



# **Crater Lake – Klamath Regional Airport Klamath Falls, Oregon**

## **Minimum Standards for Commercial Aeronautical Activities**

**Adopted: February 19, 2019**

# Contents

Section 1 – Purpose

Section 2 – Policy

Section 3 – Applicability

3.1 General Applicability

3.2 Existing Operators

3.3 Activities Not Covered by Minimum Standards

3.4 Waivers or Modifications

Section 4 – Definitions

Section 5 – General Requirements

5.1 Management Control and Supervision

5.2 Employee Conduct and Customer Service Emphasis

5.3 Personnel Training and Certification

5.4 Insurance Requirements

5.5 Compliance

5.6 FAA Required Provisions

Section 6 - Minimum Standards for Fixed Base Operators (FBOs)

6.1 Primary Aeronautical Services

6.2 Leasehold Size

6.3 Hours of Operations

6.4 Staffing and Employee Qualifications

6.5 Primary FBO Services

6.6 Secondary/SASOs FBO Services

Section 7 - Minimum Standards for Specialized Aviation Service Operators (SASOs)

7.1 General Requirements

7.2 Flight Training

7.3 Airframe and Power Plant Maintenance

7.4 On-Demand Operations

7.5 Aircraft Rental

7.6 Avionics Maintenance and Sales

7.7 Aircraft Storage and Hangars

7.8 Agricultural Spray Operators

7.9 Aircraft Sales

7.10 Specialized Flying Services

## **Section 1 – Purpose**

In accordance with the Airport and Airway Improvement Act of 1982, 49 United States Code (U.S.C.) § 47101, et seq., and the Airport Improvement Program Sponsor Assurances, the owner or operator of any airport (airport sponsor) that has been developed or improved with Federal grant assistance or conveyances of Federal property assistance is required to operate the airport for the use and benefit of the public and to make it available for all types, kinds, and classes of aeronautical activity.

The airport sponsor of a federally obligated airport agrees to make available the opportunity to engage in commercial aeronautical activities by persons, firms, or corporations that meet reasonable minimum standards established by the airport sponsor. The airport sponsor's purpose in imposing standards is to ensure a safe, efficient and adequate level of operation and services is offered to the public. Such standards must be reasonable and not unjustly discriminatory. In exchange for the opportunity to engage in a commercial aeronautical activity, an aeronautical service provider engaged in an aeronautical activity agrees to comply with the minimum standards developed by the airport sponsor. Compliance with the airport's minimum standards should be made part of an aeronautical service provider's lease agreement with the airport sponsor.

## **Section 2 – Policy**

These Minimum Standards were developed in accordance with FAA Advisory Circular 150-190-7, *Minimum Standards for Commercial Aeronautical Activities*, dated August 28, 2006. The Airport Director may make revisions and amendments to these Minimum Standards when business conditions at the Airport necessitate it, or when necessary to comply with FAA, Transportation Security Administration (TSA), or other governmental regulations. These Minimum Standards were approved by City Council on February 19, 2019.

These Minimum Standards have been established in the public interest for the safe and efficient operation of the airport to enhance orderly growth; to comply with federal, state and local government legal requirements; and to provide information to parties operating or desiring to operate at the airport. These standards, in general, establish minimum levels of service that shall be offered in order to protect the public welfare and prohibit irresponsible, unsafe, or inadequate services. These standards also seek to improve the appearance of the airport and promote increased business at the airport.

No Person shall offer or perform a Commercial Aeronautical Activity at the Airport without the written authority for such activity having first been obtained from the Airport Director or City of Klamath Falls. Such authority will generally be contained in the form of a Permit, License or Lease. The process of obtaining a Permit, License or Lease shall be initiated with the Airport Director and adhere to Airport Leasing Policy.

Except as permitted by federal law or FAA policy, nothing herein shall be construed to grant or otherwise authorize the granting of an exclusive right to provide any aeronautical service to the public or to conduct any Aeronautical Activity on the Airport.

## **Section 3 – Applicability**

### **3.1 General Applicability**

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 Agreement with the City of Klamath Falls, unless any such provisions are expressly waived or modified by the Airport Director in writing. The mere omission of any particular minimum standards in an Agreement shall not constitute a waiver or modification of the standard unless the document expressly states that the City of Klamath Falls waives application of that standard.

