



**Airport Advisory Committee  
Regular Meeting  
AGENDA**

8:00AM, Thursday February 8, 2024  
In Person at 9 Presidential Lane, Sanford, Maine 04073

Via Zoom:

<https://us02web.zoom.us/j/82295102329?pwd=M1ZDcXZ0cUFDKzY5YTloN20xZjhUdz09>

Meeting ID: 822 9510 2329 · Passcode: 548016 · Call: (312) 626 6799

**1. Attendance**

- a. Welcome and introduction: New member, Joe Weeks
- b. Nomination of officers
  - i. Chair
  - ii. Vice Chair
  - iii. Secretary

**2. Minutes of:**

- a. November 16, 2023 Regular Meeting
- b. December 6, 2023 Workshop: Rules and Regulations

**3. Fixed Base Operator Reports**

- a. No reports received from FBOs. Annual reports due in coming months per lease agreements.

**4. Security Reports**

- a. No reports received.

**5. Airport Manager's Report**

- a. Winter season underway; Snow removal procedures in place.
- b. Presidential Lane Progress and Developments
- c. Snow Goers Snowmobile Club Trails: ATV Damage
- d. Budget season ongoing for FY 24/25
  - i. Phased clearing of obstructions in Runway 07 approach
  - ii. Improvements at 199 Airport Road Parking Lot

**6. Old Business:**

- a. Airport Layout Plan - Received FAA approval of proposed forecast chapter January 30
  - i. Next steps to finish project
- b. Sealcoating Grant Application: To be scheduled for Spring when weather permits
- c. Generator for 9 Presidential Lane delivered!

- d. Temporary Non-aeronautical Use Southwest Ramp: NMCC CDL Academy Course
  - i. Safety Plan Overview

**7. New Business:**

- a. Aerobatic Practice Schedule 2024: Proposed dates
  - i. April 27-28
  - ii. July 6-7
  - iii. September 21-22 or 28-29
- b. Pine Tree Helicopters Operating Agreement Amendment
- c. City Ordinance Update: Chapter 70 Article II Airport Rules and Regulations
- d. Update: Aircraft Excise Tax Repeal, LD 2005
- e. Private Hangar Land Leases Expiring in 2024
  - i. Rate and Fees Policy to be proposed at Council Level to be incorporated into all existing and future leases

**8. Public Participation**

- a.

**9. Agenda items for next meeting February 8, 2023**

**10. Adjourn**

Next regular meeting: April 11, 2024 8:00am  
*Sanford Seacoast Regional Airport*  
*9 Presidential Lane, Sanford, Maine*

**Sanford Seacoast Regional Airport (KSFM)**  
**Airport Advisory Committee**  
Meeting Minutes  
16 Nov 2023

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1. Attendance:

- a. AAC Members: Geoff Howe, Chair; Becky Brink, Mayor; Linwood Dall, Vice Chair; David Caswell, Secretary; Stuart Miller; Bill Grant; James Deyermond.
- b. Airport Manager: Allison Navia
- c. Guests: See attendance sheet attached

2. Meeting opened: **0800 by Chair, Geoff Howe.**

3. Prior Meeting Minutes:

- a. Moved to accept the minutes for **regular meeting of 13 July 2023**. Moved by Stu Miller, seconded by Jim Deyermond. The vote to accept passed unanimously.
- b. Moved to accept the minutes for **regular meeting of 14 Sep 2023**. Moved by Stu Miller, seconded by Becky Brink. The vote to accept passed unanimously.
- c. Moved to accept the minutes for a **special meeting of 21 Sep 2023**. Moved by Stu Miller, seconded by Lin Dall. The vote to accept passed unanimously.

4. FBO Reports: **No report received from FBO.**

5. Airport Manager's Report:

- a. Preseason Snow and Ice Control Meeting date: **TBD.**
- b. Presidential Lane wrapping up: **Phase 3 almost complete.**
- c. BIL grant application submitted to purchase Land, Phase 1 of airport access road, hangar and apron: **Complete.**
- d. SMA Flight department's temporary building set up at 199 Airport Road: **Complete.**
- e. Budget season has begun for FY 24/25; requests and suggestions welcome: **FY is July 1 thru Jun 30, 2024**
  - i. New AIP projects: **none planned.**
  - ii. Local CIP projects: **Gate 5 installation with improved ramp access.**

6. Old Business:

- a. Airport Layout Plan: STILL Awaiting FAA approval of proposed forecast chapter. **Yes, as of today's date.**
- b. Sealcoating Grant Application: **Not enough time in fall 2023, postponed until spring 2024 per contractor availability.**
- c. Gatehouse Road Fencing Relocation: **Job complete.**
- d. Generator for airport maintenance building: **Scheduled for delivery 12/14/23.**

# Sanford Seacoast Regional Airport (KSFM)

## Airport Advisory Committee

Meeting Minutes

16 Nov 2023

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### 7. New Business:

Airport Ordinance Update:

- i. Rules and regulations overview and refresher workshop scheduled for July 17, 2019, tabled for other priorities.
- ii. Rescheduled workshop for 12/6/23.
- iii. Two public hearings are to be scheduled at City Council meetings.
- iv. Adoption by early 2024 after public participation.

### 8. Public Participation: None.

### 9. Security Report: Nothing to report.

### 10. Agenda Items for next meeting: None offered.

### 11. Meeting Adjourn: 0900 by Chair, Geoff Howe



**Airport Advisory Committee  
Workshop  
Agenda**

5:00PM, Wednesday December 6, 2023  
9 Presidential Lane, Sanford, Maine 04073  
-OR- Join Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/82995620665?pwd=MkhwYIRJSUdzUzJPM0ZSaE00NWV0QT09>  
Meeting ID: 829 9562 0665 • Passcode: 022889 • Dial by your location (646) 931 3860

**1. Call to Order and Attendance**

**2. Review of Policy and Procedures for Airport Events**

- a. Airport Ordinance Update: Rules and regulations overview and refresher
  - i. Revamp worked on in July 17, 2019 workshop; tabled for other priorities
  - ii. Process:
    1. AAC Workshop December 6, 2023 17:00
    2. Municipal Operations and Property Subcommittee January 2024
    3. Public Hearings (2) at subsequent City Council meetings
    4. Adoption Early February 2024
- b. What are the Rules and Regulations?
  - i. Starts with FAA – Compliance Manual Order 5190.6B
  - ii. City of Sanford Ordinances, Chapter 70, Articles I-III
  - iii. *Rules and Regulations Article II*
- c. Review and Discuss Article II
  - i. Purpose
  - ii. General
  - iii. Aeronautical Operations
  - iv. Fire, Safety and Environment
  - v. Fueling Operations
  - vi. Motor Vehicles
  - vii. Violations and Penalties
  - viii. Appendices

**3. Next steps**

**4. Adjourn**



# Sanford Seacoast Regional Airport

Workshop: Rules & Regs

Wednesday December 6, 2023 17:00

& Presidential & Zoom

No secretary; plan to review ordinance line by line and record any comments as we go - a lot to get through, so limited back & forth

- \* 70-3.6 Experimental flights - Blacksky Composites may do this frequently - provide email/document each flight
- \* UAV 70-3.6 "well worded"; notification not permission per Part 107 federal regs
- \* 70-3.8.5 APU note some aircraft are required to run aux. power (military); if make it too restrictive could be seen as non-jet friendly airport + lose business; FBO will be mindful of noise concerns of restaurant
- \* 70-3.10 Repair + Mx of aircraft: de-fuel aircraft for business reasons - work w/ existing FBO for safety to accomplish responsibly
- \* 70-4.2 Smoking. Suggest add vaping - the units contain a heat coil that could be problematic

- \* 70-4 Heating Equipment delete 3.10.b.  
not necessary; redundant w/other rules
- \* 70-5.501 c. add "unless under supervision  
of certified mechanic and with proper  
equipment"
- \* 70-5.01 general i. change to 50' to mirror regs
- \* 70-6 Motor Vehicles 6.04 e. F.O.D. issues during  
construction projects; more of a contract  
term than an ordinance requirement
- \* Appendices  
NFPA - comment that NFPA documents not  
free/accessible to the public; makes it  
burdensome/unfair to require compliance



# SFM YCCC Driving Academy 2024 Safety Plan

## Background and Information

The primary organizer working with airport management on this event is Dennis Dyer, CDL Coordinator working under Northern Maine Community College (NMCC), Presque Isle, Maine. The information provided herein is current as of the date of this plan but is subject to change if need arises. A copy of the call list for information and emergencies is enclosed with this plan.

*(1). The event is to be held in an area of the airport that is not required for the normal operation of aircraft and where the event would not interfere with the airport's normal use, or in a limited operational area of an airport having a relatively small traffic volume and where it has been determined that the event can be conducted in the area without interfering with aeronautical use of the airport.*

### **a. List of areas to be closed.**

1. The southwest ramp will be closed beginning the 26<sup>th</sup> day of February 2024 until the 5<sup>th</sup> day of April 2024. This area is currently not used for aeronautical purposes and has not yet been developed.

#### **a. Dimensions:**

- i. The course area will encompass the Southwest Ramp, approximately 376' by 175' or 65,800 square feet.

2. The aerodrome will not be closed at any point during this event, unless in case of an emergency.

### **b. Date and time of events.**

Monday through Friday:	7:00am to 5pm
Weekends and Holidays:	No activity

*(2). Adequate facilities for landing and taking off will remain open to air traffic, and satisfactory arrangements are made to ensure the safe use of the facilities remaining open.*

Aeronautical operations will continue at the airport. This activity will have no effect on operations.

Airport staff (part time airport manager, the airport maintenance supervisor, and airport worker) will be on-site Monday through Thursday each week and available on-call Fridays. The primary responsibility of the airport staff will be to inspect barricades and gates to ensure the activity of the Academy stays within the boundaries of the southwest ramp, separate from all other airport activity.

The Sanford Fire and Police Departments would provide first responder emergency services. Organizers will coordinate with the Departments and provide a copy of this plan.

*(3). Proper NOTAMs are issued in advance.*

The airport manager or her designee will be responsible for all NOTAM issuance, monitoring, and cancellation before, during and after the academy.

