



BURNS CITY COUNCIL MEETING

Wednesday, January 28, 2026, at 6:00 p.m.

**Burns City Hall
242 S. Broadway
Burns, Oregon 97720**

Mayor Brad Erbe
Council President Jennifer Hoke
Councilor Susan Lowe Councilor Chase Patterson
Councilor Andrew Roy Councilor Tod Gahley

COUNCILORS AND CITIZENS ARE WELCOME AND ENCOURAGED TO JOIN THE REGULAR COUNCIL VIA ZOOM.

Members of the public and media wishing to address the council during any public comment period will be able to join the webinar as an “attendee.” Attendees will be able to view the Webinar on a desktop, laptop or mobile device such as a smartphone or iPad by using the following link:

<https://us02web.zoom.us/j/9020143459> Meeting ID: 902 014 3459

- I. Call to Order
- II. Pledge of Allegiance
- III. Establish Quorum (*Roll Call*)
- IV. Public Comments

Members of the public desiring to address the Mayor and Council shall first be recognized by the Presiding Officer and then state their name and address for the record. Unless otherwise designated by the presiding officer, each person shall have up to three minutes to present their comments. City Councilors normally should not directly respond to a public comment during the public comment period. Councilor comments should be held until the Councilor comment period.

- V. Agenda Approval and Added Agenda Items (*Discussion/Action*)

Any matters added to the agenda at this time will be discussed during the “New Business” portion of this Agenda or such other time selected by the council.

- VI. Consent Agenda (*Discussion/Action*)

Information concerning matters listed on the Consent Agenda has been distributed to each member of the council for reading and studying, is routine, and will be enacted or approved by one motion of the council without separate discussion. If a separate discussion is desired concerning a particular matter listed in the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda at the request of any council member.

Regular City Council Meeting January 14, 2026 –



VII. New Business –

1. Donation Request – Crossroads Ranch
2. PFAS Remediation study
3. Appointing New Councilor to be on R3
4. Airport Rules and Regulations

VIII. Old Business

1. Biz Oregon loan for overage on the IE zone

IX. Resolution/Ordinances (Discussion/Action)

1. Resolution No. 26-817 - A Resolution adopting a Master Fee Schedule for the 2026-2027 fiscal year.

X. City Manager Report (*Discussion/Action*)

XI. Committee Reports (*Discussion*)

1. Cemetery Committee – Councilor Gahley
2. Safety Committee – Councilor Gahley
3. Airport Committee – Councilor Smith
4. R3 – Councilor Smith
5. URA – Mayor Erbe
6. Waterways Committee – Councilor Hoke

XII. Councilor Comments (*Discussion/Action*)

XIII. Adjourn

The Burns City Council meetings are available via Zoom and in accordance with ORS 192.610 to 192.690, these meetings conform to guidelines set forth in public meeting law. In accordance with the Americans with Disabilities Act, this meeting location is accessible to persons with disabilities. This institution is an equal opportunity provider. Discrimination is prohibited by Federal law. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Recorder Tiffany Leffler (541) 573-5255 or use the TTY Relay Service at 1-800-735-2900 for appropriate assistance. If a request is made, the city will make a reasonable attempt to honor the request.

Updated Agenda Posted: January 23, 2026, at Burns City Hall, Burns Post Office, Harney County Courthouse, City of Burns Website, and City of Burns Facebook Page.

BURNS CITY COUNCIL
January 14, 2026

The Burns City Council met in regular session on January 14, 2026, at 6:00 p.m. Members present were as follows:

Mayor: Brad Erbe
Councilor President: Jen Hoke
Councilors: Susan Lowe
Chase Patterson
Andrew Roy
Tod Gahley

Also, in attendance were City Manager Brenda Engebretson, Public Works Director Ty Richardson, Fire Chief Scott Williamson, and Police Chief Robby Tiller.

SUMMARY

The City Council meeting covered a range of topics including project overages, chamber updates, and mural regulations. The council discussed financial concerns regarding an industrial and economic zone project, reviewed chamber activities and events, and explored regulations for murals and historic preservation. They also addressed water management collaboration, landlord responsibilities, and upcoming staffing changes, including the process for filling a vacant council seat after hearing of Councilor Smith's resignation. The council conveyed their appreciation for all the time, energy, and enthusiasm Councilor Smith brought to the table, as well as her passion for this community.

AGENDA APPROVAL AND ADDED ITEMS

Mayor Erbe informed the council and public that Ordinance No. 908 would just be a discussion and there would be no action taken that evening. He also added approval to have the mayor sign the resolution between Burns, Hines, the county, and the Paiute Tribe to New Business.

Councilor Hoke made a motion to approve the agenda with the changes and added item. Councilor Gahley seconded the motion. All Ayes. **(6/0)**

CONSENT AGENDA

Regular City Council Meeting Minutes – December 10, 2025 –

Councilor Gahley made a motion to approve the consent agenda. Councilor Patterson seconded the motion. All Ayes. **(6/0)**

NEW BUSINESS

1. Business Oregon Loan Application for Industrial and Economic Zone (I/E Zone) Public Improvements Project – Nick Green was unable to attend the meeting. The council discussed a significant overage of \$736,682 on an Industrial and Economic Zone public improvements project, which was apparently signed in May and August without prior council approval. Council members expressed concerns about why the original bid was much lower than others and why the overage wasn't brought to their attention earlier. The city is bound by the agreements signed, and

the council agreed to pursue a loan from Biz Oregon to cover the overage, with an interest rate of approximately \$55,000 annually over 20 years. The council requested further investigation into why the overage wasn't disclosed earlier and what representations were made during previous council meetings. They could not understand how the city would agree to something like that, especially with no limits.

Councilor Gahley mentioned something that was said in the contract, because there is a difference in what he could see in the contract. It talked about additions, which meant they wanted to do something different than they really did. He felt these were complications in the contract, which he didn't think was the same thing and that it needed to be discussed.

2. Harney County Chamber update – Jessica Hedges, Director of the Harney County Chamber of Commerce shared updates on their rebranding efforts and a new partnership with High Desert Partnership for branded merchandise. She discussed the success of the recent Harney County Christmas Jamboree and mentioned an upcoming after-action meeting to improve safety and overall experience. Jessica also inquired about the continuation of the Chamber's Platinum membership and invited the city staff to the 76th Annual Chamber Awards Banquet on February 7th that will be held at Sage Creek, featuring brisket by Pat Holliger and sides by Valley Golf Course, with a no-host bar. The Chamber graciously offered the city 4 tickets to that event. She also reported that the Chamber gained 45 new members last year and that she has scheduled quarterly meetings with City Clerk Tiffany Leffler for the entire year.
3. Donation Request for Hilander Booster Club – Diane Ross came to speak with the council about a donation request from the Burns Highlander Booster Club for their annual crab feed fundraiser held at the Elks on January 30th at 5:30 p.m. The council approved a \$250 donation, matching last year's contribution.

Councilor Patterson made a motion to donate \$250, as they had done the previous year, to the Hilander Booster Club's annual crab feed fundraiser. Councilor Roy seconded the motion. All Ayes. (6/o)

4. Joint Resolution Between, Burns, Hines, Harney County, and the Paiute Tribe – City Manager Brenda Engebretson has been representing Burns and meeting with the Paiute Tribe, the county, and Hines about a joint resolution. It's a joint resolution of Burns Paiute Tribe, Harney County, the City of Burns, and the City of Hines for collaborative water management and co-stewardship in the Harney Basin. This has been driven by Water 512, and they will work with a specialist who is an attorney, and they are also working with High Desert Partnership. There is also an organization where they come in and help problem-solve issues and things like that, and that is an option that they are pursuing as well. She thought it was a good avenue to be good partners with the community members as well as with other agencies and work collaboratively towards something that is going to be a problem for the Harney Basin. She informed the council that she just needed permission to have Mayor Erbe sign it.

Mayor Erbe wanted to let the council know that they had already approved of the resolution itself, and this was just to give him permission to sign it.

Councilor Hoke made a motion to give permission for the mayor to sign this joint resolution as written.

OLD BUSINESS

1. Murals and Ordinances – The council discussed mural regulations and historic preservation, with John Clemens sharing insights from Hood River's successful permitting process for building murals. The council agreed to schedule a work session to discuss mural regulations, with a focus on historic preservation rather than political messaging. They decided that a majority vote would be needed to establish the work session. They also discussed the need to develop their own proposal rather than simply adopting Hood River's ordinance, though John Clemens offered to share Hood River's ordinance for reference at the next meeting. The council agreed to review the ordinance from Hood River before their next work session, with the possibility of consulting the city's attorney if needed. The discussion also touched on mural regulations, with council members expressing interest in focusing on historical murals rather than erasing existing ones. They wanted to clarify that the goal is not to ban all murals but to set guidelines for future ones, particularly those visible from the highway. The work session was scheduled for next Wednesday, January 21st, from 6 to 8 PM.

RESOLUTIONS/ORDINANCES

Ordinance 26.908 – An Ordinance of the City of Burns amending Chapter 13 of the Burns Municipal Code concerning sewer and water service rates and charges.

