



RULES AND REGULATIONS

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APPLICABILITY

All aeronautical activities at or adjacent to the Caldwell Executive Airport shall conform to current provisions of all Federal Aviation Administration Regulations, guidance, and policies, as well as City Council Adopted Rules and Regulations / Minimum Standards of the Caldwell Executive Airport, (“collectively, the “Airport Rules”).

OVERVIEW

Caldwell Executive Airport (KEUL) is the designated reliever for Boise Air Terminal/Gowen Field (KBOI) airport and is operated by the City of Caldwell, ID. With a field elevation of 2431’ MSL, KEUL is designated Class G airspace (uncontrolled) with overlying Class E airspace beginning at 3,131’ MSL.

DEFINITIONS

1. **AC:** Advisory Circular.
2. **AGL:** Above Ground Level.
3. **Aeronautical Activity:** Any activity that involves, makes possible, or is needed for the operation of aircraft or that contributes to or is required for the safety of such operations.
4. **Aircraft:** Any device intended to be used for flight in the air.
5. **Airport:** The Caldwell Executive Airport (KEUL), including all land and facilities found in the most recently adopted Airport Master Plan's Airport Layout Plan.
6. **Airport Layout Plan:** The currently approved, scaled dimensional layout of the entire airport property showing the current proposed usage for each identifiable segment as approved by the Federal Aviation Administration and the Caldwell Executive Airport.
7. **Airport Rules:** The Rules and Regulations and Minimum Standards of the Caldwell Executive Airport as approved by the City Council.
8. **Airport Operations Manager:** a person chosen by the City to supervise Airport operations and who handles enforcing Airport Rules and all other applicable laws, rules, and regulations applicable to the Airport.
9. **Back-Taxi.** A term used by air traffic controllers to taxi an aircraft on the runway opposite of the standard traffic flow. The aircraft may be instructed to back-taxi to the beginning of the runway or at some point before reaching the runway end for the purpose of departure or to exit the runway.
10. **CFR:** Code of Federal Regulations.
11. **City Council:** City of Caldwell City Council.
12. **City:** City of Caldwell.
13. **City-Owned Hangar:** A City-Owned structure on the Airport for sheltering or securing airplanes.
14. **Commercial Activity:** Any activity on the Airport serving as an advertisement or promotion of or that involves selling, buying, or leasing goods and services.
15. **Common Traffic Advisory Frequency (CTAF).** A frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating control tower.
16. **Board:** Caldwell Executive Airport Advisory Board.
17. **Drone:** See UAV / UAS definition.
18. **FAA:** Federal Aviation Administration.
19. **FAR:** Federal Aviation Regulation.
20. **FBO:** Fixed Base Operator; a commercial business granted the right by the City to operate on or at the Airport and provide aeronautical services.
21. **Flying Club:** A nonprofit or not-for-profit entity (e.g., corporation, association, or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only.
22. **Ground Vehicle:** Any device that moves on the ground either self- or externally-propelled and is not intended to fly.

23. **Hotline Complaint:** If the pilot experiences a threat to their safety during any flight operation, they have the right to file an FAA Hotline complaint. The FAA Hotline accepts reports related to the safety of the National Airspace System (NAS), violations of 14 CFR, aviation safety issues, and reports related to FAA employees or FAA facilities. The FAA Hotline provides a single venue for FAA employees, the aviation community, and the public to file their reports.
24. **Minimum Standards:** The established set of standards for all aeronautical commercial service providers and Flying Clubs at the Airport.
25. **Movement Area.** The runways, taxiways, and other areas of an airport/heliport that are used for taxiing/hover taxiing, air taxiing, takeoff and landing of aircraft, exclusive of loading ramps, and parking areas.
26. **MSL:** Mean Sea Level.
27. **NOTAM:** Notice to Air Mission.
28. **OFA:** Object Free Area. The Object Free Area is the area being the same dimensions within of the centerline of any Taxi lane and being the same dimensions of the centerline of any Taxiway.
29. **Private Hangar:** A structure on the Airport for sheltering airplanes that is not owned by the City. The owner of the structure has a land lease with the City for the ground the structure occupies.
30. **Rules and Regulations:** An established set of guidelines for all users of the Airport. These guidelines are intended to be consistent, reasonable, and non-discriminatory.
31. **Run-up:** An engine speed (RPM) which is used for an aircraft system check and which exceeds that needed for normal taxi and/or ground operations.
32. **SASO:** Special Aviation Service Operations
33. **Special Event:** Any event or activity which:
 - Will include use of Airport property, or Will, in the Airport Operations Manager's estimation, require a NOTAM, or Will, in the Airport Operations Manager's estimation, require any use of the Airport that would conflict with any of these Rules and Regulations.
34. **Taxi:** Aircraft movement on the ground.
35. **Taxi lane:** The portion of the Aircraft parking area used for access between Taxiways and Aircraft parking positions.
36. **Taxiway:** A defined path established for Aircraft taxiing from one part of the Airport to another.
37. **Tie-Down Line:** Outdoor parking space with no amenities other than in-pavement hooks to which an Aircraft is secured to restrain movement due to weather.
38. **Traffic Pattern:** The traffic flow that is prescribed for aircraft landing at, taxiing on, or taking off from an airport. **An aircraft in the traffic pattern of an airport is seen as an aircraft approaching to land at the airport.**
39. **UAV/UAS:** Unmanned Aerial Vehicle or Unmanned Aerial System
36. **Ultralight Vehicle:** Any aircraft as defined by 14 CFR Part 103.