*(4). Necessary steps are taken by the airport owner to ensure the proper marking of the portion of the airport to be temporarily closed to aeronautical use.*

Each entry to a closed taxiway will be clearly barricaded at the entrance to the inactive taxilane with orange cones and low profile aviation barricades that are interlocked in two continuous lines to indicate the limit of activity. The area will also only be plowed where activity is permitted; snow banks will delineate the

edge of the pavement. A walkthrough of the area is required to be conducted between the organizer and airport staff prior to the start of the event to review the area dedicated for the academy and reiterate that no driving anywhere else on the airfield is permitted at any time.

The Academy organizers will have sufficient personnel to secure the through Gate 12 to the airport. Gates will be closed and secured at all times not actively in use. A layout of the area is enclosed with this plan.

*(5). The airport owner notifies the appropriate FAA Flight Standards office in advance, as well as any air carrier using the airport.*

Because there is no closure of the airport and no airspace modifications, no coordination with and approval by the Portland FSDO is necessary. The airport manager will provide the FSDO with notification of the activity.

SFM does not receive air carrier service. The airport manager will notify tenants and the FBO in advance of the activity taking place.

*(6). The airport owner agrees to remove all markings and repair all damage, if any, within 24 hours after the termination of the event, or issues such additional NOTAMs as may be appropriate.*

No damage is anticipated to be caused by the driving academy's activities of driving in a coned course in a relatively small, defined area. The agreement for use of the property specifies that any damage that may occur will be repaired by the NMCC.

*(7). No obstructions determined by FAA to be hazards, such as roads, timing poles, or barricades, will be constructed for the remaining operational area of the airport.*

Use of the area involves no construction or modification of the property of any sort.

*(8). The airport sponsor is reimbursed for all additional costs incurred as a result of the activity.*

The agreement includes lease of the square footage being used as well as a charge for airport staff time.

A handwritten signature in blue ink that reads "Allison" with "SFM" written in smaller letters below it.

Allison Navia, SFM Airport Manager

CC: Dennis Dyer, CDL Coordinator NMCC  
Joe Ridley, Airport Maintenance Supervisor  
Steven Buck, Sanford City Manager  
Scott Susi, Sanford Fire Chief  
Craig Anderson, Sanford Police Chief  
Amy Quam, FAA Airport Compliance

SFM YCCC Driving Academy 2024  
Safety Plan Layout



NOT TO SCALE

# Memo



Number:

To: City Council

From: Allison Navia, Airport

Date: 2023-04-04 18:00:00

Subject: Ordered, to approve the designation of a permanent aerobatic box at the Sanford Seacoast Regional Airport.

## **RECOMMENDATION**

Review and approve the designation of a permanent aerobatic box at the Sanford Seacoast Regional Airport.

## **Background Information:**

On behalf of the New England Aerobatic Club, Chapter 35 of the International Aerobatic Club, we are requesting permission to electronically submit a request for a waiver and authorization to establish a long term aerobatics practice area at Sanford Seacoast Regional Airport, Sanford, Maine. In the past, we have requested temporary APAs but have come to the conclusion that it will reduce paper work for both the FAA and ourselves to request a long term APA. To properly coordinate the intermittent use of the APA by IAC Chapter 35 with other events at the airport, control of the APA would be under the direction of Allison Navia, Manager of Sanford Seacoast Regional Airport. We request that she be designated as the "responsible person." The location of the proposed APA is the same as that we have successfully used since 2009. Members of IAC Chapter 35 would staff the operation of the practice sessions using the same protocols that we have safely used previously. The approval sought from the Council would permit the creation of the aerobatic box itself. General event approval was designated to the City Manager and Airport manager by the Council at the May 5, 2020 meeting. This item is not a blanket approval for aerobatic events; each specific aerobatic event would still need to follow the approval process with the City Manager and Airport Manager in order to take place.

## **Legal Review Status:**

N/A

## **Sub-Committee or Board Recommendation:**

This was previously discussed and approved in 2022 at the Airport Committee level and reviewed and approved again at the March 9, 2023 meeting. The Municipal Property Sub committee also reviewed this item and approved it to proceed to the Council Level.

**Administrative or Departmental Review :**

The City Manager and Airport Manager will coordinate this project. All operation of the aerobatic box will require prior approval by the City Manager.

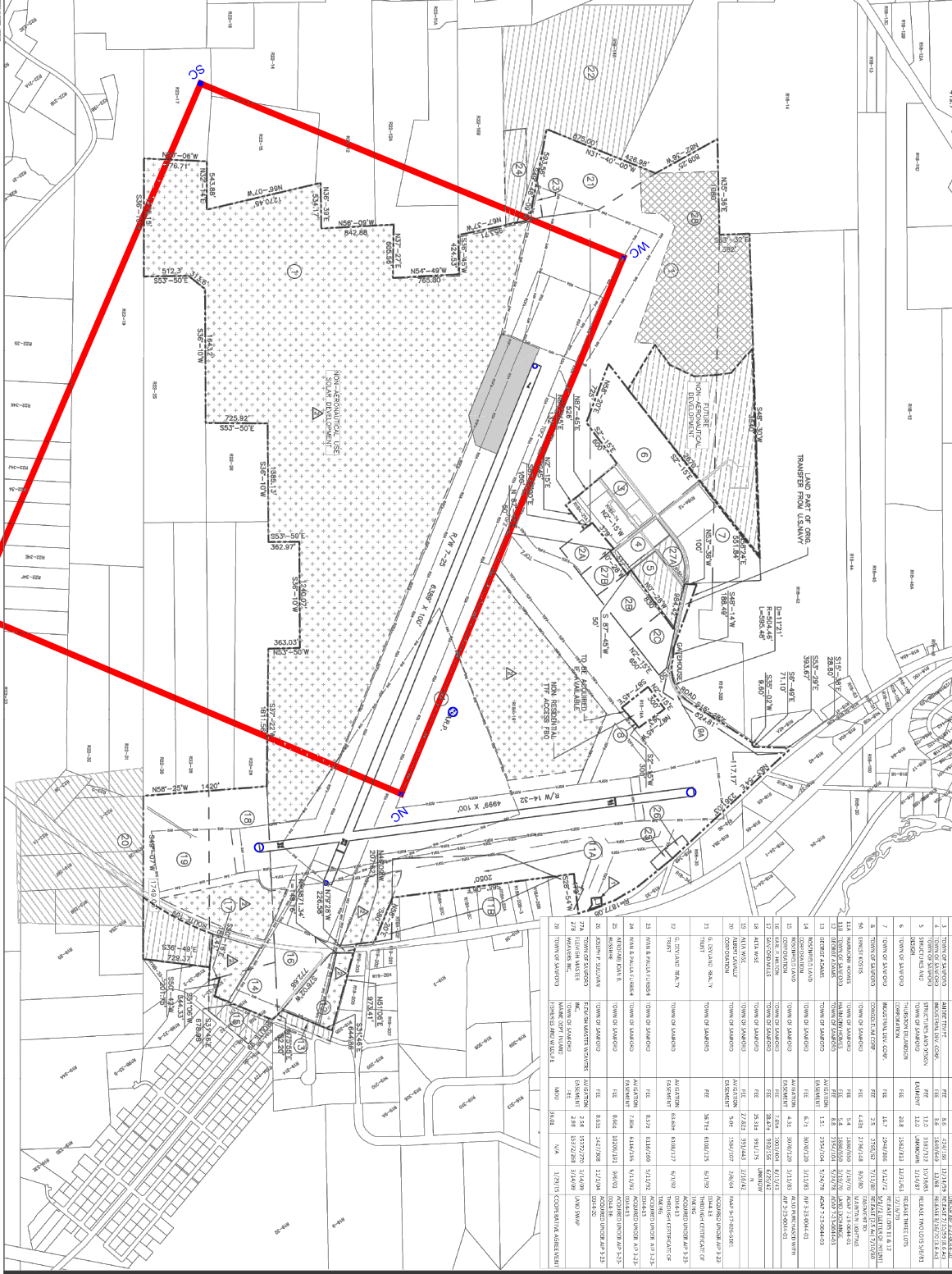
**Financial Impact or Review:**

The simplification of the process will help facilitate aerobatic events, which bring pilots to the airport who buy fuel and other goods and services from airport businesses. Increased fuel sales translates to increased revenue for the Airport through fuel flowage fees.

**ATTACHMENTS**

- [KSFM LT APA Property Map.pdf](#)
- [KSFM LT APA Google Earth View.jpg](#)
- [FAA 7711-2 Cover Letter Jan 2023 DRAFT.pdf](#)
- [EID\\_KSFM LT APA.pdf](#)
- [KSFM LT APA-FAA7711-2-original.pdf](#)

KEY	LESSOR	LESSEE	INTER NON-ADJUTANTIAL USE	ACRES
▲	CITY OF SANFORD	CITY OF SANFORD	9/17/2013 FM LETTER	0.2586
▲	CITY OF SANFORD	SANFORD SOUTH LLC	1/16/2018 FM LETTER	413.7



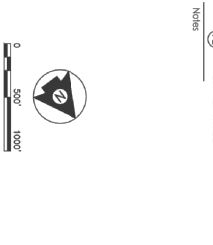
LOT	OWNER	CONTROL	USE	ACRES	TAXES & B.	DATE	COMMENTS
1	US NAVY	TOWN OF SANFORD	RES	0.01	1180.00	12/24/14	PARCEL 2A.3
2	MOORE COMMUNITY	TOWN OF SANFORD	RES	4.28	1411.00	6/08	PARCEL 2A.1
3	TOWN OF SANFORD	RES	5.6	2292.00	1/21/14	RETRACTED 12/25/13 BY 5.6 ACRES	
4	TOWN OF SANFORD	RES	1.21	3187.00	1/21/14	RETRACTED 12/25/13 BY 1.21 ACRES	
5	TOWN OF SANFORD	RES	1.21	3187.00	1/21/14	RETRACTED 12/25/13 BY 1.21 ACRES	
6	TOWN OF SANFORD	RES	2.22	1282.00	12/21/13	RETRACTED 12/25/13 BY 2.22 ACRES	
7	TOWN OF SANFORD	INDUSTRIAL/COMM	RES	1.67	1966.00	1/21/14	RETRACTED 12/25/13 BY 1.67 ACRES
8	LINCOLN HOMES	TOWN OF SANFORD	RES	4.89	2186.00	8/20	RETRACTED 12/25/13 BY 4.89 ACRES
9	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
10	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
11	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
12	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
13	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
14	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
15	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
16	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
17	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
18	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
19	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
20	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
21	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
22	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
23	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
24	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
25	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
26	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
27	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
28	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
29	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
30	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
31	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES
32	WINDY HILLS	TOWN OF SANFORD	RES	5.4	2480.00	1/21/14	RETRACTED 12/25/13 BY 5.4 ACRES