The council discussed an ordinance regarding landlord responsibility for unpaid water and sewer bills left by former tenants, with plans to make necessary corrections and bring it back for a vote at the next meeting. The council emphasized the importance of proper communication about the ordinance to affected property owners and landlords.

ADDITIONAL INFORMATION

The group also addressed recent resignations, with Councilor Smith leaving the City Council and Emerson Budreau departing as Code Enforcement Officer. They expressed the need to fill the empty council seat as well as maintain enforcement of code violations still. The council plans to recruit a new council member and will reassess the role of code enforcement in light of upcoming police department negotiations. The council also acknowledged the need to schedule another meeting to discuss waterways issues.

The council discussed the process for filling a vacant council seat, agreeing to open applications for 30 days starting after the next meeting on February 2nd. Prospective candidates will be asked to submit letters by February 25th and present themselves at that meeting, with a final decision to be made at the March 11th meeting.

The meeting covered updates on airport operations and maintenance. Chief Williamson reported on ongoing projects, including a new fee schedule for airplane tie-downs and a courtesy car, which offers reduced rates for local pilots. He also discussed snow removal equipment funded by a grant and plans for a new equipment storage building. The airport committee is considering electronic gates with codes to enhance security. Field sales data for April to December were shared, showing a total of 28,273 gallons of fuel sold with a net profit of \$47,927. The council expressed appreciation for the department heads and their efforts, particularly Chief Williamson's ability to secure grants and funding.

NEXT STEPS

1. Brenda (City Manager): Schedule and coordinate the upcoming work session for next week (21st), ensuring the TLT (Transient Lodging Tax) discussion materials, including current TLT monies, usage, and related information, are emailed out in advance to council members.
2. John Clemens: Forward the Hood River mural ordinance and related information to council members and city staff for review prior to the upcoming work session.
3. City Attorney: Review and update the proposed water/sewer ordinance to ensure it references both water and sewer and bring the revised version back to the next council meeting for a vote.
4. City Staff: Communicate the proposed water/sewer ordinance changes to landlords and the public, allowing time for public input before the final vote.
5. City Staff: Ensure the new airport fee schedule and rules/regulations are included in council packets for the next meeting.
6. City Staff: Begin recruitment process to fill the vacant city council seat, including posting the opening for 30 days, collecting letters of intent, and scheduling appearances by candidates at the February 25th and March 11th meetings.
7. City Staff: Share letters of intent from council seat applicants with council members as they are received.
8. Brenda (City Manager)/City Staff: Review the needs of the police department and code enforcement responsibilities and consider how to structure these roles during upcoming labor negotiations.
9. Public Works Director Ty Richardson: Follow up with the judge directly regarding waterways issues, as referenced by Councilor Hoke.
10. Chief Williamson: Work on grant application for new equipment storage building at the airport and continue processing the snowplow grant.
11. City Staff/Chief Tiller: Continue code enforcement activities, including addressing properties identified by Councilor Lowe and others, and ensure this function is maintained despite staff changes.

ADJOURN

Mayor Erbe adjourned the meeting at 7:26 p.m.

Tiffany Leffler, City Clerk

Brad Erbe, Mayor



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Love-Hope-Healing

January 3, 2026

Greetings from the high desert of Eastern Oregon! What a wild few years we've had. In the summer of 2024 we had a huge complex of wildfires followed by a good snowpack last winter. With no ground vegetation to slow the water when it all melted, our community had flooding that damaged over 300 homes and businesses. Crossroads was spared physical property damage but our horse and ponies were concerned with the amount of water coming in. It took some extra time for them to settle in to get lessons going again, so our lesson numbers were down significantly from the previous year.

Crossroads Ranch is a non-profit equine center set up to serve clients of all ages with many different special circumstances including those with ADD/ADHD, Autism, Asperger's Syndrome, Down's syndrome, Traumatic Brain Injury, PTSD, family crises such as divorce, abuse, and abandonment, among others, so all lessons times are invaluable.

This year we will be hosting our 10th Annual Fundraiser Dinner and Secret Auction on Saturday, February 28, 2026, at the Burns Elks Lodge in Burns, Oregon and we would like to invite you to be a very important part of this fundraiser.

Here are some ways that you could help us if you'd like. We have Table and/or Food Sponsorships available; they help us reduce the cost of our event which means that we are able to divert more money raised into supporting our program. Table Sponsors' names will be featured on a table, listed in newspaper advertisements, and recognized on social media and our webpage. Food Sponsors will be included on social media and our webpage. Table Sponsorships are \$200 and include two dinner tickets; food Sponsorships are \$100 and include one dinner ticket. We can also use items for our secret auction. Monetary donations are always appreciated as well. We appreciate how you support our community all year and look forward to having you spend this special evening with us.

Sincerely,
Bettina Bowman
Auction/Dinner Committee

If you are interested in a sponsorship, please indicate what name/business you would like displayed in our advertisements when you send your check.
Thank you for your time, consideration, and support.



Rules and Regulations

ADOPTED

Supersedes All Previous Airport Rules & Regulations

Approved and Adopted by the City Council of Burns, Oregon

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LOCAL OPERATING RULES

FLOWAGE FEE TRACKING FORM

TIE-DOWN TRACKING FORM

1. SECTION 1 – General Provisions

1. DISCLAIMER



These Rules may be incomplete. A Final Decision on these rules will be at the discretion of Airport Management, the City Manager, and the City Council. Any issues not covered in these Rules and Regulations will be at the discretion of Airport Management and the City Manager.

2. ACTIVITIES

All aeronautical activities at the Burns Municipal Airport, and all flying of aircraft departing from or arriving at the Airport, shall be conducted in conformity with the current pertinent provisions of the Federal Air Regulations (FARs) promulgated by the Federal Aviation Administration (FAA).

3. AUTHORITY

This manual complies with applicable portions of Federal Aviation Regulations (FARs), FAA Advisory Circulars, Federal, State and Local regulations and applicable NFPA guidelines and City of Burns local laws, resolutions and ordinances. Airport Management shall at all times have authority to take such action as may be necessary to safeguard the people present at the Airport and to maintain law and order, as well as restrict or terminate operations when required in the interest of safety.

4. ADMINISTRATION AND ENFORCEMENT

Airport Management shall administer and enforce the provisions of this manual. Violations of these Rules and Regulations may constitute infractions or misdemeanors.

5. VIOLATIONS

Individuals, companies or other entities in violation of these Rules and Regulations are subject to fines and enforcement action as specified in Section Nine.

6. AMMENDMENTS

Airport Management and City Manager may adopt or amend any Rules and Regulations as may be necessary and as approved by the City Council of Burns, Oregon to carry out the provisions of this manual. For situations not specifically covered by these Rules and Regulations, Airport Management shall make such determination as he or she may deem appropriate.

7. INTERPRETATION

In the event that an interpretation of any provision of these Rules and Regulations is required, the City Manager shall render such interpretation, and his or her determination shall be considered as final authority on the matter.

8. SEVERABILITY

If any section, subsection, paragraph, sentence, clause or phrase of these Rules and Regulations is for any reason held to be unconstitutional, invalid or ineffective by



any court of competent jurisdiction, or other competent agency, such decision shall not affect the validity or effectiveness of the remaining portions of these Rules and Regulations or any part thereof.

9. FORMS

All airport forms, cards, decals, hang tags, and identification/access badges are as prescribed by Airport Management.

10. CONDUCT OF BUSINESS

Commercial Use - No person, partnership, association or corporation shall use the Airport as a base or terminal for operation of commercial aviation or freight, express or mail or for student flight, or other commercial purpose or transportation for hire without first securing approval from the City of Burns and paying the fees and charges agreed to with the City for such privileges.

Concessions - No person shall engage in the sale of refreshments or any other commodity, gasoline, oil, rental or any conveyance of travel for instruction, business or pleasure or offer or solicit funds from the public at the Airport for any purpose without the payment of the rates and charges prescribed and agreed upon by both the City and such persons for use.

Any individual, group of individuals, partnerships, or corporation (hereafter referred to as operator) during the conduct of any flight or other activity for which a charge is made for services by such operator, shall comply with the rules and regulations and pay fees and charges pursuant to an agreement made with the City unless the operator pays the fees prescribed by the City.

Sales of fuel and fuel-related products will only be allowed by contract with the City.

FAA Advisory Circular 150/5190-7, as amended, will be used as a general guide for negotiating individual contracts for commercial operations.

11. CONSTRUCTION AND ALTERATION OF PROPERTY

No person shall commence any construction, alteration, electrical, mechanical, decoration, advertising or other unspecified work in or to any existing building on the Airport, or erect or install a new building, without first securing written permission from the City Manager. Violators will be required to remove such work and return the premises to its former condition at their own expense.

12. SANITATION



No person shall dispose of garbage or other refuse on the Airport except in the receptacles provided for that purpose. Disposition of personal or off airport refuse on Airport property or in airport receptacles is prohibited.

