

**RULES AND REGULATIONS**  
**AND**  
**MINIMUM STANDARDS FOR COMMERCIAL ACTIVITIES**

**HOBBY FIELD AIRPORT**

**Creswell, Oregon**

**ADOPTED BY**  
**CITY OF CRESWELL**

***Dave Stram***  
***Mayor***

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## PART I DEFINITIONS

**Aeronautical Activity:** Any activity or service conducted at the Airport that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, on demand operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance, and any other activities, which because of their relationship to the operation of aircraft can appropriately be regarded as an “aeronautical activity.”

**Aeronautical Business Permit:** A written permit issued by the City that authorizes a commercial aeronautical activity on the airport.

**Aircraft:** A device that is used or intended to be used for flight in the air.

**Aircraft Accident:** As defined by FAA FAR 14 CFR 43. An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and until such time as all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

**Aircraft Incident:** As defined by FAA FAR 14 CFR 43. An occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

**Aircraft fuel:** All flammable liquids used for the purpose of operating an aircraft.

**Aircraft Operation:** An aircraft arrival at, or departure from, the airport.

**Aircraft Owner:** The registered and/or legal owner of an aircraft according to the files and records of the FAA.

**Aircraft Parking and Storage Areas:** Those hangar and ramp locations of the airport designated for the parking and storage of aircraft.

**Aircraft Sales:** The sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

**Aircraft Rental:** The commercial operation of renting or leasing aircraft to the public for compensation.

**Airfield Area:** The areas at the Airport for storage, taxiing, landing, taking off, handling, servicing, loading and unloading aircraft, including clear zones, runways, taxiways, taxilanes, ramps, and all areas incident thereto.

**Airframe and Power Plant Maintenance:** The commercial operation of providing airframe and power plant services, which includes any of the following: the repair, maintenance, inspection, constructing, and making of modifications and alterations to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories.

**Airport:** The land and facilities known as City of Creswell Hobby Field Airport and any contiguous land owned by the City of Creswell and designated as airport property.

**Airport Master Plan:** The currently approved development plans and scaled dimensional layout of the entire airport properties, indicating current and proposed usage for each identifiable segment as adopted by the Commission and approved by the Federal Aviation Administration and amended from time to time.

**Airport Operator:** A person, firm, representative, or corporation performing the operation of an aircraft, motor vehicle or business on Airport property.

**Airport Tenant:** Any person, firm or corporation leasing property at Creswell Hobby Field Airport.

**Avionics Maintenance and Sales:** The commercial operation of providing for the repair and maintenance of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.

**Based Aircraft:** Is an aircraft in which the owner physically locates at the airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage.

**City of Creswell:** The City of Creswell, Oregon, an Oregon Municipal Corporation and owner of Creswell Hobby Field Airport.

**Commercial Activity:** The conduct of any aspect of a business, concession or service in order to provide goods or services to any person for compensation. An activity is considered commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt. This does not include itinerant operators as defined in these rules.

**Commercial Operator:** a person, firm, corporation, or other entity conducting commercial activities at the Airport for compensation or hire.

**Employee:** Any individual offering services to an Operator, Lessee or aircraft owner ("Employer") on the airport, including service in interstate commerce, performed for wages or under any contract calling for the performance of personal services, written or oral, express or implied.

**Exclusive Right:** A power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred either by express agreement, by the imposition of unreasonable standards or requirements, or by any other means.

**Extended Parking:** Any vehicles parked on the airport property for a period of 7 days or longer.

**Federal Aviation Administration (FAA):** That agency or any succeeding agency or administrative authority as established by the Federal Aviation Act.

**Federal Aviation Regulations (FARs):** As published in titles 14 and title 49 part 830 of the Code of Federal Regulations.

**Fire Marshal:** The person having authority to inspect airport operations to ensure compliance with the currently adopted Oregon Fire Code.

**Fixed Base Operator:** A person or entity leasing a building and/or space from the City for the purpose of providing a commercial service or product to general aviation users. Fixed base

operators are required to operate under the terms and rules of their respective permits as well as under these Rules and Regulations

**Flight Training:** The commercial operation of instructing pilots in dual and solo flight, in any aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots certificates and ratings.

**Flying Club:** A non-commercial and nonprofit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club owners on a pro-rata share, and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.

**Fuel Handling:** The transportation, delivery, storage, draining of fuel or fuel waste products, and fueling/de-fueling of aircraft.

**General Aviation:** Means that portion of civil aviation, which encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity from the FAA and large aircraft commercial operators. (AIM)

**Hazardous Material:** Materials that, because of their quantity, concentration or physical, chemical or infectious characteristics, may cause or pose a present or potential hazard to human health or the environment when improperly used, stored, disposed of transported or otherwise handled. The term includes petroleum products and any hazardous or toxic substance regulated under the Resource Conservation and Recovery Act, the Comprehensive Environmental Response, Compensation and Liability Act or any other state, federal or local laws relating to the protection of human health or the environment.

**Itinerant Operator:** An operator that provides temporary aeronautical services or periodic goods to general aviation users. Normally the activity is less than 20 hours per month and not day-to-day.

**Lease:** The written contract between the City of Creswell and a Person (Lessee) specifying the terms and conditions under which a Person may occupy and operate from certain Airport facilities and/or property.

**Long Term Parking:** Any vehicle parked on airport property for a period of more than 24 hours but less than 7 days.

**Minimum Standards:** The qualifications or criteria, which may be established by the Airport owner as the minimum requirements that shall be met by businesses engaged in on airport aeronautical activities for the right to conduct those activities. These "operating" Minimum Standards are different from and not related to the Airport "dimensional & layout" minimum standards described in the Oregon Administrative Rules 738, Division 20.

**Motor Vehicle:** Any non-aircraft vehicle operated under its own power.

**NOTAM:** Notice to Airmen System. Time-critical aeronautical information which is of either a temporary nature or not sufficiently known in advance to permit publication on aeronautical charts or in other operational publications receives immediate dissemination via the National NOTAM System.

**On-Demand Operation:** Any operation for compensation or hire as defined in FAR Part 119.

**Outdoor Storage:** Outdoor storage shall mean to park, locate, store or place an object in an unenclosed space.

**Permit:** Administrative approval issued by the City of Creswell to a person or company to conduct a commercial aeronautical activity, and provide such services, to based and transient aircraft, only from facilities and locations where such services are authorized.

**Permit Holder:** A commercial aviation operator or other entity who holds a valid and effective permit issued by the City.

**Person:** Any individual, firm, partnership, corporation, company, association, etc., that uses the Airport including any trustee, receiver, assignee or other representative.

**Pilot:** A person who operates an aircraft.

**Preventive Aircraft Maintenance:** Maintenance as defined in 14 CFR 43 Appendix A, section C.

**Public Area:** Areas open to the public, including vehicular travel ways, pilots lounge and designated viewing areas.

**Residential Through the Fence (RTTF) Agreement:** As defined by the FAA - An agreement that allows people who own residential property with aircraft storage facilities near an airport to access the airport from off-airport property.

**Ramp:** An area designated for the parking, maneuvering, loading, unloading or servicing of aircraft.

**Road:** All areas designated as public use roads or streets for the exclusive use of ground vehicles, including ways open to the public but shall not include any such areas under lease to a tenant or lessee on the airport.

**Rules and Regulations:** The rules and regulations as may be promulgated from time to time by the Airport Commission to protect the public health, safety, interest and welfare of Hobby Field, and to augment the Ordinances and Resolutions pertaining to the airport.

**Self-Fueling:** Fueling an aircraft by the pilot using fuel pumps installed for that purpose. The fueling facility may or may not be attended by the owner/operator of such a facility. The use of this type of facility is not considered to be self-service.

**Special Event:** A special event is an organized event which has been publicly advertised and is open to the general public. This event typically will include more than twenty people.

**Short Term Parking:** Parking of a motor vehicle for a period of less than 24 hours.

**Sublease:** The written agreement stating the terms and conditions under which a third party person leases space from a Lessee for the purpose of providing aeronautical services at the Airport.

