with the City for either a tie-down space, a covered tie-down space or a city-owned hangar. Any exception shall require written permission from the Airport Manager.
- B. Tenants shall keep tie-down and covered tie-down areas free of waste material, rubbish, debris, litter and flammable material. All tires around tie down chains shall be altered to prevent retention of water.
- C. City owned T-Hangars are primarily for aircraft storage.
- D. If the provisions of this Section conflict with the language of a lease, the provisions of the lease are controlling.
- E. The City shall have the right to require that any owner/lessee relocate their aircraft on a temporary basis to serve the general good of the City. This shall include, but not be limited to, airport construction and maintenance or special events on the airport. In such case, the City will notify said owner/lessee a minimum of seven days in advance to said relocation by US Mail, First Class.

§ 3.2

LEASE PRIORITY LISTS

- A.** Each City-owned rental space or hangar shall be leased according to the order established by a master waiting list maintained by the Airport Manager's office. There are separate and individual lists for covered tie-downs and hangars. List positions may not be reassigned to another person.
- B.** A refundable deposit shall be required for a name to be placed on each and every master waiting list. Deposits are refundable only if the applicant requests in writing to have his/her name removed from the waiting list. Once removed, if that person again desires to be placed back on the list, that person shall be placed after the last occupied position on the list. No refunds will be given thirty (30) days after the date of the first contact that a space is available.
- C.** A person on any list, when notified by first class mail that a space is available, may within fifteen (15) days request that his name be maintained in the same position on the list, but allow the next person in sequence to take the available position. This action is limited to two (2) occurrences.
- D.** Existing lessees/tenants shall have a priority to move to a more desirable vacated covered tie-down or hangar by making such desire known to the Airport Manager in writing, based on seniority of their lease or permit.

§ 3.3

COMMERCIAL ACTIVITY

- A.** Without complying with applicable orders, certificates and grant agreements of the FAA, the Revised Statutes of the State of Arizona, and leases, permits and ordinances of the City of Cottonwood, no person shall engage in a commercial enterprise in which the use of the airport or any portion thereof supports or facilitates said enterprise.
- B.** Maintenance activities in T-hangars by outside, commercial vendors and/or licensed maintenance personnel for hire may only be performed on aircraft owned or operated by the owner/lessee of said hangar. All other commercial aircraft maintenance activity is prohibited in T-hangars.



CHAPTER IV – FUELING OPERATIONS

§ 4.1 AIRCRAFT FUELING

- A. Aviation fuels shall not be sold or dispensed into any aircraft or container on the Airport except in such a manner as and under such conditions as prescribed by the Airport Manager.
- B. All fueling operations shall be conducted in compliance with all federal, state and City regulations and procedures.
- C. No person shall, without written approval from the Airport Manager, fuel an aircraft at the Airport while the aircraft engine(s) is running, while persons or unsecured animals are onboard, or while the aircraft is in a hangar.
- D. No smoking shall be permitted within fifty feet of any fueling activity or fuel storage area.
- E. Fire extinguishers shall at all times be readily accessible to persons engaged in fueling operations.
- F. Persons engaged in the fueling of aircraft shall exercise caution to prevent spillage of fuel, including allowing for the overflow of aircraft fuel tanks due to heat expansion. Any spillage of fuel shall be expeditiously cleaned up using dry clean-up methods. Any spillage of fuel in excess of two gallons shall be immediately reported to the Airport Manager.
- G. No person shall start an aircraft engine when ground fuel is visible in the area.
- H. Prior to and during fueling operations, all aircraft must be attached to the provided grounding cable.
- I. Aircraft shall park at the fueling island only for so long as is necessary to fuel the aircraft. Aircraft shall be moved with minimum delay upon completion of fueling and returning chocks, fuel hose and grounding cable to their designated location and retrieving their receipt from the station.
- J. Fueling priority shall be on a first come first serve basis with no priority given to any person, type of aircraft or fuel type.