13. ENVIRONMENTAL LIABILITY

All airport tenants and users shall obey all federal, state, and local environmental laws and shall be wholly responsible for costs associated with fines and clean-up of contamination brought about as a result of their actions, operations, the activities of their employees, their guests or invites.

14. SIGNS AND OBSTRUCTIONS

No person shall construct or erect any sign or other obstruction of any type at the Airport without written permission of the City Manager. Such signs, when approved, shall follow such terms and conditions as the City Manager may prescribe.

15. ALCOHOLIC BEVERAGES/ILLEGAL DRUGS

No person may consume alcoholic beverages on the Airport property. Possession, use, sale or intent to sell any illegal substance on Airport property is prohibited.

No person shall operate a vehicle or mobile equipment while under the influence of alcohol or drugs on any part of the Airport Operations Area.

Except in cases where the drug is being used as prescribed for a patient by a licensed physician, all persons entering in or on the Airport property are prohibited from (a) being under the influence, using or possessing any alcohol, narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines; or (b) operating a motor vehicle on the property while under the influence of alcoholic beverages, narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines. See 41 CFR 102-74.400. Violation of this provision may be cause for immediate removal from the Airport property.

16. USE OF AIRPORT

Tenants and others may only use the airport for purposes directly associated with aviation unless specific permission has been given by Airport Management in writing. Hangars and other airport property are to be used primarily for aeronautical purposes pursuant to FAA Order 5190.6B. Airport Management may make arrangements for the removal of any such items, and costs associated with such removal shall be the responsibility of the owner of the item or items.

17. DISCRIMINATION OR UNFAIR TREATMENT

Burns Municipal Airport shall be made available for public use on fair and reasonable terms and without unjust discrimination of all types, kinds, and classes of



aeronautical use. No tenant shall be allowed to discriminate based on race, creed, color, age, gender, or sexual orientation.

18. AIRPORT RESIDENCE

Burns Municipal Airport prohibits the establishment of any permanent residence on airport property or in any hangar, per FAA Order 5190.6B

2. SECTION 2 – Aircraft Operations

1. GENERAL

All aircraft owners, all personnel using the Airport facilities, and all private, commercial and student pilots will be bound by the following rules and regulations governing operation of aircraft at and on the Airport.

- a. At no time shall aircraft be operated contrary to or in violation of the rules and regulations as imposed by the FAA or Oregon State Aviation Laws. Such statutes shall also govern owner, mechanic and aircraft certification. The air traffic rules as established by the Federal Aviation Administration are adopted and made a part hereof.
- b. All operators must know and familiarize their personnel and regular tenants with rules herein; furthermore, flight instructors shall be responsible for the respective student pilots under their supervision.

2. AIRCRAFT PARKING

All aircraft will park in a designated parking area at the Airport. Airport Management shall have the authority to remove any aircraft left in other than designated parking areas. The owner of the aircraft shall be responsible for costs incurred in making such removal and the owner will be responsible for any damage.

3. FLIGHT AND GROUND OPERATION

The following rules apply to all aircraft operating on and in the vicinity of the Airport:

- a. All aircraft are to use paved runways, taxiways, and ramps, exceptions are only with prior permission from Airport Management.
- b. No person shall operate an aircraft on or occupy a runway so as to cause a hazard to other aircraft or property.
- c. All aircraft shall be taxied at a safe speed.
- d. No aircraft engine shall be started or run unless a competent operator is in the aircraft attending the controls. Special running may be performed if the aircraft is tied down, brakes set, wheels chocked and always observed by a responsible person.
- e. Aircraft engines shall be started or warmed up so as not to endanger life or property. At no time shall engines be operated at power greater than necessary to move the aircraft when hangars, shops, and other buildings, or persons in the observation area are in the path of the propeller stream or jet blast.



- f. To restore flight service, Airport Management may remove (after NTSB/FSDO approval, if needed) damaged aircraft from the landing areas and ramp areas at the expense of the owner and without liability for damage which may result in the course of such removal. Aircraft or part thereof involved in an accident causing serious or fatal injury to any person shall not be removed or disturbed except:
 - i) To give assistance to trapped victims.
 - ii) By authorization of the NTSB, Airport Management, or County Coroner.
- g. Aircraft landing at the Airport shall make the landing runway available to others by leaving the runway as promptly as safe operation permits.

4. INTERFERING AND TAMPERING WITH AIRCRAFT

No person shall interfere or tamper with any aircraft, put into motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments or tools without permission of the owner or satisfactory evidence of the right to do so, presented to Airport Management upon request.

5. PEOPLE IN THE RSA

- a. Only airmen and authorized personnel shall be permitted to enter the landing areas, aircraft parking ramps, and taxiways. This does not give these person(s) the privilege of unrestricted use of this space. These privileges are confined to the necessary use of this space in connection with flights, inspections or routine duties.
- b. Airport Management may grant restricted access to the area inside the Airport boundary for various reasons. Access privileges are confined to the times and areas required for the purpose access was granted.

6. AIRCRAFT REPAIR LOCATIONS

No aircraft, aircraft engines, propeller and apparatus shall be repaired in any area of the Airport other than those specified by Airport Management unless otherwise provided in a lease or other agreement.

7. FUEL, CLEANERS, AND OTHER HAZARDOUS MATERIALS

No aircraft or engines may be washed down and no mechanical work done on aircraft or ground vehicles involving fuel or other material which will soften or damage surfaces, create a fire hazard or violate EPA/OR DEQ regulations. Any violations assessed will become the responsibility of the party or parties conducting such activities.

8. DERELICT AIRCRAFT, VEHICLES OR EQUIPMENT

- a. Airport Management may decide to remove derelict or abandoned aircraft, vehicles, equipment, or other property from the Airport. Costs associated with this will be the responsibility of the owner of the aircraft, vehicle, or equipment.



- b. Any owner, lessee, operator, or other person having the control, or the right of control, of any disabled aircraft on the Airport shall be responsible for the prompt removal and disposal thereof, and any and all parts thereof, subject, however, to any requirements or direction by the National Transportation Safety Board, the Federal Aviation Administration, or Airport Management that such removal or disposal be delayed pending an investigation of an accident. Any owner, Lessee, operator or other person having control, or the right of control, of any aircraft does, by the use of the airport, agree and consent, notwithstanding any provision in the agreement, lease, permit or other instrument to the contrary, that Airport Management may take any and all necessary action to effect the prompt removal or disposal of disabled aircraft that obstruct any part of the Airport utilized for aircraft operations; that any costs incurred by or on behalf of the Airport for any such removal or disposal of any aircraft shall be paid to the City; that any claim for compensation against the City, and any of their officers, agents or employees, for any and all loss or damage sustained to any such disabled aircraft, or any part thereof, by reason of any such removal or disposal is waived; and that the owner, Lessee, operator or other person having control, or the right of control, of said aircraft shall indemnify, hold harmless, and defend the City, and all their officers, agents and employees, against any and all liability for injury to or the death of any person, or for any damage to any property arising out of such removal or disposal.

10. ACCIDENT REPORTS

Any person or owner of any aircraft or vehicle involved in any accident causing personal injury or property damage at the Airport shall immediately notify Airport Management and provide necessary information to complete a written accident report.

11. DAMAGE TO AIRPORT PROPERTY

Any and all Burns Municipal Airport property destroyed, injured or damaged by accidents or otherwise shall be paid for by the party or parties responsible for such destruction, injury or damage thereto.

12. HANGARS AND TIEDOWNS

Lease of City-owned and City-managed Hangars or Tie-down spaces will be in accordance with established lease agreements. Available spaces will be assigned on a first-come, first-served basis. In the event no spaces are available, a waiting list will be established which will be used to assign future spaces as they become available.

13. AIRCRAFT TRANSIENT PARKING

- a. Transient Area parking is provided primarily for use by transient (non-based) aircraft.



- b. Transient Area parking shall be operated on a first-come, first-served basis. Spaces may not be reserved.
- c. All aircraft, when left unattended, must have a wheel chock properly positioned on at least one main tire and/or nose gear tire. Where provisions are available to tie down aircraft or secure in another manner, all fixed-wing aircraft will be properly always tied down.
- d. No aircraft shall be parked or positioned in such a manner that the aircraft creates a hazard or otherwise interferes with the safe and efficient flow of other aircraft or vehicles or encroaches upon roadways, taxi lanes or taxiways.
- e. No aircraft shall be parked closer than three (3) feet from any portion of another aircraft; nor shall it overlap any structural member of another aircraft.
- f. No aircraft shall be parked or positioned in anything other than a designated space without prior permission from Airport Management.
- g. Rotary wing aircraft will park in designated helipad spaces or in designated spaces approved by Airport Management.
- h. Use of the Transient Parking Areas is subject to the payment of fees as specified by the City of Burns.
- i. No aircraft maintenance shall be conducted on Transient Aircraft Parking Areas except those which is of an emergency nature; and which is necessary to allow safe movement (towing) of the aircraft. Once an aircraft can be safely moved, it shall be relocated to a maintenance shop or area designated by Airport Management for the completion of repairs.
- j. Transient aircraft shall not be permitted to park in transient areas for more than thirty (30) days out of any sixty (60) day period without prior permission from Airport Management.
- k. Based aircraft are limited to a maximum of two (4) hours parking, within any twenty-four (24) hour period unless prior approval has been given by Airport Management.

