

UC Davis Policy and Procedure Manual

Chapter 360, Physical Facilities

Section 55, University Airport Use and Leasing

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I. Purpose

This section outlines the policy and procedures governing the operation, use, and leasing of University Airport facilities.

II. Definitions

Terms used in this policy are defined in [FAA Order 5190.6B, Airport Compliance Manual](#).

III. Policy

- A. The University Airport is an auxiliary enterprise that provides airport services and facilities to the University of California, the City of Davis and adjacent urban areas, and the general public.
- B. The University Airport is operated as a utility airport. As such, it meets the general aviation needs of the aviation community including local fixed base operators, based pilots, and the general public.
- C. In decisions related to the lease and use of University Airport property, highest priority must be given to the needs of the University's academic programs, to the greatest extent permissible pursuant to federal law, regulations and the University's contractual obligations to the federal government.
- D. The University, as the owner and sponsor of the airport and recipient of grant funds from the FAA is subject to the [FAA Grant Assurances](#).
- E. Services necessary for operation as a general aviation airport are provided under the rules and regulations of the FAA, Department of Homeland Security, and the State of California Department of Transportation as well as national and state fire regulations.
- F. University Airport Rules and Regulations have been established to protect health and safety, and to provide for the orderly conduct of activities on, or related to, the University Airport, including voluntary noise abatement procedures for nearby neighborhoods.

IV. Roles and Responsibilities

- A. Vice Chancellor and Chief Financial Officer--Finance, Operations and Administration
 1. Holds overall responsibility for policy, fiscal management, and physical planning of the University Airport.
 2. Approves University Airport Rules and Regulations.
- B. Director—TAPS
 1. Serves as the Airport Manager.
 2. Is responsible for fair and impartial administration and implementation of University Airport Rules and Regulations.

3. Establishes and maintains a schedule of rates and charges for aeronautical use of the Airport that ensures the Airport is financially self-sufficient.

V. Use of Facilities

- A. The University maintains control of the runways, taxiways, aprons, aircraft storage facilities (hangars, shades, tie-downs), and fueling dispensing facilities.
 1. Airport runways and taxiways are designed to accommodate general aviation aircraft. The Airport does not have a certificate to receive, nor is it designed to accommodate, commercial passenger service.
 2. Aircraft having a maximum gross weight in excess of 12,500 pounds, hot air balloons and hang gliders are prohibited from operating at the University Airport.
 3. Transient aircraft may use runways and designated parking facilities during the day at no charge, however, overnight fees apply for the use of tie-downs.
- B. Individuals who use Airport facilities must make their own arrangements for ground transportation to and from the airport. University employees are not authorized to provide transportation services.

VI. Leasing and other Use Regulations

- A. Following priority to academic programs, Airport property and facilities generally are made available on a first-come, first-served basis.
 1. The University must maintain one or more waiting lists should demand for vacant property, UC hangars, or other facilities exceed the available supply.
 - a. The University must contact the first named party on the list should property become available.
 - b. The notified party must respond within twenty-four hours.
 2. In exercising priority for academic programs, the University must not displace an aeronautical use or tenant without cause or due process.
- B. Any request for an aircraft storage permit (Permit) or standard net lease (Lease) for Airport property or facilities must be accompanied by evidence that demonstrates the following:
 1. The prospective permittee or tenant has the present intention and ability to use the property in a manner consistent with its designation on the Airport Layout Plan and any master plan, and otherwise comply with the regulations established by the University for use of the Airport.
 2. The prospective permittee or tenant agrees to abide by, and has the financial capacity to comply with, the Airport Rules and Regulations; any applicable lease or permit; applicable requirements for use of the Airport established by the University, local, state, and federal law and regulations.
- C. Aircraft storage
 1. A Permit is issued for use of aircraft storage facilities, whether owned by the University or a third party.
 2. A prospective permittee must verify that she/he either owns the aircraft to be stored or must provide a notarized affidavit that she/he has complete operational control and exclusive use of the aircraft.

