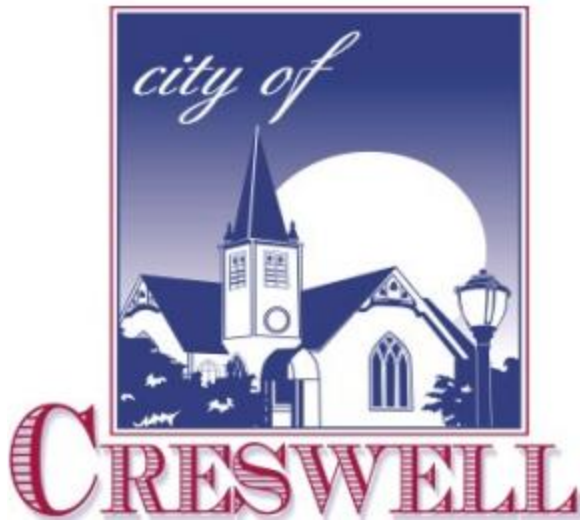




**RULES AND REGULATIONS AND
MINIMUM STANDARDS FOR COMMERCIAL ACTIVITIES**

**Creswell Hobby Field Airport
Adopted [Insert Month and Day], 2025**

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Rules and Regulations**

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Article I. General Information

The Creswell Municipal Airport/Hobby Field (hereinafter known as “Airport”), is located at 83501 Melton Rd, Creswell, Oregon on the east side of Interstate 5 and is approximately 102 acres in size. The Airport is a general aviation, local airport that supports local aeronautical business, including aircraft maintenance, aerobatic rides, aviation schools, sky diving, experimental aircraft association, and a host of plane enthusiasts and users. There is one active runway; Runway (16/34) running north and south is 3100 feet long and 60 feet wide of asphalt surface. The traffic pattern for runway 16/34 is a standard left-hand pattern. Recommended minimum traffic pattern altitudes are described in Northwest U.S. Airport/Facility Directory. Calm wind runway is RNWY 34.

Section 1.01 Airport Master Plan and Layout

The City of Creswell 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.

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.

Section 1.02 Airport Perimeter

- (a) 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.

Section 1.03 Administration

- (a) City Council: The City Council is responsible for the citizens of Creswell to ensure appropriate administration and management of Airport operations. The Council

shall have the authority to approve the departmental budget, long-range plans and operational policies.

- (b) City Manager: The City Manager is the Chief Administrative Officer of the City of Creswell and has overall responsibility for all city departments including the airport.
- (c) Airport Manager: The Airport Manager is the person who, under the authority of the City Manager, manages, superintends, controls and protects the Airport. The Airport Manager has the authority to request the person or persons causing a disruption to cease the disruptive behavior or leave the Airport.
 - (i) 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.
 - (ii) Request the immediate removal of any person who places the Airport in an unsafe situation or continually violates the Airport Code of Conduct and applicable Airport Rules.
 - (iii) The Airport Manager shall have the right of entry during reasonable times to inspect any hangar, structure, aircraft and equipment or Airport area.
 - (iv) 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.
 - (v) 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.
- (d) Airport Manager Designee: The Airport Designee is the employee designated by the Airport Manager who shall act on the Airport Manager's behalf.
- (e) Airport Commission: The Airport Commission is an advisory commission to the City Council and the members are appointed by the Mayor with consent of the City Council. The Commission recommends the adoption of rules and regulations to the City Council that relate to:
 - i) Maintenance of Airport facilities.
 - ii) The number and location of airport hangars, together with recommended rules for the leasing and construction of hangar space.
 - iii) Part-time or full-time commercial usage of the Airport.
 - iv) Safety regulations for the use of the Airport, which are consistent with State and National standards.
 - v) A long-range plan for development and use of the Airport and property adjacent to the Airport.

- vi) The Commission does not have the authority to obligate the City unless otherwise permitted by rules adopted by the City Council.
- vii) Reviews user and public complaints.

Article II. Rules and Regulations

The rules and regulations are applied to all businesses, users, visitors, and employees working at the Airport. The Airport Manager governs and enforces these rules in accordance with all applicable federal, state, and local laws and regulations, and the Airport Code of Conduct (Appendix II), which is incorporated into these rules and regulations by reference.

