



**West Plains Regional Airport  
Stormwater Pollution Prevention Plan  
(SWPPP)**

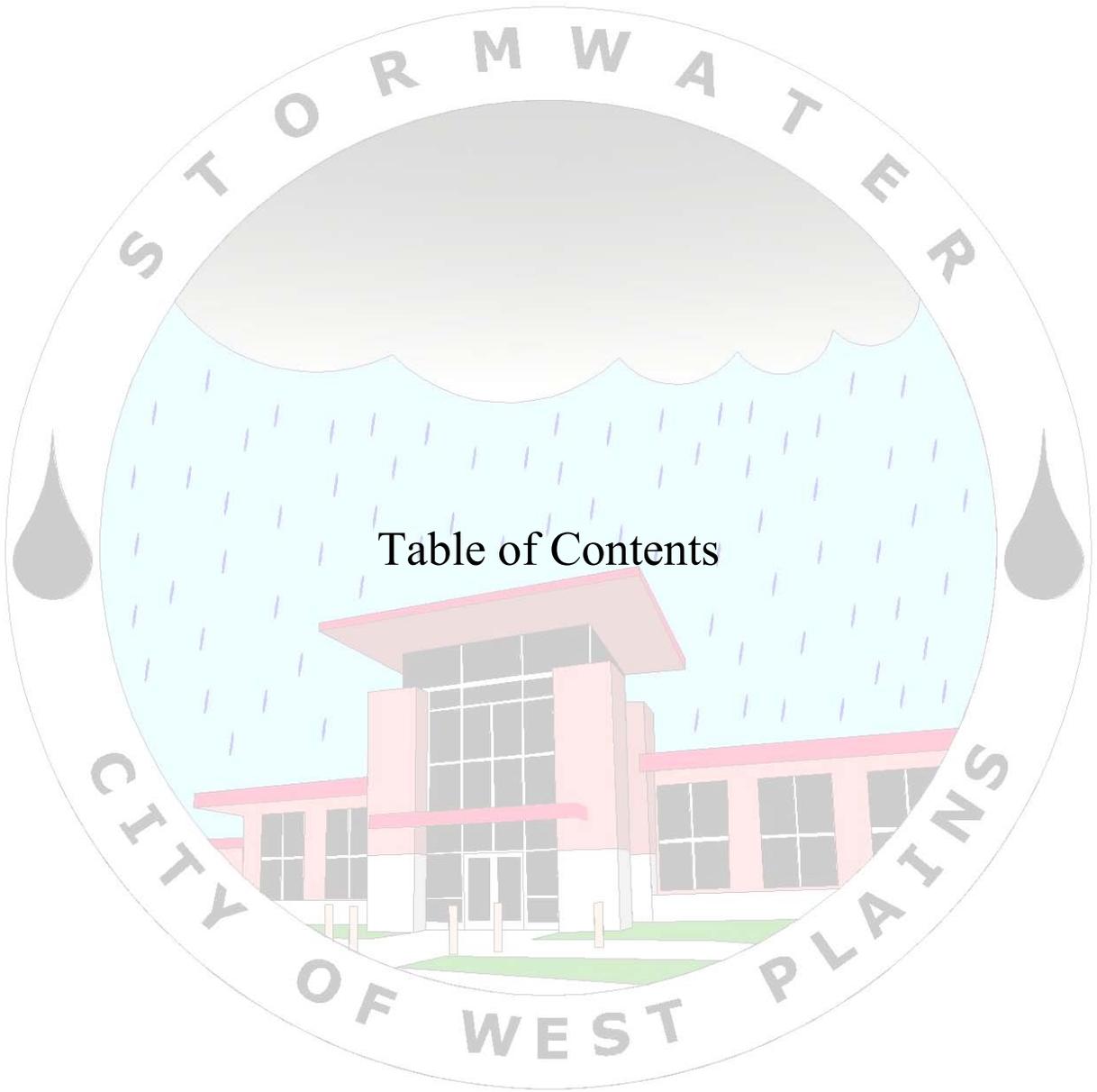


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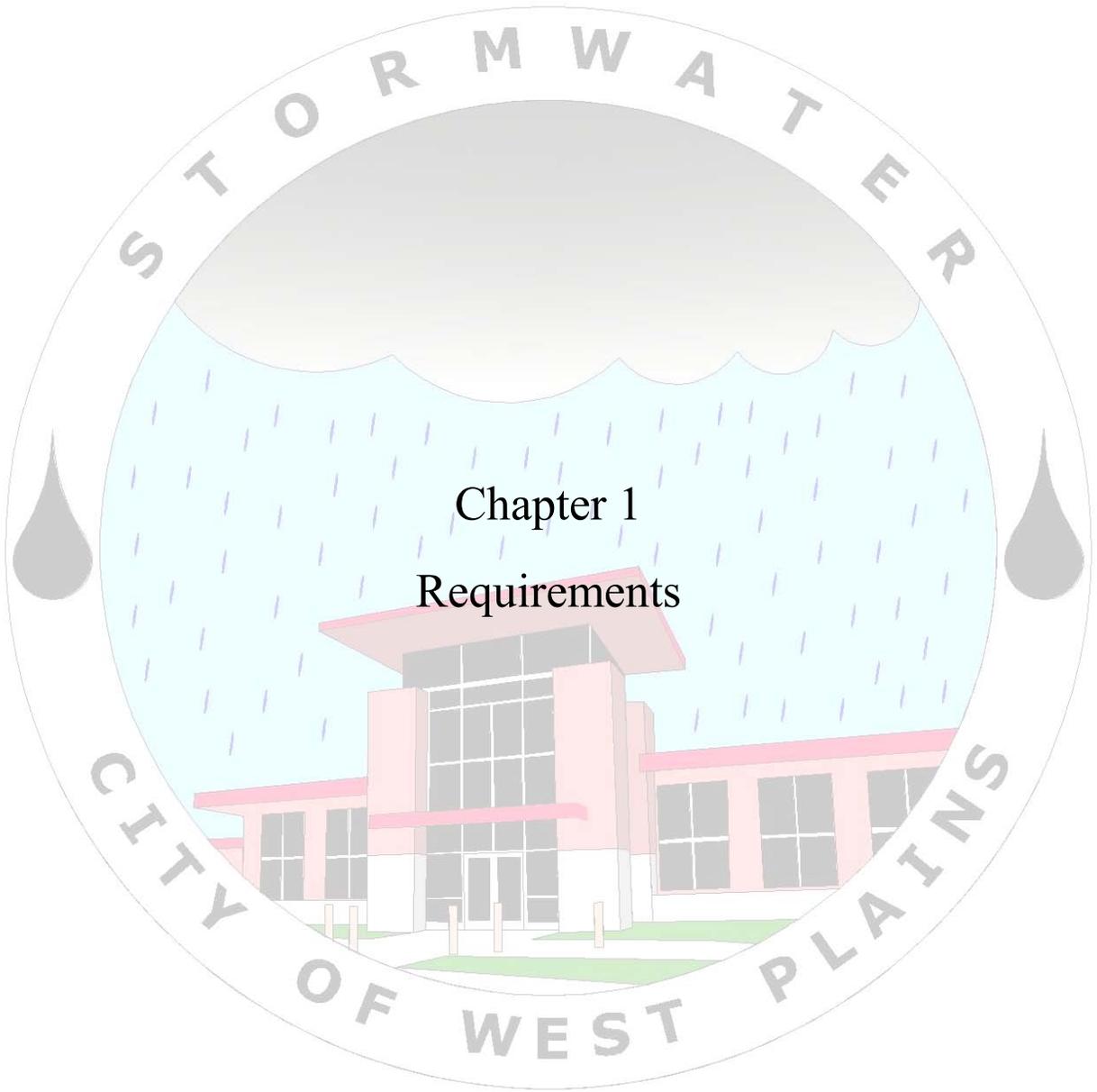
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Chapter 1  
Requirements

# CHAPTER 1: REQUIREMENTS



## **1.0 Introduction**

This Storm water Pollution Prevention Plan (SWPPP) was prepared for the West Plains Regional Airport in Pomona, Missouri, and has been developed to satisfy the requirements of the Missouri Clean Water Law, (Chapter 644 R. S. Mo. As amended, hereinafter, the law), and the Federal Water Pollution Control Act (Public Law 92-500, 92<sup>nd</sup> Congress) as amended, Permit No. MOR80F015 (issued October 5, 2007) for storm water discharges.

### **1.1 Stormwater Pollution Prevention Team (SPPT)**

The Stormwater Pollution Prevention Team is made up of the individuals involved in making sure the Airport is in compliance with the SWPPP requirements set forth by the federal and state agencies. *(See Appendix Q for a contact list for the SPPT)*

### **1.2 Federal Requirements**

The United States Environmental Protection Agency (USEPA), in accordance with the Clean Water Act, issued final regulations regarding NPDES permits (40 CFR Parts 122-124) in November of 1990 for storm water discharges from municipal and industrial activities. Under these regulations, industrial transportation facilities classified as Standard Industrial Classification (SIC) 45 are required to develop a SWPPP as part of their NPDES permits. Industrial activities at an SIC 45 transportation facility, defined under the federal regulations, include: “those portions of the facility that are either involved in vehicle maintenance (including vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication), equipment cleaning operations, airport deicing operations...”. An airport is considered to be a single transportation facility, with the USEPA holding airport authorities responsible for ensuring that the airport as a whole, including areas of each leaseholder on airport property engaging in industrial activities, is in compliance with its NPDES permit conditions. General permits, at a minimum, require development of a storm water pollution prevention plan (SWPPP) to reduce pollutant loadings at a facility's site and a general compliance evaluation of the SWPPP. Facilities were required to prepare their SWPPP by April 1, 1993 and implement it by October 1, 1993. Certain facilities are required to monitor storm water discharges semiannually and report annually while others are required to monitor annually but not submit a discharge monitor report (DMR).

### **1.3 State Requirements**

This permit requires yearly sampling, but the primary requirement of the permit is the development of a Storm Water Pollution Prevention Plan (SWPPP). For new facilities that have been issued coverage under this general permit for the first time, the SWPPP must be prepared within 30 days and implemented within 60 days of the permit issuance. For existing facilities, the SWPPP, including the assessments and evaluations noted below, must be revisited and revised (if necessary) within 30 days of reissuance of coverage under this Master General Permit. The

SWPPP must be kept on-site and should not be sent to DNR unless specifically requested. The permittee shall select, install, use, operate, and maintain Best Management Practices prescribed in the SWPPP in accordance with the concepts and methods described in the following document:

Storm Water Management For Industrial Activities, Developing Pollution Prevention Plans and Best Management Activities, (Document number EPA 832-R-92-006) published by the United States Environmental Protection Agency (USEPA) in September 1992.

#### **1.4 Site-Specific Requirements**

Missouri has promulgated its own stormwater regulations under the authority of the Missouri Clean Water Law. They became effective October 1, 1992 matching EP's application date. Agricultural lands, construction sites less than 1 acre, landfills with DNR closure approval, road maintenance and utility trench sites of certain size are exempt from stormwater permitting requirements. The requirement to obtain a state operating permit (SOP) that cover storm water is based on the use of Standard Industrial Classification (SIC) codes. An industry can determine their primary SIC code by consulting the manual published by the federal government. Every type of business has a four digit SIC code. For many of the following SIC coder general permits have been developed. But those for which a general permit has not been developed will need to apply for a site specific permit using forms A and 2F. For some facilities the storm water discharge can be simply added to the existing State Operating Permit by adding outfall.

#### **1.5 SWPPP Requirements**

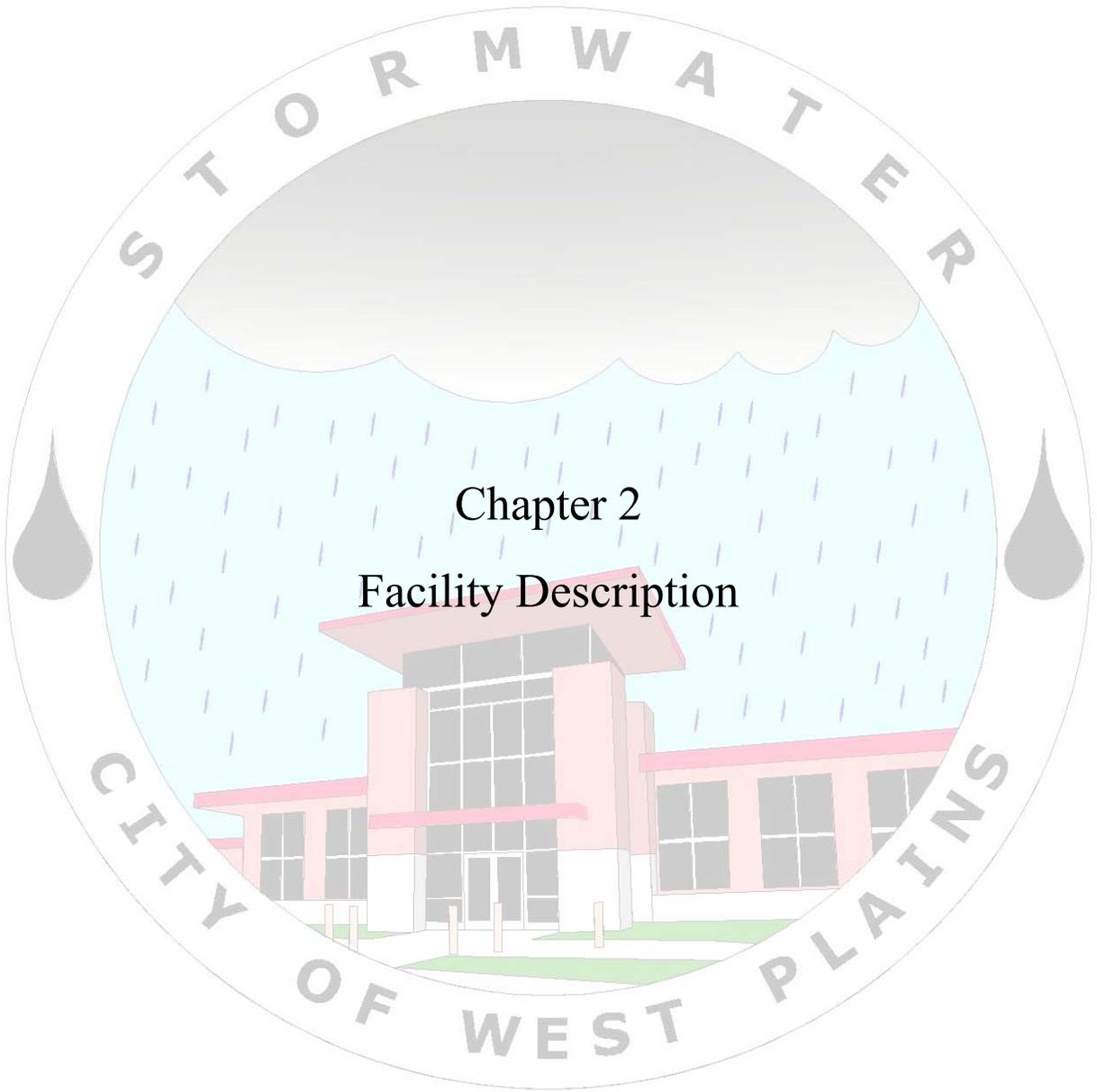
- (a) An assessment of all storm water discharges associated with aircraft vehicle and maintenance (including aircraft and vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication), equipment cleaning, and chemical deicing/anti-icing activities. This must include a list of potential contaminants and an annual estimate of amounts that will be used in the described activities.
- (b) An assessment of all aspects of runway deicing/anti-icing operations, including types of deicing/anti-icing chemicals, quantities used and stored, as well as application, handling and storage procedures are required to be addressed under the conditions of the section. This assessment must include an evaluation of source reduction and recycling of deicing chemicals. Runway deicing/anti-icing includes both deicing and anti-icing operations conducted on runways, taxiways and ramps. Runway deicing/anti-icing commonly involves either the application of chemical fluids such as ethylene glycol or solid constituents such as pelletized urea.
- (c) A listing of Best Management Practices (BMPs) and a narrative explaining how BMPs will be implemented to control and minimize the amount of potential contaminants that may enter storm water, especially deicing chemicals
- (d) A schedule for implementing the BMPs, if necessary
- (e) The SWPPP must include a schedule for monthly site inspections and a brief written report. The inspections must include observation and evaluation of BMP effectiveness, deficiencies, and corrective measures that will be taken. Deficiencies must be corrected

within seven days and the Department must be notified by letter. Any corrective measure that necessitates major construction may also need a construction permit. Inspection reports must be kept on site with the SWPPP. These must be made available to DNR personnel upon request.

- (f) A provision for designating an individual to be responsible for environmental matters

## **1.6 Owner/Operator Contact Information**

Owner:	City of West Plains
Owners Address:	1910 Holiday Lane, West Plains, MO 65775
Facility Name:	West Plains Regional Airport
Facility Address:	4523 County Road 2340, Pomona, MO 65789
Legal Description:	NW ¼ SEC. 2, T25N, R9W, Howell County
Latitude/Longitude:	+3652313/-09154239
Receiving Stream:	Unnamed tributary to Lost Camp Creek (U)
First Classified Stream ID:	Lost Camp Creek (C) 2606
USGS Basin & Sub-watershed no:	(11010011-010002)



Chapter 2  
Facility Description

# CHAPTER 2: FACILITY DESCRIPTION



## 2.0 General Facility Description

The airport elevation is 1,228 feet above Mean Sea Level. The existing airport reference point coordinate is latitude 36 degrees 52' 41.30" north and longitude 91 degrees 54' 09.70" west. The true north bearing is N0.89 degrees west. The airport is located on approximately 210 acres. Runway 18-36 is the only runway at the airport. It is 5,100' long and 75' wide and is equipped with Medium Intensify Runway Lights (MIRL's). It is equipped with two box Precision Approach Path Indicators (PAPI) and Runway End Identifier Lights (REILs) at both approach ends. It has an asphalt surface and based upon visual inspection is in good condition. There are no displaced thresholds on Runway 18-36 at the airport. *(For a map of the facility see Appendix A. The impervious area of the airport and surrounding buildings can be seen on Appendix B. The Rules and Regulations are located in Appendix R)*

## 2.1 Apron

The total apron area is approximately 11,000 sq. yards. It is equipped with 10 tie down spaces. Currently, all based aircraft are in hangars, therefore the apron is used for transient aircraft. *(For a map of the apron see Appendix C.)*



## 2.2 Fuel Facilities

The airport is equipped with two 10,000-gallon fuel tanks. One contains Jet-A and the other having 100LL. The tanks are equipped with line leak detectors and monitoring wells. Aircraft fueling is performed only at the designated fueling area identified in *(Appendix D.)*



### 2.3 Terminal Building

The terminal building at West Plains is a metal building approximately 3,200 square feet. The terminal provides a waiting area, pilot facilities, conference room, and airport manager's office. The airport provides parking directly in front of the terminal building. There are approximately 25 stalls. There is a covered extension to the terminal area that is used for airport vehicles. *(For a map showing the terminal building see Appendix E)*



### 2.4 Hangars

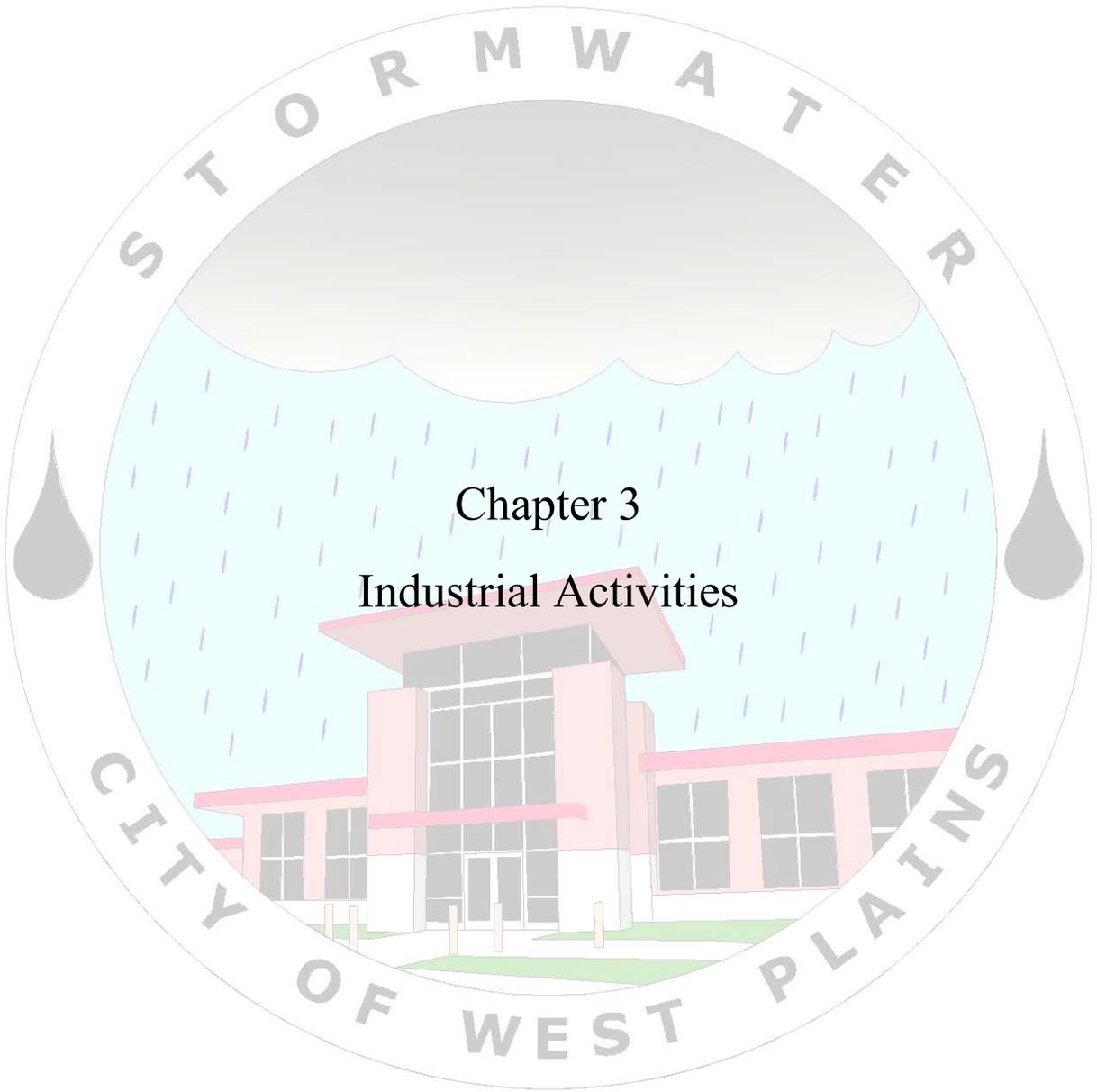
There are 34 hangars at the airport with doors on 17 of them. All hangar spaces are rented. There is one conventional hangar at the airport. It is occupied by Air Evac, a helicopter service that provides rapid medical transport to critically ill or injured people. The Air Evac hangar is approximately 15,000 square feet. *(For a map of the Hangars see Appendix F)*



## 2.5 Site Drainage

Through a series of inlets, the airport is able to drain to one primary outfall. The inlets west of the taxiways collect everything from the northern part of the apron to the southern set of hangars. The hangars drain to their own set of inlets that feed into the storm sewer network. The area between the taxiway and the runway drains primarily to the middle of the east west taxi way and then into an inlet. The northern tip of the runway drains in a northerly direction away from the runway draining into the grass. The southern tip of the runway drains in a southerly direction away from the runway and eventually collecting in a large wooded area. The eastern side of the runway drains in an easterly direction over the whole runway. The outfall is on the east side of the runway and empties the water in a Southeasterly direction towards a wooded area. *(For a map of the contours see Appendix G. The Storm sewer network can be seen on Appendix H)*





Chapter 3

Industrial Activities

# CHAPTER 3: INDUSTRIAL ACTIVITIES



### 3.0 Industrial Activities Performed at West Plains Regional Airport

Activity	applicable	not applicable
Aircraft Deicing/Anti-Icing	<input type="checkbox"/>	<input type="checkbox"/>
Aircraft Fueling	<input type="checkbox"/>	<input type="checkbox"/>
Aircraft Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Aircraft Washing	<input type="checkbox"/>	<input type="checkbox"/>
Building and Ground Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Fuel/Petroleum Storage	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Deicing/Anti-Icing	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle/Equipment Cleaning/Degreasing	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle/Equipment Fueling	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle/Equipment Maintenance	<input type="checkbox"/>	<input type="checkbox"/>

#### 3.1 Aircraft Deicing/Anti-icing

Aircraft Deicing/Anti-icing operations are not performed at West Plains Regional Airport. There is therefore no potential for material contamination of storm water due to these operations at the Airport

#### 3.2 Aircraft Fueling

Aircraft fueling is only performed in the designated fueling area. The area is shown on *Appendix D*.

