

**Minimum Standards
for the
Hood River Airport**

1. Policy, Purpose and Authority

The Port of Hood River will maintain Minimum Standards for Commercial Activities ("Minimum Standards") at Hood River Airport ("Airport"). The Port and Port staff shall use these Minimum Standards as a minimum threshold, and as guidance for making decisions related to the approval of commercial and non-commercial activities located at the Airport.

These activities must comply with FAA and State regulations, which require all airport property be used for aviation unless alternate uses are authorized by the FAA. The Port of Hood River operates the airport in accordance with these assurances and regulations with preference given to aviation related uses, however nothing contained in these standards shall be construed to prohibit the Port from granting for any reason it deems sufficient, an application for non-aeronautical activities. Non-aeronautical activities may be authorized by the Port, with concurrence of the FAA, only when space available on the airport exceeds what is needed for aeronautical activities.

In addition, the Port Commission adopts standards to ensure that:

- The Airport remains compliant with all federal and state grant assurances.
- Any person who uses or accesses Airport property or facilities for commercial activity compensates the Airport at fair market value (FMV) for such use and privileges.
- Airport public areas, roads, taxiways, runways and aprons remain available for public aeronautical activity subject to Airport Rules and Regulations.

2. General Requirements

2.1 Proposal Submission.

Commercial operators desiring to operate at the Airport may submit proposals to the Port. Proposals will be reviewed by the Port, including advisory input from the Airport Advisory Committee and or other advisory committees as appropriate.

2.2 Fly Friendly

All Operators must follow the Fly Friendly program instituted on the Field. All flight instructors must educate their students regarding flying friendly and the sensitivity of the Hood River community to aircraft noise.

2.3 Liability and Insurance

The Following insurance requirements apply to users of the airport.

	Occurrence limit	Aggregate		Service Provider
Aviation/ Airport General Liability	\$ 2,000,000.00	\$ 4,000,000.00		FBO/SASO/All tenants/Glider Club
Workers Compensation	\$ 1,000,000.00			FBO/SASO/any tenant with employees
Environmental Liability insurance	\$ 1,000,000.00			FBO/SASO (only if fueling or maintenance)
Aircraft & passenger liability		per passenger		
piston engine aircraft	\$ 1,000,000.00	\$ 100,000.00	up to 7 seats	FBO/SASO/T hangar tenant/Glider Club
	\$ 2,000,000.00	\$ 100,000.00	8 seats and up	FBO/SASO
turbo prop	\$ 5,000,000.00	\$ 250,000.00		FBO/SASO

Prior to using the Airport the operator will provide the Port with a certificate of insurance identifying the policies described above and naming the Port, its employees, agents and Commissioners as an additional insured. The certificates will include a provision that gives the airport 30 days prior written notice of any modification or cancellation to the insurance policy.

3 Application of the Minimum Standards

The Minimum Standards are adopted to provide the minimum threshold requirements for those operators providing commercial services at the Airport. Although this document specifically addresses commercial operators, these standards apply to all commercial and non-commercial operators at the Airport.

3.1 Waivers or Modifications: The Port may waive or modify any portion of these Minimum Standards for the benefit of a governmental agency performing public services, fire protection or emergency response operations, or when it is determined that such a waiver is in the best interest of the Airport users and the public, and will not result in degradation of safety or reduction in fair and equitable opportunity for commercial activities on the Airport. The Port will conduct, every five years at a minimum, a review of this document and recommend changes that are necessary at that time to remain in line with current Airport business and regulatory environments.

4 General Minimum Standards for Commercial Operators

Approved Service Types: The list below identifies a variety of services that can be provided, individually or in combination with each other, on airport property.

4.1. Aeronautical:

- a. Fixed Based Operator (FBO)
- b. Special Aviation Service Operation (SASO)
- c. Mobile Service Provider (MSP)
- d. Mobile Maintenance Provider (MMP)
- e. Independent Contractor (IC)
- f. Research and Development of aviation related products and services
- g. Manufacturing of aviation related products

4.2 Non-Aeronautical. A Non-Aeronautical Operator provides services that are not aviation oriented. Support Activities may include a variety of concessions in support of pilots, passengers, and other the public. These services may include automobile rental, aviation medical offices and food services.