Section 2.01 Conduct

The Airport Code of Conduct shall be followed by businesses, users, visitors, and employees working at the Airport. In addition to the Code of Conduct the following behavior is expected from businesses, users, visitors, and employees working at the airport.

- (a) No portion of the Airport is considered a public forum, and demonstrations or assemblies at the Airport are not permitted.
- (b) No person shall commit disruptive behavior that is disorderly, unwanted, or impedes another person's ability to use, visit, or enjoy the Airport. Such actions include, and are not limited to:
 - (i) Endangering or interrupting Airport security or public safety.
 - (ii) Interfering with efficient operation of the Airport.
 - (iii) Behaviors causing to substantially inconvenience other users of the Airport.
- (c) Persons shall not intentionally obstruct or block the free passage of other Airport users or otherwise interfere with the use of the Airport by other persons.
- (d) Persons shall not intentionally obstruct Airport employees' performance of their duties.
- (e) The person who violates this code will be provided with a verbal warning. Should the behavior continue, then the person will be prohibited from coming on Airport grounds for five (5) business days.
 - (i) Should the behavior continue upon the person's return to the Airport, the person will be prohibited from the Airport for thirty (30) days.
 - (ii) Should the behavior continue upon the person's second return, the City will move to have the person permanently trespassed from the Airport.

Section 2.02 Airport Use

The Airport is a Creswell resource and is used by local businesses to conduct aeronautical related activities and is promoted as a community resource for the public to utilize, promote aviation, and increase interest in aeronautical activities. Toward this end, the city will encourage and promote non-aeronautical uses in accordance with these rules, Federal Aviation Administration (FAA) rules regulations, state and local regulations, and the Airport Code of Conduct to ensure airport operations are unobstructed and critical areas of the airport are safeguarded.

- (a) Smoking: No smoking is permitted at Creswell Airport except in designated areas.
- (b) Intoxications: No person shall drink alcoholic beverages or abuse prescription or non-prescription drugs, or any intoxicating substances on airport property.
- (c) No person shall damage or abandon any item on airport property.
 - (i) 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
 - (ii) 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.
 - (iii) 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.
 - (iv) 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.
- (d) Fireworks and Unmanned Aircraft System: Operation of Fireworks, model rockets, model airplanes, or kites are prohibited on the airport unless approved by the city. UAS's (Unmanned Aircraft Systems) will operate under 14 CFR Part 107.
- (e) Restricted Areas: No person shall use any part of the Airport in a manner to post directives or shall enter a restricted area on the airfield or airport grounds without obtaining permission from the Airport Manager.
 - 1) Any activity that is not related to or associated with aeronautics will not be permitted on taxiways, or runways without the express permission of the Airport Manager.
- (f) Infrastructure: 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.

- (g) 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.
- (h) Bicycles: 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 light. Bicycles shall be parked at a designated bike rack area or within a hangar.
- (i) Overnight Sleeping: No buildings on the airport have been approved for use as a sleeping area; therefore, no overnight sleeping is allowed in any airport buildings.
- (j) Signs and Advertising: 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.
 - i) 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.
 - ii) No person shall post, distribute or display signs, advertisements, circulars, printed or written matter at the airport except in designated areas.
- (k) Sky Diving: Skydiving is a long-held tradition at the Airport. The Skydiving activities will be conducted I/A/W applicable FARs.
 - i) 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.
 - ii) Runway Crossing Procedures (**Appendix A**).

Section 2.03 Community Engagement

The city will promote the Airport as a resource to the community. Through these efforts, special events, partnerships with the school district, visitor tours, and other opportunities for increasing the public's interaction with the airport, the businesses, and users will occur. All applicable federal, state and local rules and regulations will be followed to ensure public safety and to safeguard airport operations. The city will seek FAA approval when necessary to ensure a diligent approach to our measures for community engagement.