**Taxi lane:** The portion of the aircraft parking areas used for access between taxiways and aircraft parking positions as per FAA definitions.

**Taxiways:** All areas designated as public use taxiways and used for the exclusive use of aircraft movement while on the ground, but shall not include any such areas under lease to a tenant or lessee on the airport.

**Tenant:** A person who enters into a written agreement with the airport for the purpose of engaging in a business or other authorized occupancy or use on airport premises.

**Through-the-fence Access:** Access to the public landing area by aircraft based on off-airport land adjacent to the airport property.

**Traffic Pattern:** The traffic flow that is prescribed for aircraft using the airport.

**UNICOM:** A non-government communication facility which may provide airport information at certain airports.

**Vehicle:** Every device which any person or property is or may be transported or drawn on the ground (surface) including bicycles.

## **PART II ADMINISTRATIVE**

### **ARTICLE 1 APPLICABILITY**

#### **1.01 Use of Airport**

No person shall use the airport or its facilities except in compliance with these Rules and Regulations and all other applicable city, county, state and federal laws, rules and regulations.

No person shall engage in any aeronautical activity at the airport except in compliance with all Federal Aviation Administration regulations, applicable state statutes, applicable city ordinances, and these rules and regulations.

### **ARTICLE 2 SEVERABILITY**

#### **2.01 Severability Provision**

Should any section, subsection, paragraph, sentence, clause or phrase of these Rules and Regulations be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of these Rules and Regulations.

### **ARTICLE 3 DESCRIPTION OF AIRPORT**

#### **3.01 Airport Physical Description**

Creswell Municipal Airport/Hobby Field (hereinafter known as "Airport"), 43 degrees 55.92 minutes N and 123 degrees 00.40 minutes West, is located on approximately 98 acres, 1 mile northeast of downtown Creswell, within the city limits in Lane County Oregon. U.S. Interstate 5 (I-5) is located immediately adjacent to the west edge of the airport; U.S. Highway 99 is located about one-half mile west of I-5. Both I-5 and Highway 99 connect Creswell with Eugene to the north and Cottage Grove to the south.

There is one active runway; Runway (15/33) running north and south is 3100 feet long and 60 feet wide of asphalt surface.

#### **3.02 Airport Master Plan**

The City of Creswell has prepared an Airport Master Plan for the Creswell Municipal Airport – Hobby Field (77S). The purpose of the master plan is to define the current, short-term and long-term needs of the airport through a comprehensive evaluation of conditions and Federal Aviation Administration (FAA) airport planning and design standards.

#### **3.03 Airport Layout Plan**

The City of Creswell reserves the right to alter and or change the Airport Layout Plan and designate as common use areas such portions of any leased area or areas used by any tenant, commercial operator or other person permitted to use Hobby Field as shall be necessary for the development of the Airport or for the flow of aircraft traffic to other areas on the Airport. Leases/permits will be adjusted for such changes.

### **3.04 Airport Perimeter**

Rural Through-the-fence. In accordance with the Federal Aviation Administration policy, section 136 of Public Law 112-95. The law permits sponsors of general aviation airports to enter into residential through-the-fence agreements with property owners or associations representing property owners. As a result, the FAA will consider the airport sponsor's ability to establish parity in fees between on- and off- airport users as opposed to an airport sponsor's ability to generate revenue to recover airport costs. This reflects Congress' intent that residential through-the-fence users pay airport access charges that are comparable to those tenants and operators on-airport making similar use of the airport.

## **ARTICLE 4 AIRPORT ADMINISTRATION ROLES AND RESPONSIBILITIES**

### **4.01 Airport Ownership**

The airport is owned and operated by the City of Creswell, Creswell, Oregon.

### **4.02 City Council**

The Creswell City Council is responsible to the citizens of Creswell to ensure appropriate administration and management of Creswell Airport/Hobby Field operations. The Council shall have the authority to approve the departmental budget, long-range plans and operational policies.

### **4.03 Airport Commission**

The Airport Commission is appointed by the Mayor with consent of the City Council and acts as an advisory committee to the City Council. The Commission recommends the adoption of rules and regulations to the City Council that relates to:

- a) Maintenance of Airport facilities;
- b) The number and location of airport hangars, together with recommended rules for the leasing and construction of hangar space;
- c) Part-time or full-time commercial usage of the Airport;
- d) Safety regulations for the use of the Airport, which are consistent with State and National standards;
- e) A long-range plan for development and use of the Airport and property adjacent to the Airport. The Commission does not have the authority to obligate the City unless otherwise permitted by rules adopted by the City Council.

### **4.04 City Administrator**

The City Administrator is the Chief Administrative Officer of the City of Creswell and has overall responsibility for all city departments including the airport.

#### **4.05 Airport Manager**

The person, who, under the authority of the City Administrator, manages, superintends controls and protects Hobby Field.

- a) Take any action necessary to safeguard the public and to protect public and private property where related to the City's aviation authority. Initiate through the FAA a NOTAM closing of the Airport or any area thereof when unsafe conditions exist.
- b) Request the immediate removal of any person who places the Airport in an unsafe situation.
- c) The Airport Manager shall have the right of entry during reasonable times to inspect any hangar, structure, aircraft and equipment or Airport area.
- d) The Airport Manager has the authority to request that an aircraft be moved from where it is parked. If the request is not met, the Airport Manager has the authority to have the aircraft towed at the owner's expense without any liability to the City for any damage that may occur in the course of the moving.
- e) In the event the airport manager believes conditions at the airport are unsafe for aircraft operations, it shall be the manager's authority to close the entire airport or any part of the airport thereof.

#### **4.06 Airport Manager's Designee:**

Employees or volunteers designated by the Airport Manager shall act as the Airport Manager's designee with respect to non-managerial and operational functions in the absence of the Airport Manager.

## **PART III RULES AND REGULATIONS**

### **ARTICLE 5 GENERAL USE OF THE AIRPORT**

#### **5.01 Responsible Party**

Persons accessing the airport shall be responsible for their own actions and the actions of any other person to whom they provide access, whether directly or indirectly, and shall defend, indemnify and hold harmless the City from any damages or losses resulting there from, including any fines levied against the City by the FAA.

#### **5.02 Liability –**

The City of Creswell assumes no liability for loss, injury or damage to persons or property caused by, but not limited to, fire, theft, vandalism, wind, flood, earthquake or collision.

- a) All (FBO) Fixed Base Operators shall obtain, maintain and provide certification of commercial general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single

limit for bodily injury and property damage shall not be less than \$1,000,000. This insurance will cover stated business activity and list the City of Creswell as an additional insured.

- b) A Permit Holder(s) agrees to hold the City harmless from all liens that may be placed against his facility on the leased property. Further, the Permit Holder agrees to indemnify and hold harmless and, at the election of the City of Creswell, defend the City and its employees from and against all claims, losses, actions or other liabilities of any description arising out of or in any way connected with the possession or use of Airport property.

### **5.03 Complaint Process and Appeals**

- a) An airport user who believes that a violation of the Rules or Regulations is occurring, has the option of making the complaint verbally or as a formal written complaint (Attachment A) to the airport manager. The Airport Manager upon receiving the formal written complaint shall discuss the course of action with the City Administrator and follow through in the manner deemed appropriate. The Airport Manager shall provide a written response to the complainant within seven working days from the receipt of the complaint. An informal complaint will be handled at the airport manager's discretion.
- b) The complainant may file an appeal of a decision made by the Airport Manager. The appeal shall be submitted to the City Administrator within seven working days from the date of the Airport Manager's written decision. The City Administrator shall take action on the appeal within ten working days from the date of the written appeal and shall provide in writing a response to the complainant filing the appeal.
- c) If the City Administrator's decision is not satisfactory to the complainant filing the appeal, the matter may be forwarded to City Council by filing a written appeal with the Mayor within five working days from the date of the written decision of the City Administrator. The appeal shall be placed on the first available City Council agenda and the action of the City Council shall be final.
- d) Except under extraordinary circumstances complaints about the airport conditions or practices shall first be brought to the Airport Manager.