### **3.2 Existing Operators**

These minimum standards will not apply to Commercial Aeronautical Activity operators who have a current Agreement with the City of Klamath Falls unless otherwise stated in the current Agreement. Minimum standards will be applied to existing operators upon renewal of an Agreement. Existing operators who are unable to meet the minimum standards at the time of Agreement renewal shall submit a plan outlining specific timelines for complying with the minimum standards. The Airport Director must approve the plan prior to renewal of an Agreement.

### **3.3 Activities Not Covered by Minimum Standards**

Commercial Aeronautical Activities not addressed in the Minimum Standards are to be addressed by the Airport Director on a case-by-case basis in the Operator's written Agreement.

### **3.4 Waivers or Modifications**

The Airport Director 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 Director may waive or modify any portion of these minimum standards for any person when it is determined that such waiver is in the best interest of the public and will not result in unjust discrimination against other commercial operators at the airport.

## **Section 4 – Definitions**

*Aeronautical Services/Activities* - any activity or service conducted at the Airport that involves, makes possible or is required for the operation of aircraft, or that contributes to or is required for the safety of such operations. The following services/activities commonly conducted on airports are aeronautical activities within this definition: charter operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising, surveying, air-carrier operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, and any other activities that, because of their direct relationship to the operation of an aircraft, can appropriately be regarded as an "Aeronautical Activity."

*Aircraft* - any contrivance used or designed for navigation or flight in the air but does not mean a one-person motorless glider that is launched from the earth's surface solely by the operator's power.

*Agreement* - the written agreement (i.e. permit, license, lease) between the City and an Operator or Lessee specifying the terms and conditions under which the Operator may conduct aviation activities and Lessee may occupy Airport property. Such Agreement will recite the terms and conditions under which the activity will be conducted at the Airport, including but not limited to: rents, fees, and charges to be paid; and the rights and obligations of the respective parties.

*Aircraft Fuel* - all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine, which meet the standards of ASTM D910- Latest(AVGAS) and D1655-Latest(JETA).

*Aircraft Operation* - an aircraft arrival at, 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* - those hangar and apron locations of the Airport designated by the Airport Director 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 Power Plant Maintenance* - the commercial operation of providing airframe and power plant services, which includes any of the following: the repair, maintenance, inspection, constructing and making of modifications and alterations to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories.

*Airport* - the Crater Lake – Klamath Regional Airport, operated by the City of Klamath Falls, and all of the areas, buildings, facilities, and improvements within the exterior boundaries of the Airport as it now exists, or as it may hereafter be extended or enlarged.

*Airport Administration* - Business office of the Crater Lake – Klamath Regional Airport located at 6775 Arnold Avenue, Klamath Falls, OR 97603 and reachable at 541-883-5372 (main phone number), 541-891-2620 (24/7 duty phone) or [information@flykfalls.com](mailto:information@flykfalls.com).

*Airport Director* - the individual, pursuant to Klamath Falls City Code 2.600, employed and authorized by the City to be the chief administrative officer of the Airport, or the Person

authorized by the Airport Director to act for or on behalf of the Airport Director, with respect to any particular matter.

*Airport Layout Plan* - the FAA approved and City adopted drawing, as may be amended from time to time, which reflects an agreement between the FAA and Airport depicting the physical layout of the Airport and identifying the location and configuration of current and proposed runways, taxiways, buildings, roadways, utilities, nav aids, etc. and proposed allocation of Airport land and/or improvements to specific uses and/or development.

*Airport Leasing Policy* - that policy, adopted and amended from time to time by the City, that sets forth a standardized system and process for leasing property and constructing improvements at the Crater Lake – Klamath Regional Airport.

*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 an undetermined period, and whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage.

*City* - City of Klamath Falls, owner of the Crater Lake – Klamath Regional Airport.

*City Council*: means the legislative body that governs the City of Klamath Falls, Oregon.

*Commercial Aeronautical Activity* - the conduct of any aspect of a business, concession, operation, or agency in order to provide aeronautical goods or services to any person for compensation or hire. An activity is considered a commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt.

