



RESOLUTION NO 6761

A RESOLUTION ADOPTING THE SET OF MINIMUM STANDARDS FOR THE ALBANY MUNICIPAL AIRPORT

WHEREAS, the Albany Municipal airport has been developed and improved with Federal Aviation Administration (FAA) funds, and

WHEREAS, the adoption of Minimum Standards is intended to comply with the federal law prohibiting exclusive rights at federally improved airports, and

WHEREAS, the adoption of Minimum Standards is highly recommended by the FAA, and

WHEREAS, the City of Albany's objective in developing and adopting minimum standards serves to promote equity and safety in all airport activities

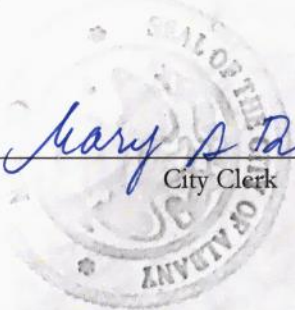

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the attached Minimum Standards, Attachment A, are approved and adopted

DATED AND EFFECTIVE THIS 23RD DAY OF JANUARY 2019

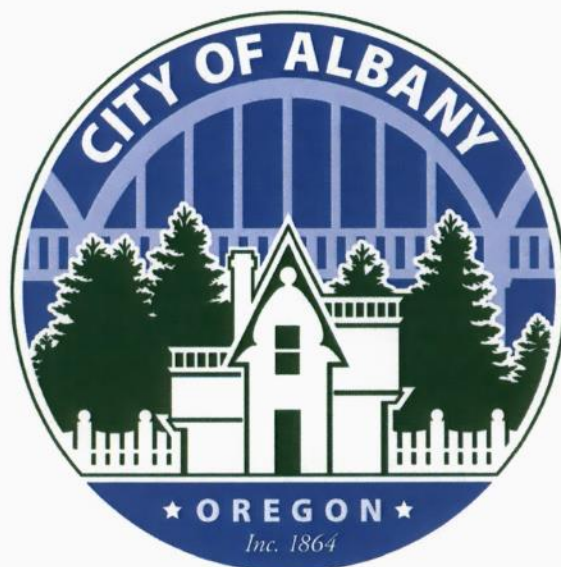


Mayor

ATTEST

City Clerk



**Minimum Standards
for
Commercial Aeronautical Activities**

Albany Municipal Airport

Albany, Oregon

Adopted by City Council
January 23, 2019

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Section 1: Definitions

1.1 Definitions

All definitions contained in this section apply to the Albany Municipal Airport Minimum Standards, Rules and Regulations, and Leasing Policies. Definitions are taken from the Albany Municipal Code, Oregon Revised Statutes, Federal Aviation Regulations, Federal Aviation Administration Advisory Circulars, U S Department of Transportation Aeronautical Information Manual, and other sources, as appropriate.

1.1.1 Governmental

- (1) **Airport** – Any and all of the properties owned and controlled by the City of Albany, Oregon, being used as a public airport and located in Linn County, Oregon
- (2) **Airport Advisory Committee** – The body made up of seven persons appointed by the Mayor and City Council to provide advice to the Airport Manager and to the City Council on management, care, and control of the Airport, and required rules and regulations in connection therewith
- (3) **Airport Manager** – The person with the right to exercise all of the authority in the physical operation of the Airport for aeronautical purposes, and the enforcement or application of these rules, subject to the paramount right of the City Council to supervise or overrule his/her action, inaction, or decision.
- (4) **City** – The City of Albany, Oregon, as governed by the City Council
- (5) **Albany City Council** – The six elected City officials who comprise the governing body of the City of Albany
- (6) **FAA** – The Federal Aviation Administration.
- (7) **FAR** – The Federal Aviation Regulations as published by the FAA
- (8) **ODA** – The Oregon Department of Aviation

1.1.2 Aircraft

- (1) **Aircraft** – any contrivance used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultralight, balloon, or blimp.
- (2) **Aircraft Fuel** – all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating internal combustion, jet, or turbine engine, which meet the standards of ASTM D910-Latest (AVGAS) and D1 655-Latest (JETA)
- (3) **Aircraft Operation** – an aircraft arrival at, taxing on, or departure from the airport
- (4) **Aircraft Owner** – a person or entity holding legal title to an aircraft or any person having exclusive possession of an aircraft