### **5.04 Use of Airport Facilities**

#### **a) Picketing, Demonstrations, Solicitations, and Handbills**

Persons wishing to picket, demonstrate, solicit, or pass out handbills on Airport property shall submit a written request stating the nature of the activity, the number of anticipated participants, a plan for crowd control and how participants will be kept within approved areas, verification of liability insurance coverage, and the time period covering the activity. The written request shall be submitted to the Airport Manager no later than 5 business days before the activity is intended to commence. The Airport Manager shall make a recommendation regarding the request to the City Administrator who shall have approval authority.

## **b) Holding of Special Events**

A special event is an organized event which has been publicly advertised and is open to the general public. A special event will typically include more than twenty people.

- a) Persons wishing to hold a special event at the Airport shall submit a written request stating the nature of the event, the number of anticipated participants, a plan for crowd control and how participants will be kept within approved areas, verification of liability insurance coverage, and the time period covering the event.
- b) The written request for events anticipated to have 50 persons or less in attendance shall be submitted to the Airport Manager no later than 15 working days prior to the event commencing.
- c) For events that are anticipated to have more than 50 persons in attendance, the written request shall be submitted to the Airport Manager no later than 30 working days prior to the event.
- d) The Airport Manager shall make a recommendation regarding the event to the City Administrator who shall have approval authority. The intent of the City is to work with the applicant to ensure that the event will not disrupt on-going aviation operations at the Airport or to cause an unsafe situation.

## **c) Hazardous Materials**

The use, storage, transportation, and disposal of any hazardous material shall be in compliance with federal, state, local laws and regulations.

## **d) Waste Disposal**

- a) Business' operating on the airport must remove all waste produced by their business and customers or procure trash disposal services for the removal of such waste.
- b) All persons disposing of waste material at the airport shall use the appropriate receptacles provided for that purpose.
- c) No person shall bring waste materials to the airport for disposal.
- d) Vehicles removing waste from the airport shall ensure that the contents do not leak, spill, or fall out.

## **e) Smoking Areas**

No smoking is permitted at the Creswell Airport except in designated areas.

## **f) Restricted Areas**

No person shall use any part of the Airport in a manner contrary to posted directives. No person shall enter a restricted area on the airfield area without obtaining permission from the Airport Manager.

Any activity that is not related to or associated with aeronautics will not be permitted on taxi lanes, taxiways, or runways without the express permission of the Airport Manager.

**g) Interference with Utilities and Systems**

Neither airport tenant nor any other person shall do or permit to be done anything that may interfere with the effectiveness or accessibility of any public utility system, drainage system, sewer system, fire protection system, alarm system or fire hydrant or hoses.

**h) Fireworks or Unmanned Aerial Vehicles**

Operation of Fireworks, model rockets, model airplanes, kites or other UAM's (Unmanned Aerial Vehicles) are prohibited on the airport unless approved by the City.

**i) Animals**

No person in possession of a dog or other animal shall enter the runway or active taxiway unless the animal is an on duty dog trained to assist handicap persons, the animal is leashed and/or in complete control of the handler and the animal is to be transported by air, or the dog is being handled by a Law Enforcement Officer.

**j) Disruptive Behavior Forbidden**

No person shall engage in any disruptive behavior at the Airport. As used herein, "disruptive behavior" includes, but is not limited to, behavior that: (1) interferes with the use of the Airport by other persons; (2) interferes with or hinders Airport staff in the performance of their duties; (3) is inconsistent with the purpose and intended use of the Airport; or, (4) is disturbing to the staff or other persons using the Airport. The Airport Manager has the authority to determine whether or not disruptive behavior is occurring and to request the person or persons causing the disruption to cease the activity and/or to leave the premises.

**k) Property Damage, Injurious or Detrimental Activities**

No person shall damage in any way airport property or conduct activities at the airport that are damaging to airport property or to activities and businesses of the airport. Any person causing any damage shall be fully responsible for the full costs of repairs. Any person failing to comply with this section may be refused the use of any airport facility until the City has been fully reimbursed for damage done.

**l) Alteration of Airport Property**

No person shall make any alterations to any signs, buildings, aircraft parking and storage areas, leased areas or other airport property, nor erect any signs, buildings or other structures without the written permission of the airport manager.

No structure shall be constructed without Airport Manager's site approval or without approval of a building permit. Building permits shall be approved by the City of Creswell.

Any sign erected at the Airport, whether attached to a structure or free standing, shall require a permit. Any sign erected at the Airport shall be governed by the current Sign Code in the Creswell Development Code.

**m) Advertisements**

No person shall post, distribute or display signs, advertisements, circulars, printed or written matter at the airport except in designated areas.

**n) Intoxicating Substances**

No person shall drink alcoholic beverages or abuse prescription or non-prescription drugs, or any intoxicating substances on airport property.

**o) Abandoned Property**

No person shall abandon any item on airport property.

**ARTICLE 6 AIRCRAFT OPERATIONS**

**6.01 Operating/Parking of Aircraft**

- a) No aircraft shall be operated in a careless, negligent or reckless manner on any part of the Airport or within the vicinity of the Airport.
- b) All aircraft shall be operated in compliance with applicable FAA regulations.
- c) No person under the influence of alcohol, drugs, or inhalants shall operate any aircraft or motor vehicle on Airport property I/A/W 14 CFR 91.17.
- d) No person shall interfere with the operation of aircraft, or start the engine of an aircraft without the consent of the aircraft's owner or operator.
- e) Operators shall maintain full control of any aircraft that is using the taxiway, taxilane or that is being towed or moved. Reasonable speed (a fast paced walk) shall be observed by the operator.
- f) No aircraft operating under its own power shall be moved into or out of a hangar.
- g) Position, navigation lights, or other readily visible markers shall be used for all aircraft being taxied, towed or moved between the hours of sunset and sunrise.
- h) All aircraft, other than those that are: (1) located in a hangar; (2) secured at a designated tie-down location; or, (3) clearly illuminated by facility lighting, shall display illuminated position lights while parked or standing between the hours of sunset and sunrise.
- i) At no time shall an aircraft's engine(s) be operated while the aircraft is in a hangar.
- j) No aircraft engine shall be started or aircraft taxied where the exhaust, propeller blast or rotor wash may cause injury to persons or do damage to property or spread debris on the airport.
- k) No aircraft, other than those being refueled, shall be parked or left standing unless it is appropriately secured by chocks and/or tie downs.
- l) The Airport Manager has the authority to request that an aircraft be moved from where it is parked to a designated area. If the request is not met, the Airport Manager has the authority to have the aircraft towed at the owner's expense without any liability to the City for any damage that may occur in the course of the moving.
- m) Any person leasing space for aircraft storage, parking or tie-down use shall, upon request of the Airport Manager, furnish a description of each aircraft using such space and shall notify the Airport Manager of any changes.

## **6.02 Traffic Pattern Altitudes**

The traffic pattern for runway 15/33 is a standard left-hand pattern. Recommended minimum traffic pattern altitudes are described in Northwest U.S. Airport/Facility Directory.

## **6.03 Disabled Aircraft, Accident, and Incident Reports**

- a) No aircraft (or parts thereof) that become disabled shall be permitted to remain on the runway or a taxiway. Aircraft owners, pilots or agents shall be responsible for the prompt removal of the disabled aircraft and parts unless requested to delay such removal pending an investigation of an accident. If any person abandons or otherwise neglects to remove a disabled aircraft or parts thereof from the runway or a taxiway, the aircraft or parts may be removed by authority of the Airport Manager at the owner's expense and without liability for damages that may result in the course of the removal.
- b) Any person(s) involved in an aircraft accident or incident occurring at the airport shall file a report with the Airport Manager on a form provided by the City (Attachment B). The form shall be submitted as soon as possible but no later than 24 hours following the accident or incident, unless verifiable circumstances cause further delay. Reports required by any other agency shall be the responsibility of the person(s) involved in the accident.