Commercial operators desiring to place a new non-aeronautical commercial activity on Hood River Airport shall forward a written request to the Port. The request shall demonstrate a benefit to the Airport, compatibility with aircraft operations and the demographic the activity provides services for. The Port will review requests on a case by case basis and approve, forward for further review, or deny the activity.

5 General Minimum Standards for Non-Commercial Operators

The following standards are designed to cover non-commercial activities at the airport and to ensure that non-commercial operators do not have unfair advantage over commercial operators.

All Non-Commercial corporate, non-profit, airport tenants and private operators are required to comply with the following:

- 8.1 Non-Commercial Activities: Activities conducted at the Airport under this section must be of a completely non-commercial nature and for the sole purpose of operating, storing and maintaining a corporate, non-profit or personal aircraft for incidental use as a hobby or in the conduct of the owner's non-aviation related business. Commercial services under this section shall not be offered to the public on any basis.

- 8.2 Maintenance: Maintenance of owned or leased aircraft may be provided by the aircraft owner or the owner's bona fide employees, provided that all applicable FAA certification, licensing, and standards are complied with. Maintenance beyond FAR, Part 43, Appendix A(c) may only be performed in locations specified as maintenance facilities identified in Appendix 1. Maintenance beyond FAR, Part 43, Appendix A(c) may only be performed by private operators in locations identified as maintenance facilities in Appendix 1. Private operators wishing to conduct commercial activities are required to meet the commercial requirements specified elsewhere in this document.

- 8.3 Flying Clubs
A flying club is a non-commercial, nonprofit organization in which two or more members or associates own or lease aircraft in common and/or in which the members have an ownership interest. Flying clubs shall comply with all applicable FAA standards, specifically FAA Compliance Manual Order 5190.6b Section 10.6

6 Primary FBO Services

FBO's must provide the following list of services at a minimum. An FBO can offer more secondary services with permission from the Port.

- 6.1 Airframe and Power Plant Maintenance: An airframe and powerplant maintenance operator shall provide, at a minimum, services including: the repair, maintenance, inspection, constructing, and making of modifications and alterations to airframes, aircraft engines, propellers and instruments, or the removal and installation of engines for major overhaul. This category of service also includes the retail sale of aircraft parts and accessories. An airframe and power plant maintenance operator shall:
 - 6.1.1 Employ and have on-duty a minimum of two mechanics; one (1) FAA-certified airframe and powerplant mechanic and one (1) FAA-certified airframe and powerplant mechanic with inspection authorization, and/ or conduct operations as a certified repair station pursuant to FAR Part 145.
 - 6.1.2 Keep premises open and services available during standard business hours, five (5) days a week.
 - 6.1.3 Provide for retail sales of equipment, supplies and parts required for general aviation airframe and powerplant inspection, maintenance and repair.

An airframe and power plant maintenance operator may provide specialized maintenance and repair on historic aircraft, including but not limited to fabric covering, wood airframe repair, and radial and inline engine maintenance.

6.2 Fuel Services: The fuel service commercial operator must provide the sale of ASTM-rated brands of aviation fuels, lubricants and other aviation petroleum products. In addition, the fuel service operator shall provide, store, and dispense 100LL octane avgas, or the contemporary standard aviation fuel, and as market may support, provide Jet-A fuel. All equipment used for the storage and/or dispensing of petroleum products must meet all applicable federal, state, and local safety and environmental codes, regulations and standards. A fuel services operator shall:

- 6.2.1 Ensure fuel is available twenty-four (24) hours per day and seven (7) days per week. This may require on-call staff or the installation of a self-service (card-reader or card-lock) system and must follow State and local building codes and Office of State Fire Marshall regulations.
- 6.2.2 Comply with all regulations including proper fuel spill prevention features and containment capabilities. In addition, the operator shall provide a current copy of their fuel spill prevention, countermeasures, and control plan to the Port. Fuel inventories will be monitored in accordance with current Oregon State DOE standards, and copies shall be provided to the Port when requested.
- 6.2.3 Pay to the Port of Hood River a fuel flowage fee based on contemporary rates and actual volume dispensed.
- 6.2.4 Provide an appropriate supply of properly located, type, size and operable fire extinguishers and other safety equipment in accordance with the Uniform Fire Code. All fire extinguisher certifications must be current.
- 6.2.5 The FBO shall develop and maintain Standard Operating Procedures (SOP) for refueling and ground handling operations and shall ensure compliance with standards set forth in the Uniform Fire Code and FAA Advisory Circular 00-34A, Aircraft Ground Handling and Services. The SOP shall address bonding and fire protection, public protecting, control of access to the fuel storage area, and marking and labeling of fuel storage tanks and fuel dispensing equipment. The SOP shall be submitted to the Port no later than thirty (30) days prior to the FBO commencing fueling activities.
- 6.2.6 Each FBO shall obtain all applicable fueling certifications and permits, and received periodic refresher training as required. The Port and/or the FAA may periodically conduct inspections of the FBO activities and facilities to ensure compliance with laws, regulations and Minimum Standards.
- 6.2.7 Additionally, the FBO shall comply with FAA advisory Circular 150/5230-4, Aircraft Fuel storage, Handling, and Dispensing on Airports, Airport rules and regulations, and all other applicable laws related to aircraft fuel handling, dispensing a storage.