- (5) **Aircraft Parking and Storage Areas** – hangar and apron locations at the Airport designated by the Airport Manager for the parking and storage of aircraft
- (6) **Aircraft Rental** – the commercial operation of renting or leasing aircraft to the public for compensation
- (7) **Aircraft Sales** – the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership
- (8) **Based Aircraft** – an aircraft 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
- (9) **On-Demand Operation** – any operation for the compensation or hire as defined in FAR Part 119

1.1.3 General

- (1) **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
- (2) **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, construction, modification or alteration 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
- (3) **Airport Layout Plan** – the plan of an airport showing the layout of existing and proposed airport facilities which has been approved by the FAA
- (4) **Commercial Activity** – the conduct of any aspect of a business, concession, operation, or agency in order to provide goods or services to any person for compensation, for-profit or hire. An activity is not considered a commercial activity if the business is nonprofit, charitable, or tax-exempt
- (5) **Commercial Operator (Operator)** – a person, firm, corporation, or other entity conducting commercial aeronautical services or activities at the Airport for compensation or hire
- (6) **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 reasonable standards or requirements, or by any other means
- (7) **Flight Instructor** – a person who is properly licensed and certified by the FAA and provides the insurance coverage required to provide flight instruction. Flight training, as opposed to flight instructor, is defined in this document in Section 1.1.6. Flight instruction can be provided through a

flight training facility provided by an FBO or a SASO and/or from a flight instructor licensed as an MSP

(8) **General Aviation** – all civil aviation operations other than scheduled air services and non-scheduled air transport operations for remuneration or hire

(9) **Hazardous Material** – any substance, waste, or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, and is or becomes regulated by any governmental authority, agency, department, commission, board agency or instrumentality of the United States, the State of Oregon, or any political subdivision thereof, and the presence of which requires investigation, removal, and/or remediation

(10) **Minimum Standards** – the qualifications or criteria established by the Albany City Council as the minimum requirements that shall be met by businesses engaged in on-airport aeronautical activities for the right to conduct those activities

1.1.4 Fueling

(1) **Fuel Handling or Fueling** – the transportation, sale, delivery, dispensing, or draining of fuel or fuel waste products to or from aircraft

(2) **Fuel Storage Area** – any portion of the Airport designated temporarily or permanently by the Airport Manager as an area in which aircraft fuel or any other type of fuel may be stored or loaded

(3) **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.

(4) **Self-Service Fueling** – Dispensing fuel into an aircraft by the aircraft owner from portable containers

1.1.5 Lease and Agreements

(1) **Lease** – the written contract between the City and a person/business enterprise specifying the terms and conditions under which a person may occupy and operate from certain Airport facilities and/or property

(2) **Sublease** – the written agreement stating the terms and conditions under which a third-party person/business enterprise leases space from a Lessee

(3) **Agreement** – the written agreement between the City and a Person specifying the terms and conditions under which the Person may conduct commercial aviation activities

(4) **Permit** – administrative approval issued by the Airport Manager to a Person 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

(5) **Person** – any individual, firm, partnership, corporation, company, association, joint stock association, or body politic, and includes any trustee, receiver, assignee, or other similar representative thereof

1.1.6 Services

(1) **Fixed Base Operator (FBO)** – a full-service commercial operator who engages in the primary activity of aircraft refueling, airframe and power plant maintenance, and a minimum of two (2) of the following secondary activities flight training, aircraft rental, on-demand operations, avionics maintenance and sales, and aircraft storage/hangar rentals

(2) **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 an FAA written pilot's examination and flight check ride for various categories of pilot's certificates and ratings

(3) **Avionics Sales and Maintenance** – 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

(4) **Specialized Aviation Service Operation (SASO)** – an aeronautical business that offers a single or limited service. Examples of a SASO include but are not limited to scheduled commuter air service, air ambulance, flight training, aircraft sales, avionics sales, maintenance, aircraft storage, propeller and/or aircraft accessory repair and sales, aircraft upholstery, aircraft painting, banner towing, and skydiving

(5) **Mobile Service Provider (MSP)** – a person or entity who provides commercial aeronautical services on airport property but does not operate out of owned or leased property on the airport

(6) **“Through the Fence” Operator** – a non-licensed person or entity adjacent to the Airport, who provides commercial aeronautical services off of airport property and does not operate out of owned or leased property on the airport but has access to airport facilities

(7) **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.