- (a) Businesses and hangar tenants are encouraged to invite guests and hold events in areas that do not cause unnecessary safety risks, impediments to airport operations and FAA regulations. These areas may include:

- (i) Operational areas after the appropriate notice to users and NOTAM are issued by the Airport Manager, and potential safety risks have been mitigated in advance of the event or visit.
- (ii) Hangars after the appropriate notice to users and NOTAM are issued by the Airport Manager, and potential safety risks have been mitigated in advance of the event or visit.
 - 1) If necessary, the Airport Manager shall designate a parking area for visitors, which may be temporarily located in non-designated areas, or assigned parking in short- or long-term areas or other locations that do not cause an impediment to airport operations or are non-critical to airport operations.
- (iii) Aeronautical and non-aeronautical classes and training will be promoted and held at the Airport.

Section 2.04 Special Events

A special event is an organized event which has been publicly advertised and is open to the public. All requests for events shall be approved by the Airport Manager and/or the City Manager. The number of people attending a special event is typically larger than a private events and is a factor of the scale, ability for the Airport to accommodate the event and which results in minimal impact to the users of the Airport and airport operations.

All special events shall be planned and executed in accordance with these rules and regulations, FAA rules and regulations, state and local laws to safeguard airport operations, secure critical airport operations, and minimize any potential safety risk to business, users, and public.

A person wishing to hold a special event at the Airport shall complete a Special Permit form (Appendix D) Request and submit it to the Airport Manager. Manager will approve of a special event permit. The Airport Manager shall make a recommendation regarding the event to the City Manager who shall have approval authority.

Section 2.05 Private Events

A private organized event is not open to the public and is typically smaller than a special event and may be non-aeronautical in nature. A private event may be held on airport grounds, including hangars and buildings. All private events shall be planned and executed in accordance with these rules and regulations, FAA rules and regulations, state and local laws to safeguard airport operations, secure critical airport operations, and minimize any potential safety risk to business, users, and public.

If the private organized event is proposed to be held on airport grounds, then the event requestor shall fill out an Airport Grounds Use permit (Appendix D) and submit it to the

Airport Manager for approval. The Airport Grounds Use permit shall be submitted to the Airport Manager no less than five (5) businesses days prior to the event. This type of private **organized** event shall be noticed to Airport businesses.

If the private **organized** event will be held in a hangar or building, then the event requestor will notify the Airport Manager in writing at least 72 hours in advance.

It is the event sponsor's responsibility to follow these rules and regulations, FAA FARs, all state and local rules and regulations, and the Airport Code of Conduct when hosting an event. Any specific parking needs and arrangements will be coordinated with the Airport Manager.

Section 2.06 Businesses, Clubs, and Associations

There are businesses, clubs, and associations that routinely use the airport for classes, training and activities. These organizations have known dates and times for their activities well in advance and shall operate in accordance with those dates and times once submitted to the Airport Manager. Any arrangements necessary in conjunction with these activities shall be coordinated and agreed upon by the Airport Manager prior to the commencement of those activities.

Section 2.07 Airport Operations

- (a) Hazardous Materials: The use, storage, transportation, and disposal of any hazardous material shall be in compliance with federal, state, local laws and regulations.
- (b) Waste Disposal: 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.
 - (i) All persons disposing of waste material at the airport shall use the appropriate receptacles provided for that purpose.
 - (ii) No person shall bring waste materials to the airport for disposal.
 - (iii) Vehicles removing waste from the airport shall ensure that the contents do not leak, spill, or fall out.

(c) TOFA (Taxiway Object Free Area) and TLOFA (Taxi-lane Object Free Area) Guidance.

This guidance has been established to educate airport users and itinerant visitors to the Creswell Hobby Field Airport (77S) ensuring that aircraft can be operated in a safe and serviceable conditional at all times and in accordance with the minimum standards as may be required or prescribed by applicable Federal, State and local agencies for maintenance and operation (Appendix E).

- (i) Objects such as vehicles, bikes, alternate modes of transportation, etc. shall ONLY be parked in approved parking lots, unless prior approval by the Airport Manager.
- (ii) At times it is understood that loading and unloading of parts, equipment, etc. may require the parking of a vehicle at the hangar. This shall be allowed only for the time needed to complete the loading or unloading process and so long as it does not hinder aircraft operations. The vehicle while loading/unloading shall under continuous observation and ready to be relocated to facilitate aircraft operation. The vehicle would then be moved to an approved parking area.
- (d) Open Hangar doors do not inherently create an unsafe situation; thus, Hangar doors are not required to be closed when businesses/ tenants are actively working within the hangar or ramp to the hangar.
 - (i) The pilot shall be responsible for all damage to a tenant's property, materials and supplies from an aircraft taxiing outside a hangar when the doors are open.
 - (ii) Prior to taxiing, a pilot wishing to use the taxi-lane when a hangar door is open, shall request the hangar door be closed momentarily to allow for the aircraft to pass by the hangar.

