

# **Powell Municipal Airport**

**Powell, Wyoming**

# **Policy Manual**



# POWELL MUNICIPAL AIRPORT

## POLICY MANUAL

Revised 071306

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### INTRODUCTION

The purpose of this document is to advise pilots, airport tenants, and the general public of the rules and regulations that will be enforced to assure safety and smooth operation at the Powell Municipal Airport. The airport's aim is to seek voluntary cooperation. Other enforcement efforts will be used only as necessary. There is more than one document for the governance of the airport and all of them should be read and understood.

### DEFINITION OF TERMS

1. **Aeronautical Activity** means any activity conducted on Airport property that makes the operation of an aircraft possible or that contributes to or is required for the safe operation of aircraft. Examples include, but are not limited to, aircraft charter, flight training, aircraft rental and sightseeing, aerial photography, aerial application, aircraft sales, sale of aviation petroleum products, repair and maintenance of aircraft and sale of aircraft parts.
2. **Airport Layout Plan** means the currently approved, scaled dimensional layout of the entire Airport property, indicating current proposed usage for each identifiable segment as approved by the Federal Aviation Administration and the City of Powell.

3. **Airport Manager** means the manager of the Powell Municipal Airport as contracted by the City. The Airport Manager does not legally represent the City and cannot bind the City into agreements either verbal or non-verbal.
4. **Air Operations Area (AOA)** means the aircraft movement area and adjacent areas within an airport to which access and movement is controlled in accordance with the Federal Aviation Administration (FAA) approved security plan.
5. **Challenge** means the act of attempting to ascertain the authority and/or purpose of a person to access and/or to remain in the Air Operations Area.
6. **City of Powell** referred to as the “City”, means the City of Powell, the owner of the property that comprises the Powell Municipal Airport. Official City representatives include the Mayor and Council of Powell, the City Administrator and the City Engineer.
7. **Commercial Aeronautical Activity** means any aeronautical activity, which involves, makes possible or relates to the operation of aircraft, the purpose of such activity being to secure income, earnings, compensation or profit, whether or not such objective(s) is accomplished.
8. **Entity** may be a person, persons, tenant, firm, partnership, Limited Liability Company, unincorporated proprietorship, association, group or corporation.
9. **Fixed Base Operator (FBO)** means a commercial tenant, which provides for aircraft services.
10. **Minimum Standards** means the qualifications established by the City of Powell as the minimum requirements to be met as a condition for the right to conduct a commercial aeronautical activity on the Airport and/or for a land or facility lease.
11. **Non-Aeronautical Activity** means any activity conducted on Airport property that does not involve the operation of an aircraft or that contributes to or is required for the safe operation of aircraft.
12. **Non-Commercial Aeronautical Activity** means any aeronautical activity, which does not involve the purpose of securing income, earnings, compensation or profit.
13. **Non-Commercial Flying Club** means any combination in which two or more persons are associated (directly or indirectly) as individuals or as any association or legal entity to provide such persons the privilege of piloting club-owned aircraft based on the Airport. The flying club shall be operated on a non-profit basis so that it does not receive greater revenue than the amount necessary for the operation, maintenance, acquisition and replacement of its aircraft. The non-profit status shall be substantiated by documentary proof from the Internal Revenue Service.
14. **Operator** means the entity responsible for the operations of an aeronautical activity.

15. **Powell Municipal Airport** referred to as the “Airport”, means the property allocated for the operation of the Powell Municipal Airport, owned by the City of Powell, in Park County, State of Wyoming, as depicted on the current Airport Layout Plan.
16. **Restricted Area** means any area of the airport designated not generally open to the public, unless authorization has been granted to enter.
17. **Rules and Regulations** means the rules and regulations as may be promulgated and adopted from time to time by the City to protect the public health, safety, interest and welfare of the Powell Municipal Airport.
18. **Specialized Aviation Service Operator (SASO)** means a commercial aeronautical activity that provides one or more commercial services.
19. **Structurally Sound** means the condition of soundness and/or repair of a building as determined by the City of Powell Building Official.