1.1.7 Infrastructure

(1) **Airport Operations Area (AOA)** – the area of the Airport used for aircraft landing, takeoff, or surface maneuvering, including the hangars, navigation, and communication facilities

(2) **Roadway** – any street or road, whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles

(3) **Taxi-lane** – the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage hangars

(4) **Taxiway** – a defined path established for the taxiing of aircraft from one part of the Airport to another.

(5) **Vehicle Parking Area** – any portion of the Airport designated and made available temporarily or permanently by the Airport for the parking of vehicles

Section 2: Authority for and Purpose of Minimum Standards

2.1 Compliance with Federal Law

The Airport is identified by the Oregon State Aviation Plan as a Class IV airport, and it has been developed and improved with Federal Aviation Administration (FAA) Airport Improvement Program (AIP) funds

The adoption of Minimum Standards for the 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 FAA does not require the adoption of Minimum Standards but highly recommends doing so as a means to comply with federal law and regulations concerning exclusive rights. The Albany City Council 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)

2.2 Commercial Activity Authorization

When the Airport Manager determines that a person is engaged or proposes to engage in commercial activity at the Airport, the Airport Manager 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 agreement, or may deny such permission. The Airport Manager will consider the following conditions in determining if a commercial aeronautical activity will be authorized to conduct business:

- (1) The impact of the new commercial activity on public safety and convenience. The Airport Manager 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.
- (2) 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.
- (3) The degree to which the new commercial activity complies with federal, state, and local laws and regulations, including land use regulations.
- (4) Whether the new commercial activity is conducted for-profit or non-profit and its promotion of aviation, safety, or education.

2.3 Purpose of Minimum Standards

Minimum Standards are intended to help meet the Albany City Council's goals. These include developing aviation as an integral part of Oregon's transportation network, creating and implementing strategies to protect and improve Oregon's aviation system, encouraging aviation related economic development, supporting aviation safety and education, and increasing commercial air service and general aviation in Albany. In addition, the Albany City Council adopted these standards to ensure that:

- (1) No person receives a competitive advantage through free or less-than-fair market value (rent) to utilize Airport facilities when other comparable commercial operators are compensating the Airport at fair market value (rent) for the same use.
- (2) Airport public areas, roads, taxiways, runways, and aprons remain available and open for public

aeronautical use subject to Airport Rules and Regulations

Minimum Standards are adopted to provide the threshold requirements for those persons desiring to provide commercial aeronautical services to the public at the Airport. The Minimum Standards are 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. All operators are encouraged to exceed the "minimum" in terms of quality of facilities and services

The implementation of Minimum Standards will assist the Airport Manager in the management of the Airport by

- (1) Establishing uniform requirements and their application to all prospective operators
- (2) Maintaining compliance with federal grant assurances
- (3) Maintaining the orderly and efficient development of an airport and the Airport's commercial aeronautical services
- (4) Establishing a consistent level of entry into aeronautical service
- (5) Ensuring adequate services and facilities to meet the needs of airport users

These Minimum Standards are established specifically for the Airport, a Class IV airport located within the Albany City limits in Linn County, Oregon. The airport is an important component of the State's overall transportation network. The Airport generates economic growth and livability throughout the County and City

Section 3: Application of Minimum Standards

3.1 General Application Requirements

All persons conducting commercial aeronautical activities at the Airport shall, as a condition of conduction of 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, unless any such provisions are expressly waived or modified by the Airport Manager in writing. The mere omission of any particular part of these Minimum Standards in a written 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.

3.1.1 Multiple Services

When a commercial operator conducts multiple activities pursuant to one lease, license, agreement, or permit, the commercial operator shall comply with the Minimum Standards established for each separate activity or SASO. If the Minimum Standards for one activity are inconsistent with the Minimum Standards for another activity, then the Minimum Standard that is more restrictive or imposes a higher standard shall apply.