Section 2.08 Aircraft Operations

- (a) It is the pilot's responsibility to ensure safe operation of the aircraft when taxiing on airport grounds.
- (b) 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.
- (c) All aircraft shall be operated in compliance with applicable FAA regulations.
- (d) 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.
- (e) 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.
- (f) Operators shall maintain full control of any aircraft that is using the taxiway, taxi-lane or that is being towed or moved. Reasonable speed (a fast-paced walk) shall be observed by the operator.
- (g) Hover Taxi is not permitted on taxi-lanes situated between hangars.
- (h) No aircraft operating under its own power shall be moved into or out of a hangar.
- (i) 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.
- (j) All aircraft shall display illuminated position lights while parked or standing between the hours of sunset and sunrise, other than those that are:
 - (i) Located in a hangar.
 - (ii) Secured at a designated tie-down location.

- (iii) Clearly illuminated by facility lighting, shall display illuminated position lights while parked or standing between the hours of sunset and sunrise.
- (k) At no time shall an aircraft's engine(s) be operated while the aircraft is in a hangar.
- (l) No aircraft engine shall be started or aircraft taxied where the exhaust, propeller blast or rotor wash may cause injury to people or do damage to property or spread debris on the airport, taxi-lane or taxiway.
 - (i) Prior to taxiing, the pilot shall request any hangar door be closed momentarily to allow the aircraft to pass by to minimize damage to hangar.
 - (ii) Should the hangar tenant refuse, then any damage sustained to that tenant's property or hanger is the responsibility of the hangar tenant.
- (m) No aircraft, other than those being refueled, shall be parked or left standing unless it is appropriately secured by chocks and/or tie downs.
- (n) 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.
- (o) 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.
- (p) No aircraft (or parts thereof) that become disabled shall be permitted to remain on the runway or a taxiway.
- (q) 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.
- (r) 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 (Appendix 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.

Section 2.09 Business Operations

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 can 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.

- (a) 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.
- (b) 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.
- (c) Personnel shall meet all Federal, State, and local training and certification requirements applicable to their individual duties and company services.
- (d) 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.
- (i) If an operator discovers such a situation, the operator is required to notify the local fire department or utility company and the city immediately.

Section 2.10 Fueling or Refueling of Aircraft & Use of Flammable Substances

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 150/5230-4C, as amended, all requirements of these regulations, and all other applicable law.

- (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 occurs:
 - (i) The aircraft engine is running.
 - (ii) The aircraft is being warmed up by the application of exterior heat.
 - (iii) The aircraft's radio transmitter or receiver is in operation or other electrical applications are switched on and off.
- (d) People 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.

- (i) Absorbent pads are available in the aluminum pail located at the fuel island.
- (ii) 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.
- (iii) 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 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.

Section 2.11 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.

Section 2.12 Aircraft Fuel Supplies

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.

Section 2.13 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 operator's expense, clean up the spillage.

Section 2.14 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.

Section 2.15 Open Flame

No campfire or open-flame cooking fire, except BBQ's propane devices (i.e. patio heaters, BBQs, fire pits, etc.) will be permitted on any lot or any area of the Airport unless otherwise approved by the Airport Manager.

Section 2.16 Fire Extinguisher

Tenants or lessees will supply and maintain a current and readily accessible fire extinguisher in their individual hangar.

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

Section 2.17 Vehicles and Pedestrians

Effectively sharing space within the airport and on airport grounds is essential. Business owners, tenants, users, and visitors will drive to the airport and walk through the airport while working, using or visiting the airport. The city encourages business owners, users, and visitors to walk and access different parts of the airport, with the exception of the taxiway and runway, to encourage exposure of the airport and interest in aviation. All vehicle and pedestrian traffic movements need to occur in a manner that safeguards critical airport operations, protects restricted areas, and ensures the safety of everyone. All federal, state, local rules and regulations must be followed by all.