GENERAL PROVISIONS

Airport Operations Manager

1. The Airport Operations Manager is authorized by the City to do the following:
 - a. Take such action as may be necessary to protect life and property at the Airport.
 - b. Suspend or restrict any or all operations of the Airport by posting notice or radio advisory whenever such action is necessary in the interests of safety.
 - c. Conduct inspections of any property owned by the Airport, all rental and leasehold hangars, and all privately owned hangars to ensure compliance with Airport Rules and the terms of lease agreements.
 - d. Designate an individual to function as the Airport Operations Manager's representative in their absence.
 - e. Suspend or restrict access to the Airport for users who violate any part of the Airport Rules

Alcohol

1. Alcohol consumption at Caldwell Executive Airport is permitted in only these areas:
 - a. Inside a designated eating establishment operating as a restaurant.
 - b. Inside a Private Hangar; and
 - c. At a Special Event properly approved herein.

Animals

1. Pets must always be on a leash and under direct control.
2. Pet waste will be collected and disposed of in appropriate receptacles by the person who has brought the pet to the airport.

Drones/UAV/UAS

Flying a Drone, UAV, or UAS is prohibited at Caldwell Executive Airport unless prior written permission from the City has been obtained in writing.

Flying Clubs

A Flying Club basing its Aircraft at the Airport shall conform to provisions outlined in the most current codified version of the Airport Rules.

Ground Vehicles

1. Airport users shall not operate vehicles on the runway or parallel taxiway without express, prior written permission of the City, except in case of an emergency.
2. Vehicles are not allowed on any public ramp area, taxiway, tie-down, or hangar area except as follows:
 - Commercial operations or special functions approved by the City.
 - Aircraft users driving between the access gate and their hangar.
 - Vehicles used to tow aircraft from their hangar/parking area to their operations area as necessary for flight operations provided, they have radios that can transmit and receive on CTAF.
3. Vehicles entering the Airport shall enter at an approved vehicle gate.
 - Gate codes, Gate Cards, or click button remotes may not be shared by users.
 - Once a Vehicle has entered or exited a gate, the operator shall wait for the gate to close before departing the access point.
 - One Vehicle through a gate at a time.
4. The speed limit of vehicles anywhere in the airport is 20 miles per hour.
5. Vehicles shall always yield to all Aircraft.

Parking

1. Vehicles may only be parked at the Airport in areas designated for that purpose by the City
2. Unattended Vehicles will not park adjacent to hangars in such a manner that they create a hindrance to the standard movement of aircraft at the airport.
3. Vehicles will not park in non-rented tie-down spaces.
4. Aircraft owners/operators may park Ground Vehicles in the space assigned to their Aircraft if that space is inside a hanger but only while the Aircraft is in use, or parking of said vehicle doesn't impede the immediate access to any aircraft.
5. No Vehicle shall remain outdoors at the Airport under any circumstance for more than 7 calendar days.
6. No boat, camper, or trailer of any kind may be parked at the Airport.

Smoking

1. The terminal building is designated a public no-smoking area.
2. No person shall smoke within 50 feet of any Aircraft, on the Tie-Down areas, or within 50 feet of a fueling facility.

Special Events

1. All individuals or entities desiring to hold a Special Event at the Airport shall, before hosting such Special Event, contact the City to request a Special Event Permit, the form for said permit to be determined by the Caldwell Director of Aviation and approved by resolution of City Council **(see Exhibit B for Special Event Permit)**.
2. No Special Event will take place at the Airport without approval from the Airport Operations Manager and Caldwell's Director of Aviation. Approval shall be based upon the proper submission of a Special Event Permit application and the ability of the applicant to supply necessary assurances and safeguards to protect the health and safety of all personnel on the airport.

Third-Party Vendor Activities

1. The intent is to establish a means for the City to know about and monitor all Third Party Commercial and Retail Activities at the Airport as well as to ensure legal liability associated with such activities with those conducting the Third Party Commercial and Retail Activities.

Violations

1. Violation of any of the Airport Rules, City ordinances, or State and Federal regulations is punishable at the discretion of the City enforcement officers through prosecution by the City or by suspension of privileges to utilize the Airport.
2. Violations will be assessed with the most current codified version of the Airport Rules, Leasing Policy, or State and Federal Regulation.

Exception

1. If users need to make an exception to any of the established Airport Rules, those requesting exceptions will submit in writing to the City no later than 7 business

days before needed. Exceptions that would inhibit the ease of access, use, or safety of other airport users will not be approved, and the Director of Aviation will support the City's position on such decisions.

FLIGHT RULES

Fly Quiet Program

The Caldwell Executive Airport is located amongst thriving business parks and residential areas. To balance the needs of our community, our noise abatement program is designed to minimize noise from aircraft operations and reduce any negative effects on the surrounding areas.

Friendly Flying

- **Climb out at best rate of climb (Vy).** This ensures that aircraft are as high as possible as quickly as possible.
- **Reduce RPM when safe.** Lower propeller speeds produce less noise.
- **Fly standard or higher glide path.** Shallow approaches expose neighborhoods to additional noise.
- **Overfly major road corridors and/or open space when able.** Absent ATC instructions to the contrary, choosing routing that avoids residential neighborhoods lessens the impact of aviation operations on surrounding communities.
- **Runway 12 is designated the primary, calm-wind runway.**
- **No intersection departures.** Using the full length of the runway is both safer and ensures aircraft are as high as possible before leaving the airport perimeter.
- **Maintain pattern altitude of 3,000' for rotorcraft 3,500' for single engine aircraft and 4,000' for twins/turboprops/jets.**

Fixed Wing Aircraft

All pilots should be familiar with the [FAA AC 90-66C](#) – Non-Towered Airport Flight Operations.

Agricultural Aircraft

1. Agricultural Aircraft are not permitted on the Airport except during transit or for repairs by an Airport FBO/SASO unless specifically approved by the Airport Operations Manager.