#### 3.3 Aircraft, Ground Vehicle, and Equipment Maintenance

Routine Aircraft and Equipment Maintenance at West Plains Regional Airport is conducted indoors at the shop north of the Terminal Building shown on *Appendix C*. These maintenance activities do not present potential for storm water runoff contamination. Vehicle Maintenance is not performed on-site; this includes oil changing and auto maintenance.

#### 3.4 Aircraft and Ground Vehicle Washing

Aircraft washing operations are minimal at West Plains Regional Airport and, when they do occur, they take place on the apron per Airport Rules and Regulations. *See Appendix C for a map of the apron.* Washing chemicals are stored indoors. These activities do not present the potential for storm water contamination.

### **3.5 Building and Grounds Maintenance**

Minimal herbicide products are applied by the West Plains Regional Airport employees to select areas at the airport inhibiting the growth of weeds. These materials are stored indoors and the manufacturer's instructions are followed during their application.

### **3.6 Fuel Petroleum Storage**

The airport is equipped with two 10,000-gallon fuel tanks. One contains Jet-A and the other having 100LL. The tanks are equipped with line leak detectors and monitoring wells. Aircraft fueling is performed only on the main terminal ramp, please refer to *Appendix D.*

### **3.7 Pavement Deicing/Anti-icing**

Pavement Deicing/Anti-icing operations are not performed at West Plains Regional Airport. There is therefore no potential for material contamination of storm water due to these operations at the Airport.

### **3.8 Vehicle/Equipment Cleaning/Degreasing**

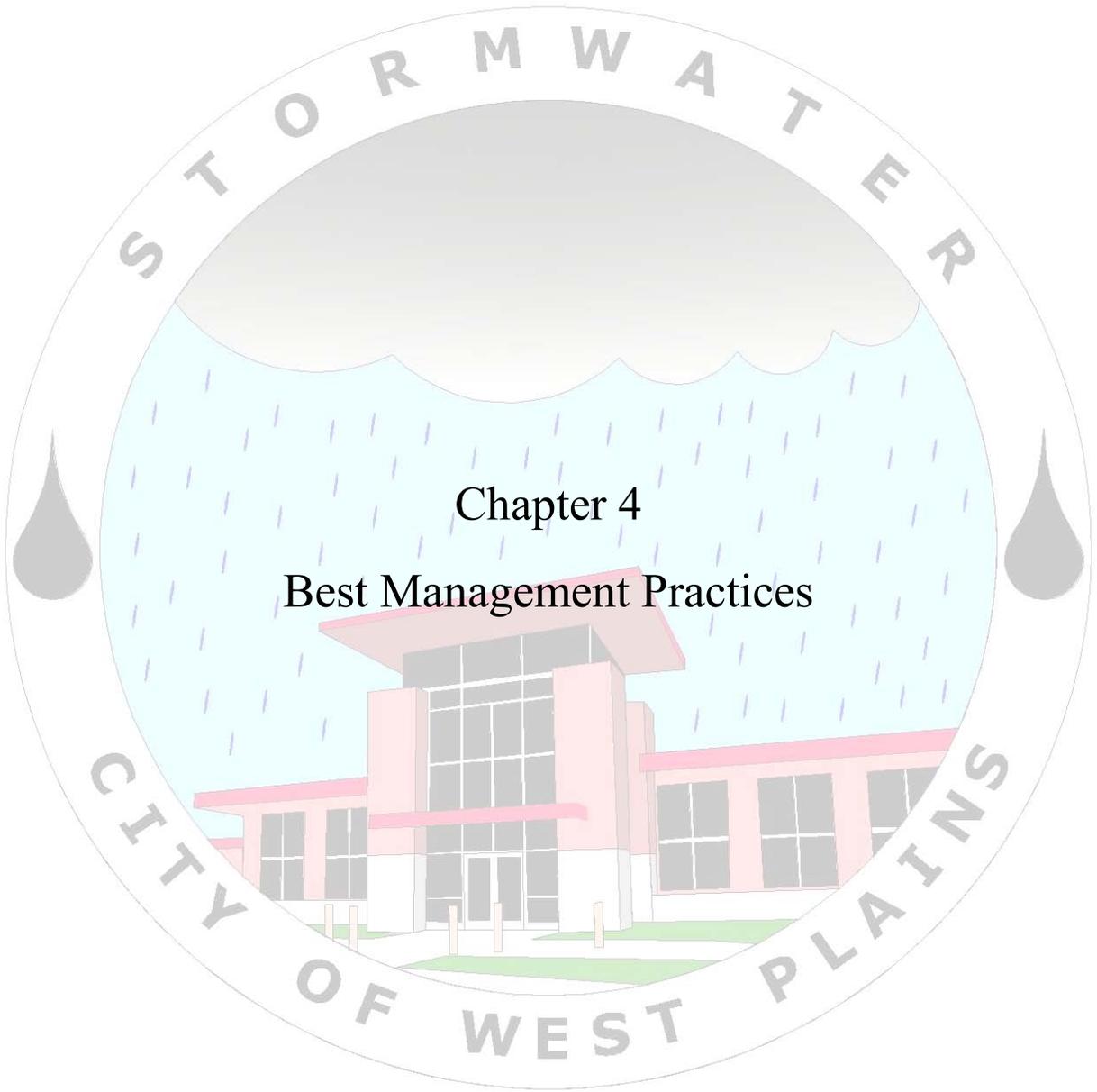
Vehicle/Equipment Cleaning/Degreasing operations are not performed unless for emergency at West Plains Regional Airport. There is therefore no potential for material contamination of storm water due to these operations at the airport.

### **3.9 Vehicle/Equipment Fueling**

Vehicle/Equipment Fueling operations are not performed unless an emergency occurs at West Plains Regional Airport. There is therefore no potential for material contamination of storm water due to these operations at the airport.

### **3.10 Vehicle/Equipment Maintenance**

Vehicle/Equipment Maintenance operations are not performed unless an emergency occurs at West Plains Regional Airport. There is therefore no potential for material contamination of storm water due to these operations at the airport.



**Chapter 4**

**Best Management Practices**

# CHAPTER 4: BEST MANAGEMENT PRACTICES



## 4.0 Train Employees

Train employees to routinely inspect industrial activities and equipment that may be exposed to stormwater. A once-a-week walk through can help identify potential difficulties before they become major problems. Inspect structural BMPs to be sure that they continue to function properly.

Continue your training procedures in the future. Assign experienced workers to train new employees. Review procedures as a group at least once a year. You can coordinate this with worker safety training programs or “worker right-to-know” training for hazardous materials. It is always best to document any training that your employees receive.

Periodically check employees’ work practices to be sure the BMPs are implemented properly. Post informational and reminder signs, such as: proper equipment wash procedures at designated washing areas; “Close the cover” signs at dumpsters and other storage areas. Stencil “DUMP NO WASTE! – DRAINS TO STREAM” messages at storm drains. *See Appendix P* (Stencils are available at City Hall)

#### 4.1 Existing Structural Controls

- **Roofed/Indoor Storage:** Where possible, significant materials are stored under roof, thereby eliminating contact with stormwater. No de-icing or anti-icing materials are used at the West Plains Regional Airport.
- **Underground Storage:** UST’s are the primary mode for bulk storage of aircraft fuels at West Plains Regional Airport. While loading and unloading of materials at these locations is handled through non-structural practices and procedures, the nature of underground storage significantly reduces the potential for tank contents to impact stormwater.
- **Designated Washing Area:** The West Plains Regional Airport has designated the Apron as shown on *Figure C* as the primary washing area for all aircraft and equipment. The Apron has an asphalt surface and is not in a direct location of a catch basin.
- **Designated Dumpster Area:** The West Plains Regional Airport has designated areas for trash dumpsters. All dumpsters are inspected on a monthly basis and are not allowed to be moved from there designated area. This allows for maximum protection against stormwater discharges. *The Dumpster locations are noted on Appendix A.*
- **Employee Training:** Employee training is a yearly activity that takes place to educate the employees and volunteer staff on stormwater. The employee training records are located in *Appendix L*. The employee training is an important part in BMP management. If the employees are knowledgeable in identifying the sources of stormwater pollution it will be significantly easier for them to correct the issues before they become a serious problem to the watershed.

#### 4.2 Spill Prevention, Control and Cleanup

Small spills can have cumulative effects that add up to a significant source of potential pollutants in your storm water discharge. The best approach by far is to prevent spills and leaks: maintain a regular inspection and repair schedule, and correct potential spill situations before a spill can occur. (*See chapter 5*)

#### **4.3 Outdoor Process Equipment Operations and Maintenance**

All equipment and outdoor process will be inspected monthly during the visual checklist inspection (*Appendix I.*) If issues are found with the equipment or outdoor process it will be noted in the monthly inspection report and corrected.

#### **4.4 Outdoor Materials Storage and Handling**

West Plains Regional Airport doesn't store any bulk solid materials on-site outdoors. Materials of concern include gravel, sand, lumber, topsoil, compost, concrete, packing materials, metal products, and others. These products are used at the airport for temporary situations; they are not stored at the airport on a permanent basis. Therefore they are no threat to the storm sewer system.

#### **4.5 Waste Handling and Disposal**

*Appendix O* summarizes the preferred storage and disposal practices for some common industrial facility wastes. The West Plains Regional Airport doesn't use all of the identified materials on *Appendix O* but they have been identified in case they are ever used or stored at the airport.

#### **4.6 Plane Fueling Area**

The Apron is designed and operated to minimize spilled fuel and leaked fluids coming into contact with rain water. Spills are cleaned up using dry methods refer to *chapter 5*. Do not allow spills to run off or evaporate, and do not flush the spill away with a hose. Spread absorbent material; sweep it up with a broom, and dispose of it as a hazardous waste.

#### **4.7 Inspections**

- ✓ **Monthly Visual Inspections:** Monthly visual inspections are conducted and recorded in *Appendix I*. During yearly inspections the Department of Natural Resources will be able to review them. If deficiencies are found in the BMPs during the inspection

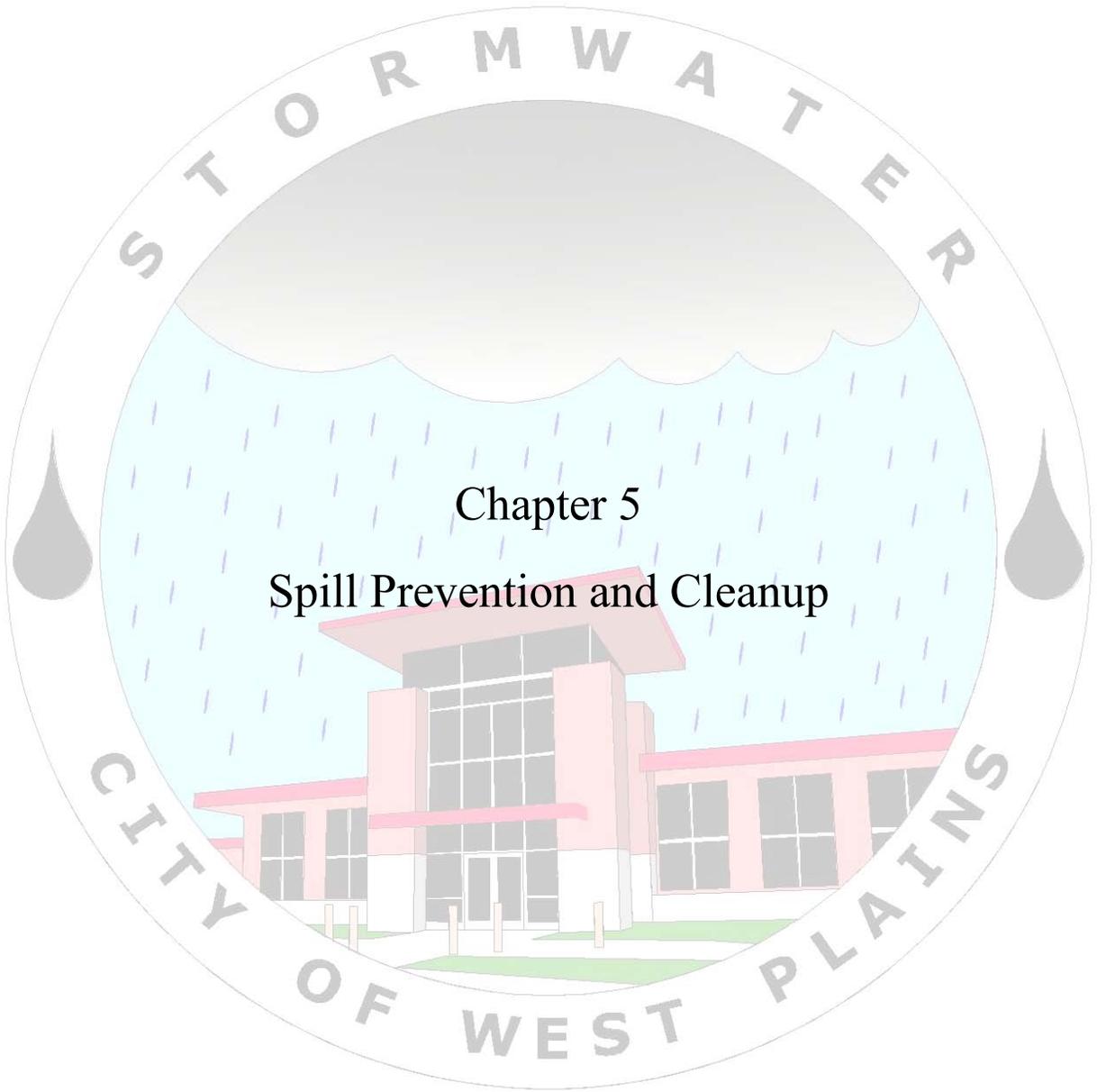
corrections will be made to the SWPPP and turned into DNR within 7 days. ***The monthly visual inspection checklist is located in Appendix I.***

- ✓ **Monthly Outfall Inspection:** Monthly outfall inspections are conducted and recorded in ***Appendix J***. During yearly inspections the Department of Natural Resources will be able to review them. If deficiencies are found in the BMPs during the inspection corrections will be made to the SWPPP and turned into DNR within 7 days. ***The monthly outfall inspection form is located in Appendix J.***
- ✓ **Semi-Annual Inspection:** The comprehensive semi-annual are conducted and recorded in ***Appendix K***. During yearly inspections the Department of Natural Resources will be able to review them. If deficiencies are found in BMPs during the inspection corrections will be made to the SWPPP and turned into DNR within 7 days. ***The semi-annual inspection form is located in Appendix K.***

#### **4.8 Assessment of BMPs and Significant Materials**

With the existing structural and non-structural source controls at West Plains Regional Airport, no significant materials are anticipated to be present at West Plains Regional Airport stormwater beyond those allowed by the West Plains Regional Airport Permit.

West Plains Regional Airport retains the right to evaluate, recommend and implement additional structural source controls in the event existing BMPs are deemed ineffective.



Chapter 5  
Spill Prevention and Cleanup

# Chapter 5: Spill Prevention and Control Plan



## 5.0 Introduction

The West Plains Regional Hazardous Materials Emergency Response Team Standard Operating Guidelines and the Emergency Response Guide Book (ERG) are used by the City of West Plains

Fire Department to minimize the impacts from a spill of a hazardous, toxic, or petroleum substance during daily operations at the Airport. (*Please refer to Appendix N for a copy of the West Plains Regional Hazardous Materials Emergency Response Team Standard Operating Guidelines and the ERG can be found at*

[http://www.phmsa.dot.gov/staticfiles/PHMSA/DownloadableFiles/Files/erg2008\\_eng.pdf](http://www.phmsa.dot.gov/staticfiles/PHMSA/DownloadableFiles/Files/erg2008_eng.pdf)

### **5.1 Material Management Practices**

Properly managing these materials on a daily routine will greatly reduce the potential for storm water pollution of these materials. Good Housekeeping along with proper use and storage of these daily operating materials form the basis for proper management of potentially hazardous material.

### **5.2 Good Housekeeping**

The proper use of materials and equipment along with the use of general common sense greatly reduces the potential for contaminating storm water runoff. The following is a list of good housekeeping practices to be used during day to day operations;

- Storage of hazardous materials, chemicals fuels, and oils and fueling of equipment, shall not be performed within 100 feet of any stream bank, wetland, water supply well, spring, or other water body.
- An effort will be made to store only enough products required to complete day to day operations.
- Materials stored on site will be stored in a neat, orderly manner in their appropriate containers and, if practically all case stored in a covered area.
- Products will be kept in original containers with the original manufacturer's label
- Substances will not be mixed with one another unless recommended by the manufacturer
- Whenever possible, all of the product will be used before disposing of the container
- Manufacturer's recommendations for proper use and disposal of a product will be followed
- If surplus product must be disposed of, manufacturers or local and state recommended methods for proper disposal will be followed.

### **5.3 Spill Control and Cleanup**

In addition to the Material Management Practices discussed previously, the following spill control and cleanup practices will be followed to prevent storm water pollution in the event of a spill:

- Spills will be contained and cleaned up immediately after discovery
- Manufacturers' methods for spill cleanup of a material will be followed as described on the material's MSDS.
- Materials and equipment needed for cleanup procedures will be kept readily available on site, either at the equipment storage area, or in a designated area chosen by the Airport Manager. Equipment to be kept on site will include but not limited to brooms, dust pans, shovels, granular absorbents, sand, saw dust, absorbent pads and booms, plastic and metal trash containers, gloves, and goggles.
- Personnel on the site will be made aware of cleanup procedures and the location of spill cleanup equipment
- Toxic, hazardous, or petroleum product spills required to be reported by regulation will be documented to the appropriate federal, state, and local agencies
- Spills will be documented and a record of the spills will be kept with this SWPPP

If a spill occurs that is reportable to the federal, state, or local agencies, the Airport Manager is responsible for making the notifications. The federal spill quantity for petroleum products is defined in 40 CFR 110 as any oil spill that:

- Violates applicable water quality standards
- Causes a film or sheen upon discoloration of the water surface or adjoining shoreline, or,
- Causes a sludge or emulsion to be deposited beneath the surface of the water or adjoining shorelines.

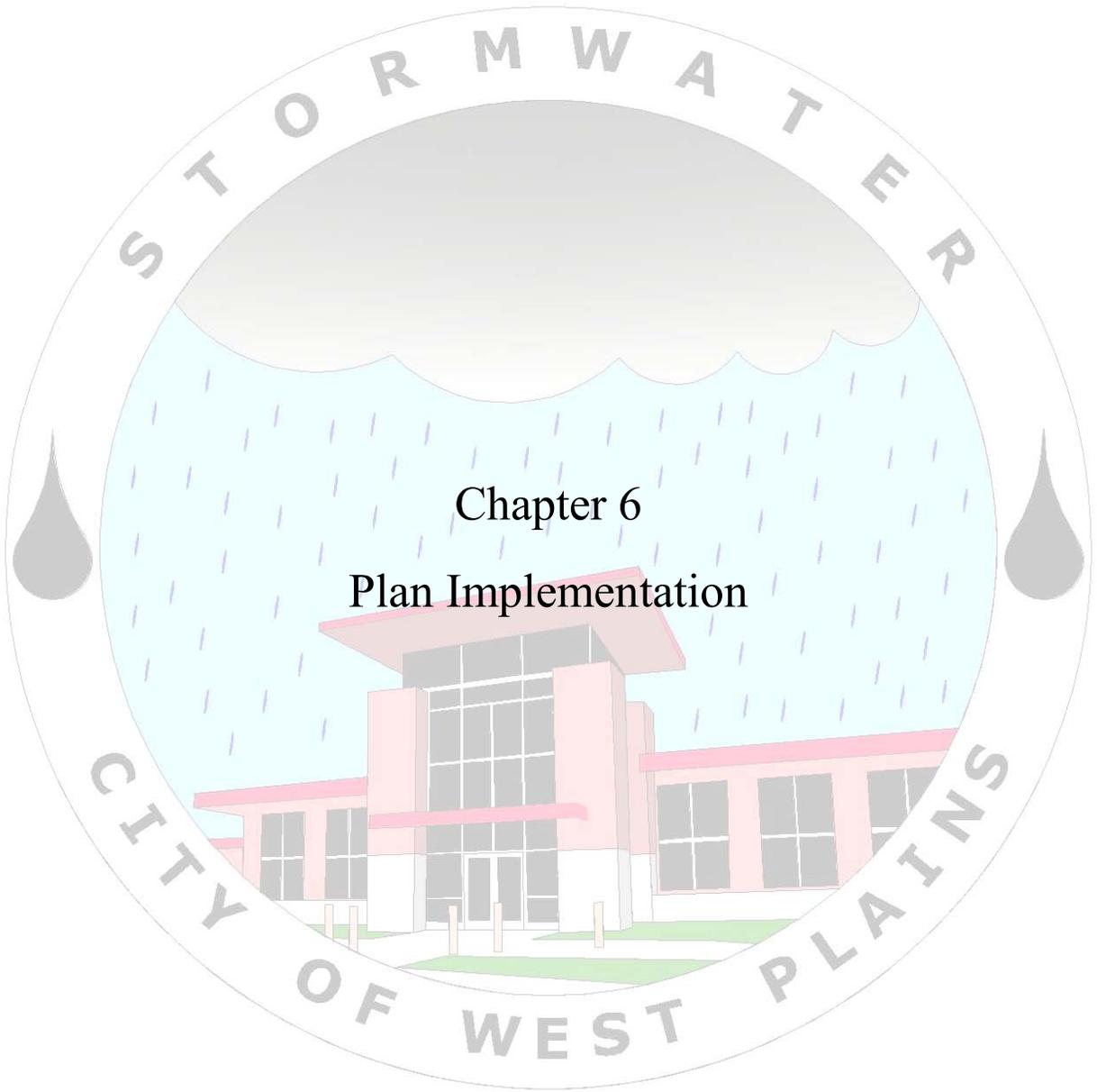
In the State of Missouri, a reportable spill of petroleum is the discharge into the environment of more than 50 gallons.

The federal reportable spill quantities for hazardous materials are listed in 40 CFR, Part 302.4 in the table entitled "List of Hazardous Substances and Reportable Quantities." A procedure for determining a reportable spill is included in *Appendix M* along with a copy of the spill Report Form to be filled out in case of a spill.

The reportable spill quantity for hazardous materials in the State of Missouri follows the Federal reportable quantity listed in 40 CFR, Part 302.4.

If a reportable release occurs, a modification to the SWPPP must be made within 7 days. The modification shall include: a description of the release, the date of the release; an explanation of why the spill happened; a description of procedures to prevent future spills or releases from happening; and a description of response procedures should a spill or release occur again and within **7 days of release**. A written description of the release must be submitted to the permitting

authority that includes: a description of the release, including the type of material and an estimated amount of spill; the date of the release; an explanation of why the spill happened; and a description of the steps taken to prevent and control future releases. These modifications to the SWPPP must be made by the Stormwater Pollution Prevention Team and will be documented on the form in *Appendix Q*.



Chapter 6

Plan Implementation

# CHAPTER 6:

# PLAN IMPLEMENTATION



## 6.0 Plan Implementation Introduction

This SWPPP requires the continued implementation of non-structural and structural controls of significant materials that have the potential for stormwater contamination at West Plains Regional Airport. While implementation of both structural and non-structural controls has occurred, the process remains on-going to ensure that appropriate control measures are consistently being performed.

## 6.1 Plan Review and Update

The following actions will be taken to keep this SWPPP current:

- West Plains Regional Airport will review the plan annually. Prior to August 1 of each year, the Airport will prepare and maintain written summaries of the review. Based on the review, the Airport will amend the plan as necessary to ensure permit compliance. The review will consider amendments and/or revisions to the SWPPP in light of:
- Significant changes in the use and/or storage of significant materials;
- The potential for new construction/developments to impact storm water;
- Changes deemed necessary due to recorded spills within the past year. All amendments or revisions will include a description of how the Airport will control any new stormwater pollution sources resulting from the above changes. All plan amendments or revisions will be turned into DNR upon request.