3.2 Activities Not Covered by Minimum Standards

Activities with no specific Minimum Standard in this policy will be addressed by the Airport Manager on a case-by-case basis in the commercial operator's lease or agreement.

3.3 Waivers or Modifications

The Airport Manager 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 Airport Manager may waive, for a period not to exceed thirty (30) days, the portion of these Minimum Standards which limit the providing of retail fuel/oil sales to only an FBO. The Airport Manager may waive or modify any portion of these Minimum Standards 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.

3.4 Application of Minimum Standards to "Through-the-Fence" Operators

The Airport does not allow any "through-the-fence" operations.

3.5 Minimum Standards Review, Revisions and Amendments

The Airport Commission will conduct, every five years at a minimum, a review of this document and recommend to the Albany City Council changes in the Airport business and regulatory environment. The Airport Manager may make revisions and amendments to the Minimum Standards any time necessary to comply with FAA regulations.

3 6 Enforcement

The City of Albany has established fair, practical, and reasonable Minimum Standards for the 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 Airport's goals and promote successful commercial business operations

Section 4: Business Operations

4.1 Employee Conduct and Customer Service Emphasis

The goal of the City is to offer the tenants and users of the Airport, commercial operators that provide quality customer service that meets or exceeds customer needs through consistent, responsive, and professional service

4.2 Management Control and Supervision

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

4.3 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. Personnel shall meet all federal, state, and local training and FAA certification requirements applicable to their individual duties and company services

4.4 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 hydrants. If an operator discovers such a situation, the operator is required to notify the local fire department or utility company and Airport Manager immediately

Section 5: Minimum Standards for Fixed Base Operators

5.1 Primary Aeronautical Services

A Fixed Base Operator (FBO) is an entity engaged in the business of providing multiple services to aircraft users. In addition to the primary services of aircraft fueling and airframe and power plant maintenance (described in Section 5.6), an FBO at the Airport shall provide a minimum of two (2) of the following secondary FBO services (described in Section 5.7): flight training, aircraft rental, on-demand charter, avionics maintenance and sales, or aircraft storage. Only FBOs shall be permitted to provide retail fueling services and facilities at the Airport. Each FBO is required to obtain the appropriate aeronautical service license(s).

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 FBOs providing comparable products, services, and activities from similar airports in like markets.

5.2 Leasehold Size

5.2.1 Buildings

Each FBO shall lease or construct, on the property, a public-use building with floor space for a customer lobby, office, pilot's lounge, flight planning, and weather briefing area, and public restrooms.

Each FBO shall lease or construct, on the property, a maintenance shop and storage hangar with a minimum of 4,000 square feet of space.

5.2.2 Vehicle Parking

Each FBO shall provide adequate parking to meet the needs of customers and employees in accordance with the City Building Codes but not less than five (5) paved parking spaces on the property.

5.2.3 Aircraft Parking

Each FBO shall provide property for an aircraft operating area (ramp), independent of any building area, vehicle parking area, and fuel storage area. This aircraft operating area shall provide transient aircraft parking and tie-downs for a minimum of five (5) aircraft. The tie-down ramp area shall be adequate to support all of the activities of the FBO and all approved subtenants.

5.3 Hours of Operation

Each FBO is required to be open for business and provide aircraft fueling and line services according to their lease agreement, excluding holiday closures, during appropriate business hours. Business hours, including holiday closures, must be recorded with the Airport Manager in advance. If other than self-service fueling, each FBO shall be on-call 24 hours a day to provide after-hours fuel service within two (2) hours of a customer request. Each FBO shall provide a communications link for the after-hours on-call fueling services. If multiple FBOs are providing fuel service on the Airport, a mutually agreeable schedule can be developed to meet the after-hours on-call fueling requirement and shall be recorded with the Airport Manager.