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

*FAA* - the Federal Aviation Administration.

*FAR* - the Federal Aviation Regulations as published by the FAA.

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

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

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

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

*Fuel Storage Area* - any portion of the Airport designated temporarily or permanently by the Airport Director 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 nonscheduled 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* - a contract between the City and any Person wherein the City grants the use or occupancy of Airport property in conformance with certain leasehold interests for a specified period of time in exchange for specified rent.

*Lessee* - any Person obtaining a Lease from the City to occupy space and hold certain leasehold interests at the Airport.

*Minimum Standards* - the qualifications or criteria, adopted and amended from time to time by the City, establishing the minimum requirements that shall be met by businesses engaged in on-airport aeronautical activities for the right to conduct those activities. These "operating" Minimum Standards are different from and not related to the Airport "dimensional & layout" minimum standards described in the Oregon Administrative Rules 738, Division 20.

*On-Demand Operation* - any operation for compensation or hire as defined in FAR Part 119.

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

*Permit* - administrative approval issued by the Airport Director to a person or company to conduct a commercial aeronautical activity, and provide such services, to based and transient aircraft, only from facilities and locations where such services are authorized.

*Person* - any individual, corporation, partnership, association, company, business, trust, joint venture or other legal entity.

*Preventive Aircraft Maintenance* - maintenance that is not considered a major aircraft alteration or repair and does not involve complex assembly operations as listed in FAR Part 43, except for Item 22 in the Regulation. Item 22 involves the replacement of prefabricated fuel lines, and shall, for purposes of these regulations, be considered a major aircraft repair.

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

*Rules and Regulations* - the policies, procedures, and regulations which are established and amended from time to time by the City, to govern the safe, orderly, and efficient use of the Airport.

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

*Self-Service* - fueling or maintenance of an aircraft on airport property, performed by the aircraft owner or operator in accordance with the airports reasonable standards or requirements and using fuel obtained by the aircraft owner from the source of his/her preference.

*Specialized Aviation Service Operation (SASO)* - an aeronautical business that offers a single or limited service according to established Minimum Standards. Examples of a SASO include, but are not limited to: flight training, aircraft maintenance, on-demand operation or ambulance, aircraft sales, avionics maintenance and sales, and aircraft storage.

*Standard Operating Procedures (SOPs)* - step-by-step written instructions that act as guidelines for employee work processes.

*Sublease* - a written agreement, approved by the City, stating the terms and conditions under which a third-party leases space from a Lessee for the purpose of aeronautical activities 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 areas.

*Taxiway* - a defined path established for the taxiing of aircraft from one part of the Airport to another.

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

## **Section 5 – General Requirements**

### **5.1 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 Agreement.

Each prospective Operator shall provide evidence, satisfactory to the City, of its financial responsibility. The prospective Operator shall also demonstrate financial capability to initiate operations, to construct proposed improvements, and to provide working capital to carry on the contemplated business.

### **5.2 Employee Conduct and Customer Service Emphasis**

The Airport strives to provide high quality services to the needs and requests of airport users. As such, the Airport requires its commercial operators, businesses, and tenants to do the same. It is the goal of the Airport to offer the tenants and users of the Airport commercial operators that provide high quality customer service by meeting and exceeding customer needs through consistent, responsive, and professional service.

### **5.3 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 and customers. Personnel shall meet all federal, state, and local training and certification requirements applicable to their individual duties and company services.

### **5.4 Insurance Requirements**

5.4.1 Each prospective Operator shall demonstrate to the City's satisfaction evidence of its ability to acquire and maintain insurance coverages required herein for each particular type of Commercial Aeronautical Activity.

5.4.2 The insurance company, or companies, writing the required policy, or policies, shall be licensed to do business in the State of Oregon.

5.4.3 All insurance that the Operator is required to carry and keep in force shall include the officers, agents, and employees of the City named as an additional insured as well as a waiver of subrogation in favor of the City.

5.4.4 Each Operator shall furnish evidence of compliance with this requirement to the City with proper certification that such insurance is in force and will furnish additional certification as evidence of changes in insurance not less than ten days prior to any such changes, if the change results in a reduction of coverage, and not more than five days after such change if the change results in an increase in coverage.

