



The City of Newport Airport Committee will hold a meeting at 2:00 P.M., on Tuesday, November 18, 2014, in Conference Room A, of the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder 541.574.0613.

The City of Newport Airport Committee reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the work session and/or meeting.

CITY OF NEWPORT
AIRPORT COMMITTEE MEETING AGENDA
Tuesday, November 18, 2014
2:00 P.M.

- I. Call to Order
- II. Approval of Minutes - October 14, 2014
- III. Priorities for Long-Term Planning
- IV. Minimum Standards
- V. Request for Letters of Interest for Airport Operations
- VI. Update on the USCG Air Facility
- VII. Report on Airport Operations
- VIII. Committee Comment
- IX. Public Comment
- X. Develop Next Agenda
- XI. Adjournment



Spencer Nebel
City Manager
CITY OF NEWPORT
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MEMO

DATE: November 14, 2014
TO: Airport Committee
FROM: Spencer Nebel, City Manager
SUBJECT: November 14 Airport Committee Meeting Agenda Issues

Background:

Discussion on Various Priorities for Reviewing the Long Term Planning

It would be helpful at this point to have the Airport Committee review and prioritize the planning issues that were outlined in the draft airport report provided to the Committee at the August 26, 2014, Airport Committee meeting that included:

1. Commission a survey of similar airports to determine staff levels, budgets, management structure, hours of operation, and other similar issues to help guide the city in these decision for the municipal airport.
2. Complete the review and implementation of the minimum standards for the airport.
3. Determine a long term vision for the airport and develop appropriate goals to move the airport toward to meeting this goal.
4. Reevaluate the role of the Airport Committee in providing advice to the City Council on airport operations.
5. Participate in the task force established by the City Council to examine the regional role of the airport.
6. Work with city staff and planning professionals in working with the FAA to develop a new airport master plan in 2015.
7. Review and update where necessary the business plan for the airport.

The Airport Committee should prioritize and develop a plan for addressing those priority issues over a future time frame.

Minimum Standards

A lot of work has been done on the minimum standards with the last revision of that report being the January 14, 2014 version. It has been indicated that Doug Nebert had made some revisions to these minimum standards at a later point in time. With Doug's passing

we do not have access to this information. I suggest that we utilize the January 14, 2014 version as our point of beginning to address minimum standards for the Newport Municipal Airport. Melisa Román has provided a copy of the Minimum Standards Manual and a copy of the City of Salem's Minimum Standards for your review in a separate email.

Request for Letters of Interest for Airport Operations

Please note that the request for letters of interest for operating the Municipal Airport on a contractual basis will be ready for review by the Airport Committee at the November meeting. Once reviewed and approved, we will be able to discuss issues to determine whether this is a viable management plan for operating the airport in the future.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "S. Nebel", written in a cursive style.

Spencer R. Nebel
City Manager

October 14, 2014

2:00 PM

Newport, Oregon

DRAFT

The City of Newport Airport Committee met on the above date in Conference Room A of Newport City Hall. In attendance were Committee members Jeff Bertuleit (Committee Chair), Thomas Knott, Susan Reese, Mark Watkins, Ralph Grutzmacher, and Ken Brown; committee member Debra Smith and City Council liaison Ralph Busby had previously advised they would not be able to attend. Also in attendance were: City Manager Spencer Nebel, Engineering Technician/Airport Project Director Melissa Román, Airport Operations Manager Lance Vanderbeck, and Committee staff Bob Fuller (Public Works).