Sanford Seacoast Regional Airport, KSFM  
 401 North Road  
 Sanford, ME 04856  
 Tel: 207.888.5555  
 Fax: 207.888.5555

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- Legend**
- Parcel Projection Zone
  - Airport Boundary
  - Easement
  - Non-Adjutantial Release
  - Non-Adjutantial Use Solar Development
  - Wade Dept. of Land Fisheries and Wildlife Acknowledgment
  - 1:3 Grade Slope Critical Area
  - Lot Key Number



**Revision**

NO.	DATE	BY	REVISION
1	12/12/17	AS	ISSUE FOR PERMIT

**Author** AS  
**Checker** AS  
**Permitted** AS

**Client/Project**  
 SANFORD SEACOAST REGIONAL AIRPORT

**Site/Project**  
 SANFORD SEACOAST REGIONAL AIRPORT

**Drawn by** AS  
**Checked by** AS  
**Scale** AS NOTED  
**Date** 12/12/17

# Sanford Seacoast Regional Airport, KSFM Proposed Aerobatic Practice Area



President: Philip Joseph  
Treasurer: Sheldon Apsell



Vice President: Clint Davies  
Secretary: Greg Dining

March XX, 2023

Mr. David A. Swanson, Manager  
Portland, Maine Flight Standards District Office  
82 Running Hill Road  
South Portland, Maine 04106

Subject: Aerobatic Practice at Sanford Seacoast Regional Airport

Dear Mr. Swanson:

On behalf of the New England Aerobatic Club, Chapter 35 of the International Aerobatic Club, we are pleased to electronically submit Form 7711-2, an Environmental Information Document and other supporting documents to request a waiver and authorization to establish a long-term aerobatics practice area at Sanford Seacoast Regional Airport, Sanford, Maine. In the past, we have requested temporary APAs but have come to the conclusion that it will reduce paper work for both the FAA and ourselves to request a long-term APA.

To properly coordinate the intermittent use of the APA by IAC Chapter 35 with other events at the airport, control of the APA would be under the direction of Ms. Allison Navia, Manager of Sanford Seacoast Regional Airport. We request that she be designated as the “responsible person.”

The location of the proposed APA is the same as that we have successfully used since 2009. Members of IAC Chapter 35 would staff the operation of the practice sessions using the same protocols that we have safely used previously. A summary of our future operations is as follows:

- When authorized by the Responsible Person, IAC Chapter 35 would practice competition aerobatics between the hours of 10 AM and 5:00 PM local time. Night-time aerobatic operations will not occur.
- The Responsible Person and a member of IAC 35 will conduct a pre-flight briefing detailing the intended operations for the day, safety issues and coordination with any other group using the airport that day.
- All pilots and their aircraft that fly that day will be logged-in and required to certify their review and compliance with the Certificate of Waiver and associated Special Provisions. The pilot / aircraft log will be available for FAA review, if requested.
- At least one Ground-based safety observer appointed by the Responsible Person will observe all aerobatic activity and the airport environment while the APA is in use.
- During the practice we expect no more than 15 pilots and 10 aircraft to participate, all of which must be members of the International Aerobatics Club (IAC). Certificates of



Insurance from IAC/EAA would be requested as evidence that our operations are properly insured.

- To minimize traffic conflict and noise, our requested altitudes for aerobatic activity are from 1500 to 3500 feet AGL. This puts the floor of our aerobatic activity 500 feet above the normal traffic pattern. The waived airspace (indicated in red on the enclosed Google photograph,) has been located to minimize noise to off-site locations while accommodating continued airport operations.
- NOTAMs advising transient pilots of the aerobatic activity will be prepared and submitted that would include (at least) the following additional points:
  - Runway 14/32 would remain open at all times but with right traffic on 32 and standard left traffic on 14.
  - Closure of Runway 7/25 during active aerobatic activity except that it would be available with 10 minutes prior notice so that we can temporarily suspend aerobatics to allow large / turbine aircraft to land.

To prepare these applications, We have used our previous successful 7711-2 applications and current reference to FAA Order 8900.1 Volume 3, Chapter 6, Section 4. We hope you will find them adequate in all details. We would be happy to discuss things as needed to answer any questions you may have. Our contact information follows and we look forward to your questions and discussion.

Yours truly,



Jay Hewett  
for IAC Chapter 35 – The New England Aerobatic Club  
37 Shady Run Lane  
Cumberland, Maine, 04021  
207-829-5765 – Home  
207-233-9615 - Cell Phone  
[jayhewett@zwi.net](mailto:jayhewett@zwi.net) – e-mail  
IAC Member 0021994

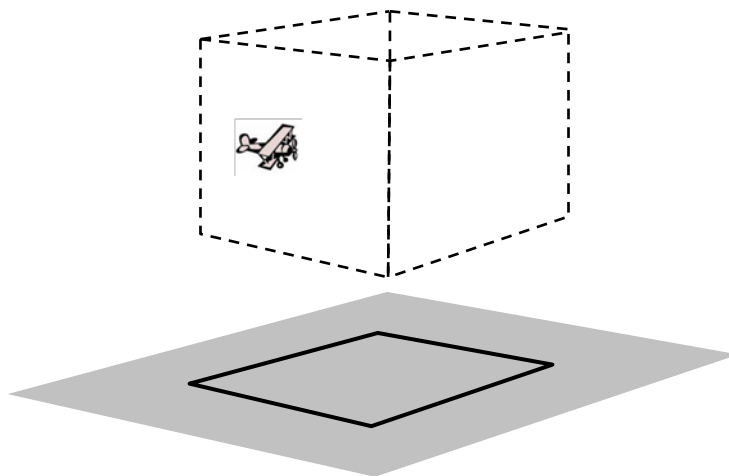
Allison Navia, Airport Manager  
9 Presidential Lane  
Sanford, Maine 04073  
e-mail: [anavia@sanfordmaine.org](mailto:anavia@sanfordmaine.org)  
Office: 324-3172  
FAX: 207-324-3094



**ENVIRONMENTAL INFORMATION DOCUMENTATION  
FOR  
PROPOSED AEROBATIC PRACTICE AREAS (Long Term)**

**AFS-800  
800 Independence Ave, SW  
Washington, D.C. 20591  
(202) 267-1100**

**Rev 3.0, 09-2018**



## **FAA Introduction to Requirements of the National Environmental Policy Act**

The purpose of this document is to assist Sponsors applying for a Certificate of Waiver (CoW) for a Long Term Aerobatic Practice Areas (LT APAs), and the aviation safety inspectors (ASIs) in the geographically responsible FAA Flight Standards District Office, by providing information needed for the FAA to process required environmental documentation for proposed LT APAs.

The National Environmental Policy Act (NEPA) applies to actions undertaken by the Federal Government, including the issuance of a CoW for aerobatic operations. FAA Order 1050.1, as amended, implements NEPA and associated regulations of the Council on Environmental Quality. Once the FAA determines that NEPA applies to a proposed action, it needs to decide on the appropriate level of review. The three levels of NEPA review are Categorical Exclusion (CATEX), Environmental Assessment (EA), and Environmental Impact Statement (EIS). Each category involves a progressively more extensive evaluation of potential environmental impact. Only those aerobatic operations that are not infrequent in nature (more than 30 days) require an environmental review. It would be very rare for a LT APA (more than 30 days) to require an EIS, which is for the purpose of documenting "significant" environmental impact. LT APAs frequently involve CATEXs and occasionally EAs.

Based upon a review of the data in the Volpe Report, consultation with AVS, and absent extraordinary circumstances, the Aerobatic Actions CATEX can be utilized. The guidance memo on Aerobatic Practice Areas in Order 1050.1 Desk Reference titled "Clarification of FAA Order 1050.1 CATEX 312b for Aerobatic Actions" will be followed when utilizing this CATEX. These documents and additional information is available at the following website and can be used when processing an Application for a LT APA CoW and EID (<http://www.faa.gov/about/initiatives/airshow/>).

Note: The Volpe Study is addressed in guidance memo #6 for FAA Order 1050.1 (Ref, <http://www.faa.gov/about/initiatives/airshow/>). It is the sixth in a series of memos to provide additional guidance on FAA's NEPA requirements, procedures, and practices.

If the CoW is for an APA of short duration (30 consecutive days or less), an aerobatic competition box, or an aviation event, it is a CATEX per paragraph 312b of Order 1050.1F Desk Reference. A CoW falling into these categories may include aviation events such as parachuting demonstrations, air shows, and air races.

Note: The federal action associated with an "aerobatic practice area" is the Certificate of Waiver, which is the same federal action as for an "aerobatic practice box" and the same action to which CATEX 312b is applied.

A CATEX is a statement that based on FAA's experience of assessing past actions of the same nature, no significant impacts will occur unless certain extraordinary circumstances are present (Order 1050.1, as amended). An APA that meets the requirements of Order 1050.1 Desk

Reference is eligible for a CATEX for noise, and may still require that extraordinary circumstances be considered.

Below is a listing of the extraordinary circumstances that may be considered. In order to avoid potential impacts to incompatible land uses such as residences, churches, or other areas of public assembly, the FAA recommends locating LT APAs over airports or areas that avoid these land uses. This can also significantly reduce FAA's technical analysis and coordination with resource agencies.

**Air Quality** – As required, impacts will be computed by FAA's environmental specialist using FAA's air quality model. Emissions must meet the National Ambient Air Quality Standards that were established through the Clean Air Act. For areas that are not in attainment of these standards, FAA's environmental specialist will verify that these standards are met by using FAA's air quality model to compute emissions of the proposed APA.

**Compatible Land Use** - In accordance with FAA Order 1050.1, Appendix B, if the noise analysis described in the noise analysis section concludes that there is no significant impact, a similar conclusion can be made for compatible land use. However, if the aerobatic practice area is within 1/4 statute mile of a noise sensitive area, or an area where local land use jurisdictions have adopted local noise standards that differ from FAA's significant noise threshold, FAA will disclose and elevate those local standards in its documentation of compatible land use.