- 5.4.5 Each FBO shall meet and maintain the types and amounts of insurance as specified in their Agreement. At a minimum these will include:
- Comprehensive general liability insurance including, if applicable, products, completed operations and hangar keepers liability.
  - Aircraft liability insurance, if applicable.
  - Workers compensation insurance, if applicable.
  - Ground vehicle liability insurance, if applicable.

5.5 Compliance

Operators shall comply with the Rules and Regulations, applicable federal, state, and local laws, and all regulations, orders, certificates or permits required by FAA, TSA, the Environmental Protection Agency, local fire regulations, and any other federal, state, or local agencies and successors having jurisdiction over the Airport and the activities at the Airport, as may change from time to time.

5.6 FAA & City Required Provisions

All Agreements between the City and Operators of any aeronautical services on the Airport shall contain the standard provisions required by City. This shall include compliance with all applicable laws, ordinances, rules and regulations pertaining to the Airport or Operator and the federal requirements and assurances required of the City by the Federal Government.

**Section 6 – Minimum Standards for Fixed Base Operators (FBOs)**

6.1 Primary Aeronautical Services

A Fixed Base Operator (FBO) is an entity engaged in the business of providing multiple services to aircraft. In addition to the primary aircraft fueling (described in Section 6.5), a Fixed Base Operator shall provide a minimum of two (2) secondary/SASOs services listed in Section 6.6 and more specifically described in Sections 7.2 through 7.7. Only FBOs shall be permitted to provide fueling services at the Airport.

Each FBO may subcontract or use third party operators to provide any of the primary or secondary/SASO services. Subcontractors and third party operators shall meet all Minimum Standards. 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.

6.2 Leasehold Size

6.2.1 Buildings

The FBO shall lease or construct, on the property, a public use terminal building with floor space for customer lobby, office, pilot's lounge, flight planning and weather briefing area, public rest rooms, and services provided as listed below in Sections 6.5 and 6.6.

#### 6.2.2 Vehicle Parking

Each FBO shall provide adequate parking to meet the needs of customers and employees in accordance with local building codes but not less than five (5) paved parking spaces on the property.

#### 6.2.3 Aircraft Parking

Each FBO shall provide property for its aircraft operating area (ramp), independent of any building area, vehicle parking area, and fuel storage area. This aircraft operating area shall provide transient aircraft parking and tie-downs for a minimum of three (3) aircraft. This tie-down ramp area shall be adequate to support all the activities of the FBO and all approved subtenants.

#### 6.3 Hours of Operation

Each FBO is required to be open for business and provide aircraft fueling and line services a minimum of seven (7) days per week, during appropriate business hours. Business hours, including holiday closures, must be recorded with the Airport Administration in advance. Each FBO shall be on a twenty-four (24) hour on-call basis to provide after-hours fuel service within two (2) hours of a customer request. As such, each FBO shall provide a communications link for the after-hours on call fueling services. If multiple FBOs 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 Administration.

#### 6.4 Staffing and Employee Qualifications

##### 6.4.1 Staffing

Each FBO shall 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 shall have at least one (1) employee on duty at all times during hours of operation, and provide Airport Administration, 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, Airport Administration shall be provided a point-of-contact with phone numbers for emergency situations.

##### 6.4.2 Personnel 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, and shall be submitted to the Airport Administration no later than thirty (30) days prior to the FBO commencing fueling activities.

Additionally, the FBO shall comply with FAA Advisory Circular *150/5230-4, Aircraft Fuel Storage, Handling, and Dispensing on Airports (as may be amended from time to time)*, FAR Part 139, 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 and/or the FAA may periodically conduct inspections of the FBO activities and facilities to ensure compliance with laws, regulations, and Minimum Standards.

## 6.5 Primary FBO Services

### 6.5.1 Fueling

- A. 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.
- B. Each FBO shall provide a stationary fuel storage system which meets all applicable federal, state and local regulations and standards. The system shall be designed and operated to meet FAR Part 139, 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 eight thousand (8,000) gallon capacity, and the FBO shall also provide mobile or stationary dispensing equipment and one (1) or more personnel to serve the airport's fuel demand. 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.
- C. 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, countermeasures, and control plan to the Airport Director. Fuel inventories will be monitored in accordance with current EPA standards and copies shall be provided to the Airport Director when requested.
- D. After receiving prior written permission from the Airport Director, an 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 must comply with fueling equipment requirements set forth Sections 5.6.1.A-C
- E. 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 crates, boxes, barrels, containers, refuse, and surplus property is not permitted upon the FBO premises.