5.4 Staffing and Employee Qualifications

5.4.1 Staffing

Each FBO shall employ and have on duty during the required hours of operation a quantity of personnel necessary to meet the Minimum Standards for each aeronautical service provided. However, multiple responsibilities may be assigned to employees where feasible. Each FBO shall have at least one (1) employee on duty at all times during hours of operation and provide to the Airport Manager, and keep current, a written statement of names, addresses, FAA certifications, and contacts for all personnel responsible for the operation and management of the FBO. In addition, the Airport Manager shall be provided a point-of-contact with phone numbers for emergency situations.

5.4.2 Employee Qualifications

All FBO fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of aviation fuels. Each FBO shall develop and maintain Standard Operating Procedures (SOP) for refueling and ground handling operations and shall ensure compliance with standards set forth in the Oregon Fire Code and FAA Advisory Circular 00-34A, Aircraft Ground Handling and Servicing. The SOP shall address bonding and fire protection, public protection, control of access to the fuel storage area, and marking and labeling of fuel storage tanks and fuel dispensing equipment. The SOP shall be submitted to the Airport Manager no later than thirty (30) days prior to the commencement of fueling activities.

Additionally, each 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. Each FBO shall obtain all applicable fueling certifications and permits and receive periodic refresher training as required. The Airport Manager and/or the FAA may periodically conduct inspections of FBO activities and facilities to ensure compliance with laws, regulations, and Minimum Standards.

5.5 Insurance Requirements

Each FBO shall meet all City of Albany insurance requirements and shall maintain the types and amounts of insurance as specified in the lease, permit, or agreement and name the City of Albany as additionally insured in the policy.

5.6 Primary FBO Services

5.6.1 Airframe and Power Plant Maintenance

Each FBO shall provide airframe and power plant maintenance 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, or the removal of engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories. An airframe and power plant maintenance operator shall:

- (1) Operate the service from a ventilated shop and aircraft storage space of at least 4,000 square feet and capable of accommodating at least one aircraft within the FBO leasehold.
- (2) Employ and have on-duty a minimum of one (1) FAA-certified technician who possesses an airframe and power plant certificate, with inspection authorization, or conduct operations as a certified

repair station pursuant to 14 CFR Part 145

- (3) Keep premises open and services available during appropriate business hours, five (5) days a week
- (4) Provide equipment, supplies, and parts required for general aircraft airframe and power plant inspection, maintenance and repair

5.6.2 Fuel

- (1) Each FBO must provide the sale and into-plane delivery of ASTM-rated brands of aviation fuels, lubricants and other aviation petroleum products. In addition, the FBO shall provide, store, and dispense 100LL octane avgas. All equipment used for the storage and/or dispensing of petroleum products must meet all applicable federal, state, and local safety codes, regulations and standards.
- (2) Each FBO shall provide a stationary fuel storage system which meets all applicable federal, state and local regulations and standards. The system shall be designed and operated to meet the requirements of AC 150/5230-4B. Filter-equipped fuel dispensers with separate dispensing pumps and meter systems for each grade of fuel shall be provided. All metering devices must be inspected, checked, and certified annually by appropriate local and state agencies.
- (3) Each FBO shall have a fuel storage system designed in accordance with all EPA regulations including proper fuel spill prevention features and containment capabilities. In addition, each FBO shall provide a current copy of their fuel spill prevention, countermeasures, and control plan to the Airport Manager. Fuel inventories will be monitored in accordance with current EPA standards and copies shall be provided to the Airport Manager when requested.
- (4) Upon approval of the Airport Manager and written permission (required by State Fire Marshal's office) from the Airport Manager, an FBO may provide self-fueling (card-reader or card-lock) equipment. Self-fueling equipment must be in compliance with state and local building codes, Office of the State Fire Marshal regulation, and must comply with fueling equipment requirements set forth in Section 5.6.2 (1-3).
- (5) Each FBO shall conduct the lawful, sanitary, and timely handling and disposal of all solid waste, regulated waste, and other materials including, but not limited to, sump fuel, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property is not permitted upon the FBO premises.
- (6) Each FBO shall provide an adequate supply of properly located, type, size and operable fire extinguishers and other safety equipment in accordance with the Oregon Fire code. All fire extinguisher certifications must be current.

5.6.3 Aircraft Line Services

Each FBO shall provide necessary equipment, supplies, and trained personnel for aircraft parking and tie-downs.

