

RESOLUTION NO. 2025-48

A Resolution adopting an updated edition of the Airport Minimum Standards for Commercial Aeronautical Activities.

RECITALS:

Whereas, the current March 18, 2023 edition of the Minimum Standards for Commercial Aeronautical Activities requires a review and update after 2 years; and

Whereas, this recommended 2025 update to the Minimum Standards reduces redundant language, provides clarity and removes arbitrary roadblocks to Commercial Activities; and

Whereas, changes in the Aviation Industry have occurred recently necessitating an update to the Minimum Standards for Commercial Aeronautical Activities; and

Whereas, the Federal Aviation Administration ("FAA") has published revised guidance related to Minimum Standards in Order 5190.6B and Advisory Circular 5190.7; and

Whereas, it is in the best interest of the City of McMinnville to operate the McMinnville Municipal Airport in compliance with FAA Regulations, Orders and Advisory Circulars;

Whereas, This 2025 update to the Minimum Standards for Commercial Aeronautical Activities improves clarity, and ensures fair and equal opportunity for commercial activities at the Airport;

Whereas, the Airport Commission has undertaken a public process during the development of this 2025 update to the Minimum Standards for Commercial Aeronautical Activities;

Whereas, the Airport Commission and the Airport Administrator has recommended adoption by the City Council of this update to the Minimum Standards for Commercial Aeronautical Activities.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY of McMINNVILLE, OREGON, as follows:

1. That those certain McMinnville Municipal Airport Minimum Standards for Commercial Aeronautical Activities dated August 12, 2025, attached hereto as Exhibit A, are hereby adopted by the City Council of the City of McMinnville in connection with the operation of the McMinnville Municipal Airport and shall amend in their entirety and replace all earlier versions of such Minimum Standards.
2. That such Minimum Standards shall be published, posted or made available for public use and information in a manner consistent with the requirements of the FAA.

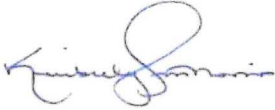
3. This Resolution shall take effect immediately upon its adoption.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 12th day of August, 2025, by the following votes:

Ayes: Geary, Cunningham, Tucholsky, Chenoweth, Peralta

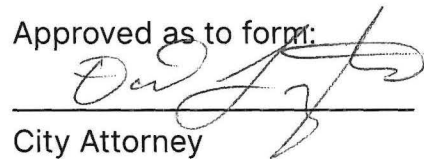
Nays: _____

Approved this 12th day of August, 2025.



MAYOR

Approved as to form:



City Attorney

Attest:

Claudia Cisneros
City Recorder

EXHIBIT:

A. McMinnville Municipal Airport Minimum Standards for Commercial Aeronautical Activities

Exhibit A

Minimum Standards for Commercial Aeronautical Activities McMinnville Municipal Airport McMinnville, Oregon

**Adopted by City Council
August 12, 2025**

Table of Contents

Section 1 Definitions	4
1.1 Definitions	4
Section 2 Authority for and Purpose of Minimum Standards	9
2.1 Compliance with Law	9
2.2 Commercial Activity Authorization	9
2.2.1 Application Procedures	9
2.3 Operational Regulations	9
2.4 Purpose of Minimum Standards	9
Section 3 Applicability of Minimum Standards	10
3.1 General Requirements	10
3.1.1 Multiple Services	10
3.2 Activities Not Covered by Minimum Standards	10
3.3 Waivers or Modifications	10
3.4 Applicability of Minimum Standards to “Through-the-Fence” Agreement Operators	11
3.5 Minimum Standards Review, Revisions and Amendments	11
3.6 Enforcement	11
Section 4 Business Operations	11
4.1 Employee Conduct and Customer Service Emphasis	11
4.2 Management Control and Supervision	11
4.3 Personnel Training and Certification	11
4.4 Interference with Utilities	11
4.5 Insurance	12
4.6 Airport Security	12
Section 5 Minimum Standards for Fixed Base Operators (FBO) and Specialized Aviation Service Operators (SASO)	12
5.1 FBO and SASO - Aeronautical Services	12
5.2 Facility Requirements	12
5.2.1 Leasehold and Rented Property	12
5.2.2 Vehicle Parking	12
5.2.3 Aircraft Parking	12
5.2.4 SASO Exceptions	12
5.3 Hours of Operation	13
5.3.1 FBO or SASO Providing Fueling Services	13
5.4 Staffing and Employee Qualifications	13
5.4.1 Staffing	13
5.4.2 Employee Qualifications	13
5.5 Primary Commercial Services	13
5.5.1 Commercial Operators (FBO or SASO) Providing Fuel	14
5.5.2 Pilot Services and Concessions	14
5.5.3 Aircraft Line / Ramp Services	14