### **AIRPORT RULES AND REGULATIONS**

1. All persons using the airport or facilities thereon must exercise the utmost care to guard against fire, injury to persons, and damage to property.
2. Those who cause fire, injury, and damage may be financially and/or criminally responsible.
3. The following are prohibited at the airport:
  - a. smoking within 50 feet of a fueling vehicle or aircraft;
  - b. domestic animals, unless they are on a leash and controlled by a responsible person;
  - c. littering and/or accumulation of trash;
  - d. the use or storage of any explosive or other hazardous material in excess of five (5) gallons total per hangar is strictly prohibited. The use of any explosive or hazardous materials in total quantities of less than five (5) gallons per hangar shall be stored in approved containers only. As used herein, the term “explosive or other hazardous materials” shall include, but is not limited to gasoline, propane, paint, solvent, degreasing compounds and /or similar combustibles for painting or for other similar purposes in or near the hangar, provided however, that up to two cases of aircraft engine oil stored in the manufacturer’s containers per engine may be stored at the premises. Used containers and refuse oil, solvents and/or fluids shall be removed from the airport premises. Aircraft fuel,

oil, and other aircraft lubricants contained within the aircraft fuel tank or engine compartment, shall not be included in the five (5) gallon storage restriction prohibited herein;

- e. dumping oil or hazardous materials into storm drains or on the ground;
  - f. fueling; defueling or oil servicing an aircraft while the engine is running or is being warmed by application of heat; and while any ignition source is close enough to cause a hazard;
  - g. discharging explosives, a firearm, or ammunition, hunting and fishing;
  - h. painting or doping, except in approved areas;
  - i. failure to report accidents, damage and/or injury to the appropriate emergency personnel and the FBO/Airport Manager as soon as possible;
  - j. failure to clean up fuel spills;
  - k. welding or open flame heater usage inside hangars, except in approved buildings and approved by the FBO/Airport Manager or by the City.
4. Entities leasing hangars, or using airport space in any manner agree to the following:
- a. To not use under any circumstances, any space heater, including engine pre-heaters, either electric, kerosene, or of any other type, except those which are approved/allowed by the FAA or Underwriters Laboratories, or local fire and building codes. The above approved/allowed heaters may not be left unattended, unless specifically designed to be used in such a manner and written approval from the City is obtained.
  - b. Owners and operators shall promptly remove disabled aircraft and parts from runways and taxiways, unless directed otherwise by the FAA or Airport Operations pending investigation. If the Airport removes the aircraft, the owner/operator may be billed for associated costs.
5. Entity hereby covenants and agrees that the leased hangars shall be used primarily for aircraft and aircraft-related storage, along with any necessary aircraft ground-handling equipment associated with said aircraft or Entity's motor vehicle while Entity is using his or her aircraft.
6. Entity agrees that no aircraft engine shall be operated inside a hangar.
7. Entity agrees, that if hangar has sliding doors, to close hangar doors promptly after placing Entity's aircraft in or taking it out of Entity's hangar or to coordinate the

operation of the doors so as to not unduly or in an untimely fashion, obstruct access to adjacent hangars.

8. Airport users are urged to report any potential hazardous conditions to the FBO/Airport Manager immediately.
9. Entity shall not conduct any charter, rental, repair or instructional services or any other commercial activity in or from leased premises without the prior written approval of City. Entity understands and agrees that the written permission of the City may, at City's sole option, require Entity to enter into a separate commercial lease agreement containing terms and conditions mutually agreed to by and between City and Entity.
10. Entity shall not erect or permit to be erected any signs on the outside of the premises except those specifically approved in writing in advance by City.
11. Entity agrees to maintain the inside and outside of premises in a neat and orderly condition. The disposal of trash and debris is the responsibility of the Entity.

#### **AIRCRAFT FUELING**

1. Aircraft must be at least ten (10) feet from any hangar prior to refueling operations. Fueling of aircraft inside a hangar is strictly prohibited.
2. Aircraft must be attached to a bonding or grounding wire before any fueling operation.
3. Fueling or de-fueling an aircraft in an enclosed space is prohibited.
4. All aircraft fueling must be from a container appropriately approved.