## 6.2 Record Keeping

The permit requires that records of all inspection and maintenance activities, comprehensive site inspections, and incidents such as spills or other discharges be retained for three years. Copies of all log books, or other supporting data will be made available to DNR or its authorized representative upon request. The following records will be developed and kept on file with the SWPPP as they become available:

- Completed spill reports, listing the date of the spill, the name of the person who discovered the spill, the spill location, the type and volume of material spilled, the cause of the spill, the corrective action taken, and the agencies or persons contacted. A copy of the spill reporting form is contained in *Appendix M*.
- Completed annual employee training records, listing the time and date of the training session(s), the name and signature of the trainer, the names and signatures of the employees attending the session(s), and a list of topics covered during the session. A copy of the training record form is contained in *Appendix L*.
- Completed comprehensive site inspections. Sample inspection report forms are included in *Appendix I, J, and K*.



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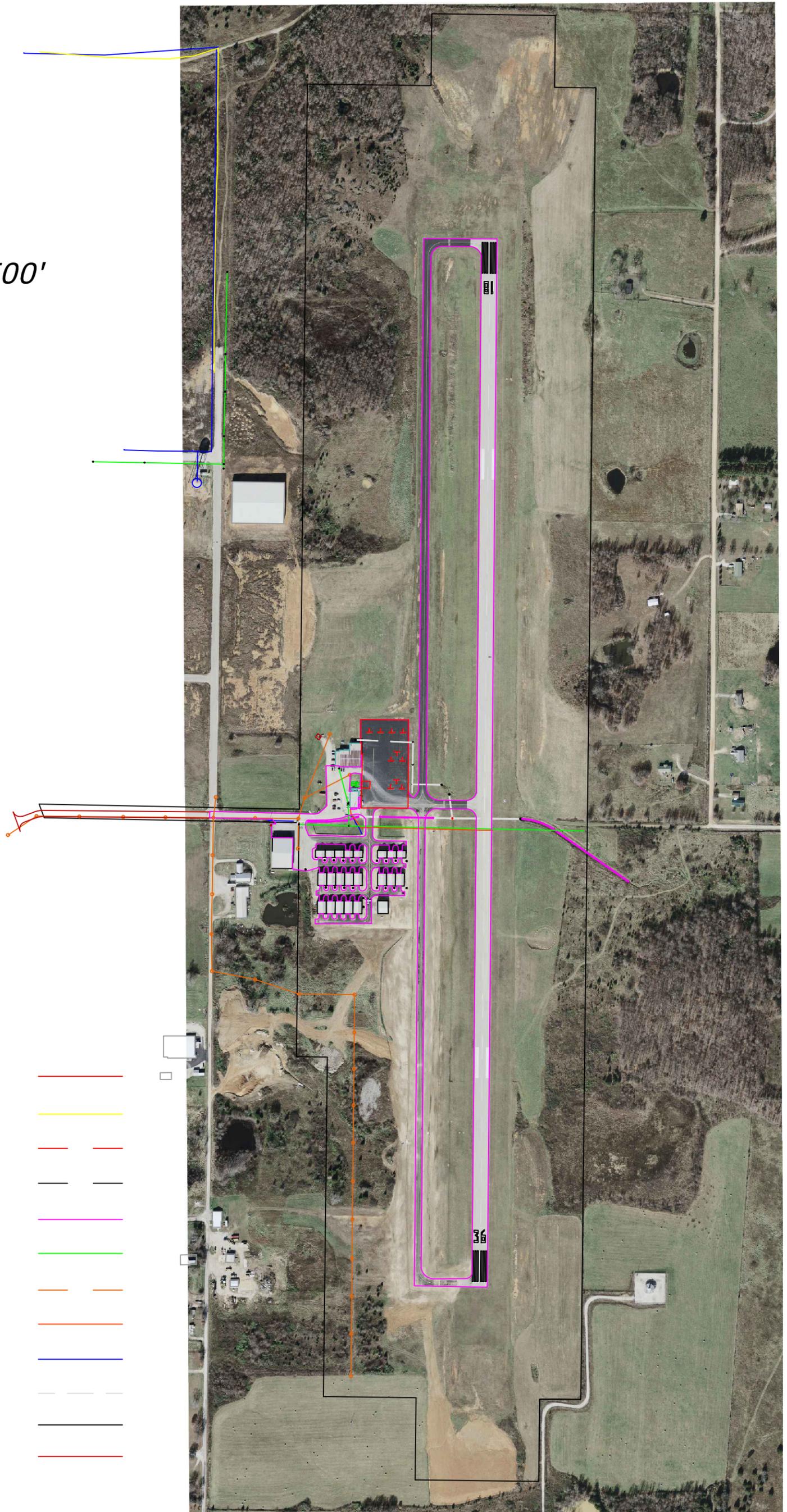


Appendix A  
Master Drawing of Airport

# APPENDIX A

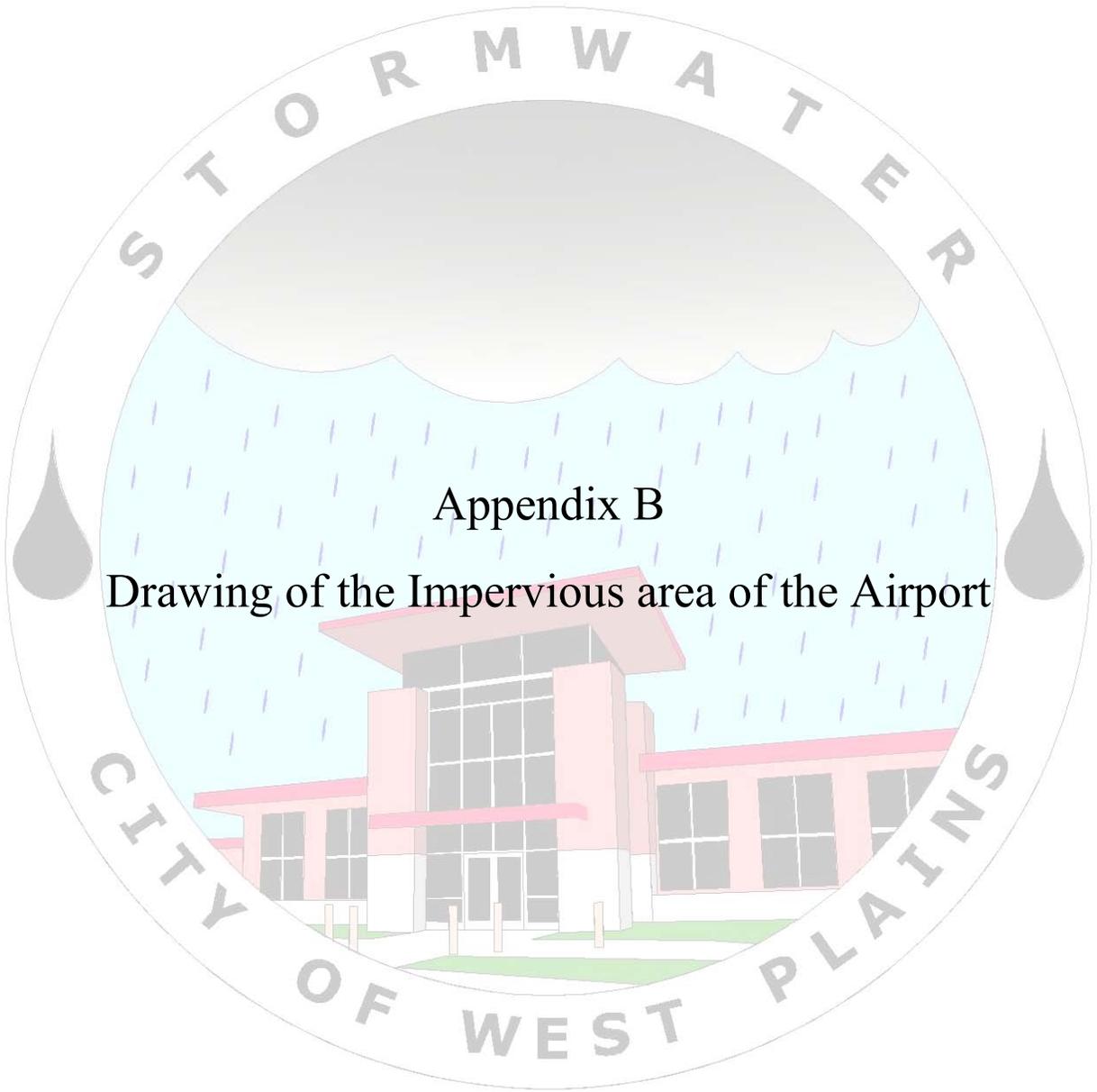


SCALE: 1" = 500'



## LEGEND

- APRON —
- ELECTRIC —
- FUELING AREA - -
- HANGARS - -
- IMPERVIOUS AREA —
- SEWER LINE —
- TELEPHONE LINE - -
- UG ELECTRIC —
- WATER LINE —
- STORM SEWER - -
- PROPERTY LINE —
- DUMPSTER AREA - -



Appendix B

Drawing of the Impervious area of the Airport

# APPENDIX B



SCALE: 1" = 370'

## LEGEND

IMPERVIOUS AREA



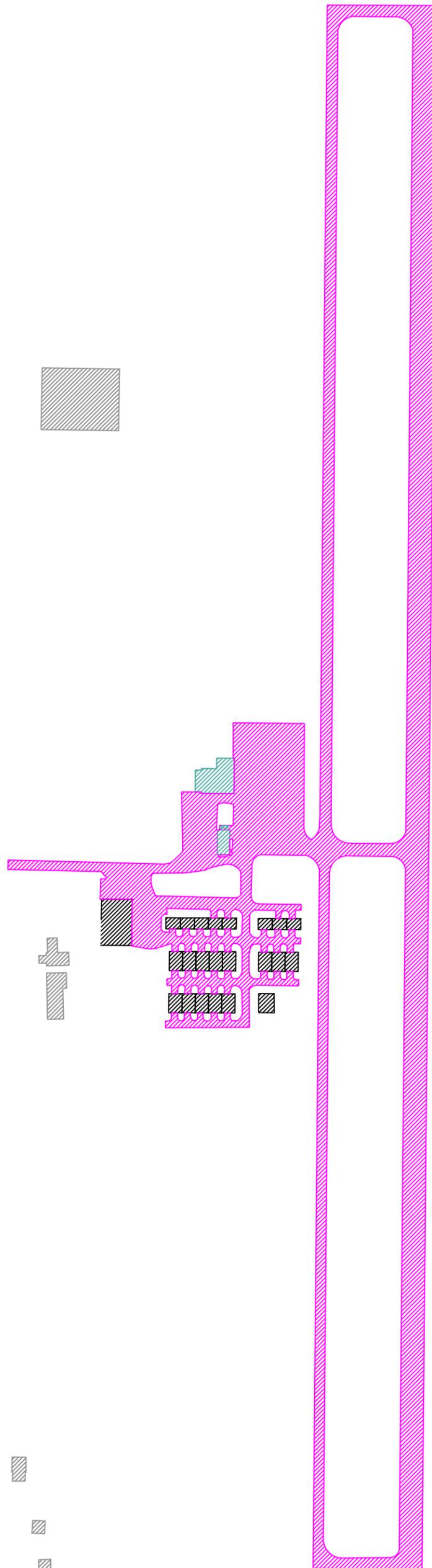
HANGAR AREA

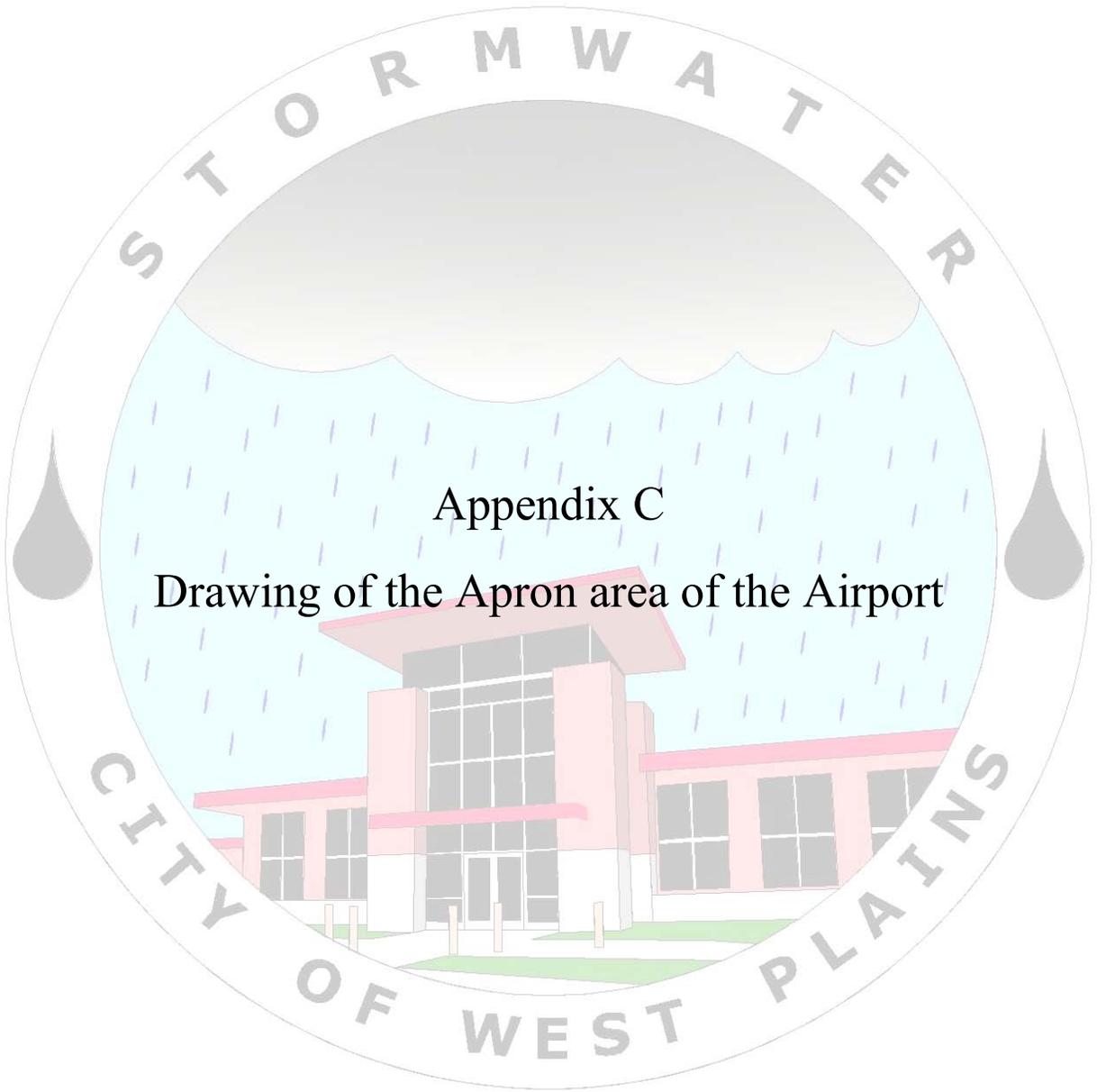


TERMINAL BUILDING AREA



EXISTING INFRASTRUCTURE





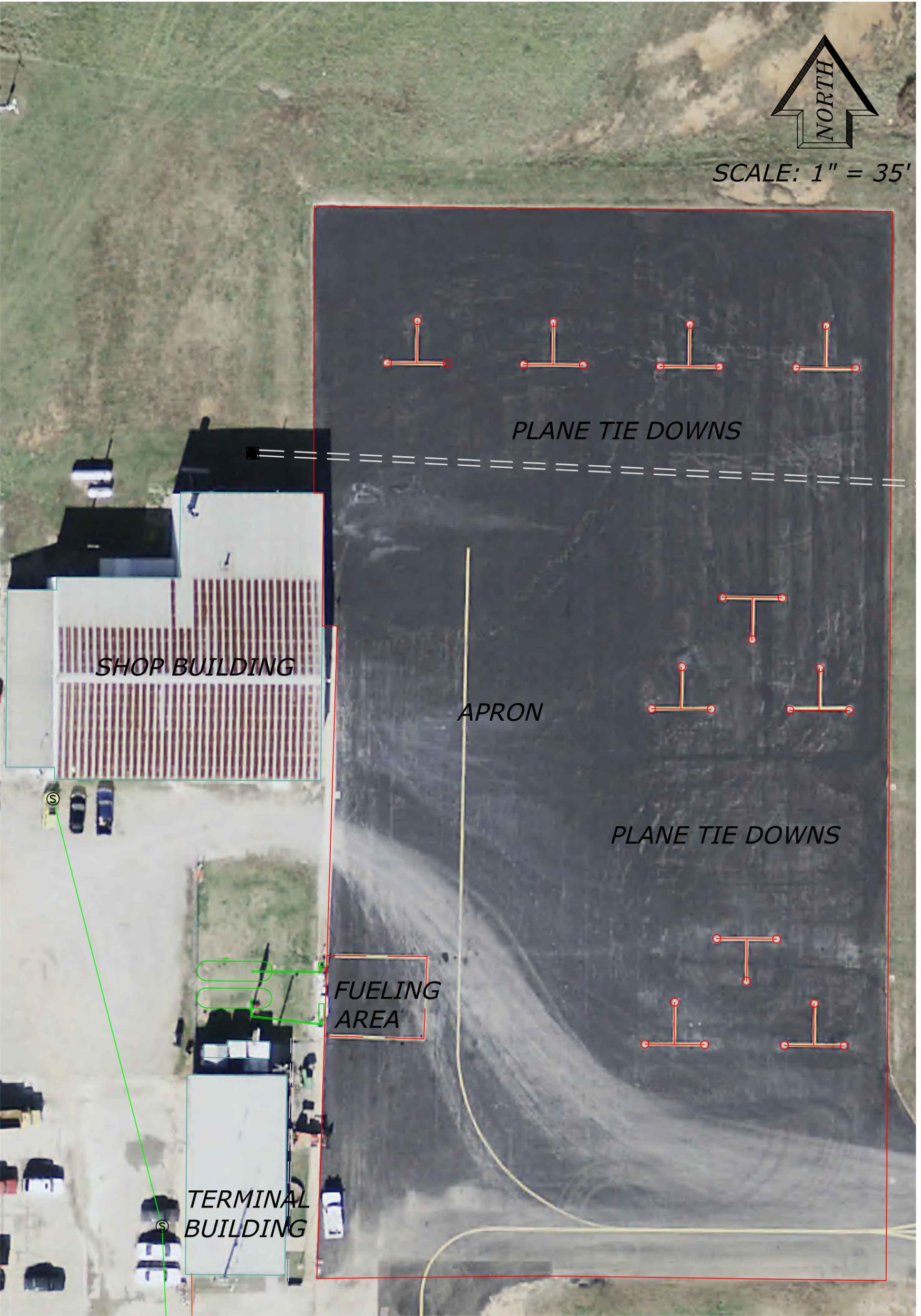
Appendix C

Drawing of the Apron area of the Airport

# APPENDIX C



SCALE: 1" = 35'