3. The aircraft storage permit must be renewed automatically on a month-to-month basis, subject to termination upon 30-days notice by either party.
4. Upon request by the Permit holder, the University may convert the term of an existing Permit to a one-year Permit, which must be renewed automatically on a year-to-year basis.
 - a. The Permit holder must provide 60-days notice to the University to terminate the year-to-year Permit.
 - b. The University must provide 30-days notice to the Permit holder to terminate the year-to-year Permit.

D. Lease for commercial use

1. A Lease for a term of three years must be used for the lease of land or improvements for commercial use.
2. The University may extend the term of a Lease for additional three-year terms if the University determines the following:
 - a. The tenant is in full compliance with all terms of the Lease; Airport Rules and Regulations; and any other applicable federal, state, or local requirements.
 - b. Extending the Lease is in the best interests of the University and the Airport, including the interests of other users of the Airport.
3. Upon expiration or termination of the Lease, all improvements must become the exclusive property of the University.

E. Agricultural or crop dusting use permit

Any person desiring to use the Airport for agricultural or crop dusting purposes must:

1. Contact the Director—TAPS for prior permission.
2. Secure a permit by signing the appropriate use agreement.
3. Provide proof of insurance, naming “The Regents of the University of California” as an additional insured and containing an endorsement providing for the University to be notified not less than 30 days in advance of any termination or reduction in the user’s coverage.
4. Ensure compliance with existing Airport Rules and Regulations, including the noise abatement program.

F. Non-aeronautical use of Airport property

1. The University must not lease or permit the sale of vacant Airport property for nonaeronautical use except as consistent with the Airport Layout Plan, any master plan, or as authorized by applicable federal, regulations and policy.
2. No Airport property (including, without limitation, an aircraft hangar, whether privately-or University-owned), must be used in a manner that would preclude or materially interfere with the use of the property for aeronautical purposes, in a manner consistent with the Airport Layout Plan.
 - a. Specific conditions and requirements of non-aeronautical use must be provided in any Lease or Permit.

- b. The University may adjust or waive the requirements of a Lease or Permit so long as adjustment or waiver does not preclude long-term use of the property for aeronautical purposes in a manner consistent with the Airport Layout Plan.
 - c. The University may periodically inspect any leased or permitted facilities (including, without limitation, hangars) to ensure compliance with the requirements of the Permit or Lease.
- G. Non-standard agreements
1. A non-standard agreement may be requested by the prospective permittee or tenant if the proposed use is not adequately addressed in the Permit or Lease.
 2. The University will consider the prospective permittee's or tenant's planned financial investment and business plan, the time that may be required to amortize and receive a reasonable return on the financial investment in planned improvements, and the University's treatments of similar Airport permittees or tenants when considering the request.
 3. If good cause is not shown, the request will be denied.

VII. Further Information

For information regarding (i) use of Airport facilities, hours of operations, or goods and services available, or (ii) to inquire about longer terms than provided in this Policy, or (iii) to request a copy of University Airport Rules and Regulations, contact the Airport Office at (530) 752-0100.

VIII. References and Related Policies

A. [Office of the President:](#)

1. [Accounting Manual Chapter A-783-1, Establishment of Auxiliary Enterprises.](#)
2. [Business and Finance Bulletin BUS-72, Establishment of Auxiliary Enterprises.](#)

B. [Delegations of Authority:](#)

1. DA 1058, Execution of Agreements.
2. DA 2231, Negotiation, Approval, and Execution of University-Related Real Property Rental Agreements (Leases).
3. DA 2232, Negotiation, Approval, and Execution of Licenses for Use of Real Property.

C. [Policy and Procedure Manual Section 270-25, Commercial Activities.](#)

D. [University Airport Rules and Regulations including Fire Safety Guidelines for Aircraft Storage Hangars.](#)

E. [Aircraft Storage Permit.](#)

F. [Standard Form Lease Agreement \(UC as Landlord\).](#)