Ground Rules

1. Engines shall only be started or warmed up in places designated for such purposes by the City.
2. Engine run-ups are prohibited when the path of the propeller air stream or jet blast would be harmful to buildings, aircraft, or persons.
3. At no time shall an Aircraft be unattended while the engine is running.
4. No pedestrian shall enter upon the runway or parallel taxiway unless authorized by the City.
5. When applicable, visual hand or light signals, as recommended by FAA, shall be observed.
6. No Aircraft shall be taxied except at a safe and reasonable speed and the operator has ascertained that there is no danger of collision with any person or object in the immediate area.
7. Aircraft without adequate brakes shall only be taxied with an assistant to the pilot at the wing when near buildings or aircraft.
8. All persons using the Airport area, or the facilities of the Airport, shall exercise the utmost care to guard against fire and injury to persons or property.
9. All pilots are highly encouraged to monitor CTAF (**Unicom: 123.000 MHz**) and announce intentions.

Refueling

1. Ultralight Vehicles and Aircraft may only be fueled by their operators in conformance with Airport Rules and state and federal regulations.
2. All other Aircraft shall be fueled from commercial fueling stations or fuel trucks.
3. Release of hazardous material(s) at the Airport is forbidden, accidental releases are to be removed immediately by the responsible party ensuring all applicable government rules are followed.

Communications

AIM, Paragraph 4-1-9, Traffic Advisory Practices at Airports without Operating Control Towers.

1. **Recommended Communication Practices.** To achieve the greatest degree of safety, all radio-equipped aircraft must transmit/receive on a common frequency identified for airport advisories, **CALDWELL EXECUTIVE AIRPORT CTAF 123.000**
2. Pilots should only use the correct airport name, as identified in appropriate aeronautical publications when self-announcing or exchanging traffic information to reduce the risk of confusion. For example, “**CALDWELL**”
3. To help identify one airport from another, the correct airport name should be spoken at the beginning and end of each self-announced transmission.
4. Pilots should clarify the intentions of another pilot if they do not fully understand the other pilot’s intentions.
5. Pilots should limit communications on CTAF to safety-essential information regarding arrivals, departures, traffic flow, takeoffs, and landings. The CTAF should not be used for personal conversations.
6. Pilots operating in the traffic pattern or on a straight-in approach must be alert at all times to other aircraft in the pattern and should communicate their position to avoid a possible traffic conflict.
7. **Unnecessary Communications.** Avoid unnecessary communications. Keep in mind that while you are communicating, you may block transmissions from other aircraft that may be departing or landing in the opposite direction to your aircraft due to IFR operations, noise abatement, obstacle avoidance, or runway length requirements. An aircraft may be using a runway different from the runway in use.
8. **Avoid Confusing Language.**
Avoid confusing language that could contribute to the risk of misunderstandings, pilots should avoid using the words “**to**” and “**for**” whenever possible. These words might be confused with runway numbers or altitudes. Be specific and clear so that other pilots in the pattern are not confused as to the runway or procedure you intend to occupy. Clear and concise language will ensure you and the other pilots understand each other’s positions within the traffic pattern to mitigate the possibility of a midair collision.
9. **Recommended Traffic Advisory Practices.**
 1. Arriving Aircraft. Approximately 10 miles from the destination airport, monitor the CTAF for other traffic and self-announce your position, altitude, and intention. Also, all traffic within a 10-mile radius of a non-towered airport or a part-time-towered

airport when the control tower is not operating should monitor and communicate their intentions on the designated CTAF as they approach to enter the traffic pattern to avoid a traffic conflict. For IFR-arriving aircraft, in addition to communicating with ATC, the pilot/crew is advised to monitor the airport's CTAF to obtain traffic volume.

2. Departing Aircraft. Unless otherwise stated in the Airport Chart Supplement for the airport reference to departure procedures, departing aircraft should monitor/communicate on the appropriate CTAF from startup, during taxi, and after departure, to be aware of any inbound aircraft that could present a traffic conflict.

Note: At non-towered airports, the FAA discourages back-taxi operations because they increase the risk of a surface collision with landing aircraft. Remember, at towered airports, ATC authorizes a back-taxi and provides collision avoidance for this operation.

3. IFR Departure. To mitigate a surface or midair collision, departing aircraft should communicate on the CTAF before entering the runway environment so as not to create a collision hazard. This requires the departing aircraft to “see-and-avoid” any aircraft that may be on short final before entering the runway for takeoff and communicate their intentions, their departure runway, initial departure altitude, and direction of flight, and monitor CTAF until they are in contact with ATC.

Note 1: When receiving an IFR clearance release to enter airspace from ATC, with or without a clearance void time, you should not takeoff at a non-towered airport until you are positive that there is no inbound aircraft/traffic pattern conflicts. If your takeoff is going to be delayed, contact, and advise ATC.

Note 2: Caution should be taken when receiving IFR clearances on the ground from a Remote Transmitter Receiver (RTR) or a Remote Communications Outlet (RCO), as these can limit your situational awareness of other aircraft that may be entering the traffic area for landing while you are not monitoring the CTAF/UNICOM.

10. Immediate IFR Departure. Pilots departing IFR are encouraged not to accept immediate IFR departures just to meet clearance void times as this increases the risk of a collision hazard on the runway when they conduct an immediate departure and another aircraft could be on short final, entering the runway

from another location, or could be crossing the runway in use. As stated above, an ATC IFR clearance and ATC stating released are not authorizations to takeoff. Per paragraph 10.4.3, communicate on CTAF, announce your intention to takeoff; state the runway in use, initial departure altitude, and direction of flight; and call for any aircraft in the pattern or inbound to the airport for landing to obtain a complete understanding of all air traffic to be avoided.