- I. Call to order.
The meeting was called to order at 2:00 PM by Committee Chair Jeff Bertuleit.
- II. Approval of August 26, 2014 minutes.
Motion was made and seconded to approve the minutes of the August 26, 2014. The motion passed on a unanimous voice vote.
- III. Announcement of the closure of the USCG air station.
Nebel advised there will be a public meeting with City, County, and Port of Newport officials on Monday, October 20th at 5:30 PM at the community college. He also advised he will be meeting with USCG command personnel from Seattle, and Federal representatives, tomorrow (Wednesday) to further discuss the closure. Nebel encouraged all to write or call their congressional representatives as well. Grutzmacher suggested those interested could "message" the Commandant of the Coast Guard, Admiral Paul Zukunft, on his Facebook page with comments regarding the closure.
- IV. Airport Celebration
The grand re-opening of the airport is slated for October 18th. Nebel advised he did not hear back from FEMA regarding their attendance at the event. Román said all the invited vendors have advised they will be attending. In the event of inclement weather, plans have been made for indoor activities. The official ribbon cutting will be at 11:30 AM.
- V. Update on construction activities
Román provided an update on the construction project, noting it is possible the project will be completed ahead of deadline and under-budget; however, official numbers are not in yet.

VI. Long-range planning process

Nebel said the airport task force process is being postponed until after the elections in November, probably after the first of the year. He referred to seven specific planning issues noted in his memo to the committee (refer to the meeting packet) that the committee should prioritize. Regarding Minimum Standards, he advised we will use the January 2014 document that had been prepared by Doug Nebert, and move forward from that document. He requested the committee start reviewing the document at the next meeting, and work on bringing it to a conclusion. (Fuller will email committee members the document in MS Word format). Bertuleit asked about the Master Plan RFQ process; Román advised she has sent it to FAA for their input and is still waiting for a reply. She hopes to move forward after the end of the year. Grutzmacher suggested using NFPA (National Fire Protection Association) standards for construction since they are updated frequently. Román said she has reviewed this issue with the interim City of Newport Fire Chief Rob Murphy and will continue to do so. Vanderbeck distributed airport operations report for the month of September 2014. (This document was not available at the time the meeting packet was distributed; it is therefore attached to the minutes as information).

VII. Committee Comments

Watkins urged contacting NOAA about relocating their Twin Otter aircraft from Monterey, California to Newport Airport. Nebel said the City wants to pursue the Coast Guard issue first. Grutzmacher asked about T-hangar construction plans as mentioned in the proposed airport business plan. Román said FAA does not currently fund hangar construction; Vanderbeck said there appears to be a demand for additional hangars. Román estimated the cost of ten T-hangars to be around \$500,000 if the project involved engineering costs, prevailing wages, etc. Knott suggested it may be possible to construct hangars for less since FAA would not be involved.

VIII. Public Comments

Jim Shaw asked why the airport construction contractor is not providing the food for the grand reopening event; he noted at the NOAA facility opening the contractor provided food. Regarding the Coast Guard closure, he said when he worked for the Federal government it was not unusual to close the largest tourist draws to get additional funding if needed; perhaps this is the strategy here. Shaw said that, regarding the memorial to Doug Nebert, he (Nebert) had started the flying club and now that the airport has a flying club perhaps this could be brought up at the reopening ceremony, and went on to stress the importance of getting youth involved in flying. Nebel and Román advised there will be several youth-oriented activities and the reopening event.

- IX. Develop next agenda
Business plan, Minimum Standards.
- X. Adjourned at 3:30 PM.

Proposed Minimum Standards for Commercial Aeronautical Activities

Newport Municipal Airport
Newport, Oregon

Draft for Approval by Airport Committee

January 14, 2014 version

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1. Background

FAA Advisory Circular 150/5190---7, dated August 28, 2006, provides guidance regarding the development of Minimum Standards for Commercial Aeronautical Activities (Sections 1.1, 1.2). AC 150 provides instructions on developing minimum standards appropriate to the size and operations at a given airport, supporting safety and equal access to commercial entities. Minimum Standards have been created in accordance with City of Newport Municipal Code 9.40.005, 9.40.025 (A) and 9.40.025(B)(3).

Minimum Standards are intended to help meet the goals of the Newport Airport and promote fair guidelines concerning commercial operations relating to FAA grant assurances. Also to insure public areas, roads, taxiways, runways and aprons remain available and open for public aeronautical use.