## **6.04 Sky Diving**

- a) Skydiving activities will be conducted I/A/W applicable FARs.
- b) Parachute jump area is located on adjacent City property on the east side of the airport. Be aware of skydivers crossing runway. Center number for information and updates about skydiving operations 541.895.3029.
- c) Runway Crossing Procedures – see Attachment C.

## **ARTICLE 7 FUELING, FLAMMABLE FLUIDS, AND SAFETY**

All transportation, storage and other handling of aircraft and aircraft fuel shall comply with the currently adopted Oregon Fire Code, National Fire Prevention Association (NFPA) 407 publication Standard for Aircraft Fuel Servicing, National Air Transportation Association (NATA) publication Refueling and Quality Control Procedures for Airport Service and Support Operations, and FAA Advisory Circular 150/5230-4B, as amended, all requirements of these regulations, and all other applicable law.

### **7.01 Fueling or Re-fueling of Aircraft**

- a) All aircraft fueling shall be performed outdoors. Aircraft will be completely removed from the hangar during fueling or de-fueling operations.
- b) Aircraft engaged in refueling operations will be continuously attended.
- c) No person will engage in fueling an aircraft when any of the following is occurring: (1) the aircraft engine is running; (2) the aircraft is being warmed up by the application of exterior heat; (3) the aircraft's radio transmitter or receiver is in

operation or other electrical applications are being switched on and off.

- d) Persons engaged in the fueling or de-fueling of aircraft shall use extreme caution to prevent spills. When a spill occurs, fueling will cease immediately and spills will be removed or absorbed with material that has been approved or listed for the material that was spilled.
  - 1. Absorbent pads are available in the aluminum pail located at the fuel island.
  - 2. If the spill creates a likelihood of reaching public water, the airport manager must be notified immediately. If the airport manager is not available, follow the emergency procedures listed on the bulletin board.
  - 3. Any spillage will be immediately removed by the operator. If the operator fails to clean the spillage, the Airport will, at the operator's expense clean up the spillage.
- e) No person will engage in any fueling activity when lightning is observed in the immediate vicinity of the Airport or during an electrical storm.
- f) No person will start the engine(s) of any aircraft when there is gasoline or any type of fuel spillage under the aircraft until the spillage has been removed or absorbed with suitable material and/or the aircraft has been moved away from the spilled fuel.
- g) Smoking is prohibited within fifty (50) feet of any fueling or re-fueling procedure.
- h) When a malfunction during fueling occurs at the fuel island, all operations will cease immediately and the malfunction shall be brought to the immediate attention of the Airport Manager or the employee on duty. If the malfunction occurs when the City FBO is closed, follow the emergency procedures listed at the fuel island. A message must be left on the FBO's answering machine describing the malfunction, including person(s) contact information for follow up.
- i) All aircraft shall be continuously grounded during fueling operations.
- j) Airport based aircraft owners wishing to fuel their aircraft from their own fuel supplies must contact the airport manager and comply with the requirements of the self-fueling provisions contained in these regulations and all applicable laws.
- k) The City assumes no responsibility for improper fueling, use of wrong fuel or for accidents that occur from any violation of fueling regulations.

## **7.02 Mobile Fueling**

Mobile fueling will be in accordance with NFPA 407 Airport Fuel Servicing and Chapter 20, Section 2006, Aircraft Fueling of the Oregon Fire Code requirements.

- a) No portable or mobile fuel tank in excess of 55 gallons will be stored on the airport overnight.
- b) No tenant or person will permanently locate a mobile or fixed fueling facility at the Airport.
- c) A fire extinguisher will be readily available during any mobile fueling operation.
- d) All mobile fueling operations will comply with all Federal, State, and Local regulations.

### **7.03 Aircraft Fuel Samples**

No person shall dispose of waste fuel samples other than in waste fuel containers provided by airport management, available at the fuel island. Hangar tenants are responsible for their proper disposal of their waste fuel samples.

### **7.04 Flammable Fluids (flash point 100 degrees Fahrenheit or less)**

- a) No person shall use flammable volatile liquids in the cleaning of aircraft, aircraft engines, propellers and accessories unless such cleaning operations are conducted in open air, or in a properly ventilated room specifically set aside for that purpose and approved by the Fire Marshall or within 50 feet of other aircraft building or hangar, which room must be properly fireproofed and/or mechanically ventilated and equipped with adequate and readily accessible fire extinguishing apparatus. .
- b) The cleaning of aircraft engines or other parts shall be conducted in a well ventilated area and shall use only non-flammable or high flashpoint (100 degrees F or greater) solvents. Drip and collecting pans shall be used during any cleaning process.
- c) No person shall dispose of gasoline, oil, solvent or other flammable waste products in any drain, manhole, open ditch, or other airport areas.
- d) Any spillage of gasoline, oil or grease shall be immediately removed by the operator. If the operator fails to clean up the spillage, the Airport Manager will, at the operators' expense clean up the spillage.

### **7.05 Fire Safety Rules**

- a) No person shall store or stock material or equipment so as to constitute a fire hazard.
- b) All tenants of buildings shall maintain the floors of hangars and adjacent areas free and clear of oil, grease, and other flammable materials.
- c) All electrical wiring, fixtures and appliances shall be installed in accordance with applicable fire and building codes.
- d) Any cutting that omits a spark, welding and commercial spray painting operations shall be conducted within approved areas or buildings.
- e) Any person who becomes aware of any fire or smoldering combustion or any hazard to the premises shall report said fire or smoldering combustion without delay to the Fire Department and the Airport Management.

### **7.06 Open Flame**

No campfire or open-flame cooking fire, except BBQ's, will be permitted on any lot or any area of the Airport unless otherwise approved by the Airport Manager.

### **7.07 Fire Extinguishers**

- a) Tenants or lessees will supply and maintain a current and readily accessible fire extinguisher in their individual hangar.
- b) All tenants or lessees will ensure that all employees are trained in the use of portable

fire extinguisher equipment and methods of evacuating in case of fire or other emergency.

- c) Use of any fire extinguishing equipment on airport property under any circumstances will be reported to the Airport Management immediately after use.

## **ARTICLE 8 VEHICLES AND PEDESTRIANS**

### **8.01 General Requirements**

- a) No person will operate a vehicle on the airport except in accordance with these rules and all federal, state and local laws.
- b) All motor vehicles except emergency vehicles responding to an emergency shall yield the right of way to an aircraft in motion or with the engine running.
- c) Motor vehicles operating in the airfield area shall not exceed 15 MPH (except when performing a runway inspection).
- d) Any motor vehicle operating on the runway or taxiway shall have flashing lights or appropriate signal flags displayed at all times unless otherwise approved by the Airport Manager.
- e) The Airport Manager has the authority to request the removal of any motor vehicle that is considered abandoned, disabled or parked in violation of these Rules and Regulations. If the request is not met, the Airport Manager has the authority to have the motor vehicle removed at the owner's expense without any liability to the City for any damage that may occur in the course of the removal.
- f) Motor vehicles on the airport with engine running shall have exhaust components to prevent the escape of sparks or flames.

### **8.02 Control of Vehicles**

Any person operating a motor vehicle shall obey posted directional signs, e.g., one-way, yield, stop, parking, etc., and shall operate the vehicle in a safe manner at all times.

### **8.03 Parking of Motor Vehicles**

- a) All motor vehicles parked outside in the Airport common areas shall be parked in the appropriate designated areas.
- b) Short term public parking, parking a motor vehicle for 24 hours or less, shall be in the paved parking area in front of the Fuel sign.
- c) Hangar tenants may park their cars in their hangars or on their assigned tie-down area. Hangar tenants may park in front of their hangars in a manner that does not impede the safe movement of aircraft or emergency vehicles.
- d) Long Term public parking shall ONLY be permitted in the "Long Term" parking area which is located North West of the main terminal building.
- e) Extended term public parking (over 7 days) shall only be permitted in the "Long Term" parking lot when an application (Attachment D) for the same has been submitted to the Airport Manager and approved.