6.3 Pilot Services and Concessions. Each FBO shall provide the following services meeting aviation needs on a 24 hour a day, seven days per week basis. This area can be accessed via a non-staffed key pad with a code;

- 6.3.1 Public lounge, waiting area and indoor restroom
- 6.3.2 Public telephone

- 6.3.3 Snack food and beverage machine
- 6.3.4 Local ground transportation contacts, flight planning work area with Flight Service Station and weather service communication links and internet.

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

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

- 6.4.1 Employ and make available at least one (1) or more FAA-certified flight instructor necessary to meet the flight training demand and schedule requirements.
- 6.4.2 Provide one (1) or more owned or leased certified, airworthy and properly equipped aircraft to accomplish the services offered and meet the schedule requirements.
- 6.4.3 Provide aircraft and or mockup training aids necessary for the educational program.
- 6.4.4 Provide a permanent classroom area for training

7 **Minimum Standards for additional FBO Services and Specialized Aviation Service Operations.**

The FBO shall provide two (2) of the following services in addition to the Primary FBO services. A Specialized Aviation Service Operation (SASO) may provide one (1) of the following services. This is not meant to be an exclusive list of services, but rather to provide a clear indication of Minimum Standards for these services to qualify as additional FBO services or an SASO service. SASOs shall provide singular services that enhance the overall operation of the airport. The combined FBO and SASO services shall be complementary and provide an increased level of services to airport tenants and visitors.

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

- 7.1.1 Keep premises open and services available during appropriate business hours five (5) days a week.
- 7.1.2 Have available for rental a minimum of two (2) owned or leased, certified, airworthy and properly equipped aircraft.
- 7.1.3 Ensure that all renters follow all applicable federal, state, and local laws, rules, regulations and policies.

7.2 Avionics Maintenance and Sales: An avionics maintenance operator shall provide services including: the maintenance, repair, and installation of aircraft avionics, radios, instruments, and accessories. This service includes the retail sale of new or used aircraft avionics, radios, instruments, and accessories. An avionics operator shall:

- 7.2.1 Employ and have on duty at least one (1) trained and FAA-certified avionics technician and one (1) on-call FAA-Certified airframe and powerplant mechanic with inspection authorization.
- 7.2.2 Keep premises open and services available during appropriate business hours, five (5) days a week.
- 7.2.3 Hold the appropriate FAA repair station certificates for the types of equipment the