5.6.4 Pilot Services and Concessions

As part of the primary services requirement, each FBO shall provide the following services and concessions inside their main building.

- (1) Customer service counter stocked with basic pilots' supplies

- (2) Public lounge, waiting area, and indoor restrooms
- (3) Flight planning work area with Flight Service Station and weather service communication links
- (4) Public telephones
- (5) Snack foods and beverage machines
- (6) Local ground transportation contacts

5.7 Secondary FBO Services

Each FBO shall provide two (2) of the following secondary services at the stated minimum standards. Each FBO is encouraged to provide additional services at a minimum level of professional standards appropriate for that business.

5.7.1 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:

- (1) Employ and make available at least one (1) or more FAA-certified flight instructor necessary to meet the flight training demand and schedule requirements
- (2) Provide one or more properly maintained and equipped aircraft to accomplish the services offered
- (3) Provide a facility to conduct a professional classroom teaching and learning environment. The facility must, at minimum, provide heated and air-conditioned classroom areas, inside restrooms, and a pilot lounge area with snack and beverage machines.

5.7.2 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:

- (1) Employ and make available at least one (1) person who is appropriately certified and rated to permit the flight activity offered by the operator
- (2) Provide one or more properly maintained and equipped aircraft to accomplish the services offered
- (3) An on-demand operator shall have and display a current FAR Part 135 Certificate

5.7.3 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:

- (1) Keep premises open and services available during appropriate business hours, seven (7) days a week
- (2) Have available for rental a minimum of one (1) owned or leased, certified, and airworthy aircraft
- (3) Ensure that all renters are in compliance with Airport rules and regulations

5.7.4 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

- (1) Operate the service in a heated and ventilated shop space to accommodate one aircraft within the FBO leasehold
- (2) Employ and have on duty at least one (1) trained and FAA-certified technician.
- (3) Keep premises open and services available during appropriate office hours, five (5) days a week
- (4) Hold the appropriate FAA repair station certificates for the types of equipment the operator plans to service and/or install.

5.7.5 Aircraft Storage and Hangars

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

- (1) Make hangar operator's contact name, phone numbers, and hangar availability known to prospective customers via a posted informational sign inside the FBO's terminal. A separate leased space is not required for this service
- (2) Rent hangars for aviation purposes only. It is the responsibility of both the operator and owner of each based aircraft stored within the operator's hangar facilities to comply with the rules and regulations of the Airport

Section 6: Minimum Standards for Specialized Aviation Service Operations

6.1 General Requirements

As per the definition of Specialized Aviation Service Operations (SASO) in Section 1.1.6 Services, (4), a SASO is an aeronautical business that offers a single or limited service. The specific SASO services described in this section are not meant to be an exclusive list of SASO services but rather to clearly indicate the Minimum Standards that those particular services must meet to qualify for a SASO license at the Airport. Each SASO is required to obtain the appropriate aeronautical service license/certificate as required by the FAA for the type of service offered. The term of the permit is one year.

6.1.1 Compliance

SASO provides a single or limited number of commercial aeronautical activities. SASO shall comply equally with all applicable Minimum Standards when providing the same or similar services.

6.1.2 Leased Space Requirement

Each SASO, excluding Aerial Application, shall operate out of a building located on the Airport. The building shall be of an appropriate size to accommodate the services being offered, be accessible to those requiring the service, and be marked with appropriate external signage.

6.1.3 Responsible Personnel

Each SASO shall provide the Airport Manager, and keep current, a written statement of names, addresses, FAA certificates, and contacts of all personnel responsible for the operation and management of the SASO.

6.1.4 Insurance Requirements

Each SASO shall meet all State of Oregon and City of Albany insurance requirements and shall maintain the types and amounts of insurance as specified in the lease, permit, or agreement and name the City of Albany as additionally insured in the policy.