**Department of Transportation Act, Section 4(f) Resources** - Where APAs overlie park land of national, state, or local significance; National Wildlife Refuges; or historical or archaeological resources on or eligible for inclusion on the National Register of Historic Places; FAA will evaluate the indirect effect from aircraft noise and air quality emissions on these resources.

**Fish, Wildlife and Plants** - FAA evaluates potential effect on endangered species (Endangered Species Act), migratory bird activity (Migratory Bird Treaty Act), and non-game fish and wildlife and their habitat (Fish and Wildlife Conservation Act.)

**Historical, Architectural, Archeological, and Cultural Resources** - As required by the National Historic Preservation Act (16 U.S.C. 470), Section 106, FAA will evaluate potential effect on these resources if indirect effects from aircraft noise are significant.

**Light Emissions and Visual Impacts** – Potential impacts in this area would occur only if aerobatic operations were conducted between sunset and sunrise.

**Noise** – The FAA will evaluate possible impacts from aircraft noise using a 2012, Volpe Transportation Systems Center Study on noise from aerobatic aircraft. In order to determine potential significant effect, FAA will compare the operations data of this study with the proposed APA determine probable noise levels, and compare the noise levels of the proposal with FAA land use guidelines.

**Socioeconomic Impacts, Environmental Justice, and Children's Environmental Health and Safety Risks** - In those rare cases where noise and air quality impacts are significant, FAA will assess impacts in these areas.

**Wild and Scenic Rivers** –The FAA will evaluate potential effect on these resources.

If after completion of the EA the FAA determines that there are no significant impacts as a result of the APA, then the FAA will issue either a CATEX, or a Finding of No Significant Impact (FONSI). FAA Order 1050.1, as amended requires public availability of Findings of No Significant Impact (FONSI) that result from Environmental Assessments (EA).

### **International Aerobatic Club Government Relations Representatives**

The International Aerobatic Club (IAC) has government liaisons that are willing to help aerobatic practice area applicants even if they are not IAC members. The list of current government liaisons for IAC are listed on the FAA Aviation Events website: <http://www.faa.gov/about/initiatives/airshow/>). Applicants can either contact the IAC or the FSDO for the contact information.

#### **International Aerobatic Club (IAC)**

EAA Aviation Center  
P.O. Box 3086  
Oshkosh, WI 54903-3086  
920-426-6574  
iac@eaa.org

#### **FAA Flight Standards District Office (FSDO)**

[www.faa.gov/about/office\\_org/field\\_offices/fsdo/](http://www.faa.gov/about/office_org/field_offices/fsdo/)

### **Introduction to the Environmental Information Document (EID)**

The EID that follows will help the FAA evaluate potential environmental impacts. Applicants are required to complete the EID for LT APA initial and renewal approvals. The filing of the EID does not replace the need for the applicant to submit an Application for CoW (FAA Form 7711-2). This is submitted by the applicant/sponsor as an additional submission with the application for a CoW (FAA Form 7711-2). The FSDO receiving the application must submit the EID to the FAA environmental office 9-AWA-AVS-AFS-ENVIRONMENTAL@FAA.GOV for review within 15 days of receipt, and notify the applicant when complete.

## ENVIRONMENTAL INFORMATION DOCUMENT



### **Instructions:**

Applicants applying for a long term aerobatic practice area (LT APA) with the Federal Aviation Administration (FAA) must complete this Environmental Information Document (EID) in addition to FAA Form 7711-2, Application for Certificate of Waiver. Completion of the EID is a mandatory requirement to apply for a LT APA approval and will expedite the FAA's assessment of environmental impacts.

The applicant should complete the EID in accordance with the following instructions, and submit the document (electronic submission preferred), with FAA Form 7711-2, to the appropriate FAA Flight Standards District Office (FSDO). Only one copy is required. This document must be submitted 90 days prior to the date aerobatic operations are planned to be conducted. 120 days or longer is recommended. The FSDO will send the information to the Flight Standard Environmental Office for review within 15 days of receipt.

An APA is defined in FAA Order 8900.1, Volume 3, Chapter 5, Section 1-4 as a place where a pilot may "practice aerobatic maneuvers below an altitude of 1,500 feet above ground level...and may have dimensions of several statute miles in various directions or be as small as an aerobatic contest box for aerobatic competition or air show flying display area." Some APAs are located above 1500 feet AGL and the aerobatic maneuvers are practiced within close proximity to an airway, requiring a CoW. APA's above 1500 feet AGL typically have no impact on the environment (14 CFR 91.303 (d)).

In accordance with the FAA Order 8900.1, applicants requesting an APA must attach a current satellite photo (e.g., maps.google.com, mapquest.com, etc.) or a Topographic Quadrangle Map (published by the U.S. Geological Survey (scale 1:24,000), and a sectional map, of the proposed APA and its surroundings. The applicant should submit additional photographs and scale diagrams as supplemental material to assist in the FAA's evaluation of a particular site application for an APA approval. Any map must include accurate markings of any known public and/or tribal lands, historic and cultural resources, bodies of water (rivers, lakes, etc.) that lie within the area and noise sensitive areas within 1/4 statute mile of the APA perimeter.

It is important to note that this EID addresses only potential environmental issues. Flight Standards aviation safety inspectors (ASI) issuing the APA CoW (FAA form 7711-1) are responsible for ensuring that APAs also comply with safety standards, and will assess this separately (this is not the purview of the national/regional environmental specialist).

# ENVIRONMENTAL INFORMATION DOCUMENT (EID)

## Long Term Aerobatic Practice Area (LT APA)

### I. Re-Application LT APA:

Applicants who are **RE-APPLYING** for a LT APA must submit the application for a CoW (FAA Form 7711-2), EID and the required aerial diagrams. When submitting an EID for a LT APA re-application, check the box below.

a. **RE-APPLYING** for a LT APA - FAA Form 7711-2 attached Check Box

The FSDO must send the information to the Flight Standard Environmental Office 9-AWA-AVS-AFS-ENVIRONMENTAL@FAA.GOV for review within 15 days of receipt, and notify applicant.

b. Proceed to step III, Processing the EID for a LT APA.

### II. Initial Application LT APA:

a. Applicants who are making INITIAL application for a LT APA, must submit the application for a CoW (FAA Form 7711-2), EID and the required aerial diagrams.

b. When submitting an EID, check the box for each question noting that the FAA Form 7711-2 is attached, and providing the requested information.

c. Proceed to step III, Processing the EID for a LT APA.

### III. Processing the EID for a LT APA:

Submit the application for a CoW (FAA Form 7711-2), required aerial diagrams, and EID to the jurisdictional FSDO (electronic submission preferred).

a. This must be submitted 90 days prior to the date aerobatic operations are planned to begin for an initial application, or before the expiration date of the current APA approval for a re-application, and documented on FAA Form 7711.2.

b. 120 days or longer is recommended.

c. The FSDO must send the information to the Flight Standard Environmental Office 9-AWA-AVS-AFS-ENVIRONMENTAL@FAA.GOV for review within 15 days of receipt, and notify applicant when complete.

d. The jurisdictional FSDO must complete section 2 and 3 of the EID.

**SECTION 1**

**This section requires the applicant to provide information on the proposed APA, as well as details on the aircraft that will be using it.**

**Applicant – Initial Application**

**1. Applicant/Sponsor Information:**

**a. Check Box if (FAA Form 7711-2) attached**

Name of Responsible Person

Name of Organization

Permanent Mailing Address: House number and street or route number

City

State and ZIP Code

Email Address

Telephone No.

**2. 14 CFR section(s) and number(s) to be waived:**

**3. Proposed dates of the beginning and end of the requested CoW (dates are provisional):**

Beginning

DATE

End

DATE

**4. Area of Operation:**

*Please provide the location of the APA with all corners of the APA, or central radius point, provided in latitude/longitude coordinates and altitudes in feet AGL (base and ceiling). If the APA is a circle, please provide a radius from a center, where the center is in latitude/longitude coordinates. Please attach map of area with the APA outlined.*



**5. Proposed Day(s) and Time(s) of Operation:**

*Please provide the days and times of use (e.g. Mon thru Thu 9:00 AM to 3:00 pm, Fri and Sat 10:00 am to 4:30 pm, and Sun 11:30 am to 5:00 pm).*

**6. Aerobic Practice Area (APA) Use and Flight Duration:**

Number of APA activations per month	Average duration of aerobic activity per activation (minutes)	Resulting duration of aerobic activity per month (hours) (Column 1 times Column 2)	Spring (%)	Summer (%)	Fall (%)	Winter (%)
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a) If any of the APA activation periods occur in the evening (7 p.m. – 10 p.m.), please state the average evening APA use per month (in hours/minutes).

b) If any of the APA activation periods occur in the nighttime (10 p.m. – 6 a.m.), please state the average nighttime APA use per month (in hours/minutes).

**7. Aircraft Information:**

*Please list the aircraft (Make, Model, Registration Number) that will utilize the APA, and the average number of times it will conduct and aerobic routine or practice session each month.*

Aircraft Make, Model, Registration Number	Aerobic Routine or Practice Session	Average # of Aerobic Routines or Practice Session per Month
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**8. Description of land use and structures underlying, and within 1/4 miles of the boundary of the APA.**

*Please describe the land use (e.g. airport property, cattle grazing, hay fields, residences, industrial park, etc.), including the use of all structures located within the 1/4 statute miles boundary of the APA. Note if airport has a current EA on file and if the APA is contained within the boundaries of EA.*

## SECTION 2

This section requests information relative to public involvement for the proposed APA. This section is to be completed by the relevant authorized FAA representatives.

### 1. Background of the APA

a) Please specify if the APA is:

New      Re-application

b) If Re-application

i) How many years has the aerobatic practice area been in existence?

ii) Has the APA been used on a regular basis?      If not: explain

iii) Have there been any changes to the aerobatic practice area (hours, locations)? If so, please provide a detailed explanation, including the details of the change and why the change was made.

### 2. Environmental Issues

Have there ever been any supported complaints or issues regarding environmental impacts (e.g. noise, air quality, wildlife) of the prior use of the APA? If so, please detail below (use additional sheets if necessary) Provide documentation of supported complaints/issues:

### 3. Public Involvement

Provide details on any public involvement that may have occurred. This may include discussion as an agenda item at an Airport Commission or similar meeting that was open to the public, discussion with neighbors underlying the APA and within 1/4 statute mile of its lateral limits, a statement that the APA has been in effect in the past with no expressed concern, or posting of public notice of the proposed APA. Please provide a copy of all comments received as a result of any public involvement effort.

