

AGENDA
SHAWNEE AIRPORT AUTHORITY
July 18, 2016 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

All motions will be made in the affirmative. The fact that a commissioner makes or offers a second to a motion does not mean that the commissioner must vote in favor of passage.

1. Consider approval of Consent Agenda:
 - a. Minutes from the June 20, 2016 meeting.
 - b. Airport Advisory Board Minutes from March 16, 2016 and April 20, 2016 meetings.
2. Discuss, consider, and possible action on a resolution to amend the Rules and Regulations for the Operation of Shawnee Regional Airport; sections 7 and 9.
3. New Business

(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
4. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

Shawnee Airport Authority**1. a.**

Meeting Date: 07/18/2016

SAA Minutes 06-20-2016

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the June 20, 2016 meeting.

Fiscal Impact**Attachments**SAA Minutes 06-20-2016

THE TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN REGULAR SCHEDULED SESSION IN THE COMMISSION CHAMBERS AT CITY HALL, 9TH AND BROADWAY, SHAWNEE, OKLAHOMA, MONDAY, JUNE 20, 2016, DURING THE BOARD OF CITY COMMISSIONERS MEETING AT 6:30 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Agee, Harrod, Mainord, Hall, Shaw, Dykstra

ABSENT: None

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1: Consider approval of Consent Agenda:

a. Minutes from the June 6, 2016 meeting.

A motion was made by Trustee Hall, seconded by Trustee Shaw, to approve Consent Agenda Item No. 1(a). Motion carried 6-0.

AYE: Hall, Shaw, Dykstra, Agee, Harrod, Mainord

NAY: None

AGENDA ITEM NO. 2: New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

There was no New Business.

AGENDA ITEM NO. 3: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:27 p.m.)

WES MAINORD
CHAIRMAN

ATTEST:

PHYLLIS LOFTIS, SECRETARY

Shawnee Airport Authority**1. b.**

Meeting Date: 07/18/2016

AAB Minutes 03-16-2016 & 04-20-2016

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Airport Advisory Board Minutes from March 16, 2016 and April 20, 2016 meetings.

Fiscal Impact**Attachments**

AAB Minutes 03-16-2016

AAB Minutes 04-20-2016

MINUTES
AIRPORT ADVISORY BOARD REGULAR MEETING, **MARCH, 16 2016**, 5:30 P.M.
TERMINAL BUILDING
2202 AIRPORT DRIVE

PRESENT: Fogerty, Humphreys, , Dersahakian, Barger, Freeman

Others: Keenan English – Asst. Airport Mgr, Fred Treiber – Airport Supervisor, Justin Erickson – City Manager

ABSENT: Huddleston, Smallwood

CALL TO ORDER

DECLARATION OF A QUORUM

ITEM ONE: Consideration and approval of the consent agenda.

1. Minutes from the February 17, 2016 meeting

Humphreys motioned to approve the February 17, 2016 minutes. Freeman 2nd the motion. Board unanimously approved the motion.

ITEM TWO: Discussion, review, and consideration of amending Airport Rules and Regulations section 11 – Vehicles.

English reported to the board the common areas on the airport used for personal vehicle parking. English proposed designated certain areas on the airport as “no parking” areas such as certain aprons and movement areas. The board recommended and that Assistant Airport Manager designate parking areas and recommended airport staff to look at costs of constructing a parking lot. No formal vote was made.

ITEM THREE: Discussion and review of hangar rates and services for transient traffic and other aircraft without Airport leases.

English reported that the Airport does not have any formal rate structures for based aircraft sit outside and do not have a lease with the airport. Dersahakian recommended using the airport staff’s discretion when making those decisions and that aircraft that stay parked on the airport for more than one month should pay a fee. No formal vote was made.

ITEM FOUR: Update on Delta Wings construction and possible extension of hangar construction deadline.

Freeman motioned to extend Delta Wings construction deadline by 4 months beyond the original 6 month deadline. Fogerty 2nd the motion. Board unanimously approved the motion.

ITEM FIVE: Staff Report

ITEM SIX: Board Members comments

No board comments.