Minimum standards are to provide the threshold entry requirements for the airport. The commercial aeronautical operator agrees to offer the described minimum level of services in order to obtain an agreement, permit or lease to operate at the Airport.

The implementation of minimum standards will assist the Newport Airport in the management of the airport by:

- Establishing uniform requirements and their application to all operators.
- Maintaining compliance with federal grant assurances.
- Maintaining the orderly and efficient development of the airport's commercial aeronautical services.
- Ensuring adequate services and facilities by FBO operators to meet the needs of the airport users.

1.1 Definitions

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

(1) Airport --- any and all of the properties owned and controlled by the City of Newport, Oregon, being used as a public airport and located within the boundary of the City of Newport, in Lincoln County, Oregon.

(2) Airport Committee --- The Airport Committee is composed of five individual members. The mayor, the city manager and the airport director shall serve as non---voting ex officio members of the Airport Committee. One member may be a non---resident. Duties include: recommending rules and regulations for the Newport Municipal Airport, recommending

policies governing the use of airport property, reviewing and reporting to the Council on matters referred to it by the Council, making studies or reports relating to the Newport Municipal Airport, and promoting the Newport Municipal Airport.

(3) Airport Director --- The person with the right to exercise all of the authority granted by the City Manager in the physical operation of the Airport for aeronautical purposes and the enforcement or application of these rules in the interests of the Airport users and tenants.

(4) City --- the City of Newport, Oregon as governed by the City Council.

(5) Newport City Council --- elected City officials who comprise the governing body of the City of Newport.

(6) FAA --- the Federal Aviation Administration.

(7) FAR --- the Federal Aviation Regulations, as published by the FAA.

(8) ODA --- the Oregon Department of Aviation.

(9) Commercial tenant – any aeronautical activity with leased or owned space or facilities on Airport grounds.

(10) Aircraft --- any contrivance used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultralight, balloon, or blimp.

(11) Aircraft Owner --- a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.

(12) Based Aircraft --- an aircraft that the owner physically locates at the airport subject to a monthly tie---down, T---hangar, or box hangar tenant fee or lease.

(13) On---Demand Operation --- any operation for compensation or hire as defined in FAR Part 119 for passenger and cargo services.

(14) Aeronautical Activity --- any activity or service conducted at the Airport that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, on---demand operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and aircraft maintenance.

(15) Airframe and Power Plant Maintenance --- the commercial operation of providing airframe and power plant services, which includes any of the following: the repair, maintenance, inspection, construction, modification or alteration to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul.

(16) Commercial Activity --- the conduct of any aspect of a business, concession, operation, or agency in order to provide goods or services to any person for compensation, for---profit or hire. An activity is not considered a commercial activity if the business is nonprofit, charitable, or tax---exempt.

(17) Commercial Operator (Operator) --- a person, firm, corporation, or other entity conducting commercial aeronautical services or activities at the Airport for compensation or hire.

(18) Exclusive Right --- a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred either by express agreement, by the imposition of reasonable standards or requirements, or by any other means.

(19) Flight Instructor --- a person who is properly licensed and certified by the FAA to provide flight instruction.

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

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

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

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

(24) Agreement --- the written agreement between the City and a Person specifying the terms and conditions under which the Person may conduct commercial aviation activities.

(25) Permit -- the annual permit issued by the City to a Person for the execution of commercial aeronautical activities at Newport Municipal Airport.

(26) Person --- any individual, firm, partnership, corporation, company, association, joint stock association, or body politic; and includes any trustee, receiver, assignee, or other similar representative thereof.

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

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

(29) Mobile Service Provider (MSP) --- a person or entity who provides commercial aeronautical services on airport property but does not operate out of owned or leased property on the airport -- a non---tenant commercial operator.

