

# **City of Redding Airports**

**Benton Airpark  
Redding Municipal Airport**



**Operating Rules, Regulations  
And Minimum Standards**

**April 7, 2009**

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## **PREFACE**

The City of Redding, as owner of federally obligated airports, Benton Airpark and Redding Municipal Airport, is responsible for instituting airport Operating Rules and Regulations for the safe operation of both airports.

This document was produced through the cooperative effort of City of Redding, Federal Aviation Administration, Transportation Security Administration, California Department of Aeronautics, Redding City Council, American Association of Airport Executives, airport user groups, and the aviation business community.

The purpose of these Rules and Regulations is to protect the public health, safety, interest, and general welfare of the operators, lessees, consumers, and users of the City of Redding Airports; to restrict or prevent any activity or action which would interfere with the safe, orderly and efficient use of the City of Redding's Airports by its operators, lessees, consumers and users.

Any person accessing or using the City of Redding Airports shall be responsible for their actions and all actions of any person to whom they provide or facilitate access, whether directly or indirectly.

## **Abbreviations and Definitions**

**Aeronautical Activity** - Any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations, such as air taxi, cargo and charter operations, scheduled or nonscheduled air carrier services, pilot training, aircraft rental, flying clubs, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and service, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, avionics, parachute activities, ultralight activities, etc.

**Aeronautical Service** - Any service which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on one or both of the City's airports by a person who has a lease, license or permit from the City to provide such service.

**Air Operations Area (AOA)** - That area of the airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft. The AOA includes the active runways, taxiways, taxilanes, apron, ramp and turf areas. Part of the AOA may be within restricted and/or secured areas.

**Aircraft** - (also Airplane, Balloon, Ultralight, Helicopter) Any device or contrivance now known or hereinafter invented, that is used or intended to be used for flight in the air.

**Aircraft Accident** - Any occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intent of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

**Aircraft Emergency** - A problem or condition involving an aircraft in flight or on the ground that could endanger lives or property.

**Aircraft Incident** - Any occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

**Aircraft Maintenance** - The repair, adjustment or inspection of an aircraft by a pilot, owner or mechanic other than the routine cleaning, upkeep and servicing of an aircraft in preparation for flight. Minor repairs are characterized as normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and their accessories. Major repairs are characterized as major alterations to the airframe, power plant, propeller and accessories as defined in Title 14 CFR Part 43.

**Aircraft Operation** An aircraft takeoff, landing, touch and go, stop and go, low approach and/or missed approach.

**Aircraft Ramp** - See *Apron*

**Aircraft Support and Service Vehicles** - Those motor vehicles routinely used on the AOA for service, maintenance and aircraft support such as maintenance trucks, fuel trucks, and aircraft towing vehicles. Privately owned vehicles operated by persons with based aircraft are excluded.

**Airplane** - *See Aircraft.*

**Airport** - All areas of the City facilities designed and used for aviation purposes.

**Airports Manager** - The Manager of the City of Redding Airports or his/her designee. The term Airports Manager as used herein, shall include airport personnel duly designated to represent the Airports Manager and to act on behalf of the Airports Manager for the enforcement of these regulations to ensure the efficient, proper and safe operation of the airports, but only to the extent authorized by law or properly delegated by the Airports Manager.

**Apron** - An area of the airport designated for aircraft surface maneuvering, parking, fueling, servicing and enplaning/deplaning of passengers.

**APU** - Auxiliary Power Unit.

**Airport Layout Plan (ALP)** - The current layout plan of the airport property and facilities, indicating current and proposed usage for each identifiable segment, as approved and amended by the FAA and City.

**Air Traffic Control (ATC)** - A service provided by the FAA to promote the safe, orderly and expeditious flow of air traffic.

**Air Traffic Control Tower (ATCT)** - The facility from which the FAA, or FAA contract personnel provide air traffic control services.

**Aviation Related Activity** - Any activity conducted on airport property that provides service and support to airport users. The following examples are considered aviation related activities as opposed to aeronautical activities: they include but are not limited to ground transportation, rental cars, restaurants, auto parking lots, gift shops and concessions.

**AVGAS** - Any FAA approved aviation fuel for non-diesel reciprocating engine powered aircraft.

**AVJET** - Any FAA approved aviation fuel for turbine engine or diesel powered aircraft.

**Balloon** - *See Aircraft.*

**Based Aircraft** - Any aircraft which has a primary storage location identified with a specific airport.

**Business Aviation** - Use of aircraft in the furtherance of corporate or business interests.

**CFR** - Code of Federal Regulations.

**Commercial Operator** - Any person or entity engaged in the transfer of goods, operations, or services performed for compensation, monetarily or otherwise, which is

conducted on or based at either of the City's Airports, excepting those activities specifically designated herein as noncommercial activities.

**Corporate Aviation** - Use of aircraft in the furtherance of corporate or business interests. Corporate aircraft are typically flown by a professional flight crew.

**Commercial Operator Permit** - The legal agreement between the City and a commercial aviation business provider that may or may not be a tenant of the airport that authorizes the commercial aviation firm to conduct business on the airport and identifies the parameters, conditions, rates and charges due to the City Airport for that right.

**DMV** - State of California Department of Motor Vehicles.

**Emergency Vehicles** - Vehicles that are painted, marked, lighted or escorted and used by law enforcement (police, highway patrol or sheriff) or security officers, fire department, ambulance, military or other airport officials to carry out their daily duties or used in response to an emergency situation.

**Engine Run-up** - The operation of an engine at power settings in excess of those needed for normal taxiing of the aircraft. Engine run-ups are usually conducted at relatively high power settings in order to determine the performance of an aircraft engine.

**Engine Run-up Areas** - Areas designated by the Airports Manager where high power settings of an aircraft engine are approved.

**FAA** - Federal Aviation Administration.

**Fixed Base Operator (FBO)** - A commercial aviation business entity, which maintains facilities on the airport for the purpose of engaging in the retail sale of, or providing one or more of the following:

Aviation fuel, oil or lubricants; the sale, brokerage or storage of aircraft; rental of aircraft; flight instruction and training; aircraft charter; airframe and power plant (engine) repair; avionics sales and service, and/or aircraft line services.

Fundamentally, an FBO is also defined as an airport-based aircraft service organization which operates under a lease or use agreement with an airport sponsor or operator for the specific purpose of providing a full variety of aviation services. Typically, a full service FBO would offer aircraft retail fuel service, transient aircraft services, airframe and power plant repair, charter services, aircraft rental and pilot training.

**Flying Club** - A non-commercial organization established to promote flying, develop skills in aeronautics, including pilot training, navigation, and awareness and appreciation of aviation requirements and techniques.

**Fuel Flowage Fee** - A fee paid to the City for each gallon of fuel distributed on the airport as outlined in the current City's Schedule of Fees and Service Charges.

**Fueler Endorsement** - A motor vehicle operator who has taken and successfully completed the necessary training to transport, dispense or otherwise handle aviation fuel

products in accordance with all applicable federal, state and local rules and regulations, including the rules and regulations of the City of Redding Airports, and as may be required by Airport Permit.

**Fuel Handling** - The storage, transportation, delivery, dispensing, fueling, de-fueling, and draining of aviation or motor vehicle fuel or waste aviation or motor vehicle fuel products.

**Fuel Storage Area** - Those locations on the airport designated in writing by the Airports Manager as areas in which aviation or motor vehicle fuels or any other type of fuel may be stored and used for the delivery of bulk fuels by a wholesaler or reseller of fuels.

**Fueling Agent** - A business licensed and authorized to dispense fuel into an aircraft storage facility or to accept delivery of fuel from a major oil company, fuel wholesaler or reseller at the fuel tank storage facility farm approved by the Airports Manager. At the fuel storage facility, the fueling agent will further dispense fuel from the fuel storage tanks into mobile fuel servicing vehicles usually associated with an airport FBO's facility licensed by the Airport.

**Full-Service Fixed Base Operator** - A proprietor of a commercial operation offering a full-range of defined aeronautical activities and services to the general public and based at either of the City Airports. Only Full-Service Fixed Base Operators are permitted to commercially sell and dispense aviation fuel and petroleum products on the Airports.

**GSE** - Ground Support Equipment.

**Hangar** - An enclosed storage space for one or more aircraft.

**Hazardous Material** - Any substance or material which has been determined to be capable of posing risk of injury to health, safety or property, including petroleum products, and including all of those materials and substances designated as hazardous or toxic, presently or in the future, by the U.S. Environmental Protection Agency, the California Water Quality Control Board, the U.S. Department of Labor, the California Department of Industrial relations, the California Department of Health Services, the California Health and Welfare Agency in connection with the Safe Water and Toxic Enforcement Act of 1986, the U.S. Department of Transportation, the U.S. Department of Agriculture, the U.S. Consumer Product Safety Commission, the U.S. Department of Health, Education and Welfare, the U.S. Food and Drug Administration, and any other governmental agency authorized to regulate materials and substances in the environment.

Without limiting the foregoing, the term "Hazardous Materials" shall include all of those materials and substances defined as "Toxic Materials" in Section 66680 through Section 66685 of Title 22 of the California Code of Regulation, Division 4, Chapter 30, as the same may be amended from time to time.

**Landside** - All buildings and surfaces on the airport used by surface vehicular and pedestrian traffic that are located outside of the airport security fence.

**License** - An agreement granting occupation or use of property during a certain period in exchange for a specified rent.

**Licensee** - Any person, firm, general or limited partnership, corporation, company, organization, trust, or association leasing or using any land or facility at Redding Municipal Airport or Benton Airpark.

**MOGAS** - Any approved grade of fuel for an aircraft with a reciprocating engine and having an appropriate supplemental type certificate (STC) authorized by the FAA.

**Movement Area** - Those areas of the airport under the control of the air traffic control tower including runways, taxiways, and helipads designated and made available for the landing, takeoff, and taxiing of aircraft and which require a clearance from the air traffic control tower prior to entering those areas.