### **SECTION 3**

**This section is to be completed by the relevant authorized FAA representatives.**

#### **1. Flight Standards District Office:**

*To your knowledge – has the FSDO processed any noise complaints or environmental complaints (provide PTRS record) regarding the environmental impacts resulting from the prior use of the APA Please detail below and note location and if the complaint was outside the ¼ statute mile buffer area:*

**END**

TEAR OFF  
BEFORE USING

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

SUPPLEMENTAL  
INFORMATION

**CERTIFICATION OF WAIVER OR AUTHORIZATION APPLICATION - PRIVACY ACT**

The information on the accompanying form is solicited under authority of Federal Aviation Regulations Parts 91, 101, and 105.

Submission of the information is mandatory.

The purpose of this information is to establish eligibility for certificate of waiver or authorization

The data will be used for recordkeeping and statistical purposes.

Incomplete submission may result in delay or denial of your request.

**FAA Form 7711-2** (8-08) Supersedes Previous Edition

*DETACH THIS PART BEFORE USING*

No certificate may be issued unless a completed application form has been received (14 C.F.R. 91. 101. and 105).



**US Department of Transportation  
Federal Aviation Administration**

**APPLICATION FOR  
CERTIFICATE OF WAIVER  
OR AUTHORIZATION**

From Approved: O.M.B. No.2120-0027 08/31/2008

**APPLICANTS - DO NOT USE THESE SPACES**

Region	Date
--------	------

Action  
 Approved       Disapproved – "Explain under "Remarks"

Signature of authorized FAA representative

**INSTRUCTIONS**

Submit this application in triplicate (3) to any FAA Flight Standards district office.

Applicants requesting a Certificate of Waiver or Authorization for an aviation event must complete all the applicable items on this form and attach a properly marked 7.5 series Topographic Quadrangle Map(s), published by the U.S. Geological Survey (scale 1:24,000), of the proposed operating area. The map(s) must include scale depictions of the flightlines, showlines, race courses, and the location of the air event control point, Police dispatch, ambulance, and fire

fighting equipment. The applicant may also wish to submit photographs and scale diagrams as supplemental material to assist in the FAA's evaluation of a particular site. Application for a Certificate of Waiver or Authorization must be submitted 45 days prior to the requested date of the event.

Applicants requesting a Certificate of Waiver or Authorization for activities other than an aviation event will complete items 1 through 10 only and the certification, item 17, on the reverse.

1. Name of organization		2. Name of responsible person		
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3. Permanent mailing address	House number and street or route number	City	State and ZIP code	Telephone No.
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4. State whether the applicant or any of its principal officers/owners has an application for waiver pending at any other office of the FAA.

5. State whether the applicant or any of its principal officers owners has ever had its application for waiver denied, or whether the FAA has ever withdrawn a waiver from the applicant or any of its principal officers/owners.

6. FAR section and number to be waived

7. Detailed description of proposed operation (*Attach supplement if needed*)

8. Area of operation (*Location, altitudes, etc.*)

9a. Beginning ( <i>Date and hour</i> )	b. Ending ( <i>Date and hour</i> )
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10. Aircraft make and model (a)	Pilot's Name (b)	Certificate number and rating (c)	Home address (Street, City, State) (d)

**ITEMS 11 THROUGH 16 TO BE FILLED OUT FOR AIR SHOW/AIR RACE WAIVER REQUESTS ONLY.**

11. The air event will be sponsored by:

12. Permanent mailing address	House number and street or route number	City	State and ZIP code	Telephone No.
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13. Policing *(Describe provisions to be made for policing the event.)*

14. Emergency facilities *(Mark all that will be available at time and place of air event.)*


Physician                       Fire truck                       Other - Specify \_\_\_\_\_  
 Ambulance                       Crash wagon                      \_\_\_\_\_

15. Air Traffic control *(Describe method of controlling traffic, including provision for arrival and departure of scheduled aircraft.)*

16. Schedule of Events *(include arrival and departure of scheduled aircraft and other periods the airport maybe open.)*

Hour (a)	Date (b)	Event (c)

*If sufficient space is not available, the entire schedule of events may be submitted on separate sheets, in the order and manner indicated above.*

Please Read  The undersigned applicant accepts full responsibility for the strict observance of the terms of the Certificate of Waiver or Authorization, and understands that the authorization contained in such certificate will be strictly limited to the above described operation.

17. Certification - I CERTIFY that the foregoing statements are true.

Date	Signature of Applicant
------	------------------------

Remarks

**AMENDMENT OF AM OPERATING RIGHTS AGREEMENT  
AMENDMENT NO. 1**

**OWNER: CITY OF SANFORD, MAINE**

**OPERATOR: PINE TREE HELICOPTERS, LLC**

**OPERATING RIGHTS GRANTED: SPECIALIZED AVIATION SERVICE OPERATOR**

**AGREEMENT: AIRPORT OPERATING RIGHTS AGREEMENT BETWEEN CITY OF SANFORD, MAINE AND PINE TREE HELICOPTERS, LLC., dated October 15, 2019.**

**RECITALS:**

- A. Owner and Operator entered into an Agreement dated October 15, 2019 for commercial operating rights at the Sanford Seacoast regional Airport (SFM).
- B. Owner and Operator (THE PARTIES) wish to amend the Agreement and this document will be incorporated into the Agreement and made part thereof.

THE PARTIES hereto acknowledge the accuracy of the representations set forth above and wish to amend the Articles of the Agreement affected and as follows:

**1. WITNESSETH, the third WHEREAS is amended as follows:**

**WHEREAS**, Operator wishes to operate at the Airport a helicopter flight business using **rotocraft light piston powered two or four place helicopters**, categorized as a Fixed Base Operator X. Specialized Aviation Service Operation by the Airport's Minimum Standards and Procedures for the Lease and Use of Property and Facilities (the "Minimum Standards"); and

**2. ARTICLE II. OPERATING RIGHTS GRANTED –shall be amended to add:**

**C.i. Operator is granted the right to offer services including flight training, aerial tourism, public events, aircraft rental, aerial photography and surveying, helicopter flight simulator training, helicopter ferrying services, helicopter charter/ air taxi services, helicopter utility work, and a Pilot for Pilots Program. Additional related services may be offered with written prior permission from the Airport Manager. Permission will not be unreasonably withheld and any permissions obtained will be appended to this Agreement and subject to the same terms and conditions herein.**

**3. ARTICLE III. RENTS AND PAYMENTS –shall be amended as follows:**

**A. SASO FEE.**

- ii. The term "gross revenues" as used herein shall be construed to include all revenues received by Operator **from activities conducted and services provided at the Sanford Airport** not specifically excluded in i. above, including without limitation, all service charges, instructor and rental fees, or other charges made to Operator's customers.

- iii. The percentage of Operator's gross revenues **generated at the Sanford Airport** due and payable to Owner each year for the term of this agreement as defined under this paragraph shall total: Calendar Years 1 to **5 4 (2020, 2021, 2022, 2023);** 0.5% of gross revenues, capped at \$1,000.00 each calendar year.

**AMENDMENT OF AM OPERATING RIGHTS AGREEMENT  
AMENDMENT NO. 1**

**Calendar Year 5 (2024): 0.5% of gross revenues, with no cap.**

**Subsequent Agreement Term Extensions: As negotiated. Calendar Years 6 to 10 (2025, 2026, 2027, 2028, 2029) if extended per ARTICLE I.1.: 1% of on the first \$100,000 gross revenue and 0.5% on additional gross revenues, with no cap.**

**ALL THE TERMS**, conditions, and provisions of the Land Lease not specifically modified herein shall in all respects govern and control as first written October 15, 2019.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands on the dates below to be effective December 31<sup>st</sup>, 2023.

**OWNER**

City of Sanford  
By the City Manager

\_\_\_\_\_  
Steven R. Buck

\_\_\_\_\_  
Date

**OPERATOR**

Pine Tree Helicopters LLC  
By Its President

\_\_\_\_\_  
Parker Montano

\_\_\_\_\_  
Date





# Public Hearing Notice

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City Council Chambers and  
Via Remote Video and Teleconference  
Pursuant to 1 MRSA §403-B (2) (D)  
and Section 6 of the City Council Rules of Procedure  
Tuesday, February 20, 2024  
6:00 PM

Notice is hereby given that the Sanford City Council will hold a public hearing at 6:00 PM on Tuesday, February 20, 2024 in person at City Hall Council Chambers, 919 Main Street, Third Floor, Sanford, Maine and via remote video and teleconference pursuant to 1 MRSA §403-B (2) (D) and section 6 of the Sanford City Council Rules of Procedure. The purpose of this public hearing is to receive public comments on proposed changes to the City of Sanford Airport Ordinance. Further information on the proposed changes may be obtained through the Airport Manager prior to the public hearing. Written comments and questions should be directed to Allison Navia, Airport Manager, and will be accepted until 5:00 pm on February 20, 2024 at the Airport Manager's Office, 9 Presidential Lane, Sanford.

The proposed amendments can be viewed by visiting the City of Sanford website at [www.sanfordmaine.org](http://www.sanfordmaine.org) and clicking on Public Notices.

Instructions for joining the meeting by in-person and remote methods are posted on the City's website on the Meetings calendar. The meeting will be broadcast on cable channel 26 and archived at <https://townhallstreams.com/towns/sanfordme>.

Posted: 02/01/2024

ARTICLE II

**Rules and Regulations**

[Adopted 8-7-1990; amended 3-18-2003]

**§ 70-3. Definitions.**

Unless the context otherwise indicates, the following words when used in any rule or regulation administered by the Maine Department of Transportation, Bureau of Aeronautics for the Town of Sanford shall have the following meanings:

**AIRCRAFT** — Any contrivance now known or hereafter invented, used or designed for navigation of or flight in the air, except a parachute or other contrivance designed for such navigation but used primarily as safety equipment.

**AIRMAN** — Any individual who engages, as the person in command or as pilot, mechanic or member of the flight crew, in the navigation of aircraft while underway, and any individual who is directly in charge of the inspection, maintenance, overhauling, or repair of aircraft, aircraft engines, propellers, or appliances.