6.2 Flight Training

SASO providing aircraft dual and solo ground and flight instruction necessary to complete the written examination and flight check for any category of pilot certificate or rating shall meet the following minimum requirements:

- (1) Employ and make available at least one (1) or more FAA-certified flight instructor necessary to meet the flight training demand and schedule requirements.
- (2) Provide one or more properly maintained and equipped aircraft to accomplish the services offered or require the student to provide said aircraft.
- (3) Ensure student pilots are in compliance with FAA and ODA requirements and registration laws.
- (4) Provide a facility to conduct a professional classroom teaching and learning environment. An agreement would have to be established with the FBO to use the inside restrooms and a pilot lounge.

area

6.3 Avionics Maintenance and Sales

SASO providing avionics services, which include the maintenance, repair, and installation of aircraft avionics, radios, instruments, and accessories, and includes the sale of such equipment, shall

- (1) Operate the service in a heated and ventilated office or shop space able to accommodate one (1) aircraft on the Airport.
- (2) Employ and have on duty at least one (1) trained and FAA certified technician
- (3) Keep premises open and services available during appropriate business hours, five (5) days a week
- (4) Hold the appropriate FAA certificates required for the types of services offered

6.4 Aircraft Storage and Hangars

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

- (1) Make hangar operator's contact name, phone numbers, and hangar availability known to prospective customers and keep on file with the Airport Manager.
- (2) Rent hangars for aviation purposes only. The operator and the owner of each based aircraft stored within the operator's hangar facilities must comply with the rules and regulations of the Airport.

6.5 Aircraft Sales

SASO providing new and/or used aircraft sales and aircraft brokerage services shall.

- (1) Employ and have on duty at least one (1) qualified aircraft salesperson
- (2) Keep premises open and services available during established business hours as recorded with the Airport Manager.
- (3) Must be registered with the State as an aircraft dealer

6.6 Aircraft Restoration, Painting, and Refurbishing

SASO providing the restoration, and refurbishing of aircraft structures, propellers, accessories, interiors, exteriors, and components shall

- (1) Employ and have on duty at least one (1) qualified person who has certificates appropriate for the work performed.
- (2) Keep premises open and services available during appropriate business hours as recorded with the Airport Manager
- (3) Meet all requirements of the Oregon Fire Code

6.7 Specialized Flying Services

SASO providing specialized commercial flying services such as agricultural spraying or seeding, 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

- (1) Employ and make available at least one (1) person who holds a current FAA commercial pilot certificate and medical certificate with ratings appropriate for the operator's aircraft.
- (2) Have established business hours recorded with the Airport Manager
- (3) Own or lease at least one (1) airworthy aircraft.
- (4) If operator performs aerial agricultural applications or other services involving commercial use of chemicals, the operator shall provide a centrally drained area for aircraft loading, washing and servicing. This area shall meet all current requirements of state, federal, and local agencies. The agricultural operator shall also provide for the safe storage, handling, and containment of materials and equipment
- (5) Ensure that pilots and aircraft are in compliance with the Airport Rules and Regulations and Minimum Standards
- (6) Operator shall be in compliance with OAR 340-109-0010, Pesticide Control, Oregon Department of Agriculture
- (7) Operator shall employ certain safeguards and safe operating procedures to prevent spillage, including:
 - A Clean up and remove all containers at the end of each day's activities
 - B Maintain all loading and mixing facilities in good condition
 - C Use dry break devices or equivalent couplings to the aircraft loading receptacle to prevent leaks of all materials
 - D Aircraft and loading equipment will be positioned in such a manner as to not interfere with normal aircraft operations at the airport.
 - E The operator must adhere to all regulations and procedures in the City of Albany's Spill Prevention, Control, and Countermeasure (SPCC) plan, as well as the 1200Z permit requirements
 - F All chemicals stored on airport must be stored in accordance with the SDS (Safety Data Sheet) for that chemical. SDS sheets shall be made available upon request

6.8 Airframe and Power Plant Maintenance

SASO may provide airframe and power plant maintenance 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, the removal of engines for major overhaul and the sale of aircraft parts and accessories. An airframe and power plant maintenance operator shall:

- (1) Operate the service from a ventilated shop with adequate aircraft storage space and capable of accommodating at least one aircraft within the SASO leasehold
- (2) Employ and have on-duty a minimum of one (1) FAA-certified technician who possesses an airframe and power plant certificate, with inspection authorization, or conduct operations as a certified repair station pursuant to 14 CFR Part 145
- (3) Provide equipment, supplies, and parts required for general aircraft airframe and power plant

inspection, maintenance and repair

(4) Each A & P performing work shall meet all City of Albany insurance requirements and shall maintain all types and amounts of insurance as specified in the operating license agreement.

