

# **SALEM MUNICIPAL AIRPORT**

## **McNARY FIELD**



## **RULES AND REGULATIONS**

**Adopted: July 25, 2016**

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# **SECTION I INTRODUCTION**

## **A. HISTORY**

The Salem Municipal Airport was dedicated on August 8, 1929 by the City of Salem and the American Legion and has been a staple in the community for nearly a century.

Operation of the airfield transferred from the City of Salem to the U.S. Army Air Corps in 1942. In January 1946 the City regained use of the airport and full operational control was returned to the City of Salem in January 1948.

In October 1960 the Marion-Salem-Polk Port Agency (MSP-PA) was formed and funding of the airport was split between the three governments with Salem funding 60%, Marion County 30% and Polk County 10%. A seven-member administrative board was established with appointees selected by each of the three governing bodies. In July 1967 the MSP-PA was disbanded and the City of Salem once again resumed ownership and operation of the airport.

Commercial air service at Salem has come and gone over the years, beginning with United Airlines in the late 1940s and early 1950s, Air Oregon/Horizon Air in the 1970s, Delta Airlines in 2007-2008, and Seaport Airlines for a very brief period in 2011. Salem Airport continues to operate as a fully-certificated FAA Part 139 commercial service airport while remaining a vibrant hub of general aviation, corporate and military aviation activity.

## **B. GENERAL**

1. The Federal Aviation Act of 1958 authorizes the FAA Administrator to prescribe Air Traffic Rules and Regulations governing the flight of aircraft. The Federal Aviation Regulations promulgated by the FAA Administrator covers all flights on or in the vicinity of the Salem Municipal Airport, and by reference, the Federal Aviation Regulations are made a part hereof. Aircraft operators, pilots, and other users of the Airport are required to be familiar with the Federal Aviation Regulations.

2. These Airport Rules and Regulations (AR&R) have been adopted by ordinance by the Salem City Council and shall supersede all previously-adopted versions. The Salem City Council may adopt amendments, additions, deletions or corrections to these AR&R. The provisions of this document are intended for the safe, orderly and efficient operation of the Airport.

3. The Airport is owned and operated by the City of Salem through the City's Urban Development Department and administered by the Airport Manager. All users, customers

and visitors of the Airport shall be governed by these AR&R. Administration of the AR&R shall be under the authority, responsibility and control of the Airport Manager.

4. The Airport Manager is empowered to oversee the operations of the Salem Municipal Airport and to apply and enforce these rules. The rules contained herein are supplemental to, and consistent with, the Salem Revised Code, and the Federal Aviation Regulations, and apply specifically to the Salem Municipal Airport. When an emergency exists at the Airport, the Airport Manager is empowered to issue such directives and take such action as necessary to protect people and property, and promote the safe operation of the Airport.

5. These AR&R shall in no way supersede or abrogate regulations set forth in any federal, state, or local law or ordinance. Should any part of these AR&R conflict with federal, state or local government law or ordinance, then such federal, state or local government law or ordinance takes precedence. If any provision of these AR&R is held invalid, the remainder of the AR&R shall be valid.

6. General information relative to the Airport is provided herein and the Airport Manager is authorized hereby to publish the rules and any additional explanatory material. Said additional explanatory information is published solely for the convenience of and assistance to pilots and tenants, and shall not modify any rule or regulations of the Federal Aviation Administration or the City of Salem.

### **C. COMPLIANCE AND ENFORCEMENT**

1. All persons at the Airport shall comply with the provisions of these rules and regulations. The Airport Manager is empowered, pursuant to SRC 9.010, to enforce these rules and regulations.

2. Any enforcement of compliance shall first be based on a reasonable spirit of cooperation by persons using the Airport. It is the policy of the City of Salem to progressively take action to obtain compliance with these AR&R. Oral warnings or reminders shall be employed as the first step in obtaining compliance rather than issuance of a notice of violation.

3. The Airport Manager is authorized to issue a notice of violation to any aircraft owner, operator, lessee or other appropriate person for any violation of these rules and regulations. Such notice shall be hand-delivered or sent via certified mail to the aircraft owner, operator or lessee within 15 days of the date of violation. Such notice shall include the rule or regulation violated, time and date of violation, registration number of the aircraft (if required), and any other pertinent information.

4. Nothing in this section shall restrict the Airport Manager, or other lawful authority from immediately issuing a notice of violation, or otherwise taking action to abate a violation of these AR&R if in the sole determination of the Airport Manager the

violation presents a threat to life, property or public health or safety, or presents a liability to the City.

#### **D. APPEALS**

1. Any person that has been provided notice of violation, had their access privileges revoked, or whose permit or license has been revoked, may appeal the decision to the Hearings Officer as set forth In SRC Chapter 9.010(b). A person with standing to appeal and who desires to appeal the Airport Manager's decision shall file a notice of appeal in accordance with the procedures set forth in SRC Chapter 20J. The decision of the Hearings Officer on an appeal shall be the final decision of the City.

## **SECTION II**

### **DEFINITION OF TERMS**

The following words and phrases, as used in these rules and regulations, shall be construed as defined in this article unless the context requires otherwise. All definitions contained in 49 U.S.C. §40101 et seq., (previously known as the Federal Aviation Act of 1958, hereinafter cited as “FAA Act”) and all amendments thereto shall be considered as included herein. All definitions shall be interpreted consistent with the FAA Act and amendments thereto, unless a different meaning is specifically defined and more particularly ascribed to the use of such word or phrases.

**ABANDON:** any property left in any common area on the airport property without consent of the Airport Manager for greater than seventy-two (72) hours without the owner moving or claiming it.

**ACCIDENT:** a collision or other contact between any part of an aircraft, vehicle, person, stationary object or with any other thing that results in property damage, personal injury, or death; or other occurrence, which results in personal injury or death to such person or some other person or which results in property damage.

**ADVERTISING:** the act or practice of calling public attention to one's product, service, need, activity, etc., by paid or unpaid announcements in newspapers and magazines, over radio or television, on billboards, flyers, banners, vehicle markings, etc.

**AERONAUTICAL ACTIVITY:** any activity or service that contributes, makes possible, or is required for the operation of aircraft or that contribute to or is required for the safety of such operations. Activities within this definition commonly conducted on airports, include, but are not limited to: general and corporate aviation, air taxi and charter operations, scheduled and non-scheduled air carrier operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, parachute or ultra-light, unmanned aerial vehicle activities, and any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities. Activities, such as model aircraft and model rocket operations, remote-control aircraft, and similar activities are not considered aeronautical activities.

**AIR OPERATIONS AREA (AOA):** any area of the Airport intended to be used for landing, takeoff, surface maneuvering or parking of Aircraft. The AOA is further separated into Movement and Non-movement areas as defined herein. All areas in the AOA are off-limits to the general public unless under authorized escort. (See Section IX-Airport Map.)

**AIRCRAFT:** any and all contrivances, now known or hereafter invented, intended to be used for the navigation of, or flight in air or space, including but not limited to airplanes, airships, helicopters, gliders, sail planes, amphibians, unmanned aerial vehicles, etc.

**AIRCRAFT FUEL:** all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating: (a) an internal combustion engine; or (b) a jet or turbine engine.

**AIRCRAFT MAINTENANCE:** any work performed on an aircraft by a pilot, owner or mechanic other than the routine cleaning, upkeep and servicing of an aircraft in preparation for flight. Removal of the engine cowling, replacement of parts, de-fueling of an aircraft or temporary removal of parts normally used for safe flight are activities that place any aircraft in an “aircraft maintenance” status.

**AIRCRAFT OPERATION:** an aircraft takeoff, aircraft landing, taxiing or any other aircraft air or surface movement within the AOA.

**AIRCRAFT OPERATOR:** any person who pilots, controls, owns or maintains an aircraft.

**AIRCRAFT OWNER:** a person listed as the registered owner on the FAA Certificate of Registration, who holds legal title of an aircraft, or any person having exclusive possession of an aircraft pursuant to a written lease for a term of twelve (12) months or more.

**AIRCRAFT PARKING AND STORAGE AREAS:** those hangar and apron locations of the Airport designated by the Airport Manager for the parking and storage of aircraft, including “tie-down” areas equipped with rope or chain devices that are used to secure light-weight aircraft.

**AIRLINE:** a commercial entity using the Airport for the transport of passengers or goods and operating the business under the terms and conditions of FAR Part 121.

**AIRPORT:** all of the land, improvements, facilities and developments within the boundaries of the Salem Municipal Airport as shown in Section IX-Airport Map. The Airport is also referred to as McNary Field.