**AIRPORT** — The Sanford Seacoast Regional Airport as it now exists and as it may be expanded in the future, including all lands and roadways. [Amended 5-1-2012]

**AIRPORT MANAGER** — The Manager of the Sanford Seacoast Regional Airport as appointed by the Town Council. [Amended 2-5-2008; 5-1-2012]

**FIXED BASE OPERATOR** — Any person or company engaged in the business of the sale of aircraft, aircraft parts, fuel, and petroleum products, or rental of aircraft, flight instruction, and the rendition of any related service who or which has applied to the Town and received a license to operate on the Airport in accordance with the Minimum Operating Standards for Sanford Airport.

**FSS** — The Flight Service Station operated by the Federal Aviation Administration.

**MINIMUM STANDARDS** — Refers to the Minimum Operating Standards for Sanford Airport as approved by the Town and as amended in the future.

**PERSON** — Any individual, firm, corporation, company, association, joint stock association, or body politic and includes any trustee, receiver, assignee or other similar representative thereof.

**TOWN COUNCIL** — The Town Council of the Town of Sanford, Maine. [Amended 2-5-2008]

**§ 70-4. Rules and regulations established. [Amended 5-1-2012]**

The Town of Sanford, Maine, hereby establishes rules and regulations controlling and governing the Sanford Seacoast Regional Airport. These rules and regulations shall supersede all prior rules and regulations governing the Sanford Seacoast Regional Airport and the amendments thereto which are repealed upon adoption of these rules and regulations, except the Minimum Operating Standards for Sanford Airport.

§ 70-3 § 70-5

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**§70-1 PURPOSE**

Sanford Seacoast Regional Airport (SFM or Airport) is municipally owned and operated by the City of Sanford, Maine as a Public General Aviation Reliever Airport. These Airport Rules and Regulations (hereinafter Rules) are intended to promote the safety, interest, and welfare of the public in general and in particular the operators, lessees, tenants, consumers, and users of SFM.

**§ 70-5. Purpose; administration. [Amended 2-5-2008; 5-1-2012]**

Commented [MAR1]: Moved to Appendix A; Updated to match FAA definitions

The following rules and regulations govern the administration, operation and use of the Sanford Seacoast Regional Airport. These rules are to be strictly administrated by the Town Council or by its duly appointed representative under the Council's control and responsibility.

**§ 70-6. Scope. [Amended 2-5-2008]**

All persons on the Airport shall be governed by these rules and regulations which are subject to change by Town Council action only. In any contingencies not covered by these rules and regulations, the Airport Manager upon direction and instruction of the Town Council is hereby authorized to establish on a pro forma basis such additional rules and regulations as may seem desirable and proper. The Airport Manager, or his duly authorized representative, and the Town Council shall deny the use of the Airport to any person who knowingly violates any rule or regulation herein established (or to be established prior to violation). Such person upon conviction shall be subject to such fines or other penalties as may be established by rules and regulations or state or federal law.

**70-1.1 SCOPE**

1. These Rules apply to all users, aeronautical and otherwise, of Airport property and are subject to change by City Council action only. The Rules are not all-inclusive and reinforce and emphasize federal, state, and local statutes, laws, ordinances, and regulations as well as leases and agreements that may apply. Individual Airport users must adhere to the applicable provisions of these Rules, as well as any applicable leases and agreements, and all pertinent federal, state, and local statutes, laws, ordinances, and regulations that may be applicable to their operations. In any case where a provision of the Rules and Regulations is found to be in conflict with any other provision of these regulations or in conflict with a provision of any zoning, building, fire, safety, health or other ordinance, code, rule, or regulation of the City of Sanford, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail.
2. These Rules and Regulations are made part of the City of Sanford's ordinances under Chapter 70 Article II. Violations of the Rules may result in revocation of Airport access privileges, denial of use of the Airport, termination of leases or other agreements, and/or prosecution under applicable laws. Perpetration of violation(s) shall be considered as a factor in renewing or not renewing a violator's application or lease renewal. Use of Airport property without approval or in conflict with these Rules is considered a trespass.
3. In any contingencies not covered by these rules and regulations, the Airport Manager upon direction and instruction of the City Council is hereby authorized to establish on a pro forma basis such additional rules and regulations as may seem desirable and proper. The Airport Manager, or her duly authorized representative, and the City Council shall deny the use of the Airport to any person who knowingly violates any rule or regulation herein established (or to be established prior to violation). Such person upon conviction shall be subject to such fines or other penalties as may be established by rules and regulations or state or federal law.
4. These Rules may be amended as required through the legislative procedure of the City Council.

**§ 70-7. Liability:**

Any person using the Airport and its facilities shall do so at his/her own risk. The Town

of Sanford, Maine, will not assume any responsibility for loss, injury, damage, or death to persons or property caused by fire, theft, vandalism, flood, earthquakes, acts of God, the public enemy, or for any other reason.

**§ 70-8. Police power.**

All powers of the Maine State Police, York County Sheriff's Department, State of Maine Fish and Game Department and the Sanford Town Police extend to all areas of the Airport.

**70-1.2 AUTHORITY, ADMINISTRATION AND POLICE POWER**

1. These rules are to be strictly administrated by the City Council or by its duly appointed representatives under the Council's control and responsibility.
2. Nothing in these Rules is intended to preclude any authorized City personnel from taking other action authorized by law.
3. Authority of the Airport Manager. The Airport Manager, or her designee, shall have authority to interpret this article and require measures on any project, event or operation requiring a permit, written permission, or other activity on the Airport. The Airport Manager or her designee shall also have the authority to require any changes or revisions to operations including, but not limited to, requiring the presence of uniformed police officers, during the operation as changing conditions and safety concerns warrant. In certain situations, and at her discretion, the Airport Manager may also allow reduction or relaxation of some criteria described herein. Any such reduction or relaxation shall not relieve any fixed base operator, tenant, contractor, person or entity of their legal responsibilities to protect the public and any and all property from injury or damage. Failure by the fixed base operator, tenant, contractor, person or entity to provide such measures to the satisfaction of the Airport Manager may result in enforcement action as indicated herein.
4. All powers of the Maine State Police, York County Sheriff's Department, State of Maine Fish and Game Department and the City of Sanford Police Department extend to all areas of the Airport.

**§70-2 GENERAL**

**70-2.1 COMPLIANCE AND RESPONSIBILITIES**

1. By adoption and publication of these rules, all persons based at SFM will be deemed to have knowledge of the contents herein.
2. Entry upon/into the Airport by any person shall be deemed to constitute an agreement by such person to comply with and be governed by these rules. All persons employed on or using the Airport shall cooperate with the Airport Manager or her designated representatives to enforce these Rules.
3. Voiding of any particular rule or regulation contained herein shall not affect the validity of the remainder of these regulations.

**§ 70-9. Report of accidents.**

Any person involved in any accident at the Airport, whether it be personal, aircraft, or vehicular, shall make a written report of such accident to the Airport Manager as soon as possible. Such report shall be in addition to any report required by law.

**§ 70-10. Safety rule.**

No person shall do or omit to do any act if the doing or omission thereof endangers, or is likely to endanger, persons or property on the Airport.

Commented [MAR2]: Moved to 70-2.3

Commented [MAR3]: 70-1.2.4

Commented [MAR4]: Language mirrors existing ordinances for City departments such as Public Works Director

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Commented [MAR5]: 70-3.4.1

§ 70-5 § 70-11

**70-2.2 EMERGENCY PROCEDURES AND DIRECTIVES**

1. Under emergency conditions, e.g., a natural disaster, the Airport Manager, or designated representative, is empowered to suspend these Rules, or any part thereof, including ordering persons to leave the Airport or portions of the Airport and prevent access to such areas for such time as may be necessary, and to issue such directives and take such actions as is necessary to protect life and property and ensure the safe operation of the Airport. Such directives and actions have the full power of regulation as long as the emergency exists.
2. In the event of an extreme threat, condition, or event, the Airport Manager shall have, ~~in her~~ discretion, and the authority to close the Airport in its entirety or any portion thereof to air traffic, to prohibit aircraft landing and/or taking off, and may delay or restrict any flight or other aircraft operation.
3. The Airport Manager may also, ~~in her~~ with discretion, temporarily close the Airport due to periods of adverse climatic conditions when such action is considered necessary and desirable to avoid endangering persons or property or when such action is required by Federal Regulations.
4. Under no circumstance shall an authorized Airport closure or restriction constitute grounds for reimbursement of any expense, loss of revenue, or damage incurred by any operator, lessee, or any other entity.

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**§ 70-11. Conduct and use of Airport.**

No person shall be intoxicated or disorderly, engage in any form of gambling or commit any act of nuisance at the Airport, nor shall any person omit or do any act if such act or omission endangers other persons or property.

**§ 70-12. Airport property.**

No person shall destroy or disturb any building, equipment or flora at the Airport, nor alter or erect any building or sign, nor abandon any personal property at the Airport, nor use or confiscate materials or property of others without the written consent of the Airport Manager or the Town Council.

Commented [MAR7]: 70-2.3

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**70-2.3 LIABILITY, FACILITIES AND PROPERTY**

1. The City assumes no responsibility or liability for loss, injury or damage to persons or property on the airport or using airport facilities, including but not limited to fire, vandalism, wind, flood, earthquake, or collision damage, nor does it assume any liability by reason of injury to person or property while using the facilities of same.
2. Operational deficiencies regarding buildings, structures, equipment, utilities, or other property owned by the City shall be reported to the Airport Manager so that repairs, as necessary, may be made in a timely manner.
3. Any person causing, or liable for, any damage to airport property, shall be required to pay the City on demand the full cost of repairs to the damaged property. Any person failing to comply with these rules may be refused the use of the airport. (Tenants, lessees and users shall be held fully responsible for all damage to buildings, equipment, real property and appurtenances in the ownership of the Airport caused by negligence, abuse or carelessness on the part of their employees, servants, agents, or customers.

**70-2.4 OTHER LAWS**

All applicable provisions of Federal Aviation Regulations (FAR), federal, state, and local regulations, laws, statutes, and/or ordinances now in existence or hereafter promulgated are hereby adopted as part of the Rules for SFM.