**MPH** - Miles per hour.

**Noncommercial Operator** - Any person or entity engaged in an activity which does not involve the providing of goods or services for compensation, monetarily or otherwise. This includes the lawful use and maintenance of aircraft by its registered owner(s) or employees and the following activities specifically designated as noncommercial:

- Use of privately-owned aircraft for noncommercial transportation.
- Use of corporately-owned aircraft for noncommercial transportation.
- The use of aircraft from a noncommercial flying club by its registered owner/members.
- Flight instruction provided to a noncommercial flying club owner/member by another owner/member provided that the instructor shall not receive remuneration in any manner for such service.
- Maintenance performed on an aircraft owned by a noncommercial flying club by an owner/member of that flying club, provided that the mechanic shall not receive remuneration in any manner for such service.

**Non-movement Area** - Those areas of the airport where aircraft taxi, or are towed or pushed without radio contact with the air traffic control tower or with other aircraft.

**NOTAM** - Notice to Airmen as issued by a representative of the Airports Manager, FAA, Air Traffic Control Tower or other authorized official.

**NTSB** - National Transportation Safety Board.

**Open Hangar** - A structure intended to provide shade for a parked aircraft but which is not a fully enclosed storage space.

**Permit** - A written authorization issued by the Airports Manager to engage in certain specific activities or the temporary use of certain areas or facilities at the airport.

**Person** - Shall mean an individual, firm, general or limited partnership, corporation, company, trust, limited liability corporation, association, or any trustee, receiver, assignee or similar representative thereof leasing, subleasing, making application for, or using any land or facility at the airports.

**POV** - Privately owned vehicle.

**Ramp** - See *apron*.

**Restricted Area** - Those portions of the airports closed to access by the general public.

**Secured Area** - That portion of the air carrier apron at Redding Municipal Airport which is restricted to ticketed passengers who have been processed through security screening, and authorized airline, FBO and Airport personnel associated with air carrier operations.

**Security Officer** - Any security service person under contract with the City.

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

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

**Specialty Fixed Base Operator** - A proprietor of a commercial operation offering one specific aeronautical activity or service to the general public and based at the one of the City's Airports.

**Substantial Damage** - Damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered "substantial damage."

**Sun Shade** - A structure intended to provide shade for a parked aircraft but which is not a fully enclosed storage space.

**TSA** - Transportation Security Administration.

**Taxilane** - An area of the airport developed and improved for the purpose of maneuvering aircraft and used for access between taxiways, ramps, aprons, and aircraft parking positions.

**Terminal** - The primary facility or facilities at an airport through which pilots and passengers transition between aircraft and local transportation modes.

**Transient Aircraft** - Any aircraft not permanently based at the airport.

**Tie-Down (or Open Tie-Down)** - An open-air aircraft storage space.

**Vehicle** - All motorized and non-motorized conveyances, except aircraft.

**Ultralight** - An ultralight is a lightweight aircraft subject to minimal regulation by 14 CFR Part 103. The FAA defines an ultralight primarily by defining limits on weight, top speed, and fuel capacity. The spirit of the definition requires that an ultralight be a low speed, short range, lightweight aircraft.

## **Part A - OPERATING RULES AND REGULATIONS**

### **Section 1 – General**

#### **1.10 Jurisdiction**

These Rules and Regulations apply to all users and tenants of Benton Airpark and Redding Municipal Airport and all improvements thereon. Any entry upon or use of any City airport or any part thereof whether with expressed permission or without is conditioned upon compliance with these Rules and Regulations; entry upon a City airport by any person shall be deemed to constitute an agreement by such person to comply with said Rules and Regulations.

#### **1.15 Purpose**

These Rules and Regulations are designed to protect the public health, safety, interest, and general welfare of the operators, lessees and users of Benton Airpark and Redding Municipal Airport.

#### **1.20 Management of Public**

The Airports Manager has the authority to take such reasonable action as may be necessary in the control and management of the airport, and in expeditiously dealing with the members of the public in that regard.

#### **1.25 Severability**

Should any paragraph or provision of these Rules and Regulations be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of any other rule or regulation hereunder.

#### **1.30 Commercial Use Authorization Required**

No person shall utilize any portion of either airport or any building, facility or structure on either airport thereon, for revenue producing commercial activities or to solicit business or funds for any business or activity except by conducting said business operations or activities under the terms specifically authorized by a lease, sublease, permit, license or temporary permission of the Airports Manager. This section shall not apply to itinerant commercial, military or government aircraft operations.

#### **1.35 Variance**

The Airports Manager may grant relief from the literal requirements of these Rules and Regulations when strict enforcement would result in practical difficulty or unnecessary hardship. Any such relief may be subject to reasonable conditions necessary to maintain the safety of flight operations, fulfill the intent of the rules and regulations and to protect the public interest.

**1.40 Waiver of Liability**

Airport lessees, licensees, tenants, and permittees, authorized to use the airports and its facilities, or to fly to, or from the same shall be at all times conditioned upon the assumption of full responsibility thereof. It shall be a further condition thereof that each person, as consideration of the use of the airports and their facilities, shall at all times release, hold harmless and indemnify the City, the Airports Manager, City Council and employees from and against any and all liability, responsibility, loss or damage, resulting to any such person or caused by or on his/her behalf, and incident to the manner in which the airports are operated, constructed or maintained, or served from within or without, or used from without. The use of the airports by any person for any purpose, or the paying of fees thereof or the taking off or landing of aircraft therein shall be itself an acknowledgment that such person accepts such privileges on the conditions set forth.

Notwithstanding the foregoing, those airport users shall not be required to indemnify the City for damage occasioned by the sole negligence or willful misconduct of the City or its employees or representatives.

**1.45 Fees**

Airports fees, rates and charges shall be established and may be modified from time to time by the City Council.

**1.50 Advertisements**

No person or entity shall post, distribute, or display signs, advertisements, circulars, handbills or printed or written matter at the public areas of the City airports except as approved by the Airports Manager.

**1.55 Conduct**

- a. No person shall commit any disorderly, obscene, indecent, or unlawful act, or commit any nuisance on the airport.
- b. No person shall possess an open container containing any alcoholic beverage nor consume any alcoholic beverage on any portion of either airport accessible to the general public, except by permit issued by the Airports Manager.
- c. No person shall engage in gambling or gaming activity, or aid in or abet the conduct of gambling in any form, on either airport.

**1.60 Smoking**

- a. No person shall smoke inside an aircraft hangar, within 50 feet of any aircraft, fuel facility, or fuel truck, nor on an aircraft parking ramp.

- b. No person shall smoke in any public building or within 20 feet of the entrances to any public buildings, or at any other location through which public movement may be anticipated, or at any other place on either airport where the Airports Manager specifically prohibits smoking.

**1.65 Preservation of Property**

- a. No person shall destroy, injure, damage, deface, disturb or tamper with any building, vehicle, sign, equipment, landscaping, fixture or any other structure or property on either airport.
- b. No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments or tools, without permission of the owner/operator.
- c. No person shall abandon any personal property on either airport.
- d. Any person finding lost articles in airport public areas shall deposit them with the Airports Administration office.
- e. Any property destroyed, injured, damaged or destroyed by the negligence or willful conduct of any person shall be paid for in full by the person(s) responsible for such destruction, injury or damage.

**1.70 Animals (including pets)**

- a. Excluding Americans with Disabilities Act (ADA) and law enforcement requirements, no person shall enter any public airport building with any animal unless being transferred or shipped.
- b. No animals (excluding ADA requirements and law enforcement) are allowed within the Airport Operations Area (AOA) unless being transferred or shipped or under the control of their owner by leash, harness, restraining straps, or cage. Leashes, harnesses, and straps shall not exceed twelve (12) feet.
- c. Owners are responsible for the immediate removal and proper disposal of animal waste.

**1.75 Environmental**

Any person, party, firm or corporation operating on a City airport shall comply with all federal, state and local environmental requirements.

**1.80 Violation**

Persons or entities found in violation of these Operating Rules and Regulations, or any order or directive of the Airports Manager related thereto, and duly notified in writing of such violation advising that said person or entity shall be subject to a penalty (e.g., warning, eviction or denial of access to all or portions of the Airport) if the violation is not corrected within the timeline identified, such person or entity

may appeal the Airports Manager's decision by submitting a written request to the Director of Transportation and Engineering for the City of Redding. Such request shall detail the circumstances surrounding the alleged infraction.

The individual shall be given one written warning for the infraction. If a second violation of the same rule occurs within the span of two years, the individual will lose the ability to access the secure areas by vehicle of either airport for a period of 30 days. A third violation of same rule could result in the loss of vehicle access to the secure areas of either airport for one-year or eviction from the airport.

**1.85 Responsible Party**

Any person accessing or using the City of Redding Airports shall be responsible for their actions and all actions of any person to whom they provide or facilitate access, whether directly or indirectly.

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## **Section 2 – Aeronautical Operations**

### **2.10 General**

- a. No person shall operate or maintain any aircraft at either airport except in strict conformity with all ordinances, rules and regulations of the City and the regulations of the Federal Aviation Administration and Transportation Security Administration.
- b. All aircraft shall be operated in accordance with air traffic patterns established by the City and the Federal Aviation Administration.
- c. Unusual performance tests of aircraft may be conducted only upon prior permission of the Airports Manager and then only upon such conditions as he/she may impose.

### **2.15 Public Use**

The runways, taxiways, aprons and ramps are open to aircraft in accordance with rules and regulations governing the operation of aircraft and the conduct of pilots as promulgated by the appropriate agencies of the United States Government, the State of California, and the City.

### **2.20 Licenses and Registrations**

Only aircraft and persons properly licensed or otherwise authorized by the FAA or U.S. law shall operate on or at the City airports.

### **2.25 Airport Closure**

The Airports Manager shall have the authority to close a City airport or any portion of a City airport as appropriate whenever the airport or any portion thereof is unsafe for aeronautical activity.

### **2.30 Accidents and Disabled Aircraft**

- a. Any person involved in an accident or incident on a City airport shall submit a report to the Airports Manager using the form contained in Exhibit 1, Accident/Incident Report. Accidents and incidents shall be reported immediately or as soon as practicable to the Airports Manager.
- b. No person shall disturb, move, or remove any aircraft parts or other equipment found on the airport as a result of an aircraft accident until release of the aircraft or parts thereof by the NTSB or FAA and the Airports Manager.
- c. The pilot, aircraft owner, lessee, operator, or other person having control of any abandoned or disabled aircraft on the airport shall be responsible for the prompt removal of the disabled aircraft or parts thereof as directed by the Airports Manager unless required to delay such action under

paragraph 2.30b. The Airports Manager has the authority to direct removal or relocation of a disabled aircraft from any location on the airport except authorized aircraft storage spaces.