**AIRPORT MANAGER:** the City Manager, or the department director designated by the City Manager, or that department director's designee, assigned with responsibility and authority for the operation, management and development of the Airport.

**AIRPORT ADVISORY COMMISSION:** the body created by the Salem Revised Code and delegated the responsibility for advising the City of Salem’s City Council, Planning Commission and Airport Manager on aviation, aviation development, and improvement and use of the Airport.

**AIRSIDE:** those areas of the Airport that support aircraft activities and more specifically defined as the area inside the perimeter fence.

**AIR TRAFFIC CONTROL OR ATC:** the personnel, equipment, air traffic services and FAA procedures provided or prescribed for use at the Airport under the authority of the Federal Aviation Administration.

**APRON:** those areas of the Airport, both public and leased, designated by the Airport Manager for the parking or storage of aircraft, enplaning and deplaning passengers, servicing aircraft, air cargo activities, etc. SEE ALSO RAMP, TARMAC.

**ARFF:** Aircraft Rescue and Fire Fighting includes the personnel, equipment and facilities on or off the Airport dedicated to responding to aircraft accidents/incidents and all rescue and firefighting tasks, structural fires, medical issues and other emergency activities.

**AR&R:** these Airport Rules and Regulations.

**BASED AIRCRAFT:** any aircraft whose “home base” or “permanent residency” is the Salem Municipal Airport.

**CITY:** the City of Salem, an Oregon municipal corporation.

**COMMERICAL ACTIVITY:** the exchange, trading, buying or selling of commodities, goods, services or property of any kind, or any revenue producing activity on the Airport. An activity is considered commercial activity regardless of whether the business is non-profit, charitable or tax-exempt.

**COMMERCIAL AGREEMENT:** an agreement, including, but not limited to a license, permit, concessionaire agreement, lease or rental agreement, between the Airport and a person that authorizes and conditions the person to conduct a commercial activity on the Airport. The person may be directly associated with aeronautical activities or non-aeronautical activities (which includes all business not engaged in an aviation-related activities service for profit such as concessionaires, rental cars, taxis, restaurants, bars/lounges, vending machine operators and retail stores).

**DEQ:** the State of Oregon Department of Environmental Quality.

**EMERGENCY VEHICLE:** vehicle that is equipped with warning lights, and that is operated by public police, fire or airport personnel, designated as an emergency vehicle by a federal agency or the Oregon Department of Transportation.

**ENGINE RUN-UP:** the operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of the aircraft. Engine run-up is usually associated with relatively high power settings needed to verify the performance of an aircraft engine prior to takeoff. SEE ALSO RUN-UP.

**ENGINE RUN-UP AREAS:** areas designated by the Airport Manager that allow high power settings of an aircraft engine. These areas are usually in remote sections of the Airport, adjacent to active runway takeoff locations, and may be otherwise protected by blast fences or noise limiting infrastructure.

**FAA:** the Federal Aviation Administration

**FAR:** the Federal Aviation Regulation as written, approved and published by the FAA, and as may be amended.

**FBO (Fixed Base Operator):** an operator of a commercial activity permitted by the Airport Manager to operate on the Airport and provide aeronautical services such as fueling, hangar storage, tie-down and parking, aircraft rental, aircraft maintenance, flight instruction, etc.

**FIRE CODE:** all fire codes adopted by the City of Salem.

**FIRE DEPARTMENT:** the City of Salem Fire Department within whose jurisdiction the Airport is located and who may have primary or backup responsibility for on-airport rescue and firefighting activities.

**FLIGHT CREW:** persons authorized to pilot, ground service, maintain or provide in-flight aircraft services. Flight crews include but are not limited to pilots, flight attendants, flight examiners, flight instructors, crew chiefs, flight engineers, navigators, loadmasters and medical technicians.

**FLYING CLUB:** an organization, typically a not-for-profit corporation, created for the purpose of economical shared ownership and operation of the aircraft by its members.

**FUEL HANDLING:** the transportation, delivery, fueling and draining of fuel or fuel waste products and the fueling of aircraft.

**FUEL VENDOR:** a business licensed and authorized to dispense fuel into aircraft or to accept delivery of fuel from a major oil company or fuel wholesaler at the fuel tank storage facility or fuel farm. At the fuel farm, the fueling agent will further dispense fuel from the fuel storage tanks into fuel servicing vehicles associated with airport FBOs or fuel concessionaires.

**FUEL STORAGE AREA:** those facilities where aircraft fuel, ground vehicle gasoline, and other types of fuel are stored. Also referred to as “fuel farm.”

**GENERAL AVIATION:** all categories and types of aircraft in the U.S. other than certified air carriers (operating under FAR Part 121) and Department of Defense military aircraft.

**GROUND TRANSPORTATION:** the commercial activity of transporting passengers, material, baggage or other goods within the boundaries of the Airport, or to/from the Airport and other locations outside the Airport boundaries. Ground transportation includes activities such as rental cars, taxicabs, buses, trains, courtesy vehicles and lodging shuttle service.

**HANGAR:** any fully or partially enclosed storage space for an aircraft.

**HAZARDOUS MATERIAL:** any substance or material in a quantity or form that may pose an unreasonable risk to health, safety, or property when stored, transported or used in commerce as defined by the U.S. Department of Transportation or the Environmental Protection Agency.

**INSTRUCTOR:** any person licensed to provide or offering to provide instruction in the operation (piloting) of an aircraft, or those individuals teaching the methods and procedures of aircraft systems or power plant repair, maintenance and overhaul.

**ITINERANT AIRCRAFT:** any aircraft not “home based” at the Airport but transiting the Airport, obtaining fuel service or other on-airport services, or on-loading or off-loading passengers or cargo. Itinerant aircraft are “home based” elsewhere but may park or hangar at the Airport for short periods of time. SEE ALSO TRANSIENT AIRCRAFT

**LANDSIDE:** those areas of the Airport that do not support aircraft activities and more specifically defined as the area outside the perimeter fence.

**LICENSE:** an official written instrument granting a privilege to conduct specific activities on the Airport.

**MOVEMENT AREA:** areas of the Airport, such as runways, taxiways, and aprons that are used for aircraft taxiing, hover taxiing, landings and takeoffs. The movement area is defined under formal agreement with the FAA air traffic control tower chief, Airport Manager, airlines and other major aviation users of the Airport. It includes all areas under the direct and positive control of ground control or tower control, and requires specific approval for entry by ATC. This area includes the restricted area adjacent to the commercial terminal, air traffic control tower, and the National Guard Ramp areas. See Section IX, Airport Map.

**NON-MOVEMENT AREA:** those areas of the Airport where aircraft taxi, are towed or otherwise moved without radio contact with the air traffic control tower or with other aircraft. These areas are usually confined to those immediately adjacent to hangars, shops, terminal buildings and other structures. This area includes the general aviation ramp and taxi lanes not under control of the air traffic control tower. Non-movement areas are defined as part of the same formal agreement referenced under Movement Area. See Section IX, Airport Map.

**NFPA:** National Fire Protection Association

**NOTAM:** Notice to Airmen as issued by a representative of the FAA, the Airport Manager or other authorized official.

**NTSB:** National Transportation Safety Board

**PASSENGER:** any person enplaned, or originating passenger by boarding an aircraft for flight from the Airport, and any person deplaned, or destination passenger by off-loading or leaving an aircraft for surface transportation from the Airport. Connecting or through passengers are both enplaning and deplaning at the Airport within the same half of their trip, usually without leaving the Airport.

**PEDESTRIAN:** any person traveling on foot.

**PERMISSION OR PERMIT:** permission granted by the City. See LICENSE.

**PERSON:** an individual, city, state, county, a political subdivision of the state, other governmental entity, a corporation, firm, partnership, association, organization and any other group acting as a unit, whether or not a legally recognized entity. Person includes a trustee, receiver, assignee or similar authorized representative of one of the above.

**PUBLIC USE AREAS:** those areas normally used by the general public. These areas include concessionaire shops, restrooms, passenger terminal lobbies, passenger concourses, hallways, passage ways, public transportation waiting areas, viewing areas, roads, sidewalks and public motor vehicle parking lots. They do not include areas leased by commercial aviation businesses unless those businesses so designate certain areas as public use areas. These areas do not include the MOVEMENT AREA, restricted areas and employee parking lots.

**RAMP:** See APRON.

**RESIDENTIAL THROUGH-THE-FENCE:** the right of the owner of a particular off-airport residential property to use an airport access point to taxi an aircraft between the airport and that property.

**RESRICTED AREAS:** areas closed to access to the public. These are limited access areas that the Airport, FAA, or commercial aviation business owners have elected to restrict for purposes of security or safety. These areas include but are not limited to the commercial ramp adjacent to the terminal building, aircraft movement areas, AOA, Airport perimeter roadways, fenced-in areas, aircraft hangars and maintenance shops, military facilities, fuel storage areas and hazardous materials storage areas.