- f) All vehicles approved for extended parking shall have valid license plates and be in running condition.

#### **8.04 Trailers, Motor Homes, Boats, Recreational Vehicles, Bicycles and Miscellaneous Vehicles**

- a) No person shall remain overnight on the airport property without Airport Manager approval. Such approval shall be in writing and will include the reasons for approval and a specific time period. If the airport manager, or designee is not available to issue the permit, the tenant of the airport will leave a message on the airport phone (541-895-2913) stating the intention, length of stay, and local contact information for the camper.
- b) No trailers, motor homes, boats, or recreational vehicles of any kind will be permitted to be stored on the airport without the express consent of the airport manager except in the event the trailer is being immediately used in connection with the loading or unloading of material to or from the airport.
- c) The use of bicycles is permitted in accordance with all applicable regulations set forth herein for vehicles as may apply to bicycles. For safety, bicycles used after dark must be equipped with reflectors and a light.

#### **8.05 Outdoor Storage/Residing in Campers or Tents**

No person shall use any outdoor area of any lot or any area of the Airport for outdoor storage without approval of the airport manager. A written request for outdoor storage may be approved by the Airport Manager; such approval shall be in writing and shall state a specific time period. No buildings on the airport have been approved for use as a sleeping area; therefore, no overnight sleeping is allowed in any airport buildings.

#### **8.06 Motor Vehicles Operating on Runways and Taxiways**

- a) No vehicle shall be operated on the runways and taxiways unless so authorized by the airport manager.
- b) Any vehicle authorized to operate on the airport's runways and taxiways shall display an amber rotating beacon or a 3' X 3' white and orange checkered flag that complies with FAA Advisory Circular 150/5210-5B. Exceptions to this rule must be authorized by the airport manager.
- c) All vehicles that are authorized to operate on the runways and taxiways must be equipped with a two-way radio, and remain in continuous communications with the UNICOM operator when the UNICOM is manned.
- d) No motor vehicle, including agricultural equipment, shall operate closer than 75 feet from the edge of any runway unless otherwise approved by the Airport Manager.

#### **8.07 Vehicle Repair**

- a) No person shall clean or make repairs to vehicles anywhere on the airport except those minor repairs necessary to remove such vehicles from the airport.

- b) No person shall move, interfere or tamper with any vehicle, or take or use any vehicle part, or tool thereof, without the written permission of the owner or satisfactory evidence of the right to do so duly presented to the airport manager.

### **8.08 Pedestrians**

No person shall walk, stand, or loiter on the ramp, aircraft parking area, taxi lanes, taxi way or runway area if such activity is determined to be an operational or safety concern as determined by the airport manager.

## **ARTICLE 9 PENALTIES**

### **9.01 Penalties**

- a) In addition to any penalties otherwise provided by City resolution, ordinances, state law, Federal Aviation regulations and all other rules and regulations; any person violating these Rules and Regulations or failing or refusing to comply with these Rules and Regulations, may be promptly removed or ejected from the airport by or under the authority of the Airport Manager, or upon Airport Manager order such person may be temporarily deprived of further use of the Airport and its facilities pending presentation of the matter to the City Administrator. Such matters shall be presented to show cause, if any, why he should not be deprived of the use of the Airport and its facilities. Upon order of the City Administrator such person may be deprived of the further use of the Airport and its facilities for such length of time as may be deemed necessary by the City Administrator to insure the safeguarding of the Airport, its operations and the public use thereof.
- b) In any circumstance not specifically covered by these Rules and Regulations, the Airport Manager is authorized to make such decisions as deemed proper.

# **PART IV**

## **MINIMUM STANDARDS FOR COMMERCIAL ACTIVITIES**

### **ARTICLE 10 AUTHORITY FOR AND PURPOSE OF MINIMUM STANDARDS**

#### **10.01 Compliance with Federal Law**

The adoption of minimum standards for commercial aeronautical activities for Creswell Hobby Field Airport is intended to comply with federal law prohibiting the grant of exclusive rights to use an airport that has received federal funding through AIP funds. The adoption of minimum standards is highly recommended by the FAA as a means to comply with federal law and regulations concerning exclusive rights. The FAA does not require the adoption of minimum standards, but recommends adoption to ensure that an airport is managed in compliance with federal law. The City of Creswell intends to comply with federal law and in particular with FAA Advisory Circular 150/5190-7 (Exclusive Rights and Minimum Standards For Commercial Aeronautical Activities, effective August 28, 2006).

#### **10.02 Compliance with State Law**

The adoption of minimum standards for commercial aeronautical activities for Creswell Hobby Field Airport is intended to comply with state laws that address airport operations. This includes current and future agreements and obligations attached to the acceptance of state funds and airport property. Oregon law defines airports as the land that is used, or intended for use, for airport buildings or facilities. This includes the runways and taxiways, as well as areas used for aircraft parking, airport buildings and other airport facilities.

#### **10.03 Commercial Activity Authorization**

When the City determines that a person is engaged or proposes to engage in commercial activity at Creswell Hobby Field Airport, the City may grant that person permission to do so, may issue that person a permit with restrictions or conditions, may require the person to enter into a lease or permit with the City, or may deny such permission. The City will consider the following criteria in determining if a commercial aeronautical activity will be authorized to conduct business:

- a) The terms and conditions of any pre-existing commercial operators at the airport providing comparable services.
- b) The impact of the new commercial activity on public safety and convenience. The City will impose conditions and restrictions necessary to ensure safety in the air and on the ground, and to preserve unobstructed traffic patterns and runway approaches.
- c) The amount of space at the airport, the customary uses of the airport, and the compatibility of the new commercial activity with present and planned development at the airport.
- d) The degree to which the new commercial activity complies with federal, state and local laws and regulations, including land use regulations.
- e) Whether the new commercial activity is conducted for profit or non-profit and its

promotion of aviation, safety or education.

#### **10.04 Purpose of Minimum Standards**

Minimum standards are intended to help meet the City of Creswell's goals. These include developing the airport as an integral part of the City's transportation network; creating and implementing strategies to protect and improve the airport; encouraging aviation related economic development on the airport; and attracting airport visitors. In addition, the City adopts these standards to ensure that:

- a) Any person who uses or accesses City-owned airport property or facilities for commercial activity shall compensate the city at fair market value (fair market rent) for such use and privileges.
- b) No person receives a competitive advantage through free or less-than-fair market value (rent) to utilize City facilities when other comparable commercial operators are compensating the City at fair market value (rent) for the same use.
- c) Airport public areas, roads, taxiways, runways and aprons remain available and open for public aeronautical use.
- d) Minimum standards are adopted to provide the threshold entry requirements for those persons desiring to provide commercial aeronautical services to the public at the airport. The minimum standards are established based upon the conditions at the airport, the existing and planned facilities at the airport, and the current and future aviation role of the airport. The prospective commercial aeronautical operator shall agree to offer the described minimum level of services in order to obtain an agreement, permit or lease to operate at the airport. In summary, the airport minimum standards establish the minimum requirements to be met by individuals and companies for the privilege of providing commercial aeronautical services at the airport. All operators are encouraged to exceed the "minimum" in terms of quality of facilities and services. The implementation of minimum standards will assist the City in the management of Creswell Hobby Field Airport by:
  - a. Establishing uniform requirements and their application to all prospective operators.
  - b. Maintaining compliance with state and federal grant assurances.
  - c. Maintaining the orderly and efficient development of an airport and the airport's commercial aeronautical services.
  - d. Establishing a consistent level of entry into aeronautical service.
  - e. Ensuring adequate services and facilities by FBO operators to meet the needs of airport users.
- e) These minimum standards are established specifically for Creswell Hobby Field Airport. The city recognizes the airport as an important component of the City's transportation network and tourist economy. The airport has the potential to generate economic growth and additional tourist business for the City. In addition to the federal grant assurance obligations, the City of Creswell has established minimum standards to foster safe, efficient, and high quality commercial aeronautical services for the airport users and tenants.