2. Authority for and Purpose of Minimum Standards

2.1 Compliance with Federal Law

The Airport is identified by the Oregon State Aviation Plan as a Class II airport, and it has been developed and improved with Federal Aviation Administration (FAA) Airport Improvement Program (AIP) funds. The adoption of Minimum Standards for the Airport is intended to comply with federal law prohibiting the grant of exclusive rights to use an airport that has received federal funding through AIP funds. The adoption of Minimum Standards is highly recommended by the FAA as a means to comply with federal law and regulations concerning exclusive rights. The FAA does not require the adoption of Minimum Standards. The Newport City Council intends to comply with federal law and in particular with FAA Advisory Circular 150/5190---7 (Minimum Standards For Commercial Aeronautical Activities, August 28, 2006).

2.2 Commercial Activity Authorization

Terms of commercial tenant activity at the Airport shall be outlined in the lease that defines the obligations of the tenant.. Commercial tenant activities may be requested to provide the following information to the City related to their proposed activities:

(1) The impact of the new commercial activity on public safety and convenience. The Airport Administrator will impose conditions and restrictions necessary to ensure safety and to preserve unobstructed traffic patterns and runway approaches.

(2) The amount of space at the Airport, the customary use of the Airport, and the compatibility of the new commercial activity with present and planned development at the Airport.

(3) The degree to which the new commercial activity complies with federal, State and local laws and regulations, including land use regulations.

2.3 Operational Regulations

The Airport Certification Manual (ACM), required for Part 139 operations, provides guidance on airport operations and maintenance of interest to commercial operations at the airport. AIM Section 4.3 specifies airport operations applicable at all U.S. airports. Each commercial operator at the Airport shall abide by these rules and regulations for the safe, orderly, and efficient operation of the Airport.

2.4 Purpose of Minimum Standards

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

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

Minimum Standards are adopted to provide the threshold requirements for those persons desiring to provide commercial aeronautical services to the public at the Airport. The Minimum Standards are based upon the conditions at the Airport, the existing and planned facilities at the Airport, and the current and future aviation role of the Airport.

The prospective commercial operator shall agree to offer the described minimum level of services in order to obtain an agreement, permit or lease to operate at the Airport. All operators are encouraged to exceed the "minimum" in terms of quality of facilities and services.

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

- (1) Establishing uniform requirements and their application to all prospective operators.
- (2) Maintaining compliance with federal grant assurances.
- (3) Maintaining the orderly and efficient development of an airport and the Airport's commercial aeronautical services.

(4) Establishing a consistent level of entry into aeronautical service.

These Minimum Standards are established specifically for the Airport, a Class II airport located within the boundaries of the City of Newport in Lincoln County, Oregon. The Airport is an important component of the State's overall transportation network. The Airport supports economic activity, emergency services, and livability throughout the City and County.

3. Application of Minimum Standards

3.1 General Application Requirements

All commercial aeronautical activities at the Airport shall, as a condition of conducting such activities, comply with all the requirements set forth in these Minimum Standards. The Minimum Standards are deemed to be a part of each tenant's lease, license, permit or agreement, unless any such provisions are expressly waived or modified by the Airport Administrator in writing.

The mere omission of any particular part of these minimum standards in a lease, license, permit or agreement shall not constitute a waiver or modification of the standard unless the document expressly states that the City waives application of that standard.

An airport commercial use permit is required for commercial aeronautical services performed at the airport. See Section 7 for permit information.

3.1.1 Multiple Services

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

3.2 Activities Not Covered by Minimum Standards

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

3.3 Waivers or Modifications

The Airport Manager may waive or modify any portion of these Minimum Standards when it is determined that such waiver is in the best interest of the public and will not result in unjust discrimination against other commercial operators at the Airport.

3.4 Application of Minimum Standards to “through---the---fence” Agreement Operators

The Airport does not currently allow any “through---the---fence” operations.