PLANE TIE DOWNS

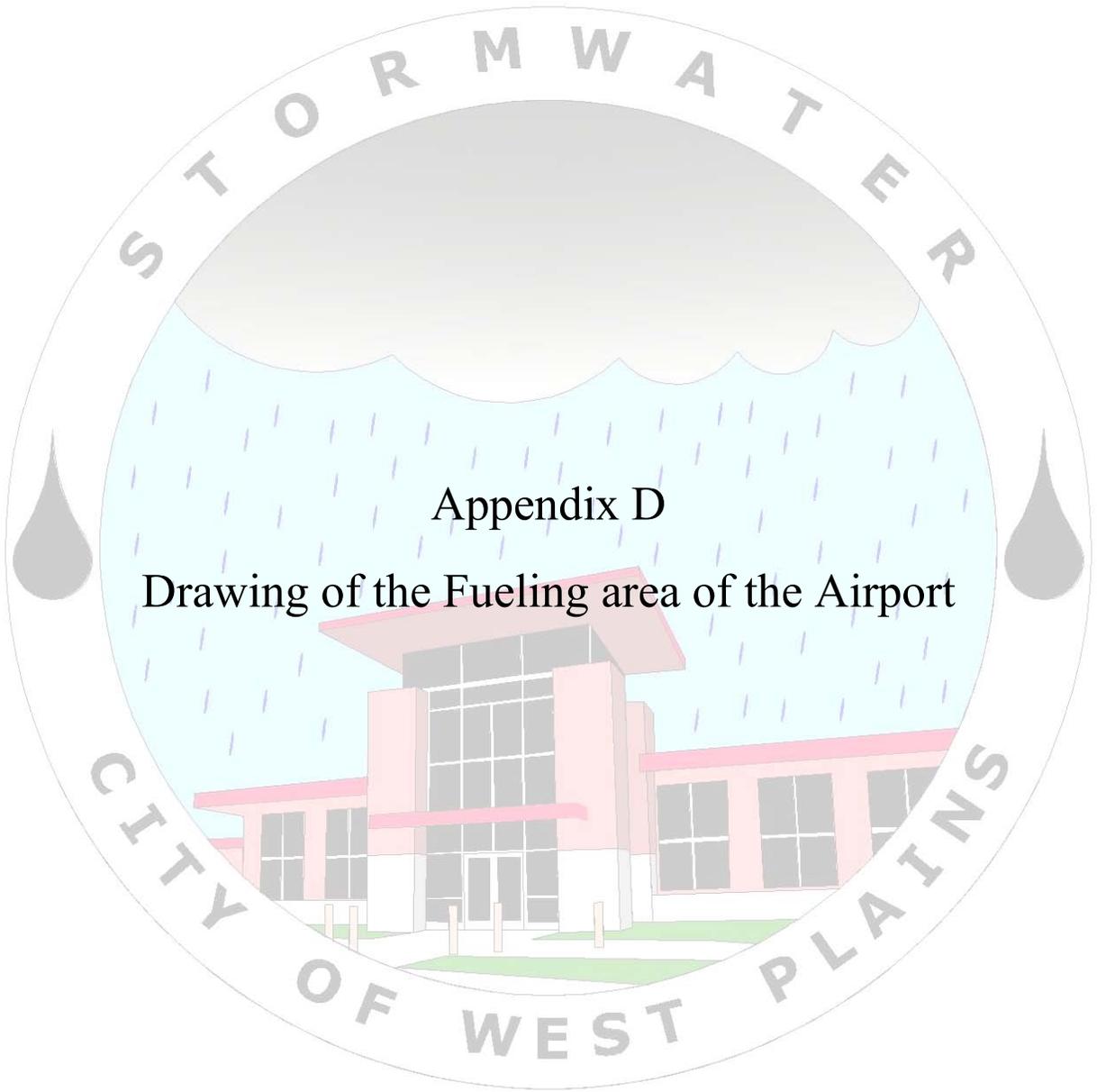
SHOP BUILDING

APRON

FUELING AREA

TERMINAL BUILDING

PLANE TIE DOWNS



Appendix D

Drawing of the Fueling area of the Airport

# APPENDIX D

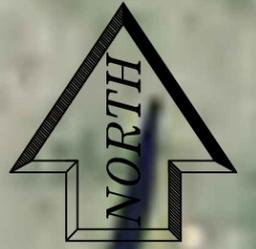




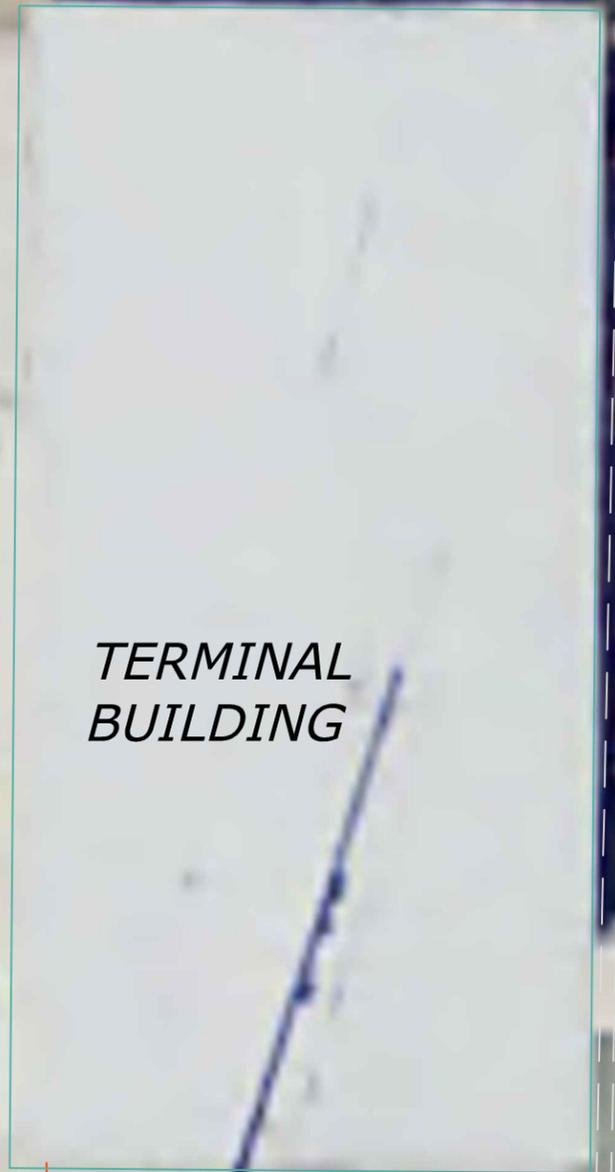
Appendix E

Drawing showing the Terminal Building

# APPENDIX E



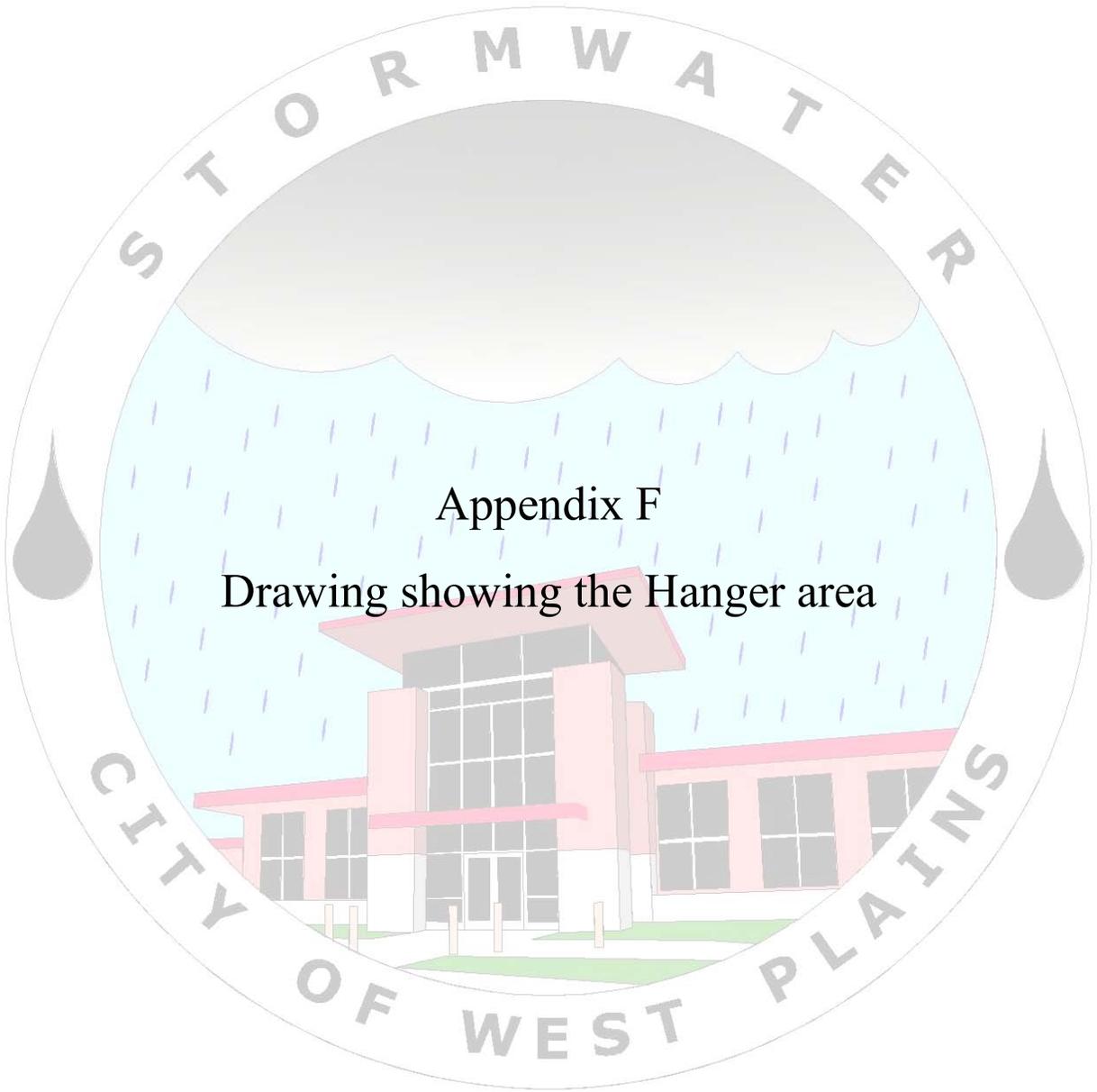
SCALE: 1" = 10'



*TERMINAL BUILDING*

Ⓢ

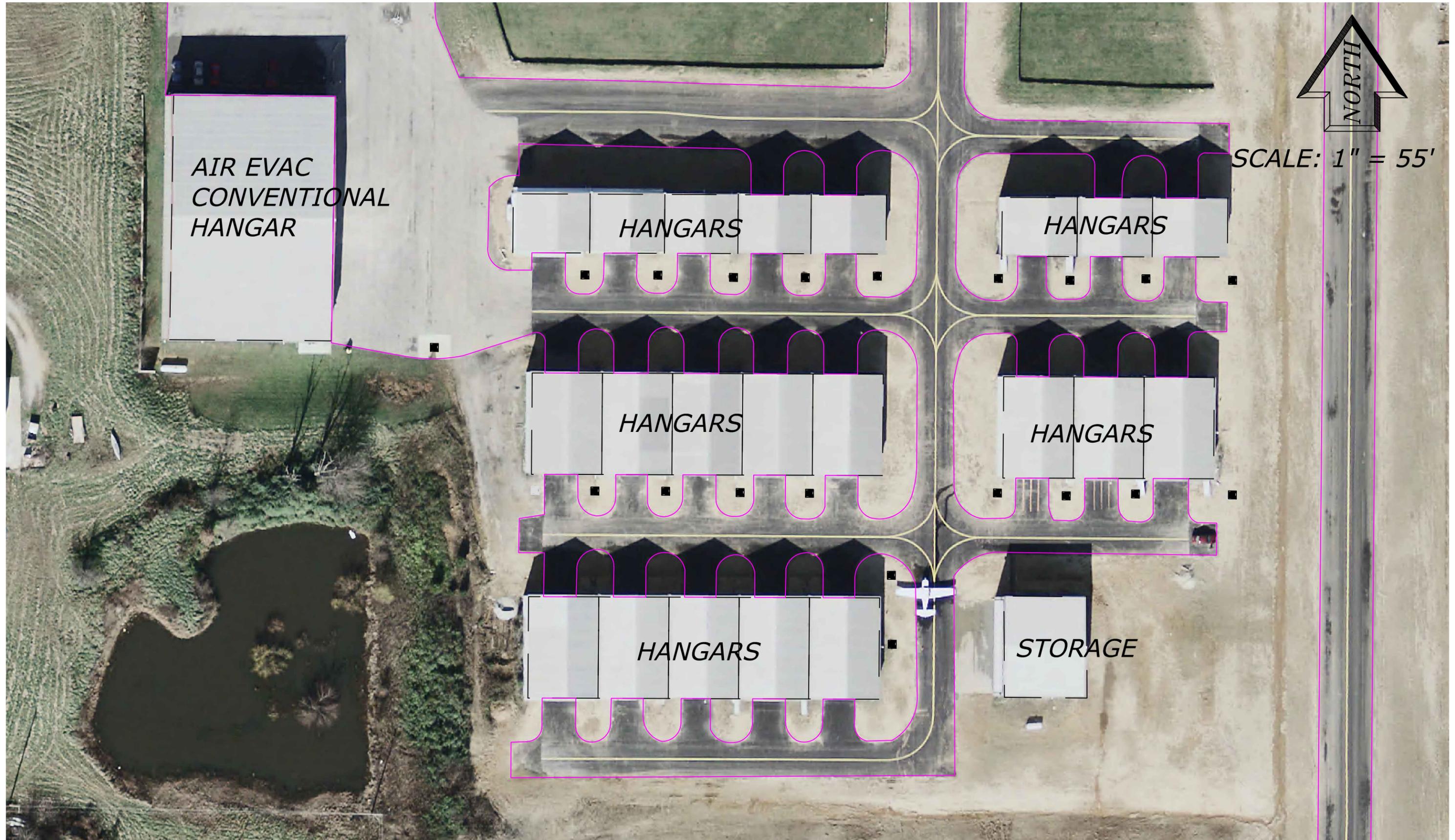
ⓓ



Appendix F

Drawing showing the Hanger area

# APPENDIX F

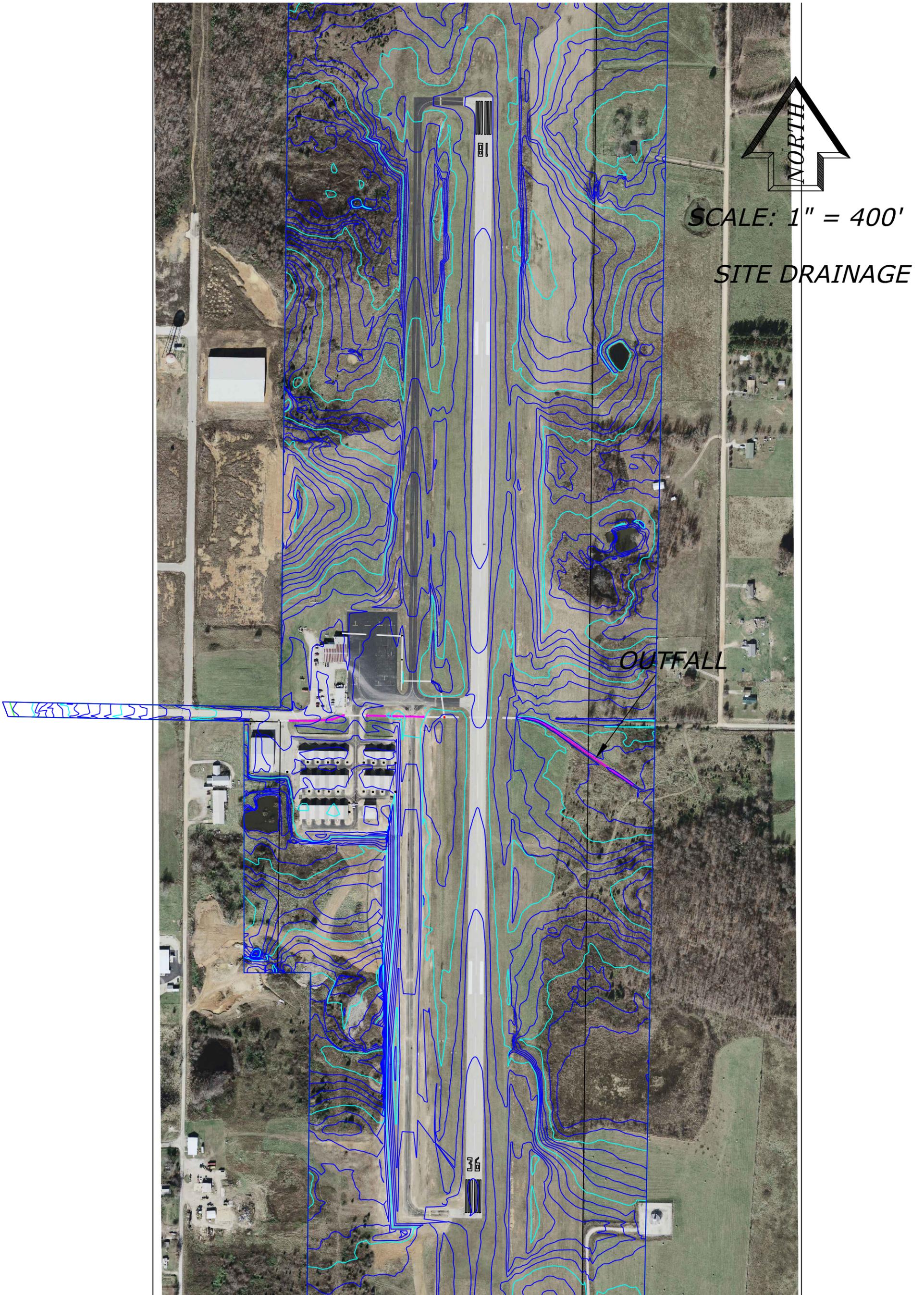


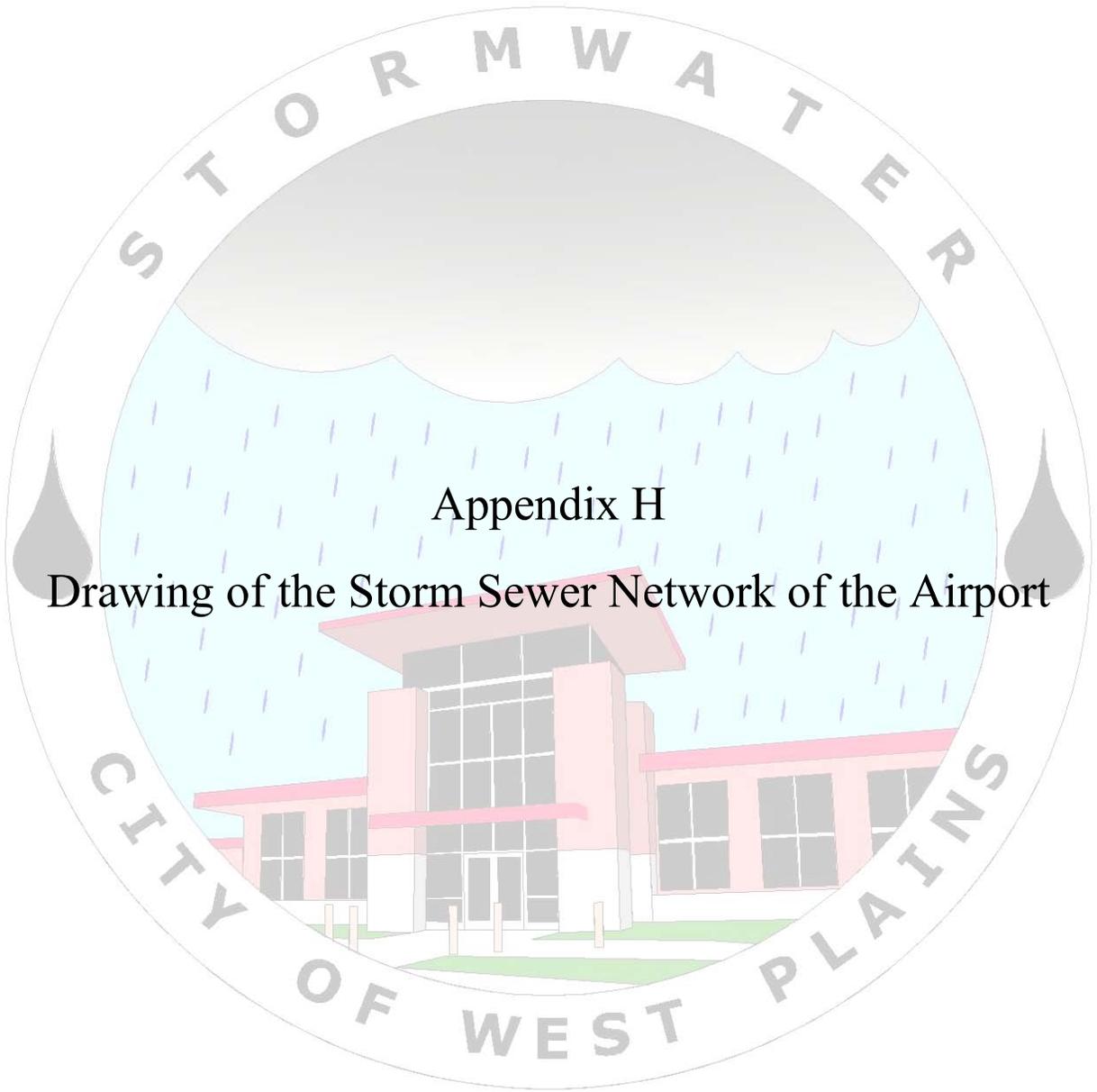


Appendix G

Drawing of the Contours of the Airport Property

# APPENDIX G

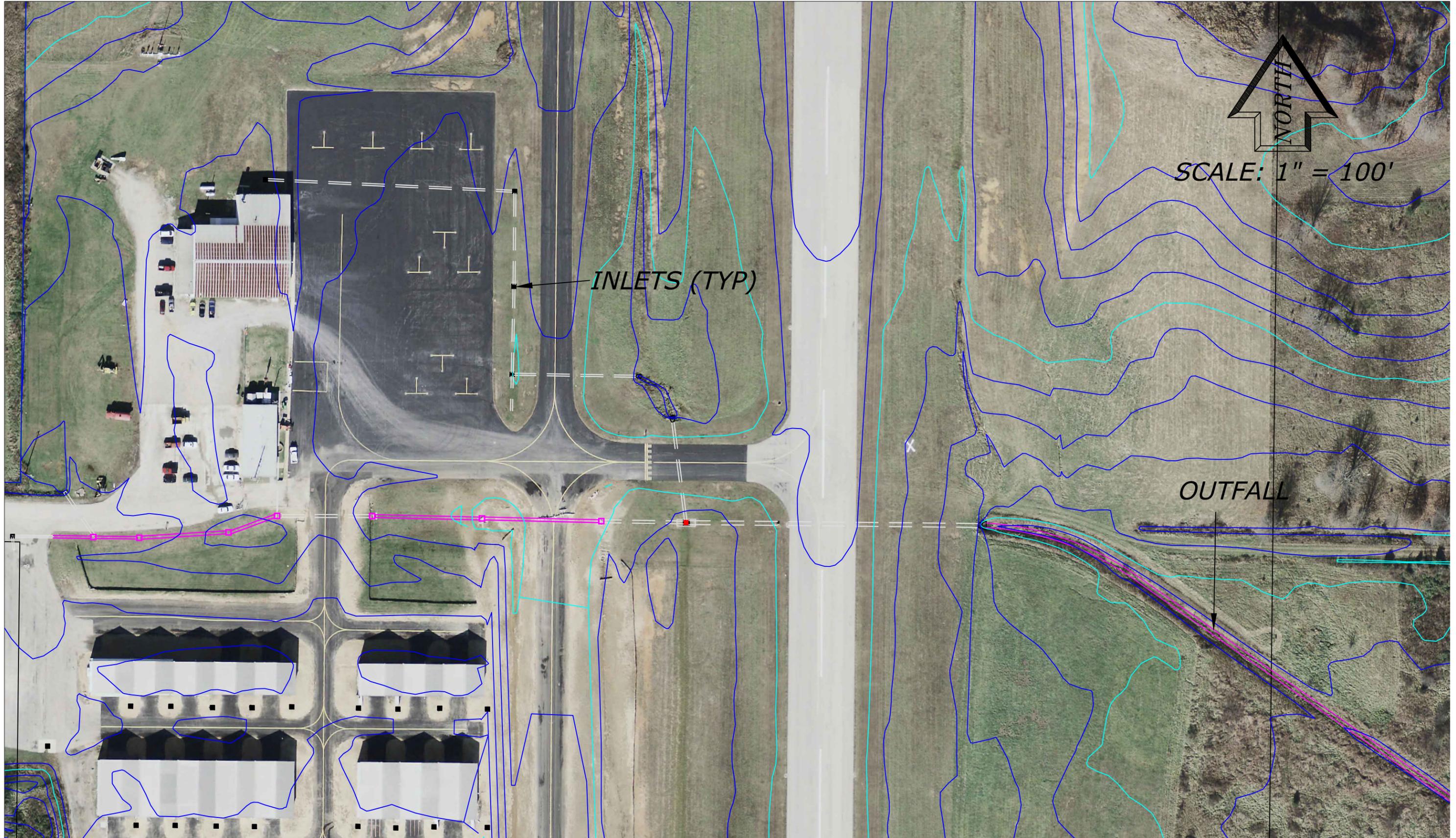


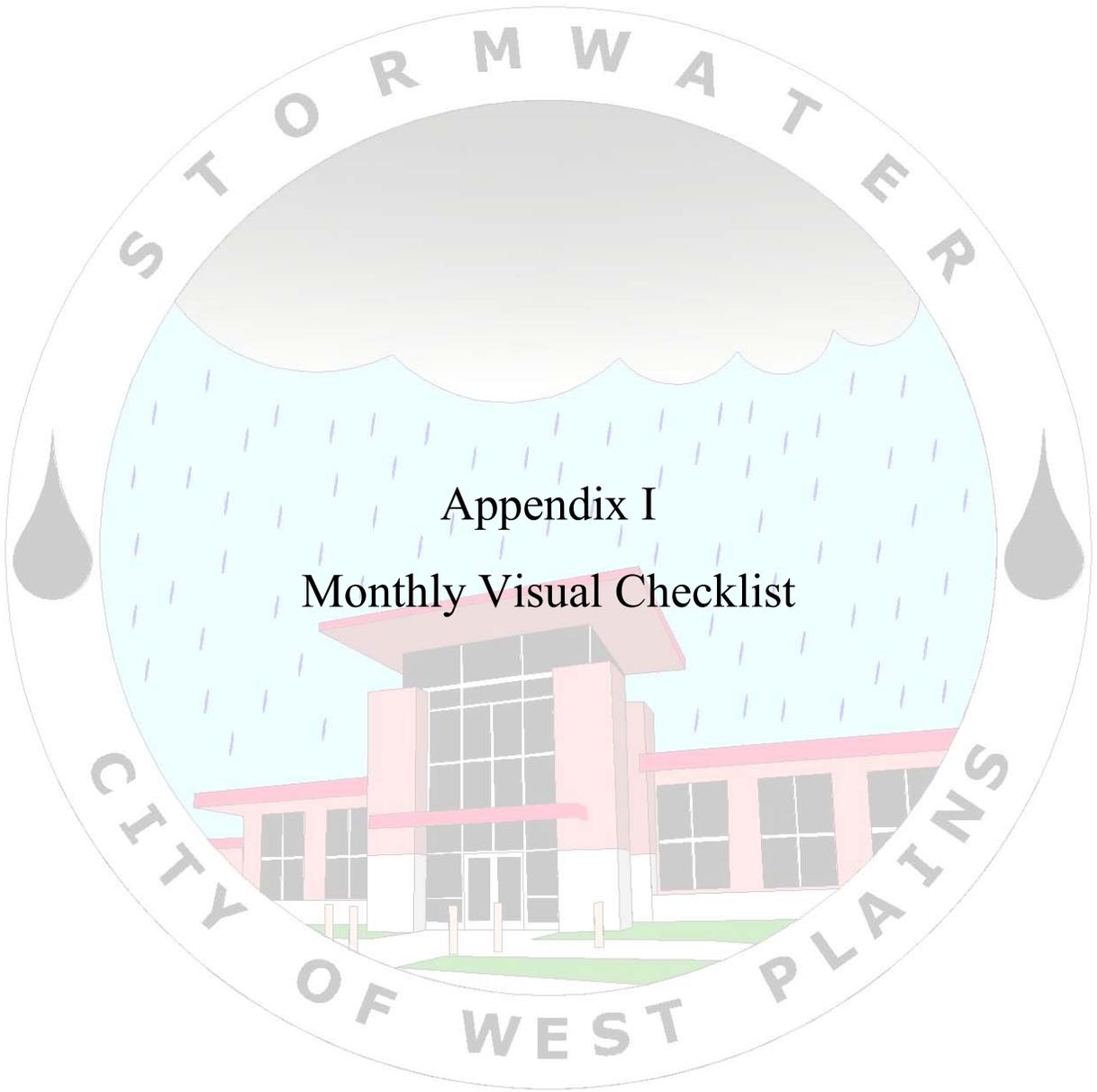


Appendix H

Drawing of the Storm Sewer Network of the Airport

# APPENDIX H





Appendix I  
Monthly Visual Checklist

## Monthly Visual Checklist

Please Check box to show you have inspected the area described. Please write a brief summary of your observations in the space provided.

- Stormwater drainage conveyances such as catch basins, drainage ditches, detention basins, culverts and outfalls are inspected for evidence of obstructions and/or the presence of significant materials. Unusual observations are noted and, when necessary, repairs or cleaning are conducted.
  
- The condition of structural stormwater controls is noted and, when necessary, repairs or cleaning are conducted.
  