## **ARTICLE 11 APPLICATION OF MINIMUM STANDARDS**

### **11.01 General application requirements**

All persons conducting commercial aeronautical activities at the airport shall, as a condition of conducting such activities, comply with all the requirements set forth in these minimum standards. The minimum standards are deemed to be a part of each commercial airport operator's lease, license, permit or agreement with the City, unless any such provisions are expressly waived or modified by the City in writing. The mere omission of any particular minimum standards in a lease, license, permit or agreement shall not constitute a waiver or modification of the standard unless the document expressly states that the City waives application of that standard.

#### **a) Existing operators**

Updates to these minimum standards will not apply to commercial aviation operators who have a current lease, license, agreement or permit with the City. Minimum standards will be applied to existing operators upon renewal of the lease, license, agreement or permit. Existing operators who are unable to meet the minimum standards at the time of lease, license, agreement or permit renewal shall submit a plan outlining specific timelines for complying with the minimum standards. The City of Creswell must approve the plan prior to renewal of the lease, license, agreement or permit.

#### **b) Multiple services**

When a commercial operator conducts multiple activities pursuant to one lease, license, agreement or permit with the City, the commercial operator shall comply with the minimum standards established for each separate activity. If the minimum standards for one activity are inconsistent with the minimum standards for another activity, then the minimum standard that is stricter or imposes a higher standard shall apply.

### **11.02 Activities not covered by minimum standards**

Activities with no specific minimum standard in this policy will be addressed by the City on a case-by-case basis in the commercial operator's written lease, license, permit or agreement.

### **11.03 Waivers or modifications**

The City of Creswell may waive or modify any portion of these minimum standards for the benefit of a governmental agency performing non-profit public services, fire protection or emergency response operations. The City Manager or his designee may waive or modify any portion of these minimum standards for any person when it is determined that such waiver is in the best interest of the public and will not result in unjust discrimination against other commercial operators at the airport.

### **11.04 Minimum standards review, revisions and amendments**

The Airport commission will conduct, at a minimum, a bi-annual (every two years) review of the minimum standards document to determine the changes in the airport

business and regulatory environment and make a recommendation to the Airport Manager. The Airport Manager may make revisions and amendments to the minimum standards after the biannual review and any other time necessary to comply with FAA regulations or to accomplish the City's goals. The Airport Manager will work closely with the Airport commission to ensure that any proposed revision or amendment is consistent with the City's goals for the airport and in compliance with federal and state law.

### **11.05 Enforcement**

The City has established fair, practical and reasonable minimum standards for Creswell Hobby Field Airport. The minimum standards are susceptible to challenge if not enforced properly and uniformly. Any commercial business operator who is making an investment at the airport deserves the continuity of fair and uniform enforcement. It is the intent of the City to provide consistent, uniform, and fair enforcement of these minimum standards to accomplish the City's goals and promote successful commercial business operations at the airport.

## **ARTICLE 12 BUSINESS OPERATIONS**

### **12.01 Employee Conduct and Customer Service Emphasis**

The City of Creswell works diligently to provide high quality services to the needs and requests of airport users. As such, the City requires its commercial operators, businesses, and tenants to do the same. The City has the opportunity to position its airport as a high quality airport facility where customers and users have their needs met and exceeded. Consequently, the goal of the City is straight-forward: offer the tenants and users of the airport commercial operators that provide high quality customer service by meeting and exceeding customer needs through consistent, responsive, and professional service.

### **12.02 Management Control and Supervision**

Each commercial operator is required to employ the necessary quantity of trained management and supervisors to provide for the efficient, safe, and orderly compliance with its lease, agreement, or permit obligations.

### **12.03 Personnel Training and Certification**

All commercial operator personnel shall be fully qualified and trained to provide a high quality standard of courteous, efficient, and safe service to the public and customers. Personnel shall meet all Federal, State, and local training and certification requirements applicable to their individual duties and company services.

### **12.04 Interference with Utilities**

No operator shall do or permit to be done anything that may interfere with the effectiveness or accessibility of the Airport or public utility system, drainage system, sewer system, fire protection system, sprinkler system, alarm system or fire hydrant. If an operator discovers such a situation, the operator is required to notify the local fire department or utility company and the City immediately.

## **ARTICLE 13 MINIMUM STANDARDS FOR FIXED BASE OPERATORS**

### **13.01 Primary Aeronautical Services**

The City of Creswell will provide fueling services at Creswell Hobby Field Airport.

### **13.02 Definition of Fixed Base Operator**

A Fixed Base Operator (FBO) is an entity engaged in the business of providing a primary aviation service at the airport. These services include: flight training, airframe and power plant maintenance, aircraft rental, and aircraft storage/hangars. Each FBO shall conduct its business and activities on and from the leased/assigned premises in a professional manner consistent with the degree of care and skill exercised by experienced FBO's providing comparable products, services, and activities from similar airports in like markets.

### **13.03 Use of subcontractors or third party operators to provide services**

An FBO may subcontract or use third party operators to provide any primary or secondary services. Subcontractors and third party operators shall meet all Minimum Standards.

### **13.04 Staffing and Employee Qualifications**

#### **a) FBO's to provide City with emergency contact information**

Each FBO shall provide the City, and keep current, a written statement of names, addresses, and contacts for all personnel responsible for the operation and management of the FBO and a point-of-contact with phone numbers for emergency situations.

#### **b) Qualifications of fuel handling personnel**

All FBO fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of aviation fuels. The FBO shall develop and maintain Standard Operating Procedures (SOP) for self-fueling and ground handling operations and shall ensure compliance with standards set forth in the currently adopted Oregon Fire Code and FAA Advisory Circular 00-34A, Aircraft Ground Handling and Servicing. Additionally, the FBO shall comply with FAA Advisory Circular 150/5230-4B, Aircraft Fuel Storage, Handling, and Dispensing on Airports, Airport rules and regulations, and all other applicable laws related to aircraft fuel handling, dispensing and storage.

### **13.05 Leased Space Requirement**

Each FBO, excluding Aerial Applicators, shall lease the appropriate amount of space from the City or from an existing airport tenant. The operator will ensure the building is of an appropriate size to accommodate the services being offered, is accessible to the public, and is marked with appropriate external signage.

## **13.06 Insurance Requirements**

Each FBO shall meet all city and state insurance requirements and shall therefore maintain the types and amounts of insurance as specified in the lease, permit or agreement.

## **13.07 FBO Services**

### **a) Fueling**

The City of Creswell is the sole provider of retail fueling services at Creswell Hobby Field Airport. In providing fueling services, the City will comply with all applicable federal, state, and local codes, regulations, and standards.

### **b) Flight Training**

A flight training services operator provides aircraft ground and flight instruction necessary to complete the written examination and flight check for any category of pilot certificate or rating. A flight training services operator shall meet the following minimum requirements:

- a) Provide at least one (1) FAA certified flight instructor necessary to meet the flight training demand and schedule requirements.
- b) Ensure that the flight instruction is given in a properly maintained and equipped aircraft.

### **c) Airframe and Power Plant Maintenance**

An Airframe and Power Plant maintenance services operator provides any of the following: major and minor airframe, engine and accessory overhaul repair services on single and multi-engine piston driven propeller aircraft. (Turbine and jet aircraft maintenance services are optional.) An airframe and power plant maintenance operator shall meet the following minimum requirements:

- a) Operate the service from a ventilated shop space able to accommodate at least one aircraft on the airport.
- b) Have available a minimum of one (1) FAA-certified technician who possesses an airframe and/or power plant certificate, or conduct operations as a certified repair station pursuant to 14 CFR Part 145.
- c) Keep premises open and services available to meet market demand
- d) Provide equipment, supplies and parts required for general aircraft airframe and power plant inspection, maintenance and repair.

### **d) On-Demand Operations**

An on-demand operator provides air transportation of persons or property to the general public for hire, either on a scheduled or unscheduled basis, or as defined by the FAR Parts 119 and 135. An on-demand operator shall:

- a) Provide at least one (1) person who is appropriately certified and rated and registered with the City to permit the flight activity offered by the Operator.
- b) Provide one properly maintained and equipped aircraft, registered with the City, to accomplish the services offered

- c) An on-demand operator shall have and display, a current FAR Part 135 certificate.