**RUN-UP:** See ENGINE RUN-UP

**RUNWAY:** an area of the Airport developed and improved for the purpose of accommodating the landing and takeoff of aircraft.

**SMOKING:** the possession of any lighted pipe, lighted cigar, the use of an electronic cigarette or a similar device intended to emulate smoking, which permits a person to inhale vapors or mists that may or may not include nicotine, or lighted cigarette of any kind, or the lighting of a pipe, cigar, or cigarette of any kind, including, but not limited to, any tobacco or cannabis product, or any other weed or plant capable of being smoked.

**SPECIAL EVENT:** occasions designated and organized for a specific purpose outside of normal airport operational activities, such as air shows, aircraft fly-ins, or other similar events.

**STAGING AREA:** a paved, weight bearing surface for temporary aircraft storage, intended to allow aircraft to be removed from a hangar or tie down and temporarily parked outside of the taxi lane safety areas.

**TARMAC:** has the same meaning at APRON.

**TAXI LANE:** the portion of the Airport apron, or any other area, used for access between taxiways and aircraft parking and storage areas.

**TAXIWAY:** an area of the Airport developed and improved for the purpose of maneuvering aircraft on the ground between runways and aprons and between other parts of the Airport.

**TENANT:** any entity or person having a written lease, rental agreement or other agreement with the City for the possession and control of land within the Airport. Includes lessee, sub-lessee and sub-tenant.

**TERMINAL:** a facility or facilities where Airport passengers, air cargo and general aviation activities are accommodated, housed and processed.

**VEHICLE:** a device, except aircraft, in, upon, or by which any person or property is or may be propelled or moved, except a device moved by human power.

**VEHICLE PARKING AREAS:** means those areas designated by the Airport Manager as vehicle parking areas for passengers, customers, employees and ground transportation staging areas (rental cars, taxicabs, buses and shuttles).

## **SECTION III USE OF AIRPORT**

### **A. GENERAL**

#### **1. Permission, Conformance, Procedures**

- a. Any permit, license, lease, or other permission granted to any person by the City to operate on the Airport shall be deemed to constitute an agreement by such person to comply with these Airport rules and regulations.
- b. The Airport Manager may deny any or all usage of the Airport to any person for cause. Such person shall have the right to appeal the Airport Manager's decision.
- c. All activities at the Airport must conform to, and comply with all laws, policies, ordinances, rules and regulations applicable to the Airport or any activity conducted at the Airport.

#### **2. Conduct of Business or Commercial Activity**

- a. No person shall engage in any commercial activity of any nature whatsoever on the Airport without receiving written approval and an operating license from the Airport Manager. Such activity shall conform to terms and conditions of SRC Chapter 9, these rules and regulations, the Airport Leasing Policy, and the terms of any applicable ground lease with the City. This provision also applies to persons who use the Airport as a base for conducting their activity but whose primary office or other place of business is not located on the Airport.

#### **3. Residential Through-the-Fence Use of Airport Property**

- a. Residential through-the-fence access to the Airport is prohibited.

#### **4. Commercial Photography**

- a. Within the Airport no person shall take still photos, motion photos, or sound recordings of the Airport for commercial purposes without the prior written permission of the Airport Manager, except that an owner of an aircraft, hangar tenant, or FBO may photograph or record their own property, leased property or permitted area for commercial purposes. No person shall take still, motion or sound recordings that may hinder airport security (e.g. photographs of access control readers, gate control codes, security cameras, etc.) or photographs or

videos of law enforcement officers, security officers, air traffic controllers, or other such individuals that would interfere with official duties or compromise safety or security of the individuals or of airport or aircraft operations.

## **5. Solicitation, Advertisement, Assembly and Demonstration**

- a. No person shall solicit, advertise or distribute literature at the Airport, except as permitted by a hangar tenant at the tenant's hangar or by an FBO on property permitted for the FBO's activity.
- b. No portion of the Airport is considered a public forum, and demonstrations or assemblies at the Airport are not permitted.

## **6. Airport Liability**

- a. The City of Salem assumes no responsibility or liability for loss, injury or damage to persons or property on the Airport, or through use of the Airport, by reason of fire, vandalism, high winds, flood, earthquake, other acts of nature, or collision damage, nor does it assume any liability by reason of injury to persons or property while using any Airport facility.

## **7. Property Damage**

No person shall:

- a. Destroy, deface or disturb City property or the property of others in any way;
- b. Conduct activities that are injurious, detrimental or damaging to Airport property or the property of others, or to businesses and activities on the Airport;
- c. Abandon any property on the Airport.

## **8. Payment for Damages**

- a. Any person causing, or liable for, any damage shall be required to pay the City, on demand, the full cost of repairs, replacement, clean up, removal, legal fees, and any other costs incurred by the City as a result of the incident or accident. Any person failing to comply with these rules shall be in violation any may be refused the use of any Airport facilities until the City has been fully reimbursed for damages sustained and costs incurred.

## **9. Lost or Mislaid Articles**

- a. Any person finding lost articles in public areas of the Airport shall immediately notify the Airport Manager or deliver lost articles to the Airport Manager. The Airport Manager shall maintain and dispose of lost or abandoned

personal property as required by City policy and procedures, subject to the requirements of applicable law.

#### **10. Domestic Animals**

a. All domestic service animals are permitted on the Airport. All other animals, domestic or exotic, are prohibited in the airport terminal building, air freight areas or other restricted areas, except when such animals are containerized for air shipment. Domestic animals present in other areas of the Airport shall be controlled and restrained by a leash, harness, restraining strap, portable kennel, or other appropriate device. Owners or handlers are responsible for the immediate removal of and disposal of animal waste.

#### **11. Fishing and Hunting**

a. No person, other than City personnel and state and federal agencies assisting City personnel, shall fish, hunt, trap, catch, injure or kill any bird or animal on the Airport property without authorization of the Airport Manager.

#### **12. Wildlife Attractants**

a. No person shall engage in or maintain any activity on the Airport that creates, or has the potential to create, attractants to wildlife on or in the vicinity of the Airport. Feeding or otherwise encouraging the congregation of birds or animals on the Airport is prohibited.

#### **13. Trash Containers and Waste**

a. No person shall keep uncovered trash containers in any outside area. No vehicle used for hauling trash, dirt or other materials shall be operated on the Airport unless such vehicle is constructed so as to prevent the contents from dropping, sifting, leaking, or otherwise escaping.

b. Areas to be used for common trash or garbage containers shall be designated by the Airport Manager and no other areas shall be used. Businesses wishing to have trash and recycling receptacles at their place of business are authorized to do so, provided that the receptacles are placed in a location that prevents trash from making its way onto the airside, and provided that receptacles or vehicles collecting from the receptacles do not interfere with Airport or aircraft operations. Such trash areas shall be kept clean and sanitary at all times.

c. Operators of hangars or aircraft service or maintenance buildings or facilities, terminal buildings, or other such areas shall have suitable metal receptacles with self-closing covers for the storage of oil waste rags, which must be removed by the operators from the Airport premises at regular intervals as may be established by the City of Salem Fire Department.

#### **14. No Smoking Areas**

- a. No person shall smoke in any hangar, shop, or other building where it is dangerous to do so or where it is specifically prohibited by law, administrative rule, or in an area designated as non-smoking by a sign posted by the Airport Manager. Smoking is prohibited at all times inside or within 15 feet of the Airport terminal and any other City-owned buildings or facilities. Smoking is not permitted on any ramp or aircraft parking area.

#### **15. Firearms, Explosives, and Hazardous Materials**

Except as provided for in ORS 166.173, 166.174, and SRC 95.095, 95.100 and 95.160:

- a. No person, except duly authorized law enforcement officers or members of the Armed Forces of the United States, on official duty, shall carry, openly or concealed, any firearm within any City-owned or operated building or facility at the Airport, with the exception of firearms properly enclosed in a container for shipment by air. This provision shall not apply when such firearms are being used in an official capacity by those persons authorized for the dispersal of wildlife when their presence creates an operational or safety hazard to persons, property or aircraft.
- b. No person, except duly authorized law enforcement officers or members of the Armed Forces of the United States, on official duty, shall possess any explosives on the Airport. This provision shall not apply when such devices are being used in an official capacity by those persons authorized for the dispersal of wildlife when their presence creates an operational or safety hazard to persons, property or aircraft.
- c. No person shall store, keep, handle, use, dispense, or transport at, in or upon the airport any radioactive substance or material (except for minimal amounts of radioactive substances, such as radioactive paint illuminating instrument dials) without the prior written authorization of the Airport Manager.
- d. All hazardous materials, including petroleum products, must be stored in approved environmentally safe containers and cabinets.

