BURNS CITY COUNCIL MEETING

Wednesday, February 11, 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/9020143459Meeting 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 28, 2026 –

VII. New Business –

1. Amie Scott – Baseball Banner Sponsor Program Donation Request
2. Kim Rollins
3. City Council Meeting Discussion – Mayor Erbe

VIII. Old Business

1. Biz Oregon loan for overage on the IE zone
2. Burns Municipal Airport Rules and Regulations

IX. Resolution/Ordinances (Discussion/Action)

1. Resolution No. 26-818 – A Resolution of the City of Burns, Oregon, Adopting Airport Rules and Regulations.

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

XI. Committee Reports (*Discussion*)

1. Cemetery Committee – Councilor Lowe
2. Safety Committee – Councilor Gahley
3. Airport Committee – Councilor Hoke
4. R3 – Undecided
5. URA – Undecided
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: February 5, 2026, at Burns City Hall, Burns Post Office, Harney County Courthouse, City of Burns Website, and City of Burns Facebook Page.

CITY OF BURNS

RESOLUTION NO. 26-818
A RESOLUTION OF THE CITY OF BURNS, OREGON, ADOPTING AIRPORT RULES AND REGULATIONS

WHEREAS, the City of Burns owns and operates the Burns Municipal Airport, which serves the aviation needs of the community and surrounding region; and

WHEREAS, it is in the public interest to ensure the safe, orderly, and efficient operation of the airport for pilots, tenants, visitors and other users; and

WHEREAS, the City has developed a set of airport rules and regulations governing use of airport facilities, aircraft operations, aircraft parking and tie-downs, aeronautical activities, safety standards, user conduct, fees and charges, and enforcement procedures; and

WHEREAS, the Burns Municipal Code authorizes the City Council to adopt resolutions establishing policies and regulations necessary for the proper management of City-owned property;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burns as follows:

1. **Adoption of Airport Rules and Regulations.** The City Council hereby adopts the *Airport Rules and Regulations* attached to this resolution as **Exhibit A** (the "Rules"), which shall govern all users of the Burns Municipal Airport.
2. **Effective Date.** The Rules shall take effect on February 11, 2026(date) and shall remain in effect until amended or repealed by further action of the City Council.
3. **Authority and Enforcement.** The City Manager (or designee) is authorized and directed to implement, administer and enforce the Rules, including informal compliance actions and formal enforcement where appropriate.
4. **Amendments.** The City Council may amend the Rules from time to time by resolution, following whatever notice and hearing procedures the Council deems appropriate.
5. **Reference in Other Documents.** All applicable City contracts, lease agreements, permits and licenses related to airport property and aeronautical activities shall be interpreted and enforced consistent with the Rules adopted herein.
6.

PASSED AND ADOPTED by the City Council of the City of Burns, Oregon on this 11th day of February, 2026.

_____

Brad Erbe, Mayor

ATTEST:

_____

Tiffany Leffler, City Clerk

Exhibit A – Airport Rules and Regulations
(Attach the complete rules document here.)

CITY OF
BURNS
MUNICIPAL
AIRPORT

Rules and Regulations

ADOPTED

Supersedes All Previous Airport Rules & Regulations

Approved and Adopted by the City Council of Burns, Oregon

BURNS MUNICIPAL AIRPORT

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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 VIOLATONS

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.

CITY OF BURNS MUNICIPAL AIRPORT

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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

CITY OF BURNS MUNICIPAL AIRPORT

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 _____

BURNS MUNICIPAL AIRPORT

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 _____