CHAPTER V – VEHICLE OPERATIONS

§ 5.1 APPLICABILITY

This Chapter shall apply to all vehicles not falling within the definition of Aircraft as set forth in CHAPTER I, § 1.1 herein.

§ 5.2 GENERAL

- A.** At no time shall a vehicle inhibit or restrict the operation of any aircraft, vehicle, or facility.
- B.** Vehicles, except emergency vehicles, shall not be driven onto the parallel taxiway or runway without the permission of the Airport Manager.
- C.** No vehicle shall be operated upon any road or other areas within the perimeter of the Airport in excess of the posted speed of 15 m.p.h.
- D.** All vehicles shall yield to aircraft at all times.
- E.** All vehicles on Airport property, except Airport utility vehicles, shall have a current license plate.
- F.** Within 75' of the runway, each work crew shall be equipped with an aviation band radio monitoring the UNICOM frequency.

§ 5.3 LONG TERM PARKING

All vehicles parked on the airport for ten (10) days or more shall first have a parking permit from the Airport Manager. A fee, equal to one half of the open tie-down rent, will be charged per month for a parking permit. All vehicles must have a valid license and be parked in designated areas only. Tenants who lease an aircraft tie-down space may park one vehicle on their assigned tie-down space or in other designated parking areas in the absence of their aircraft without a permit. The City has the right to refuse parking to any vehicle it feels does not belong on the Airport. The City may cause any vehicle parked without a permit to be removed from the Airport at the owner's expense.



CHAPTER VI – ULTRALIGHT VEHICLES

§ 6.1 UNPOWERED ULTRALIGHT VEHICLES

- A. Unpowered ultralight vehicles, such as hang gliders, using the facilities of the Airport shall at all times comply with the General and Operating Rules as set forth in FAR 103.
- B. Prior to the launch from Mingus Mountain, unpowered ultralight pilots landing at the Cottonwood Airport shall notify the FBO at the Airport of their intent. The FBO shall broadcast this information on the UNICOM (CTAF) frequency advising all pilots of existing unpowered ultralight activity.
- C. Except in the case of an emergency, unpowered ultralight vehicles shall land only in designated areas.
- D. Unpowered ultralight vehicles intending to land at the Airport shall remain west of the runway at all times except during an emergency situation. Unpowered ultralight pilots, who fly over or cross the Airport, shall maintain at least 1500' AGL (5050' MSL) over the runway.
- E. Unpowered ultralight vehicles shall at all times yield the right of way to all aircraft.



CHAPTER VII – PARACHUTING

§ 7.1 FACILITIES

- A. Office – The area adjacent to the office building, including the vehicle parking area, shall be kept free of litter, trash and debris.
- B. Landing Zone – All temporary and/or permanent improvements, including but not limited to shading devices, chairs, tables and flags, shall be secured in such a manner as to withstand winds and gusts

without dislocation. The operator of the parachuting facility shall be liable for all damage caused by failure to comply with the requirements set forth herein.

§ 7.2 SECURITY

The operator of the parachuting facility shall be responsible for compliance with § 9.2 as set forth herein.

§ 7.3 ANNOUNCEMENT OF OPERATIONS

At the appropriate times, the pilot in command of the jump plane shall transmit on P-52 CTAF frequency of 122.700 MHz within five (5) minutes of a jump and jumpers away. The announcement “jumpers away” shall also include the jump altitude above sea level (msl). The operator shall also announce when the last jumper has landed.



CHAPTER VIII – ACCIDENT PROCEDURES

§ 8.1 ACCIDENT REPORTING

- A. Persons involved in an accident of any kind occurring on Airport property resulting in property damage or personal injury shall as soon as possible make a full report thereof to the Airport Manager, or in the Airport’s Manager’s absence, the Cottonwood Police.
- B. Any person damaging property on the Airport shall report said incident to the Airport Manager immediately. Contact numbers for the Airport Manager or designee shall be posted on the Airport Terminal front door and the Airport entrance gates.