Takeoffs and Landings

1. Aircraft may take off or land on runways "12/30".
2. The designated active runway for sustained calm conditions (**reported winds less than 5 knots**) is "**RWY 12**".
3. All takeoffs and landings should be made on the runway most nearly aligned with the wind.
4. Mid-field takeoffs should be avoided.
5. Formation takeoffs or landings shall be conducted following [FAR Part 91](#).
6. All Aircraft preparing for takeoff shall yield the right of way to all Aircraft established on their final leg to not impede upon or create a hazard for the landing Aircraft.
7. **Departure—Departing the airport's traffic area.** The flight path begins after takeoff and continues straight ahead along the extended runway centerline. **Note: The departure climb continues until reaching a point at least 1/2 mile beyond the departure end of the runway and within 300 feet of the traffic pattern altitude, and the aircraft continues its direction of flight away from the airport.**

Traffic Patterns

1. It is recommended that aircraft enter the airport traffic pattern at one of the following altitudes listed below. These altitudes should be maintained unless another traffic pattern altitude is published in the Chart Supplement U.S. or unless otherwise required by the applicable distance from cloud criteria (**14 CFR Section 91.155**).
2. A pilot may vary the size of the traffic pattern depending on the aircraft's performance characteristics. Pilots of en-route aircraft should be constantly alert for aircraft in the patterns and avoid these areas whenever possible.
3. All pilots shall observe standard traffic for RWY 12 operations and **non-standard right-hand traffic patterns for RWY 30 operations**, except as otherwise herein provided. (see Exhibit C for the Traffic Pattern).

4. **Traffic pattern altitudes:**

- Ultralight: 3,000' MSL
- Rotorcraft: 3,000' MSL
- Light Aircraft: 3,500' MSL
- Turbine: \geq 4,000' MSL
- Heavy Aircraft: \geq 4,000' MSL

5. Traffic patterns may be adjusted to execute a safe approach and landing as required per performance planning criteria for each series, type, and design of aircraft. When an adjusted pattern is utilized, it should be announced on CTAF and shall not encroach to less than 300' of another published traffic pattern altitude.
6. Aircraft approaching the Airport shall, when appropriately equipped, use Unicom frequency **123.000 MHz** to state intentions. (Reminder: Absent a tower, there are likely no replies to notices of landing intention.)

Ultralight Vehicles

Authority: [49 U.S.C. 106\(g\)](#), [40103–40104](#), [40113](#), [44701](#).

Source: Docket No. 21631, [47 FR 38776](#), Sept. 2, 1982, unless otherwise noted.

This part prescribes rules governing the operation of ultralight vehicles in the United States. For the purposes of this part, an ultralight vehicle is a vehicle that:

- (a) Is used or intended to be used for manned operation in the air by a single occupant.
- (b) Is used or intended to be used for recreation or sport purposes only.
- (c) Does not have any U.S. or foreign airworthiness certificate; and
- (d) If unpowered, weighs less than 155 pounds; or
- (e) **If powered:**
 - (1) Weighs less than 254 pounds empty weight, excluding floats and safety devices which are intended for deployment in a potentially catastrophic situation.
 - (2) Has a fuel capacity not exceeding 5 U.S. gallons.
 - (3) Is not capable of more than 55 knots calibrated airspeed at full power in level flight; and

(4) Has a power-off stall speed which does not exceed 24 knots calibrated airspeed.

(a) Any person operating an ultralight vehicle under this part shall, upon request, allow the Administrator, or his designee, to inspect the vehicle to determine the applicability of this part.

(b) The pilot or operator of an ultralight vehicle must, upon request of the Administrator, furnish satisfactory evidence that the vehicle is subject only to the provisions of this part.

No person may conduct operations that require a deviation from this part except under a written waiver issued by the Administrator.

(a) Notwithstanding any other section pertaining to the certification of aircraft or their parts or equipment, ultralight vehicles and their component parts and equipment are not required to meet the airworthiness certification standards specified for aircraft or to have certificates of airworthiness.

(b) Notwithstanding any other section pertaining to airman certification, operators of ultralight vehicles are not required to meet any aeronautical knowledge, age, or experience requirements to operate those vehicles or to have airman or medical certificates.

(c) Notwithstanding any other section pertaining to registration and marking of aircraft, ultralight vehicles are not required to be registered or to bear markings of any type.

(a) No person may operate any ultralight vehicle in a manner that creates a hazard to other persons or property.

(b) No person may allow an object to be dropped from an ultralight vehicle if such action creates a hazard to other persons or property.

(a) No person may operate an ultralight vehicle except between the hours of sunrise and sunset.

(b) Notwithstanding [paragraph \(a\)](#) of this section, ultralight vehicles may be operated during the twilight periods 30 minutes before official sunrise and 30 minutes after official sunset or, in Alaska, during the period of civil twilight as defined in the Air Almanac, if:

(1) The vehicle is equipped with an operating anti-collision light visible for at least 3 statute miles; and

(2) All operations are conducted in uncontrolled airspace.

(a) Each person operating an ultralight vehicle shall maintain vigilance so as to see and avoid aircraft and shall yield the right-of-way to all aircraft.

(b) No person may operate an ultralight vehicle in a manner that creates a collision hazard with respect to any aircraft.

(c) Powered ultralights shall yield the right-of-way to unpowered ultralights.

No person may operate an ultralight vehicle over any congested area of a city, town, or settlement, or over any open-air assembly of persons.

No person may operate an ultralight vehicle within Class A, Class B, Class C, or Class D airspace or within the lateral boundaries of the surface area of Class E airspace designated for an airport unless that person has prior authorization from the ATC facility having jurisdiction over that airspace.

[Amdt. 103–17, [56 FR 65662](#), Dec. 17, 1991]

No person may operate an ultralight vehicle in prohibited or restricted areas unless that person has permission from the using or controlling agency, as appropriate.

No person may operate an ultralight vehicle in areas designated in a Notice to Airmen under [§ 91.137](#), [§ 91.138](#), [§ 91.141](#), [§ 91.143](#) or [§ 91.145 of this chapter](#), unless authorized by:

(a) Air Traffic Control (ATC); or

(b) A Flight Standards Certificate of Waiver or Authorization issued for the demonstration or event.

No person may operate an ultralight vehicle except by visual reference with the surface.