3. SECTION THREE – Aircraft Fueling, Defueling, and Deicing

1. FUELING

All aircraft fueling/fuel farm activities take place under the authority of Airport Management. Any inspection or observed activity which results in a violation of the Airport's or FAA's regulations shall be terminated immediately and the situation corrected. No aircraft shall be fueled or defueled while inside an enclosed space, in an area within 25 feet of a hangar or building or while any engine is running or being warmed up.

2. ELECTRICAL EQUIPMENT AND SWITCHES

No electrical switches will be actuated, and all radio transmitters, receivers, and radar shall be off during fuel-servicing operations. Battery chargers shall not be



connected, operated or disconnected and ground power units shall not be connected or disconnected while conducting fuel-servicing operations.

3. FUEL SPILLAGE

Persons engaged in fueling shall exercise extreme care to prevent overflow of fuel. Any fuel spillage will be immediately reported to Airport Management. Any costs associated with the spillage will be the responsibility of the person or company causing the spill. Burns Municipal Airport will respond to fuel spills on the airport, for a fee.

4. STATIC DISCHARGE

No person shall use any materials during fueling or draining of fuel from aircraft which are likely to cause a static discharge.

5. STARTING ENGINES

No aircraft will start its engines when there is excessive fuel on the ground under such aircraft.

6. SUMP DRAINING

When draining the sumps of aircraft fuel tanks, fuel shall not be permitted to drip on macadamized surfaces and must be caught in containers and the fluid disposed of in a safe manner.

7. FUELING EQUIPMENT

All fueling equipment required in fueling operations must meet all applicable Federal, State, and Local regulations and must be equipped with static electrical grounding/bonding devices. Such devices must be used during any fueling or defueling operation. Exhaust system will be in good repair.

8. OVERFILLING

If fueling aircraft in hot weather and the aircraft is not departing immediately, the tanks will be filled so that fuel expansion will remain within its tank. The fuel dispensing organization will be held responsible for spillage damage and/or cleanup.

9. DE-ICING

De-icing of aircraft will be conducted only in the location(s) designated for that purpose by Airport Management and using only those materials approved by Airport Management.

4. SECTION 4 – Vehicle and Equipment Operations

1. GENERAL

No person shall operate any motor vehicle on the Airport other than in accordance with these rules and regulations. Violation of any of these Rules and Regulations may lead to temporary suspension or permanent revocation of the privilege to



operate a motor vehicle on the Airport. It is the intention of the Airport, through its enforcement activities, to encourage drivers to operate in an orderly and safe manner by complying with the rules and regulations contained herein. No person shall drive a vehicle on the Air Operations Area in violation of Federal, State or Local laws as applicable.

2. WHO MAY OPERATE

The privilege to operate a vehicle on the AOA may be suspended or revoked at any time by Airport Management with or without cause. No person shall operate any motor vehicle or mobile equipment in the Air Operations Area (AOA) except:

- a. People who have been authorized by Airport Management.
- b. Hangar tenants to and from their hangar as applicable.

3. ADEQUATE INSURANCE

All vehicles operating in the Air Operations Area must have adequate insurance with limits which will cover property damage or personal injury which could reasonably be expected to occur on airport property.

4. RESTRICTED DRIVING ON RUNWAYS / TAXIWAYS/ RUNWAY SAFETY AREAS (RSA)

- a. No person under any circumstances (including emergency situations) shall drive a vehicle on any movement area, including runways or taxiways without first being authorized by Airport Management.
- b. No person except as authorized by Airport Management shall drive across the Runway Protection Zones (RPZ) immediately adjacent to the runway ends or safety areas associated with runways or taxiways.
- c. No motor vehicle shall be driven onto the Runway Safety Area (RSA) without the expressed permission of Airport Management. Emergency vehicles are authorized. Operators of ground vehicles with permitted access to the RSA shall carry a radio equipped to transmit and receive on 122.8 MHz (CTAF), shall announce their intentions prior to entering the runway environment, and shall monitor CTAF continuously while within the runway environment.
- d. Operators of vehicles crossing or driving along the taxiway adjacent to the tie-down areas shall exercise caution and must give way to all aircraft.

5. SPEED AND CONTROL

All motor vehicles and equipment shall be operated under the safe control of their drivers at all times. Allowable speeds are: 25 miles per hour under normal conditions; 10 mph with snow and/or ice on the ground; and 10 mph within 50 feet of a building or aircraft.

6. UNSAFE VEHICLE

No person shall drive a vehicle on the Air Operations Area if it is constructed, equipped, or loaded to endanger any person or property. No vehicle shall be driven if



found to have technical or mechanical defects, which may impair safety or efficient operation.

7. STATE DRIVERS LICENSE REQUIRED

No person shall drive a vehicle on any Air Operations Area unless that person possesses a valid Oregon State Driver License or a valid driver's license from another state, if appropriate. The license must be in the person's possession while operating a vehicle on the Air Operations Area.

8. VEHICLE OPERATIONS AROUND AIRCRAFT

- a. At all times, and under all conditions, aircraft shall have the right-of-way. All vehicles shall pass to the rear of an aircraft whose engine(s) is (are) running. A minimum distance of one hundred (100) feet shall be maintained when passing to the rear of a jet aircraft when its engines are running. When a vehicle cannot pass to the rear of the aircraft, the driver shall stop and wait until the aircraft passes in front or until the pilot motions to driver to pass to the front of aircraft.
- b. No person shall drive a vehicle under the wing of an aircraft unless the person is in the act of servicing the aircraft.
- c. No person shall drive a vehicle, other than those vehicles being used for aircraft servicing functions, within fifty (50) feet of an aircraft during fuel servicing operations.
- d. No person shall drive a vehicle in front of a taxiing aircraft.
- e. Vehicles shall use established vehicle routes or roadways where available, unless travel is confined to and associated with the immediate servicing area (shadow) of an aircraft.

9. UNNECESSARY DRIVING

Unnecessary driving in the Air Operations Area is prohibited. Drivers shall utilize the outer public streets to their fullest extent and exit the airfield at the nearest practical gate.

10. VEHICLE MAINTENANCE

No person shall repair any mechanical defect to a vehicle on the Air Operations Area except those minor repairs required for removing a disabled vehicle to a proper location.

11. PARKING (A.O.A.)

- a. No vehicle may be parked in a T-hangar or tie-down area so as to obstruct the movement of aircraft or other vehicles. Airport Management reserves the right to remove and store, at the owner's expense, any vehicle which is parked on the Air Operations Area in violation of these Rules and Regulations. The vehicle shall be subject to a lien for the cost of removal.



- b. No person shall park any motorized ground equipment or vehicle near any aircraft in such a manner so as to prevent it or other ground equipment or vehicle from being readily driven or towed away from the aircraft in case of an emergency. Ramp equipment shall be parked in designated storage/staging areas when not in use and shall not be left unattended outside of these designated storage/staging areas.
- c. No vehicle shall be parked or positioned in such a manner that the vehicle creates a hazard or otherwise interferes with the safe and efficient flow of aircraft.
- d. Private vehicles, including courtesy cars, shall not be parked or left unattended on the Transient Parking Areas.
- e. Only those fuel trucks and other ramp support vehicles that are either being manned or are being used for direct support of transient operations are allowed on any Transient Parking Area. All vehicles not in use or not needed must be parked outside of the AOA and in designated vehicle parking areas.

12. BICYCLES

Bicycles are only allowed by adults 18 years of age and over. Bicycles operating on the ramp and Taxiway will comply with all rules and regulations applicable to motor vehicles. Adequate reflectors shall be used on all bicycles; and bicycle travel is prohibited from sunset to sunrise.

13. ACCIDENT INVESTIGATION

Officers of the City of Burns Police Department and/or Oregon State Police may investigate accidents that occur on any part of the Airport and may gather evidence for the purpose of determining if any violation of a law or an ordinance contributed to the occurrence of such accident.

14. AIRFIELD ACCESS

Only one vehicle at a time shall access any portion of the AOA via an airfield gate unless the subsequent vehicle(s) and person(s) is/are under escort at all times while on the AOA. The user must ensure the vehicle gate completely closes prior to leaving; there shall be no unauthorized vehicles or pedestrians allowed to follow through an open gate. Vehicles exiting the AOA through an airfield gate shall, upon exiting, stop and close the gate completely prior to departing the area.

15. FUELING TRUCK PARKING

Aircraft refueling trucks are restricted from long-term parking on the aprons and taxiways. Please contact Airport Management for a permitted parking space.

5. SECTION FIVE – Airport Security

1. RESPONSIBILITY



Airport Management exercises the authority for the issuing of access media and keys. Access keys may be issued to airport tenants, sub-tenants, employees, contractors or to owners and operators at Burns Municipal Airport.