#### **USE OF VEHICLES**

1. Vehicles (and pedestrians) are not permitted on runways or taxiways, except with specific permission from FBO/Airport Manager and then only with an operating flashing yellow beacon (or an approved aviation obstruction flag during daylight hours) and with a working aviation radio tuned to the airport UNICOM frequency.
2. Vehicles are not permitted on ramp areas, except when immediately necessary to load or unload passengers and cargo.
3. Vehicles must yield the right of way to pedestrians and moving aircraft (including those under tow).

4. Vehicles may not cross in front of any moving aircraft, or drive within 20 feet of any portion of the aircraft.
5. The speed limit on the ramp is 20 miles per hour, or whatever lesser speed is reasonable and necessary in specific circumstances.
6. Vehicles which are hard to see (bicycles, motorcycles, ATVs and recreational vehicles) are only permitted on roadways leading into public parking lots, where they may be parked, except as approved by FBO/Airport Manager or the Operator having the jurisdiction over the parking.
7. No parking is permitted in aircraft flight line operational areas or tie down areas. Vehicles may be parked in a tenant's hangar while the aircraft that usually occupies the hangar is being flown.
8. Parking in designated public parking areas is open to all members of the public using the airport. Requests to park a vehicle on the airport in excess of thirty days must be directed to the FBO/Airport Manager or the Operator having the jurisdiction over the parking lot. Long term parking requests will be honored if there is sufficient space to accommodate short term parking needs, and if the need is aviation related. However, the requester will be required to maintain the vehicle in operable condition at all times, and to provide the name, address, and phone number of a local person who is authorized (and has keys) to move the vehicle at the Airport's request.
9. The FBO/Airport Manager or the City is authorized to impound or relocate any vehicle parked in violation of the law, or that interferes with the safety and operational needs of the Airport. The vehicle owner and/or operator will generally be required to pay for the costs of the impound/relocation.
10. There are to be no vehicles on the General Aviation ramps without prior authorization. If there is a need to drive onto the ramps, the FBO/Airport Manager should be informed and trips made as expeditiously as possible. The FBO/Airport Manager will arrange to have the East gate open for access to the T hangars and private hangar area. Vehicular traffic on the ramp should be limited to only that which is absolutely necessary and coordinated with the FBO/Airport Manager.

### **AIRCRAFT PARKING & OPERATION**

1. Engine run-up is prohibited in the hangars, or any area where buildings and/or persons are in the path of the propulsion stream.
2. Aircraft must be parked and adequately secured in the painted tie downs, in the hangars or any area designated by the FBO/Airport Manager.

3. The Powell Municipal Airport assumes no responsibility for theft of or from, or damage to, aircraft or vehicles parked or operated at the airport.
4. Preventative maintenance, as defined in CFR-43, appendix A, may be performed in tie down areas and in hangars. (Oil changes will not be permitted in tie down areas.) No person may perform any service at the airport for profit unless they are in compliance with commercial standards (see Section VII of the Minimum Standards).
5. Pilots are urged to request that any Notice to Airmen (NOTAM) applicable to the airport be read to them when they contact the Flight Service Station. The Airport uses the NOTAM system to advise pilots of unusual conditions at the airport.
6. No person shall taxi an aircraft, nor start an aircraft engine unless the person has a valid FAA license.
7. Hand-starting an aircraft (starting an aircraft by rotating the propeller by hand) can only be attempted with two qualified persons involved, one being at the controls in the aircraft (also see number 6 above) and both being trained in this procedure. Any other hand-starting procedure must be approved by the FBO/Airport Manager.
8. No person shall taxi until the pilot ascertains that there is no danger of collision with any person or object in the immediate area. Taxiing aircraft must avoid damaging other aircraft, persons, or property with their propulsion flow.
9. Aircraft will be taxied only at a safe and reasonable speed.
10. Damage to airport buildings, grounds, navigational aid and other facilities may be assessed against the responsible party and/or the aircraft owner.
11. Powell Municipal Airport air space is uncontrolled; therefore, at all times, pilots must adhere to a "see and be seen" concept. Pilots are urged to communicate with each other via UNICOM, to broadcast their intentions while in the traffic pattern, and to closely observe the runway to detect the presence of vehicles performing operational or maintenance responsibilities. Authorized vehicles on runways and taxiways will have UNICOM frequency.
12. Student training and other aeronautical activities that raise the special safety concerns occur frequently. Pilots are urged to take every precaution, recognizing that it is a base for various different aeronautical interests.