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**§ 70-13. Damage to Airport property:**

~~Any person liable for causing damage to Airport property shall be required to pay full amount of such damage upon demand of the Airport Manager and/or the Town Council. Any person failing to do so may be deprived of the use of the Airport and its facilities until full reimbursement has been made. tenants, lessees and grantees shall be held fully responsible for all damage to buildings, equipment, real property and appurtenances in the ownership of the Airport caused by negligence, abuse or carelessness on the part of their employees, servants, agents, or customers. Any damage to, or malfunctioning of, buildings, structures, utilities, or other Airport property shall be reported at once to the Airport Manager.~~

Commented [MAR8]: 70-2.3.3

**70-2.5 ENTRY UPON AND USE OF AIRPORT:**

1. The airport shall be conducted as a public air facility for the promotion and accommodation of civil aviation and associated activities.
2. Entry into SFM property shall be through designated gates by authorized persons only. Authorization is granted by the Airport Manager or her designee through the completion of a form, verified identification, and, if applicable, payment of a fee or deposit for a gate card.
3. All SFM users shall observe and obey all posted signs, fences, and barricades regarding activities and demeanor while on the Airport.
4. Use of any SFM facility for other than authorized purposes is prohibited.
5. Nothing herein contained shall be construed to limit the use of any area of the Airport by its employees, approved contractors, or to prevent law enforcement or fire department personnel from acting in their official capacity.
6. No camping is permitted on SFM without written permission of the Airport Manager.

**70-2.6 ACCESS TO THE AIRPORT OPERATIONS AREA**

1. No person may, without authorization of the Airport Manager, walk or drive on the SFM Airport Operations Area (AOA) which includes runways and taxiways except:
  - a. Persons under the direct supervision of a an airport employee;
  - b. Persons or entities and their employees performing aeronautical activities;
  - c. Emergency vehicles during an emergency.
2. Except for the period of operation during entry/exit, all ground vehicle gates will be secured. Vehicle operators using an Airport gate shall ensure the gate closes prior to leaving the vicinity. Should a vehicle operator observe any suspicious vehicles or persons gain (or attempt to gain) access to the airside, they shall notify the Airport Manager immediately and notify law enforcement if appropriate.
3. Persons who have been provided an Airport access device (card or remote) or access code for the purpose of obtaining access to the Airport shall use only Airport issued devices and shall not duplicate or otherwise distribute or disseminate the same to any other person unless the Airport Manager provides written permission.
4. It shall be the responsibility of a tenant, lessee, or contractor to restrict persons or vehicles to their exclusive use area or leasehold and to establish operating procedures for them, reviewed by the Airport Manager for appropriateness.

5. No person shall assist an unauthorized individual in accessing the AOA.
6. The Airport Manager or any other authority responsible for the operation and safety of the Airport is hereby authorized to take appropriate action to ensure the Airport is safeguarded at all times, including the temporary override of gates, closers and locks of damaged or otherwise found inoperable gates and/or doors, or the placement of blockades or other types of barriers of fencing material as needed should the gate or fence be found unsecured or the Airport safety is at risk of being breach or the privilege of access onto the Airport is, in the discretion of the Airport Manager, being abused. Such safeguards, when taken, shall be clearly posted and not removed by the tenant, off-Airport property owner, business operator or any other person until expressly authorized by the Airport Manager.

**70-2.7 ANIMALS**

1. Animals, including service animals, are permitted on Airport property only when under the direct control of their owners/handlers. Any waste must be properly collected and removed by the animal's owner/handler immediately.
  - a. Any person found violating 70-2.7.1 may have his/ her privilege of bringing an animal onto Airport property revoked.
2. No person shall commit any act to encourage the presence or congregation of birds or other animals on the Airport.

**70-2.8 CARGO, MATERIAL STORAGE, AND ABANDONED PROPERTY**

1. Unless otherwise provided for by lease or other contractual agreement, no person, firm, partnership, or corporation, shall use any area of the Airport, including buildings, either privately owned or publicly owned, for the storage of non-aeronautical related cargo, equipment, or any other property without written permission of the Airport Manager.
2. Any property, aircraft, or vehicle determined to be abandoned, disabled, or which creates an operations problem, nuisance, security or safety hazard, or which otherwise is placed in an illegal, improper, or unauthorized manner, will be removed, stored, and/or disposed of at the owner's expense. The City shall not be liable for any damage to the property or loss or diminution of value that may be caused by the act of removal.
3. Any unauthorized aircraft or vehicle which has been parked in any unauthorized space may be removed or caused to be removed.

**Commented [SB9]:** This seems to be quite common – enforceability and or verification? Removed the old Section 70-16 semi-annual hangar inspections. Should the ability to inspect be preserved in this Amendment?

**Commented [MAR10R9]:** Ability to inspect is preserved in the Minimum Standards for persons and entities who lease on the Airport. It is also restated in every lease agreement.

**Commented [MAR11]:** 70-2.9

**§ 70-14. Weapons, firearms and explosives.**

No person, except those duly authorized by law, shall carry any weapon, firearm, or explosive on the Airport, except encased sporting guns for air shipment.

**70-2.9 FIREARMS AND WEAPONS**

Firearms are allowed on SFM only as permitted by local, state and federal statutes.

**70-2.10 ADVERTISING, COMMERCIAL SPEECH, AND SIGNAGE**

1. No person shall post, circulate, distribute, or display written or printed materials or signs on Airport property, fencing or facilities without prior written permission from the Airport Manager.
2. Airport signage or any signage in public areas of the Airport must meet specifications of City codes and obtain all necessary permits.

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**§ 70-15. Restricted areas.**

No person shall enter upon the air operating areas, utility and service areas, or any

~~other areas designated as restricted except persons authorized by the Airport Manager or passengers under appropriate supervision while enplaning or deplaning.~~

Commented [MAR12]: 70-2.5 and 2.6

~~**§ 70-16. Inspections.**~~

~~All hangars and other buildings or structures on Town-owned land at the Airport shall be subject to semiannual inspections, both exterior and interior, by the Airport Manager, or his designee, and the Town's regular code enforcement inspection team to determine compliance with all applicable laws and codes, requirements of applicable Airport rules and regulations, and specific lease agreement requirements.~~

Commented [MAR13]: No longer required by FAA; authorization to inspect buildings contained in individual lease agreements and Minimum Standards Article III

~~A:~~

~~1. Editor's Note: Amended at time of adoption of Code (see Ch. I, General Provisions, Art. I).~~

~~2. Editor's Note: Amended at time of adoption of Code (see Ch. I, General Provisions, Art. I).~~

~~§ 70-11 § 70-16~~

~~:3~~

~~**§ 70-17. Structural or decorative changes to Airport facilities.**~~

~~No person, tenant, lessee or grantee shall make any alterations of any nature to any building, ramp, or other space nor erect any structure on the Airport without prior written permission from the Airport Manager or the Town Council, except as may be authorized in existing contracts or leases.~~

Commented [MAR14]: 70-2.10

~~**§ 70-18. Storage.**~~

~~No person, tenant, lessee, or grantee shall store or stock material or equipment in such manner as to constitute a hazard to personnel or property; therefore, written permission must be obtained from the Airport Manager or the Town Council. The following information must be included on the request form: how, what, when, where and how long.~~

Commented [MAR15]: 70-2.8

~~**§ 70-19. Smoking.**~~

~~No person shall smoke on the ramp, in any hangar or shop, service area, fuel storage area or in any area where smoking is specifically prohibited, or within 50 feet of any fueling operation, unless in locations approved in writing by the Airport Manager.~~

Commented [MAR16]: 70-4.2

~~**§70-3 AERONAUTICAL OPERATIONS**~~

~~**70-3.1 COMPLIANCE WITH ORDERS**~~

~~All aeronautical activities at SFM shall be conducted in compliance with applicable Federal Aviation Regulations (FARs), federal and Maine statutes, and local ordinances, these Rules and Regulations, Minimum Standards, and directives/resolutions, as currently written or as may be amended from time to time.~~

Commented [SB17]: Should discuss preserving the No Smoking as a fire safety plan for the Airport?

~~**70-3.2 HOLD HARMLESS**~~

~~The aircraft owner, pilot, agent, or his or her duly authorized representative agrees to release, discharge and hold harmless the City, its City Council, the Airport, and its employees of and from liability for any damage which may be suffered by any aircraft and its equipment, and for personal injury or death. The use of the Airport and related facilities shall constitute acceptance of the terms of this provision, these Rules and other Airport procedures and operating directives.~~

Commented [MAR18R17]: Yes, included in 70-4.2

~~**70-3.3 NEGLIGENT OPERATIONS PROHIBITED**~~

- ~~1. Aircraft operators shall not land, take off, taxi, or park an aircraft on any area that has been restricted to a maximum weight bearing capacity of less than the weight of the aircraft. It shall be the aircraft owner's responsibility to repair any damage to the Airport's runways, taxiways, or aprons caused by excessive aircraft weight loading.~~



2. No person shall operate any equipment or device on the Airport that will interfere with any aircraft radio communication frequency or any aircraft navigational aid.

#### **70-3.4 AIRCRAFT ACCIDENTS/INCIDENTS, AIRWORTHY, DISABLED, AND DERELICT AIRCRAFT**

1. The owner or operator of any aircraft involved in an accident or incident on the Airport resulting in any injury or death or damage to property shall immediately notify the appropriate emergency response agencies, the Airport Manager, and other governmental agencies as applicable.
2. Disabled aircraft shall be removed from runways and/or taxiways as quickly as practical.
3. Disabled and derelict aircraft shall not be permitted on the tie-down or ramp areas unless in response to an emergency and with written approval of the Airport Manager.
4. If the owner of an aircraft fails for any reason to remove a disabled or derelict aircraft from the Airport property as may be requested, the Airport Manager may cause the removal and storage or disposal of such disabled or derelict aircraft at the sole expense of the owner.
5. Persons should remain clear and away from all Airport emergencies unless authorized by law or otherwise requested or with consent of the Airport Manager.
6. The pilot or owner of an aircraft involved in an accident or incident shall be responsible for all costs associated with the accident or incident, including but not limited to: wreckage removal/disposal, environmental cleanup, and repair or replacement of property.

#### **70-3.5 REPORTING OF INCURSIONS AND SURFACE INCIDENTS CAUSED BY A PILOT DEVIATION**

If any person operating an aircraft causes an incursion, as defined by the FAA, that pilot shall contact the Airport Manager to make a full report listing the reason and cause of the incursion and any other information requested.