5.6 Secondary Commercial Services	14
5.6.1 Airframe and Powerplant Maintenance.	14
5.6.2 Flight Training	15
5.6.3 On-Demand Operations	15
5.6.4 Specialized Flying Services	15
5.6.5 Aircraft Rental	16
5.6.6 Avionics Maintenance and Sales	16
5.6.7 Aircraft Storage and Hangars	16
5.6.8 Aircraft Sales	16
5.6.9 Aircraft Restoration, Painting, and Refurbishing	17
5.6.10 Commercial Skydiving.	17
Section 6 Specialized Aviation Service Operations (SASO)	17
6.1 General.	17
6.1.1 Compliance	17
Section 7 Mobile Service Providers	17
7.1 General Requirements	17
7.1.1 Compliance	17
7.1.2 Responsible Personnel	18
7.2 Mobile Service Aircraft Maintenance	18
7.2.1 Mobile Service Maintenance Standards	18
7.2.2 General Aviation Mobile Service Maintenance Provider	18
7.2.3 Permitting and Insurance Requirements	18
7.2.4 Permitting Requirements.	19
Section 8 Fueling	20
8.1 Authorization Requirements	20
8.1.1 Equal Compliance with Standards	20
8.2 Self-Service Fueling	20
8.3 Fuel Storage and Dispensing Equipment	20
8.4 Environmental Compliance	21
8.5 Reporting Requirements	21
Section 9 Appeals	21
9.1 Appeal Process	21
9.1.1 Timing of the Appeal	21
9.1.2 Form of the Appeal	21
9.1.3 Filing of the Appeal	21
9.1.4 Appeal Review	21

Section 1 Definitions

1.1 Definitions

Nothing in these Standards shall be construed to mean that the City intends to permit any violation of any federal or state law. All words and phrases used in these Standards shall use the meanings and definitions as contained in the FAA's Pilot's Handbook of Aeronautical Knowledge, ORS Chapter 836.005, and the McMinnville Municipal Code Title 11, unless additional information is required. Additional definitions specific to these Standards are listed below. The following terms shall amend or supersede definitions contained in the FAA's Pilot's Handbook of Aeronautical Knowledge for these standards and all referenced documents published by the City of McMinnville.

All definitions contained in this section apply to the McMinnville Municipal Airport Minimum Standards, Rules and Regulations, and Leasing Policies and are in addition to the forementioned Federal and State Regulations and McMinnville Municipal Code.

Aeronautical: any operations, activity, maintenance, service, location or area, etc. that may be used by aircraft or in support of aircraft, including UAS or other airborne contrivances.

Agreement: the written document between the City and a Person or Entity specifying the terms and conditions under which the Person or Entity may conduct any activities on the Airport.

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, blimp, unmanned aircraft system (UAS), unmanned aerial vehicle (UAV), or drone.

Aircraft Fuel: all flammable liquids composed for the use in aircraft. This includes Turbine and Piston engines. Examples are Avgas 100LL and Jet-A.

Aircraft Operation: an aircraft arrival at, taxiing on, or departure from, the airport.

Aircraft Owner: a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.

Aircraft Parking and Storage Areas: hangar and apron locations at the Airport designated in the Airport Layout Plan, lease documents, and other areas identified by the Airport Manager for the parking and storage of aircraft.

Aircraft Rental: the commercial operation of renting or leasing aircraft to the public for compensation.

Aircraft Sales: the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

Airframe and Powerplant Maintenance: the commercial operation of providing airframe and powerplant services, which includes any of the following: the repair, maintenance, inspection, construction, modification or alteration to aircraft, aircraft

engines, propellers and accessories including the removal of engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories.

Airframe & Powerplant Instructor: a person who is properly licensed and certified by the FAA to provide Airframe & Powerplant Mechanic instruction for the acquisition of an Airframe & Powerplant Mechanic's license.

Airport: all of the properties owned and controlled by the City of McMinnville, Oregon, being used as a public airport and located in Yamhill County, Oregon, at latitude 45°11'58"N, and longitude 123°08'18"W.

Airport Commission: A City Council appointed body that provides strategic (long term) recommendation as defined in City Ordinance.