Section 7: Mobile Service Providers

7.1 General Requirements

7.1.1 Compliance

Mobile Service Providers (MSP) are persons or entities that provide commercial aeronautical services on Airport property but do not operate out of owned or leased property on the Airport. An MSP may provide any aeronautical service and related activities. However, an MSP may not provide aircraft retail fueling. Examples of MSP's include but are not limited to aircraft detailers, flight instructors, dynamic prop balancers, and mobile oil recyclers. Each MSP is required to obtain the appropriate aeronautical service license as per the FAA. The term of the permit is one year.

7.1.2 Responsible Personnel

Each MSP shall provide to the Airport Manager, and keep current, a written statement of names, addresses, FAA certificates, and contacts of all personnel responsible for the operation and management of the MSP.

7.1.3 Insurance Requirements

Each MSP shall meet all City of Albany insurance requirements and shall maintain all types and amounts of insurance as specified in the operating license agreement.

Section 8: Self-Fueling

8.1 Authorization Requirements

Self-fueling is the fueling of an aircraft by the pilot using pumps and equipment installed for that purpose. A self-fueling facility must be owned/leased and operated by an FBO and is for public use. The fueling facility may or may not be attended by the FBO that owns and operates the equipment.

The Airport Manager has the option to grant authorization for self-fueling operations to FBOs with written permission from the Public Works Director. All self-fueling operators shall apply to and receive approval from the Office of the State Fire Marshal before commencing operations.

8.2 Fuel Products and Hours of Operation

Any authorized self-fueling owner/operator shall provide, at a minimum, 100LL aviation gasoline. The products and equipment must meet all applicable federal, State, and local regulations and requirements regarding safety, testing, filtering, inventory management, quality assurance, and stated hours of operation.

8.3 Fuel Storage and Dispensing Equipment

The fuel storage areas are the locations on the Airport designated temporarily or permanently by the Airport Manager as the only areas in which aviation fuels may be stored.

The fuel storage and dispensing equipment shall meet all applicable federal, state, and local regulations and requirements, including FAA Advisory Circular 150/5230-4B.

8.4 Environmental Compliance

Each FBO providing the self-fueling operation shall be knowledgeable of and comply with all federal, state, and local environmental laws, ordinances, rules and regulations. The operator shall provide the Airport Manager a current Fuel Spill Prevention, Countermeasures and Control Plan that contains methods and procedures to prevent, control, and clean up a fuel spill on airport property.

8.5 Reporting Requirements

Each FBO authorized to install and maintain a self-fueling system shall provide monthly fuel inventory reconciliation reports to the Airport Manager listing the total amounts of fuel dispensed to all aircraft.

Section 9: Appeals

9.1 Appeal Process:

- 1 An applicant who does not meet the requirements of the Minimum Standards for Commercial Aeronautical Activities for an aeronautical license will submit a written request stating a detailed description of the aeronautical activity to the Airport Manager for review. Staff will make an administrative decision to issue the license based on the Airport Minimum Standards for Commercial Aeronautical Activities
- 2 If the license is denied, the applicant may contact the Airport Manager or the Public Works Operations Director for review of the decision. The decision of the Airport Manager or Public Works Operations Director shall be provided in writing.
- 3 If the original denial of the license is upheld, the applicant shall have 10 days from the date of that decision to file an appeal in writing to the City Manager
 - a) The appeal shall include a copy of the request for the license and state the applicant's specific reasons for objection to the management ruling
 - b) The appeal shall be accompanied by a \$50.00, non-refundable appeal fee
- 4 If the applicant is not satisfied with the decision of the City Manager, the applicant may appeal to the City Council. The Council may refer the matter to the Airport Commission for discussion and recommendation. A recommendation from the Airport Commission would be provided to the Airport Manager, who would make a recommendation back to the City Council for a final decision.

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