#### **16. Disorderly Conduct/Customer Service**

- a. No person shall commit any disorderly, obscene or unlawful act or commit any nuisance on the Airport.
- b. No person shall drink intoxicating liquor upon any portion of the Airport open to the public except in such areas as specifically designated and approved by the Airport Manager for on-site liquor dispensing. No person shall become

intoxicated on any portion of the Airport, nor shall any intoxicated person enter upon or loiter on or about City property or facilities.

c. Special event, banquet, or other such sponsors for authorized events that include the dispensing of liquor shall be responsible for the safe and orderly conduct of event attendees and shall ensure that persons do not become intoxicated or are removed from Airport property or facilities if they appear to be intoxicated.

d. The use or distribution of marijuana or marijuana items on the Airport is prohibited.

e. The Airport Manager may suspend Airport access privileges and revoke any City-issued identification media of any tenant, tenant's employee, or any other person granted access to the Airport if such person engages in any disruptive, rude, obscene, or other inappropriate behavior towards customers, other employees or tenants, Airport staff, guests or visitors.

### **17. Sanitary Sewer System and Storm Water Drainage System**

a. There shall be no repairs or adjustments to aircraft or ground vehicles on the Airport which can cause, or may cause pollutants, including oil, grease, fuel detergents, deicing fluids, debris or other such pollutants to enter the Airport sanitary sewer or storm water drainage system, except in those areas specifically designated for such activities and equipped with proper oil/water separators.

b. No petroleum products, pollutants, or potential pollutants including those listed above shall be dumped or permitted to drain into the Airport sanitary sewer system, storm water drainage system, discharge canals, or water ponding areas.

### **18. Fueling Safety**

a. All fueling operations, fueling vehicle operations, or fuel handling devices shall be in accordance with all applicable laws and regulations, any applicable Airport lease, license, permit, or other agreement with the Airport, and shall be in compliance with the requirements of the FAA-approved Airport Certification Manual.

### **19. Signage**

a. No signs or advertisements may be erected or displayed on the Airport without the prior approval of the Airport Manager. All signage installed on the Airport, including those installed on privately-owned or leased buildings or hangars shall be in compliance with applicable law, including the City's sign code.

**20. Model Aircraft, Remote-Controlled Aircraft and Unmanned Aerial Vehicles**

- a. The flying of model, remote-controlled or line-flying aircraft, or operation of any form of unmanned aerial vehicles on the Airport is prohibited. No person shall release any balloons, kites, or similar devices, or use parachutes on the Airport without the permission of the Airport Manager. Official weather balloon releases by the National Weather Service are excepted from this section.

**21. Use of Wireless Internet Access System (Wi-Fi)**

- a. The City may, at its option, provide Wi-Fi access to the public. This service may be provided free of charge or for a fee, as determined by the Airport Manager. The Wi-Fi system, if provided, is on an “as is” and “as available” basis, without warranties of any kind. The City does not warrant that the services will be uninterrupted, error-free, or free from viruses or other harmful components. Users of the system assume all responsibility related to the security, privacy and confidentiality risks inherent in wireless communications and technology, and the City does not make any assurances or warranties related to such risk. The City is not responsible for any loss of data or information that may arise from the use of the wireless connection, nor is the City responsible for any loss, injury, or damages resulting from the use of the wireless service. The City is not responsible for any action or inaction with respect to any content on the Internet accessible through the Wi-Fi system.

**22. Aircraft Registration**

- a. In addition to registering their aircraft with the FAA and State of Oregon, owners or operators of aircraft based at the Airport shall maintain an updated record of the aircraft with the Airport Manager.

## **SECTION IV AIRCRAFT OPERATIONS**

### **A. AUTHORITY TO PROHIBIT OR RESRICT OPERATIONS**

The Airport Manager shall have the right at any time:

1. To temporarily close the Airport or any portion thereof to air traffic.
2. To temporarily prohibit, restrict or delay aeronautical activities under any circumstance.
3. To temporarily deny the use of the Airport to any person or group when the Airport Manager considers such actions to be necessary and desirable in the interest of safety, security, or when the rules and regulations are being violated.
4. To Issue Notices to Airmen (NOTAMS) in addition to those issued by the FAA.
5. Under no circumstances shall an authorized Airport closure, restriction or delay constitute grounds for reimbursement of any expense, loss of revenue, or damage incurred by any operator, tenant, permittee or other entity.

### **B. AIRCRAFT ACCIDENTS/INCIDENTS**

1. Any damage to an aircraft in motion, any damage or injury to persons or property caused by an aircraft, or any damage caused to an aircraft by persons or property, shall be reported to the Airport Manager regardless of FAA or NTSB criteria.
2. Aircraft operators involved in an accident/incident resulting in injury or death to person(s), or resulting in damage to property, shall make a full and prompt report immediately, or as soon as practicable, to the Airport Manager complete any forms or reports as may be required, and comply with applicable provisions of NTSB regulations. Damage to property includes damage to a runway or taxiway surface, taxi lane, apron, navigational aid, directional sign, light or any fixture.
3. Aircraft owners and operators shall be responsible for the prompt removal of disabled aircraft, and parts thereof, from the movement area to an approved non-movement area as directed by the Airport Manager. The Federal Aviation Administration and/or NTSB may delay such action pending an investigation of an accident. Upon authorization to remove the aircraft, upon failure of the owner/operator to promptly remove such disabled aircraft, in the interest of returning the Airport to full operational status without unreasonable delay the Airport Manager may cause the aircraft to be removed at aircraft owner's risk and expense for any and all charges incurred in the removal of same. Neither the City nor its agent(s) shall be responsible for damage arising from the removal of disabled aircraft.

4. Access to aircraft accident scenes are controlled by the Airport Manager or by the designated person-in-command at the scene.

**C. TAXIING, TOWING OR REMOVAL OF AIRCRAFT**

1. No person shall taxi an aircraft without first taking all necessary precautions to prevent a collision with other aircraft, persons or objects. If it is impossible to taxi the aircraft in compliance with this section, then the engine(s) must be shut off and the aircraft towed to a new location.
2. Taxiing, towing or removal of an aircraft in the movement area requires two-way communications and clearance from the Air Traffic Control Tower when the tower is in operation.
3. The Airport Manager is authorized to tow, have towed, or otherwise direct the relocation of aircraft parked or stored in unauthorized areas.

**D. AIRCRAFT OPERATIONS – MANDATORY RESTRICTIONS AND PROHIBITED ACTIVITIES**

1. No Aircraft shall be operated in a careless, negligent or reckless manner, or in disregard of the rights and safety of others.
2. Except in an emergency, no rotorcraft equipped with skid-type landing gear shall perform run-on landings or any other maneuver that would cause the skids to slide upon the runway, or taxiway surface.
3. Rotorcraft shall not be hover-taxied, towed or otherwise moved with the rotors turning in such a way as to cause a hazard to surrounding structures, persons or aircraft from rotor wash.
4. General aviation aircraft are prohibited from the passenger air carrier apron unless prior permission is received from the Airport Manager. When special permission is granted the Airport Manager shall notify Air Traffic Control personnel and aircraft shall coordinate with the control tower when in operation.
5. Any aircraft weighing more than published runway, taxiway and apron load-bearing capacity is prohibited from using such runway, taxiway and aprons without prior permission from the Airport Manager.
6. Lighter-than-air aircraft operations, parachute drops, and banner or glider towing operations can create a hazardous environment to aircraft operations. Such specialized activities require prior written approval from the Airport Manager and may require coordination with ATC and/or the FAA.

**E. AIRCRAFT PARKING RESTRICTIONS**

1. Aircraft shall be parked or stored so as not to obstruct any movement area, other aircraft parking or storage area, taxi lane, or another aircraft's ingress or egress from the Airport's movement area.
2. Aircraft shall be parked in a manner that allows the aircraft to be immediately pushed or towed away in the event of an emergency. The aircraft owner is responsible for the security of the aircraft with the tie down restraints provided.
3. Upon direction of the Airport Manager, the operator of any aircraft parked or stored in any area shall move said aircraft from where it is parked or stored to any other designated location. If the operator is not available and cannot be promptly located, or refuses to comply with such direction, the Airport may have said aircraft towed to a designated location at the operator's expense and without liability for damage which may result from such moving. The aircraft operator or owner shall be responsible for any damage done by, or to the aircraft.