### **2.35 Engine Starting/Run-up**

- a. Operational checks requiring high power settings shall be performed only in designated areas.
- b. A competent person shall attend the engine and aircraft controls during engine start and run-up.
- c. Aircraft engines shall not be operated within any aircraft storage structure.
- d. Aircraft brakes shall be applied, or the aircraft shall be appropriately secured, before and during engine start and runup.
- e. Ex-military fighters and trainer jet aircraft shall not be operating in the hangar and permanent tie-down area. Those aircraft must be towed to areas more appropriately suited for such activity.
- f. Minimum power shall be used when operating an aircraft in the vicinity or people, hangars, buildings and other aircraft.

### **2.40 Landings and Takeoffs**

All fixed-wing aircraft shall land and takeoff only on designated runways unless specifically authorized by the Airports Manager.

### **2.45 Taxiing Operations**

- a. Fixed-wing aircraft taxiing operations are restricted to the designated paved runways, taxiways, aprons and ramps.
- b. Aircraft shall not be taxied into or out of any hangar.
- c. It is recommended that all aircraft operate with navigation lights and landing lights on during low visibility conditions.
- d. No aircraft shall be taxied or engines operated at the airport where propeller or rotor and/or jet blast will cause injury to persons or damage to property. If it is not possible to taxi in compliance with the above, then the engine must be shut down and the aircraft towed to the desired location.

### **2.50 Noise Abatement**

- a. Pilots are encouraged to use the Aircraft Owners and Pilots Association (AOPA) "Fly-Quiet Procedures," National Business Aircraft Association (NBAA), or aircraft pilot operating handbook noise abatement procedures consistent with safe flight operational procedures.

- b. All pilots are strongly encouraged to comply with airport noise abatement procedures that may be adopted for City airports.

#### **2.55 Aircraft Parking**

- a. Aircraft parking shall be restricted to approved areas designated by the Airports Manager.
- b. No aircraft shall be left unattended within airport taxilanes, marked service roads, fire lanes, between hangars, or in a manner as to interfere with the movement of aircraft or emergency vehicles or hinder access to any building or structure.

#### **2.60 Washing and Maintenance of Aircraft**

- a. Aircraft shall be washed in approved wash rack areas only, unless otherwise approved by the City.
- b. An aircraft stored at a City airport under a License Agreement with the City may be maintained in its assigned storage location provided that all maintenance activities conform to the requirements of the license agreement and all applicable laws, ordinances and regulations. Maintenance activity performed at open-air storage spaces (i.e. tie-down and shelters) must not interfere with adjacent aircraft and the area must be kept neat and orderly at all times.

#### **2.65 Ultralight Operations**

Ultralight aircraft are permitted to operate on the City's two airports. However, ultralights are not permitted to be permanently based at either airport. All ultralights shall be operated pursuant to 14 CFR Part 103.

#### **2.70 Motorless Aircraft Operations**

No person shall operate a motorless aircraft at a City airport except as approved by the Airports Manager and in compliance with requirements specified in Appendix's IA and IIA of these Operating Rules and Regulations.

#### **2.75 Parachute Operations**

No person shall engage in parachute operations at a City airport except as required in an emergency or as approved by the Airports Manager, and in compliance with requirements specified in Appendix's IA & IIA of these Operating Rules and Regulations.

#### **2.80 Helicopter Operations**

- a. The Airports Manager has the authority and responsibility to designate specific runways, taxiways, or other suitable paved, unpaved or prepared surfaces for helicopter operational activity.

- b. No person shall perform practice autorotations to the airport's paved surfaces in a helicopter with skids without prior approval from Airports Manager.

**2.85 Flying Clubs**

Flying clubs are nonprofit entities organized for the express purpose of providing its members with any number of aircraft for their personal use and enjoyment only. Aircraft must be vested in the name of the club or owners on a pro-rated share. The club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain and replace the aircraft. A flying club qualifies as an individual under the grant assurances and, as such, has the right to fuel and maintain the aircraft with its members. The City has the right to require the club to furnish documents such as insurance policies, and maintain a current list of members as reasonably necessary to ensure that the club is a nonprofit organization.

**2.90 Kites, Balloons, Model Aircraft and Rockets**

No person shall operate or release any kite, balloon, model aircraft, rocket, or any other device into the air anywhere on or over a City airport except as approved by the Airports Manager, and in compliance with requirements specified in Appendix's IA & IIA of these Operating Rules and Regulations.

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## **Section 3 – Ground Vehicle Operations**

### **3.10 Operator Requirements**

- a. No person shall operate motorized equipment or a vehicle of any kind on the airport unless in possession of a valid operators license, when required.
- b. The Airports Manager has authority to prohibit a person from operating a vehicle on the airport if in his/her opinion such an operation would be hazardous to persons or property.

### **3.15 Vehicle Requirements**

- a. No person shall operate a vehicle on a City airport unless the vehicle is in sound mechanical order, has operational lights, horn, brakes, and clear vision from the driver's position.
- b. All motor vehicles operated on City airports must have a valid state license and registration. Aircraft support vehicles and GSE, such as fuel trucks and aircraft tugs, may be exempt from DMV registration upon approval by the Airports Manager.
- c. All motor vehicles operated on City airports must be covered by liability insurance as required by DMV and City Risk Manager.
- d. Aviation and airport support vehicles operated by FBO's and airport aviation businesses shall display their company name or logo on each side of the vehicle and are encouraged to display an appropriately sized flashing or rotating amber beacon.

### **3.20 Vehicle Operations**

- a. Motor vehicles shall be operated only in those areas of the airport as may be authorized by the Airports Manager and under the rules established therefor.
- b. Unless otherwise authorized by the Airports Manager, no person may operate a motor vehicle above 15 MPH on any aircraft apron, ramp or taxilane, or above 25 MPH on any taxiway.
- c. No person may operate a vehicle on airport runways or taxiways unless authorized by the Airports Manager. If the vehicle is not with an authorized escort, it must receive clearance from and maintain two-way communication with the ATCT when the tower is operational. Authorized vehicles must monitor the appropriate Common Traffic Advisory Frequency outside of ATCT operating hours or at a non-towered City airport.

- d. No person shall operate a motor vehicle within the movement and safety areas unless they have successfully completed the Redding Municipal Airport Driver's Training Program and authorized by Airports Manager.
- e. Each person operating a motor vehicle on the airport shall comply with all state and local motor vehicle codes that would apply on a public highway.

**3.25 Right-of-way**

- a. Pedestrians and aircraft (including aircraft under tow) shall at all times have the right-of-way over vehicular traffic.
- b. All vehicles shall pass to the rear of moving aircraft.
- c. Any person operating a vehicle on any portion of the airport shall immediately yield the right-of-way to a police, fire, ambulance or other emergency vehicle giving an audible or visual signal that it is on an emergency call.

**3.30 Vehicle Parking**

- a. Vehicles shall be parked in designated parking areas only and in such a manner as to comply with all posted and/or painted lines, signs and rules.
- b. Airport tenants who have been assigned permanent aircraft parking locations may park up to two vehicles directly on their assigned aircraft parking location while utilizing their aircraft. Vehicles must be parked in such a manner as to allow unrestricted movement of aircraft.
- c. The Airports Manager may reserve public parking areas and other areas not under lease or permit for special event use and indicate any parking restrictions by appropriate markings and/or signs.
- d. Aircraft refueling vehicles shall park only in those areas designated by the Airports Manager. Fueling vehicles shall not block taxilanes.
- e. FBO ramp vehicles and support equipment shall be parked within the FBO leasehold area only.
- f. No person may park a motor vehicle within 10 feet of a fire hydrant.

**3.35 Vehicle Repairs**

No person shall repair any motor vehicle on the airport except those minor repairs necessary to remove such motor vehicles from the airport, unless authorized by the Airports Manager.

### **3.40 Vehicle Removal**

The City may tow away or otherwise move any motor vehicle on the airport that is in violation of the Operating Rules and Regulations, Municipal Code or other regulations, if the Airports Manager determines that it is a nuisance or hazard. Costs associated with movement and/or storage of the vehicle will be the responsibility of the owner.

## **Section 4 – Safety, Security and Environmental Protection**

### **4.10 Fire Hazards**

- a. All operations on the airport shall be conducted in accordance with National Fire Protection Association standards, applicable state and local fire codes and ordinances.
- b. The following specific activities which may create fire hazards are prohibited:
  - (1) Storing or stocking materials or equipment in such a manner as to restrict ingress or egress from a building, restrict access to a fire extinguisher, or constitute a fire hazard.
  - (2) No person shall operate/use a propane or charcoal type barbeque inside an aircraft hangar, within 50 feet of any aircraft, fuel facility, or fuel truck.
  - (3) Keeping or storing flammable liquids, gases, fuels, oils, signal flares, or other similar materials in the hangars or in any building on the airport except that such materials may be kept in an aircraft in the proper receptacles installed in the aircraft for such purpose; or as may be kept in rooms, containers or receptacles specifically designed for storage of such materials. Oils, aviation fuels or unleaded gasoline may be stored in approved containers in quantities not to exceed five gallons provided such fuel is for the exclusive use of either the aircraft or ground support equipment assigned to the hangar in which it is stored.
  - (4) Excluding airport operations personnel repair of airport facilities, operating a flame or spark-producing device on any part of the airport except in approved areas within FBO leased premises is prohibited, unless authorized in advance by the Airports Manager. No open flame/fire shall be authorized within any City aircraft hangar, any on-airport fuel storage area, or upon any components of the fuel distribution system, unless the work is required for the repair of such areas or hangars. Where such repair is required, permission shall first be obtained from the Airports Manager and shall be subject to conditions that may be imposed by the Airports Manager.

### **4.15 Fire Equipment**

No person shall tamper with any fire extinguisher equipment or airport fire protection systems or use the same for any purpose other than fire fighting or fire prevention.