Airport Layout Plan: the plan of an airport showing the layout of existing and proposed airport facilities which is subject to FAA approval.

Airport Manager: The individual or individuals designated by the City Manager as having responsibility and authority for the administration, management, and code enforcement of McMinnville Municipal Airport.

Airport Operations Area (AOA): the area of the Airport used for aircraft landing, takeoff, or surface maneuvering, including the hangars, aprons, ramps and fueling facilities.

Avionics Sales and Maintenance: the commercial operation of providing for the repair and maintenance of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.

Based Aircraft: an aircraft which the owner physically locates at the airport for a period of two or more months in any revolving 12 month period, and, whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage.

City: the City of McMinnville, Oregon

Commercial Activity: the conduct of any aspect of a business, concession, operation, or agency that provides goods or services to any person regardless of compensation, profit, non-profit, charity or any tax status.

Commercial Operator (Operator): a person, firm, corporation, or other entity conducting commercial aeronautical services or activities at the Airport. Non-aeronautical services are subject to the applicable City regulations.

Exclusive Right: a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right.

Exclusive Rights are not permitted at the McMinnville Municipal Airport

FAA: the Federal Aviation Administration.

Fixed Base Operator (FBO): a commercial operator providing two (2) or more aeronautical services. A primary FBO is the entity that provides fuel to the flying public, as well as having two or more aeronautical services.

Flight Instructor: a person who is properly licensed and certified by the FAA to provide flight and ground instruction for the acquisition of a pilot's license.

Flight Training: the commercial operation of instructing pilots in dual and solo flight in any aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots' certificates and ratings.

Flying Club: a non-commercial and nonprofit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club owners on a pro-rata share, and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.

Fuel Handling or Fueling: the transportation, sale, delivery, dispensing, or draining of fuel or fuel waste products to or from aircraft.

Fuel Farm or Fuel Storage Area: any portion of the Airport designated temporarily or permanently by the Airport Manager as an area in which aircraft fuel or any other type of fuel may be stored or loaded.

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

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

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

McMinnville City Council: seven elected City officials (including the Mayor) who comprise the governing body of the City of McMinnville.

Minimum Standards: the qualifications or criteria established by the McMinnville 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.

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. MSPs shall meet all license and insurance requirements for the same level of activity placed on FBOs and SASOs that are located on the airport.

ODA: the Oregon Department of Aviation.

On-Demand Operation: any operation for compensation or hire as defined in FAR Parts 119 and 135.

Permit – administrative approval issued by the Airport Manager to a Person to conduct a commercial aeronautical activity and provide such services to based and transient aircraft only from facilities and locations where such services are authorized.

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.

Road or Roadway – any street or road, whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

Self-Service Fueling: fueling an aircraft by the pilot using fuel pumps installed for that purpose. The fuel facility may or may not be attended by the owner/operator of such a facility. The use of this type of facility is not considered to be self-fueling.

Specialized Aviation Service Operation (SASO) – a commercial aeronautical activity that offers a single or limited service. An SASO that provides fuel services may also provide ramp services.

Sublease: the written agreement stating the terms and conditions under which a third-party person leases space from a Lessee for the purpose of providing aeronautical services at the Airport.

Taxilane: the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage hangars.

Taxiway: a defined path established for the taxiing of aircraft to and from the runways and between various parts of the Airport.

“Through the Fence” Operator: a person or entity adjacent to the Airport, who is provided access to airport property for aeronautical operations only.

Vehicle Parking Area: any portion of the Airport designated and made available temporarily or permanently by the Airport for the parking of vehicles.

Section 2 Authority for and Purpose of Minimum Standards

2.1 Compliance with Law

Nothing in these Standards shall be construed to mean that the City intends to permit any violation of any federal or state law.

All operators, commercial and private, are responsible for the knowledge of and compliance with all Federal, State and local laws, regulations, and policies related to their activities on the McMinnville Municipal Airport. Unless otherwise noted, FAA Advisory Circulars, Orders, Grant Assurances and other policies will be viewed as law. Furthermore, industry standards for fuels, fire, hazmat, etc. are considered mandatory.

2.2 Commercial Activity Authorization

No person or entity may conduct a commercial activity on the Airport without prior written permission from the Airport Manager.