ITEM SEVEN: Citizen Comments

Ben Crooch of Scissortail Skydiving requested the airport look into methods of managing the recent increase of birds in Hangar 13.

ITEM EIGHT: New business
No new business

ITEM NINE: Adjournment

A handwritten signature in black ink, appearing to be 'C. M.', followed by a long horizontal flourish.

MINUTES
AIRPORT ADVISORY BOARD REGULAR MEETING, **APRIL, 20 2016**, 5:30 P.M.
TERMINAL BUILDING
2202 AIRPORT DRIVE

PRESENT: Fogerty, Huddleston, Barger, Smallwood, Freeman
Others: Keenan English – Asst. Airport Mgr, Fred Treiber – Airport Supervisor, Cynthia Arnold
– Finance Director

ABSENT: Dersahakian, Humphreys

CALL TO ORDER

DECLARATION OF A QUORUM

ITEM ONE: Consideration and approval of the consent agenda.

1. Minutes from the March 16, 2016 meeting

Freeman motioned to approve the March 16, 2016 minutes. Barger 2nd the motion. Board unanimously approved the motion.

ITEM TWO: Discussion, consideration, and approval of the 2016/2017 Airport Budget.

English and Arnold presented the budget for FY 16/17. Freeman motioned to approve the budget. Fogerty 2nd the motion. Board unanimously voted to approve the budget.

ITEM THREE: Discussion, consideration, and recommendation of changes to T-hangar and bulk hangar leases regarding maintenance.

Item tabled until the next scheduled airport board meeting.

ITEM FOUR: Update on Delta Wings hangar construction and discussion of new access gate location.

English presented an update on Delta Wings' hangar design and construction timeline. Freeman requested that city staff make sure the hangar would not cause unwanted water drainage between existing hangars. English also requested board input on where to install a new access gate for Delta Wings and other businesses to enter the airport.

ITEM FIVE: Staff Report

ITEM SIX: Board Members comments

No board comments.

ITEM SEVEN: Citizen Comments

Jacob Crooch requested that airport staff look into correcting a long standing variance on his account.

ITEM EIGHT: New business

No new business

ITEM NINE: Adjournment

A handwritten signature in black ink, appearing to be 'C. English', is written over the bottom right portion of the page, overlapping the 'ITEM NINE' section header and the page number.

Shawnee Airport Authority

2.

Meeting Date: 07/18/2016

Airport Rules

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discuss, consider, and possible action on a resolution to amend the Rules and Regulations for the Operation of Shawnee Regional Airport; sections 7 and 9.

Fiscal Impact

Attachments

Airport Rules Memo

Airport Rules Reso



Date: July 18, 2015

To: Shawnee Airport Authority

From: Keenan English, Assistant Airport Manager

RE: **Consideration, discussion, and possible action on a resolution to amend the Rules and Regulations for the operation of Shawnee Regional Airport; section 7 and 9.**

Nature of Situation: For some time, the Airport has had an unwritten policy regarding aircraft maintenance that contradicts what is written in the Airport's **Rules and Regulations**. Section 7(b) – Maintenance states:

"No maintenance or repairs which require certification by an airframe and powerplant mechanic licensed by the Federal Aviation Administration will be performed on aircraft parked anywhere on the Airport or in hangars owned by the City except that necessary to move the aircraft to a designated maintenance facility."

This section essentially prohibits an aircraft owner from hiring a mechanic to come onto the airport and do work on his or her aircraft inside a leased hangar. Airport staff is proposing an amendment to Section 7 that would remove 7(b) and allow for maintenance and repairs to be done on tenants' aircraft by a licensed mechanic of their choosing instead of relying solely on commercial maintenance shops located on the airport. Another amendment to Section 9 would add 9(o) which states that T-hangars are for storage of aircraft only. 9(0) would state:

"T-hangars are for storage of aircraft and aircraft ancillary equipment only. T-hangars are not to be used for any commercial activity unless authorized in writing by the City. "

Essentially, these changes would allow aircraft owners to have their personal mechanic work on their aircraft but would restrict an individual from conducting maintenance as a commercial activity out of a T-hangar or bulk hangar without Airport approval. In essence, the airport is not regulating how and where they maintain their aircraft.