Rotorcraft

Minimum rotorcraft regulations adopted from [FAA AC 90-66C](#) – Non-Towered Airport Flight Operations:

1. Rotorcraft may be using alternative traffic patterns and touchdown areas if there is proper separation to maintain safety.
2. Rotorcraft operations at Caldwell Executive Airport have the right to use the same primary and active surfaces as any other aircraft at the airport.
3. Rotorcraft traffic patterns will be as follows:
 - a. Runway 12 direction of traffic will be right traffic at 3,000' MSL.
 - b. Runway 30 direction of traffic will be left traffic at 3,000' MSL.

- c. Autorotation pattern will be announced on CTAF as an “**autorotation pattern**” flown the same as a. and b. above but the altitude will be **blocked 3,000’ to 3,200’** MSL to allow for safe recovery procedures of power-off maneuvers. Further defined below,
4. **Standard Pattern:** 70kts/3000msl. Downwind is flown over Railroad Tracks. Downwinds are sometimes extended so that after turning final there would be sufficient setup time to safely accomplish a Straight-In-Autorotation to a called intersection on Taxiway Alpha.

Close Downwind Pattern: 70kts/3200msl. Upwind is extended and Close Downwind is flown over Interstate 84/Notus Canal. Base turns are begun abeam the called intersection to allow for practice 180 Autorotations to the aforementioned intersection on Taxiway Alpha.

Fulldown Autorotations: 70kts/3000msl. These will be flown in the Northeast Piston pattern since all Full-Down Autorotations are completed to the Runway instead of the Taxiway Alpha. Similar considerations of extended downwinds to allow for safe setup of the maneuver to a straight-in-autorotation with touchdown to complete stop on the Runway.
5. Taxiway Alpha is available for landing and departure operations for rotorcraft to avoid the standard flow of fixed-wing traffic with emphasis on when approaches are terminated that rotorcraft will expedite away from areas that would be considered a nuisance or impede the standard flow of traffic on the airport. Whatever method is utilized to expedite, rotorcraft will do so in a safe manner and communicate intentions on CTAF so as not to become a hazard to themselves or others.
6. In the case of a helicopter approaching to land other than on the runway in use, the pilot should avoid the flow of fixed-wing aircraft and land on a marked helipad or suitable clear area. Pilots should be aware that at some airports, the only suitable landing area is the runway, and a standard traffic pattern can be utilized if it does not conflict with any other fixed-wing traffic present at the time of landing.
7. All pilots should be aware that rotorcraft may fly slower and approach at steeper angles than airplanes. Air taxi is the preferred method for helicopter ground movements, which enables the pilot to proceed at an optimum airspeed,

minimize downwash effect, and conserve fuel. Flight over aircraft, vehicles, and personnel should be avoided.

8. In the case of a gyroplane approaching to land, the gyroplane pilot operating in the traffic pattern when landing on the runway may fly a pattern similar to the fixed-wing aircraft traffic pattern but at a lower altitude (500 feet above ground level (AGL) and closer to the runway. This runway pattern may be on the opposite side of the runway from fixed-wing traffic only when airspeed requires it or for practice power-off landings and if local policy permits. Landings not on the runway should avoid the flow of fixed-wing traffic.
9. Helicopters operating in the traffic pattern when landing on the runway may fly a pattern similar to the fixed-wing aircraft traffic pattern but at a lower altitude (500 feet AGL) and closer to the runway. This runway pattern may be on the opposite side of the runway from fixed-wing traffic only when airspeed requires it or for practice power-off landings (autorotation) and if local policy permits. Landings not on the runway should avoid the flow of fixed-wing traffic.
10. Both classes of rotorcraft can be expected to practice power-off landings (autorotation), which will involve a very steep angle of approach and a high rate of descent (1,500 to 2,000 feet/minute).

Gliders

Minimum glider regulations adopted from [FAA AC 90-66C](#) – Non-Towered Airport Flight Operations:

1. A glider, including the tow aircraft during towing operations, has the right-of-way over powered aircraft.
2. If both airplanes and gliders use the same runway, the glider traffic pattern will be inside the pattern of engine-driven aircraft. If a glider operating area is established to one side of a powered-aircraft runway, the glider pattern will normally be on the side of the airport closest to the glider operating area. This will allow gliders to fly the same direction traffic pattern as powered aircraft in certain wind conditions and necessitate a separate, opposing direction traffic pattern in other wind conditions.
3. Typically, glider traffic patterns have entry points (initial points) from 600 to 1,000 feet AGL.

Lighter-Than-Air Aircraft

Minimum lighter-than-air aircraft regulations adopted from [FAA AC 90-66C](#) – Non-Towered Airport Flight Operations:

1. A balloon has the right-of-way over any other category of aircraft and does not follow a standard traffic pattern.
2. Due to limited maneuverability, airships do not normally fly a standard traffic pattern. However, if a standard traffic pattern is being flown, it will be at an airspeed below most other aircraft.

Parachute Operations

Minimum parachute operations regulations adopted from [FAA AC 90-66C](#) – Non-Towered Airport Flight Operations:

1. All activities are normally conducted under a NOTAM noting the location, altitudes, and time or duration of jump operations. The Chart Supplement lists airports where permanent Drop Zones (DZ) are located.
2. Jumpers normally exit the aircraft either above, or well upwind of, the airport and at altitudes well above traffic pattern altitude. Parachutes are normally deployed between 2,000 feet and 5,000 feet AGL and can be expected to be below 3,000 feet AGL within 1 mile of the airport within the probable chute operating zone. Pilots of jump aircraft are required by 14 CFR part [105](#) to establish two-way radio communications with the ATC facility that has jurisdiction over the affected airspace prior to jump operations for the purpose of receiving information in the aircraft about known air traffic in the vicinity. In addition, when jump aircraft are operating at or in the vicinity of an airport, pilots are also encouraged to provide advisory information on the CTAF. For example, “Caldwell traffic, jumpers away over Caldwell.”
3. When a DZ has been established at an airport, parachutists are expected to land within the DZ. At airports that have not established DZs, parachutists should avoid landing on runways, taxiways, aprons, and their associated safety areas. Pilots and parachutists should both be aware of the limited flight performance of parachutes and take steps to avoid any potential conflicts between aircraft and parachute operations. Appendix provides dimensions of a parachute operation’s DZ, and an example of an airport’s Chart Supplement information for parachute operations.