- Storage areas for significant materials are inspected.
  
- Fuel loading, dispensing and storage operations at the airport are visually inspected for structural integrity; spill potential; proximity to stormwater catch basins; presence of containment, oil/water separators or sumps; and the presence of spill cleanup kits or materials.
  
- The use of paints, solvents, lubricants, hydraulic fluids, herbicides, pesticides, or any other material not related to fueling or deicing, is evaluated during facility inspections for their potential to impact stormwater runoff at Airport facilities.
  
- Procedures for proper disposal of waste materials are an element of the semiannual Facility Inspections.
  
- Parking or storage areas for aircraft, ground support vehicles, or related equipment are inspected for leaking or pooled materials.

Date \_\_\_/\_\_\_/\_\_\_

Inspection Report Completed By: \_\_\_\_\_

Inspection Report # \_\_\_\_\_

Monthly SPCC FACILITY INSPECTION CHECKLIST

Oil Storage areas operated by KCDA ONLY

<p>Date: _____</p> <p>Time: _____</p> <p>Inspector: _____</p>	<p><u>Inspection Documentation:</u> Yes or No</p> <p>If Yes – provide comment with explanation or followup plans (Only complete non-shaded portions – shaded cells are not applicable)</p>
---	--

	Terminal Generator	Airfield Generator	ARFF Generator	Maintenance Generator	Maintenance ASTs (interior)	Maintenance Drums
<b>Evidence of leaks</b>						
Sheen/stain on ground surface around tanks?						
Sheen/stain on pavement surfaces near tanks?						
<b>Security Check</b>						
Lighting is Working Properly?						
Warning Signs are posted?						
<b>Tank Condition –Evidence of Corrosion, Leaks or Damage?</b>						
Tank Surfaces?						
Bolts/rivets, tank seams?						
Tank filling and off-loading ports?						
<b>Spill Response Equipment Availability</b>						
Sorbent materials?						
Catchbasin cover mats?						
<b>Drum Storage – Petroleum products only</b>						
Stored in Neat and Orderly Fashion?						
Evidence of Spills or Leaks?						
Stored on containment?						

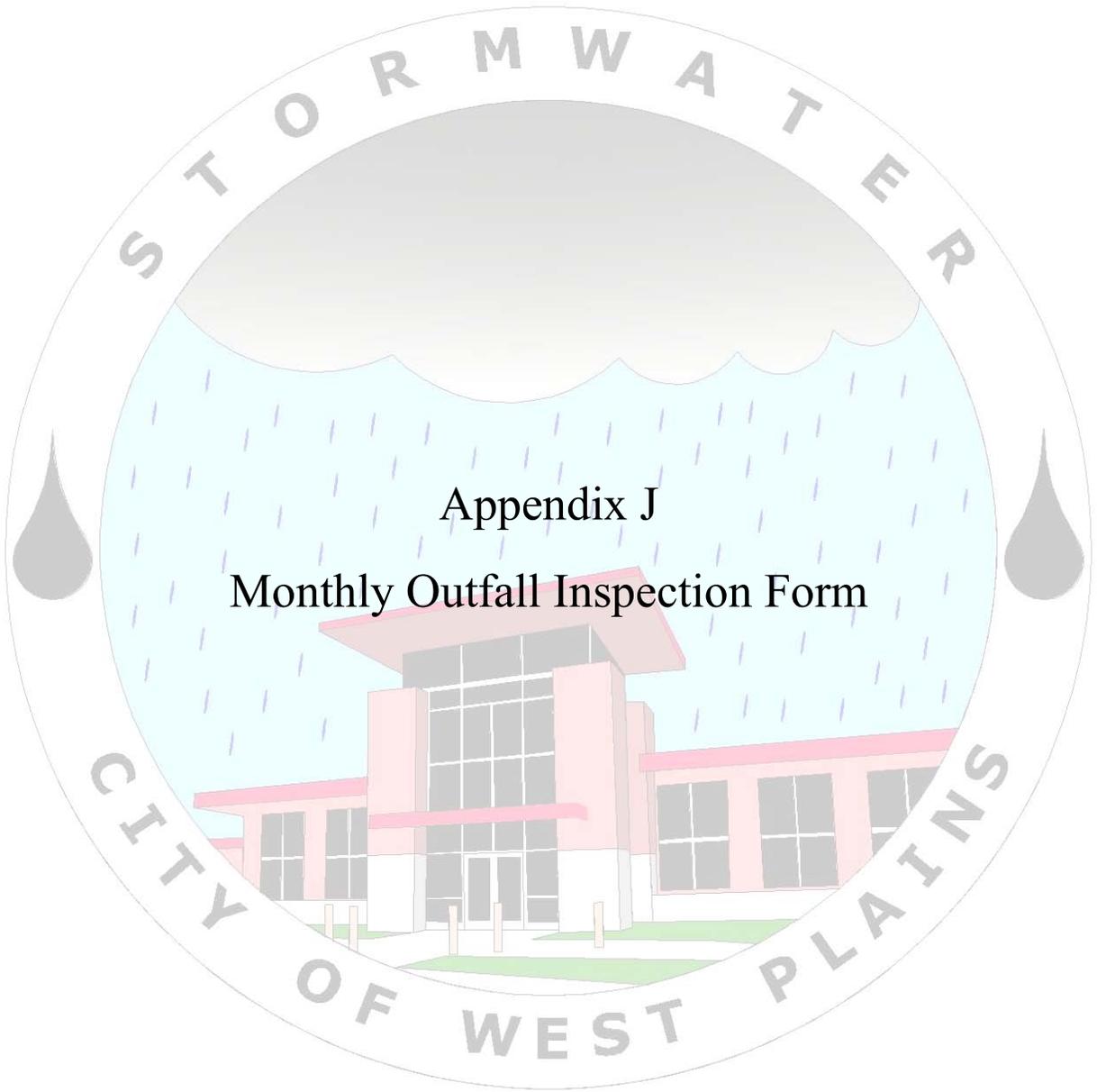
Remarks / Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Appendix J  
Monthly Outfall Inspection Form

**STORM WATER POLLUTION PREVENTION PLAN  
MONTHLY OUTFALL INSPECTION FORM**

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Time since last precipitation: \_\_\_\_\_ Hours \_\_\_\_\_ Days  
 Type of precipitation:  Rain  Snow  Sleet  Hail

Quantity of precipitation: \_\_\_\_\_ Inches

Flow observed:  Yes  No

CONTINUE IF FLOW IS OBSERVED. Visual Inspection

COLOR	ODOR	FOREIGN MATERIAL	OIL SHEEN
<input type="checkbox"/> Clear	<input type="checkbox"/> Not Present	<input type="checkbox"/> Not Present	<input type="checkbox"/> Not Present
<input type="checkbox"/> Cloudy	<input type="checkbox"/> Present	<input type="checkbox"/> Present	<input type="checkbox"/> Present
<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA

Outfall location (i.e., sewer manhole/drainage ditch location): \_\_\_\_\_

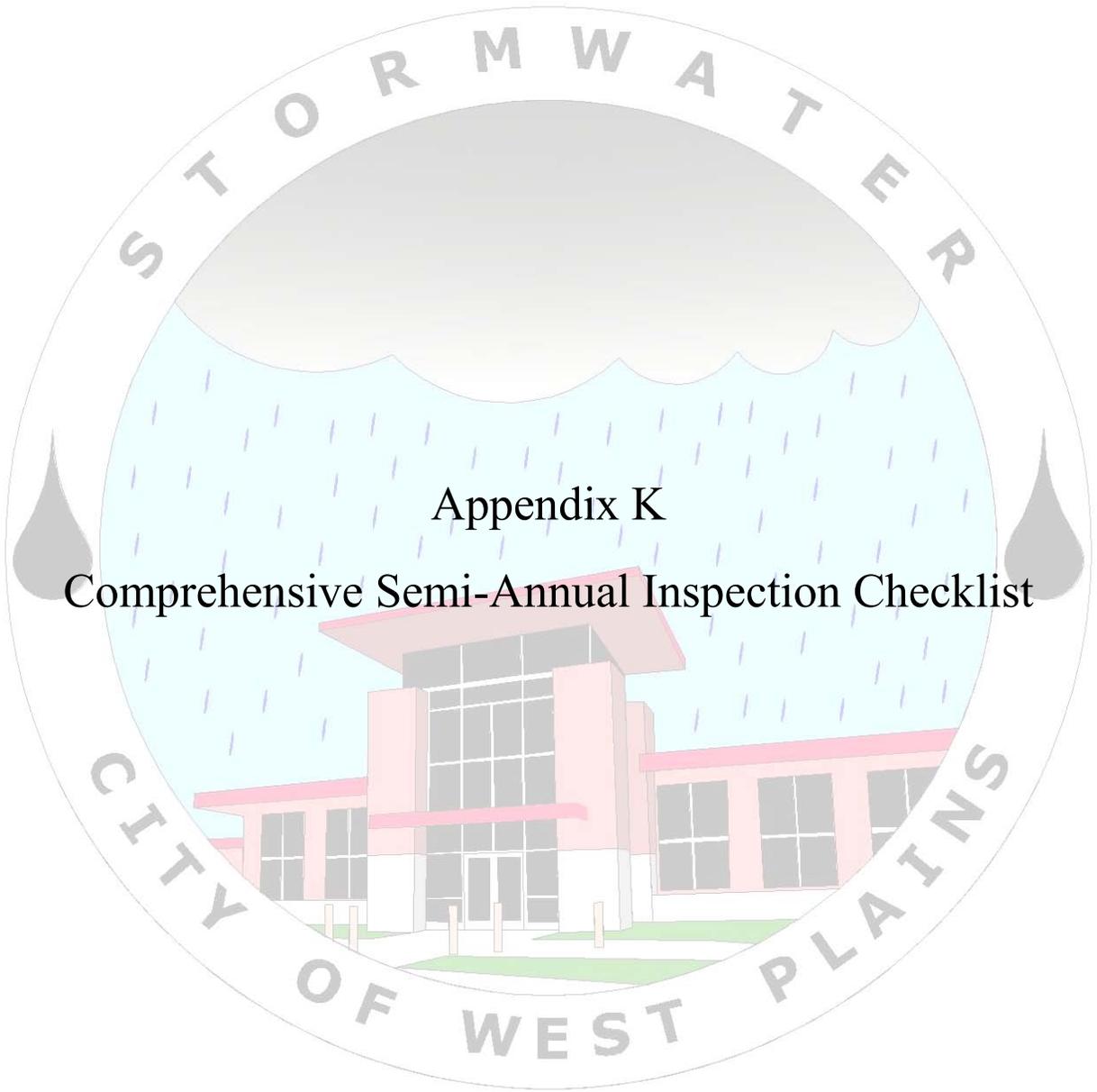
Temperature (use descriptions such as hot or cold if thermometer is not available): \_\_\_\_\_

Volume (gallons/minute):  
 None  Low  Moderate  High

Review of structural controls:  
 Road Culvert  Drainage Ditch  Detention Basin Other: \_\_\_\_\_

Suspected potential sources of storm water contamination and comments: \_\_\_\_\_

General comments: \_\_\_\_\_



Appendix K

Comprehensive Semi-Annual Inspection Checklist

# Comprehensive Semi-Annual Inspection Checklist

Yes	No	N/A	Item
			<b>1. Drainage</b>
			<u>Monthly outfall inspections completed since last semi-annual inspection?</u>
			Issues/problems identified during monthly outfall inspections? (if yes, include followup discussion)
			<u>Onsite Drainage Network</u>
			Have any catchbasins required maintenance since last semi-annual inspection?
			Swales/Open Drains on-site showing signs of erosion?
			Any on-site indications of spills observed during daily airfield inspections?
			(If yes to any of the above, include followup discussion)
			<u>Construction Projects</u>
			Are there currently any construction projects on airport property that require an SESC permit?
			If yes, has the contractor/developer obtained SESC permits from the Township?
			<b>2. Materials Storage</b>
			<u>Glycols/Pavement Deicing Materials</u>
			Do the Glycol and Pavement deicing inventories in SWPPP Table 3-2 appear to be correct?*
			Do aircraft deicing fluid storage areas appear to be in a neat and orderly fashion?
			Are there any visual signs of spills and leaks?
			Are spill response materials/equipment available/nearby?
			Provide additional comments on issues and followup actions as appropriate.
			<u>Fuel Handling (consider all fuel storage areas - Farm, FBOs, Tenants, KCDA, KCRC)</u>
			Are Policies and Procedures being Followed (e.g. Handling/Storing of Haz. Substances and Materials)
			If yes, are tenant inspection records available (fuel storage areas and mobile refuelers)?
			Monthly KCDA SPCC inspection records completed since last semi-annual inspection?
			Overall condition of fuel storage areas checked
			Any maintenance/repairs required since last inspection?
			Signs of spills or leaks observed since last inspection?
			Are spill kits/equipment available/nearby?
			Do any storage containers show signs of corrosion or need for repair?
			Provide additional comments on issues and followup actions as appropriate.
			<u>Other Materials Storage and/or Tenant activities</u>
			Do the materials and general quantities shown on Table 3-2 in the SWPP appear to be correct?*
			Are outdoor storage areas (KCDA and tenant areas) kept in a neat and orderly fashion?
			Do outdoor storage areas (KCDA and tenant areas) show any signs improper activities?
			Drums stored outside without proper containment?
			Municipal dumpsters with open lids? (also check specifically at compactor area on N. terminal exterior.)
			Other?
			<u>Salt/Sand Storage (KCDA domes, KCRC domes, Car rental facilities)</u>
			Is storage under roof or protected from precipitation?
			Are there any signs of outdoor storage, or unplanned releases to the environment?
			<u>Other Issues</u>
			Provide additional comments on issues and followup actions as appropriate.
			<b>3. SWPPP Review, Recordkeeping and Documentation</b>
			Training records current.
			Current version of Annual Deicing Management and Monitoring Plan included.
			Were any revisions made since the last comprehensive inspection?
			If yes, have the revisions been documented?
			Current versions of the Airport Rules and Regulations included?
			Current versions of the Airport Policies and Procedures on handling/storing hazardous substances included?
			Is the tenant list in Table 3-1 correct?
			Have any spills occurred since the last inspection?
			If yes, have the been reported or documented?
			Have any additional best management practices been added since the last inspection?

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_



Appendix L  
Employee Stormwater Training Record







Appendix M

Procedure for Determining if a Hazardous Material Spill  
is a Reportable Quantity

## Table 5

### Procedure for Determining if a Hazardous Material Spill is a Reportable Quantity

- 1) First determine the type and quantity of material that has spilled
- 2) Obtain a material safety data sheet (MSDS) for the spilled material and determine whether any of the constituents are listed in Table 302.4 in 40 CFR 302. A copy of the CFR is located in Appendix D
- 3) If none of the constituents in the spilled material are listed in the table (excluding ethylene glycol), the spill is not reportable.
- 4) If the constituents in the spilled material are listed in the table, use the following equation to determine the pounds of material spilled:

$$\text{Pounds Spilled} = (V) (\text{Wt}\%) (\text{Sg}) (0.0834)$$

Where:

V = Volume of the material spilled, in gallons

Wt% = The weight percent of the constituents in the spilled material (see the MSDS)

Sg = Specific gravity of spilled material (see MSDS)

For Example:

V = 7 gallons

Wt% = 3.5

Sg = 1.04

Pounds Spilled = (7) (3.5) (1.04) (0.0834) = 2.13 pounds

- 5) If, based on the calculation the pounds spilled are greater than the Final RQ (reportable quantity) value listed in Table 302.4 of 40 CFR 302 or the State's reportable quantity minimum amount, the spill must be reported to the appropriate federal, state, and local agencies.

City of West Plains Regional Airport Improvement Project  
Storm Water Pollution Prevention Plan  
Spill Report Form

Spill Reported By: \_\_\_\_\_  
Name Phone Number

Date Reported: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Spill: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Legal Description: \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 SEC \_\_\_\_\_, TWP \_\_\_\_\_, Range \_\_\_\_\_

County \_\_\_\_\_

Describe Spill Location and Events Leading to Spill: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Material Spilled: \_\_\_\_\_

Source of Spill: \_\_\_\_\_

Amount Spilled (Gallons or Pounds): \_\_\_\_\_

Amount Spilled to Waterway (Gallons or Pounds): \_\_\_\_\_

Nearest Municipality: \_\_\_\_\_

Containment or Cleanup Action: \_\_\_\_\_

\_\_\_\_\_

List of Environmental Damage (fish kill, etc.): \_\_\_\_\_

\_\_\_\_\_

List Injuries or Personal Contamination: \_\_\_\_\_

\_\_\_\_\_

Date and Time Cleanup Completed or Terminated: \_\_\_\_\_

If Cleanup Delayed, nature and Duration of Delay: \_\_\_\_\_

\_\_\_\_\_

Description of Materials Contaminated: \_\_\_\_\_

\_\_\_\_\_

Approximate Depth of Soil Excavation: \_\_\_\_\_

Action To Be Taken to Prevent Future Spills: \_\_\_\_\_

\_\_\_\_\_

Agencies Notified:

Local: \_\_\_\_\_ Date: \_\_\_\_\_

State: \_\_\_\_\_ Date: \_\_\_\_\_

Federal: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Contractor Superintendent or  
Environmental Inspector



Appendix N

Fire Department Standard Operating Guidelines

## Appendix C

### West Plains Regional Hazardous Materials Emergency Response Team STANDARD OPERATING GUIDELINES

## PROCEDURES AND INFORMATION

### PURPOSE:

A large variety of hazardous materials, such as toxic and corrosive chemicals, explosive and flammable liquids and gases, radiological substances and etiological agents are used, manufactures, stored, or are transported through the Region G Area.

Despite extensive safety precautions taken by the manufacturers, users, and transporters of these materials, accidents involving their release will still occur. Any release of a hazardous material can pose a threat to life, property, and the surrounding environment. With this in mind, it is the goal of the **West Plains Regional** Hazardous Materials Emergency Response Team to respond promptly and react correctly when a hazardous material incident occurs, handling the incident strategies are directed at providing for the safety of citizens, our team members, and our firefighters.

The guidelines presented in this plan are written with the idea that the **West Plains Regional** Hazardous Materials Emergency Response Team will coordinate activities inside the designated hot and warm zones of a declared incident. The requesting agency having jurisdiction shall maintain command of the incident.

HAZARDOUS MATERIALS DEFINED

1. Hazardous materials are defined in the Code of Federal Regulations Title 49. A hazardous material incident is an occurrence where a hazardous material is released into the environment or its container is damaged to the extent that the contents can be expected to be released with a resulting potential to cause injury to people or harm to the environment.
2. For the purpose of this guide, a hazardous material is defined as any substance or materials in a quantity or form which may be harmful or injurious to human health and the environment. Hazardous materials can be broken down to the following categories:
  - a. Flammable Liquids
  - b. Flammable Gases
  - c. Cryogenics
  - d. Pesticides/Herbicides
  - e. Poisons
  - f. Oxidizers
  - g. Acids
  - h. Corrosives
  - i. Explosives
  - j. Radioactive Material
  - k. Water Reactive
  - l. Etiological Agent
  - m. Flammable Solids
  - n. Combustible Liquids

WEST PLAINS REGIONAL  
HAZARDOUS MATERIALS EMERGENCY RESPONSE TEAM  
**STANDARD OPERATING GUIDELINES**

Revised September 03

# PHILOSOPHY

## PHILOSOPHY

This plan provides a basic philosophy and strategic plan for hazardous materials situations.

Hazardous materials incidents encompass a wide variety of potential situations including fires, spills, transportation accidents, uncontrolled chemical reactions, explosions and similar events. Hazards involved may include toxicity, flammable, radiological, corrosives, explosives, health and combination of factors. This plan provides a general framework for

handling a hazardous materials incident, but does not address the specific tactics or control measures for particular incidents.

Every field incident presents the potential for exposure to hazardous materials and the products of combustion of any ordinary fire may present severe hazards to personnel safety.

This procedure is specifically applicable to known hazardous materials incidents, but it does not reduce the need for appropriate safety precautions at every incident. The use of proper personal protective equipment whenever appropriate and the utilization of all Standard Operating Guidelines on a continuing basis is the starting point for this plan.

WEST PLAINS REGIONAL  
HAZARDOUS MATERIALS EMERGENCY RESPONSE TEAM  
**STANDARD OPERATING GUIDELINES**

Revised September 03

# GENERAL POLICY

## GENERAL POLICY

All decisions and actions are based on the various properties (physical; i.e., gas, liquid, solid, vapor or chemical, i.e.; flammable, toxic, radioactive, etc.) of the materials involved. The following are basic guidelines for hazardous material incidents. The nature of the materials involved will determine more specific procedures.

1. Take all prudent and feasible steps to safeguard human life. Protect property as is feasible.
2. Implement measures to contain and/or prevent the spread of hazardous materials.
3. There are several choices in handling spills or leaks:
  - a. Containment
  - b. Absorption
  - c. Neutralization
  - d. Segregation
  - e. Plug-patch
  - f. Over-pack
  - g. Adsorption
  - h. Dilution
  - i. Booms/Pads
  - j. Dike/Dam
  - k. Solidify
  - l. Disperse

Generally, hazardous materials should not be washed down sewers or storm drains. Washing down could compound the problem.

4. Presence and quantity of these materials **MAY** warrant a “non-attack posture.” “Non-attack posture” needs to be defined. Class A poisons may also need to be in this group:
  - a. Explosives A and B
  - b. Oxidizers
  - c. Organic Peroxides
  - d. Water Reactive
  - e. Radioactive



## SAFETY

1. All operations up to and including the evacuation process and/or sheltering in place must be accomplished with the idea of overall safety as the key requirement.
  - a. Personal safety
  - b. Civilian safety
  - c. Environment protection
2. On-scene personnel are required to wear appropriate protective equipment in relation to their task. Level of protective equipment is to be determined by the Command Post. Level A through C protection shall be based on material hazards and work tasks.

<b>LEVEL A</b>	Fully encapsulated gas-tight suits with SCBA.
<b>LEVEL B</b>	Full protective coverall, and/or full encapsulating suit, with elastic ankles, wrist and hood, clothing with appropriate taped inner and outer gloves and boots, SCBA.
<b>LEVEL C</b>	Full protective equipment, turnout equipment and proper respiratory equipment.

3. Incident commanders, firefighters and EMS personnel should be constantly alert for symptoms of chemical poisoning and any actions or reactions that could threaten the lives of firefighters and other involved personnel.
  - a. For safety purposes, back apparatus into incident.
  - b. Keep perimeter control.
  - c. Don't walk through, kneel in, or touch material.
  - d. Avoid breathing any gases, fumes or smoke.
  - e. Do not assume because gases or fumes are odorless/colorless that they are harmless.
  
4. Under no circumstances are hazardous materials to be stored at Fire Department facility or carried away on any (WEST PLAINS REGIONAL) Hazardous Materials Emergency Response Team Department vehicle, from a hazardous materials response.



## INCIDENT LEVELS

### LEVEL 1

This is a minor incident *within the operational capabilities of the first responders*. A level 1 incident is defined as a small scale release of a **KNOWN** hazardous material. At a minimum, a hot zone and an informal Command Post will be established at a designated Level 1 incident which will be handled by first due companies.

### LEVEL 2

A Level 2 incident is a major incident that poses many additional problems to the first responders and will likely require the assistance of other city and/or county agencies.

Level 2 incident is defined as the release of a large volume of a known hazardous material, the release of any quantity of a known solid or liquid toxic material in a critical public area, or the release of any quantity of an unknown solid, liquid, or gaseous toxic material. A Level 2 incident requires the establishment of a formal command post and the designation of a staging area. Incident zones (hot-warm-cold) will be established and maintained. Localized evacuation, or sheltering in place, may be required. State and Federal Agencies may need to be notified.

### LEVEL 3

A Level 3 incident will be considered a local disaster. The hazardous material incident is of such proportion that it is beyond the capabilities of local resources to successfully resolve the incident. This Level of the incident may last for several days and require large scale evacuation. Agencies required at this type of location could include product manufacturers, Red Cross, State Emergency Management Agency, Federal Emergency Management Agency, Missouri Civil Defense, Missouri National Guard, Missouri Department of Natural Resources, Metropolitan Sewer District, etc.