Staff Analysis, Considerations:

Staff has looked at rules and regulations at other airports in Oklahoma for comparison. The larger the airport, the more restrictive the rules become. However, most if not all do not directly address personal maintenance restrictions, only stating that commercial enterprises must be authorized by the local authority and shall meet all license and insurance requirements, just as Shawnee does. In the opinion of city staff and the Airport Advisory Board, Section 7(b) is overly restrictive and is difficult to enforce. In trying to regulate who operates on what aircraft, the airport could expose itself to unnecessary liability by attempting to regulate personal activities. However, it should be the role of the airport staff to monitor who accesses the airport on a regular basis and to ensure public commercial activities and/or soliciting are not taking place without proper authorization and documentation from the airport.

The FAA and the State do not regulate this matter. It is up to the locality to set its rules to determine liability and risk.

The individual hangar leases *do* include the following language which protects the Airport from damages arising from third party activity: *"The Lessee shall indemnify and hold harmless the City for any injury or death to persons or damage to property as a result from third parties involved in the care, maintenance, or use of the Lessee's aircraft and/or Leased Premises."* Another covenant of the lease states *"the Lessee shall be liable for all damages the Lessee causes to the hangar."*

Recommendation: Airport and City staff recommend amended the Rules and Regulations to allow aircraft owners the option to choose their own mechanic. The Airport Advisory Board recommended the proposed changes take place at the June 15, 2016 Airport Advisory Board meeting.

Budget Consideration:

No effect on budget.

RESOLUTION NO. SAA-2016-__

A RESOLUTION BY THE SHAWNEE AIRPORT AUTHORITY TO ADOPT RULES AND REGULATIONS FOR THE OPERATION OF SHAWNEE REGIONAL AIRPORT

WHEREAS, General rules applicable to the Airport operation, aircraft operation, and conduct of persons at the regional Airport to be set by the Shawnee Airport Authority upon the recommendation of the Airport Advisory Board.

WHEREAS, the Airport Advisory Board has found that changes in the Rules and Regulations are necessary to provide for safe and efficient operation of the Airport.

WHEREAS, the Airport Advisory has recommended the following changes;

Now Therefore, Be it Resolved by the Chairman and Trustees of the Shawnee Airport Authority, that the following rules and regulations be adopted:

Sec. 1. - Leasing of property.

- (a) *Hangars.* Airport hangars owned by the City may be rented to private individuals, companies or corporations on a monthly or yearly basis for the storage of aircraft and ancillary aircraft equipment only. Rental rates shall be established and/or adjusted by the Airport Advisory Board and City Commission.
- (b) *Airport property.* The City may lease property within the building area or other portions of the airport for the construction of hangars, buildings, lean-tos, aprons, taxiways and auto parking lots in accordance with the approved airport master plan/airport layout plan. Aviation-related activities shall have priority in all leasing projects.
- (c) *Commercial aviation-related rates.* Value for the commercial use of airport property shall be established by market survey to determine leasehold value of airport property on a square-foot-per-month basis. Tenants providing an FBO service listed in the minimum standards who meets all other requirements for the provision of such a service are eligible to receive up to a 30% discount. The rate shall be

approved by the City Commission upon the recommendation of the Airport Advisory Board.

The annual lease rate will be calculated by multiplying the total square footage of the property by the recommended square foot rate. Once established, lease rates will be adjusted annually based on the inflation rate established by the consumer price index applicable to the City of Shawnee. The length of lease may not exceed five years with renewal options not to exceed 20 years.

(d) *Non-aviation related rates.*

- (1) For leases executed after January 22, 2002. For the initial lease of airport property upon which to conduct a non-aviation activity, the City will charge the appraised fair market leasehold value of the property. The annual lease rate will be calculated by multiplying the total fair market leasehold value of the property by certain percentages as recommended by the appraiser. Lease rates will be then adjusted annually based on the inflation rate established by consumer price index applicable to the City of Shawnee.

(e) *Building restrictions.* No structure may be erected beyond the building restriction line or in conflict with the approved airport layout plan.