4. Minimum Standards for Fixed Base Operators

4.1 Primary Aeronautical Services

A Fixed Base Operator (FBO) has the option to also provide any of the following secondary FBO services: flight training, airframe and power plant maintenance, aircraft rental, and aircraft storage/hangars. An FBO may also provide staffed or unstaffed (self--- fueling) aircraft fueling as described in Section 5.6. FBO operations require an annual Commercial Use Permit (with respect to a yet---to---be---defined city business tenant permit process).

Each FBO shall conduct its business and activities on and from the leased/assigned premises in a professional manner consistent with the degree of care and skill exercised by experienced FBOs providing comparable products, services, and activities from similar airports in like markets. Each FBO may subcontract or use third party operators to provide any services. Subcontractors and third party operators shall meet all minimum standards.

4.2 Leasehold Size

4.2.1 Buildings

FBOs are not required to lease or construct a public use terminal building on the leasehold property. Any building will comply with Newport commercial building requirements. If the FBO provides a self---fueling station, it must be readily accessible to customers, and be illuminated for nighttime operations.

4.3 Staffing and Employee Qualifications

4.3.1 Staffing

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

4.3.2 Employee Qualifications

All FBO fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of aviation fuels. The FBO shall develop and maintain Standard Operating Procedures (SOP) for refueling and ground handling operations and shall ensure

compliance with standards set forth in the Uniform Fire Code and FAA Advisory Circular 00---34A, Aircraft Ground Handling and Servicing. The SOP shall address bonding and fire protection, public protection, control of access to the fuel storage area, and marking and labeling of fuel storage tanks and fuel dispensing equipment. The SOP shall be submitted to the Airport Director no later than thirty (30) days prior to the FBO commencing fueling activities.

Additionally, the FBO shall comply with FAA Advisory Circular 150/5230---4A, Aircraft Fuel Storage, Handling, and Dispensing on Airports, Airport rules and regulations, and all other applicable laws related to aircraft fuel handling, dispensing and storage. Each FBO shall obtain all applicable fueling certifications and permits, and receive periodic refresher training as required. The Airport Director and/or the FAA may periodically conduct inspections of the FBO activities and facilities.

4.3.3 Insurance Requirements

Each FBO shall maintain the types and amounts of insurance as specified in the lease, permit, or agreement.

4.4 Primary FBO Services

4.4.1 Fueling

(1) Each FBO must provide the sale and into---plane delivery of ASTM rated aviation fuels, lubricants and other aviation petroleum products. In addition, the FBO shall provide, store, and dispense either 100LL---octane avgas, Jet A fuel or both. All equipment used for the storage and/or dispensing of petroleum products must meet all applicable Federal, State, and local safety codes, regulations and standards.

(2) Each FBO shall provide a stationary fuel storage system that meets all applicable Federal, State and Local regulations and standards. The system shall be designed and operated to meet Air Transport Association (ATA) 103 requirements and the requirements of AC 150/5230---4. The 100LL and Jet A fuel storage tanks shall each be a minimum of five hundred (500) gallon capacity, and the FBO shall also provide mobile or stationary dispensing equipment. Filter equipped fuel dispensers with separate dispensing pumps and meter systems for each grade of fuel shall be provided. All metering devices must be inspected, checked and certified annually by appropriate local and State agencies.

(3) Each FBO shall have a fuel storage system designed in accordance with all EPA regulations including proper fuel spill prevention features and containment capabilities. In addition, each FBO shall provide a current copy of their fuel spill prevention control and countermeasures plan to the Newport Airport. Fuel inventories will be monitored in accordance with current EPA standards and copies shall be provided to Newport Airport. Fuel inventories will be monitored in accordance with current EPA standards and copies shall be provided to Newport Airport when requested.

(4) After receiving prior written permission from the Newport Airport, and FBO may provide self---fueling (card---reader or card---lock) equipment. Self---fueling equipment must be in compliance with State and local building codes and standard fueling equipment requirements.