When the Airport Manager determines that a person is engaged or proposes to engage in commercial activity at the Airport, the Airport Manager may grant that person permission to do so, may issue that person a permit with restrictions or conditions, may require the person to enter into a lease or agreement, or may deny such permission. The Airport Manager will consider the following conditions in determining if a commercial aeronautical activity will be authorized to conduct business:

- (1) The impact of the new commercial activity on public safety and convenience. The Airport Manager will impose conditions and restrictions necessary to ensure safety in the air and on the ground, and to preserve unobstructed traffic patterns and runway approaches.
- (2) The amount of space at the Airport, the customary uses of the Airport, and the compatibility of the new commercial activity with present and planned development at the Airport.
- (3) The degree to which the new commercial activity complies with Federal, State and Local laws and regulations, including land use regulations.
- (4) Whether the new commercial activity is conducted for-profit or non-profit and its promotion of aviation, safety or education.

2.2.1. Application Procedures

Prospective operators shall contact the Airport Manager to apply for a permit or lease.

2.3 Operational Regulations

Every person operating an aircraft shall comply with and operate such aircraft in accordance with applicable regulations and standards of the FAA and other appropriate governmental agencies. Every person operating an aircraft is responsible for the safety of operation and for the safety of others exposed to such operation, and therefore shall exercise good operating procedures at all times. Aircraft shall not be operated carelessly or negligently nor in disregard of the rights and safety of others.

Nothing in this document shall be construed to place the City of McMinnville, McMinnville Municipal Airport or City staff in a position to regulate or enforce flight activities that fall under the jurisdiction of the FAA. It is the responsibility of the pilot in command to operate the aircraft in a safe and legal manner.

2.4 Purpose of Minimum Standards

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, existing and planned facilities, and the current and future aviation role of the Airport. The prospective commercial aeronautical operator shall agree to offer the described minimum level of services in order to obtain an agreement, permit or lease to operate at the Airport. All operators are encouraged to exceed the “minimum” in terms of quality of facilities and services.

Minimum Standards are intended to help meet the McMinnville 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 aeronautical activity and general aviation in McMinnville. In addition, the McMinnville City Council adopted these standards to ensure that:

- (1) Any person who uses or accesses Airport property or facilities for commercial activity 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.

The implementation of Minimum Standards provides clarity for the Airport Manager and tenants 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 the Airport and the Airport’s commercial aeronautical services.
- (4) Establishing a consistent level of entry into aeronautical service.
- (5) Ensuring adequate services and facilities by Fixed Base Operators (FBOs) and Specialized Aeronautical Service Operators (SASOs) to meet the needs of airport users.

These Minimum Standards are established specifically for the Airport, which is located within the McMinnville Urban Growth Boundary (UGB) in Yamhill County.

Section 3 Applicability of Minimum Standards

3.1 General Requirements

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

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. If the minimum standards for one activity are inconsistent with the minimum standards for another activity, then the minimum standard that is more restrictive or imposes a higher standard shall apply.

3.2 Activities Not Covered by Minimum Standards

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

3.3 Waivers or Modifications

The Airport Manager may waive or modify any portion of these Minimum Standards for the benefit of a governmental agency performing non-profit public services, fire protection or emergency response operations. The Airport Manager may waive, for a period not to exceed thirty (30) days, the portion of these Minimum Standards which limit the providing of retail fuel/oil sales and/or airframe and powerplant maintenance services to only an FBO or SASO. 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 Applicability of Minimum Standards to "through-the-fence" Agreement Operators

The Airport may consider "through-the-fence" operations on a case-by-case basis. Requests shall receive FAA concurrence prior to being authorized. If a through-the-fence operation is authorized, the activity shall meet all related minimum standards, regardless of the operations location off the airport.

3.5 Minimum Standards Review, Revisions and Amendments

The Airport Manager will conduct a review of this document every five years or sooner if necessary. The Airport Manager shall convene a committee of subject matter experts for recommendations if significant changes are required. Significant changes to this document may be reviewed by the Airport Commission and shall be approved by the City Council. The Airport Manager may make revisions and amendments to the Minimum Standards at any time to ensure compliance with FAA regulations and/or grant assurances. City Council and the Airport Commission will be notified of any changes at the next scheduled meeting.

3.6 Enforcement

The City Council has established fair, practical and reasonable Minimum Standards for the Airport. It is the intent of the City to provide consistent, uniform, and fair enforcement of these Minimum Standards. The Airport Manager has the authority to verify and enforce all regulations, codes, policies and standards at the Airport.

Section 4 Business Operations

4.1 Employee Conduct and Customer Service Emphasis

Commercial operators shall ensure their employee's conduct is professional and shall not violate any anti-discrimination laws.