- a) All minors will be accompanied by an adult.
- b) No person will operate a vehicle on the airport except in accordance with these rules and all federal, state and local laws.
- c) 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.
- d) Motor vehicles operating in the airfield area shall not exceed 15 MPH (except when performing a runway inspection).
- e) Any motor vehicle operating on the runway or taxiway shall have flashing lights or appropriate signal flags always displayed unless otherwise approved by the Airport Manager.
- f) 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 during the removal.
- g) Motor vehicles at the airport with engine running shall have exhaust components to prevent the escape of sparks or flames.
- h) Non-aviation visitors are required to visit the City's website to review, "What to know at the Airport", ~~check in at the main office.~~ a tutorial on maintaining safety when

accessing permissible location of the airport shall be provided upon check-in in at the main office.

Section 2.18 Control of Vehicle

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

Section 2.19 Parking of Motor Vehicles

The parking of motor vehicles at the airport shall be in accordance with displayed parking restrictions, short-term and long-term parking rules, and the Airport Manager's approval of designated parking areas established for special or private events.

- (a) All motor vehicles parked outside in the Airport common areas shall be parked in the appropriate designated areas, or an approved area by the Airport Manager.
- (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, or in an area approved by the Airport Manager for a special event or private event.
- (c) Hangar tenants may park their cars in their hangars or on their assigned tie-down area.
- (d) Long Term public parking shall only be permitted in the "Long Term" parking area which is located Northwest of the main terminal building or approved area by the Airport Manager.
- (e) Extended term public parking (over 7 days) shall only be permitted in the "Long Term" parking lot when an application (Appendix C) for the same has been submitted to the Airport Manager and approved.
- (f) All vehicles approved for extended parking shall have valid license plates, insurance and be in running condition.

Section 2.20 Parking and Storage of Oversized Vehicles

For the purposes of this section an oversized vehicle is considered a recreational vehicle (e.g., fifth wheel, travel trailer), hauling trailer, boat or any such vehicle of a size and gross vehicle weight above a typical passenger car/ vehicle.

- (a) The parking and storage of an oversized vehicle on airport grounds shall be approved by the Airport Manager within the designated area for oversized vehicles, or an area approved by the airport manager.
 - (i) The Airport Manager approval shall be in writing and include the following
 - 1) The approved time timeframe for the parking or storage of the recreational vehicle.
 - 2) Local contact information.
 - 3) Proof of vehicle registration and insurance.

- 4) A signed waiver acknowledging the City is not responsible for any damage or theft to the vehicle.
- 5) A spare key left with the Airport Manager.
- (ii) The parking of a work trailer at a tenant's hangar or ramp shall be permitted for the purposes of loading and unloading, short term work requirements, or other such task where the proximity of the trailer is necessary for the tenant to effectively work for a short period of time. The tenant shall acquire approval from the airport manager – written approval is not required.

OLD Version

- a. No person shall remain overnight on the airport property without Airport Manager approval. Such approval shall be in writing and will include the reason(s) 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.

Section 2.21 Motor Vehicles Operating on Runways and Taxiways

The city recognizes the need for vehicles to access the taxiway periodically, for special and private events. All federal, state and local rules and regulations shall be followed, and no vehicle shall access a taxiway without prior approval from the airport manager. Should access to the taxiway be required for a special event or private event, or extended maintenance requirements on an airport structure, then the Airport Manager shall approve such occurrence before the vehicle(s) access the taxiway. When appropriate the Airport Manager will issue notice to other building tenants or airport users. Specifically:

- (a) No vehicle shall be operated on the runways and taxiways unless so authorized by the airport manager.
- (b) Operators must ensure their vehicle lights are operational and use proper aviation phraseology during radio transmissions.

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.

- (i) Exceptions to this rule must be authorized by the airport manager.
- (c) 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.
- (d) Operators should be aware of their location on the airfield and how it relates to their destination, avoiding unnecessary distractions while driving.
- (e) 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.

Section 2.22 Vehicle Repair on Airport Grounds

- (a) No person shall clean or make repairs to vehicles anywhere on the airport grounds except those repairs necessary to remove the vehicle from the airport.
 - (i) The owner will have five (5) business days to make repairs to the vehicle, or the owner will have the vehicle towed off airport grounds.
 - (ii) 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.