Self-Fueling and Other Self-Service Activities

1. Self-service operations performed by the owner or operator of the aircraft using his or her own employees and equipment are not commercial activities.
2. Self-fueling means the fueling or servicing of an aircraft (i.e., changing the oil, washing) by the owner of the aircraft with his or her own employees and using his or her own equipment. Self-fueling and other self-services cannot be contracted out to another party. Self-fueling implies using fuel obtained by the aircraft owner from the source of his/her preference. As one of many self-service activities that can be conducted by the aircraft owner or operator by his or her own employees using his or her equipment, self-fueling, differs from using a self-service fueling pump made available by the airport, an FBO, or an aeronautical service provider. The use of a self-service fueling pump is a commercial activity and is not considered self-fueling as defined herein.
3. In addition to self-fueling, other self-service activities that can be performed by the aircraft owner with his or her employees including activities such as maintaining, repairing, cleaning, and otherwise providing service to an aircraft, provided the service is performed by the aircraft owner or his/her employees with resources supplied by the aircraft owner. Title 14 Code of Federal Regulations (CFR) Part 43 permits the holder of a pilot certificate to perform specific types of preventative maintenance on any aircraft owned or operated by the pilot.

HANGARS

Use

The standard for aeronautical use of hangars:

- Aeronautical facilities must be used or be available for use for aeronautical activities.
- Airport Sponsor may permit non-aeronautical items to be stored in hangars provided the hangar is primarily for aeronautical purposes and the items do not interfere with the aeronautical use of the hangar.
- Hangars may not be used as a residence, with a limited exception for a sponsor providing an on-airport residence for a full-time airport manager, watchman, or airport operation staff for remotely located airports.

Aeronautical Uses for hangars include:

- Aeronautical facilities must be used or be available for use for:
 - Storage of active aircraft **(Active Aircraft means an aircraft in regular service in the past ninety (90) days or an aircraft planned to be in regular service in the next ninety (90) days.)**
 - Final assembly of aircraft under construction.
 - Non-commercial construction of amateur-built or kit-built aircraft.

- Maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of nonoperational aircraft.
- Storage of aircraft handling equipment, e.g., towbars, glider tow equipment, workbenches, and tools and materials used in the servicing, maintenance, repair or outfitting of aircraft.

The FAA will generally not consider items to interfere with the aeronautical use of the hangar unless the items:

- Impede the movement of the aircraft in and out of the hangar or impede access to aircraft or other aeronautical contents out of the hangar.
- Displace the aeronautical contents out of the hangar. A vehicle parked at/inside the hangar while the vehicle owner is using the aircraft will not be considered to displace the aircraft.
- Impede access to the aircraft or other aeronautical contents of the hangar.
- Are used for the conduct of a non-aeronautical business or municipal agency function from the hangar (including storage of inventory).
- Are stored in violation of airport rules and regulations, lease provisions, fire/building codes, or local ordinances.

There is no right to non-aeronautical use.

[Maintenance](#)

1. Grounds within 25 feet surrounding hangars and within the OFA of any hangar, City-Owned or privately owned, shall be maintained by the tenant or lessee in a manner free of vehicles, structures, hazards, and weeds. Failure to do so shall result in a penalty as set by resolution of the Caldwell City Council.
2. Outside storage on a leased area which in the opinion of the Airport Operations Manager creates unsightly or dangerous conditions shall not be allowed and shall constitute a nuisance subject to abatement under the Caldwell City Code.
3. Minimum Hangar Use Regulations adopted from [FAA 2014-0463-Policy on the Non Aeronautical Use of Airport Hangars](#). Hangar tenants or lessees should refer to the [FAA hangar use regulations FAQ](#) on permissible versus impermissible uses of a hangar.

Prohibited Actions/Activities

All following actions are prohibited in any hangars on Caldwell Executive Airport:

1. Cleaning aircraft with flammable liquids.
2. Dispensing, transferring, or storing flammable liquids.
3. Open flame or another source of ignition.
4. Running aircraft engine.
5. Storing combustible materials.
6. Unlicensed and or non-permitted commercial activity.

Regulations

1. Aircraft may only park in a Tie-Down spot when the Aircraft owner/pilot has executed and adheres to an approved aircraft parking agreement with the City.
2. Hangars are reserved exclusively to store Aircraft, Ultralights, and accessories. One owner/pilot vehicle is allowed in said hangars and then only when the Aircraft is gone from the hangar.
3. Fees shall be paid in an amount and manner specified by the City Council.

Tie Downs

Temporary Tie Downs

1. Aircraft left parked at the airport for fewer than 30 days are designated Temporarily Parked Aircraft.
2. Temporarily Parked Aircraft shall be tied down only at locations approved by the City.
3. Fees shall be paid in an amount and manner set by the City Council.

Permanent Tie Downs

1. Aircraft parked at the Airport for more than 30 days are designated Permanent Aircraft.
2. Permanent Aircraft shall be tied down only at locations approved by the City.

3. No Permanent Aircraft parking shall be allowed without the Aircraft owner/pilot executing and adhering to an approved aircraft parking agreement with the City.
4. Fees shall be paid in an amount and manner set by the City Council.

Private Hangars

Aircraft Storage

1. Aircraft storage in private hangars is governed by conditions outlined in a Land Lease Agreement between each hangar lessee and the City.

EXHIBITS

Exhibits attached to these Rules and Regulations and Minimum Standards are hereby incorporated into and made a part of these Rules and Regulations and Minimum Standards.