<p>WEST PLAINS REGIONAL HAZARDOUS MATERIALS EMERGENCY RESPONSE TEAM <b>STANDARD OPERATING GUIDELINES</b> Revised SEPTEMBER 03</p>	<h1>EXCLUSION ZONES</h1>
---	------------------------------

## EXCLUSION ZONES

- HOT ZONE:** The area of maximum hazard. Area is restricted to essential personnel wearing proper personal protective equipment and having an assigned specific activity.
- WARM ZONE:** Surrounds the hot zone and is also a restricted area. The level of personal protection required is less than that of the hot zone. No unauthorized personnel are allowed in either the hot or warm zones. Entrance is restricted to one location transition area between contaminated and non-contaminated zone.
- COLD ZONE:** The unrestricted area beyond the outer perimeter of the warm zone. Non-contaminated area.

<p>WEST PLAINS REGIONAL HAZARDOUS MATERIALS EMERGENCY RESPONSE TEAM <b>STANDARD OPERATING GUIDELINES</b> REVISED SEPTEMBER 03</p>	<h1>TACTICAL PLANS</h1>
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## TACTICAL PLANS

### FIRST ARRIVING UNIT

The first arriving officer will establish Command and begin a size-up. ***THE FIRST UNIT MUST CONCIIOUSLY AVOID COMMITTING ITSELF TO A DANGEROUS SITUATION.*** When approaching, slow down or stop to assess any visible activity taking place. Evaluate effects of wind, topography and location of the situation.

Command will advise **ALL OTHER UNITS** to stage until instructed to take specific action. Units must stage in a safe location, taking into account wind, spill flow, explosion potential and similar factors in any situation.

## **SIZE-UP**

Command must make a careful size-up before deciding on a commitment. It may be necessary to take immediate action to make a rescue or evacuate an area, but this should be done with an awareness of the risk to Fire Department Personnel, and taking advantage of available protective equipment.

The objective of the size-up is to identify the nature and severity of the immediate problem and gather sufficient information to formulate a valid action plan. **HAZARDOUS MATERIALS INCIDENT REQUIRES A MORE CAUTIOUSL AND DELIBERATE SIZE-UP THAN MOST FIRE SITUATIONS.**

Avoid premature commitment of companies and personnel to potentially hazardous locations. Proceed with caution in evaluating risks before formulating a plan and keep uncommitted companies at a safe distance.

Identity of hazardous areas are based on potential danger, taking into account materials involved, time of day, wind and weather conditions, location of the incident and degree of risks to unprotected personnel. Take immediate action to evacuate shelter in place and/or rescue persons in critical danger if possible, providing safety of rescuers.

<p>WEST PLAINS REGIONAL HAZARDOUS MATERIALS EMERGENCY RESPONSE TEAM <b>STANDARD OPERATING GUIDELINES</b> REVISED SEPTEMBER 03</p>	<b>TACTICAL PLANS</b>
---	-----------------------

*TACTICAL PLNAS CONTINUED FROM PREVIOUS PAGE*

The major problem in most cases is to identify the type of materials involved in a situation, and the hazards presented, before formulating a plan of action. Look for labels, markings, placards and shipping papers, refer to pre-fire plans, and ask personnel at the scene (plant management, responsible party, truck drivers, fir department specialist). Utilize reference materials carried on apparatus and make contact other sources for assistance in sizing up the problem (Chemtrec, other agencies, fire department specialist, manufacturers of materials, etc.)

## ACTION PLAN

Based on the initial size-up and any information available, Command will have to formulate an action plan to deal with the situation.

Most hazardous materials are intended to be maintained in a safe condition for handling and use through confinement in a container or protective system. The emergency is usually related to the material escaping from the protective container or system and creating a hazard on the exterior. The action plan should include a method to get the hazardous material back into a safe container, neutralize it, or allow it to dissipate safely.

The specific action plan must identify the method of hazard control and identify the resources available and/or required to accomplish this goal. It may be necessary to select one method over another due to the availability of a particular resource or to adopt a “holding action” to wait for needed equipment or supplies.

### THE ACTION PLAN MUST PROVIDE FOR:

1. Safety of firefighters and HMERT personnel.
2. Safety of citizens.
3. Evacuation of endangered area, if necessary.
4. Control of situation.
5. Stabilization of hazardous materials, and/or
6. Re-mediation of hazardous material.



*TACTICAL PLANS CONTINUED FROM PREVIOUS PAGE*

Avoid committing personnel and equipment prematurely or “experimenting” with techniques and tactics. Many times it is necessary to evacuate and wait for special equipment or expert help.

**NOTE:** When toxic or irritant vapors are being carried downwind, it may be most effective to inform citizens to stay indoors with windows and doors closed to prevent contact with the material instead of evacuating area.

In all cases, the responsibility for safety of **ALL** potentially endangered citizens rest with Command.

## USE OF NON-FIRE DEPARTMENT PERSONNEL

In some cases, it may be advantageous to use non-fire department personnel to evaluate hazards and perform certain functions for which they would have particular experience or ability.

When such personnel are outfitted with SCBA and appropriate PPE, etc., they should be aware of the functions, limitations and safety precautions necessary in their use and have the proper health and safety training. Fire Department personnel with the necessary protective equipment should closely monitor and/or accompany such personnel for safety.



## TACTICAL PLANS – SPECIAL CONSIDERATIONS

### GENERAL FACTORS TO CONSIDER

Due to the wide variety of situations Fire Department personnel may encounter in dealing with hazardous materials, these considerations will not attempt to provide specific guidelines on any one individual chemical or situation and are not listed in any priority.

It is imperative that the first arriving fire department unit determine what hazardous material(s) are involved, and how much, prior to taking action to stabilize the incident.

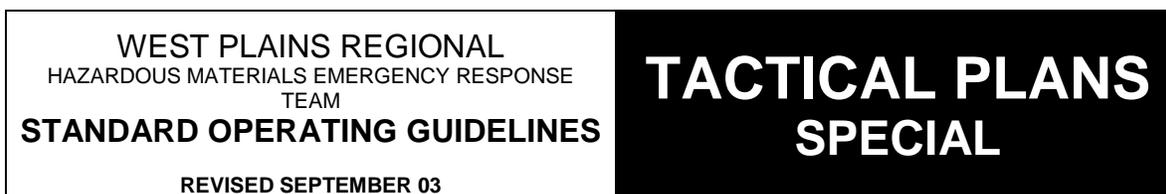
Entering the scene to make positive identification may be a considerable risk. The danger of explosions, leaking gas and exposure may be great.

Action taken prior to determining the product involved may be totally wrong and may severely compound the problem.

Transportation emergencies are often more difficult than those at fixed locations. The materials involved may be unknown, warning signs may not be visible, or obscured by smoke and debris, the driver may be killed or missing. Some quantities of D.O.T. hazardous materials do not require a placard and there may be combinations of products involved with only a “dangerous” placard showing. Sometimes only the most evident hazard is identified, while additional hazards are not labeled.

The following items may be significant to consider at any Hazardous Materials Incident (Not all will be significant at any particular incident).

1. Use appropriate instruments to determine extent and type of hazard.
2. **COOLING CONTAINERS**
  - a. Use adequate water supply – (if not water reactive materials)
  - b. Apply heavy streams to vapor space.
  - c. Use unmanned streams.
  - d. Use natural barriers to protect personnel.



*TACTICAL PLANS – SPECIAL CONSIDERATIONS CONTINUED FROM PREVIOUS PAGE*

3. **REMOVE UNINVOLVED MATERIALS** (after spill or leak is contained)
  - a. Move individual containers.
  - b. Move tank cars away from flame.
  - c. Cool containers before moving.
4. **STOP THE LEAK**
  - a. Close valves.
  - b. Place plug in opening.
  - c. Place container in upright position.
  - d. Use water spray to approach leak.
  - e. Use over-pack container.
5. **APPLY DILUTING SPRAY OR NEUTRALIZING AGENT**
  - a. To dilute water-soluble liquids.
  - b. To neutralize corrosives to reduce danger.
  - c. Use spray streams to dilute vapor.
  - d. Use water with caution on some materials.
6. **CONSTRUCTION DAMS, DIKES OR CHANNELS**
  - a. To direct running liquid away from exposures.
  - b. To control run-off from most materials.
  - c. Use sand or dirt.
  - d. Use absorbent boom, socks or pillows.

## 7. REMOVE IGNITION SOURCES

- a. Start down wind.
- b. Eliminate all sources of heat, spark, or friction.

## 8. CALL FOR ADDITIONAL RESOURCES

When their need is anticipated, The actions taken by Command in the first few minutes of an incident affects the outcome more than any other single action.



*TACTICAL PLANS – SPECIAL CONSIDERATIONS CONTINUED FROM PREVIOUS PAGE*

Dispatch may have a Reference List of personnel and organizations which may be helpful during a hazardous materials emergency. (see important numbers list, last page)

*These include:*

1. Fire Department personnel with particular experience or knowledge.
2. Commercial Chemical experts with experience in handling and disposing of most common chemicals.
3. Pesticide consultants and disposal teams with equipment to clean up agricultural chemical spills.
4. Personnel from State and Federal Regulatory Agencies. Their personnel should be contacted for incidents involving transportation of hazardous materials.
5. Railroad information numbers.
6. Tank truck companies with off-loading capabilities (in case carrier involved in incident has none).
7. Radioactivity and Military Weapons emergency contacts.
8. County EOC and Health Department personnel.
9. Authorities in charge of landfills and dumps where hazardous materials may be disposed.

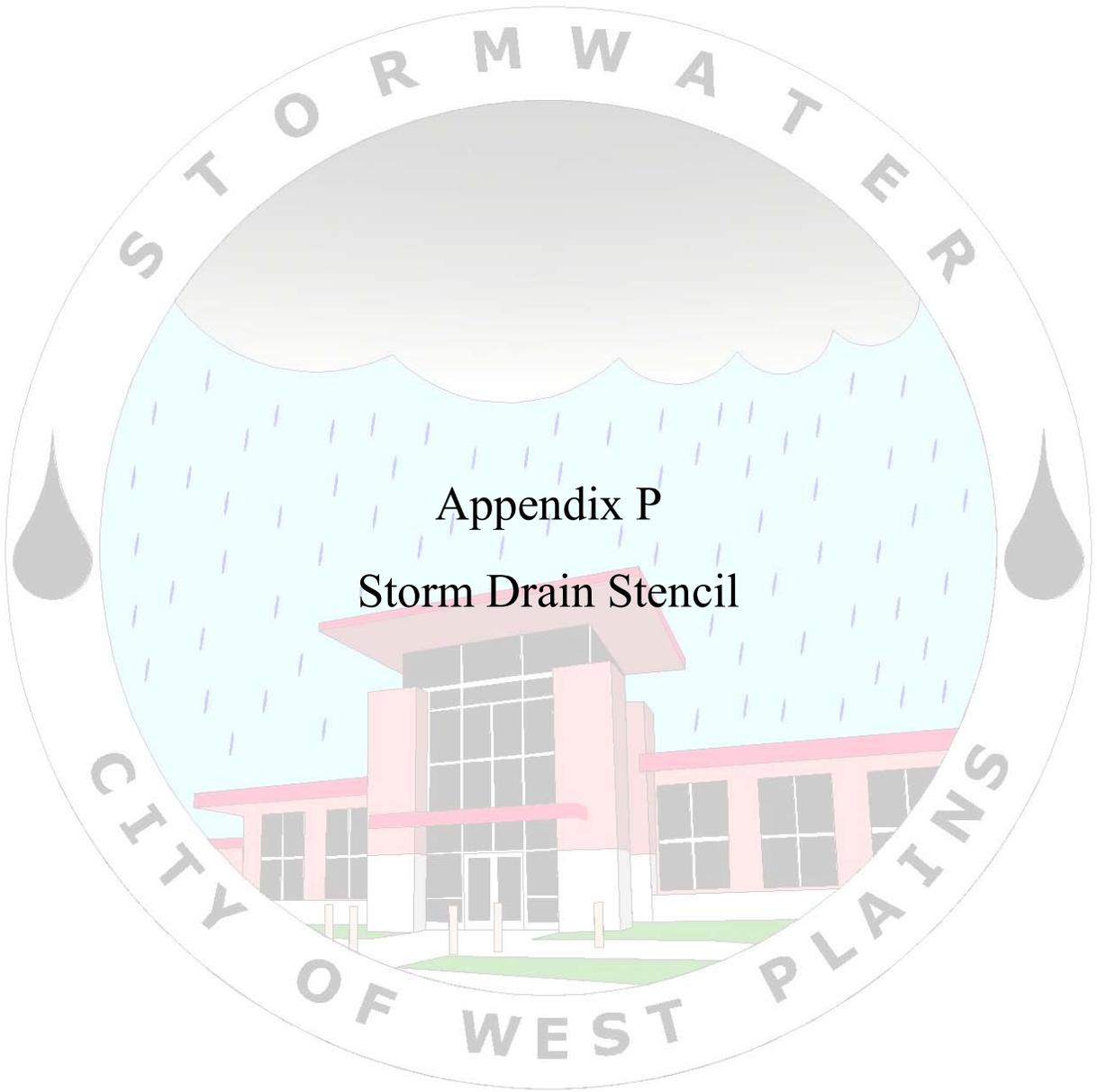


Appendix O  
Waste Table

Table 3

		Recommended Storage	Preferred disposal	Hazardous Waste
<b>General plant wastes</b>	Used parts: clean metal scrap Used oily parts, contaminated Metal shavings Used rags Soiled cleanup absorbent Coolant from air conditioner or refrigeration equipment	Bin (covered or indoors) Drum Bin (covered or indoors) Rags bin with lid Drum Recycling machine	Scrap collector Hazardous waste hauler Scrap collector Rag laundry Hazardous waste hauler Reuse in-house (HVAC service(company))	No Yes No Possibly Yes No
<b>Liquid waste</b>	Paints* Waste lubricating oil Solvents, thinners, and miscellaneous fluids*	Original container, with lid Drum (segregate) Tank (“hot” waste) (segregate different fluids to make recycling possible)	Hazardous waste hauler Oil recycler Solvent recycler (where possible) or waste hauler	Possibly Special** Possibly
<b>Liquid containers</b>	Empty drums Empty cans, bottles, aerosol cans, etc	Indoors or under cover Drum	Drum reconditioner Municipal trash or hazardous waste hauler	Possibly
<b>Vehicle waste</b>	Waste motor oil, Brake fluid, gear oil, hydraulic fluids, etc* Antifreeze Batteries Tires Oil filters	Drum (segregate) Bottle or tank (“hot” waste) Tank (segregate) Open rack Covered or indoors Drum (drain first)	Oil recycler Hazardous waste hauler Recycler Battery supplier Tire hauler Oil recycler	Special** Yes Special** Special** No Special*

\*Unused pure product may sometimes be returned to the vendor rather than disposed as waste. \*\* Recycle under special hazardous materials restrictions



Appendix P  
Storm Drain Stencil

Table 1

**DUMP NO WASTE**



**DRAINS TO STREAM**



Appendix Q  
Stormwater Pollution Prevention Team

Table 4

## Stormwater Pollution Prevention Team

### Contact Information

### SWPPT Responsibilities

Airport Manager

Jack Bowman

(417) 256-1530

[wpairport@centurytel.net](mailto:wpairport@centurytel.net)

Designated environmental contact.

City Administrator/Engineer

Royce Fugate P.E.

(417) 256-7170

[fugatr@townsq.com](mailto:fugatr@townsq.com)

Owner/Operator

West Plains Fire Department

Fire Chief

Tim Bean

(417) 256-2424

Spill Prevention and Control

Stormwater Coordinator

Trent Courtney

(417) 256-7170

[rightofway@westplains.net](mailto:rightofway@westplains.net)

SWPPP Preparer and Updater

Stormwater Technician

Michael McMahon

(417) 256-7170

[stormwater@westplains.net](mailto:stormwater@westplains.net)

Assist with monthly inspections



Appendix R  
Airport Rules and Regulations

BILL NO. 4052

ORDINANCE NO \_\_\_\_\_

AN ORDINANCE ADOPTING STANDARD REQUIREMENTS FOR AERONAUTICAL SERVICES AND RULES AND REGULATIONS FOR THE WEST PLAINS MUNICIPAL AIRPORT.

WHEREAS, the City Council of the City of West Plains, Missouri deems it wise and necessary to adopt certain standard requirements for aeronautical services and rules and regulations for the West Plains Airport.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST PLAINS, MISSOURI AS FOLLOWS:

Section 1: There is hereby adopted Minimum Standard Requirements for Aeronautical Services (Exhibit A) and West Plains Airport Rules and Regulations (Exhibit B).

Section 2: That this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED THIS 22nd DAY OF JANUARY 2008.

CITY OF WEST PLAINS, MISSOURI

\_\_\_\_\_  
MAYOR JOE PAUL (J.P.) EVANS

ATTEST:

\_\_\_\_\_  
CITY CLERK CONNIE SHELTON

# MINIMUM STANDARD REQUIREMENTS FOR AERONAUTICAL SERVICES

WEST PLAINS MUNICIPAL AIRPORT

WEST PLAINS, MISSOURI

Adopted December 17, 2007

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## **SECTION I                      PREAMBLE AND POLICY**

The City of West Plains, being the owner and in a position of responsibility for the administration of the West Plains Municipal Airport (Airport), does hereby establish the following Policy for the Minimum Standards:

The Minimum Standards are intended to be the threshold entry requirements for those wishing to provide aeronautical services to the public and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition. These Minimum Standards were developed taking into consideration the aviation role of the West Plains Municipal Airport, facilities that currently exist at the Airport, services being offered at the Airport, the future development planned for the Airport, and to promote fair competition at West Plains Municipal Airport. The uniform application of these Minimum Standards, containing the minimum levels of service that must be offered by the prospective service provider, relates primarily to the public interest and discourages substandard entrepreneurs, thereby protecting both the established aeronautical activity and the West Plains Municipal Airport patrons.

## **SECTION II                      DEFINITIONS**

ABANDONED VEHICLE Any vehicle, which has remained stationary on the Airport in excess of 72 hours and is in a condition that would render the vehicle unusable, including expired license plates, missing or flat tire, or broken window.

ACCIDENT Any collision between a vehicle and another vehicle, person, or object, which results in property damage, personal injury, or death.

AERONAUTICAL ACTIVITY means any activity conducted at airports which involves, make possible or is required for the operation of aircraft, or which contributed to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts and aircraft storage.

AERONAUTICAL SERVICES means 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 the airport by a person who has a lease from the airport owner to provide such service.

AGGREGATE The maximum limit of coverage available under a liability policy during a specified period of time, usually one policy year or the policy period, regardless of the

number of separate accidents that may occur or the number of claims that may be made.

AGREEMENT The written agreement between the airport owner and a person specifying the terms and conditions under which the person may conduct commercial aviation activities.

AIRCRAFT FUEL All flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating internal combustion, jet, or turbine engine, which meet the standards of ASTM D910-Latest (AVGAS) and D1 655-Latest (JETA). Any other consumable substance, assembly, or apparatus, installed in the aircraft for the purpose of providing fuel to the power plant for the purpose of propulsion.

AIRCRAFT RENTAL The commercial operation of renting or leasing aircraft to the public for compensation.

AIRFRAME AND POWER PLANT MAINTENANCE The commercial operation of providing airframe and power plant services, which includes any of the following: the repair, maintenance, inspection, 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. Sometimes listed as a Maintenance Repair Organization (MRO).

AIRPORT means the West Plains Municipal Airport and all of the property, buildings, facilities and improvements within the exterior boundaries of such airport as it now exists on the Airport Layout Plan or as it may hereinafter be extended, enlarged or modified.

AIRPORT LAYOUT PLAN The plan of an airport showing the layout of existing and proposed airport facilities, which has been approved by the FAA.

AIRPORT OWNER The City of West Plains and designees who are responsible for the operations, maintenance, and business functions of the airport.

AIRSIDE The part of the airport where aircraft operations occur. The area of the airport used for aircraft landing, takeoff, or surface maneuvering, including the hangars, and navigation and communication facilities.

APRON OR RAMP Those areas of the Airport within the airport operations area designated for the loading, unloading, servicing, or parking of aircraft.

AVIONICS SALES AND MAINTENANCE The commercial operation of providing for the repair and maintenance of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.

BUILDER The proprietor and his or her representatives and contractors employed to develop, improve, excavate, build, or otherwise modify a building or site on airport property. See site development standards.

BUILDING Includes the main portion of each structure and all projections or extensions, and any additions or changes thereto, and shall include garages, outside platforms and docks, carports, canopies, eaves and porches.

CITY means the City of West Plains.

COMBINED SINGLE LIMIT A single dollar limit of liability applying to the total of damages for bodily injury and property damaged, combined, resulting from one accident or occurrence, with sub-limits for bodily injury.

COMMERCIAL ACTIVITY The conduct of any aspect of a business, concession, operation, or agency in order to provide goods or services to any person for compensation, for-profit or hire. An activity is not considered a commercial activity if the business is nonprofit, charitable, or tax-exempt according to the laws of the State of Missouri.

COMMERCIAL OPERATOR An individual or company performing an aeronautical service for compensation.

COMMERCIAL VEHICLE Any vehicle other than a private passenger vehicle.

EPA The U.S. Environmental Protection Agency.

EQUIPMENT All machinery, together with the necessary supplies for the upkeep and maintenance, and all tools and apparatus necessary to the proper construction and completion of the work.

EXEMPT FLIGHT INSTRUCTOR An exempt flight instructor provides less than 20 hours per year of flight instruction at the airport.

EXCLUSIVE RIGHT A power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right.

FAA means the Federal Aviation Administration.

FAR means Federal Aviation Regulation normally referring to 14 CFR.

FIXED BASE OPERATOR (FBO) means any aviation business duly licensed and authorized by written agreement with the airport owner to provide aeronautical activities at the Airport under strict compliance with such agreement and pursuant to these Regulations and Standards.

FLIGHT INSTRUCTOR A person who is properly licensed and certified by the FAA to provide flight and ground instruction.

FLIGHT TRAINING The commercial operation of instructing pilots in dual and solo flights in any aircraft, and related ground school instruction as necessary to complete a FAA written examination and flight check ride for various categories of a pilot certificate or rating.

FLOOR SPACE Within a building, the area of usable or net space available of operational purposes.

FLYING CLUB means a non-commercial organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques.

FUEL Refers to fuel used in aircraft normally consisting of aviation grades of gasoline and jet fuel or automotive gas used in aircraft or as defined in an operator's lease agreement.

FUEL HANDLING OR FUELING The transportation, sale, delivery, dispensing, or draining of fuel or fuel waste products to or from aircraft.

FUELING OPERATIONS mean the dispensing of aviation fuel into aircraft.

FUEL STORAGE AREA any portion of the Airport designated temporarily or permanently by the Airport owner as an area in which aircraft fuel or any other type of fuel may be stored or loaded.

GENERAL SERVICE means any business or service activity associated with, supporting, or complementary to any aeronautical activity.

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 Missouri, or any political subdivision thereof, and the presence of which requires investigation, removal and/or remediation.

IMPROVEMENTS All buildings, structures and facilities including pavement, fencing, signs and landscaping constructed, installed or placed on, under or above any franchised or leased area by, or with the concurrence of, a franchisee or lessee.

INDEPENDENT CONTRACTOR (IC) means any person not employed by an FBO who is providing authorized aeronautical services for hire on the Airport.

LANDSIDE means all buildings and surfaces on the Airport used by surface vehicular and pedestrian traffic; or the part of the airport including but not exclusive to, automobile parking, terminal building area and other designated public areas where aircraft do not operate.

LARGE AIRCRAFT is an aircraft of more than 12,500 pounds maximum certified takeoff weight.

LEASE (pertaining to the lease of aircraft by an aeronautical activity) means a long-term written agreement established on a minimum basis of six (6) months wherein the lessee shall have full control over the scheduling and use of aircraft and the aircraft is insured as required by these Minimum Standards for the use of the aircraft by Lessee (also referred to as aircraft lease-back).

MANAGER The Airport Manager or a designee of the owner who enforces rules and regulations and takes care of the daily business of the airport.

MINIMUM STANDARDS means the standards established by the airport owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the Airport.

MOVEMENT AREA The runways, taxiways and other areas of an airport which are utilized for taxiing, air taxiing, takeoff and landing of aircraft

MSP MOBILE SERVICE PROVIDER A person or entity who provides commercial aeronautical services on airport property but does not operate out of owned or leased property on the airport.

NFPA means the National Fire Protection Association.

NOTAM means a Notice to Airmen published by the FAA.

OCCASIONAL FLIGHT INSTRUCTION Flight instruction given by an exempt flight instructor for the purpose of training pilots in an aircraft owned by the trainee.

OCCURRENCE An accident, sickness or other event that results in an insured loss.