(f) *Construction authorization.* All construction must be authorized by the City Commission and must be a compatible standard capable of withstanding winds of 85 miles per hour, with doors open or closed. Furthermore, all structures must comply with the City building codes and airport zoning and land use ordinances.

(g) *Commercial operating fees.* Every person approved by the City Commission to conduct a commercial activity on the Airport shall pay a monthly/annual fee as established by the Airport Advisory Board and City Commission. The fee for the previous month's/ year's activity shall be paid by the 20th day of the month/year. Prior to starting the commercial activity, a deposit, as established by the Airport Advisory Board and City Commission, shall be paid. This deposit will be held by the City and applied to overdue fees at the discretion of the City. If

the commercial activity is terminated, the deposit shall be returned to the depositor upon payment in full of the account.

- (h) *Fuel flowage fees.* All fuel-dispensing activities, whether commercial or private, must be authorized by the City Commission and in compliance with the Airport minimum standards, as amended from time to time, and will be assessed a flowage fee using the established fuel flowage fee rate at that time, based on fuel delivered to the vendor.

Sec. 2. – General Operating Rules.

The following rules are applicable to the airport operation, aircraft operation and conduct of persons at the regional airport:

- (a) *Operation by City.* Shawnee Regional Airport is operated by the City for the use and benefit of the public under the authority granted under state law and under the terms of the deed from the federal government and subsequent sponsors' assurance agreements with the federal government.
- (b) *Designated representative.* The Airport Manager shall be the designated City representative to enforce the regulations in this article and supervise the operation of the Airport.
- (c) *Safeguard of persons and property.* The Airport Manager shall at all times have authority to take necessary and legal actions to safeguard any person, aircraft, equipment or property at the Airport.
- (d) *Public use.* The Airport shall be open for public use subject to certain restrictions, which may be necessary due to inclement weather, the conditions of the landing area, the presentation of special events and like causes as may be determined by the City and subject to such fees and charges as may be established without discrimination for each class of user.
- (e) *Federal Aviation Administration regulations.* The published Federal Aviation Regulations (FAR) in effect are referred to, adopted and made a part of this article as fully in all respects as if particularly set forth in this article.

- (f) *Injury to persons.* Persons entering upon airport grounds do so at their own risk and with no liability incurring to the City, its officers or employees for any damage to persons or property. Further, any person desiring to use the Airport shall observe and obey all valid laws, resolutions, orders, rules and regulations promulgated and enforced by the City or by any other authority having jurisdiction over the conduct and operation of the airport, including the Federal Aviation Administration.
- (g) *Emergency procedure.* In case of accident, it shall be reported to the Fire Department and the Airport Manager by the nearest telephone (911). No unauthorized personnel shall go to the scene of an accident except to render aid in the absence of authorized personnel. The Airport Emergency Contingency Plan shall be adhered to under this subsection.
- (h) *Accidents.* All accidents, regardless of the extent or nature of damage, involving aircraft based on this field or accidents occurring on this field shall be reported immediately and within 24 hours in writing to the office of the Airport Manager and any other regulatory body requiring such notification.
- (i) *Damage to Airport.* Any person and the owner of any aircraft causing damage of any kind to the Airport, whether through violation of any of the rules in this article or through vandalism or any act of negligence, shall be liable therefor in and to the City.
- (j) *Damage to runway lights.* Any person damaging any field light or fixture by operation of an aircraft or otherwise shall immediately report such damage to the Airport Manager. A person causing damage to runway and taxiway lights, as a result of negligent operation of an aircraft or willful acts, will be liable for replacement cost of the lights and/or fixtures.
- (k) *Licensed pilots.* Only properly registered aircraft and persons holding current airman and medical certificates issued by the Federal Aviation Administration shall be authorized to operate aircraft upon the Airport except as may otherwise be provided in this article. This limitation shall not apply to students in training under licensed instructors or to

public aircraft of the federal government or of a state, territory, or political subdivision thereof or to aircraft licensed by a foreign government with which the United States has a reciprocal agreement covering the operation of such licensed aircraft.