- a. Each Airport tenant holding a lease of Airport premises shall be responsible for ensuring that all gates on such premises remain closed and locked except when in actual use and/or under conditions which will provide access by authorized persons only. Each Airport tenant shall be held accountable for the use of the gates by their respective sub-tenants and employees.
- b. All persons authorized and provided access to the Air Operations Areas, shall be responsible for the same.
- c. All tenants, sub-tenants, employees, and other persons, who have been issued keys, shall surrender same to Airport Management upon demand.

2. TRESPASS

Any person or persons not authorized to be on airport property, other than those who have been given permission by Airport Management or are being escorted by an authorized person who is able to produce evidence of such authorization, shall be subject to eviction and/or arrest by law enforcement.

3. SECURITY VIOLATIONS

Any individual violating security regulations or procedures is subject to removal from Airport property, denial of future access or use and responsible for payment of any related fines issued to that individual or the Airport.

4. FIREARMS, EXPLOSIVES, OTHER WEAPONS

Individuals are allowed to carry exposed firearms while visiting the City owned and common space areas of the Burns Municipal Airport; however, Airport Management has the authority to require any individual to stow said firearm at any time. Use of firearms is strictly prohibited, except by law enforcement personnel or by the permission of Airport Management. No person shall carry any explosives, incendiary devices or other dangerous weapons (besides firearms) on the Airport at any time. All federal and state regulations or restrictions regarding the transport of firearms apply.

6. SECTION SIX – Fire and Safety

1. GENERAL

All persons employed or conducting activities at the Airport shall always exercise a reasonable degree of safety to personnel or property. Airport Management, City of Burns Fire Department, law enforcement, or designees will make periodic inspections of all premises, buildings, structures, and hangars to ensure compliance with these Rules and Regulations.

2. SMOKING



No person shall smoke within 50 feet of a refueling or defueling process of aircraft or ground vehicles, in any posted no smoking area, or in any public building or vehicle. The State of Oregon prohibits smoking within 10 feet of any doorway.

3. OPEN FLAMES AND FIRES

No person shall start any open fires of any type, including welding, without the permission of Airport Management. Approved equipment used in the line of work is excluded.

4. FLAMMABLE MATERIALS

With the exception of approved fuel storage facilities and aircraft fuel tanks, no person shall keep, store or discard any flammable liquids or gasses, signal flares, explosives, poisons, radioactive or similar materials at the Airport unless otherwise specifically approved by Airport Management.

5. WASTE DISPOSAL

All waste material such as papers, garbage, etc. shall be removed from the Airport on a regular collection basis not less than once per week. Tenants and Airport users will obey all applicable City ordinances regarding trash removal and recycling.

6. DOPING

Doping and finishing processes shall be conducted in open areas or in properly ventilated rooms or buildings used for such.

7. FIRE EXTINGUISHERS

No City fire extinguisher or fire protection system shall be tampered with or used except in case of a fire. Airport Management must be notified immediately when any extinguisher system has been used. Tenants and/or lessees shall supply and maintain adequate and readily accessible fire extinguishing devices.

8. TAMPERING

No City-owned Airport machinery or equipment, including blower motors, thermostats, heater valves, water supply devices, sprinkler valves, shall be tampered with at any time. Only authorized City employees or officials shall turn heaters or other HVAC equipment on and off in public areas or operate any other Airport equipment.

9. REPORTING FIRE

Any person observing any unattended or uncontrolled fire must immediately notify Airport Management or if unable to do so in a timely manner, call 911.

10. WEED CONTROL



Hangar owners are responsible for clearing weeds and dried grass from their leasehold property. If weeds and dried grass are not removed, Airport Management may elect to accomplish the clean-up and charge the hangar owner.

7. SECTION SEVEN – Employee, Tenant, and Public Parking

1. GENERAL

The City shall establish public parking areas at the Airport. Vehicles and equipment shall not be parked on the Airport other than in the locations and under conditions as may be specified by the City or Airport Management.

2. FEES

The City may establish hourly, daily, weekly, and monthly parking area fees or any other kind of fee, as deemed appropriate, for motor vehicles of any and all types were not provided for in lease agreements.

3. REMOVAL OF ILLEGALLY PARKED VEHICLES

Any vehicle found parked over 30 days in any parking area or in a non-parking area or in violation of any provision of these Rules and Regulations or other law, may be ticketed and removed at the direction of Airport Management, or the City of Burns Police Department or Officers, to any garage or other storage area designated by Airport Management, and shall be at the owner's expense and without liability to the City for any damage which may result in the course of such removal. Such removal shall be deemed the abatement of a nuisance or security violation and at the risk of the owner. Before any removal from the storage area of such vehicle, the owner or operator thereof shall pay the towing and storage charges to the towing company.

4. PARKING PASSES

Parking passes shall be issued by Airport Management for long-term parking and in the event of extended heavy use of the public parking lots. Vehicle parking must have a form on file in the airport office stating it is aviation related, have a visible pass indicating the airport has the vehicle owner's contact information on file, and vehicles must be maintained and operable with a spare key in the airport office. The parking pass will entitle the holder to park their vehicle near the terminal, at the direction of Airport Management. Passes may be revoked by Airport Management at any time.

8. SECTION EIGHT – Fees, Rates and Charges, Hangar Use, and Environmental Compliance



1. LEASE RATES AND RATES & CHARGES POLICY

- a. The city will not discriminate against any tenant, prospective tenant or airport user on the grounds of race, creed, color, national origin, gender or sexual orientation.
- b. Rates charged will be in accordance with those rates already in existence for other tenants who provide like services. On no account will the city provide preferential treatment to one tenant over another. However, newly established rates can be charged to new lessees, and these new rates will apply to existing leases when they are renewed or as authorized within the context of the lease agreement.
- c. Rates charged for aeronautical and non-aeronautical land use can be adjusted each year by the previous year's Consumer Price Index for all Urban Consumers (CPI-U). The current aeronautical and non-aeronautical land lease rate will be published and available at City Hall, Burns, Oregon.
- d. It is the goal of the Airport to be as self-supporting as possible, in accordance with FAA Airport Grant Assurances. The system of rates and charges is developed to reflect fair compensation for the use of the facility by all users (current rates are available at City Hall, Burns, Oregon.)

2. TIEDOWN FEES

Tiedown and parking-area rental fees shall be, from time to time, updated by the City Council of Burns, Oregon. Rules and regulations for tie-down areas and enforcement thereof shall be as established by Airport Management.

3. NONPAYMENT OF FEES

Airport Management may detain or place a lien on aircraft, vehicles, or property for nonpayment of storage, airport service, parking, fuel expenses or other fees.

4. FUEL FLOWAGE FEES

Burns Municipal Airport charges commercial aviation entities a per-gallon fuel flowage fee for any fuel transferred that is not purchased directly from Burns Municipal Airport. The vendor shall provide to the Airport for calculation of per-gallon fee charges a copy of its fuel-flowage report and the number of gallons. The current fuel-flowage fee will be published and available at City Hall, Burns, Oregon.

5. WAIVERS

The City may from time to time waive and/or adjust all fees for the Airport. A written request must be made to the City Manager and written approval from the City Manager must be made prior to waving any fees.

6. PERMITS, AGREEMENTS & LEASES

a. COMMERCIAL ACTIVITY

All commercial operators conducting activities of any type on Burns Municipal Airport property or using Burns Municipal Airport property as a base of operations shall notify Airport Management of such activity by providing proof that the



company is licensed to do business in the State of Oregon. Activities approved by license, agreement or lease shall be restricted to the activities specifically described in the license, agreement, or lease.

In the event the Airport agrees to an activity for which there is not an appropriate agreement or lease, Airport Management will make a recommendation to the City Manager for the terms, conditions, and rates.

b. LEASE ASSIGNMENTS

If any of the non-commercial hangar land lessees propose a commercial operation, then they will be required to fill out and complete a new lease application and have the commercial operation reviewed by the City Manager and approved or denied by the City Manager. A lease assignment fee of \$25 will be paid to the airport prior to consideration by the City Manager.

All hangars require a hangar lease agreement to include contact information, registration number(s) of aircraft to be housed in the hangar, a proposed aeronautical use statement, and must be reviewed and approved by Airport Management.