#### **4.20 Aircraft Fueling Operations**

- a.** No person may operate a fuel truck/transfer vehicle unless the vehicle has complied with Redding Municipal Code 3.08.160 - Mobile Fueling Operations and such person has passed an approved training program and applicable refresher training.
- b.** During the fueling of an aircraft, the dispensing apparatus and the aircraft must be bonded in accordance with local, state and federal codes and Uniform Fire Code Standards.
- c.** Fuel servicing vehicles are prohibited from parking within 50 feet of a building.
- d.** Fuel storage areas will be properly posted with warning placards as required by the Redding Fire Department and Airports Manager.
- e.** No person may fuel or defuel an aircraft on the airport while the aircraft is in a closed hangar or an enclosed space.
- f.** No person may start the engine of an aircraft on the airport if there is any measurable gasoline or other volatile flammable liquid on the ground underneath the aircraft that may pose a hazard.
- g.** Each person engaged in fueling or defueling on the airport shall exercise care to prevent the overflow of fuel, and must have readily accessible adequate fire extinguishers.
- h.** Each fueling vehicle, fuel station, self-fueling or self-service fueling facility must maintain an adequate supply of fuel absorbent material to contain a medium-size fuel spill (25 gallons or less).
- i.** During the fueling or defueling of an aircraft on the airport, no person may, within 50 feet of that aircraft, use any material that is likely to cause a spark or be a source of ignition.
- j.** Each hose, funnel, or appurtenance used in fueling or defueling an aircraft on the airport shall be maintained in a safe, sound, and non-leaking condition and shall be properly grounded to prevent ignition of volatile liquids.
- k.** Persons involved in fueling operations shall ensure:
  - (1)** Fueling activities cease when lightning discharges occur within five miles of the airport.
  - (2)** The aircraft engine (excluding APU) is not in operation.
  - (3)** The aircraft's parking brake is set, or at least one wheel is chocked, or the aircraft is secured to the ground by two wing tie-down points.

**4.25 Fuel Spills**

- a. In the event of a fuel spill exceeding one gallon, the responsible party will notify Redding Fire Department and Airports Manager's Office immediately and ensure that the aircraft is vacated. The aircraft shall not be re-boarded until the fuel spill has been contained and cleaned up.
- b. In the event of a hazardous material spill or leak, the responsible party shall take immediate steps necessary to ensure discovery, containment, and clean-up of such release and immediately notify Redding Fire Department and Airports Manager's Office of the occurrence.

**4.30 Cleaning Fluids**

No person shall use flammable volatile liquids for any purpose unless conducted in open air or in a properly fireproofed and ventilated room equipped with appropriate means of fire suppression.

**4.35 Aircraft Doping and Painting**

Aircraft doping and painting processes shall be conducted only in accordance with all applicable Federal, State, and Local Laws, Ordinances, Rules and Regulations. Painting of aircraft in hangars is expressly prohibited.

**4.40 Disposal of Toxicants/Pollutants**

- a. No person shall dispose of any oils, fuels, solvents, chemicals, or any other toxic substances or pollutants on a City airport except in receptacles provided for that purpose, nor allow them to enter the storm water or sewer drainage system.
- b. Disposal of hazardous materials in trash receptacles provided by the City is prohibited. Hazardous materials include, but are not limited to oils, solvents, batteries, paint and tires.
- c. All airport users shall at all times be in full compliance with all laws and regulations of the U.S. Environmental Protection Agency and all state and local entities' environmental requirements.

**4.45 Sanitation**

- a. No person shall dispose of any garbage, papers, rags, refuse, trash, or any other material on a City owned airport except in receptacles provided for that purpose.
- c. No person shall introduce materials such as fill, building materials, etc. onto a City airport for disposal.
- d. Trash receptacles are provided by the City for the convenience of airport tenants and shall be used only for disposal of refuse generated on the airport by activities approved in the permit, license agreement or lease.

#### **4.50 Restricted Areas**

- a. Restricted areas are established for safety and security reasons. The general public is restricted from all areas of the airport posted as RESTRICTED or SECURED.
- b. Pilots, aircraft owners, passengers or guests going to and from aircraft, aircraft service and maintenance personnel, FAA, TSA and public safety personnel shall be permitted onto the general aviation AOA ramp areas.
- c. Airport Operations personnel (including contract security), FAA, TSA, Redding Police Department, Shasta County Sheriff, and other local, state and federal law enforcement officers have the power and authority to enforce applicable laws, ordinances, rules and regulations within the airport boundaries.

#### **4.55 Aircraft Security**

When the condition or mission of an aircraft requires security guards or police officers, the owner or operator of the aircraft should coordinate these requirements with the Airports Manager. The owner or operator of the aircraft is responsible for obtaining and paying such required security service personnel.

#### **4.60 Tenant Security**

Tenants and tenant employees are responsible for safeguarding doors, gates, and other access control devices between the AOA, airport airside and landside areas. Tenants and tenant employees are an important part of the airport security team and are encouraged to be alert for, and report to authorities, suspicious or unauthorized personnel and activities on the airport.

## **Section 5 – Aviation Fuel Distribution and Permits**

### **5.10 Approved Aviation Fuels**

No person shall operate an aircraft on or at a City airport except with FAA approved fuel.

### **5.15 Aviation Fuel Distribution Restrictions**

No person, firm or corporation shall bring, store, use or distribute aviation fuel on the airport except as may be authorized by the City. Any person, firm or corporation so authorized shall be in compliance with Redding Municipal Code 3.08.160 – Mobile Fueling Operations and shall pay all applicable flowage fees prescribed by City ordinance.

### **5.20 FBO Retail Fueling Permit**

The City may license Full-Service Fixed Base Operators to provide retail fueling on the City Airports within the requirements of the FAA grant assurances currently in force. Each licensed Full-Service FBO retail fueling permittee shall maintain approved above or below ground fuel storage tanks.

### **5.25 Self-Fueling**

Self-fueling is permitted on both airports in designated areas. No person may conduct self-fueling activity on the airport without first complying with all applicable Redding Municipal Codes and all Applicable Fire Codes as well as executing a self-fueling agreement from the Airports Manager. Fuel flowage fees do apply to this activity.

### **5.30 Bulk Delivery of Aviation Fuels**

- a. Bulk fuel delivery is the delivery of petroleum quantities exceeding 100 gallons. Any delivery of fuel exceeding 100 gallons shall be to an approved above or below ground fuel storage facility located on an airport master lessee property or to a City Airport fuel storage facility, unless delivery is directly to an aircraft's fuel tanks.
- b. Truck-to-truck delivery of aviation fuels on the City Airports is prohibited for safety and environmental reasons unless specifically authorized by the Airports Manager and Redding Fire Department.

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## **Section 6 – Hangar, Open Hangar, Sun Shade and Open Tie-Down Waiting Lists**

### **6.10 General**

The City maintains waiting lists to ensure the fair and orderly assignment of the various categories of City-owned aircraft storage spaces (hangars, sun shades and tie-downs) unless the supply of a particular category of space exceeds demand. There is a refundable deposit required to be on the waiting list. The Airports Accounts Clerk shall maintain the Master Waiting Lists for each airport. Applicants may contact Airports Administration to determine their current status on the waiting list.

### **6.15 Application Procedures**

- a. In order to be placed on a waiting list for a particular category of space, Applicants shall submit to the Airports Manager a completed “Waiting List Sign-Up Sheet” and all fees required by the City Schedule of Fees and Service Charges applicable to aircraft parking and storage waiting list charges. All applicable fees shall be paid with personal check or money order.
- b. Ultralight aircraft are not permitted to be permanently based on either City airport.

### **6.20 Assignment of Storage Spaces**

- a. When a space becomes available for assignment, the Airports Accounts Clerk shall attempt to contact the first eligible applicant on the waiting list via telephone and/or email to make arrangements to examine the available space. In the event that the first eligible applicant cannot be reached, a phone message will be left and email sent if possible. If it is not possible to leave a phone message, the Airports Accounts Clerk will make a maximum of three calls over a five business day period in an effort to contact the applicant. If contact has not been established after five business days, the Airports Accounts Clerk will attempt to contact the next eligible applicant on the list. Therefore, applicants are highly encouraged to provide the Airports Secretary with a current phone number and email address. Applicants who will not be reachable during any five business day period are also encouraged to provide the Airports Accounts Clerk with an advance decision on whether they will accept a space offered during their absence or leave instructions with an individual who may act on the applicant’s behalf.
- b. If an eligible applicant is unable to be contacted by any means, the Airports Accounts Clerk will note the date and space offered, and will then offer the space to the next eligible applicant on the list. An eligible applicant will retain their position on the wait list until the second space becomes available. If the applicant is unable to be contacted for the

second consecutive space, they will be moved to the bottom of the wait list or their name will be removed and their deposit forfeited.

- c. If an eligible applicant declines the space offered after being contacted, the Airports Accounts Clerk will note on the "Applicant's Waiting List Sign-Up Sheet" the space offered and the date declined. The applicant's current position on the list shall be retained after the first space is declined. The applicant shall be removed from the waiting list after the second space offered is declined and the waiting list deposit shall be forfeited.

#### **6.25 Removal from the Waiting List**

- a. An applicant shall be removed from the waiting list upon:
  - Written request by the applicant to be removed (waiting list deposit refunded); or
  - Acceptance by the applicant of an offered space (waiting list deposit credited towards account); or
  - Applicant's second decline of an offered space (waiting list deposit forfeited).

#### **6.30 Remaining on the Waiting List for Upgrade of Space**

- a. After accepting a space and signing a license agreement, a licensee may remain on the hangar waiting lists for a future upgrade of space. Remaining on the list requires the deposit amount to be retained by Airports Administration.
- b. Licensees electing to remain on the waiting list for a future upgrade of space shall designate the specific type of space desired. All policies and procedures contained in this section for assignment of spaces apply to licensees remaining on the waiting list for a future upgrade of space.

## **Section 7 – Hangar, Open Hangar, Sun Shade and Open Tie-Down License Agreements**

### **7.10 General**

In order to retain use of an aircraft storage facility, all fees required by the City Schedule of Fees and Service Charges for Hangar and tiedown rentals shall be remitted to the City when due. In addition to the monthly rental fee, a refundable security deposit is due prior to initial occupancy of a hangar. Accurate aircraft registration and appropriate insurance is required.

### **7.15 Delinquency**

Fees not paid when due are subject to late fees and penalty charges as shown in the City's current Schedule of Fees and Service Charges. If any account becomes 90 days past due twice within a 12 month period, it will result in termination of the license agreement.