- F. 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.

#### 6.5.2 Aircraft Line Services

Each FBO shall provide necessary equipment, supplies, and trained personnel for aircraft, parking, and tie downs.

#### 6.5.3 Pilot Services & Concessions

As part of the primary services requirement, each FBO shall provide the following services and concessions inside their main building unless otherwise approved by the Airport Director:

- A. Customer service counter stocked with basic pilot supplies
- B. Public lounge and waiting area
- C. Flight planning work area with Flight Service Station and weather service communication links
- D. Snack food and beverage machines
- E. Local ground transportation contacts
- F. Indoor and plumbed restrooms

#### 6.6 Secondary/SASOs FBO Services

- Flight Training (as more specifically described in Section 7.2)
- Airframe & Power Plant Maintenance (as more specifically described in Section 7.3)
- On-Demand Operations (as more specifically described in Section 7.4)
- Aircraft Rental (as more specifically described in Section 7.5)
- Avionics Maintenance and Sales (as more specifically described in Section 7.6)
- Aircraft Storage and Hangars (as more specifically described in Section 7.7)

### **Section 7 – Minimum Standards for Specialized Aviation Service Operators (SASOs)**

Specialized Aviation Service Operations (SASOs) are persons or entities providing a single or limited number of commercial aeronautical activities. SASOs providing the same or similar services shall comply equally with all applicable Minimum Standards. However, the Airport Director will not require, without adequate justification, that a SASO meet all the criteria for a full-service FBO for the type of operation conducted.

#### 7.1 General Requirements

##### 7.1.1 Leased Space Requirement

Each SASO shall operate out of a building located on the airport. The building shall be of an appropriate size to accommodate the services being offered, be accessible to the public, and be marked with appropriate external signage. Each SASO shall provide paved auto parking area appropriate for the needs of the business.

7.1.2 Responsible Personnel

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

7.1.3 Insurance Requirements

Each SASO shall meet all City of Klamath Falls and State of Oregon insurance requirements and shall therefore maintain the types and amounts of insurance as specified in their Agreement.

7.2 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:

7.2.1 Make available at least one (1) FAA certified flight instructor necessary to meet the flight training demand and schedule requirements.

7.2.2 Provide one or more properly maintained and equipped aircraft that is registered in accordance with local, state and federal regulations, to accomplish the services offered.

7.2.3 Ensure student pilots are in compliance with federal registration laws.

7.3 Airframe and Power Plant Maintenance

An Airframe and Power Plant maintenance services operator provides any of the following: major and minor airframe, engine and accessory overhaul repair services on single and multi-engine piston driven propeller aircraft. (Turbine and jet aircraft maintenance services are optional.) An airframe and power plant maintenance operator shall:

7.3.1 Operate the service from a ventilated shop space capable of accommodating at least one aircraft within the leasehold.

7.3.2 Have on-duty a minimum of one (1) FAA-certified technician who possesses an airframe and/or power plant certificate or conducts operations as a certified repair station pursuant to 14 CFR Part 145.

7.3.3 Keep premises open and services available appropriate business hours, five (5) days a week, excluding holidays.

7.3.4 Provide equipment, supplies and parts required for general aircraft airframe and power plant inspection, maintenance and repair.

7.4 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 the FAR Parts 119 and 135. An on-demand operator shall:

7.4.1 Make available at least one (1) person who is appropriately certified and rated per federal regulations to permit the flight activity offered by the Operator.

7.4.2 Provide one properly maintained and equipped aircraft, that is registered in accordance with local, state and federal regulations, to accomplish the services offered.

7.4.3 An on-demand operator shall have and display a current FAR Part 135 Certificate.

7.5 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:

7.5.1 Have at least one (1) employee available to meet customer needs.

7.5.2 Keep premises open and services available during appropriate business hours, five (5) days a week, excluding holidays.