OWNER means any person or group providing any one or a combination of aeronautical services to or for aviation users at the Airport.

PERMIT Administrative approval issued by the airport administrator to a Person to conduct a commercial aeronautical activity, and provide such services to base and transient aircraft only from facilities and locations where such services are authorized.

PERSON means an individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity.

PREVENTATIVE MAINTENANCE Simple or minor aircraft preservation operations and the replacement of small standard parts not involving complex assembly operations in accordance with 14CFR Part 43.

PRIVATE VEHICLE A vehicle transporting persons or property for which no charge is paid directly or indirectly by the passenger or by any other entity.

PROPRIETOR Any person or group providing any one or a combination of aeronautical services on the airport.

PUBLIC FACILITY Those areas of the Airport provided for public use (e.g., Terminal), but not including areas used by private businesses.

PUBLIC PARKING FACILITIES All vehicle parking provided for the public at the Airport.

RAMP See Apron

RAMP PRIVILEGE means the driving of a vehicle upon an aircraft-parking ramp of the airport to deliver persons, cargo or equipment to an aircraft as a matter of convenience or necessity. See Airport Rules and Regulations for requirements and procedures.

REPAIR STATION A Federal Aviation Administration approved facility utilized for the repair of aircraft, which may include airframe, power plant, propellers, radios, instruments and accessories.

RESTRICTED AREA Any area of the Airport posted to prohibit entry or limit entry or access to specific authorized persons.

SPECIALIZED AVIATION SERVICE OPERATION (SASO) An aeronautical business that offers a single or limited service. Examples of a SASO include, but are not limited to: scheduled commuter air service, air ambulance, flight training, aircraft sales, avionics sales and maintenance, aircraft storage, propeller and/or

aircraft accessory repair and sales, aircraft upholstery, aircraft painting, banner towing, and skydiving.

SCHEDULED OPERATIONS All regularly scheduled operations of aircraft by a duly certified air carrier certified under 14CFR Part 121, 125, or 135, holding an agreement

with the airport owner for the purpose of transporting passengers, mail and freight whose operation is either intra or interstate.

SELF-FUELING Fueling an aircraft from pumps or other devices that contain fuel owned by the aircraft owner or operator.

SELF-FUELING OPERATOR means a person who dispenses aviation fuel to aircraft owned by such person, or leased from others and operated by such person. See Airport Rules and Regulations for requirement and procedure.

SELF-SERVICE FUELING Fueling an aircraft by the pilot, owner, or operator of the aircraft using devices installed for that purpose. The fueling facility may or may not be attended by the owner/operator of the fueling facility.

SHALL The words “shall”, “must” or “will” are always mandatory.

SMALL AIRCRAFT is an aircraft of 12,500 pounds or less maximum certified take-off weight.

SPECIAL PURPOSE ORGANIZATION (SPO) means any non-commercial organization, other than a flying club, which is organized and operates with the specific purpose of supporting, promoting, or preserving some aspect of aviation.

SUBLEASE The written agreement stating the terms and conditions under which a third-party leases space from a proprietor for the purpose of providing aeronautical services at the airport.

SUBLEASE A lease granted by a franchisee to another entity of all or part of the franchised or leased property.

TEMPORARY INDEPENDENT CONTRACTOR (TIC) means any person not employed by an FBO performing authorized aeronautical services for hire on the Airport which: (a) is engaged by an FBO or aircraft owner to perform a specific purpose, (b) operates on the Airport to perform such service for thirty (30) consecutive calendar days or less, (c) performs such service in or on premises leased by the FBO or aircraft owner (excluding flight instruction), and (d) does not regularly perform aeronautical services for hire on the Airport. For purposes of this definition, a person is deemed to regularly provide aeronautical services for hire on the Airport if, for compensation, they provide aeronautical services on

the Airport on thirty-one (31) or more consecutive or non-consecutive days in a calendar year.

TENANT Any entity entering into a contractual relationship with the airport owner for space to conduct its business or a sub-lessee who has written approval of the Authority.

TERMINAL The passenger terminal facility, the designated vehicle parking facilities and all roadways associated therewith.

THROUGH THE FENCE OPERATOR A person or entity adjacent to the airport, who provides any commercial aeronautical services off the airport property and has direct access to airport airside facilities from that property.

TIE-DOWN AREA A paved area suitable for parking and mooring of aircraft wherein suitable tie-down points have been located.

TRANSIENT AIRCRAFT An aircraft not using the Airport as its permanent base of operations.

UNICOM means a non-governmental communication facility, which provides airport advisory information.

### **SECTION III                      MINIMUM STANDARDS FOR ALL FBOs**

The following shall apply to all prospective aeronautical service providers wishing to become FBOs at the West Plains Municipal Airport.

Leases 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.

A person shall have such business background and shall have demonstrated business capability to the satisfaction of the City.

Any prospective FBO seeking to conduct aeronautical activity at the airport shall demonstrate that they have adequate resources to realize the business objectives agreed to by the City of West Plains and the applicant.

Prospective FBOs desiring to establish new facilities shall lease from the City an area suitable in size for the intended aeronautical activity on which shall be erected one or more building(s) meeting all building code requirements, all City and Airport building standards, and all other applicable City codes and ordinances. The City expects to lease enough land to allow for

adequate covered aircraft storage, offices, and a customer lobby and rest rooms which shall be properly heated and lighted and include public telephones. The FBO shall also provide, on the leased area, paved parking for the FBO's customers and employees. The City is under no obligation to construct and provide aircraft aprons or connecting taxiways to fulfill minimum requirements or operational needs of a prospective FBO facility. Any construction of apron or taxiways by the FBO shall meet applicable standards for the largest aircraft type anticipated to use the FBO facilities.

Any FBO leasing or subleasing space in existing facilities shall maintain and office separate from aircraft storage hangars, normally with a minimum of 150 square feet. Additionally, the FBO shall provide a minimum of 300 square feet as a customer lounge with rest rooms, which shall be properly heated and lighted and provide public telephone facilities for customer use. Customer lounge requirements may be met in combination between lessee and sublessee.

As part of the application process, the prospective FBO shall define the intended normal business hours, typically a minimum of eight (8) hours a day, five (5) days a week, and have trained personnel on duty in such numbers as required to meet, in an efficient manner, the Minimum Standards for services specified. The FBO shall normally have a responsible person present during these hours with the authorization and access authorizations, FBOs using Independent Contractors (ICs) as a means of satisfying customer requests will provide, to the Airport, a list of all associated ICs. This listing will be updated within three (3) working days whenever changes occur. Personnel and phone numbers for after hours contact will also be identified and a record maintained on file with the airport manager.

All prospective FBOs shall demonstrate to the City satisfactory evidence of insurance coverage for each particular type of operation as listed in Appendix I. Such policies of insurance shall be maintained in full force and effect during all terms of existing leases, agreements or business licenses or renewals or extensions. Such policies shall not be for less than the amounts specified in each lease; however, in all cases, amounts of policies must meet the requirements of applicable governmental agencies and be approved by the City of West Plains. FBOs are encouraged to assist associated Independent contractors in obtaining liability insurance either under the FBO policy or through independent coverage.

To help ensure availability of a wide range of aviation services, FBOs are encouraged to establish associations with Independent Contractors providing services beyond the scope of the FBO (see definition of Independent Contractor and Temporary Independent Contractor). FBOs establishing such associations must provide the Airport with name, complete address and contact information for each IC and TIC within three (3) business days. FBOs shall be responsible for ensuring TICs have appropriate insurance coverage

for services offered, and that ICs and TICs pay any applicable permit fee established by the City.

Each FBO shall mount a permanent sign on the outside of its facility identifying its business to the general public. Such signage shall conform to City codes and ordinances. Additionally, each FBO is expected, but not required, to actively promote its own business and the airport facilities through print and/or promotional media.

## **SECTION IV**

## **APPLICATION AND QUALIFICATIONS FOR FBOs**

Demonstrate of intent to conduct a business operation at the Airport shall be by application to the City of West Plains. The written application shall be in the form of a proposed business plan setting forth information required by Appendix II. City may waive any parts of the outline it deems unnecessary for the circumstances or may request additional information it deems necessary to properly evaluate any proposal.

2. All applications will be reviewed and acted upon by the City of West Plains as soon as possible after receipt of the application. While it is the City's intent to encourage and create a positive environment for business, 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 the Airport.
- c) The granting of the application will require the unreasonable expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operations will result in a financial loss to the City of West Plains.
- 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 unduly interfere 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 Rules and Regulations of any Airport, Civil Air Regulations, Federal Aviation Regulations, or any other Rules and Regulations applicable to this or any other airport.
- 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 West Plains 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 West Plains to provide and maintain the business to which the application relates and to promptly pay amounts due under the FBO lease.
- k) The applicant has committed any crime, or violated any local ordinance rule or regulations, which adversely reflects on its ability to conduct the FBO operations applied for.
- l) Any other good cause as determined by the City.

## **SECTION V AIRCRAFT FUEL SERVICE AND SELF-FUELING**

### STATEMENT OF CONCEPT

An aircraft fuel service FBO provides into plane fueling of aviation fuels, lubricants and other services supporting operations of transient or based aircraft using the Airport.

### MINIMUM STANDARDS

1. Except as otherwise provided in any agreement between the FBO and the City of West Plains, any aircraft fuel service FBO conducting aviation fuel service to the public on the West Plains Municipal Airport shall be required to:

- a) Provide at least the following grades of aviation fuel:
  - i) Jet-A
  - ii) 100LL or future equivalent replacement

Lease sufficient land and construct a fixed fuel storage and dispensing system, which shall contain required safety fixtures, and filtration systems to ensure fuel quality, unless the Airport provides such facilities. The system shall be required to have adequate storage for each type of fuel the FBO is required or desires to provide. The storage and handling of fuel shall be in conformance with all federal, state, and local requirements and regulations. All fuel users shall be required to consolidate storage in a fuel tank farm area or areas to be designated by the Airport.

Ensure all personnel authorized to dispense aircraft fuels, accept fuel shipments, or conduct aircraft ground handling and services are properly trained in associated safety procedures and conform to the best practices of such operations.

Develop and maintain Standard Operating Procedures (SOP) for all fueling and ground handling operations. At a minimum, this SOP shall contain a training plan, fuel quality assurance and record-keeping procedures, control of access to storage facilities and trucks, and emergency procedures for spills and fires. This SOP shall be made available to Airport management immediately upon request.

Ensure an adequate inventory of generally accepted grades of aviation engine oil and lubricants.

Ensure availability and properly functioning equipment for towing aircraft and tie-down, inflating aircraft tires, washing aircraft windscreens, and recharging aircraft batteries.

Ensure the lawful and sanitary handling and timely disposal, away from the West Plains Municipal Airport, of all solid waste, regulated waste, and other materials including, but not limited to: used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels and other containers will not be permitted within the leased premises.

Provide a flight planning area with appropriate seating, work areas, communication facilities, directories and all items necessary for complete flight planning separate from other public areas.

Any company, individual, or organization wishing to self-fuel aircraft from a private tank in the consolidated fuel farm must establish a requirement for consumption of an average of 5,000 gallons per month for the type fuel used by their aircraft. Any company, individual, or organization wishing to install private fuel tanks will be limited by space available in the area designated by the Airport. If no space is available in the fuel farm, or if the Airport for any other reason denies the application, fuel may be contracted with the existing fuel service provider for intro-truck or intro-plane pricing and access. Any self-fueling company, individual, or organization shall ensure proper training and provide documentation, in accordance with Paragraphs 1.d) and 1.e) above, for all employees conducting fueling operations. No over-the-road fuel trucks will be allowed to dispense fuel on the Airport, except for transferring bulk fuel into established storage tanks. Any self-fueling company, individual, or organization shall pay to the Airport a fuel flowage fee as established by the City.

## **SECTION VI            AIRCRAFT SALES**

### STATEMENT OF CONCEPT

New Aircraft Sales: An aircraft sales FBO engages in the sale of new aircraft through franchises or licensed dealerships (if required by local, county or state authority) or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or used aircraft; and provides such repair, services, and parts as necessary to meet any guarantee or warranty on aircraft sold.

Used Aircraft Sales: Many companies engage in the purchasing and selling of used aircraft. This is accomplished through various methods including matching potential purchasers with an aircraft (brokering), assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. In many cases, these FBOs also provide such repair, services, and parts as necessary to support the operation of aircraft sold. Some of the requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique operational history.

### MINIMUM STANDARDS

The FBO shall provide necessary and satisfactory arrangements for repair and servicing of aircraft for at least the duration of any sales guarantee or warranty period. The FBO shall provide or identify suppliers of an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The FBO who is engaged in the business of selling new aircraft shall normally have a representative example of the product available.

## **SECTION VII            AIRCRAFT AIRFRAME, ENGINE AND ACCESSORY MAINTENANCE AND REPAIR**

### STATEMENT OF CONCEPT

An aircraft airframe, engine and accessory maintenance and repair FBO provides one (1) 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.

### MINIMUM STANDARDS

The FBO shall provide sufficient equipment, supplies, manuals and availability of parts as required for certification by the FAA

## **SECTION VIII AVIONICS, INSTRUMENTS OR PROPELLER REPAIR STATIONS**

### STATEMENT OF CONCEPT

An avionics, instrument, or propeller repair station FBO engages in the business of and provides a shop for the repair of aircraft avionics, propellers, instruments, and accessories for general aviation aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments and accessories.

### MINIMUM STANDARDS

The FBO shall hold the appropriate repair station certificates issues by FAA for the types of equipment the FBO plans to service and/or shall install, and shall provide copies of such certificates to the Airport Manager.

## **SECTION IX AIRCRAFT AND/OR ULTRALIGHT VEHICLE LEASE AND RENTAL**

### STATEMENT OF CONCEPT

An aircraft and/or ultralight vehicle lease or rental FBO engages in the rental or lease of aircraft and/or ultralight vehicles to the public.

### MINIMUM STANDARDS

**Aircraft:**

The FBO shall have available for rental, either owned or under written lease to FBO, a minimum of one (1) certified and currently airworthy aircraft, one (1) of which must be a four (4) – place aircraft, and one (1) of which must be equipped for and capable of flight under instrument weather conditions. FBOs renting sailplanes or rotorcraft must have a minimum of one (1) aircraft available for rent.

**Ultralight Vehicles:**

The FBO shall have available for rental, either owned or under written lease to the FBO, one approved two (2) – place ultralight vehicle.

## **SECTION X FLIGHT TRAINING**

### STATEMENT OF CONCEPT

A flight training FBO engages in instructing pilots in dual- and solo- flight training, in fixed and/or rotary wing aircraft, and provides such related ground and flight instruction as is necessary and preparatory to taking a written examination or flight check ride for the category or categories of pilot(s)' licenses and ratings involved.

### MINIMUM STANDARDS

The FBO shall have available for use in flight training, either owned or under written lease to the FBO, a minimum of three (3) fixed wing aircrafts (each with proper certificates); one (1) of which must be a four (4) – place aircraft, and one (1) of which must be equipped for and capable of use in instrument flight instruction, or one (1) two (2) – place aircraft for rotor wing or sailplane instruction.

## **SECTION XI COMMERCIAL SKYDIVING**

### STATEMENT OF CONCEPT

A Skydiving FBO engages in the transportation of person(s) for skydiving, instruction in skydiving, and rental and sales of skydiving equipment.

### MINIMUM STANDARDS

The FBO shall have available for skydiving, either owned or under written lease to the FBO, at least one (1) aircraft with proper certificate(s).

The FBO operation shall meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR 105, and related FAA Advisory

Circulars. The jump plane pilot must hold a FAA commercial pilot certificate and be appropriately rated for the aircraft being operated.

3. The skydiving FBO shall carry the same insurance coverage and limits as any other FBO on the airport.

4. Training drop zones must be owned or under lease to the FBO and be located a minimum of 1,500 feet from any runway.

## **SECTION XII AIRCRAFT CHARTER AND AIR TAXI**

### STATEMENT OF CONCEPT

An unscheduled or scheduled air charter or air taxi FBO engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis under Code of Federal Regulations 14 Part 135 of the Federal Aviation Regulations.

### MINIMUM STANDARDS

The FBO shall provide either owned or under written lease the type, class, size and number of aircraft intended to be used by the FBO. FBOs conducting transport of property or persons(s) must have not less than one (1) aircraft which must be certified for instrument operations and meet the requirements of the air taxi commercial FBO certificate held by the FBO.

## **SECTION XIII AIRCRAFT STORAGE**

### STATEMENT OF CONCEPT

An aircraft storage FBO engages in the rental of conventional hangars or multiple T-hangars.

### MINIMUM STANDARDS

The conventional hangar FBO shall have facilities available for the tenant's aircraft storage on a continuous basis.

The FBO shall establish an operations agreement with the Airport or demonstrate that it can provide sufficient personnel trained to meet all requirements for the safe and effective movement and storage of aircraft using appropriate equipment.

All buildings must comply with Airport site plan requirements.

The FBO shall provide sufficient vehicle parking space to meet tenant needs and maintain required wingtip clearances on taxiways.

## **SECTION XIV SPECIALIZED COMMERCIAL FLYING SERVICES**

### STATEMENT OF CONCEPT

1. A specialized commercial flying services FBO engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:
  - a) Non-stop sightseeing flights that begin and end at the same airport.
  - b) Crop dusting, seeding and spraying.
  - c) Banner towing and aerial advertising.
  - d) Aerial photography or survey.
  - e) Power line or pipeline patrol.
  - f) Fire fighting
  - g) Any other operation specifically excluded from Part 135 of the Federal Aviation Regulations.

### MINIMUM STANDARDS

The FBO shall lease from the City sufficient land and/or facilities to accommodate all activities and operations proposed by the FBO. The minimum areas in each instance shall be subject to the approval of the City. In the case of crop dusting or aerial application, the FBO shall make suitable arrangements and have such space available in the leased area for safe loading, unloading, storage and containment of chemical materials. FBOs shall demonstrate that they have the availability of aircraft suitably equipped for the particular type of operation they intend to perform.

The City 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. All FBOs will, however, be required to maintain or exceed the Aircraft Liability Coverage as set forth for all FBOs.

## **SECTION XV            MULTIPLE SERVICES**

### STATEMENT OF CONCEPT

A multiple services FBO engages in two (2) or more of the aeronautical services for which Minimum Standards have been herein provided.

### MINIMUM STANDARDS

The FBO shall comply with the aircraft requirements, including the equipment thereon, for each aeronautical service to be performed. Multiple uses can be made of all aircraft owned or under lease by FBO except aircraft used for crop dusting, aerial application, or other commercial use of chemicals.

The FBO shall provide the facilities, equipment and services required to meet the Minimum Standards as herein provided for all aeronautical services the FBO is performing.

3. The FBO shall obtain, as a minimum, that insurance coverage which is equal to individual insurance highest requirements of any aeronautical services being performed by the FBO.

## **SECTION XVI            FLYING CLUBS AND SPECIAL PURPOSE ORGANIZATIONS (SPO)**

### STATEMENT OF CONCEPT

See definitions and requirements for Flying Clubs and SPOs in the Airport Rules and Regulations.

### MINIMUM STANDARDS

As non-commercial organizations, Flying Clubs and SPOs do not have minimum performance standards established. Each such organization must determine requirements to meet their member(s)' needs. However, such organizations establishing separate meeting facilities shall consider such member facilities as customer lobbies and meet the appropriate minimums established in Section III.

## **SECTION XVII            FBOs SUBLEASING FROM ANOTHER ESTABLISHED FBO**

Prior to finalizing an agreement, the Lessee and Sublessee shall obtain written approval from the City of West Plains, in the form of a separate FBO Agreement with the Sublessee, for the proposed business. The Sublessee 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 between Lessee and Sublessee. The sublessee agreement shall specifically define those services to be provided by the Lessee to the Sublessee that shall be used to meet the standards.

## **SECTION XVIII            ENVIRONMENTAL**

Any FBO, person, party firm or corporation operating on this Airport must comply with all federal, state and local environmental requirements.

## **SECTION XIX            INDEPENDENT CONTRACTORS AND ASSOCIATED TEMPORARY INDEPENDENT CONTRACTORS**

## STATEMENT OF CONCEPT

See definition for Independent Contractor (IC) and Temporary Independent Contractor (TIC) in Section II.

## MINIMUM STANDARDS

1. Each IC performing services for hire on West Plains Municipal Airport must register with the Airport, pay the established permit fee and provide the following documents in order to receive an Airport Operations Permit:
  - a) Name, Address, and Phone Number.
  - b) City of West Plains Business License.
  - c) Applicable FAA certificates for services to be performed.
  - d) For A&P or any other maintenance and inspection services: Proof of Premises & Operations Liability Insurance in the amounts shown in Appendix I.
  - e) Any IC whose services include use of a vehicle on Airport premises: Vehicle Insurance in the amounts shown in Appendix I.

2. ICs that solely provide flight instruction services are not required to maintain or demonstrate proof of Non-Owned Aircraft Liability Insurance to receive an Airport Operations Permit.

ICs and TICs shall indemnify and hold harmless the City of West Plains and its agents for and from any and all claims of liability for personal injury, death, or property damage resulting from its operations on the Airport.

Unless performed by a TIC, maintenance services performed under contract to any person or organization, by any person or company not located on the Airport, shall be considered performed by an IC if such services are performed on the Airport, and those performing the maintenance must meet all IC registration requirements.

Upon observation, or being made aware of any person who is not recognized as an FBO employee, or IC, or TIC, and who is seen performing services on the Airport, Airport Staff is authorized and expected to question the person to determine IC status. Any person found performing such service shall register and meet all IC requirements, or shall cease operations and leave Airport premises.

Temporary Independent Contractors, as defined in Section II, are exempt from the provisions of Paragraph 1 of this Section XIX.

## **SECTION XX            MINIMUM INSURANCE POLICY REQUIREMENTS**

The insurance policy requirements listed in Appendix I are the minimum requirements for any person to conduct aeronautical services on the Airport. Each operation or proposed operation shall be evaluated by the City on a case by case basis and the City may in any particular case require additional policies, coverage or limits than that set forth in Appendix I.

# APPENDIX I

## MINIMUM INSURANCE POLICY REQUIREMENTS

<b>INSURANCE TYPE</b>	<b>MINIMUM LIMIT</b>	<b>WHEN NEEDED</b>
Workmen's Compensation	Statutory	Statutory
Aircraft Liability	\$100,000 per passenger \$1,000,000 per occurrence	Owned or Leased Aircraft
Non-Owned Aircraft Liability	\$100,000 per passenger \$500,000 per occurrence or As Included Above	Flying non-owned aircraft (pilot service, ferry flights, maintenance test, sales demos, etc.)
Premises & Operations Liability	\$500,000 Combined Single Limit (CSL)	Operating on Airport Premises
Products and Completed OPS and Contractual Liability	\$500,000 Aggregate (Receipts Basis)	Aircraft repair or service, fuel and oil sales, avionics repair, aircraft parts sales, and manufacturing
Hangar Keepers Liability	\$100,000 each aircraft \$100,000 each occurrence	Non-owned aircraft are in the care, custody and control of the tenant while on the ground
Vehicle Liability	\$500,000 Combined Single Limit (CSL)	Owned and non-owned licensed vehicles are driven on the Airport premises
Chemical Liability	Liability based on operations and exposure	Aerial applicators and fire bombers

*NOTE: This Appendix I lists minimum insurance policy requirements. As provided in Section XX of the Minimum Standards Requirements for Airport Aeronautical service, each operation or proposed operation shall be evaluated by the City on a case by case basis and the City may in any particular case require additional policies, coverage or limits than that set forth in this Appendix I.*

## **APPENDIX II**

### **REPRESENTATIVE ITEMS FOR A BUSINESS PLAN**

1. Name of proposed business and owners, principals, or agents.
2. All services that will be offered.
3. Amount of land desired to lease.
4. Building space that will be constructed or leased.
5. Number of aircraft that will be provided.
6. Equipment and special tooling to be provided.
7. Number of persons to be employed.
8. Short resume for each of the owner(s) and financial backer(s).
9. Short resume of the manager of the business (if different from Number 8 above) including experience and background in managing a business of this nature.
10. Periods (days and hours) of proposed operation.
11. Amounts and types of insurance coverage to be maintained.
12. Current financial status and projections for the first year and succeeding two (2) years.
13. Methods to be used to attract new business (advertising and incentives).
14. Amenities to be provided to attract business.
15. Plans for physical expansion, if business should warrant such expansion.