- operator plans to service and/or install.
- 7.2.4 Provide specialized maintenance and repair on historic navigation and communication radios and antenna systems, and mechanical, pneumatic and electrical flight instruments.
- 7.3 Charter Operations. A charter operator provides for hire air transportation of persons or property to the public either on a scheduled or "on-demand" basis, and is further defined by FAR Parts 119 and 135. A charter operator shall:
- 7.3.1 Employ and make available at least one (1) person who holds a current FAA commercial pilot certificate and medical certificate with ratings appropriate for the operator's aircraft.
- 7.3.2 Provide one (1) or more properly airworthy and properly equipped aircraft to accomplish the services offered.
- 7.3.3 Have and display a current FAR Part 135 Certificate.
- 7.4 Special Flying Service: FBOs and SASOs providing special flying services such as agricultural spraying or seeding, sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, banner towing, and other commercial flying services operated under FAR Part 91. A special flying service operator shall:
- 7.4.1 Employ and make available at least one (1) person who holds a current FAA commercial pilot certificate and medical certificate with ratings appropriate for the operator's aircraft.
- 7.4.2 Own or lease at least one (1) airworthy and properly equipped aircraft.
- 7.5 Aircraft Storage and Hangars: An aircraft storage and hangar service operator leases and rents hangars and/or multiple T-hangars, to aircraft owners or operators for aircraft storage purposes. An aircraft storage and hangar service operator shall:
- 7.5.1 Post informational sign with hangar operator contact name and phone numbers, hangar availability, and rental rates inside the FBO's terminal. A separate leased space is not required for this service.
- 7.5.2 Rent hangars only for aircraft storage purposes. It is the responsibility of both the operator and owner of each based aircraft stored within the operator's hangar facilities to comply with the rules and regulations of the Airport.
- 7.7. Aircraft Sales: Aircraft brokers or sales operators providing new and/or used aircraft sales and aircraft brokerage services shall:
- 7.7.1 Employ and have on duty at least one (1) qualified aircraft salesperson.
- 7.7.2 Not perform any maintenance or charter activities.
- 7.8 Aircraft Restoration, Painting, and Refurbishing: FBOs and SASOs providing any restoration, painting and refurbishing of aircraft structures, engines, propellers, accessories, interiors, exteriors, and components shall:
- 7.8.1 Employ and have on duty at least one (1) qualified person who has certificates appropriate for the work performed.
- 7.8.2 Meet all requirements of the Uniform Fire Code.
- 7.8.3 Meet all air, water, hazardous materials, and environment standards required by

federal, state, and local laws, regulations, and policies.

7.9 Additional Aeronautical Services: Operators desiring to conduct other Commercial Aeronautical Activities and Services not covered above shall outline the proposed operation in a letter to the Port. The Port will review the proposal and identify if there are facilities or land available for the activity or service. Additionally, prior to commencing any commercial activity, the operator shall:

- 7.9.1 Provide all the information identified in the previous sections of this document that are appropriate for the services to be offered.
- 7.9.2 Provide satisfactory evidence of technical competency to conduct the proposed services.
- 7.9.3 The Port will review requests on a case by case basis and approve, forward for further review, or deny the activity.

8 Complaints

All complaints about any commercial operator or their employees for violation of these standards, rules and regulation shall be in writing and signed by the complainant and filed with the Port either at www.portofhoodriver.com or at (541) 386-1645. The Port will investigate the complaint and provide feedback to the complainant.

9 Definitions

All definitions contained in this section apply to the Hood River Airport, Airport Minimum Standards, Rules and Regulations, and Leasing Policies. Definitions are taken from the Federal Aviation Regulations, Federal Aviation Administration Advisory Circulars, U.S. Department of Transportation Aeronautical Information Manual, and other sources as appropriate.

1. Aeronautical Activity - any activity or service conducted at the Airport that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, all aircraft movement, takeoff and landing operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance.
2. Agreement - the written agreement between the Port and a Person specifying the terms and conditions under which the Person may conduct commercial aviation activities.
3. Aircraft - any contrivance used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultralight, balloon, blimp, dirigible, unmanned aerial vehicle, remotely piloted vehicle, or drone.
4. Aviation Fuel, AVGAS, Jet-A - all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for effectively and efficiently operating internal combustion, jet, or turbine engine, which meet the standards of ASTM D910-Latest (AVGAS) and DI 655-Latest (JETA).

5. Aircraft Operation - an aircraft arrival at, taxiing on, or departure from, the airport. For FAA, statistical data: any aircraft arrival or departure; each of which accounts for one operation.
6. Aircraft Owner - a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.
7. Aircraft Parking and Storage Areas - hangar and apron locations at the Airport designated by the Port for the parking and storage of aircraft.
8. Aircraft Rental - the commercial operation of renting or leasing aircraft to the public for compensation.
9. Aircraft Sales - the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.
10. Aircraft, Based - an aircraft which the owner physically locates at the airport for an undetermined period, and, whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage.
11. Airframe and Powerplant Maintenance - the commercial operation of providing airframe and power plant services, which includes but not limited to any of the following: the repair, maintenance, inspection, construction, modification or alteration to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories.
12. Airport - Hood River Airport; all the properties owned and controlled by the Port of Hood River, Oregon, being used as a public airport and located in Hood River County, Oregon.
13. Avionics Sales and Maintenance - the commercial operation of providing the repair and maintenance of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.
14. Charter Operation - any operation for compensation or hire as defined in FAR Part 119, and operated under FAR Part 135.
15. Commercial Activity - the conduct of any aspect of a business, concession, operation, or agency to provide goods or services to any person for compensation, for-profit or hire. In addition, any activity which requires a license or certification to be performed, whether for compensation or not, is considered a commercial activity.
16. Commercial Operator - a person, firm, corporation, or other entity conducting commercial activities or services at the Airport for compensation or hire, and/or providing a service which requires licensing or certification to be performed regardless of whether compensation is provided. Nonprofit organizations are not considered commercial operators.