Non-commercial lease agreements will require the following:

- The name of the hangar owner, including those authorized to execute documents if transferred to a corporation.
- The address of the hangar owner
- The telephone number of the hangar owner
- An e-mail address, if available, for the hangar owner
- Two contacts to assist in finding the hangar owner if they move and the post office is no longer forwarding their mail.
- The N number(s) of all aircraft to be stored in the hangar.
- If no aircraft is presently owned, a written plan on when and how aircraft are to be stored in the hangar (e.g., a plan to build a home-built aircraft, a plan to purchase an aircraft by a certain date, or a plan to rent the hangar for aircraft storage until an aircraft is purchased).
- An acknowledgement that the hangar is to be used primarily for aeronautical purposes.
- Proof of liability insurance.

c. AIRPORT CONSTRUCTION AND OBSTRUCTION CONTROL

No person shall commence any construction project on Airport premises without first obtaining written permission from the City Manager and without strict compliance and adherence to the safety specifications and direction of Airport Management. City Staff will review all requests for building permits and approve or disapprove on the basis of the current Airport Master Plan, the current FAA approved Airport Layout Plan, and the potential benefit to the public and the aeronautical community. Construction shall not begin until the FAA has approved aeronautical review through the FAA form 7460-1 process.

d. REMOVAL AND IMPOUNDMENT OF PROPERTY



Airport Management may remove from any area of the airport, including any leased premises, any aircraft, motor vehicle, or other property which causes or constitutes, or reasonably appears to cause or constitute, an imminent or immediate danger to the health or safety of the persons using the airport. The expense of such removal and any storage fees shall become a lien chargeable to the owner and/or operator of such aircraft, motor vehicle or other property.

e. ABANDONED/DERELICT AIRCRAFT

No person may abandon an aircraft on the Airport, nor allow an aircraft parked on the Airport, from becoming derelict or a hazard to other airport users. If the owner of an aircraft which appears to be abandoned or derelict cannot be contacted, a notice shall be placed on the aircraft stating that the aircraft must be moved from the parking ramp within six weeks, or the aircraft will be impounded and removed at the sole risk and expense of the aircraft owner or operator.

7. USE OF HANGARS

Hangars are intended to be used primarily for aeronautical purposes.

- a. Each Hangar owner shall annually report the N number of each aircraft stored in their respective hangar.
- b. A limited amount of personal property of the aircraft owner may be stored in the hangar, so long as the primary use of the hangar is for aircraft storage and ingress and egress of aircraft is not impeded at any time.
- c. The personal property of anyone other than the aircraft owner is not permitted to be stored in the hangar.
- d. Hangars may be rented for aircraft storage, and the airport must be notified of the N number of the aircraft being stored and of the contact information for the aircraft owner or primary user of the aircraft.
- e. Hangars may be used for crew rest or use by Part 121 and Part 135 air crews on standby or alert to fly. Crew rest is not intended as crew quarters for pilots beyond a 24-hour period.
- f. Proof of liability insurance must be given to the City Manager.
- g. Annual hangar inspections will be conducted to ensure hangars are being used primarily for aeronautical purposes, safety, and airworthy aircraft. All exception requests must receive approval from Airport Management.
 - i) Consistent with 14 CFR Chapter I [Docket No. FAA 2014-0463] FAA Policy on the Non-Aeronautical Use of Airport Hangars, as amended Unairworthy Aircraft shall not be permitted in hangars or ramp aprons unless an approved, and agreed upon by Airport Management, progressive inspection schedule with the intention of completing or restoring the aircraft to an airworthy condition as defined by the FAA is on file with Airport Management.
 - ii) Hangar Lessee must produce current records documenting successful completion of a required annual airworthiness condition inspection conducted by an inspector certified by the FAA. Airport Management may, at any time, require an Aircraft Owner/Hangar Lessee to demonstrate that the stored aircraft is airworthy. An Aircraft Owner/Hangar Lessee must produce the required documentation within ten (10) days of the date that Airport



Management requests such demonstration. Storage of an aircraft in a Hangar that does not comply with the airworthy standard, or the Lessee's failure to submit appropriate documentation when requested by Airport Management, may, in the sole discretion of the City Manager, result in termination of the Hangar Lease. Aircraft that are not airworthy shall be removed from the Hangar as provided in these Rules and Regulations and the Lease terminated.

8. NON-EXCLUSIVE RIGHTS

Nothing herein contained shall be construed to grant otherwise or authorize the granting of an exclusive right, except as to the areas to be occupied by the Permit Holder, Agreement Holder, or Lessee, which areas shall be for the Permit Holder, Agreement Holder, or Lessee's exclusive use.

9. ENVIRONMENTAL COMPLIANCE

- a. No person shall cause or allow non-allowable storm water and non-storm water discharges to be released to the storm water system, or any Hazardous Material to be released to the storm-sewer system except as specifically permitted under the Clean Water Act (33 USC & 1251 et seq.).
- b. Washing of Aircraft: Wastewater from aircraft-washing operations shall be disposed only in accordance with all applicable local, state, and federal environmental rules and regulations.
- c. Aircraft Repairs and Painting: Aircraft shall be stored and major repairs which would require a sign-off by an A&P mechanic shall be made only on leased sites where specifically permitted. Aircraft repair work may be performed on ramps or aprons only with the prior permission from Airport Management. Spray painting will only be conducted in facilities designated for this purpose.

9. SECTION NINE – Violations, Penalties, and Fines

1. GENERAL

Any person, firm, corporation or other party violating any provision of these Rules & Regulations shall be deemed guilty of an offense and shall be subject to a fine not exceeding \$250.00. Such fine shall apply for each violation and shall apply for each week that such violation continues.

Subsequent offenses are subject to additional fines as stated above and banishment from use of the airport and its facilities.

In addition to other penalties, City of Burns may institute any appropriate action or proceeding against any person, firm, corporation or other party violating the Rules & Regulations or Law.

2. ENFORCEMENT AUTHORITY



Law Enforcement officers and Airport Management have the right and power to enforce any and all regulations contained therein. Such persons shall have the power to issue citations for such violations.

10. SECTION 10 - Definitions

1. **AIR OPERATIONS AREA (AOA).** The Air Operations Area includes any part of the airport used or intended for use in landing, takeoffs, or surface maneuvering of aircraft. The Air Operations Area of the Burns Municipal Airport is divided into three areas:
 - a. **RUNWAYS AND TAXIWAYS.** This area includes paved runways (12-30) and (03-21) respectively, and all connecting and parallel taxiways.
 - b. **BLM SEAT BASE.** This area consists of BLM SEAT BASE leased land and is located to the west of the main Terminal Building and is restricted to BLM-contractors.
 - c. **GENERAL AVIATION AREAS.** All remaining areas on the airport used for maneuvering or parking of general aviation aircraft.
2. **AIRCRAFT.** The term "AIRCRAFT" means a civil, military, or public contrivance invented, used, or designed to navigate, fly, or travel in the air.
3. **AIRMAN.** A gender-neutral term for a civilian or military pilot, aviator or aviation technician.
4. **AIRPORT.** All land and improvements located within the geographical boundaries of the Burns Municipal Airport, Burns, Oregon. Airport can also mean the airport owner (City of Burns) or its designated representative.
5. **AIRPORT SECURITY PLAN (ASP).** The Transportation Security Administration regulates airport security. In the future, if an ASP is required the Airport will adopt a plan acceptable to TSA and City of Burns.
6. **AIRWORTHY.** An aircraft with a type certificate (TC) is airworthy when it conforms to its U.S. TC and is in a condition for safe operation. A non-type-certificated aircraft is airworthy when it is in a condition for safe operation. Airworthiness means the condition of an aircraft as defined by FAA Regulations and FAA Orders.
7. **AUTO GAS.** Any fuel designed and manufactured to be used in automobiles, also called "Mogas", as opposed to "AVGAS," which is designed and manufactured to be used in aircraft.
8. **COMMERCIAL AIRCRAFT OPERATION.** The operation of an aircraft for hire, lease, charter or flying lessons involving remuneration.



9. **DERELICT AIRCRAFT.** An aircraft that is not in active restoration, construction, or maintenance or does not have a current Registration and Airworthiness Certificate (FAA Form 8100-2) or a Special Airworthiness Certificate (FAA Form 8130-7).
10. **ENVIRONMENTAL LAWS.** All Federal, State and Local laws relating to environmental matters.
11. **FAA.** Federal Aviation Administration
12. **FAR.** Federal Aviation Regulation
13. **F.O.D.** Foreign Object Debris that is potentially hazardous to aircraft operation.
14. **GENERAL AVIATION (GA).** That segment of aviation which includes all aircraft except the military and commercial air carriers.
15. **HAZARDOUS MATERIALS.** Any material as defined on applicable Federal, State and Local environmental laws.
16. **LARGE AIRCRAFT.** Aircraft with a certified gross weight in excess of 12,500 pounds.
17. **MOTOR VEHICLE.** Any self-propelled vehicle other than aircraft.
18. **MOVEMENT AREA.** The runways, taxiways and other areas of an airport which are used for taxiing or hover taxiing, air taxiing, takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas.
19. **PERSON.** Any individual, firm, partnership, corporation, company, association, joint stock association or body political, and includes any trustee, receiver, assignee of similar representatives thereof.
20. **RAMP.** An area designated as an apron or ramp, and used for the parking and maneuvering, loading and unloading, and servicing of aircraft.
21. **RSA.** Runway safety area.
22. **T-HANGAR.** Hangar Storage facilities for small aircraft.
23. **TIEDOWNS.** Designated aircraft parking apron areas with accommodations for securing aircraft to the ground with rope, chain, or cable.
24. **TRAFFIC PATTERNS.** The rules and regulations prescribed by the Federal Aviation Administration and Burns Municipal Airport regulating the takeoff, landing, and taxi procedures at the Airport.