**e) Aircraft Rental**

An aircraft leasing or rental services operator provides general aviation aircraft for leasing or rental to the public. An aircraft rental services operator shall:

- a) Have at least one (1) person available to meet customer needs.
- b) Keep aircraft and services available to meet market demand.
- c) Have available for rental, a minimum of one properly certified and airworthy aircraft.
- d) Ensure that all renters are in compliance with the state registration laws.

**f) Avionics Maintenance and Sales**

An avionics maintenance service operator provides the maintenance, repair, and installation of aircraft avionics, radios, instruments, and accessories. This service includes the sale of new or used aircraft avionics, radios, instruments, and accessories. The operator shall:

- a) Operate the service in a ventilated shop space to accommodate at least one aircraft on the airport.
- b) Have at least one (1) trained and FAA certified technician.
- c) Keep premises open and services available to meet market demand.
- d) Hold the appropriate FAA repair station certificates for the types of equipment the operator plans to service and/or repair.

**g) Aircraft Storage and Hangars**

An aircraft storage and hangar service operator rents hangars, multiple T-hangars, and/or shade hangars to aircraft owners or operators for aircraft storage purposes. An aircraft storage and hangar service operator shall:

- a) Make available the necessary amount of land to accommodate the proper quantity and size of hangars for the quantity of stored aircraft.
- b) Hangar rentals shall at all times be primarily for aircraft storage. Supplemental uses in addition to aircraft storage may be allowed according to the specific lease agreement, or on a case-by-case basis, after review by the Airport commission and approval by the Airport Manager. Notwithstanding any supplemental use, no hangar shall be rented for any purpose for which aircraft storage is not a primary use. Each based aircraft stored within the operator's hangar facilities must be in compliance with the state registration laws.
- c) The design of privately constructed hangars or other structures shall be subject to approval by the Airport commission and Airport Manager. Hangar color shall conform to a uniform color scheme for all airport buildings, as determined by the Airport commission. Hangars shall be kept in good repair. Unsightly peeling of paint, excessive rust, loose materials or other obvious signs of disrepair shall be remedied at the earliest possible time.
- d) Hangar tenant may only perform preventive aircraft maintenance in

accordance with 14 CFR Part 43 within the hangar property. Any other aircraft maintenance must be performed by an appropriately permitted FBO, Itinerant Operator or by the operator in accordance with 14 CFR Part 43.3(d). Experimental aircraft construction, restoration and maintenance are allowed in accordance with 14 CFR Parts 21 and 65. Painting, welding, and any type of hazardous or combustible material storage shall be permitted within the hangar property only in amounts allowed under the currently adopted Oregon Fire Code. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property shall not be permitted outside the hangar. All maintenance activity shall be in accordance with the requirements of the currently adopted Oregon Fire Code.

## **h) Aircraft Sales**

FBOs providing new and/or used aircraft sales and aircraft brokerage services shall:

- a) Have at least one (1) qualified aircraft salesperson that has a current appropriate pilot certificate with appropriate aircraft type ratings.
- b) Keep premises open and services available to meet market demand.

## **i) Aircraft Restoration, Painting, and Refurbishing**

FBOs providing the restoration, painting and refurbishing of aircraft structures, propellers, accessories, interiors, exteriors, and components shall:

- a) Comply with all state and federal regulations regarding painting and the storage of painting materials including OSHA and fire regulations.
- b) Any hazardous materials handled, loaded and stored shall at the times handled in accordance with state, federal, City, County laws, rules and regulations.
- c) Any garbage or rubbish which contains painting chemicals shall not be stored on the airport premises, and shall be disposed of by the licensee off the Airport premises in a lawful manner. No incineration or open burning is permitted on City property for such disposal.

## **l) Specialized Flying Services**

FBOs providing specialized commercial flying services such as non-stop sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, banner towing, and other air transportation operations specifically excluded from FAR Part 135 shall:

- a) Provide at least one (1) person who holds a current FAA appropriate pilot certificate and medical certificate with ratings appropriate for the operator's aircraft.
- b) Keep premises open and services available to meet market demand.
- c) Own or lease at least one (1) airworthy aircraft.
- d) Ensure pilots and aircraft are in compliance with the state registration laws.

## **m) Commercial Skydiving**

FBO's engaging in the transportation of persons for skydiving, instruction in skydiving and rental and sales of skydiving equipment shall meet the following minimum standards:

- a) Ensure that the skydiver is given from a properly certificated and airworthy aircraft.
- b) The FBO shall meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR Part 105, and related FAA Advisory Circulars. Where applicable to airport operations - no waivers of the BSR's will be allowed without prior written approval by the City of Creswell.

## **n) Aerial Applicators**

Aerial agricultural spraying or seeding FBO's shall:

- a) Provide at least one (1) person who holds a current FAA appropriate pilot certificate with ratings appropriate for the operator's aircraft.
- b) Own or lease at least one (1) airworthy aircraft in compliance with the state registration laws.
- c) Operate from a centrally drained and paved emergency spill prevention ramp of not less than ten thousand (10,000) square feet for aircraft loading and servicing. This area shall meet all current requirements of State, Federal, and local agencies.
- d) Operator shall be in compliance with OAR 340-109-0010, Pesticide Residue Waste Management, and all applicable OAR's contained within Division 57, Pesticide Control, Oregon Department of Agriculture.
- e) Operator shall employ certain safeguards and safe operating practices to prevent spillage, including:
  - f) Clean up and remove all containers at the end of each day's activities
  - g) Maintain all loading and mixing facilities in good condition
  - h) Use dry break devices or equivalent couplings to the aircraft-loading receptacle to prevent leaks of all materials
- i) Aircraft and loading equipment will be positioned in such a manner as to not interfere with normal aircraft operations at the airport
- j) In the event of a pesticide or pesticide solution spill, the contaminated surface material will be removed from the premises and the area of the spill will be treated with SuperBugs or an equivalent. In the event of a reportable amount of spilled pesticide, the operator will contain the material and contact those agencies that DEQ regulations require. The operator will have an appropriate spill kit with them whenever working on or from the airport.
- k) All chemicals stored on airport must be stored in accordance with the Material Safety Data Sheet (MSDS) requirements for that chemical and in accordance with the currently adopted Oregon Fire Code. MSDS sheets for chemicals stored on airport shall be made available to the City upon request.

## **ARTICLE 14 MINIMUM STANDARDS FOR ITINERANT OPERATORS**

### **14.01 Definition**

An itinerant operator is an operator that provides occasional aeronautical services to general aviation users. These services are specialized and infrequent.

### **14.02 Qualifications**

Each Itinerant Operator shall possess all certifications and licenses required by Federal, State, and Local rules and regulations for the provision of those services.

### **14.03 Insurance Requirements**

An itinerant operator shall, at its own expense, procure and maintain in full force and effect comprehensive general liability insurance coverage of not less than \$1 million single limit liability for bodily injury, including death, and property damage in any one occurrence listing the City of Creswell as an additional insured. This coverage is to remain in effect during the time the itinerant operator is providing service on Hobby Field.

## **ARTICLE 15 FLYING CLUBS**

### **15.01 Purpose**

Flying clubs are non-profit entities organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the club or owners on a pro-rata share and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, replace or enhance the aircraft or fleet of aircraft. A flying club qualifies as an individual under the FAA grant assurances. As such, a flying club has the right to fuel and maintain the aircraft with its members.

### **15.02 Requirements**

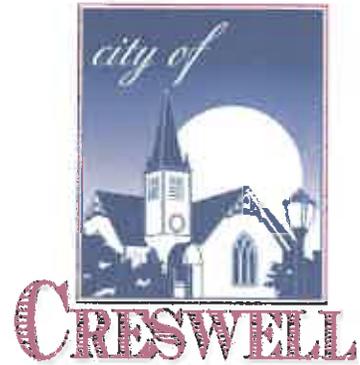
The City has the right to require a flying club to furnish documents such as insurance policies, club by-laws, meeting minutes and notifications, and a current list of members to ensure that the club remains a noncommercial and nonprofit organization.