**F. DISABLED, DAMAGED OR DISMANTLED AIRCRAFT**

1. Disabled, damaged, dismantled or otherwise non-flyable aircraft must be parked in a designated non-flyable aircraft storage area approved by the Airport Manager for not more than thirty (30) calendar days, or stored inside a privately-owned or leased hangar, or removed from the Airport.
2. If any non-flyable aircraft is authorized by the Airport Manager to be parked in a designated storage area and the aircraft is not removed within the time prescribed by the Airport Manager, the Airport Manager may cause the aircraft, at the owner or operator's expense, to be removed from the Airport.
3. Abandoning aircraft anywhere on the Airport is prohibited. If an aircraft appears to be abandoned, the Airport Manager will make every effort to contact the registered owner or the operator (if known) of the aircraft. Abandoned aircraft may be removed from the Airport, maintained, stored and disposed of by the City as provided by State law. The owner of an abandoned aircraft shall be required to reimburse the City for all costs and charges incurred by the City in the finding, giving of notice, care and custody of the abandoned aircraft.

**G. LANDING AND TAKEOFF OF AIRCRAFT**

1. When the air traffic control tower at the Airport is in operation all pilots shall follow air traffic control instructions and any deviations from standard FAA flight rules and procedures must be authorized by the control tower. During non-controlled hours of operation, FAA flight rules and procedures shall be followed.

Landing aircraft shall clear the runway as soon as practical, consistent with safety, taxiing ahead to the nearest taxiway.

#### **H. RUNNING OF AIRCRAFT ENGINES**

1. Aircraft engines shall only be run at idle except as necessary for safe taxiing operations, taking off, landing, preflight testing and maintenance testing. All engine pre-flight and maintenance run-ups shall be performed in accordance with section "Aircraft engine run-ups".
2. At no time shall an aircraft's engine(s) be started or run while in a hangar or other enclosed space.
3. No person shall start or run any engine on an aircraft unless a licensed pilot or licensed mechanic is in the aircraft attending the controls. Chocks shall always be used before starting the engine(s) unless the aircraft is equipped with adequate brakes.
4. No aircraft shall be started or taxied where the exhaust or propeller blast may cause injury to persons, damage to property, or cause debris to be spread on the airside area.
5. No aircraft shall be fueled or defueled while one or more of the engines are in operation, except in an emergency that threatens the health, welfare or safety of the public where time is of the essence, and only with prior approval by the Airport Manager.

#### **I. AIRCRAFT ENGINE RUN-UPS**

- 1 All aircraft pre-flight engine run-ups shall be conducted in appropriate run-up areas, which shall not block the movement of other aircraft. All aircraft engine run-ups for maintenance testing purposes shall be conducted between the hours of 6:00 a.m. and 10:00 p.m. and only in appropriate maintenance run-up areas. Between the hours of 10:00 p.m. and 6:00 a.m. no aircraft engine run-ups shall be performed except for run-ups required in preparation for aircraft takeoff. Designated run-up locations are at the south end of Taxiway "C" and on Taxiway "M." Other non-designated locations may be used at the pilot's discretion.
2. All engine run-ups are prohibited on the aircraft parking aprons adjacent to the Airport passenger terminal/administration building, and other apron areas where vehicles, people, or property are at risk from injury or damage from propeller wash or jet exhaust.

#### **J. INTERFERING OR TAMPERING WITH AIRCRAFT**

1. No person shall interfere or tamper with any aircraft, or put in motion the engine of such aircraft, or use any aircraft parts, instruments or tools without permission of the owner, except under the specific direction of the Airport Manager in the event of an emergency.

**K. AIRCRAFT SELF-SERVICING, CLEANING AND MAINTENANCE**

1. A person with exclusive control of an aircraft, or that person's employees, may perform self-services (fueling, maintenance, repair or cleaning) on that person's aircraft utilizing that person's vehicles, equipment, tools and other resources (self-service). A person who engages in self-service activities may not perform services for others for compensation or hire. The right to engage in self-service fueling activities from an on-site fuel storage facility is conditioned upon compliance with all applicable federal, state, county, or City regulatory measures. The right to engage in self-service fueling requires an Airport-issued Private Self-fueling license, which will only be issued once all Oregon DEQ and City of Salem requirements have been satisfied. This provision does not apply to a customer fueling his aircraft from the authorized commercial fuel provider on the Airport, either from the mobile refueling vehicles or the self-service fuel island.

2. If the right to self-serve is not exercised by a person with exclusive control of an aircraft, the person is only allowed to have that aircraft fueled by an Airport-authorized commercial fueling agent on the Airport, and maintained by those commercial operators authorized to conduct such aircraft maintenance services on the Airport. Aircraft operators desiring to have their aircraft maintained or serviced by a licensed entity other than those based at the Airport must have such entity approved in advance by the Airport Manager, approval of which shall be granted only when all licenses, insurance and other required documentation is reviewed and filed with Airport management.

3. Cleaning, washing, polishing or otherwise maintaining aircraft shall be accomplished only in those areas designated for that purpose by the Airport Manager.

4. Doping processes, painting, or paint stripping shall be performed only in those facilities approved for such activities and in compliance with air quality regulations, applicable building and fire codes, and the Airport's Storm Water Pollution Prevention Plan.

**L. REMOVAL OF FUEL, OIL AND GREASE**

1. Any person involved in the spillage or dripping of fuel, oil, grease or other such material which may be hazardous, unsightly, or detrimental in any area of the Airport has the responsibility for the immediate cleanup and proper removal of the material and for the notification of the incident to the Airport within a reasonable amount of time after the incident has occurred and remediated. The responsibility for the removal of such materials shall be assumed by the owner or operator of the aircraft or equipment, or by the tenant or person responsible for the spillage. In the event of such spillage, and failure of the responsible party to remediate the spillage and return the area to its original safe and environmentally sound condition, the Airport may cleanup any material spilled, placed or otherwise deposited at the Airport and may charge the responsible person(s) for the cost of the cleanup, and any required environmental remediation, and any expenses incurred by, or fines or damages imposed on, the Airport as a result thereof.

2. Sumped aircraft fuel shall not be deposited on the ground but disposed of in an environmentally safe manner.

**M. VOLUNTARY MEASURES**

1. Pilots are expected to use good judgment and flight procedures that result in minimum noise impacts and avoidance of low altitude maneuvers while conducting flight operations in the local area. Optimum power settings and maximum altitudes shall be maintained consistent with safety.
2. Pilots are encouraged to limit aircraft flight operations between the hours of 10:00 p.m. and 6:00 a.m. daily.
3. Helicopter operations are requested to voluntarily use arrival and departure routes over major roads and highways to avoid overflying residential areas.
4. All aircraft operators are requested to comply with the Airport's "Fly Friendly" procedures which can be found on the Airport's website.

**N. SPECIAL EVENTS**

1. Special events include, but are not limited to, the following:
  - a. Air shows
  - b. Balloon festivals
  - c. Air races
  - d. War bird shows
  - e. Fly-in meets
  - f. Parachute team demonstrations
  - g. Sightseeing Rides

**These special events require written coordination, regulation and approval by the Airport Manager.**

2. All special events require written acknowledgement by the Airport Manager in the initial planning stage. The acknowledgement will be in the form of a letter from the Airport Manager to the special event sponsor in which the sponsor is recognized as involved in the planning process for a specific type of special event. The letter of acknowledgement may be used as an introduction to other local government agencies, the FAA, potential event sponsors, and local business leaders. The letter will recognize the special event sponsor as a legitimate representative of a proposed special event, that the type of special event is suitable and compatible with the policies of the Airport, and that the sponsor is authorized by the Airport Manager to pursue the planning process. The letter of acknowledgement is not a permit or license to hold the event, but rather an authorization to pursue the feasibility and

planning for the special event in preparation for the submittal of the Special Event Permit Application.

3. Once the planning stage is complete a Special Event Permit Application must be submitted to and approved by the Airport Manager.
4. The special event sponsor will be required to obtain suitable liability insurance for the event. The insurance policy will identify the City of Salem as "additional insured" for the event.
5. The Special Event sponsor shall pay all appropriate rates and fees as published in the Airport's rates and fee summary in effect at the time of the event. Such fees may include a flat rate for the use for a specific space, a percentage of gate fees, and a percentage of fees from concessionaires participating in the event.
6. Any non-aeronautical special events occurring at the Airport are subject to the same special event permitting requirements as aeronautical special events, and such non-aeronautical events shall not conflict with, or limit any aircraft operations at the Airport. The rate and fee structure for non-aeronautical events shall be set by fair market rate which may not be the same as an aeronautical event.