Exhibit A – Special Event Permit

Exhibit B – Traffic Pattern

Exhibit A – Special Event Permit



Application for Special Event Permit **City Park or**

City Owned Facility

Submit completed applications to the City Clerk’s Office,
P.O. Box 1179, 411 Blaine St.; Caldwell, ID 83605
Call (208) 455-4656 with questions, or
email

cityclerk@cityofcaldwell.org FAX: 208-455-3003

YOU MUST SUBMIT THIS APPLICATION FOR A SPECIAL EVENT PERMIT WHEN ANY OF THE FOLLOWING STATEMENTS ARE TRUE:

1. When holding a public event in City Parks or facilities **and** more than 250 people are expected
2. When event requires any road or lane closures
3. When event includes participation of any vendors with food or other items for sale

Permit applications should be submitted no earlier than 1 (one) year prior to the event and no later than 30 days prior to the event. **Issuance of a Special Event Permit is subject to review and approval of City staff.**

Date received in the Office of Caldwell City Clerk _____

\$ 75.00 Special Event Permit Application Fee submitted with application

\$ 500.00 Refundable Cleaning/Damage Deposit (all public plazas/buildings/parks)

Application fee and refundable deposit must be submitted with the Special Event Permit Application. **CANCELLATION POLICY: Events cancelled less than 14 days before the date of the event will be subject to a cancellation fee of half of the application fee (\$37.50). The balance of the application fee will be refunded, and the refundable cleaning/damage deposit will be returned to the applicant.**

A. GENERAL INFORMATION

Event Name: _____

_____ Date(s) of event:

_____ Beginning and ending time(s) of event:

_____ Location of Event:

 _____ Set-up date and time:
 _____ Dismantle date and time:
 _____ Estimated attendance:
 _____ Basis on which estimate is made:

B. BRIEF DESCRIPTION AND PURPOSE OF EVENT (attach additional page if necessary)

C. APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Sponsoring organization name: _____
 _____ Event coordinator name: _____
 _____ Title: _____
 Address: _____ City: _____ State: _____ Zip: _____
 _____ Phone: _____ Cell # _____ Email: _____

 Day of event setup manager: _____ Title: _____

 Phone: _____ Cell #: _____ Email: _____

D. EVENT DETAILS: Please check the box next to the item if it WILL be a part of your event. Use the line following the event item to give details for all boxes checked.

Does the event involve the sale or use of alcoholic beverages?

- *If yes, will the event sponsor be the only one serving the alcoholic beverages, or will the event be catered by several vendors? _____ Only event sponsor will serve alcohol*
 _____ Several vendors

- *All vendors serving alcohol at the event will need to contact the City Clerk's office regarding an alcohol catering permit.*
- *If more than one vendor will be providing and serving the alcoholic beverages, you will need to attach to this application a diagram of the event*

site with the specific locations to be assigned to each vendor for the sale or distribution of alcoholic beverages shown and the site number assigned to each of those locations.

Does the event involve the sale of food?

You will need to coordinate with Southwest District Health regarding food requirements/permits

Will there be entertainment at your event? ___Yes ___No **If yes, fill out below:**

Dance component/open floor? _____ Live or recorded music?
_____ Number of Band(s):
_____ Amplification?
_____ Amplification Start Time:
_____ Amplification End Time:

How many temporary structures in the proposed event site? Please provide the following below:

Number of Stages: _____ Size of Stages:
_____ Number of Tents/Canopies:
_____ Size of Tents/Canopies:

Will an existing occupied or vacant building be used? (*This includes use of the band shelter in Memorial*

Park.) Please list building name and/or address:

Does the event involve the use of fireworks, rockets, or other pyrotechnics? **If yes, explain below:**

A Public Fireworks Display Permit will be required through City of Caldwell Fire Department – 208-455-4700.

- How many additional portable toilets will you provide for the public attending your event?**

How many standard toilets: _____ **How many ADA Accessible:** _____

Please note that the public restrooms in City parks open between 7:00 to 9:00 a.m. daily and close at dusk daily. Public restrooms are open to the public and available for use by special events with no charge. **If park/facility restrooms are not adequate for the expected attendance, you will be required to provide additional portable toilets for your event; the City Clerk’s office will specify the minimum needed.**

Additionally, the special event coordinator (not the Parks/Recreation Department) will be responsible for stocking all public restrooms with bath tissue and paper towels for the duration of the event.

- Will you be using generators for electrical power needs? ____Yes ____No If no, how will you access electricity?

- Will you require access to water for the event? Explain: _____

- Will signs and/or banners be displayed as part of the event? _____

All street banners require a Street Banner Permit issued through the City Clerk’s Office.

- Will inflatable parade balloons be used for the event? _____

- Will this event be marketed or advertised in any manner? Indicate type of advertising _____

- Will there be live media coverage during the event? _____

- Will you provide private security/escort services for your event?** Please provide contact info:

Name and address of security service: _____

Phone number of security contact (so we can verify if needed) _____

E. STREET CLOSURE REQUEST

Will any streets, lanes of streets or alleys be closed for the event? Yes_ No__

You must list all street(s) and alleys (or lanes of streets) requiring temporary closure (either full or partial) as a result of this event. **You will also need to submit a Right-of-Way Permit application and a Traffic Control Plan to the Engineering Department. Link: <https://www.cityofcaldwell.org/i-want-to/get-a-permit-or-license/planning-and-zoning-permits/road-lane-closures>**

STREET NAME OR ALLEY	DATE OF CLOSING	TIME OF CLOSING	DATE OF REOPENING	TIME OF REOPENING

(if more space is needed for road closures, please attach an additional sheet of paper with road closures needed)