Section 2.23 Pedestrians

For a general aviation, local airport that is promoting and encouraging community engagement, the presence of pedestrians of all ages at the airport is a real circumstance to be managed. Non-aviation visitors are required to visit the City's website to review, "What to know at the Airport", check in at the main office; a tutorial on maintaining safety when accessing permissible location of the airport shall be provided upon check-in in at the main office. Anyone visiting the airport shall receive an aviation briefing upon checking in at the main office.

- (a) No pedestrians are allowed on the taxiway or runway.
- (b) Restricted areas to pedestrian traffic shall be clearly marked.
- (c) No pedestrian shall access marked restricted areas.
- (d) Minors shall be accompanied by parents, guardians, or airport employees.
- (e) When feasible, pedestrians visiting or using the airport shall take the necessary precautions to remain safe.
 - (i) Wear signal or safety vests at all times.
 - (ii) Carry signal flag when and where appropriate per these rules.

Article III. Liability, Penalties and Severability

Section 3.01 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.

- (i) A FBO shall not allow their insurance to lapse. The City reserves the right to issue a cease and decess order for business operations until such time the insurance coverage is restored.

- (b) A Permit Holder(s) agrees to hold the City harmless from all liens that may be placed against their 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.

Section 3.02 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 Manager. Such matters shall be presented to show cause, if any, why they should not be deprived of the use of the Airport and its facilities. Upon order of the City Manager 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 Manager to ensure 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.

Section 3.03 Severability

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 IV. Minimum Standards

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, high quality commercial aeronautical services for the airport users and tenants, **and encouraging aviation related economic development on the airport; and attracting airport visitors.**

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.

- (a) 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.

Section 4.01 City Adoption

These 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. In addition, for the purpose of these standards, the City adopts these standards to ensure the following:

- (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) utilizing 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, taxi-lanes, taxiways, runways and aprons remain available and open for public aeronautical and non-aeronautical use per the Airport Manager's prior approval.

Section 4.02 Implementation of Minimum Standards

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.

Section 4.03 Application of Minimum Standards

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

- (c) **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.
 - (i) The City Manager or 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.
- (d) **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.
 - (i) 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.
 - (ii) 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.
- (e) **Enforcement:** The City has established fair, practical and reasonable minimum standards for the Airport. The minimum standards are susceptible to challenge if not enforced properly and uniformly.
 - (i) 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.

Section 4.04 Minimum Standards for Commercial Activity

- (a) **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 150/5190-8 (Exclusive Rights and Minimum Standards For Commercial Aeronautical Activities, effective December 7, 2023).

- (b) 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.
- (c) 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:
 - (i) The terms and conditions of any pre-existing commercial operators at the airport providing comparable services.
 - (ii) The impact of the new commercial activity on public safety and convenience.
 - (iii) 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.
 - (iv) 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.
 - (v) The degree to which the new commercial activity complies with federal, state and local laws and regulations, including land use regulations.
 - (vi) Whether the new commercial activity is conducted for profit or non-profit and its promotion of aviation, safety or education.

Section 4.05 Minimum Standards for Fixed Base Operators

- (a) The City shall provide fueling services at the Airport. In providing fueling services, the City will comply with all applicable federal, state, and local codes, regulations, and standards.
- (b) 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.
- (c) Each FBO shall provide the City, and keep current, with 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.
- (d) 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 150/5230-4C, 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.
- (e) 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.
- (f) 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.

Section 4.06 Minimum Standards for Fixed Base Operator Services

- (a) **Aerial Applicators:** Aerial agricultural spraying or seeding FBO's shall:
 - (i) Provide at least one (1) person who holds a current FAA appropriate pilot certificate with ratings appropriate for the operator's aircraft.
 - (ii) Own or lease at least one (1) airworthy aircraft in compliance with the state registration laws.
 - (iii) 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.