O. MANDATORY COMPLIANCE BY SPECIAL EVENT SPONSOR

1. The sponsor must prepare and present the Airport Manager an "adverse weather" plan for the event.
2. The sponsor must make arrangements for standby emergency services, if required. The sponsor must make arrangements for sufficient portable toilets, automobile towing, trash collection and clean-up, and additional security services as directed by the Airport Manager.
3. The special event must be planned to accommodate the normal ingress and egress of motor vehicles for those persons involved in passenger carrier flights, general aviation users of the Airport, or other business activities normally conducted at the Airport.
4. Any planned temporary Airport airside and/or landside "closure" must be coordinated in advance with the Airport Manager, Air Traffic Control Tower, other impacted tenants or users of the Airport, and the FAA Seattle Airports District Office.
5. A special event that involves aerobatic maneuvers by aircraft must be coordinated with the Airport Manager and the local Flight Standards District Office of the FAA.
6. Failure of the sponsor to adequately perform trash and litter clean-up of the Airport, or failure to repair or compensate the Airport for damaged Airport property as a result of the special event will result in the event sponsor being charged for additional expense and damages by the Airport to correct such failure.

7. Special events involving aerial activities such as jet teams, military or civilian aerobatics performers, military/professional parachute teams, large hot air balloon festivals, air races, large war bird events and similar activities that are not of a routine nature for the Airport will require the designation and approval of an "air boss" who is experienced in directing and controlling the aerial activities planned for the event. The person designated as "air boss" must be approved by the Airport Manager and must coordinate their efforts with the Manager of the Air Traffic Control facility. If these events involve busy airspace along jet airways, impact the airspace of other airport, or impact military operations areas, coordination and reservation of airspace must be obtained from the FAA.

8. If the special event is expected to attract an attendance of 500 persons or more, the sponsor must coordinate road and highway impacts with local police, sheriff and/or highway patrol as appropriate.

P. SPECIALIZED AERONAUTICAL ACTIVITIES

1. Specialized Aeronautical Activities include, but are not limited to, the following:

a. Hot air balloons

b. Parachute drops

c. Ultra-light activity

d. Glider/banner towing

e. Experimental test flights

f. These aeronautical activities require coordination and regulation through the office of the Airport Manager.

g. The Airport Manager has the authority and responsibility to designate specific runways, taxiways or other suitable paved or prepared surfaces for any approved ultra-light activity, hot air balloon activity, experimental aircraft tests, home-built aircraft tests, glider/banner towing, and parachute drops when the parachute landing zone is on Airport property.

2. The Airport Manager will coordinate these activities with the Air Traffic Control tower Manager.

3. Proof of liability insurance as required by SRC Chapter 9 is required.

## **SECTION V**

# **VEHICLE AND PEDESTRIAN OPERATIONS**

### **A. GENERAL REQUIREMENTS**

1. All motor vehicles on Airport roadways and parking lots are subject to the City of Salem traffic ordinances and all federal, state and local laws.
2. No unauthorized vehicles are permitted in the Movement Area, Aircraft Operation Area or other restricted areas, including the restricted area surrounding the commercial parking ramp adjacent the terminal building.
3. Authorized access onto the Airport will be through an access gate located nearest the Airport facility, hangar, or business of intended use. If an Airport gate is out of service, entry shall be made via a secondary gate nearest the place of intended use, or as posted on the out of service gate.
4. Vehicles moving from the north side hangar areas to the south side, or vice-versa, shall exit the airport at the nearest vehicle access gate and re-enter the airport at the nearest access gate at the next place of intended use. Vehicles shall not use the non-movement area of the ramp to transition across the airport.
5. All vehicles operating on the Airport shall yield the right of way to aircraft in motion, aircraft under tow, and emergency vehicles.
6. Each vehicle or person entering or exiting the Airport through an access gate shall ensure the gate closes behind the person or vehicle prior to leaving the vicinity of the gate. Vehicles or persons using a gate shall also ensure that no other vehicle or person gains access to the Airport through such gate while it is open. Unauthorized entry of other persons or vehicles shall be reported immediately to the Airport Manager during normal business hours. Unauthorized entry after normal business hours and on weekends and holidays shall be reported to the Salem Police Department non-emergency number at 503-588-6123.
7. The Airport Manager has the authority to deny or restrict the operation of any motor vehicle or pedestrian on the Airside of the Airport.
8. No person shall walk, stand, loiter or bicycle in the Airside area if such activity is determined by the Airport Manager to be an operational detriment or hazard to aircraft or vehicle operations. Jogging or other personal exercise activities are not permitted on the airside.
9. The Airport Manager and staff have the right to tow or otherwise move any motor vehicle for reasons of safety, security, abandonment or police investigation.
10. No person shall enter the airside, or be allowed access to the airside area of the Airport for the purposes of attending, observing, or assisting at the scene of an accident

unless requested to do so by the Airport Manager, law enforcement, on-scene incident commander, or other person operating in an official capacity.

11. Persons leasing, operating on, or otherwise responsible for Airport property which contains any portion of the Airport perimeter and/or security fence shall operate and maintain all vehicular and pedestrian access points and Airport perimeter security on their property in a manner acceptable to the Airport Manager. Such access control shall limit vehicle and pedestrian access from their property on to Airport property to only those persons or vehicles authorized access to the Airport.

## **B. LICENSING, REGISTRATION AND INSURANCE**

1. No person shall operate a motor vehicle of any kind on the Airport without a valid driver's license.
2. Liability insurance limits for motor vehicles operating on Airport property will be consistent with Oregon motor vehicle insurance laws. All vehicles shall maintain the appropriate type and amount of vehicle liability insurance required by state law.
3. Airport-based businesses conducting any motor vehicle for hire activity on the Airport must obtain a License from the Airport Manager. This includes rental car agencies, taxicabs, buses, vans, limousines and lodging shuttles.
4. Unless escorted by authorized personnel, no person shall operate any vehicle in the Non-Movement Area without having first attended non-movement area vehicle driver training provided by the Airport operations staff.
5. All persons desiring Movement Area driving privileges must request and receive approval from the Airport Manager, and shall attend and pass a driver and safety training class prior to driving in the movement area

## **C. VEHICLE OPERATIONS - MANDATORY COMPLIANCE AND PROHIBITED ACTIVITIES**

1. Vehicles shall be operated in strict compliance with all speed limits at the Airport. The maximum speed for limit for vehicles on the airside, with the exception of emergency vehicles in the performance of their official duties, is fifteen (15) miles per hour. Operations within ten (10) feet of any aircraft are limited to a maximum of five (5) miles per hour.
2. Motor vehicle drivers must comply with instructions provided by City Police, Airport Security officers, TSA, FAA, Airport Management or Operations staff, and any other official directives.

3. No person shall operate or park a vehicle at the Airport in a manner prohibited by signs, markings, or as directed in these AR&R. The Airport Manager has the authority to regulate or prohibit airside access to any class or type of vehicle or other form of transport.
4. Aircraft and pedestrians have the right of way over motor vehicles.
5. Motor vehicles shall not be cleaned or repaired on the Airport, including within a privately owned or leased hangar, except for repairs that are necessary to remove the motor vehicle from the Airport.
6. Motor vehicle drivers will pass to the rear of taxiing or towed aircraft.
7. With the exception of specialized vehicles needed to service an aircraft, vehicles will not be parked or maneuvered closer than ten (10) feet from any aircraft.
8. Except in designated parking areas, motor vehicles shall not be parked on any non-leased area on the Airport.
9. No vehicles are permitted on the Airport perimeter roads except for City operations vehicles unless otherwise authorized by the Airport Manager.
10. All vehicles in the non-movement area must have four way emergency flashers operating while the vehicle is in motion. In lieu of 4-way flashers, a flashing amber beacon may be used.
11. No driver shall leave a vehicle unattended while the engine is running.

**D. VEHICLE PARKING RESTRICTIONS**

1. No person shall park or leave any vehicle unattended except in a designated parking area or in the aircraft storage space designated for their aircraft. Unless otherwise designated, spaces between hangars, next to hangars, or other non-leased areas are not considered designated parking areas. Vehicles parked in aircraft storage spaces shall be parked in a manner so as to be completely contained in the aircraft storage space and to not obstruct adjacent aircraft storage areas or aircraft movement areas, except for the purposes of immediate loading or unloading of a vehicle, or for the purposes of staging an aircraft for operation. Such vehicles shall only be parked in a manner that allows the vehicle to be immediately driven or otherwise removed from nearby aircraft in the event of an emergency or interference with an aircraft under power. Overnight parking of vehicles next to hangars is strictly prohibited.
2. Parking of attended vehicles next to hangars is allowed if the owner of the vehicle remains in the immediate vicinity of the vehicle while in the hangar or conducting business with others, the vehicle is not interfering with the operations of any aircraft or other hangar owners, and the vehicle can be immediately driven or otherwise removed in the event of an emergency or interference with an aircraft under power.