4.2 Management Control and Supervision

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

4.3 Personnel Training and Certification

All commercial operator personnel shall be fully qualified and trained to provide a high-quality standard of courteous, efficient, and safe service to the public. Personnel shall meet all federal, State, and local training and certification requirements applicable to their individual duties and company services.

4.4 Interference with Utilities

No operator shall do or permit anything that may interfere with the effectiveness or accessibility of the Airport infrastructure, including but not limited to the public utility, drainage, sewer, fire protection, sprinkler, alarm and fire hydrant systems, etc. If an operator discovers such a situation, the operator is required to notify the local fire department or utility company and Airport Manager immediately.

4.5 Insurance

Prior to commencement of service, all commercial operators shall procure and maintain continuously in effect throughout the term of their activities upon the Airport, at the operator's sole expense, insurance of the types and amounts required by the City of McMinnville. The insurance policy shall list the City of McMinnville as additionally insured.

4.6 Airport Security

The City of McMinnville does not guarantee security at the Airport.

All commercial operators shall comply with all applicable security requirements adopted for the Airport by the Airport Manager, the FAA, or the Transportation Security Administration, and shall comply with the directives of any law enforcement officer or other airport personnel implementing these requirements. The Airport Manager reserves the right in their sole discretion at any time to impose additional security requirements, applicable to all similarly situated operators.

Section 5 Minimum Standards for Fixed Base Operators and Specialized Aviation Service Operators

5.1 FBO and SASO - Aeronautical Services

Each FBO or SASO shall conduct its business and activities on and from their leased/assigned premises in a professional manner consistent with the degree of care and skill exercised by experienced FBOs providing comparable products, services, and activities from similar airports in like markets.

5.2 Facility Requirements

5.2.1 Leasehold and Rented Property

The Commercial Operator shall lease or construct, on Airport property, a public-use building with floor space commensurate for the standards of the business. Areas considered typical for a multiple activity FBO should include a customer lobby, office, pilot's lounge, flight planning area, and public restrooms. Any commercial hangar facility (for any use) shall be a minimum of 4,000 square feet of space usable for aircraft and shall have a hangar door not less than 50 feet wide with 14 feet clearance height.

5.2.2 Vehicle Parking

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

5.2.3 Aircraft Parking

Each Commercial Operator, if required for their business activity, shall provide property for an aircraft operating area (ramp), independent of any building area and vehicle parking area. This aircraft operating area shall provide tie-downs for a minimum of five (5) aircraft. The tie-down ramp area shall be adequate to support all the activities of the FBO.

5.2.4 SASO Exceptions

The Airport Manager may approve an SASO to operate out of smaller areas with less facility requirements after a review of standards by a committee comprised of subject matter experts. Any exception will be singular in nature and on a case-by-case basis.

5.3 Hours of Operation

Each Commercial Operator, except for fueling services, is required to be open for business a minimum of five (5) days per week, excluding holiday closures, during appropriate business hours. Business hours, including holiday closures, must be recorded with the Airport Manager in advance.

5.3.1 FBO or SASO Providing Fueling Services

Each FBO or SASO that provides fueling services is required to be open for business and provide aircraft fueling and line services seven (7) days per week, excluding holiday closures, during appropriate business hours. Business hours, including holiday closures, must be recorded with the Airport Manager in advance. The FBO or SASO shall be on-call 24 hours a day to provide after-hours fuel service within two (2) hours of a customer request and shall provide communications information for the after-hours on-call fueling services. If multiple FBOs and SASOs are providing fuel service on the Airport, a mutually agreeable schedule can be developed to meet the after-hours on-call fueling requirement and shall be recorded with the Airport Manager.

5.4 Staffing and Employee Qualifications

5.4.1 Staffing

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

5.4.2 Employee Qualifications

All Commercial Operator 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 be submitted to the Airport Manager no later than thirty (30) days prior to the FBO commencing fueling activities. The Airport Manager, Fire Marshal, and the FAA may periodically conduct inspections of the FBO activities and facilities to ensure compliance with laws, regulations, codes and Minimum Standards.

5.5 Primary Commercial Services

If an FBO provides fueling services (Primary FBO), the FBO shall the following services and also provide a minimum of two additional services. These services shall be “in-house” and not contracted to a subordinate entity.