- (iv) 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.
- (v) Operator shall employ certain safeguards and safe operating practices to prevent spillage, including:
 - 1) Clean up and remove all containers at the end of each day's activities.
 - 2) Maintain all loading and mixing facilities in good condition.
 - 3) Use dry break devices or equivalent couplings to the aircraft-loading receptacle to prevent leaks of all materials.
 - 4) Aircraft and loading equipment will be positioned in such a manner as to not interfere with normal aircraft operations at the airport.
 - 5) 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.
 - 6) 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.
- (b) **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:
 - (i) Have at least one (1) person available to meet customer needs.
 - (ii) Keep aircraft and services available to meet market demand.
 - (iii) Ensure that all renters are in compliance with the state registration laws.
 - (iv) Have available for rental, a minimum of one properly certified and airworthy aircraft.
- (c) **Aircraft Sales:** FBOs providing new and/or used aircraft sales and aircraft brokerage services shall:
 - (i) Have at least one (1) qualified aircraft salesperson that has a current appropriate pilot certificate with appropriate aircraft type ratings.
 - (ii) Keep premises open and services available to meet market demand.
- (d) **Aircraft Storage and Hangers:** 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:
 - (i) Make available the necessary amount of land to accommodate the proper quantity and size of hangars for the quantity of stored aircraft.

- (ii) 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.
 - 1) 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.
- (iii) 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.
- (e) **Aircraft Restoration, Painting, and Refurbishing:** FBOs providing the restoration, painting and refurbishing of aircraft structures, propellers, accessories, interiors, exteriors, and components shall:
 - (i) Comply with all state and federal regulations regarding painting and the storage of painting materials including OSHA and fire regulations.
 - (ii) Any hazardous materials handled, loaded and stored shall at the times handled in accordance with state, federal, City, County laws, rules and regulations.
 - (iii) 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.
- (f) **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:

- (i) Operate the service from a ventilated shop space able to accommodate at least one aircraft on the airport.
 - (ii) 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.
 - (iii) Keep premises open and services available to meet market demand.
 - (iv) Provide equipment, supplies and parts required for general aircraft airframe and power plant inspection, maintenance and repair.
- (g) **Avionic Maintenance 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:
- (i) Operate the service in a ventilated shop space to accommodate at least one aircraft on the airport.
 - (ii) Have at least one (1) trained and FAA certified technician.
 - (iii) Keep premises open and services available to meet market demand.
 - (iv) Hold the appropriate FAA repair station certificates for the types of equipment the operator plans to service and/or repair.
- (h) **Commercial Skydiving:** FBO's engaging in the transportation of people for skydiving, instruction in skydiving and rental and sales of skydiving equipment shall meet the following minimum standards:
- (i) Ensure that the skydiver is given from a properly certificated and airworthy aircraft.
 - (ii) 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.
- (i) **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:
- (i) Provide at least one (1) FAA certified flight instructor necessary to meet the flight training demand and schedule requirements.
 - (ii) Ensure that the flight instruction is given in a properly maintained and equipped aircraft.

- (j) On Demand Operators: An on-demand operator provides air transportation of persons or property to the public for hire, either on a scheduled or unscheduled basis, or defined by the FAR Part 119 and 135. An on demand operator shall:
 - (i) 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.
 - (ii) Provide one properly maintained and equipped aircraft, registered with the City, to accomplish the services offered.
 - (iii) An on-demand operator shall have and display, a current FAR Part 135 certificate.
- (k) **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:
 - (i) 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.
 - (ii) Keep premises open and services available to meet market demand.
 - (iii) Own or lease at least one (1) airworthy aircraft.
 - (iv) Ensure pilots and aircraft are in compliance with the state registration laws.

Section 4.07 Minimum Standards for Itinerant Operators

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

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.

Section 5.01 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 non-commercial and nonprofit organization.

Section 5.02 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.

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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 at the airport.

Aircraft: A device that is used or intended to be used for flights in the air. This includes fixed wing aircraft, gliders, gyro copters, helicopters, powered parachutes and unmanned aerial systems (UAS) for this definition.

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, taxi-lanes, 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 Code of Conduct: This is the behavior agreement among tenants, users, and visitors to the airport that describes acceptable and unacceptable behaviors at the airport. The Code of Conduct will be signed each year by tenants, repeat visitors to the airports and frequent users.

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.

AWOS: The Automated Weather Observing System. Available via Unicom Frequency: 119.275, phone 541.895.2349, or web address k77s.awosnet.com.

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 pilot's 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.