### **15.03 Applicability to Minimum Standards**

Because flying clubs are not commercial aeronautical activities, their regulation is not governed through these Minimum Standards, but rather through the Airport Rules and Regulations.

# Attachment A

**City of Creswell Airport  
Complaint Form**  
83501 Melton Rd, P.O. Box 276 Creswell, OR 97426  
Ph (541) 895-2913 Fax (541) 895-8904



<b>Submitter's Information:</b>		
Name:	Address:	Contact Numbers:
Date of occurrence/observation:		Date of Submission:
<b>Nature of Complaint (see reverse for 5.03 Complaint Process/Appeals of the Airport Rules and Regulations):</b> Please be complete, clear and concise. Include all pertinent names, documentation, photos, etc. to be reviewed for this complaint.		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

City of Creswell Airport Complaint Form

**Airport Rules and Regulations**

**5.03 Complaint Process/Appeals**

- A. Any Airport user who believes that a violation of the Rules and Regulations are occurring, or who believes that unsafe aviation practices are occurring, shall first bring the matter to the attention of the Airport Manager on the form provided by the City, copies of which are available in the Airport lounge. The Airport Manager upon receiving the written complaint shall discuss the course of action with the City Administrator and follow through in the manner deemed appropriate. The Airport Manager shall provide a written response to the complainant within seven working days from receipt of the complaint.
- B. The complainant may file an appeal of a decision made by the Airport Manager. The appeal shall be submitted to the City Administrator within seven working days from the date of the Airport Manager's written decision. The City Administrator shall take action on the appeal within ten working days from the date of the written appeal and shall provide in writing a response to the complainant filing the appeal.
- C. If the City Administrator's decision is not satisfactory to the complainant filing the appeal, the matter may be forwarded to City Council by filing a written appeal with the Mayor within five working days from the date of the written decision of the City Administrator. The appeal shall be placed on the first available City Council agenda and the action of the City Council shall be final.
- D. **Other concerns brought to the Airport Manager for resolution that are not resolved will be/shall be/may be forwarded to the City Administrator.**

**COMPLAINT TIMELINE  
(I/A/W Airport Rules and Regulations 5.03)**

**AIRPORT MANAGER REVIEW:**

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

Date City Administrator notified: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Review documentation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respond Date/Initials \_\_\_\_\_

CC to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

File Closed YES or NO

Appeal Initials/Date \_\_\_\_\_

Final Review/Close Date \_\_\_\_\_

City of Creswell Airport Complaint Form

**APPEAL TO CITY ADMINISTRATOR:**

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

Date City Administrator notified: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Review documentation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respond Date/Initials \_\_\_\_\_

CC to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

File Closed YES or NO  
Appeal Initials/Date \_\_\_\_\_  
Final Review/Close Date \_\_\_\_\_

**APPEAL TO CITY COUNCIL:**

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

Date City Council notified: \_\_\_\_\_

Date of Review: \_\_\_\_\_

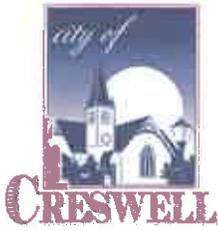
Review documentation: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respond Date/Initials \_\_\_\_\_

CC to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

File Closed YES or NO  
Appeal Initials/Date \_\_\_\_\_  
Final Review/Close Date \_\_\_\_\_

# Attachment B



## Accident and Incident Report Form

### Emergency Checklist

- \*Call 911 (if applicable), Call Airport Manager, Shelley, 541.953.9197
- \*Take Charge
- \*Administer First Aid (if necessary)
- \*Secure crash site. Close Runway (Call NOTAM - 1-877-487-6867)
- \*Take pictures and write pertinent information
- \*Call FAA (1-800-847-3806)

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To be completed by the Creswell Airport Staff/Volunteer, Airport Safety Officer or Airport Manager. This form should be completed for all accidents and incidents which would likely seriously endanger people, aircraft, vehicles, or equipment.

Name of person that completed this report: \_\_\_\_\_  
Organization and Position: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Date of Accident/Incident: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Date of Report: \_\_\_\_\_

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### Name of Witnesses

#### Witness 1

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

#### Witness 2

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

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**Details**

Details of the accident/incident: (Include details of people involved, aircraft, vehicles, and equipment. Include details of what took place that contributed to the accident/incident).

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Details of any injuries:

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Details of damage to aircraft/vehicles/equipment/facilities:

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On back of form, draw a brief, accurate description of where incident/accident took place:

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Signature

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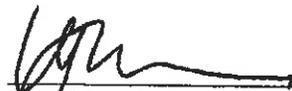
Name Printed

## EXHIBIT C

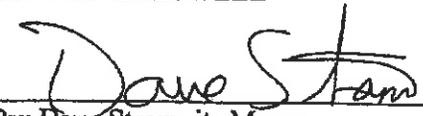
### HOBBY FIELD RUNWAY CROSSING PROCEDURES

Skydivers must cross the runway in accordance with the following requirements and procedures:

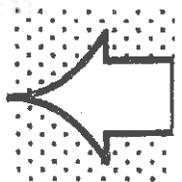
1. There will be only one crossing point, which will be designated by a sign on the east side of the runway located 45 feet from the edge of the runway.
2. Following completion of a jump, skydivers will proceed to and assemble at the sign, where they will check off on the following procedures.
3. Prior to crossing, skydivers will check the windsock to confirm the aircraft traffic pattern and check for aircraft on downwind, base and final approach, and for the absence of aircraft moving onto the active runway. When all of the above conditions permit crossing, skydivers must also check to ensure no aircraft are engaged in a downwind landing opposite the prevailing traffic pattern before beginning to cross.
4. After completion of item 3, above, skydivers can cross the runway so long as aircraft are not on base, final or moving from the hold-short line to the runway. When aircraft remain on the runway after landing, skydivers cannot cross until the aircraft either turn off at the runway midpoint or pass the skydivers at the designated crossing point.
5. When the traffic conditions described in item 4 permit crossing, and prior to every crossing, skydivers will announce their intentions to cross the runway on the Unicom frequency.
6. Skydivers must cross in a group and move promptly to clear the runway.
7. All instructors, students and customers will be thoroughly informed of the above crossing procedures, and will acknowledge by their signature on a waiver form their understanding and their agreement to follow the procedures under penalty of their loss of skydiving privileges and/or monetary penalty.

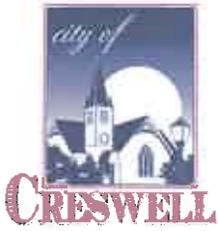
  
By: Urban Moore, individually and on behalf  
of Eugene Skydivers, LLC

CITY OF CRESWELL

  
By: Dave Stram, its Mayor

October 30, 2013





# Attachment D



## LONG TERM PARKING REGISTRATION FORM

It is the City of Creswell Airport's intention to allow the long term parking of a vehicle to those patrons that frequently fly into the Creswell Airport and require transportation. This is a courtesy and the City of Creswell assumes no responsibility for any damage, fire, theft or loss that may occur while the vehicle is in the long-term parking.

All vehicles parking in the long term parking area for more than seven (7) days must receive prior consent of the Airport Manager, or designee and complete a long-term parking registration. Registration forms are available at the FBO. These forms will remain in effect for six (6) months. If at that time, the owner would like to renew/extend his/her long-term parking, he/she must renew/update his registration form with the Airport Manager, or designee.

All vehicles must meet the following criteria:

1. Be in good running condition.
2. Have current licensing from the State at which the owner resides.
3. Look ascetically pleasing to the users of the airport.

VEHICLE INFORMATION			
Year		Make/Model	
License #/Exp.		Vehicle Description	
OWNER INFORMATION			
Name/Address/City Zip:		Telephone Numbers:	
In case of an emergency, notify:			

Signature

Date