## **Section 8 – Abandoned, Derelict or Lost Property including Aircraft and Vehicles**

### **8.10 Description**

Abandoned, Derelict, or lost Property found in public areas at either Airport including, without limitation, Aircraft, Vehicles, Equipment, machinery, baggage, or parts thereof, should be reported (and/or turned in) to the Airports Manager.

Property to which the owner or finder is not entitled to lawful possession shall be forfeited to the Airports Manager or the Redding Police Department for disposal.

### **8.15 Removal Due to Immediate Danger**

The Airports Manager may immediately remove (e.g., tow) any Vehicle, Aircraft or other Property from any area of the Airport, including Leased Premises, which causes or constitutes or reasonably appears to cause or constitute an imminent or immediate danger to the health or safety of the persons using the Airport or a significant portion thereof.

The expenses of such removal, such as towing charges and any storage fees, shall become a lien chargeable to the owner of said Vehicle, Aircraft, or other Property. Said owner (if identified by City) shall be notified of the removal, towing and storage of said Vehicle, Aircraft, or other Property by certified or registered mail with a five (5) day return receipt requested, sent to the owner's address known (if known) to the Airports Manager, within three (3) days of said removal, towing and storage.

### **8.20 Removal Due to Nuisance**

The Airports Manager may direct the removal (e.g., towing) of any Vehicle, Aircraft or other Property from any area of the Airport, including Leased Premises, which causes or constitutes a nuisance or which is disabled, abandoned or derelict, but which does not cause or constitute an imminent or immediate danger to the health or safety of persons using the Airport. Removal or towing shall follow upon issuance of a "*Warning*" notice prominently posted on the Vehicle, Aircraft or Property.

The Airports Manager may take whatever action is deemed appropriate to remove and/or dispose of the Vehicle, Aircraft or Property. Such action shall be at the risk and expense of the Owner of the Vehicle, Aircraft or Property and without any liability to the City for damage that may result from such removal, towing and/or disposal.

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## **Appendix IA – Specialized Aeronautical Activities**

1. Specialized Aeronautical Activities including the following require coordination and regulation through the office of the Airports Manager:
  - a. Ultralight Aircraft
  - b. Hot Air Balloons
  - c. Gliders (non-powered)
  - d. Parachute Drops
  - e. Test Flights
  - f. Banner Towing
  
2. Operation of ultralight aircraft into the airport traffic area, landing, parking and take-off of ultralight aircraft requires prior coordination and must comply with 14 CFR Part 103.
  
3. The Airports Manager has the authority and responsibility to approve/disapprove requests for use of airport facilities for hot air balloon launches, experimental aircraft tests, surplus military aircraft tests, home-built aircraft tests and parachute drops when the parachute landing zone is on airport property.
  
4. The Airports Manager will coordinate these activities with the FAA Contract Air Traffic Control Tower Manager, when appropriate.
  
5. The owner/operator of such specialized aeronautical equipment may be limited by the Airports Manager to launching, testing, high-speed taxi or parachute landing to/from specific sites on the airport. Those sites may be runways, portions of runways, taxiways, clear zones or other airport property. Specific site location may also be limited by designated time of day use.
  
6. Proof of liability insurance in an amount and form required by ordinance or approved by the City Risk Manager is required.

## **Appendix IIA – Special Events**

### **Activities Regulated by Airport Management**

1. Special Events including the following require an application be filed with the Airports Manager at least 60 days in advance of the requested event:
  - a. Airport Open House
  - b. Air Shows
  - c. Fly-In Meets
  - d. Balloon Festivals
  - e. Air Races
  - f. War Bird shows
  - g. Parachute Team Demonstrations
2. The Airports Manager and City Council must officially approve all special events.
3. The special event sponsor may be required to obtain liability insurance for the event. The insurance policy will be in the amount specified by the City Risk Manager and will identify the City and its officers, agents and employees as a “named insured.”

### **Mandatory Compliance by the Special Event Sponsor**

1. If the special event is expected to attract an attendance of 500 persons or more, the sponsor may be required to coordinate road and highway impacts with local police, sheriff and highway patrol.
2. The sponsor may be required to make arrangements for auto towing, garbage pick-up and refuse clean up.
3. The special event must be planned to accommodate the normal ingress and egress of motor vehicles for airline passengers, general aviation users, and other business activities normally conducted at the airport.
4. Airport runways, taxiways, and/or landside closures must be coordinated and approved in advance by the Airports Manager.
5. A special event that involves certain maneuvers by aircraft must be coordinated with the Airports Manager and local Flight Standards District Office (FSDO) of the FAA.
6. Failure of the sponsor to adequately perform trash and litter clean-up of the airport and repair or compensate for damaged property as a result of the special event will be billed for extra expense and damages by the City.
7. Special events involving aerial 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 Airports Manager must approve the person designated as “air boss”.

## **Exhibit 1 – Aircraft Accident/Incident Report**

### City of Redding Airports

<b>Aircraft Accident/Incident Report</b>				
Name of Reporting Party	Address	City, State	Zip	Phone
Redding Municipal Airport <input type="checkbox"/> Benton Airpark <input type="checkbox"/>				
Incident Details:				
Date Notified	Time Notified	Call Received By	City Property Damaged Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>Pilot, Passenger and Aircraft Data</b>				
Name of Pilot	Address	City, State	Zip	Phone
Pilot License No.	Insurance Co.		Policy No.	
Owners Name	Address	City, State	Zip	Phone
Passenger/Witness	Address	City, State	Zip	Phone
Passenger/Witness	Address	City, State	Zip	Phone
Aircraft Make	Model		Registration No.	

Remarks	
	Date

## **Part B – Minimum Standards for Aeronautical Service Providers**

### **Section 1 - General**

#### **1.10 Purpose**

The requirements of minimum standards should relate primarily to the public interest. Further, the use of reasonable and proper standards, while safeguarding the public interest, has the additional effect of preserving the stability of established businesses, i.e., proper standards discourage the unqualified, and are for the protection of both the established operators and the public.

#### **1.15 Background**

These standards set forth the following:

- a. The minimum level of service to be performed; qualifications of personnel; hours of operation, leasehold size, facility configuration, equipment, inventory, etc.
- b. General policies such as compliance with laws, rules, regulations, insurance requirements, safety requirements, etc.
- c. General privileges and rights such as activities per agreement, non-discrimination, operational covenants, ground space leasing requirements, etc.
- d. Provide Airport staff with a framework from which to far better manage new applications or requests to perform such activities on the airport.
- e. Enable the City of Redding to fulfill its responsibility to conform with FAA recommendations and guidelines relating to aeronautical activities. The City may require operators to meet any reasonable standard or qualification as to competence, financial stability, equipment, facility development, etc. This is done not only without violating our Federal Grant Assurances, but strengthens our conformance to them.
- f. The City of Redding has a responsibility to ensure that an operating environment beneficial and conducive to businesses and the public using Redding Municipal Airport and Benton Airpark will continue to exist, and to ensure that the public investment in the City's airports is protected and used to its best advantage. Further, the City is obligated by the terms of existing grant agreements with the Federal Aviation Administration to provide space for aeronautical activity operators to the extent that space is available on Redding Municipal Airport and/or Benton Airpark for this purpose. The City has the responsibility to conform with FAA recommendations and guidelines relating to minimum standards for aeronautical activities and may require an operator or potential operator to meet any reasonable standard or qualifi-

cation as to competence, financial stability, equipment, facility development, etc., without violating the provisions of the grant agreements.

- g.** A fair and reasonable opportunity, without unjust discrimination, shall be accorded to all entities and individuals to qualify, or otherwise compete, for available airport facilities and to establish and conduct specific aeronautical activities subject to the adopted Minimum Standards as may be established by the City. In all cases where the words "standards" or "requirements" appear in this document, it shall be understood that they are modified by the word "minimum". All operators will be encouraged to exceed the "minimum" standards or requirements; none will be allowed to operate under conditions below the minimum standards unless specifically authorized by the City in writing.
- h.** The minimum standards identified herein supplement the Council Policy Manual and Airport Development Policies as may be established and amended by the City from time to time.

## **Section 2 – Policies**

### **2.10 Application**

Before receiving the City's approval to operate an aeronautical activity at Redding Municipal Airport or Benton Airpark, the potential licensee must first submit an application to the City of Redding meeting the following conditions:

- a. The proposed nature of the business. A business plan may be used to meet this requirement.
- b. The signature of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.
- c. A current financial statement prepared or certified by a Certified Public Accountant.
- d. A listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.
- e. A current credit report for each party owning or having a financial interest in the business and a credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
- f. An agreement to provide a performance bond or suitable guarantee of adequate funds to the City of Redding to be used to defray any expenses and fees related to new construction normally paid by the Lessee should the Lessee default between the estimated time the new lease is executed and another Lessee takes over.
- g. A written authorization from the FAA, any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.
- h. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the City airport as part of the activity for which approval is sought. Applicant must comply with appropriate City of Redding review procedures and requirements.
- i. Proof (copy or insurance company letter of intent) of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance.
- j. Such other information as the City of Redding may require.

**2.20 Application Detail**

All applications will be reviewed and acted upon by the City of Redding within 90 days from receipt of the application. Applications may be denied for one or more of the following reasons:

- a. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
- b. The applicant's proposed operations or construction will create a safety hazard on a City airport.
- c. The granting of the application will require the expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to the City of Redding.
- d. There is no appropriate or adequate available space or building on the airport to accommodate the entire activity of the applicant.
- e. The proposed operation, airport development or construction does not comply with the approved Airport Layout Plan.
- f. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present fixed base operator on the airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to the existing fixed base operator area, or will result in depriving, without the proper economic study, an existing fixed base operator of portions of its leased area in which it is operating.
- g. Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
- h. Any party applying, or having an interest in the business, has a record of violating the Operating Rules and Regulations of either City airport or any other airport or the Code of Federal Regulations.
- i. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the City of Redding or any lease or other agreement at any other airport.
- j. Any party applying, or having an interest in the business, is not sufficiently credit worthy and responsible in the judgment of the City of Redding to provide and maintain the business to which the application relates and to promptly pay amounts due under the lease or other agreement.
- k. The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.

- I. The applicant has been guilty of any crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the operation applied for.