- (l) *Registration.* Every registered owner of an aircraft based at the Airport shall register at the office of the Airport Manager or designated representative, with name, aircraft number, address and telephone number.
- (m) *Air and ground traffic/vehicular traffic.* All vehicular traffic shall be confined to avenues of passage designated and provided for that purpose by the City and shall not be operated at a speed in excess of 25 miles per hour.
- (n) *Roads and walkways.* No person shall travel on the Airport other than on the roads, walks or places provided for the use of traffic. No person shall use the roads or walks in such manner as to hinder or obstruct their proper use by others.
- (o) *Acrobatic flying.* Acrobatic flying by any person flying over any portion of the City is prohibited without the express permission of the Airport Manager and FAA.
- (p) *Parachute jumping.* No person shall make a parachute jump within the City limits without the express permission of the Airport Manager, except in an actual emergency.
- (q) *Dropping of objects.* No person in any aircraft shall cause or permit to be thrown out, discharged, or dropped within the City any object or thing, except loose water or loose sand ballast when absolutely essential to the safety of the occupants of the aircraft and except as provided in subsection (r) of this section.
- (r) *Advertising from aircraft.* No person shall make an exhibition flight by carrying banners on, distributing circulars from, or advertising matter from, or operating loud-speaking devices from, any aircraft flying within the City limits without first obtaining a permit from the Airport Manager. Such permit will not be granted if, in the opinion of the City Commission, the proposed operation will endanger persons or

property or cause discomfort of annoyance to the public or in any case unless the aircraft and the person operating it are properly licensed by the Federal Aviation Administration.

- (s) *Ultra-light aircraft.* Use of the Airport by ultra-light vehicles shall be subject to approval by the Airport Manager and shall be in accordance with Federal Aviation Regulations Part 103 and any other rules set by the City.
- (t) *Firearms.* No one except duly authorized persons, police officers, or federal employees authorized to carry firearms in the performance of their duties or members of the armed forces of the United States on official duty shall carry any firearm on the Airport, except that unloaded, cased sporting guns may be carried as baggage.
- (u) *Intoxicants and narcotics prohibited.* No person shall drink any alcoholic beverages upon any portion of the Airport open to the public, except in such restaurant or other place as shall be properly designated and licensed for dispensing of alcoholic beverages. No person under the influence of an intoxicant or narcotic shall operate or fly in any aircraft upon or over the Airport; provided, however, such prohibition shall not apply to a passenger when accompanied by a nurse or caretaker in an aircraft apart from the pilot.
- (v) *Permission to fuel.* No aviation fuels shall be brought on the Airport for use or for sale without the express permission of the City. This permission shall be granted in a written document providing for safety in storage and handling and the payment of a flowage fee as established in the "Minimum Standards and Requirements for Commercial Aeronautical Activities, Shawnee Regional Airport," as amended from time to time, or specific exemption therefrom. All aviation fuels used in aircraft shall be stored in compliance with Federal Aviation Administration guidelines and City Fire Department regulations.
- (w) *Photography.* No person except duly accredited representatives of the news media shall take still, motion, or sound pictures for commercial purposes on the Airport without permission from the Airport Manager.

- (x) *Model aircraft flying, etc.* Flying of model aircraft, kites, etc., within the Airport area is prohibited.
- (y) *Animals on airport.* No person shall enter the terminal building or landing area of the Airport with a dog or other animal, except that service animals may be permitted in the terminal building. This does not apply where dogs or other animals are carried aboard aircraft and are restrained by leash or properly contained.
- (z) *Abandoned property; lost articles.* No person shall abandon any property on the Airport. Any person finding lost articles in the public areas shall deposit or report them to the Airport attendant.
- (aa) *Foreign objects.* No foreign objects, including bottles, cans, scrap or any object that may cause damage to an aircraft, shall be left upon the floor of any building or upon any part of the surface area of the Airport.
- (bb) *Disposal of refuse.* No person shall place, dispose of or deposit in any manner trash, garbage, or refuse in or upon the Airport property except at such places and under such conditions as the Airport Manager may from time to time prescribe.
- (cc) *Unauthorized signs.* No signs or non-aeronautical equipment or portable buildings and house trailers may be erected, moved in or installed on the Airport property except as may be specifically authorized by the Airport Manager.
- (dd) *Lien for charges.* To enforce the payment of any charge made for repairs, improvements, storage or care of any personal property made or furnished by the City or its agents, in connection with the operation of the Airport, the City shall have a lien upon such personal property, which shall be enforceable as provided by law.
- (ee) *Lien possessory right.* To enforce the payment of any such charge made pursuant to subsection (ee) of this section, the Airport Manager may retain possession of such personal property until all reasonable, customary and usual compensation shall have been paid in full.