(5) Each FBO shall conduct the lawful, sanitary, and timely handling and disposal of all solid waste, regulated waste, and other materials including, but not limited to, sump fuel, used oil, solvents, and other regulated waste. The piling and storage of crated, boxes, barrels, containers, refuse, and surplus property is not permitted upon the FBO premises.

(6) Each FBO shall provide an adequate supply of properly located, type, size and operable fire extinguishers and other safety equipment in accordance with the Uniform Fire Code. All fire extinguisher certifications must be current.

4.4.2 Aircraft Line Services

Aircraft line service is not required, however, these services may be provided with a written agreement from Newport Airport.

4.4.3 Pilot Services and Concessions

A FBO is not required to lease or construct a building, but if a FBO operator chooses to do so it shall provide services and concessions inside their main building as approved by the Newport Director.

5. Minimum Standards for Specialized Aviation Service Operations

5.1 General Requirements

As per the definition of Specialized Aviation Service Operations (SASO), a SASO is an aeronautical business that offers a single or limited service. The specific SASO services described in this section are not meant to be an exclusive list of SASO services, but rather to clearly indicate the Minimum Standards that those particular services must meet.

Each SASO operating at Newport Municipal Airport requires an annual Airport Commercial Use Permit.

5.1.1 Compliance

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

5.1.2 Leased Space

Each SASO that requires space or facilities at the Airport shall lease or construct space appropriate to accommodate the services being offered, be accessible to those requiring the service, and be marked with appropriate external signage. Any construction shall be conducted in accordance with city building code.

5.1.3 Responsible Personnel

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

5.1.4 Insurance Requirements

Each SASO shall carry liability insurance appropriate to the commercial activity being conducted and provide evidence of such insurance to the City of Newport in conjunction with its lease, permit, or agreement.

5.2 Flight Training

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

- (1) Employ and make available at least one (1) or more FAA---certified flight instructor necessary to meet the flight training demand and schedule requirements.
- (2) Provide one or more properly maintained and equipped aircraft to accomplish the services offered.
- (3) Provide a facility to conduct a professional classroom teaching and learning environment.

5.3 Avionics Maintenance and Sales

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

- (1) Operate the service in a heated and ventilated office or shop space able to accommodate one (1) aircraft on the Airport.
- (2) Employ and have on duty at least one (1) trained and certified technician.
- (3) Hold the appropriate FAA certificates and FCC licenses required for the types of services offered and keep copy on file with the Airport Director.

5.4 Aircraft Restoration, Painting, and Refurbishing

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

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

5.5 Specialized Flying Services

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

- (1) Employ and make available at least one (1) person who holds a current FAA commercial pilot certificate and medical certificate with ratings appropriate for the operator's aircraft.
- (2) Have established business hours recorded with the Airport Director.
- (3) Own or lease at least one (1) airworthy aircraft.
- (4) If operator performs aerial agricultural applications or other services involving commercial use of chemicals, the operator shall provide a centrally drained and paved area of not less than ten thousand (10,000) square feet for aircraft loading, washing and servicing. This area shall meet all current requirements of State, federal, and local agencies. The agricultural operator shall also provide for the safe storage, handling, and containment of materials and equipment.
- (5) Ensure that pilots and aircraft are in compliance with the Airport Rules and Regulations and Minimum Standards.

6. Mobile Service Providers

6.1 General Requirements

6.1.1 Compliance

Mobile Service Providers (MSP) are non---tenant persons or entities that provide commercial aeronautical services on Newport Airport property. An MSP may provide any aeronautical service and related activities. Examples of MSP's include but are not limited

to: aircraft detailers, flight instructors, airframe and powerplant mechanics, dynamic prop balancers, and mobile oil recyclers. Each MSP performing recurrent services on the field shall provide an annual letter to the Airport Director confirming adherence with the following Minimum Standards.

6.1.2 Responsible Personnel

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

6.1.3 Certification Requirements

Each MSP must hold a current license appropriate to the task being performed and may be requested to provide evidence of such certification to the Airport Manager.

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