**2.30 Other Important Information**

- a. As a minimum, operators will comply with the provisions of all applicable federal, state and local laws, rules, regulations, and ordinances.
- b. Insurance will be carried by all operators in limits and an amount prescribed to by the City's Risk Manager. The current insurance limit required is the greater of the amount of the highest valued aircraft stored or maintained by the Fixed Base Operator or minimum \$1,000,000 single limit coverage for both bodily injury and property damage. The Council of the City of Redding may from time to time amend the insurance limits required for an aeronautical business on either of the City owned airports.
- c. All operators will name the City of Redding as additionally insured, and in the event of a change in the limits of the policy, or cancellation, the operator's insurance provider shall provide the City's Risk Manager with 30 days prior written notice of the change or cancellation.
- d. Operators desiring to use their special service vehicles within the Airport Operations Area (AOA) as defined by the FAA or Airports Manager shall do so only with the written permission of the Airport Manager, and all such vehicles shall be appropriately marked, lighted, and equipped with two-way radios capable of operating on the Airport's assigned ground control frequency. Employees of Operators shall first complete the City's Airport Drivers Training Program and receive the authorization of the Airports Manager before driving the Operator's vehicle on the AOA.
- e. Operators shall comply with all applicable rules, regulations, requirements, and procedures as specified in the Airport's FAR Part 139 Certification Manual, the City's Airport Drivers Manual, 49 CFR Part 1542, Airport Security Program, and the adopted City's State of California - Storm Water Pollution Prevention Program.
- f. Agreements shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold.
- g. A person shall have such business background and shall have demonstrated his or her business capability to the satisfaction of, and in such manner as to meet with the approval of the City of Redding.
- h. Any person seeking to conduct aeronautical activity at the City's airports should demonstrate that they have adequate resources to realize the business objectives agreed to by the City of Redding and the applicant.
- i. Subleasing and/or assignment of any leasehold interest shall require the written consent of the City, and any such subleases and/or assignments shall

be bound by the applicable provisions of the Minimum Standards for Aeronautical Activities.

- j. All agreements, permits, and/or leases involving commercial aeronautical activities on either Redding Municipal Airport or Benton Airpark shall contain the mandatory lease clauses as may be from time to time be required by the FAA.

## **Section 3 - Privileges And Rights**

In addition to any specific requirements contained in these standards for a particular category of operation, the following items shall be common requirements of all operators, permittees, licensees, and lessees on the City's Airports:

### **3.10 Activities Per Agreement**

Each licensee on either Redding Municipal Airport or Benton Airpark will be granted the right to offer one or more specific aeronautical activities per agreement. Said activities shall be specifically enumerated in the Operator's lease. Full-Service, or Limited-Service Fixed Base Operators shall have the required aeronautical activities enumerated in their leases. As with any other applicant, the licensee must meet the standard qualifications for the particular activity regarding related experience, quality and depth of management, personnel, facilities, etc.

### **3.15 Activity Limitation**

Each licensee will be expressly prohibited from conducting any activity at either of the City's Airports other than that provided by agreement. Likewise, any commercial user of airport facilities shall be expressly restricted from entering into any other commercial activity at the Airports without the prior written consent of the City.

### **3.20 Nondiscrimination**

In the operation and use of the facilities at the City's Airports, no licensee shall discriminate or permit discrimination against any person or group of persons in any manner on the grounds of sex, race, color, or national origin.

### **3.25 Operational Covenants**

All agreements granting commercial privileges at Redding Municipal Airport and/or Benton Airpark shall include covenants that govern the hours of operation, the type of operation, the extent of services to be offered, and the quality of performance required of the lessee. Such performance standards are essential in all commercial agreements in order to insure a high performance level that will fulfill the City's public service goals. Therefore, each licensee to whom a concession or commercial operating privilege is granted is expected to operate its premises for the use and benefit of the public. This shall include, but not be limited, to:

- a. Furnishing good, prompt, and efficient service adequate to meet the normal demands for its service at the Airport.
- b. Furnishing such service on a fair, equal, and not unjustly discriminatory basis to all users.

- c. Charging fair, reasonable, and not unjustly discriminatory prices for each unit of sale or service; provided that a licensee may make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- d. Having telephone service and offices on the Airport where business is being conducted and maintaining a current registry with the City of the licensee's officers and supervisory employees and their telephone numbers for emergency use.
- e. Compliance with all applicable FAA lease provisions and any grant assurance conditions that may be required by the FAA and promulgated from time to time.

### **3.30 Ground Space Leasing**

Licensees who desire ground space for aeronautical activities shall enter into agreement with the City for the rental of such space. Ground space allocations to licensees under lease agreements will be made in accordance with the Airport Layout Plan as approved by the FAA and City, however a ground lease will not be written for an area less than 12,000 square feet that is capable of providing space for a building and an area for display and storage of aircraft as well as paved parking for the FBO's customers and employees. A full service FBO operation requires a larger area that is more specifically noted later in these standards, as does a limited service FBO and some specialty service FBO's require more space. Termination of an agreement for ground lease without other satisfactory arrangements having been made with the City shall automatically revoke a license or permit for an associated activity, service, or operation.

### **3.35 Structures on Airport**

All structures erected on the Airport shall comply with all applicable City and state building, health, and safety codes, including, if applicable, any fire, sign, electrical, heating, zoning, and plumbing codes. Architectural design and proposed site of all structures shall first be reviewed and approved by the City. All development shall comply with the City's "Airport Development Standards" hangar development standards. Any hangar and office building constructed on the City's Airports for the purpose of providing aeronautical services shall be at least 3,000 square feet of floor space for aircraft storage and at least 800 square feet of floor space for office, customer lounge and rest rooms. A full service operator and some limited service operators will require a larger building. The facility shall be properly heated and lighted, and shall provide public telephones for customer use.

### **3.40 Airport Layout Plan (ALP)**

The Airport Layout Plan for the Airport represents the most current plan as approved by the FAA and the City. Nothing in these standards shall be construed as limiting the right of the City to revise these plans from time to time as it may deem necessary.

**3.45 Licensee Subject to Laws and Regulations**

Each licensee and its officers, agents, and employees shall carry on its activities and operations on any of the City's Airports in full compliance with federal laws and FAA regulations, state statutes, the rules and regulations governing the use of the Airport, and all applicable local ordinances. Each licensee shall be responsible for the actions of its officers, agents, and employees.

**3.50 Off-Airport Commercial Aeronautical Activities**

Commercial access to the either Redding Municipal Airport or Benton Airpark from adjacent off-airport property ("through-the-fence") is not permitted by the City.

**3.55 Exclusive Rights**

Nothing in these standards shall be construed to grant or authorize the granting of an exclusive right as defined in FAA Advisory Circular 150/5190-5 "Exclusive Rights and Minimum Standards for Commercial Aeronautical Activities – Appendix 1.

**3.60 Right of Aircraft Service**

No right or privilege granted a licensee shall in any way interfere with or prevent any person, firm, or corporation operating on the City's Airports from performing any FAA approved services on its own aircraft with its own employees as are compatible with Airport Rules and Regulations established by the City and with the appropriate Building and Fire Codes.

**3.65 Privileges, Uses, Rights, and Interests**

In addition to the specific privileges, uses, rights, and interests granted to a licensee under terms of the license or lease agreement, the following common privileges, uses, rights, and interests shall be granted to all licensees:

- a. The loading and unloading of aircraft in any lawful commercial or noncommercial activity in designated areas and locations on the Airport.
- b. The nonexclusive use of the public airport facilities and navigational aids for purpose of commercial and noncommercial landings, takeoffs, and taxiing of aircraft.
- c. The right of ingress to and egress from any premises leased by the licensee.
- d. The non-exclusive use of common-use areas which shall be kept reasonably clear at all times.

## **Section 4 – Full-Service Fixed Base Operator**

The following minimum standards shall apply for all commercial aeronautical activities conducted at Redding Municipal Airport or Benton Airpark:

### **4.10 Full-Service Fixed Base Operator**

A Full-Service Fixed Base Operator shall be only those individuals, corporations, or firms which are authorized by the City to engage in and furnish a full range of defined aeronautical activities and services on the City's Airports. A Full-Service Fixed Base Operator shall provide the following specific aeronautical activities in compliance with the minimum standards identified in Paragraph C and D, Minimum Standards for Specific Aeronautical Activities

- Aviation Fuel and Petroleum Product Sales
- Aircraft Maintenance and Repair
- Sale of Aircraft Parts and Accessories
- Aircraft Rental Service
- Flight and Ground Instruction
- Sale of Pilot Supplies
- Aircraft Sales and Service, and
- Aircraft Charter Service.

A Full-Service Fixed Base Operator shall be required to provide as a minimum:

#### **Lot Size:**

Not less than 65,340 square feet (1.5 acres) of ground area shall be leased at the City's Airports to provide aeronautical activities required and permitted by the Full-Service Fixed Base Operator category.

The FBO shall have at least two above or underground tanks capable of meeting or exceeding the most current federal guidelines for fuel storage tanks. Each tank's capacity shall be at least 10,000 gallons with one for Jet Fuel and one for AVGAS. The storage system must include a fixed fuel storage system which shall contain safety fixtures and filtration systems to ensure airline-type quality and adequate fuel spill prevention features and containment capabilities, together with an approved Spill Prevention Countermeasures and Control Plan, as applicable.

#### **Building Size:**

Not less than 12,000 square feet of building area to provide for:

- Sufficient enclosed hangar space to accommodate the normal aircraft maintenance and storage demands required of a Full-Service Fixed Base Operator.
- Conveniently located, heated/air conditioned lounge or waiting rooms for passengers and crews of transient aircraft, together with public

restrooms, a public telephone, pilot briefing facilities, automobile parking lot for customers, refueling vehicle parking area and maintenance equipment storage area.

**Staff Levels:**

The FBO shall employ and maintain trained personnel in such numbers as are required to meet Minimum Standards in an efficient manner, but never less than one person who is an experienced in each; aircraft towing/refueling, flight instruction, a mechanic certificated by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant or an aircraft inspector rating, person who is an FAA rated radio, instrument, engine or propeller repairman, a FAA certified commercial pilot to permit the fixed base operator's air taxi/chartered service, a person to handle scheduling activities, and an experienced aircraft sale person as well as an individual assign to manage the office and aeronautical activities. Refueling personnel will be available 24 hours a day, and all other staff members shall to be present during normal business hours.