- (ff) *Surreptitious activities.* Any person observing suspicious, unauthorized or criminal activities should report such activities immediately to the Airport Manager, police or officers of the Department Of Public Safety or other peace officer.

Sec. 3. - Running aircraft engines.

- (a) On an aircraft not equipped with adequate brakes, the engine shall not be started until and unless the wheels have been set with blocks attached to ropes or other suitable means for removing them.
- (b) No airplane will be propped, started or left running without a licensed pilot or mechanic at the controls.
- (c) No engine shall be started or shall run inside any building.
- (d) No engine shall be started, run or warmed up until and unless the aircraft is in such position that the propeller stream or jet blast will clear all buildings and groups of people in the observation areas.
- (e) No aircraft shall be fueled or drained while its engine is running.
- (f) No person may start the engine of an aircraft if there is any gasoline or other volatile flammable liquid on the ground underneath it.

Sec. 4. - Aircraft taxiing.

- (a) No person shall taxi an aircraft at the airport until he has ascertained there will be no danger of collision with any person or object in the immediate area.
- (b) Aircraft will be taxied at a safe and prudent speed and in such manner as to be at all times under the control of the pilot.
- (c) Aircraft not equipped with adequate brakes will not be taxied near buildings or parked aircraft unless an attendant is at a wing of the aircraft to assist the pilot.

- (d) Aircraft shall not taxi onto the runway from the ramp and taxiway area if there is an aircraft approaching to land or on the ground in takeoff position.
- (e) There shall be no taxiing of aircraft by engine power into or out of hangars.

Sec. 5. - Aircraft parking.

- (a) Unoccupied aircraft shall not be parked or tied down on or within 120 feet of the centerline of a VFR basic utility runway at the Airport, within 250 feet of the centerline of a general utility non-precision runway or within 500 feet of the centerline of a precision runway, and all un-housed aircraft shall be parked in the areas designated by the Airport Manager for that purpose.
- (b) Aircraft will not be parked within 100 feet of an aircraft fuel pump.
- (c) Aircraft will not be parked in such a manner as to hinder the normal movement of other aircraft and traffic unless specifically authorized by the airport manager as an emergency measure.
- (d) It is the responsibility of the pilot when leaving a parked aircraft unattended to see that the brakes are set or that the plane is properly chocked and/or tied down.
- (e) All aircraft parked on the Airport, whether temporary or permanent, shall be parked only in assigned or designated parking areas. Aircraft not parked in the proper area will be moved to the proper area by the City or its authorized representative without liability for damages which may result in the course of such moving.
- (f) A schedule of fees has been established for the parking of aircraft in tie-down areas. These fees shall constitute a lien upon the aircraft, and the City or its authorized representative may hold such aircraft until the fees are paid or may dispose of the aircraft as provided by law if the fees are not paid.

- (g) The registered owner of any aircraft permanently based on the Airport and parked in the public parking area will register his full name and mailing address with the Airport Manager or representative.
- (h) The operator of each aircraft parked on the Airport will be responsible for properly securing the aircraft to protect it and other aircraft from wind damage.
- (i) Aircraft shall not be parked directly in front of gates to the terminal building, except for the purpose of loading or unloading passengers. No aircraft shall occupy terminal building gate positions more than 15 minutes except by permission of the Airport Manager.
- (j) Non-airworthy aircraft, wrecks, "junkers," or parts thereof shall not be parked on the Airport or in hangars unless awaiting scheduled repairs by a licensed airframe and powerplant mechanic, and may not be stored in hangars longer than one year or parked out of doors longer than thirty days.

Sec. 6. - Wrecked aircraft.

Every aircraft owner, his pilot, and agents shall be responsible for notifying the Federal Aviation Administration and for the prompt removal from the operational areas of the Airport, under the direction of the Airport Manager, of disabled or wrecked aircraft.