1.5.1 Commercial Operators (FBO or SASO) Providing Fuel

(1) Each Commercial Operator must provide the sale and into-plane delivery of approved aviation fuels, lubricants and other aviation petroleum products. In addition, the Operator shall provide, store, and dispense 100LL avgas and Jet-A fuel. The Operator may also provide alternative aircraft fuels, including, but not limited to UL94 and other liquid, gaseous, or solid fuels and energy sources for the propulsion of aircraft.

(2) Each Commercial Operator shall operate a stationary fuel storage system utilizing steel tanks. The Operator shall also provide mobile and stationary (self-service avgas) dispensing equipment and one (1) or more personnel to serve the Airport's fuel demand.

(3) Each Commercial Operator shall provide a current copy of their fuel spill prevention, countermeasures, and control plan to the Airport Manager. Fuel inventories will be monitored in accordance with current EPA standards, and copies shall be provided to the Airport Manager when requested.

(4) Each Commercial Operator 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.

(5) Each Commercial Operator 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 remain current.

5.5.2 Pilot Services and Concessions

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

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

(2) Public lounge, waiting area, and indoor restrooms.

(3) Flight planning work area with Flight Service Station and weather service communication links.

(4) Public telephones.

(5) Snack foods and beverage machines.

(6) Local ground transportation contacts.

5.5.3 Aircraft Line / Ramp Services

The necessary equipment, supplies, and trained personnel for aircraft parking and tie-downs.

5.6 Secondary Commercial Services

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

5.6.1 Airframe and Powerplant Maintenance

An airframe and powerplant maintenance service may include any of the following: the repair, maintenance, inspection, construction, and making of modifications and alterations to aircraft, aircraft engines, propellers and appliances, or the removal of

engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories. An airframe and powerplant maintenance operator shall:

- (1) Operate the service from a ventilated shop and aircraft storage space of at least 4,000 square feet and capable of accommodating at least one aircraft within the FBO leasehold.
- (2) Employ and have on-duty a minimum of one (1) FAA-certified technician who possesses an airframe and powerplant certificate, with inspection authorization, or conduct operations as a certified repair station pursuant to 14 CFR Part 145.
- (3) Keep premises open and services available during appropriate business hours, five (5) days a week.
- (4) Provide equipment, supplies and parts required for general aircraft airframe and powerplant inspection, maintenance and repair.

5.6.2 Flight Training

A flight training services operator provides aircraft ground and flight instruction necessary to complete the written examination and flight check for any category of pilot certificate or rating. A flight training services operator shall:

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

5.6.3 On-Demand Operations

An on-demand operator provides air transportation of persons or property to the general public for hire, either on a scheduled or unscheduled basis, or as defined by FAR, Parts 119 and 135. An on-demand operator shall:

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

5.6.4 Specialized Flying Services

FBOs and SASOs providing specialized commercial flying services such as agricultural spraying or seeding, 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 and activity.
- (2) Have established business hours recorded with the Airport Manager.
- (3) Own or lease at least one (1) airworthy aircraft.

(4) If operator performs aerial agricultural applications or other services involving commercial use of chemicals, the operator shall provide a centrally drained 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 comply with the Airport Rules and Regulations and Minimum Standards.

5.6.5 Aircraft Rental

An aircraft leasing or rental services operator provides general aviation aircraft for leasing or rental to the public. An aircraft rental services operator shall:

(1) Keep premises open and services available during appropriate business hours at least five (5) days a week.

(2) Have available for rent a minimum of one (1) owned or leased, certified, and airworthy aircraft.

(3) Ensure that all renters comply with Airport rules and regulations.

5.6.6 Avionics Maintenance and Sales

An avionics maintenance service operator provides the maintenance, repair, and installation of aircraft avionics, radios, instruments, and accessories. This service includes the sale of new or used aircraft avionics, radios, instruments, and accessories. The operator shall:

(1) Operate the service in a heated and ventilated shop space to accommodate one aircraft within the leasehold.

(2) Employ and have at least one (1) trained and FAA-certified technician on duty.

(3) Keep premises open and services available during appropriate office hours, five (5) days a week.

(4) Hold the appropriate FAA repair station certificates for the types of equipment the operator plans to service and/or install.

5.6.7 Aircraft Storage and Hangars

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

(1) Make hangar operator contact name and phone numbers, hangar availability, and rental rates known to prospective customers via a posted informational sign inside the FBO's terminal. A separate leased space is not required for this service.

(2) Rent hangars primarily for aircraft storage purposes. It is the responsibility of both the operator and owner of each based aircraft stored within the operator's hangar facilities to comply with the rules and regulations of the Airport.