**RULES AND REGULATIONS**  
**WEST PLAINS MUNICIPAL AIRPORT**  
WEST PLAINS, MISSOURI  
Adopted January 22, 2008

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## SECTION 1 GENERAL INFORMATION

### **Sec 1-1: GENERAL**

The City of West Plains, owner and operator of this facility, has established the following rules and regulations governing the operations and maintenance of the airport.

### **Sec 1-2: DEFINITIONS**

The following words and phrases when used in this chapter shall, for the purpose of this chapter, have the meanings respectively ascribed to them in the section.

**Aircraft:** Any apparatus now known or invented in the future for flight.

**Airport:** The West Plains Municipal Airport as it now exists as it may be expanded in the future, and all improvements thereon. Where provisions in this chapter refer to real estate or to property or to activities not otherwise located or identified, they shall be in reference to real estate, property, and activities on, located at, or taking place at the Airport.

**Airport Manager:** The Airport Manager or a duly authorized representative. The Airport Manager shall supervise the airport staff and be responsible for the operation, management and maintenance of the airport and all facilities and equipment in connection therewith for the enforcement of the provisions manual.

**Driver:** Any person who is in actual physical control of a vehicle.

**Emergency Vehicle:** Any Police or Fire Department vehicle and Ambulances and vehicles conveying official personnel or Airport employees in response to an official emergency call.

**Fixed Base Operator (FBO):** Any Aviation related business duly licensed and authorized by written agreement with the airport owner to provide aeronautical activities at the airport under strict compliance with such agreement and pursuant to the Minimum Standard Requirements for Airport Aeronautical Services.

**Flying Club:** Any non-commercial organization or group of persons joining together equally or proportionately in aircraft ownership for the personal pleasure and use of participating members only to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques.

**Independent Contractor (IC):** Any person not employed by an FBO who is providing authorized aeronautical services for hire on the airport.

**Motor Vehicle:** Any vehicle that is self-propelled.

**Person:** Any individual, firm, co-partnership, corporation, company (including any assignee, receiver, trustee or similar representative thereof), any group, United States of America; any state or political subdivision thereof, any foreign government or the United Nations.

**Public Aircraft Facilities:** The following facilities as they are from time to time provided and made available by the City of West Plains for public use by all aircraft and their operators:  
Public runways for the purpose of landing and taking-off of aircraft.  
Public taxiways for the purpose of ground movement of aircraft.  
Public aircraft parking space for the purpose of parking and storing aircraft, loading and unloading passengers, baggage, freight, mail, and other cargo upon and from aircraft, aircraft performing operations incidental to the immediate arrival or departure of aircraft and servicing with fuel, and for parking mobile equipment actively used in connection with the foregoing.  
The area in the vicinity of the Terminal Building known as ramp or apron space (and any future additions thereto and improvements thereto), provided for the purpose of performing operations incidental to the immediate preparation for aircraft for departure such as servicing with fuels and inspection.  
Any other space provided by the City of West Plains for public use by aircraft operators at the Airport.

**Special Purpose Organization (SPO):** Any non-commercial organization, other than a flying club, which is organized and operates with the specific purpose of supporting, promoting, or preserving some aspect of aviation.

**Vehicle:** Any device by which any person or property is or may be transported or drawn upon a highway, including bicycles.

### **Sec. 1-3: SCOPE**

All persons on any part of the property comprising the airport shall be governed by the rules and regulations prescribed herein and by other applicable Federal, State and local regulations relative to the use or occupation of any part of the property comprising the Airport. These rules and regulations are subject to change at any time. For any contingencies not covered by these rules and regulations, the Airport Manager is authorized to establish such additional provisions as may seem desirable and proper.

### **Sec. 1-4: LIABILITY**

Any person using the Airport and its facilities shall do so at their own risk. The City of West Plains assumes no responsibility for loss, injury, damage, personal injury, or death to the person or property however caused or from fire, theft, vandalism, wind, flood, earthquakes, or any acts of God, of the public enemy, or for any other reason.

### **Sec. 1-5: POLICE POWER**

The Airport Manager shall make necessary and appropriate arrangements with the City of West Plains Police Department and other law enforcement agencies for the security of the Airport.

**Sec. 1-6: PENALTIES**

Any person allowing and willfully violates any provision prescribed in these rules and regulations, or any valid order or instruction issued by the Airport Manager, may be removed or ejected from the airport premises. The Airport Manager may deny the use of the Airport and its facilities to any such person if he determines that such denial is necessary.

**Sec. 1-7: LOST ARTICLES**

All lost articles shall be turned in to the Airport Manager's office by the finders. Any such articles not claimed in sixty (60) days may be disposed of at the City Auction.

**SECTION 2  
PUBLIC AND TENANT USAGE**

**Sec. 2-1: CONDUCT**

No person shall be or become intoxicated, commit disorderly, obscene or indecent act, or commit any act of nuisance, not conduct or engage in any form of gambling on the Airport. Any airport tenant hosting or allowing use of leased facilities for special activities, gatherings, or parties on the Airport premises is responsible for ensuring guests are aware of and adhere to these requirements.

**Sec. 2-2: SANITATION**

No person shall dispose of garbage, papers, refuse, or other material on the Airport except in the receptacles provided for that purpose.

**Sec. 2-3: PRESERVATION OF PROPERTY**

No person shall destroy, deface, or disturb in any way any tree, building, sign, equipment, marker, or other structure; or make any excavations on the Airport without permission of the City; or willfully abandon any personal property on the Airport.

**Sec. 2-4: WEAPONS, EXPLOSIVES, AND FLAMMABLE MATERIALS**

No person shall carry any weapons, explosives or flammable materials on the Airport except in accordance with applicable Federal, State, and local provisions.

**Sec. 2-5: INTERFERING OR TAMPERING WITH AIRCRAFT**

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.

#### **Sec. 2-6: RESTRICTED AREAS**

No person shall enter upon the field areas, utilities and service roads or areas, or other areas as may be designated restricted except:

Persons authorized by the City.

Passengers, under appropriate supervision, entering the apron for the purpose of embarkation or debarkation.

Lessees and their employees as authorized in an approved lease.

#### **Sec. 2-7: ROADS AND WALKS**

No person shall travel on the Airport other than on the hangar access taxiways, roads, walks, or place provided for the particular class of traffic.

No person shall occupy the hangar access taxiways, roads, or walks in such a manner as to hinder or obstruct their proper use.

#### **Sec. 2-8: ANIMALS OR PETS**

Unless approved by the City, unleashed or unrestrained animals will not be permitted in any City owned building or other areas of West Plains Municipal Airport, with the exception of Seeing-Eye Dogs, Hearing-Ear Dogs, and support dogs for the Handicapped, or animals properly confined for transportation.

#### **Sec. 2-9: LOITERING AND REFUSAL TO COMPLY**

No person shall loiter on any part of the airport. Any person or persons who shall refuse to comply with this provision, after proper request to do so shall be requested to leave the airport, and in the event of their failure to comply with the request or abide by the regulations of the West Plains Municipal Airport shall be regarded as a trespasser.

#### **Sec. 2-10: MODEL AIRCRAFT, ROCKETS, PARACHUTE JUMPING**

No person shall operate or release any kite, balloon, model aircraft or rocket, engage in a preplanned parachute jump, anywhere on the airport, or in the runway protection areas or other restricted areas, without permission of the Airport Manager.

#### **Sec. 2-11: USE OF SHOP AREAS**

All shops, garages, equipment, and facilities are expressly for the conduct of the owners or lessee's business and operations. No persons other than employees of the owner or lessee shall make use of these facilities or loiter around such premises without individual and specific

permission of the owner or lessee; this section applies to West Plains Municipal Airport premises as well as all leased premises.

#### **Sec. 2-12: TRASH CONTAINERS**

Areas to be used for trash or garbage containers shall be designated by the City, and no other areas shall be used. Designated areas shall be kept clean and sanitary at all times. These containers will not be used for the disposal of hazardous materials, and proper disposal of such materials is the sole responsibility of the individual user. However, oil, batteries, and tires from aircraft only may be deposited in designated recycling areas and containers. Such oil, batteries, or tires shall be deposited only in these containers.

#### **Sec. 2-13: STORAGE OF EQUIPMENT**

No tenant at the Airport shall store or stack materials or equipment in such a manner as to constitute a hazard to personnel or property.

#### **Sec. 2-14: MAINTENANCE**

All tenants must maintain their leased property in a condition of repair, cleanliness, general maintenance and free from all fire hazards in accordance with their individual lease agreements.

#### **Sec. 2-15: STRUCTURAL AND DECORATIVE CHANGES**

Tenants may not effect structural or decorative changes or additions of any type without the prior permission of the Airport Manager.

#### **Sec. 2-16: DAMAGES**

Tenants, lessees, and grantees shall be fully responsible for all damages to buildings, equipment, property, and appurtenances in the ownership or custody of the City of West Plains caused by their negligence, abuse, or carelessness or that of their employees, agents, customers, visitors, suppliers, or persons with whom they may do business.

#### **Sec. 2-17: DEFAULT OF OBLIGATIONS**

All billings are payable upon presentation, unless otherwise noted thereon.

Any tenant, user, or grantee who is formally notified of default of any written or implied obligation to the City of west Plains, whether it be for breach of performance or service covenants or non-payment, will thereafter be billed for all losses of revenue, expenses incurred to re-establish performance or service, and other costs unless the tenant, user, or grantee files with the Airport Manager within thirty (30) days of receipt of the formal notification a statement that the corrective or preventative measures have been initiated and will diligently be carried to completion. If the promises contained in the statement are no fulfilled, the tenant, user, or

grantee will be considered in absolute default and appropriate lawful steps will be taken by the Airport Manager.

This section is subordinate to lease provisions, which remedy default of lease obligations.

### **SECTION 3 AIRCRAFT OPERATION**

#### **Sec. 3-1: AERONAUTICAL ACTIVITIES**

All aeronautical activities at this Airport, and all flying of aircraft departing from or arriving in the airspace above this Airport, shall conform with the current pertinent regulations of the Federal Aviation Administration, State of Missouri and West Plains Municipal Airport.

#### **Sec. 3-2: AIRCRAFT REGISTRATION AND OPERATION**

The owners of all aircraft based on the Airport will register their aircraft with the Airport Manager's office prior to beginning operation. Any change in the ownership will require a change in registration.

No person shall operate from the West Plains Municipal Airport any aircraft that is not airworthy and/or approved for flight by the Federal Aviation Administration.

#### **Sec. 3-3: ACCIDENT REPORTS**

Any person involved in an aircraft accident occurring on the Airport shall, as soon as possible, make a full report thereof to the office of the Airport Manager, including names, addresses, and pertinent information. The Airport Manager shall file a written copy of this report with the City's Risk Manager. This report is separate and distinct from reports required by the NTSB and FAA in accordance with 49 CFR, Part 830.1.

#### **Sec. 3-4: REFUSAL OF AIRPORT USE**

The Airport Manager may restrict or refuse any flight activity or other operation at the airport for any reason the manager feels justifiable in the interest of public safety and welfare. The Airport Manager may prohibit the use of the airport or any part of it when the manager believes a person or the purposes intended by such person are inconsistent with the safe operation of the Airport.

#### **Sec. 3-5: CLOSING OF AIRPORT**

Whenever the conditions of the Airport or any part of the Airport are determined to be unsafe for landing or taking off, a Notice to Airmen (NOTAM) closing the entire Airport or any part thereof may be issued. This shall be filed with the FAA Flight Service Station only by persons on file with the FAA as authorized by the Airport Manager. The same procedure will be followed when the Airport or part thereof is again usable.

### **Sec. 3-6: DISABLED AIRCRAFT**

All disabled aircraft and parts thereof on the Airport shall be promptly removed from public view by the owners. The City reserves the right to tow a disabled aircraft away or otherwise remove it at the owner's or operator's expense, and without liability for damage, which may result in the course of or after such moving. The same shall apply to the removal of a damaged aircraft.

### **Sec. 3-7: REPAIR OF AIRCRAFT**

Subject to limitations within the hangar lease, aircraft owners may repair or service their own aircraft within their own leased hangars. Owners employing an independent contractor for any maintenance or repairs must ensure the contractor has registered with the Airport and meets requirements for insurance established for Independent Contractors in the Minimum Standard Requirements for Airport Aeronautical Services at West Plains.

### **Sec. 3-8: ENGINE STARTING AND RUN-UP**

Aircraft at West Plains Municipal Airport shall not perform run-up or engine test operations in any area that would result in a hazard to other aircraft, persons, or property.

### **Sec. 3-9: AIRCRAFT PARKING**

No person shall park aircraft in any area on the Airport other than that prescribed by the Airport Manager.

### **Sec. 3-10: EXPERIMENTAL DEMONSTRATIONS**

No experimental flight or ground demonstrations shall be conducted on the Airport without the express approval of the Airport Manager.

### **Sec. 3-11: AIRPORT FACILITY DAMAGE**

Any person damaging any light, fixture, or other Airport facility by means of contact shall report such damage to the Airport Manager's office immediately and shall be fully responsible for any costs required to repair or replace the damaged facility. A damage report shall be forwarded to the City's Risk Manager.

### **Sec. 3-12: GROUND OPERATIONS, TAXIING, TAKE-OFFS AND LANDINGS**

All operations of aircraft on the grounds of the West Plains Municipal Airport shall be such as not to endanger life or property; and aircraft operators shall at all times control speed and movement with the highest degree of care, having regard for other aircraft traffic, the presence of other persons, and the presence or movement of other property. All taxiing, take-offs, and landings will be made in accordance with FAA General Operating and Flight Rules.

## **SECTION 4 MOTOR VEHICLES**

### **Sec. 4-1: LICENSING**

No person shall operate motorized ground equipment of any kind on the Airport without a valid Vehicle Operator's License.

The City may restrict motor vehicle operations to a certain portion or segment of aircraft facility areas.

### **Sec. 4-2: RULES OF OPERATION**

No person shall operate a motor vehicle of any kind on the Airport in a reckless or negligent manner, or in excess of 20 miles per hour on the ramp, apron, or in aircraft parking and hangar areas.

Pedestrians and aircraft shall at all times have right of way over vehicular traffic. All vehicles shall pass to the rear of taxiing aircraft.

No person operating a motor vehicle on the Airport shall fail to give proper signals or fail to observe the directions of posted traffic signs.

No person under the influence of alcohol or narcotic drugs shall operate a motor vehicle or aircraft on the Airport.

No person shall operate any motor vehicle on the Airport overloaded or carrying more passengers than that for which the vehicles were designed. No person shall ride on the running board, stand up in the body of moving vehicles, ride on the outside of the body of a vehicle, or with arms or legs protruding from the body of motor vehicles.

No vehicle shall be operated on the Airport if it is so constructed, equipped or loaded as to endanger persons or property.

No person shall operate a motor scooter, truck, or other motor vehicle without exhausts protected by screens or baffles to prevent the escape of sparks or spreading of flame on the Airport.

Any vehicle that has been permitted to operate on the Airport will not proceed closer than 250ft from the edge of the runways without approval from the Airport Manager. Vehicles crossing the runway will make certain the crossing will not interfere with any aircraft operation whether flying or taxiing.

All vehicles operating on the Airport between sunset and sunrise shall have full operating headlights and taillights visible at least 500 feet.

During times of emergency caused by natural disaster, windstorms, aircraft accidents, and other mishaps, no private vehicles shall be allowed in the aircraft facilities area. The Airport Manager shall determine when normal operations may be resumed.

In the event of an emergency on the Airport, only that equipment and personnel so authorized by the Airport Manager shall be used.

#### **Sec. 4-3: SPEED LIMITS**

No person shall drive a motor vehicle or a motor bicycle upon any public street, road or hangar access taxiway within the limits of West Plains Municipal Airport at a speed greater than 20 miles per hour or endanger the life, limb or the property of any person. If the rate of speed of any motor vehicle or motor bicycle within the airport premises exceeds 20 miles per hour, such rate of speed shall be prima facie evidence that the person operating such motor vehicle or motor bicycle is running at speed greater than is reasonable or having insufficient regard to the traffic or so as to endanger the life or limb or the property of any person

This section shall not apply for Police and Fire equipment responding to a bona fide emergency.

#### **Sec. 4-4: REPAIR OF MOTOR VEHICLES**

No person shall clean or make any repairs to motor vehicles anywhere on the Airport other than in designated areas, except when those minor repairs are necessary to move such motor vehicles from the Airport; nor shall any person move, interfere or tamper with any motor vehicle part, instrument, or tool thereof, without the permission of the owner or satisfactory evidence of the right to do so duly presented to the Airport Manager.

#### **Sec. 4-5: VEHICLE PARKING**

No person shall park a motor vehicle for loading, unloading, or any other purpose on the Airport other than in the areas specifically established for parking and in the manner prescribed by signs, lines, or other means. No person shall park or abandon any motor vehicle in a manner so as to obstruct runways, taxiways, hangars, roadways or aircraft parking areas.

The Airport Manager shall have the authority to tow or otherwise move vehicles, which are parked, by their owners or operators on the Airport in excess of 48 hours in violation of City Ordinance 6-3, at the operator's expense, and without liability for damage, which may result in the course of such moving.

#### **Sec. 4-6: RAMP VEHICLES**

The words "vehicle", "unit", "equipment", or "device" as used in these rules and regulations shall include passenger automobiles, trucks, or any mobile or movable device used in servicing aircraft and persons on any public ramp and apron area.

The speed and manner of movement of any vehicle, mobile or movable device on the public ramp and apron area shall be such as not to endanger life or property; and the operator thereof shall at all times regulate and control such speed and movement with the highest degree of care, having regard for the circumstances and conditions of traffic, the presence of other living persons and creatures, and the presence or movement of other property.

## **SECTION 5 GENERAL SAFETY RULES**

### **Sec. 5-1: SMOKING**

No person shall smoke or carry lighted cigars, cigarettes, pipes, matches or any open flame in or upon any fuel storage area, hangar, public landing area, public ramp or apron area, or in any other place where smoking is specifically prohibited by signs, or upon any open space within fifty feet of any fueling or defueling operation.

### **Sec. 5-2: CLEANING OF AIRCRAFT**

No person shall use flammable volatile liquids having a flash point of less than 100 degrees Fahrenheit in the cleaning of aircraft, aircraft engines, propellers, appliances or for any other purpose, unless such operations are conducted in open air, or in a room specifically set aside and approved for that purpose, which means the room must be properly fire-proofed and equipped with adequate and readily accessible fire extinguishing apparatus.

### **Sec. 5-3: STORAGE**

No person shall keep or store any flammable liquids, gases, signal flares, or other similar material in the hangars, or in any building on the Airport; except that such materials may be kept in an aircraft in the proper receptacle installed in the aircraft for such purposes, or in rooms or areas specifically approved for such storage by the Airport Manager, or in safety cans approved by the Underwriters Laboratories, Inc.

No person shall keep or store lubricating or waste oil in or about the hangars, except in sealed cans or containers of a design and type that meets the approval of the City.

Lessees shall provide suitable metal receptacles with self-closing covers for the storage of waste, rags, and other rubbish. All waste and rags or other rubbish shall be removed by the lessee daily, or in regular scheduled pickups, but not later than once each week.

Gasoline, oil, and solvent drums or receptacles shall not be stored on apron and ramp areas in excess of amounts actually needed as current stock. Any material of this type that is kept in such areas will be kept enclosed and covered in housing of a design that meets the approval of the Airport Manager.

### **Sec. 5-4: DOPING AND PAINTING**

Aircraft doping and painting processes shall be conducted only in certified repair shops with properly designated fire-proofed and ventilated rooms or in approved buildings in which all illuminations, wiring, heating, ventilation equipment, switches, outlets and fixtures shall be explosion-proof, and vapor-proof; all windows and doors shall open easily.

#### **Sec. 5-5: LIQUID DISPOSAL**

No fuels, oils, dopes, paints, solvents, or acids shall be disposed of or dumped in drains, on the ramp areas, catch basins or ditches, or elsewhere on the Airport.

#### **Sec. 5-6: FUELING OPERATION**

Unless otherwise approved by the Airport Manager, the following rules govern the fueling and defueling of aircraft:

No aircraft shall be fueled or defueled while the engine is running or being warmed by applications of exterior heat, or while such aircraft is in a hangar or in an enclosed space, or while any person is in such aircraft.

No person shall smoke within 50 feet of an aircraft being fueled or defueled.

No person shall operate any radio transmitter or receiver or switch any electrical equipment off or on in an aircraft during fueling or defueling.

During refueling, the aircraft and the fueling dispensing apparatus shall both be grounded to a point or points of zero electrical potential.

No person shall use any material or equipment during fueling or defueling of aircraft, which is likely to cause a spark or ignition.

Fire extinguishers shall be within ready reach of all persons engaged in fueling or defueling aircraft, and shall comply with the Fire Prevention Code Standards of the City.

No person shall start the engine of any aircraft when there is liquid fuel on the ground under such aircraft.

Fueling hoses and equipment shall be maintained in a safe, sound and non-leaking condition and shall be approved by National Board of Fire Underwriters in all respects and parts.

All hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with a grounding device to prevent ignition of volatile liquids. This does not apply to aircraft owners that hold a valid FAA supplemental type certificate for use of automotive fuel and dispensed fuel from approved fuel cans.

Persons engaged in the fueling and draining of aircraft shall exercise care to prevent overflow of fuel and take proper measures to remove volatile liquids when spilled during transfer.

No person shall transport flammable liquids into any aircraft area or refuel aircraft on any portion of West Plains Municipal Airport prior to securing permission from the Airport Manager.

All fueling operations should be done in accordance with current FAA Advisory Circulars.

#### **Sec. 5-7: OTHER REGULATIONS**

All regulations and recommendations of the West Plains Fire Department shall be adhered to with regard to all aspects of fueling and handling of flammable materials.

#### **Sec. 5-8: OPEN FLAME OPERATIONS**

No person shall conduct any open flame operations in any hangar or on the Airport unless specifically authorized by the Airport Manager.

**Sec. 5-9: EXPLOSIVES AND OTHER DANGEROUS ARTICLES**

No person shall store, keep, handle, use, disperse or transport at, in or upon the Airport any class A or class B explosives or any class A poisons (as defined in the Interstate Commission Regulations for transportation of explosives and other dangerous articles), or any other poisonous substances, liquids, gas, compressed gas, or any radioactive substance in such manner likely to unreasonably endanger persons or property.

**Sec. 5-10: EXPLOSIVES AND ARTICLES BARRED**

No person shall without prior permission of the Airport Manager keep, transport, handle or store at, in or upon the West Plains Municipal Airport, any cargo of explosive or other dangerous articles which are barred from loading in or transportation by civil aircraft in the United States under the current federal regulations. The Airport Manager shall be notified at least twenty-four (24) hours in advance, Monday through Friday from 8:00 a.m. to 4:00 p.m., to permit full investigation and clearance for any operation requiring a waiver of this regulation. Requests for waivers initiated during all other times may require additional time to determine approval status.

**Sec. 5-11: RADIOACTIVE MATERIALS**

No person shall without prior permission of the Airport Manager store, keep, handle, use or transport at, in or upon the Airport, any quantity of radioactive materials except for medical purposes. No storage of medical radioactive materials is permitted without the approval of the Airport Manager.

Advance notice of at least twenty-four hours shall be given the Airport Manager to permit full investigation and clearance for any operation requiring a waiver of this regulation.

**Sec. 5-12: PAVEMENT AND FLOOR CARE**

All Lessees on the Airport shall keep the floors of the hangars, hangar areas, terminal apron and ramp areas leased by them or used in their operation, clean and clear of oil, grease, and other materials or stains except as may be provided to the contrary in any specific leases or contracts.

**SECTION 6  
GENERAL AVIATION FIXED BASE OPERATOR AND  
INDEPENDENT CONTRACTOR REQUIREMENTS**

**Sec. 6-1: USE OF INDEPENDENT CONTRACTORS**

Flying Clubs or SPOs using Independent Contractors (ICs) as a means of satisfying member requirements are reminded to ensure the ICs meet all requirements and are registered with the Airport.

Fixed Base Operator and Independent Contractor Requirements are addressed in the Minimum Standard Requirements for Airport Aeronautical Services and individual lease agreements.

**Sec. 6-2: COMMERCIAL OPERATION PROHIBITED**

A Flying Club or Special Purpose Organization or any individual member thereof shall not provide instruction for other than its members, nor shall it operate or provide charter service or engage in any commercial operation.

**Sec. 6-3: APPROVAL OF AIRPORT MANAGER REQUIRED**

Flying Clubs and Special Purpose Organizations shall be permitted on the public areas of the Airport upon approval by the Airport Manager.