17. Commercial Service - the actual conveyance of product or maintenance and repair, etc. provided by a person, firm, corporation whether for compensation or not. Typically, a task performed by a Commercial Operator's employee for a customer.
18. Port - the Port of Hood River, Oregon.
19. FAA - the Federal Aviation Administration.
20. FAR- the Federal Aviation Regulations as published by the FAA.
21. Flight Instructor - a person who is properly licensed and certified by the FAA to provide flight instruction.
22. Flight Training - the commercial operation of instructing pilots in dual and solo flight in any aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots' certificates and ratings.
23. Flying Club - a noncommercial, nonprofit organization in which two or more members or associates own or lease aircraft in common and/or in which the members have an ownership interest.
24. FBO (Fixed Base Operator) - a full-service commercial operator who engages in the activities that typically include aircraft fuel sales, airframe, powerplant, and avionics maintenance and overhaul, flight training, and pilot supplies and aircraft parts retail sale
25. Fueling or Fuel Handling - the transportation, sale, delivery, dispensing, or draining of fuel or fuel waste products to or from aircraft or fuel trucks.
26. Fuel Storage Area - any portion of the Airport designated temporarily or permanently by the Port as an area in which aircraft fuel or any other type of fuel may be stored or loaded.
27. General Aviation - all civil aviation operations other than military, scheduled air services and non-- scheduled air transport operations for remuneration or hire.
28. Hazardous Material - any substance, waste, or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, and is or becomes regulated by any governmental authority, agency, department, commission, board agency or instrumentality of the United States, the State of Washington, or any political subdivision thereof, and the presence of which requires investigation, removal and/or remediation.
29. Lease - the written contract between the Port and a person/business enterprise specifying the terms and conditions under which a person may occupy and operate certain Airport facilities and/or property.
30. Minimum Standards - the qualifications or criteria established by the Port of Hood River

Commission as the minimum requirements to perform commercial activities and operations on the airport.

31. Mobile Service Provider (MSP) - a person or entity that provides commercial aeronautical services on airport property but does not operate out of owned or leased property on the airport. Examples of an MSP include aircraft washing and detailing.
32. Mobile Maintenance Provider (MMP) - a person or entity that performs aircraft maintenance that requires certification or licensing, but is not a commercial tenant at Hood River Airport, and who temporarily rents space in a facility approved for commercial activity from a lessee for performing occasional work on airport tenant owned aircraft.
33. Non-Commercial Operator - a person, firm, corporation, or other entity conducting Aeronautical Activities at the Airport which is not a Commercial Operator.
34. Permit - administrative approval issued by the Port to a Person to conduct a commercial aeronautical activity, and provide such services to based and transient aircraft only from facilities and locations where such services are authorized.
35. Person - any individual, firm, partnership, corporation, company, association, joint stock, or body politic; and includes any trustee, receiver, assignee, or other similar representative thereof.
36. SASO (Specialized Aviation Service Operation) - an aeronautical business that offers a single or limited service. Examples of a SASO include, but are not limited to: pipeline patrol, aerial photography/survey, scheduled commuter air service, air ambulance, aircraft sales, aircraft storage, propeller and/or aircraft accessory repair and sales, aircraft upholstery, aircraft painting, flight training, fuel sales, and banner towing.
37. Self-Fueling - fueling an aircraft by the pilot using fuel pumps installed for that purpose. The fueling facility may or may not be attended by the owner/operator of such a facility. The use of this type of facility is not considered to be self-service.
38. Special Flying Service - An FBO, SASO, or other operator that provides a special flying service that includes but is not limited to: agricultural spraying or seeding, sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, banner towing, et cetera.
39. Taxi-lane - the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage hangars.
40. Taxiway - a defined path established for the taxiing of aircraft from one part of the Airport to another; typically, from the aprons to the runway.
41. Port of Hood River Commission - five elected Port officials who comprise the governing body of the Port of Hood River