5.6.8 Aircraft Sales

New and/or used aircraft sales and aircraft brokerage services shall:

(1) Employ and have on duty at least one (1) qualified aircraft salesperson.

- (2) Keep premises open and services available during established business hours as recorded with the Airport Manager.
- (3) Must be registered with the State as an aircraft dealer.

5.6.9 Aircraft Restoration, Painting, and Refurbishing

An FBO/SASO providing 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 is certified for the work performed.
- (2) Keep premises open and services available during appropriate business hours as recorded with the Airport Manager.
- (3) Meet all requirements of the Uniform Fire Code.

5.6.10 Commercial Skydiving

FBO/SASO providing skydiving instruction, and the rental and sales of skydiving equipment shall:

- (1) Make at least one properly certificated aircraft available for skydiving, either owned or under lease.
- (2) Meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR Part 105, and related FAA Advisory Circulars. The jump plane pilot must hold all certifications and currencies required for these activities.
- (3) Any requested skydiving operations will be assessed for safety by the Airport Manager and the FAA for safety and compatibility with the existing airport traffic.

Section 6 Specialized Aviation Service Operations (SASO)

6.1 General

Requests for the establishment of an SASO will be considered in the same manner as a request for the establishment of an FBO.

6.1.1 Compliance

All SASOs shall comply with the same standards as those imposed on FBOs for the same type of activity.

Section 7 Mobile Service Providers

7.1 General Requirements

7.1.1 Compliance

Mobile Service Providers (MSP) are persons or entities that provide commercial aeronautical services on McMinnville Airport property (excluding non-based aircraft operations, such as; FEDEX, Air Ambulance) but do not operate out of owned or leased property on the Airport. An MSP may provide any aeronautical service and related activities. However, an MSP may not provide aircraft airframe and engine maintenance

(unless that maintenance meets the requirements of 7.2 Mobile Service Aircraft Maintenance) or aircraft retail fueling. Examples of MSP activities include, but are not limited to: aircraft detailers, independent flight instructors, dynamic prop balancers, and mobile oil recyclers.

7.1.2 Responsible Personnel

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

7.2 Mobile Service Aircraft Maintenance

7.2.1 Mobile Service Maintenance Standards

An aircraft owner requiring warranted maintenance, experiencing an aircraft component failure, or requiring specialized repair assistance that cannot be provided by the existing authorized FBO/SASO, or other SASO, operating at McMinnville Municipal Airport, may contract with a certified maintenance specialist not based on the Airport.

Aircraft and/or engine maintenance performed by a mobile service provider is limited to the following:

- (1) Warranted maintenance work requiring repair or additional attention by the warranting company.
- (2) A malfunction or other condition preventing the aircraft from being flown to another airport for maintenance (maintenance limited to that required to bring an aircraft to flyable condition, or to remove it by ground transportation).
- (3) Maintenance work requiring a specialty service not currently provided by or on the capability list of the existing FBO/SASO, or other SASO on the airport.
- (4) Individuals/entities performing mobile service aircraft maintenance may not advertise or offer their services to the general public as a service offered at the McMinnville Municipal Airport.
- (5) Service Providers shall not recruit or employ other technical personnel currently employed at McMinnville Airport

7.2.2 General Aviation Mobile Service Maintenance Provider

Mobile Service Maintenance Providers may perform limited functions similar to a SASO, but work at multiple locations on the airport. Fees associated with the MSMP Permit are based on land lease rates and are to be paid on an annual basis.

Mobile Service Maintenance Providers may perform the following services:

- (6) Aircraft Inspections to include only: Annual, 100-hour, Condition, or other required inspections without major disassembly of the aircraft, aircraft engine, or components, or repairs.
- (7) Aircraft Maintenance specifically prescribed in Federal Aviation Regulation (FAR) Part 43 Appendix A(c).

7.2.3 Permitting and Insurance Requirements

An individual/entity, requested by an aircraft owner to engage in such services, must obtain an Airport Use Agreement and pay a Permit Fee identified in the Airport Fee Schedule. The Airport Use Permit shall be limited to either a single event or an annual period.

Proof of insurance in the form of a Certificate of insurance meeting the City of McMinnville's contemporary minimum limits and any additional insurance requirements identified in the Airport Use Agreement must be provided prior to work being performed with a hold harmless clause in favor of the City of McMinnville, its officers and employees.

Copies of all applicable FAA certification documents for the work to be performed shall be provided.