25. TSA. Transportation Security Administration

26. VEHICLES. Every device in, upon, or by which a person or property is or may be transported or drawn upon a highway, field, or woodland.

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BURNS MUNICIPAL AIRPORT

70346 Terminal Way

Burns, OR 97720

airport@cityofburnsor.gov

541-589-0597

Key People & Numbers:

Airport Manager – Brenda Engebretson cell: 503-589-5957

Airport Office – 541-573-6139

Airport Cell – 541-589-0597

Airport Committee Chair text: 541-936-0072

email: hsmith@cityofburnsor.gov

Burns City Hall – 541-573-5255

Fire Department – Non-Emergency 541-573-2320

Police Department – Non-Emergency 541-573-6781

Non-Emergency Dispatch – 541-573-5156

Local Operating Rules:



1. Check in with Airport Personnel or EMAIL to provide tail number, company name, on-airport main person contact name and phone number, billing point of contact and phone number, and address.
2. If supplying your own fuel truck, log the amount of fuel pumped from the truck to your aircraft on the ***included Fuel Flow Accounting form***, and EMAIL the completed form ***at the end of each week*** (to ensure timely invoicing) ***or before your final departure (note: it is a City resolution that the vendor must pay a \$0.25 per gallon fuel flowage fee for all fuel that flows on airport property that is not purchased directly from the airport.)***
3. Notify Airport Management of all fuel spills greater than five gallons.
4. Clean all trash and debris from your areas prior to departure, or prior to redeployment. Prevent FOD!
5. Comply with local traffic patterns to avoid conflicts and announce activities on Unicom Frequency 122.8.
6. Aircraft are discouraged from flying over hangars at an altitude of less than 300 feet AGL. Please follow posted traffic patterns.
7. Aircraft (fixed-wing and rotor-wing) and fuel truck and/or maintenance truck/trailer parking ***outside of BLM leased area*** is \$25 per day. Use the attached ***Tie-Down Accounting form*** to document your date(s) and EMAIL the completed form ***at the end of each week*** (to ensure timely invoicing) ***or before departing***. The Airport invoices the aircraft owner. Reimbursements between contracting agency and contractor or the sole responsibility of those two parties, and not the responsibility of the airport.
8. One RV space is available and to be used for temporary fire contractor housing at a rate of \$75 per night and is first-come, first-served. Water and sewer hookups are included with this fee.
9. Terminal Lobby is primarily for General Aviation pilots. Terminal lobby must be vacated upon arrival of a private, general aviation pilot. Please limit your use of this area to ensure we are able to accommodate the needs of others. If using the terminal please keep all areas clean and EMAIL airport personnel of any needs.



10. Refueling on main apron is prohibited within 100 feet of ANY building, including hangars.
11. Helicopters and/or SEAT planes can be parked in designated spots only.
- Aircraft are discouraged from flights over hangars.
 - Hover-taxi and departures allowed along Taxiway A only.
 - No hover-taxi on access lanes between hangar rows.



Overflow Parking Areas



Flowage Fee Tracking

BURNS MUNICIPAL AIRPORT

70346 Terminal Way

Burns, OR 97720

airport@cityofburnsor.gov

Tail Number: _____

Company Name: _____

On-Airport main person: _____

contact name

phone number

Billing Point of Contact: _____

contact name

phone number

Billing Address: _____

***Applies to all fuel pumped into any aircraft or vehicle that is not supplied by
BNO***

Date	Gallons Pumped	Flow Fee Rate	Total
		X \$0.25/gallon	
		X \$0.25/gallon	
		X \$0.25/gallon	
		X \$0.25/gallon	
		X \$0.25/gallon	



		X \$0.25/gallon	
		X \$0.25/gallon	
TOTALS		X \$0.25/gallon	

Signature _____

Tie-Down Tracking

BURNS MUNICIPAL AIRPORT

70346 Terminal Way

Burns, OR 97720

airport@cityofburnsor.gov

Tail Number: _____

Company Name: _____

On-Airport main person: _____

contact name

phone number

Billing Point of Contact: _____

contact name

phone number

Billing Address: _____

Applies to all fuel pumped into any aircraft or vehicle that is not supplied by BNO

Date of Arrival	Date of Departure	Tie-Down Rate	Total



TOTALS			

Signature _____

CITY OF BURNS
RESOLUTION NO. 26-817
A RESOLUTION ADOPTING A MASTER FEE SCHEDULE FOR THE 2026-2027 FISCAL YEAR

WHEREAS, THE City of Burns charges various fees for services that need to be reviewed periodically; and

WHEREAS, a master fee schedule is a best practice for local governments; and

WHEREAS, a master fee schedule can be reviewed annually at the budget time to make adjustments comprehensively; and

WHEREAS, the Burns City Council desires to amend and adopts fees annually by resolution.

NOW, THEREFORE, BE IT RESOLVED, by and through the Burns City Council, the adoption of the attached fee schedule as amended.

APPROVED, ADOPTED, AND MADE EFFECTIVE by the Burns City Council on this 28th day of January, 2026.

Brad Erbe, Mayor

ATTEST:

Tiffany Leffler, City Clerk

	A	B	C	D
1				
2		City of Burns Master Fee Schedule		
3	Resolution 26-817 Approved, Adopted, and Made Effective January 28, 2026			
4				
5	Explanation of Fee (What is it for?)			
6	Administration			
7	Records Request 8.5 x 11 Per Page		\$	1.00
8	Records Request 11 x 17 Per Page		\$	1.25
9	Records Request Certified		\$	5.00
10	Records Request (Flash Drive)		\$	30.00
11	Records Request (DVD)		\$	15.00
12	Records Request for Sound Recording		\$	10.00
13	Fax Per Page (15 pages Max)		\$	1.00
14	Attorney Fee for Public Records Review (If applicable)			Actual Cost
15	Records Request Additional Charges if City Ops Disrupted			Actual Cost
16	NSF Fee		\$	50.00
17	Liquor License Renewal/Special Use Permit		\$	20.00
18	Business License (Business located inside Burns and Hines city limits)		\$	100.00
19	Business License (Business located outside Burns and Hines city limits)		\$	150.00
20	Business License Late Fee (30 days+ past due)		50% of Total Due Added to License Fee	
21	Exceptions to Business License Fees Below:			
22	Accountant (per certified accountant in firm)		\$	100.00
23	Apartment/Duplex (\$5 addition to base fee per unit)		\$	100.00
24	Trailer Parks/RV Parks (\$5 addition to base fee per space)		\$	100.00
25	Commercial Rental (\$10 addition to base fee per unit)		\$	100.00
26	Hotels/Motels (22 rooms or less)		\$	125.00
27	Hotels/Motels (23 rooms or more)		\$	175.00
28	Short-Term House rentals (Vacation home rentals)		\$	125.00
29	Attorney (Per attorney in Firm that practices in Burns)		\$	100.00
30	Physicians (Per perm. physician in Clinic/Hospital)		\$	100.00
31	Veterinarian (Per veterinarian in Clinic/Hospital)		\$	100.00
32	Transient Merchant Application (app. fee applied to permit)		\$	100.00
33	Transient Merchant (Per day)		\$	100.00
34	Transient Merchant (Per month)		\$	500.00
35	Christmas Tree Lot Application Fee		\$	20.00
36	Christmas Tree Lot Season Fee		\$	200.00
37	Card Rooms/Parlors (Per year)		\$	500.00
38	Bars/Taverns/Beer Garden/Night Club (Per year)		\$	175.00
39	Taxi Cab/Other Rideshare Application		\$	150.00
40	Taxi Cab/Other Rideshare (per year/unit) License		\$	100.00
41	Movie/Commercial Production Fee		\$	2,000.00
42	Airport			
43	City Owned Hangar Rent (non-aeronautical use per sq. ft. per month at 2,500 sq. ft.)		\$	0.40
44	City Owned Hanger Rent (aeronautical use per day)		\$	50.00
45	Land Rent (non-aeronautical use per sq. ft. per year. If permanent structure an annual % increase will be negotiated)		\$	0.40
46	Land Rent (aeronautical use per sq. ft. per year)		\$	0.22
47	Tie Down Fee Single Engine		\$	15.00/day or 60.00/ month fo local long term
48	Tie Down Fee Multi Engine		\$	20.00/day or 70.00/month local long term
49	Tie-down Turbo Jet		\$	30.00/day or 70.00/month local long term
50	Tie-down Helicopter		\$	60.00
51	RV Spot Fire Contractor with water/septic hookup (per night)		\$	75.00
52	Courtest Car Rental (per day)		\$	15.00
53	Fuel Flowage Fee (per gallon of fuel that flows, that is not perched directly from Airport)		\$	0.25
54	Fuel Spill Cleanup (per hour, minimum charge of one hour)		\$	100.00
55	After-hours onsite call out fee (per hour, minimum charge of one hour)		\$	50.00
56	Per Statement Late Fee			15%
57	Cemetery			
58	Space (Lot) for Burns or Hines residents (city limits only)		\$	325.00
59	Space (Lot) for non-resident		\$	400.00
60	Perpetual Care for Burns/Hines residents		\$	425.00
61	Perpetual Care for non-residents		\$	450.00
62	Perpetual Care for Old/Catholic section B/H residents		\$	330.00