Hover Taxi: Used to describe a helicopter/ VTOL aircraft movement conducted above the surface but normally not above 100 feet and not more than 20 knots. Operating a helicopter below 25 feet AGL (FAA).

Instrument Procedures: RNAV (GPS) RWY16, HOBBY FLD (77S) and (77S2.EUG) HOBBY TWO DEPARTURE (OBSTACLE).

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.

Lease Guest: A person visiting the airport as company to a tenant of a building or hanger. The guest is required to follow all rules, regulations, and Airport Code of Conduct.

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: A notice containing information essential to personnel concerned with flight operations but not known far enough in advance to be publicized by other means. It states the abnormal status of a component of the Nation Airspace System (NAS) – not the normal status.

Object Free Area (OFA): Is a two-dimensional ground area centered on a runway, taxiway, or taxi-lane centerline, which is to be kept clear of objects, except for objects that need to be, located in the OFA for air navigation or aircraft ground-maneuvering purposes.

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, without prior approval from the Airport Manager.

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, visits or works at 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.

Private Event: An event that is not open to the public, notice may or may not go out - depending on location and potential impact on airport operations. This type of event is typically held by the city, a tenant or users and will generally include no more than fifty (50) people.

Public Area: Areas open to the public, including vehicular travel ways, pilots lounge and designated viewing areas, or an area approved as part of a special or private event.

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.

Road: All areas designated as public use roads or streets for the use of ground vehicles,

pedestrians, and bicycles 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 fifty (50) 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: Is a marked path on an airport's apron or other paved areas designated for ground movement of aircraft, typically connecting a taxiway to a marked parking position or hangar.

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.

TOFA (Taxiway Object Free Area) and TLOFA (Taxi-lane Object Free Area) Guidance: Guidance established to help educate airport users and itinerant visitors to the Creswell Hobby Field Airport (77S), ensuring that aircraft can be operated in a safe and serviceable condition at all time and in accordance with the minimum standards as may be required or prescribed by applicable Federal, State and Local Agencies for maintenance and operation.

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.

Trespass: Enter a premise (in this case the Airport) without permission or after one has been restricted from entering.

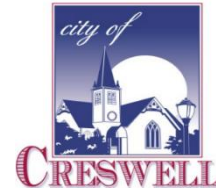
UNICOM: A non-government communication facility which may provide airport information at certain airports.

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

Violation: An action or actions that breaks or acts against a person, rule, regulation, law, or code of conduct.

DRAFT

CRESWELL AIRPORT CODE OF CONDUCT
for
BUSINESS OWNERS, USERS ,VISITORS, EMPLOYEES



PURPOSE

Creswell Airport is an important resource to the city of Creswell and the surrounding communities. It serves as an example of a community asset that promotes economic opportunity, quality of life, and as a hub for social and community engagement. Creswell's slogan is "A Friendly City". The city of Creswell promotes this and its employees and approach to our citizens is driven by us abiding by this slogan.

It is important that our city resources are an environment that promotes this as well. As such, this Code of Conduct is written for everyone using, visiting and operating a business at the Airport and for visitors to the airport. This Code of Conduct also applies to city employees.

1. In the course of his/her duty, a business owner shall treat other colleagues or community members, and visitors with respect and courtesy, and without coercion or harassment of any kind.
2. Business owners will not behave in a manner that interferes or disrupts the operation of another business, offends visitors, users or causes disturbance to an event.
3. Treat our staff, other residents, volunteers, vendors and neighbors of the community with courtesy and respect.
4. Do not access restricted or unauthorized areas. If, for some reason, you need access into such an area, then contact the Airport Manager.
5. Do not intentionally impede someone else's access or use of their hangar or base of operation.

6. Follow all safety rules, Airport rules, or discretionary decisions by the Airport Manager.
7. Do not verbally abuse, physically confront, or present menacing behavior to someone else. If a conflict arises, contact the Airport Manager for a resolution regarding the situation.
8. Park in designated locations or an approved location by the Airport Manager.
9. Be a good neighbor to other business owners with respect to not having hangar doors left open when hangar is unattended. This will allow a neighbor to request the hangar door be closed to allow for an aircraft to taxi across the front of the hangar.

Name: _____

Signature: _____

Date : _____