3. The Airport Manager may cause to be removed from any area of the Airport any vehicle which is disabled, abandoned, has expired license tags, or is parked in violation of the regulations, or which presents an operational hazard, at the vehicle operator's expense and liability for damage which may result in the course of such movement.

4. The Airport Manager, or designee, is authorized to issue administrative penalties for parking in unauthorized parking locations. Vehicles parked in unauthorized locations on the Airport may be towed at the owner's expense.

**E. VEHICLE OPERATION ON RUNWAYS AND TAXIWAYS**

1. No vehicles shall be operated on the runways, taxiways, associated safety areas, or in any other location on the aircraft movement area unless authorized to do so by the Airport Manager and unless the vehicle operator has taken and passed the movement area driver training program.

2. Any vehicle authorized to operate in the movement areas shall display appropriate lighting, flags, vehicle identification and other markings in compliance with FAA regulations that are easily identifiable from a distance by Air Traffic Control personnel and Airport personnel. Exceptions to this rule must be approved by the Airport Manager. Company identification must be prominently displayed on both sides of the vehicle.

3. All vehicles authorized to operate on the runways, taxiways, and associated safety areas and other aircraft movements areas must be equipped with an operable two-way radio, must receive clearance from, and remain in contact with, ATC when the tower is operational, and must communicate with aircraft and other vehicles when ATC is not operational. Vehicles not equipped with a two-way radio must be under escort from a vehicle equipped with such, and the escort vehicle operator must be granted movement area driving privileges from the Airport. Additionally, all vehicle operators must be aware of, and comply with ATC light gun signals in the event of radio failure.

**F. VEHICLE ACCIDENTS**

1. The operator of any vehicle involved in an accident on the Airport which results in injury or death to any person, or damage to any property, shall immediately stop the vehicle at the scene of the accident, render reasonable assistance to any injured persons and contact emergency response for assistance, and provide name, address, and other pertinent contact information to the other party, Airport Manager, and City of Salem Police. The operator of the vehicle shall make a report of the accident to the Department of Motor Vehicles in accordance with state law, and provide a copy of same to the Airport Manager. Vehicle operators involved only in a property-related accident shall notify the owner of the damaged property of the accident and provide a report to the Airport Manager.

**G. CARELESS OPERATION; DRIVING WHILE INTOXICATED**

1. No vehicle of any kind shall be operated on the Airport:
2. In a careless, reckless or negligent manner, or in disregard of the rights and safety of others, or while the driver would be prohibited by law from operating a motor vehicle on public streets due to drug or alcohol impairment or influence, or at a speed or in a manner which endangers or is likely to endanger persons or property; or
3. If the vehicle is constructed, equipped, or loaded as to endanger or be likely to endanger persons or property, or to result in the load or other materials being separated from the vehicle; or
4. Without operating headlights, tail lights, turn signals, flashers or brake lights during hours of darkness, inclement weather, or reduced visibility. Brake lights, turn signals and flashers must be operational at all times.

## **SECTION VI TENANT OPERATIONS**

### **A. COMMERCIAL TENANT OPERATIONS**

1. All tenants conducting a commercial activity must be party to a fully executed ground lease or rental agreement with the City and the commercial activity must be approved by the Airport Manager.
2. As a condition of receiving approval of, or renewing an existing lease, a tenant conducting a commercial activity shall certify that its operations are in compliance with these AR&R, and applicable law.
3. Tenants conducting commercial activities may not sublease or sublet, or assign a lease, for any premises located on the Airport, without prior written approval of the Airport Manager.
4. Tenants conducting commercial activities are responsible for training their employees, agents, and contractors on the AR&R, FAR's and applicable portions of the tenant's lease or rental agreement.
5. Tenants conducting commercial activities must ensure that tenant's employees, agents, and contractors meet the requirements necessary for the safe conduct of their activities on the Airport, especially those tasks related to safe conduct in and around aircraft and all other areas of the movement and non-movement areas.
6. Commercial tenants shall keep hangars, shops, offices, and other structures and areas adjacent thereto free of waste material, rubbish, junk, litter and flammable materials. Sanitation, trash and garbage receptacles will be placed in pedestrian traffic area to accommodate and encourage the disposal of refuse. Restrooms will be maintained in clean and sanitary conditions. All floors, walls and ceilings will be maintained in clean, sanitary and well-lighted condition.
7. Structural and decorative changes to any buildings, structure, ramp, or other City property requires prior written approval of the Airport Manager and must comply with applicable law and the AR&R.

**B. NON-COMMERCIAL TENANT OPERATIONS**

**1. Aircraft Tiedowns:**

- a. Storage and parking of aircraft shall be completely contained within aircraft parking spaces and shall not obstruct adjacent aircraft parking areas or taxi lanes, except for purposes of immediate and temporary staging and fueling of such aircraft.
- b. Aircraft operators shall not conduct preventive maintenance in the tie down location, except for standard pre- and post-flight maintenance and inspections activities.
- c. Vehicles may be parked and fully contained in the same aircraft parking space while the aircraft is being flown.
- d. Tie downs marked "Reserved" shall not be used without the user first receiving an approved aircraft storage permit.
- e. Tie downs not marked "Reserved" are transient tie downs available for the purposes of short-term or overnight parking. No person shall park an aircraft in a transient tie down for a period greater than fourteen (14) consecutive calendar days unless identified by fixed-base operator chocks. If any aircraft is parked in violation of this section, or, in the determination of the Airport Manager presents an operational or safety concern in any area of the Airport, the Airport Manager may cause the aircraft, at the owner's/operator's expense and without liability for damage which may result in the course of such moving, to be delivered into the care of a representative of a fixed base operator or specialty service shop authorized to do business on the Airport.

**2. Aircraft Hangars:**

- a. Hangars are to be used for the storage and parking of aircraft and associated aircraft equipment and supplies. Aircraft parked in hangars shall be parked so as to be completely contained in the aircraft hangar and not obstructing adjacent aircraft parking and storage areas or taxi lanes, except for purposes of immediate and temporary staging and fueling of such aircraft.
- b. Areas between and around the exterior of the hangars is to be kept free of any storage of motor vehicles, boats, trailers or other non-aeronautical items, and free from trash, debris and excessive weed growth.
- c. No Aircraft alterations and repairs shall be performed in hangars except by the owner of the aircraft or the owner's employee or licensed agent.

- d. If no personnel door is provided, it is highly recommended that the hangar doors remain open a minimum of thirty-six (36) inches while the hangar is occupied by any person.
- e. Oily rags, oil wastes, rags and other rubbish and trash may be stored only in containers with self-closing, tight-fitting lids as approved by the City of Salem Fire Department.
- f. Aircraft hangars shall be subject to annual and periodic inspections by the Airport Manager or City of Salem Fire Department to ensure compliance with all laws, ordinances, ground lease, and these regulations. A minimum 48 hour notice shall be given to tenants. Tenants refusing to reply to requests for inspection or otherwise refusing to allow their hangar to be inspected may be found in non-compliance with their lease and with these regulations.
- g. Oxygen or other combustible compressed gas in a cylinder or portable tank stored in a hangar must be secured to a fixed location or secured to a portable cart designed for the cylinder(s) or tank(s). Compressed gas cylinders or tanks must have pressure relief devices installed and maintained. Cylinders or tanks not in use shall have a transportation safety cap installed. These items must be stored in accordance with the City of Salem Fire Code.
- h. Batteries shall only be charged while the owner, operator or tenant is in attendance. This does not apply to the use of aircraft battery chargers/maintainers designed for continuous use on aircraft batteries and used in accordance with the manufacturer's recommendations.
- i. Tenants shall ensure that fire safety and safe building practices/procedures are followed at all times. If building and/or fire safety codes require the presence of fire extinguishers in the hangar the tenant shall ensure the presence of such extinguishers and shall ensure that extinguishers are inspected and tagged in accordance with the City of Salem Fire Code.
- j. Aircraft hangars shall be maintained to the following standards:
  - i. There shall be no visible rust on buildings.
  - ii. Severely dented, torn or loose roofing, siding, or doors shall be repaired or replaced.
  - iii. All doors shall be in operable condition, and all windows shall be intact.
  - iv. Ramps to hangars shall be properly maintained and free from loose debris.
  - v. Areas around the hangar shall be kept free of debris and properly landscaped and maintained.