**Other:**

Personnel employed by the Full-Service Fixed Base Operator shall be able to provide:

- The directing of transient aircraft to a transient tie-down or designated parking area.
- Proper equipment for aircraft towing, inflating aircraft tires, washing aircraft windscreens, and recharging aircraft batteries.
- Fuel dispensing equipment, meeting all applicable Federal, State, and City requirements for each type of fuel dispensed.
- Appropriate grades of aviation fuel, including at a minimum, one grade each of AVGAS and AVJET.
- An adequate inventory of generally accepted grades of aviation engine oil and lubricants.
- Adequate bonding cables will be installed, continuously inspected and maintained on all fueling equipment, to reduce the hazards of static electricity.
- An adequate supply of properly located fire extinguishers and other precautions and/or equipment related to fire codes.
- The lawful and sanitary handling and timely disposal, off airport premises, of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and other regulated waste. The stacking and storage of crates, boxes, barrels, and other containers will not be permitted within the leasehold area, except for reasonable quantities

required for sump fuel recovery and inventory of bulk solvents and lubricants.

- The collection of airport use fees as may be required by the City's Airports Manager.
- Information regarding available maintenance service, ground transportation, and other helpful assistance to transient pilots and passengers, when requested.
- Courtesy transportation of customers, pilots, and passengers on the Airport.
- UNICOM advisory service or other communication system acceptable to the Airports Manager.
- A commercial operator in this category shall not allow its employees, while off the leased premises, to conduct any overt sales /marketing activities commonly referred to as "hawking" or "flagging" or aircraft.

## **Section 5 - Limited Service or Specialty Fixed Base Operator**

A Limited Service or Specialty Fixed Base Operator shall be only those individuals, corporations, or firms which are authorized by the City to engage in and furnish at least one or more specific aeronautical activities or services at either the City's airports. The specific aeronautical activities may include one or more of the above referenced in Section 4.10 or any other commercial aeronautical activity as authorized by the City (e.g., avionics sales and servicing, propeller sales and servicing, helicopter operations, aerial fire fighting, skydiving, etc.). The ability to commercially sell and dispense aviation fuel and petroleum products on either Airport is reserved as an activity to be provided only by Full-Service Fixed Base Operators.

### **5.10 - Minimum Standards for Specific or Specialty Aeronautical Activities**

In addition to meeting the requirements set forth in Sections 1 - 4 above, each specialty fixed base operator conducting one or more of the following specific aeronautical activities shall meet the requirements set forth below. An operator conducting a combination of the specific aeronautical activities listed herein shall not be required to duplicate the requirements of the individual activities where the requirements of one activity are sufficient to meet the requirements of a separate activity.

### **5.20 - Airframe, Engine and Accessory Maintenance**

An aircraft airframe, engine and accessory maintenance and repair FBO provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft up to and including business jet aircraft and helicopters. This category shall also include the sale of aircraft parts and accessories. A commercial operator in this category shall be required to provide as a minimum:

#### **Lot Size:**

Not less than 25,000 square feet ground area shall be leased from a City's Airport capable of supporting a hangar and office, customer parking lot and outside storage for aircraft awaiting maintenance.

#### **Building Size:**

Not less than 3,600 square feet of building which will provide for sufficient hangar space to house any aircraft upon which airframe and/or power plant maintenance is being performed.. Aircraft shall not be stored for salvage operations.

#### **Qualifications:**

Being capable of performing minor and major airframe and aircraft power plant maintenance and repair.

**Staff:**

The FBO shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category of services in an efficient manner, but never less than one person currently certificated by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant or an aircraft inspector rating.

**Hours of Operation:**

Minimum personnel as specified in paragraph d above must be available at the Airport a minimum of five (5) days per week during normal airport hours appropriate to the season. The requirement for "on-call" mechanic service until 10 p.m. daily and seven (7) day coverage may be established by the Airports Manager on a scheduled rotating basis in consultation with all operators holding aircraft maintenance and repair authorization.

**Equipment and Inventory:**

The minimum stock of equipment and readily available spare parts or adequate arrangements for securing parts required for the type of aircraft and models to be serviced.

**Insurance**

The City of Redding Risk Manager shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature.

**Other:**

Capability to remove disabled aircraft weighing 12,500 pounds (MGTOU) or less from the Airport operations area. (The combined capabilities of all Full-Service Fixed Base Operators must provide suitable equipment and assistance to remove promptly any such general aviation disabled aircraft upon request from the Airports Manager).

**5.30 - Sale of Aircraft, Parts and Accessories**

An FBO engaging in the sale of new aircraft through franchises or licensed dealerships or distributorship (either retail or wholesale) of an aircraft manufacturer and/or the sale or brokerage of used aircraft. A commercial operator in this category shall be required to provide as a minimum:

**Lot Size:**

Not less than 12,000 square feet of ground area shall be leased from the Airport on which to provide customer aircraft and/or vehicle parking and a building where business is transacted.

**Building Size:**

Not less than 3,000 square feet of building for show, parts counter, office. The office and lounge area shall be at least 800 square feet.

**Staff:**

Sufficient trained personnel to meet sales, product support, and customer service requirements. The business shall also maintain, during all hours of operation, a responsible person in charge with an appropriate Commercial pilot rating to supervise the operations that has the authorization to represent and act for and on behalf of the business.

**Hours of Operation:**

Minimum personnel as specified in paragraph c above available at the Airport a minimum of five (5) days per week during normal airport hours appropriate to the season.

**Product Support:**

Provide sufficient equipment and inventory to display sales items and supply a majority of the items from stock. Aircraft sales FBO's shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period. The business shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. An FBO involved in the sale of new aircraft shall have available a representative sample of the product being sold as well as current up to date aircraft specifications and price lists for each aircraft being marketed.

**Insurance:**

The City of Redding Risk Manager shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature.

**5.40 - Aircraft Rental and Leasing**

An aircraft lease or rental FBO engages in the rental or lease of aircraft to the public and an operator in this category shall be required to provide as a minimum:

**Lot Size:**

Not less than 43,560 square feet (1.00 acres) ground area shall be leased from the Airport for an office building, rental aircraft parking, and a customer vehicle parking lot.

**Building Size:**

Not less than 1,200 square feet of building area, which will provide for:

- Suitable office space for the administration of rental activities and the storage and maintenance of appropriate records in connection therewith.
- Suitable customer lounge, pilot briefing facilities, public rest rooms, and public telephone

**Qualifications:**

Arrangements or adequate facilities and equipment for servicing, and maintaining all its aircraft.

The Operator's aircraft shall be operated and maintained in accordance with all applicable Federal Aviation Regulations, Airport Rules and Regulations, and state aviation laws.

**Personnel:**

The FBO shall have in their employ and on duty during the appropriate business hours, a minimum of one person having a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

**Aircraft:**

The FBO shall have available for rental, either owned or under written lease to the FBO, at least two certificated and currently airworthy aircraft, at least one of which must be a four-place aircraft, and at least one of which must be equipped for and capable of flight under instrument meteorological conditions.

**Hours of Operation:**

The office shall be open for business six (6) days per week during normal airport hours appropriate to the season and the business hours shall be conspicuously posted for the public to view.

**Equipment and Inventory:**

At least one (1) dual-equipped, four-seat aircraft, single-engine aircraft properly equipped and maintained for use by rental customers.

Owners manuals, checklists, and operational forms appropriate to the aircraft in use.

Any aircraft utilized to meet the above requirements, which is available to the operator on a lease-back agreement, must be on a written, exclusive-use basis.

**Insurance:**

The City of Redding Risk Manager shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature.

**5.50 - Flight and Ground Instruction**

A flight training school engages in instructing pilots in dual and solo flight training, in fixed wing and/or rotary wing aircraft, and provides such related ground school instruction as is necessary preparation for taking a written examination and flight check ride for the category or categories of licenses and ratings desired. An operator in this category shall be required to provide as a minimum:

**Lot Size:**

Not less than 54,450 square feet (1.25 acres) area shall be leased from the Airport on which a building, and aircraft ramp and vehicle parking are located.

**Building Size:**

Not less than 1,600 square feet of building area, which will provide for:

Suitable office space for administration of instructional activities and the storage and maintenance of appropriate records of student identity and any appropriate background check conducted, aircraft maintenance, etc.

A classroom, with suitable ground training space, lounge, pilot briefing facilities, public rest rooms, and a public telephone.

**Qualifications:**

Flight and ground instruction for Student, Recreational, Commercial, Instrument, and Instructors certificates and a continuing ability to meet FAA requirements for the flight training proposed.

Adequate facilities for storing, parking, servicing, and maintaining all its aircraft.

The Operator's aircraft shall be operated and maintained in accordance with all applicable Federal Aviation Regulations, Airport Rules and Regulations, and state aviation laws.

**Personnel:**

The FBO shall have on a full time basis at least one flight instructor who has been properly certificated by the FAA to provide the type of training offered.

The FBO should also provide a properly certificated ground school instructor capable of providing ground school instruction sufficient to enable students to

pass the FAA written examination for Private, Commercial, Instrument, and Instructor certificates.

**Hours of Operation:**

In addition to the specifications for personnel outlined above, the office shall be open for business seven (7) days per week during normal airport hours appropriate to the season to enable students who have soloed access to flight school aircraft.

**Equipment and Inventory:**

The FBO shall have available for use in flight training, either owned or under written lease to the FBO, at least one dual-equipped, two-seat, single-engine aircraft properly equipped and maintained for flight instruction and such additional types of aircraft as may be required to give flight instruction of the kind advertised.

Adequate mock-ups, pictures, slides, graphics, or other visual aids necessary to provide proper ground school instruction.

Any aircraft utilized to meet the above requirements, which is available to the operator on a lease-back agreement, must be on a written exclusive-use basis.

**Insurance**

The City of Redding Risk Manager shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature.

**5.60 - Aircraft Charter Service**

An unscheduled, or scheduled air charter or air taxi FBO engages in the business of providing air transportation of passengers or cargo for hire, on an unscheduled or scheduled basis under 14 CFR Part 135. shall be required to provide as a minimum:

**Lot Size:**

Not less than 28,750 square feet (0.66 acres of ground area to be leased from the Airport for the storage of aircraft and a customer parking lot.