7.5.3 Have available for rental, a minimum of one (1) owned or leased, certified, and airworthy aircraft that is registered in accordance with local, state and federal regulations.

7.5.4 Ensure that all renters are in compliance with federal registration laws.

7.6 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:

7.6.1 Operate the service in a ventilated shop space to accommodate at least one aircraft within the leasehold.

7.6.2 Have at least one (1) trained and FAA certified technician.

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

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

7.7 Aircraft Storage and Hangars

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

7.7.1 Make available the necessary amount of land to accommodate the proper quantity and size of hangars for the quantity of stored aircraft.

7.7.2 Make hangar operator contact name and phone numbers, hangar availability, and rental rates known to prospective customers via posted informational sign. A separate leased space is not required for this service.

7.7.3 Hangars may only be rented for aircraft storage purposes. Each based aircraft stored within the operator's hangar facilities must be in compliance with local, state and federal registration laws.

7.7.4 Hangar tenants may only perform preventive aircraft maintenance in accordance with 14 CFR Part 43 within the hangar property. Any other aircraft maintenance must be performed by an appropriately permitted FBO, SASO or by the operator in accordance with 14 CFR Part 43.3(d). Experimental aircraft construction and maintenance is allowed in accordance with 14 CFR Parts 21 and 65. Painting, welding, and any type of hazardous or combustible material storage shall be permitted within the hangar property only in amounts allowed under the Uniform Fire Code. The piling and storage of crates, boxes, barrels, containers, refuse, and

surplus property shall not be permitted outside the hangar. All maintenance activity shall be in accordance with the requirements of the Uniform Fire Code.

#### 7.8 Agricultural Spray Operators

Aerial agricultural spraying or seeding SASO's shall:

- 7.8.1 Provide at least one (1) person who holds a current FAA appropriate pilot certificate with ratings appropriate for the operator's aircraft.
- 7.8.2 Own or lease at least one (1) airworthy aircraft in compliance with that is registered in accordance with local, state and federal regulations,
- 7.8.3 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.
- 7.8.4 Operator shall be in compliance with OAR 340-109-0010, Pesticide Residue Waste Management, and all applicable OARs contained within Division 57, Pesticide Control, Oregon Department of Agriculture.
- 7.8.5 Operator shall employ certain safeguards and safe operating practices to prevent spillage, including:
  - A. Clean up and remove all containers at the end of each day's activities
  - B. Maintain all loading and mixing facilities in good condition
  - C. Use dry break devices or equivalent couplings to the aircraft-loading receptacle to prevent leaks of all materials
  - D. Aircraft and loading equipment will be positioned in such a manner as to not interfere with normal aircraft operations at the airport
  - E. In the event of a small pesticide or pesticide solution spill, the contaminated surface material will be removed from the premises and the area of the spill will be treated with SuperBugs or an equivalent. In the event of a reportable amount of spilled pesticide, the operator will contain the material and contact those agencies that DEQ regulations require. The operator will have an appropriate spill kit with them whenever working on the airport.
- 7.8.6 All chemicals stored on airport must be stored in accordance with the Material Safety Data Sheet (MSDS) requirements for that chemical. MSDS sheets for chemicals stored on airport shall be made available to the Airport Director upon request.

#### 7.9 Aircraft Sales

SASOs providing new and/or used aircraft sales and aircraft brokerage services shall:

- 7.9.1 Have at least one (1) qualified aircraft salesperson that has a current commercial pilot certificate with appropriate aircraft type ratings and is appropriately registered according to local, state and federal regulations.
- 7.9.2 Keep premises open and services available during established business hours as recorded with the Airport Administration.
- 7.9.3 SASO must be registered with the State of Oregon Department of Aviation as an aircraft dealer.

7.10 Specialized Flying Services

SASOs providing specialized commercial flying services such 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:

- 7.10.1 Make available at least one (1) person who holds a current FAA appropriate pilot certificate and medical certificate with ratings appropriate for the operator's aircraft.
- 7.10.2 Have established business hours recorded with the Airport Administration.
- 7.10.3 Own or lease at least one (1) airworthy aircraft.
- 7.10.4 Ensure that pilots and aircraft are in compliance with local, state and federal registration laws.