Sec. 7. - Repairs to aircraft.

- (a) No aircraft shall be repaired on any part of the landing or takeoff area, and all outside repairs shall be made at the places designated by the Airport Manager for such purpose.
- (b) Maintenance performed on aircraft, other than the maintenance normally performed by the pilot or owner, is considered a commercial activity, and anyone performing such activity must first meet the requirements for the activity as established in the "Minimum Standards for Commercial Aeronautical Activities, Shawnee Regional Airport, 1973," as amended from time to time.

Sec. 8. - Fueling of aircraft.

- (a) Aircraft shall not be fueled while the engine is running or while in a hangar or other enclosed place, except that an agricultural spray aircraft on a fast turnaround may be fueled and loaded with chemicals with the aircraft engine idling if the Airport governing authority has provided written authority to the agricultural operator and if the wheels are chocked and there are at least two 20B fire extinguishers within 50 feet and a qualified ground crew member is present during the fueling operation.
- (b) All aircraft will be positively grounded when being serviced with fuel. Aircraft being serviced by a fuel truck will be grounded to the fuel truck, and the fuel truck will be positively grounded.
- (c) All aircraft shall be fueled clear of all hangars and other buildings.
- (d) Aircraft fuel trucks will be equipped, operated and maintained in accordance with National Fire Protection Association, Incorporated, NFPA Manual 407 "Aircraft Fuel Servicing, 1990," published and available from the National Fire Protection Association, Incorporated, 470 Atlantic Avenue, Boston, Massachusetts 02210.
- (e) After June 30, 2013, no person or aviation businesses will be allowed to supply and dispense fuel for aircraft.
- (f) Aviation or auto fuels will not be stored within a hangar.
- (g) The pilot and passengers will exit the aircraft, and the aircraft will be unoccupied during fueling operations.
- (h) Where aircraft fueling is performed by a fuel truck, an adequate number of suitable grounding connections shall be provided on the aircraft apron or servicing ramp.
- (i) Spillage or dripping of gasoline, oil, jet fuel, kerosene, grease or any other material which may be unsightly or detrimental to the pavement in any area at the airport shall be removed immediately. The responsibility for removal shall be assumed by the operator of the

equipment causing the spillage or by the tenant or concessionaire responsible for the deposit thereof on the pavement.

- (j) No person shall park any vehicle designed for fueling within 50 feet of the terminal building.
- (k) No opened containers of oils and no containers of fuels or other volatile or flammable substances may be stored in the T-hangars.
- (l) Self-fueling privileges are not allowed on the Airport except through compliance with the "Self-Fueling Privileges" section of the "Shawnee Regional Airport Minimum Standards and Requirements, 2000, for Commercial Aeronautical Activities," and then only in the area designated by such minimum standards and requirements.

Sec. 9. - Use of T-hangars.

The following rules apply to T-hangar tenants at the Airport; infraction of these rules will result in the immediate cancellation of the hangar rental contract and/or a fine as established in this article:

- (a) No hoisting mechanism may be attached to the structure of the T-hangar without the written permission of the Airport Manager. This will include, but is not limited to, chain fall, block and tackle or any other hoisting device passed over struts or braces of the T-hangars.
- (b) No hangars or supports requiring the modification of the steel structures or metal wall surfaces will be installed.
- (c) Metal wall panels may not be removed, modified, bent, or cut without written permission of the Airport Manager.
- (d) Hangar doors, door guides, rollers, and door tracks may not be removed or otherwise modified.
- (e) Occupants of T-hangars may not use self-propelled equipment such as tractors, trucks, or automobiles to open or close hangar doors.