- k. Aircraft hangars shall be painted, except when galvanized or aluminum, to the following standards:
    - i. White, Parchment, Ash Gray or Light Stone, Galvanized or Aluminum.
    - ii. Roof shall be White, Gray, Tar, Galvanized or Aluminum.
    - iii. Trim shall be white, matching color or lighter or darker shade of the primary color.
    - iv. If painted, the hangar must be uniformly painted and there shall be no spot painting on the roof or sides of the hangar.
  - l. Hangar homes or residence in a hangar, even on a temporary basis, is prohibited on the Airport.
3. **Lighting:**
- a. On Airport property all exterior lighting on buildings must illuminate downward to prevent glare to aircraft and or the air traffic control tower. Lighting shall not project on runways, taxiways or approach surfaces. Full cut-off lighting is required on all parking lot and ramp lighting. Shielding of aircraft ramp lighting is permitted.
  - b. No glare producing materials, such as reflective glass, shall be used on the exterior of structures on Airport property.
  - c. Up-facing landscape lighting is limited to 50 watts incandescent or 12 watts LED on the Airport property.
  - d. All Airport lighting is subject to the requirements of Federal Aviation Regulations Part 139.311.
4. **Telecommunications:**
- a. Airport tenants and other users shall not operate any telecommunications or other electrical or electronic devices or equipment that may cause interference with the Airport's, ATCT's or FAA's equipment on the Airport. Upon notification that an electrical signal is causing interference, the operator shall cease all communications, operations, or transmissions on the Airport. The person shall not resume use of such devices until the Airport Manager has notified the tenant in writing once it has been definitively determined that the no further interference is likely.
5. **Flying Clubs:**
- a. In an effort to foster and promote flying for pleasure, develop skills in aeronautics including pilotage, navigation and an awareness and appreciation of

aviation techniques, flying clubs are welcome and encouraged at the Airport. All flying clubs desiring to base their aircraft at the Airport must comply with all other provisions in these rules and regulations, and the following:

- i. Flying clubs may not offer or conduct charter, air taxi or aircraft rental operations. They may conduct flight instruction only to regular members, and only members of the club may operate the aircraft. They may not indicate in any form of marketing or communications that they are a flight school or a business where people can learn to fly.
- ii. Flying clubs shall only permit its aircraft to be used for flight instruction for members of the club owning the aircraft, and only when the flight instruction is provided by a member of the club that is licensed by the FAA to conduct flight training, the aircraft is owned by the flying club, and the person receiving the training is a member of the club. Flight instructors may receive monetary compensation or be compensated by credit against payment of dues or flight time, but cannot receive both concurrently.
- iii. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by the flying club may perform maintenance work only on the aircraft owned by the club. The mechanic may receive monetary compensation or be compensated by credit against payment of dues or flight time, but cannot receive both concurrently.
- iv. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of the club at the Airport, except that such flying club may sell or exchange its capital equipment.
- v. Upon request of the Airport Manager, the flying club will provide tax returns, evidence of insurance coverage, membership lists, and other pertinent documentation as requested.
- vi. Any flying club violating any provision of this section, or any other section of these R&R, or that permits one of its members to do so, may be required to terminate all flying club operations at the Airport.

## **SECTION VII SAFETY PROCEDURES**

- A. In addition to those safety procedures discussed elsewhere in these AR&R, the following safety procedures shall be followed on the Airport:**
1. All applicable National Fire Protection Association (NFPA) standards concerning fueling activities are hereby incorporated as part of these AR&R.
  2. The City of Salem fire code is hereby incorporated as part of these AR&R.
  3. Except in an emergency that involves the health, welfare or safety of the public where time is of the essence, fueling an aircraft with one or more of the aircraft engines running is prohibited.
  4. Aircraft and fuel servicing equipment (trucks, carts, hydrants and nozzles) must be properly bonded to each other and grounded before fuel flow starts.
  5. Open fires of any type are prohibited on the Airport unless approved by the Airport Manager and the City of Salem Fire Department.
  6. Open flames are not permitted within one hundred (100) feet of any fuel service activity or fueling equipment.
  7. Fuel service activity must cease when lightning discharges occur within ten (10) miles of the Airport. Fuel service may resume five (5) minutes after the last lightning strike occurred.
  8. Fuel spills in excess of five gallons must be reported to the Airport Manager and the City of Salem Fire Department for cleanup assistance.
  9. Fuel servicing vehicles may not be parked or stored inside a building unless approved by the Airport Manager and City Fire Department.
  10. During fuel servicing of any aircraft at the Airport, a minimum of two (2) dry chemical fire extinguishers (15 pounds or larger) or CO<sub>2</sub> equivalent must be available within fifteen (15) feet of the fuel pump for immediate use.
  11. Storage of flammable liquids, gases or other similar items in any building or structure shall not exceed the standards of class 1 flammable liquids set by the City of Salem Fire Code.
  12. All welding operations shall be conducted in approved welding booths or approved aircraft maintenance areas according to the City of Salem Fire Code.

13. Storage of bulk lubricating oils must be in code-approved storage that meets all of the requirements of the federal, state and the City of Salem Fire Codes and the State of Oregon Department of Environmental Quality.

14. All persons are expected to control, pick up and dispose of foreign object debris (FOD) found anywhere on the Airport. Large FOD issues should be reported immediately to Airport operations staff for remediation or removal.

## **SECTION VIII SECURITY REQUIREMENTS**

### **A. General**

1. The Airport Manager is responsible for overseeing compliance with TSA requirements for airport security.
2. Aircraft operations utilizing security guards or police officers must coordinate the operation in advance with Airport Manager.
3. When utilizing security guards or police, the owner or operator of the activity is responsible for paying for any Airport or City of Salem police/security personnel.
4. Tenants are responsible for the security of all aircraft and other private property entrusted to their care on the non-movement area, other locations on the Airport, and tenant-leased areas of responsibility.
5. Tenants and tenant's employees are responsible for safeguarding doors, gates and other forms of passageways between the landside and non-movement area of the Airport.
6. It is a violation of these AR&R to cause or allow a breach in security that results in an FAA, TSA or Airport Manager finding of negligence, and may result in revocation of tenant access to the non-movement area.

### **B. Issuance of ID and Gate Access Media**

1. When considered necessary by the Airport Manager, all persons requiring access to secure or restricted areas of the Airport must be in possession of valid Airport-issued and approved ID media. The Airport Manager may revoke any issued ID media for any reason if it is deemed in the best interest of the Airport.
2. When ID media are issued to those persons requiring access to secured or restricted areas, such ID media shall be displayed at all times when in secured or restricted areas. ID or gate access media cannot be used by any other person or operator.
3. Prior to being issued ID and gate access media, persons must have a completed application on file, paid any required fees for any materials issued, and keep their information current with the Airport Manager at all times.
4. When requested by the Airport Manager, or if the need to have ID or gate access media is no longer required of a person, all materials will be returned to the Airport Manager. Lost or unreturned materials will subject the person to lost material fees.

5. A person is responsible for notifying the Airport Manager immediately if their ID or gate access media is lost or stolen.
6. Tenant-operated pedestrian or vehicle perimeter gate access control information shall not be shared with others.

**C. Challenge Procedures, AOA and Aircraft Safety and Security**

1. All persons at the Airport are expected to be part of the larger Airport security team, and are expected to follow challenge procedures if unauthorized person(s) and/or vehicles are encountered on the AOA. Challenge procedures call for users to challenge those people not wearing proper Airport-issued ID media, are in an area they are not authorized to be in, or who appear suspicious or out-of place. Challenging others should be done in a non-threatening or accusatory manner. Contact Airport Operations or Security staff if the person challenged cannot produce the Airport-issued ID media or if their actions or reactions to challenges are suspicious in nature.
2. All persons are expected to report to Airport Operations or Security any unusual activity such as persons handing their ID or gate media to others, persons handing packages or equipment to others, suspicious persons in or around unusual places such as fuel farms, parked aircraft, etc.
3. Immediately report any pedestrian or vehicle gate malfunction, or any breaks in the perimeter fence or other secured areas to Airport Operations or Airport Security staff.
4. Do not disclose any security rules, regulations or procedures to unauthorized parties.
5. Escorts must keep their visitors under immediate sight and voice control, and are responsible for the actions of their visitors while on the Airport.
6. Except for passengers enplaning or deplaning of aircraft, flight crews, City staff, aircraft service and maintenance technicians, FAA, Airport Rescue and Fire Fighters (ARFF), TSA security personnel, or others authorized by the Airport Manager, no person shall be permitted into the restricted area on the commercial parking ramp.

# SECTION IX AIRPORT MAP

-  - AIRPORT PERIMETER
-  - RESTRICTED AREA/AOA
-  - MOVEMENT AREA/AOA
-  - NON-MOVEMENT AREA/AOA
-  - ENGINE RUN-UP