	A	B	C	D
63	Perpetual Care for Old/Catholic section non-residents		\$	370.00
64	Perpetual Care for Masonic/IOOF section		\$	330.00
65	Perpetual Care for Cremation Lot - Burns Hines residents		\$	125.00
66	Perpetual Care for Cremation Lot - non-residents		\$	175.00
67	Open/Close for Burns/Hines residents		\$	350.00
68	Open/Close for non-residents		\$	450.00
69	Open/Close for Masonic/IOOF section		\$	300.00
70	Filing fee		\$	10.00
71	Cemetery Deed Transfer		\$	100.00
72	Cremation Space for Burns/Hines residents		\$	100.00
73	Cremation Space for non-residents		\$	175.00
74	Cremation Open/Close for Burns/Hines residents		\$	175.00
75	Cremation Open/Close for non-residents		\$	200.00
76	Saturday Service		\$	350.00
77	Service Extending Past 4 p.m.		\$	350.00
78	Animals			
79	Spayed/Neutered Dog Annual License		\$	12.50
80	Non-Spayed/Non-Neutered Dog Annual License		\$	17.50
81	Exotic Animals Annual		\$	20.00
82	Livestock Permit Annual		\$	30.00
83	Livestock Permit Appeal Filing Fee		\$	250.00
84	Stray Animal Impound		\$	220.00
85	Vicious or Aggressive Animal Impound		\$	500.00
86	Police Department			
87	Police Reports (First 10 pages)		\$	15.00
88	Police Reports (each page over 10)		\$	1.00
89	Annual Bicycle License (one time fee per bicycle)		\$	5.00
90	Vehicle Impound		\$	150.00
91	Photo Records		\$	30.00 Plus Actual Cost
92	Fire Department			
93	Burn Permit - Annual (pit/barrel or both)		\$	20.00
94	Outside City Limit Response			Actual Cost
95	Hazmat Response			Actual Cost
96	Command Vehicle Type III		\$	50.00
97	Fire Engine I		\$	200.00
98	Fire Engine II		\$	180.00
99	Fire Engine III		\$	150.00
100	Fire Engine VI		\$	100.00
101	Hazmat Trailer		\$	400.00
102	Ladder Truck Type II		\$	125.00
103	Rescue Vehicle Type III		\$	120.00
104	Support Vehicle Type II		\$	80.00
105	Water Tender Type I		\$	200.00
106	Command Staff		\$	55.00
107	Engineer		\$	35.00
108	Fire Fighter 1		\$	30.00
109	Fire Fighter 2		\$	35.00
110	Volunteer Staff		\$	15.00
111	American Heart Association Heartsaver Course			Fee Per Student
112	General Community In-Person Course, Skills Check Included		\$	35.00
113	Commercial In-Person Course, Skill Check Included		\$	40.00
114	Skills Check Only		\$	30.00
115	AN ONLINE AHA CPR CERTIFICATE MUST BE PRESENTED AT THE TIME OF THE SKILLS CHECK COURSE			
116	THE COST OF THE CARD IS INCLUDED IN THE INITIAL COST OF THE COURSE			
117	American Heart course Heartsaver Completion Card		\$	20.00
118	American Heart Association BLS Course			Fee Per Student
119	General Community In-Person Course, Skills Check Included		\$	40.00
120	Commercial In-Person Course, Skill Check Included		\$	45.00
121	Skills Check Only		\$	30.00
122	AN ONLINE AHA CPR CERTIFICATE MUST BE PRESENTED AT THE TIME OF THE SKILLS CHECK COURSE			
123	THE COST OF THE CARD IS INCLUDED IN THE INITIAL COST OF THE COURSE			
124	American Heart Course BLS Completion Card		\$	6.00
125	American Heart Association First Aide Included Course			Fee Per Student

	A	B	C	D
126	First Aide with CPR Courses (Additional Fee Included in Price		\$	25.00
127	Heart Saver Student Mannuals		\$	4.50
128	BLS Student Mannuals		\$	20.00
129	Stop The Bleed Course			Fee Per Student
130	Stop Bleed Course		\$	10.00
131	Planning Fees			
132	Additional Fee for After-the-Fact Permit		\$	500.00
133	Demolition Permit		\$	250.00
134	Fence Permit Application		\$	75.00
135	Sign Permit Application		\$	100.00
136	Temporary Sign/Banner		\$	No Cost 0.00
137	Building Permit Review/Sign-off for Harney County		\$	975.00
138	Pre-Application (credit towards application if filed within 6 months)		\$	200.00
139	Type I Home Occupation		\$	150.00
140	Type I Land Use Compatibility Statement (LUCS) form		\$	175.00
141	Type I Final Plat Review		\$	300.00
142	Type I final PUD Plan		\$	300.00
143	Type I Other than Above		\$	375.00
144	Type II Adjustment		\$	475.00
145	Type II Other than Adjustment		\$	750.00
146	Within Overlay Zone (i.e, Public Facilities, Floodplain, Steep Slopes, Silvies River Natural Area, Downtown Commercial Core)		\$	Additional 300.00
147	Type III		\$	975.00
148	With Zoning Map Amendment (w/o Comp. Plan Map Amendment)		\$	Additional 1475.00
149	With Preliminary Subdivision Plat or Re-Plat		\$	Additional 925.00
150	With Planned unit Development (PUD)		\$	Additional 825.00
151	With Variance		\$	Additional 500.00
152	Type IV & Type V with Private Interest Request		\$	4,500.00
153	RV Park		\$	1,000.00
154	Manufactured Dwelling Park		\$	3,000.00
155	Wireless Communicaiton Tower Review		\$	1,000.00
156	Grading/Excavation Permit		\$	100.00
157	Code Enforcement			
158	Derelict Structure Fees first 6 months/month		\$	300.00
159	Derelict Structure Fee Months 7 - 12/month		\$	600.00
160	Derelict Structure Fee Months 13 - 18/month		\$	900.00
161	Derelict Structure Fee over 19 months/month		\$	1,200.00
162	Derelict Structure Appeal Fee		\$	350.00
163	Abatement Administrative Fee			\$250.00 or 5% of Actual Cost (whichever is greater)
164	Public Works			
165	Turn-on Fee Water/Sewer (service charge)		\$	50.00
166	Shut-off Fee Water/Sewer (service charge)		\$	50.00
167	Late Fee for Water/Sewer Bill (7days or more past due)		\$	25.00
168	Type A Permits		\$	50.00
169	After Hours/Weekend Service Call		\$	100.00
170	Meter Tampering		\$	50.00
171	Installation Setup/Retrieval Fees/Hydrant Meter		\$	50.00
172	Monthly/Day Use Fee/Hydrant Meter		\$	40.00
173	Consumption Rate/Hydrant Meter		\$	.015 Per Cubic Foot - 1.50/100 Cubic Feet
174	Water Meter Connection Charge 3/4" (inside city limits)		\$	1,600.00
175	Water Meter Connection Charge 3/4" (outside city limits)		\$	2,200.00
176	Water Meter Connection Charge 1" (inside city limits)		\$	2,000.00
177	Water Meter Connection Charge 1" (outside city limits)		\$	2,600.00
178	Water Meter Connection Charge 1 1/2" (inside city limits)		\$	5,800.00
179	Water Meter Connection Charge 1 1/2" (outside city limits)		\$	6,400.00
180	Water Meter Connection Charge 2" (inside city limits)		\$	6,500.00
181	Water Meter Connection Charge 2" (outside city limits)		\$	7,100.00
182	Water Meter Connection Charge 4" (inside city limits)		\$	7,500.00
183	Water Meter Connection Charge 4" (outside city limits)		\$	8,000.00
184	Connection Service Fee		\$	250.00
185	Water/Sewer Deposit		\$	225.00
186	*For current water/sewer rates, refer to current resolution			
187	System Development			

	A		B	C	D
188	Meter Size	Flow Factor	Water SDCs	Sewer SDCs	Total SDCs
189	3/4-inch and 5/8-inch (Standard Residential)	1	\$ 4,317.00	\$ 2,785.00	\$ 7,102.00
190	1-inch	1.4	\$ 6,044.00	\$ 3,899.00	\$ 9,943.00
191	1-1/2-inch	1.8	\$ 7,771.00	\$ 5,013.00	\$ 12,784.00
192	2-inch	2.9	\$ 12,519.00	\$ 8,077.00	\$ 20,596.00
193	3-inch	11	\$ 47,487.00	\$ 30,635.00	\$ 78,122.00
194	4-inch	14	\$ 60,438.00	\$ 38,990.00	\$ 99,428.00
195	6-inch	21	\$ 90,657.00	\$ 58,485.00	\$ 149,142.00