- (f) No containers of fuels or other volatile or flammable substances may be stored in the T-hangars and must be contained in federally approved storage containers for the type of substance being stored.
- (g) No oil soaked clothes, rags, or other combustible fabrics may be stored in T-hangars.
- (h) Refuse cans must be used for empty oil cans and other trash.
- (i) Only aircraft listed in the T-hangar tenant's rental contract and ancillary equipment shall be stored in the hangar space.
- (j) T-hangar occupants may not sublease the hangar space.
- (k) T-hangar occupants may perform maintenance on their own aircraft to the extent they meet the qualifications set forth by the FAA and any licenses required by the FAA are current.
- (l) A tenant shall reimburse the City for damages to hangars, such as broken windows, doors, hinges, or electrical fixtures, caused in any manner by the tenant's carelessness.
- (m) Cleaning interiors of T-hangars is the responsibility of the tenant. The Airport Manager may inspect to ensure good housekeeping practices.
- (n) All T-hangar tenants shall provide the Airport Manager with duplicate keys to be used in case of emergency.
- (o) T-hangars are for storage of aircraft and aircraft ancillary equipment only. T-hangars are not to be used for any commercial activity unless authorized in writing by the City.

Sec. 10. - Agricultural spraying operations.

- (a) Agricultural spraying operations will be conducted in accordance with all federal and state laws and regulations.

Sec. 11. – Parachute jumping operations.

- (a) All instructors and unsupervised jumpers will be required to hold a current membership with the United States Parachutist Association and must possess all required USPA licenses. Membership must be confirmed prior to jumper manifesting for a load.
- (b) Instructors will file NOTAM, check winds aloft and calculate exit spots.
- (c) Pilot will perform any routine safety inspections required or deemed necessary on jump aircraft.
- (d) All jumpers will receive a briefing on winds and landing direction prior to boarding the aircraft for each jump.
- (e) Instructors and licensed jumpers are responsible for doing a final gear check on all equipment and review jump procedures with student prior to exiting the aircraft.
- (f) During skydive, instructors will follow all guidelines and rules set forth by the United States Parachutist Association, FAA, and equipment manufacturers.
- (g) Landing patterns will be parallel to the runway at all times. No parachute traffic will cross the active runway under 1,000ft. A left hand pattern will be used when landing in the southeast portion of the airport.
- (h) The Assistant Airport Manager may designate the *drop zone*. All jumpers are obligated to land in the designated *drop zone* unless the Assistant Airport Manager designates an alternative *drop zone* for landing.
- (i) All pilots and jumpers are to have been briefed using Federal Aviation Regulations 105 thru 105.49 before conducting parachuting operations.
- (j) NOTAMs for parachuting operations are to be filed and active for the time frame of the planned jumps.

- (k) Pilot briefing is to be completed with the Flight Service Station prior to becoming airborne.
- (l) Pilot will monitor any activity on the Common Traffic Advisory Frequency/UNICOM during all operations. Two minutes prior to parachuting operations precautionary radio calls are made on 124.75/Fort Worth center and 122.7/Shawnee, OK/KSNL.

Sec. 12. - Vehicles.

- (a) Private vehicles shall only be driven onto the ramp or areas as necessary to go directly to and from specific aircraft for loading and unloading baggage or other special purposes.
- (b) A lessee may park a private vehicle inside the lessee's T-hangar while the aircraft is in use.
- (c) The Airport Manager shall designate specific vehicular parking areas.
- (d) Persons may park or stand motor vehicles on the Airport only in an area specifically designated for parking or standing. No person may park a motor vehicle in any area on the Airport for a period longer than is designated for that area. No person may park or stand a motor vehicle within ten feet of a fire hydrant on the Airport.

Sec. 13. - Special procedures.

The Airport Manager may, in the interest of safety, designate special traffic procedures for certain operations, such as air shows, agricultural operations, lighter than air operations, ultra-lights, etc.

Sec. 14. – Filing and Notice of Rules and Regulations.

This Resolution shall be available in the office of the City Clerk and the Airport, and shall be given to all persons who have operations or lease space at the Airport.

Sec. 15. – Penalty for Violation of Rules and Regulations.

Violation of the rules may result in the termination of leases, the prohibition from being upon the grounds of the Airport, the loss of the opportunity to conduct any operations at the Airport, or such other action as the City deems appropriate, in addition to any penalties imposed if such violations are also violations of law:

Adopted this _____ day of _____, 2016.

WES MAINORD, MAYOR

ATTEST:

(SEAL)

PHYLLIS LOFTIS, CMC, CITY CLERK