§ 8.2 REMOVAL OF DEBRIS

Immediately after any accident investigation is concluded, the City shall remove any accident debris from the aircraft operations area. The aircraft owner/operator shall be responsible for reimbursing the cost of said removal to the City.



CHAPTER IX – SAFETY AND SECURITY

§ 9.1 SPECIAL EVENTS

Special events are events which occur at the Airport in which the public is invited onto the Airport Operations Area, or in which large groups of persons or aircraft assemble for a particular event. Special events include, but are not limited to, air shows, hot air balloon operations, ultralight vehicle rallies, barbeques and social gatherings. Special events shall be held only after formal approval has been granted by the Airport Manager in consultation with the Airport Commission. The Airport Manager must be notified a minimum of 60 days in advance of any event clearly specifying the nature of the event and the individual(s) responsible. If FAA authorization is required, additional time may be required for approval. City approval shall specify the areas of the Airport authorized for special use including dates, times and such other conditions as the City may require. This chapter is not intended to prevent events that are confined to private hangars.

§ 9.2 AIRPORT ACCESS KEYS

- A. Electronic keys for the Airport front gates will be issued to those persons determined by the Airport Manager to have a need to access the Airport. Persons receiving keys shall enter into a key agreement with the City and pay the prevailing fee for said key. The key remains the property of the City. Recipients of keys shall be responsible for their use and shall only permit their use or entrance to the Airport by persons who have a legitimate need for entry.
- B. Entrance to the Airport through the electronic entrance gates by persons who do not possess a key card shall be carefully scrutinized as to need and intentions. The entrant shall state a legitimate and verifiable need for entry. The person granting entrance shall be responsible for actions of the entrant.
- C. It shall be the responsibility of key holders and other authorized persons to prevent tailgating by unauthorized persons through all electronic and walk-through gates. All airport users shall follow the gate security protocol, as posted on the sign at the gate.

§ 9.3 SMOKING

Smoking is prohibited within 50' of any aircraft and within any aircraft storage area.

§ 9.4 RECREATIONAL DEVICES

Use of skateboards, roller-skates, roller-blades and any other similar recreation devices are prohibited on airport property.



CHAPTER X – AUTHORITY, ENFORCEMENT AND APPEALS

§ 10.1 GENERAL

Any permission granted by the City directly or indirectly to enter upon or use the Airport is conditioned upon compliance with the FARs, Arizona Revised Statutes, Ordinances of the City of Cottonwood, Arizona, the Department of Homeland Security and this Manual. Entry upon or onto the Airport by a person shall be deemed to constitute that person’s agreement to said compliance.

§ 10.2 RATE AND FEE APPROVAL

All rates, fees and penalties shall be recommended by the Airport Commission to City Council for consideration as set forth in City Ordinance 505, Section 2.96.070 E. City Council may then promulgate said recommendations as set forth in City Ordinance 505, Section 2.96.080.

§ 10.3 VIOLATIONS AND PENALTIES

In addition to any penalties or consequences specifically provided elsewhere in this Ordinance, any person who violates the provisions of this Ordinance may have their privilege of using the Airport electronic gate key suspended by the Airport Manager. For the purpose of this paragraph, “suspension” shall mean the temporary loss of such privileges for a pre-determined period of time not to exceed one year.

§ 10.4 APPEALS

Any person aggrieved by any action of the Airport Manager under this Ordinance may appeal such action to the City Council, by filing a Notice of Appeal with the City Clerk within 5 business days of the date the individual receives notice of the action. The City Council shall hear the matter at or before its regular meeting following the regular meeting that immediately follows the filing of the appeal, and shall render a decision in due course, which shall be the final decision of the City.

§ 10.5 SEVERABILITY

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, or Grant provisions of FAA or ADOT Aeronautics, such decision shall not affect the validity of the remaining portions hereof.