## **NAVIGATION & COMMUNICATION**

1. The FBO provides pilot advisory information upon request during hours of operation.

2. The UNICOM frequency is 122.7 Mhz. Clicking the microphone three times for low intensity, five for medium intensity, or seven for high intensity on UNICOM will activate runway and taxiway lights and PAPI's. The lights will remain on for 15 minutes.
3. A segmented circle with a landing direction indicator (LDI) is located on west side of runway 13/31. The LDI identifies the active runway and the windsock indicates approximate wind direction and velocity. The AWOS III frequency is 119.275 Mhz.

### **NOISE ABATEMENT**

1. While there are no specific noise abatement procedures in place at Powell Municipal Airport, the airport wants to be a good neighbor with those who surround the airport. Pilots are urged to avoid flying directly over homes at low altitudes, to use lower power settings when possible, to climb as quickly as possible, and to stay within established traffic patterns.
2. Furthermore, airport users are requested to contact Flight Standards District Office and/or the FBO/Airport Manager to report violations of federal regulations regarding flying over populated areas, or flying in an unsafe manner.
3. Finally, if an airport user anticipates that his or her activities will cause unusual noise (aerial spraying operations, for instance), notification to the FBO/Airport Manager of the circumstances (and what is being done to modify the noise impact) will allow a better response to any complaints that may be generated.

### **SPECIAL ACTIVITIES**

1. **Commercial Activities:** Commercial activities are allowed provided the operator has obtained appropriate agreements with the City, paid the appropriate fees and has had a location for the activity designated.
2. **Ultralight Aircraft:** Ultra Light aircraft operations are permitted within FAA guidelines. Prior notification to the FBO/Airport Manager would be appreciated.
3. **Gliders:** Glider operations are permitted within FAA guidelines.
4. **Parachuting:** Parachuting operations are permitted within FAA guidelines. Anyone who desires to conduct parachuting activities should contact the FBO/Airport Manager in advance of the planned activity.

## **ENFORCEMENT & COMPLAINT PROCEDURES**

1. The Powell Municipal Airport Management seeks to provide a safe and efficient airport. The management is dedicated to taking reasonable and appropriate steps to assure that general aviation pilots and other airport users are satisfied customers.
2. Designated Airport personnel are authorized to enforce rules and regulations at the airport. They include, but are not limited to, airport operations, maintenance personnel and airport personnel assigned to monitor construction activities. The Powell Police and the Park County Sheriff Department may also enforce ordinances or statutes in appropriate circumstances.
3. Whenever possible, the Airport seeks to obtain voluntary compliance with rules and regulations. Other enforcement tools used may include verbal warnings, misdemeanor criminal charges (convictions may result in fines up to \$1000 and up to six months in jail), impound/ relocation of vehicles/aircraft, removal from the airport, and revocation of the privilege of future use of the airport.
4. Any person who has a complaint concerning the Airport is urged to direct that complaint in writing to the City Administrator. The administrator may be reached at 754-5106 or P.O. Box 1008, Powell, WY 82435.

## **IMPORTANT TELEPHONE NUMBERS**

### **FIRE OR FUEL SPILLS**

911 or 754-2211 – Powell Fire Department is the primary agency.

### **POLICE**

911 or 754-2212 – Powell Police Department  
754-5234 – FBO/Airport Manager should also be advised

### **FLIGHT STANDARD FIELD OFFICE**

1-800-325-5785 (Casper)

### **FLIGHT SERVICE STATION-CASPER**

1-800-992-7433 – Flight plans, weather briefings, NOTAMs.

### **FBO/AIRPORT MANAGER OFFICE**

754-5234

### **HANGAR RENTAL**

754-5106 – City Hall is open weekdays from 8:00 am until 5:00 pm.

### **CONCERNS/PROBLEMS**

754-5106 – Ask to speak to the City Administrator.

APPENDIX "A"

# POWELL MUNICIPAL AIRPORT POWELL, WYOMING

## AIRPORT SKETCH 2007