- F. SITE PLAN:** A Site Plan must be attached that identifies the following: (you can print out maps from google.com or mapquest.com for free or you can purchase maps in the plat room at the assessor's office on the 3rd floor of the Canyon County Administration Building located at 111 N 11th Ave, Room #250)
- An outline of the entire event venue including the names of streets or areas that are part of the venue. Indicate where barricades will be located for street closures.
 - The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
 - The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, hand washing stations, booths, cooking areas, trash/recycling containers, dumpster/roll-offs, drinking water fountains or water stations in park, waste grease containers, gray water containers and other temporary structures.
 - The location of first aid facilities and ambulances.
 - Identification of all event components that meet accessibility standards.
 - A detailed or close-up of the food booths and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbeque grills, and whether food vendors will be located in vans or set up in open air.
 - Generator locations and/or sources of electricity.
 - Exit locations for OUTDOOR events that are fenced and/or locations within tents and tent structures. Firework launch location, including location of extinguishing device(s)
 - Parking for all patrons, vendors, service providers, and event staff. Use of all parking lots, driveways, and street parking must be identified on your Site Plan.** Parking may be examined for ADA compliance.
 1. Use of private property (including driveways) is prohibited unless written permission from the property owner is attached to this application.
 2. **All fire lanes and fire hydrants must be kept clear of any parked vehicles and any other obstructions for the entire course of the event, including set-up and take-down time.**

G. TRASH COLLECTION:

How will trash be contained and removed during and after the event? (please explain)

-
- H. PLEASE NOTE** PURSUANT TO CALDWELL CITY CODE 06-23-01(11), ANY CLEAN-UP AFTER AN EVENT THAT HAS TO BE PERFORMED BY CITY OF CALDWELL EMPLOYEES TO RETURN THE SITE OF THE SPECIAL EVENT TO ITS NORMAL STATE WILL BE CHARGED TO THE SPONSOR OF THE SPECIAL EVENT AT THE RATE OF THIRTY DOLLARS (\$30.00) PER HOUR WITH A ONE HOUR MINIMUM CHARGE. SAID CHARGES WILL BE PAID OUT OF THE \$500 SPECIAL EVENT DEPOSIT. ANY REMAINING BALANCE ABOVE THE AMOUNT OF THE DEPOSIT WILL BE CHARGED TO THE EVENT COORDINATOR AND PAYABLE WITHIN THIRTY (30) DAYS OF INVOICE DATE. IF THE CHARGES ARE LESS THAN THE DEPOSIT AMOUNT, THE REMAINING DEPOSIT BALANCE WILL BE REFUNDED TO THE EVENT COORDINATOR.

I. INDEMNIFICATION: Application shall be accompanied by a certificate of public liability and property-casualty insurance for up to one million dollars (\$1,000,000.00) for personal injury and property damage. Applicant shall provide a certificate of insurance at the time of application submittal indicating the City of Caldwell as the certificate holder and the additional insured with respect to the special event. Insurance document can be emailed to cityclerk@cityofcaldwell.org. The applicant shall indemnify and hold harmless the City of Caldwell, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expense, including attorney fees, arising out of the permitted activity or the conduct of applicant's operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death, or to injury to or destruction of property, including the loss of use there from; and (2) is not caused by any negligent act or omission of willful misconduct of the City of Caldwell or its employees acting within the scope of their employment.

J. SPECIAL INFORMATION FOR APPLICANTS:

- You will be required to notify property owners affected by the event as a condition of the special event permit. At a minimum this includes written notification to all property owners within three hundred (300) feet of the event site. Written notification must be mailed at least two (2) weeks prior to the event.
 - A copy of the written notification as well as a copy of the list of property owners within 300 feet must be submitted to the City Clerk's office prior to the event.
 - Lists of property owners within 300 feet can be obtained from the Plat Room on the 3rd Floor of the Canyon County Administration Building, located at 111 N. 11th Ave, Rm 250..
- The Caldwell Police Department shall determine the security/traffic control requirements for any special event, as set forth in Section 06-23-01(18) of the City Code. **Use of Caldwell Police Department officers for security services and/or for traffic control may incur a fee for services provided.**
 - **The City of Caldwell Police Department shall also determine whether outside security patrol services will be required for the event and the number of personnel required, dependent upon the nature, size, and location of the event. If outside security services are required for the event, the applicant shall be responsible for hiring said services from a list of approved service providers maintained by the City Clerk's office.**
 - **The City of Caldwell Police Department reserves the right to reject proposed agencies or personnel for required security.**

K. AFFIDAVIT OF APPLICANT:

I **certify** that the information contained in the foregoing application, as well as all submitted attachments and/or maps and site plans, are true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Caldwell Ordinance, and I understand that this application is made subject to the rules and regulations established by the City Council and/or the Mayor or the Mayor’s designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the Special Event venue and the conduct of the Special Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and thereby agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Special Event to the City of Caldwell.

I **understand** that both the event coordinator and the designated staff event manager (handling set-up on the day of event) must be identified on page one of the application, and that both must be present at any required event round table meeting to ensure a clear adherence to the conditions of approval for each event. I also understand that if the event coordinator is also the event manager on the day of the event, this must be indicated on the application.

Further, I hereby agree to replace the premises satisfactorily to the original condition prior to the event at my expense. I shall not hold the City of Caldwell or the State of Idaho responsible for any damages or expenses caused by, or in connection with the use of said property. Cost of returning premises to original condition will be mine and not the City of Caldwell or the State of Idaho.

I **have read and do fully understand** the requirements and responsibilities set forth by this permit. I agree to comply with all requirements listed upon issuance of my Special Events Permit.

Name: _____ Title: _____
(Please Print)

Host Organization: _____

Signature: _____ Date: _____

Staff Use Only		
<input type="checkbox"/> \$75.00 Application Fee	<input type="checkbox"/> Site Plan/Route	<input type="checkbox"/> Proof of Insurance
<input type="checkbox"/> \$500.00 Refundable Deposit (HOLD)	<input type="checkbox"/> Right-of-Way Permit	Staff Initials: _____

Exhibit B- Traffic Pattern