**Building Size:**

Not less than 1,200 square feet of building area, which will provide for:

A properly heated/air conditioned customer lounge, office space appropriate to the business conducted, public rest rooms, and a public telephone.

Adequate table, desk, or counter for checking in passengers, handling ticketing, fare collection, luggage processing, and airplane and passenger security.

**Qualifications:**

Hold a current FAR Part 135 Air Taxi-Commercial Operator Certificate with ratings appropriate of services provided.

The Operator's aircraft shall be operated and maintained in accordance with all applicable Federal Aviation Regulations, Airport Rules and Regulations, and state aviation laws.

**Personnel:**

The FBO shall employ and maintain on duty during appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards in an efficient manner, but never less than one person who is an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by the FBO.

**Hours of Operation:**

Minimum personnel as specified in paragraph d above, available a minimum of five (5) days per week during normal airport hours appropriate to season. The office shall be open for business at all times during the same hours

**Equipment:**

Operator shall provide, either owned or under written lease, the type, class, size and number of aircraft intended to be used by the FBO, in sufficient quantity to conduct the scope of flight operations offered to the public. All aircraft must be properly certificated by the FAA. Multi-engine aircraft shall be equipped and certified for instrument flight.

**Insurance**

The City of Redding Risk Manager shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature.

**5.70 - Avionics, Instrument, Engine or Propeller Repair Station**

An avionics, instrument, engine or propeller repair station FBO engages in the business of and provides a shop for the repair of aircraft avionics, instruments, engines, propellers or accessories. The FBO shall hold the appropriate repair station certificates issued by the FAA for the types of equipment serviced and/or installed.

**Staff Levels:**

The FBO shall employ and maintain on duty during appropriate business hours trained personnel in such numbers as are required to meet Minimum Standards

in an efficient manner, but never less than one person who is an FAA rated radio, instrument, engine or propeller repairman.

**Insurance:**

The City of Redding Risk Manager shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature.

**5.80 - Commercial Skydiving**

A skydiving FBO engages in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment.

**Aircraft:**

The FBO shall have available for skydiving, either owned or under written lease to the FBO, at least one properly certificated aircraft.

**Safety and Certification:**

The FBO shall meet or exceed the Basic Safety Requirements of the United States Parachute Association, 14 CFR Part 105, and related FAA Advisory Circulars. The jump aircraft pilot must hold an FAA commercial pilot certificate and appropriate ratings for the aircraft being operated.

**Insurance:**

The City of Redding Risk Manager shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature.

**5.85 - Aircraft Storage**

An operator that engages in the rental of aircraft storage space in conventional or T-hangars will comply will provide as a minimum:

**Lot Size:**

Not less than 12,000 square feet capable of supporting an aircraft storage hangar, area for aircraft fueling line service, and tenant vehicle parking.

**Building:**

One row of T-Hangars or a box style hangar of at least 3,000 square feet to accommodate aircraft and for the movement of aircraft and at least one restroom.

**Personnel:**

The FBO shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.

**Hours:**

The conventional hangar FBO shall have their facilities available for removal or storage of customers' aircraft on a continuous basis.

**Equipment:**

An operator will have the appropriate equipment for moving aircraft when that service is provided.

**Insurance:**

The City of Redding Risk Manager shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature.

## **Section 6 - Specialty Aeronautical Activities**

A specialized commercial flight service FBO engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities. Commercial aeronautical activities in this category shall include, but not necessarily be limited to:

- Avionics Sales and Servicing
- Banner Towing
- Sightseeing Flights
- Propeller Sales and Servicing
- Helicopter Operations
- Fire Patrol
- Agricultural Aerial Applicators
- Aerial Survey, Mapping and Photography
- Aerial Fire Fighting
- Air Ambulance Service
- Commercial Skydiving
- Pipeline/Power Line Patrol
- Aerial Advertising
- Pilot Supplies
- Aeronautical Research
- Aircraft Painting
- Aviation Mechanic Schools
- Any other operations specifically excluded from 14 CFR Part 135.

### **Qualifications:**

Provide satisfactory evidence of technical and legal competency to provide proposed services.

Hold all necessary licenses or permits and meet all requirements of any governmental agency having jurisdiction over the proposed services.

Maintain an adequate supply of materials necessary for service or sale

All operations are required to post their hours of operation and insure that adequate staff is available to provide the requested service.

### **Staffing:**

The FBO shall have in their employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the Minimum Standards herein set forth in an efficient manner.

### **Other:**

Loading and unloading aircraft will be conducted in an area that has been designated for the specific purpose of handling chemicals or other materials that may prove to be hazardous.

Because of the anticipated limited nature and proposed location of these activities, the City shall review each application for commercial operations in this category and establish specific requirements based on the applicant's proposal.

Operators within this category shall be encouraged to be tenants or sub lessees of existing operators; however, leases for separate facilities will be considered if desired by the operator.

**Insurance:**

The City of Redding Risk Manager shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature.

## **Section 7 – FBO’s Subleasing From Another Commercial FBO**

Prior to finalizing an agreement, the lessee and sub lessee shall obtain the written approval of the Airports Manager for the business proposed. Said sublease shall define the type of business and service to be offered by the sub lessee FBO.

The sub lessee FBO shall meet all of the Minimum Standards established by the City for the categories of services to be furnished by the FBO. The Minimum Standards may be met in combination with the lessee and sub lessee. The sublease agreement shall specifically define those services to be provided by the lessee to the sub lessee that shall be used to meet the standards.

## **Section 8 - Noncommercial Aeronautical Activities**

These categories have been designed to allow for those bona fide noncommercial activities that take place on the Airport. The standards in this category are also designed to preclude any advantage being taken of the noncommercial status of the operators or lessees by requiring that commercial operations be conducted in accordance with applicable standards. For example, any hangar tenant (including T-hangar, shade hangar, or tiedown tenants) desiring to undertake any type of commercial operation aircraft sales, parts and accessories sales, manufacturing, aircraft charter, aircraft rental, aircraft maintenance and repair, etc. shall be required to lease property in a commercial aviation area or facility and undertake all commercial operations from that area or facility in accordance with these Minimum Standards for Aeronautical Activities.

### **8.10 - Flying Clubs (Noncommercial):**

The following requirements pertain to all clubs desiring to base their aircraft on either of the City's Airport's and be exempt from minimum standards:

- Each club must be registered as a non-profit corporation or partnership.
- Each member must be a bona fide owner or part-owner of the aircraft or stockholder in the corporation.
- The club may not derive greater revenue from the use of its aircraft than the amount necessary for the actual operation, maintenance, and replacement of its aircraft.
- The club will file and keep current with the airport owner, a complete list of the club's membership and investment share held by each member.
- The club's aircraft will not be used by other than bona fide members for rental and by no one for commercial operations
- Student instruction can be given in club aircraft to club members provided such instruction is given by a lessee based on the Airport who is authorized by the Airport and FAA to give instruction, or by an instructor who is a member and does not receive remuneration in any manner for such service.
- Aircraft maintenance may be performed by club member/owners as permitted by the FAA. All other maintenance must be provided by a properly certificated mechanic who shall not receive remuneration in any manner for such service, or by a bona fide club member/owner who is properly certificated by the FAA to perform such maintenance service.

### **Insurance:**

The City of Redding Risk Manager shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature.

## **8.20 - Corporate, Business, and Personal Aviation**

The requirement for facilities to support this type of noncommercial aeronautical activity can be found in the City's Airport Hangar Development Standards as well as meet the following minimums:

### **Qualifications:**

The aeronautical activities conducted at the Airport must be completely a noncommercial nature and related only to the conduct of corporate, business, or personnel activity and in no manner competitive with any commercial operator, licensed or having a contract with the City to provide aviation services or products on a commercial basis.

Maintenance of owned aircraft may be provided by the aircraft owner or the owner's bona fide employee(s), provided that all applicable FAA certifications and standards are adhered to. Such maintenance shall be conducted only in a location authorized by the City's Airports Manager.

Owner self-fueling of owner's aircraft may be permitted, provided that Airport-authorized fuel storage and handling equipment is used and that such fueling operations are performed by the aircraft owner or the owner's bona fide employee(s) in a location authorized by the City's Airports Manager.

### **Equipment and Parts:**

If fueling facilities are desired, provide suitable and adequate storage of fuel and oil which meets all applicable fire codes, federal, state, and local laws, statutes, ordinances, rules, and regulations pertaining to fire safety and environmental protection.

Comply with all applicable current fuel flowage fee assessments and fueling procedures as set forth in the Airport Rules and Regulations.

### **Insurance:**

The City of Redding Risk Manager shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature.

## **Section 9 - Exemption to Aeronautical Services Minimums**

Any business in operation providing an existing aeronautical activity as describe in the minimum standards shall receive an exemption from the City of Redding and not have to meet or exceed the adopted standards until the expiration of their current lease. This exemption only applies while operating a Commercial Aeronautical Activity, as described in these standards, during the term of an existing lease and will not be extended to any assigned leases at either of the City's Airports.

**Exhibit 2 – Application for Fixed Base Operation Lease**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City and State: \_\_\_\_\_

Planned Location of Operation:    \_\_\_ Redding Municipal Airport  
  \_\_\_ Benton Airpark

Type of Proposed Operation:    \_\_\_ Full-Service FBO  
  \_\_\_ Limited Service FBO – Specify  
  \_\_\_ Specialty FBO – Specify

Name of Business: \_\_\_\_\_

Type Ownership:    \_\_\_ Single Proprietor  
                                  \_\_\_ Partnership  
                                  \_\_\_ Corporation

Names and Addresses of Other Owners (if applicable):

Name: \_\_\_\_\_ Address \_\_\_\_\_

Name: \_\_\_\_\_ Address \_\_\_\_\_

Name: \_\_\_\_\_ Address \_\_\_\_\_

Attach the following to the application:

- 1. Applicant’s Financial Statement audited by CPA
- 2. Credit Report of each Stakeholder
- 3. List of Owned Assets to be used by Business

I the undersigned applicant have reviewed, acknowledge, and accept all condition of the City of Redding set forth in the Minimum Standards for Aeronautical Services for Redding Municipal Airport and Benton Airpark.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date of Application)