Mobile Service Providers are responsible for removing ALL trash, debris, waste oils, fuels, lubricants, and/or other hazardous waste resulting from their work at the McMinnville Municipal Airport. Removal must occur immediately at the conclusion of the service event and must follow all applicable Federal, State, & Local disposal requirements.

7.2.4 Permitting Requirements

An aircraft owner requiring warranted maintenance work, experiencing an aircraft component failure, or requiring specialized repair assistance that will not be provided by an existing authorized FBO/SASO operating at McMinnville Municipal Airport, may contract with a certified maintenance specialist that is not a tenant on the Airport.

An individual/entity, requested by an aircraft owner to engage in such services, must obtain an Airport Use Permit from the Airport Manager, provide required certificates of insurance, and pay all fees required by the City.

Individuals/entities performing mobile service aircraft maintenance may not advertise or offer their services to the general public as a service offered at the McMinnville Municipal Airport.

Section 8 Fueling

8.1 Authorization Requirements

The Airport Manager may authorize Commercial Fueling and Self-Fueling activities utilizing a fueling facility on a case-by-case basis. Self-Fueling activities may be approved for the aircraft owner only and no others for any reason. Self-Fueling shall not be subcontracted to a separate entity.

8.1.1 Equal Compliance to Standards

(1) Each Commercial Operator (FBO/SASO) shall:

- a. operate a stationary fuel storage system utilizing steel tanks to provide the into-plane delivery of liquid, gaseous, or solid fuels and energy sources, lubricants and other aviation products.
- b. provide mobile and stationary (self-service avgas) dispensing equipment and maintain a cardex or other standard payment system.
- c. ensure one (1) or more personnel shall be available during the FBO/SASO working ours to serve the Airport's fuel demand.
- d. provide a current copy of their fuel spill prevention, countermeasures, and control plan to the Airport Manager. Fuel inventories will be monitored in accordance with current EPA standards, and copies shall be provided to the Airport Manager when requested.
- e. conduct the lawful, sanitary, and timely handling and disposal of all solid and liquid waste, regulated waste, and other materials including, but not limited to, sump fuel, used oil and solvents, etc.
- f. 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 remain current.
- g. comply with all laws, regulations, codes and industry standards (ex. ATA-103).

8.2 Self-Service Fueling

Any pilot or Aircraft Owner, or Mechanic, etc. is authorized to use the self-service fueling system at the Airport. The Fuel Vender shall ensure self-service fuel system is operable and accessible 24 hours per day.

8.3 Fuel Storage and Dispensing Equipment

The fuel storage areas are the locations on the Airport designated temporarily or permanently by the Airport Manager and are the only areas in which aviation fuels may be stored. The fuel storage and dispensing equipment shall meet all applicable federal, State, and local regulations and requirements, including FAA Advisory Circular 150/5230 (series). All stationary fuel storage tanks shall be double wall steel construction. Long term storage of fuels in trucks is not permitted.

8.4 Environmental Compliance

The FBO/SASO providing the self-service fueling operation shall be knowledgeable of and comply with all federal, State, and local environmental laws, ordinances, rules and regulations. The operator shall provide the Airport Manager a current fuel spill prevention, countermeasures and control plan that contains methods and procedures to prevent, control, and clean up a fuel spill on Airport property.

8.5 Reporting Requirements

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

Section 9 Appeals

9.1 Appeal Process

Any person or entity who is found to be in violation of these standards may appeal that decision through the following appeal process.

9.1.1 Timing of the Appeal

Any appeal under this section must be filed within ninety (90) calendar days of the action giving rise to the appeal.

9.1.2 Form of the Appeal

The appeal must be in writing and must specify the name, address, telephone number and other relevant contact information of the appellant. It must state which provision(s) of these standards the appellant believes has (have) been wrongly applied to appellant, set out a general statement of the facts which the appellant believes are relevant, and specify the reasons appellant believes that these provisions have been wrongly applied. The appeal must be signed and dated by the appellant.

9.1.3 Filing of the Appeal

The appeal must be filed with the Airport Manager by mailing in the United States Postal Service, by first class certified mail. The filing date shall be the first business day following the date the appeal is received by the Airport Manager. A filing fee, detailed in the Airport Fee Schedule, must accompany the appeal at the time of filing.

9.1.4 Appeal Review

The Airport Manager will investigate the appeal and make a preliminary determination and provide feedback to the appellant. If the appellant desires to move forward with the appeal, the Airport Manager will forward the appeal to the City Attorney for review.