#### **70-3.6 AIRPORT OPERATIONAL AREA RESTRICTIONS**

1. Unless contrary to federal regulations and/or grant assurances, the City shall have the authority to restrict the use of the Airport with respect to, but not limited to, the following:
  - a. Experimental Flights (Advance notification to Airport Manager of first flight);
  - b. Equipment Demonstration;
  - c. Air Shows;
  - d. Parachute Operations;
  - e. Banner Towing Operations;
  - f. Aircraft Type;
  - g. Special Events (e.g. fireworks, concerts, benefits).
2. Application for any of the uses in 70-3.6.1 shall be made in writing in a manner prescribed by the Airport Manager and may include permitting fees. Prior written approval in the form of a Special Event Permit is required.
  - a. The fees collected by the Airport Manager for all permits provided herein shall be turned over to the City Treasurer in the same manner as airport revenues, and to be credited to an appropriate Airport Revenue Account.

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~~Application for any of the uses in 70-3.6.1 shall be made in writing in a manner prescribed by the Airport Manager. Prior written approval in the form of a Special Event Permit is required.~~

- ~~3. No kites, model airplanes, rockets, tethered unmanned balloons, or other objects constituting a hazard to aircraft operations shall be operated on the Airport without prior written approval from the Airport Manager.~~
- ~~4. Unmanned Aerial Vehicles (UAVs) shall only be operated with the prior written notice to the Airport Manager and in accordance with FARs.~~

#### **70-3.7 AIRCRAFT PARKING**

- ~~1. No person shall use any area of the Airport for parking and/or storage of aircraft without the written permission of the Airport Manager. If any person uses unauthorized areas for aircraft parking, the aircraft may be removed by or at the direction of City, at the risk and expense of the owner, without liability for damage that may arise from or out of such removal or storage.~~
- ~~2. All aircraft parking shall take place in designated parking areas. No person shall leave an aircraft parked and unattended on the Airport unless it is in a hangar or properly locked and secured with either wheel chocks and/or tie-down ropes. Owners of such aircraft shall be held responsible for any damage resulting from failure to properly comply with this provision.~~
- ~~3. No person shall interfere or tamper with any aircraft.~~
- ~~4. No person shall enter an aircraft without the consent of the owner or representative in-charge.~~
- ~~5. Articles left in aircraft are the sole responsibility of the aircraft owner/operator. The City is not responsible for theft or vandalism of said articles.~~

#### **70-3.8 STARTING AND RUNNING AIRCRAFT ENGINES**

- ~~1. No aircraft engine will be started or operated inside or taxied from/into any hangar or under the roofline of a hangar, whether said hangar is enclosed or not. This shall not be construed as prohibiting the use of tractors, with approved exhaust systems, operated for the purpose of moving aircraft within any hangar.~~
- ~~2. Starting an aircraft when there is any flammable liquid on the ground in the immediate vicinity is prohibited.~~
- ~~3. No person shall start the engine of any aircraft without the owner's/operator's consent.~~
- ~~4. No person may run an engine of an aircraft parked on the Airport in a manner that propeller or jet blast could cause injury to persons, damage to any other property, or in any way hinder safe operations. In no case will the operator of an aircraft block any runway, taxiway, or taxi lane while conducting any maintenance/repair run-up.~~
- ~~5. Auxiliary Power Unit (APU) use is permitted to enable an expedited start up. For noise abatement and emissions reduction:
  - ~~a. Request external power (GPU) whenever possible; and,~~
  - ~~b. Limit APU use to the minimum required for preflight/ postflight; and,~~
  - ~~c. Turn off bleed air for air conditioning to reduce APU noise and emissions; and,~~
  - ~~d. Request alternative parking if extended APU use is required.~~~~

#### **70-3.9 AIRCRAFT OPERATIONS**

- ~~1. No person shall land an aircraft upon, fly an aircraft from, or conduct any other aircraft operations on or from the airport other than in conformity with the current Federal Aviation Administration rules and regulations.~~

2. No person shall land or takeoff in an aircraft at the airport unless he/she is licensed by the Federal Aviation Administration to operate that particular type and class of aircraft.
3. No aircraft shall be operated on the surface of any part of the airport in a careless or negligent manner or in disregard of the rights and safety of others, or without due caution and circumspection, or at a speed or in a manner which endangers, or is likely to endanger persons or property, or while the pilot, or any other person aboard controlling any part of the operation thereof, is under the influence of intoxicating liquor, hallucinogenic substances, or any drug affecting his individual's senses, or if such aircraft is so constructed, equipped, or loaded as to endanger or be likely to endanger persons or property.
4. No aircraft shall be taxied, towed, or otherwise moved on the airport in a careless or negligent manner or in disregard of the rights and safety of others or without due caution and circumspection, or in a manner which endangers persons or property, and at a speed that cannot ensure complete control at all times.
5. No aircraft shall be taxied, towed or otherwise moved on any airport surface except upon designated taxiways, ramps and aprons, unless otherwise restricted; and, without first ascertaining by visual inspection that it is safe to proceed without danger of collision with persons or property.

#### **70-3.10 REPAIRING AND MAINTAINING AIRCRAFT**

1. Aircraft owners are permitted to perform self maintenance such as fueling at an approved fuel farm, washing, repair, or other service on their owned based aircraft utilizing their own equipment and their own employees, as outlined in FAR Part 43 "Maintenance, Preventative Maintenance, Rebuilding and Alteration" and/or as identified in provisions of written agreement provided there is no attempt to perform such services for others for compensation without satisfying the requirements of the Minimum Standards.
2. An aircraft owner may hire an individual to provide, under the direction and supervision of the aircraft owner, services only on the owner's based aircraft as long as that person hired has satisfied the requirements of the Minimum Standards and provided that such right is conditioned upon compliance with these regulations and all applicable laws. Such services may also be provided by a direct employee of the aircraft owner.
3. Aircraft maintenance or repair is permitted only on paved areas of the Airport or in hangars properly equipped for the performance of such maintenance per local ordinances and Fire Code.

#### **70-3.11 WASHING OF AIRCRAFT**

1. Washing of aircraft must be done without the use of soaps, solvents or degreasers unless the materials are biodegradable. Runoff shall be collected and properly disposed of in accordance with all federal, state, and local law. Aircraft washing shall follow all guidelines as expressed in the Airport's Storm Water Pollution Prevention Plan.
2. Aircraft may be washed inside a hangar if the hangar is equipped with a drain that drains to the sanitary sewer and as long as the washing of that aircraft in the hangar does not cause flooding to an adjacent hangar.

**~~§ 70-20. Business or commercial activity.~~**

~~No personnel shall engage in any business or commercial activity of any nature on the premises of the Airport except with the written approval of the Airport Manager and under such terms and conditions as may be prescribed by the Minimum Operating Standards for Sanford Airport. No soliciting of any nature may be conducted without written permission of the Airport Manager.~~

**Commented [MAR19]:** Redundant; Contained in Article III Minimum Standards

**~~§ 70-21. Operation of motorized equipment.~~**

~~No person shall operate motorized equipment on the Airport operating areas unless operated in accordance with the following restrictions:  
Such inspections shall be conducted approximately May 1 and November 1 of each year. The Airport Manager, or his designee, shall cause a letter to be sent to the owner and/or tenant of each such hangar, building or structure approximately one month in advance reminding them of the upcoming inspection, provided that failure to send or receive the letter shall not be grounds to deny the inspection. If necessary, given the security issues surrounding the Airport, the Airport Manager, or his designee, shall be authorized to break any locks or other obstructions blocking inspection without cost or expense to the Town, but, if that is necessary, he shall cause the same to be locked after the inspection and so notify the hangar or building owner so that a key can be provided.~~

**Commented [MAR20]:** 70-6

~~B.~~

~~3. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).~~

~~4. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).~~

~~§ 70-16 § 70-21~~

~~:4~~

**~~§ 70-22. Parking.~~**

~~No person shall park a vehicle on the Airport premises unless authorized by the Airport Manager and then only in the areas specifically established for parking in the manner and for the amount of time prescribed by signs, lines or other means.~~

**Commented [MAR21]:** 70-6.5

**~~§ 70-23. Towing regulations.~~**

~~The Airport Manager may remove any vehicle which is disabled, abandoned, or parked in violation of these rules and regulations, or which presents an operational problem, at the owner's expense and without liability on behalf of the Town of Sanford.~~

**Commented [MAR22]:** 70-6.5

**~~§ 70-24. Regulations.~~**

~~No vehicle shall be operated on or along a ramp, taxiway, or runway except by persons authorized by the Airport Manager under conditions he may prescribe except lights, flags.~~

**Commented [MAR23]:** 70.6

~~A.~~

~~Only vehicles authorized by the Airport Manager may park within the air operating area, and when parking adjacent to a runway on Airport property, all vehicles must park at least 200 feet to the outside, unless such runway is officially closed by the Airport Manager or maintenance requirements dictate otherwise.~~

~~B.~~

~~C. If a license is required by law, the vehicle shall be so licensed.~~

~~No person shall operate a vehicle in a reckless or negligent manner, or without caution, or in a manner which endangers, or is likely to endanger, persons or property.~~

~~D.~~

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

~~E.~~

~~No person shall operate a vehicle in excess of speed limits prescribed by signs located in appropriate areas.~~

~~F.~~

~~No person shall operate or cause to operate any type of recreation or off the road vehicle (reference to but not limited to bicycles, motorbikes, snowmobiles, go-carts, dune buggies, etc.) on air operating areas except as directed in writing by the Airport Manager or the Town Council.~~

~~G.~~

~~Aeronautical activities. All aircraft operations shall be conducted in conformity with the current regulations and directives of the Federal Aviation Administration, the Civil Aeronautics Board, the Maine Department of Transportation, and, to the extent applicable, with the orders issued by the Town Council and the Airport Manager.~~

~~A.~~

~~5. Editor's Note: Amended at time of adoption of Code (see Ch. I, General Provisions, Art. I).~~

~~6. Editor's Note: Amended at time of adoption of Code (see Ch. I, General Provisions, Art. I).~~

~~§ 70-21 § 70-24~~

~~:5~~

## **§70-4 FIRE, SAFETY AND ENVIRONMENT**

### **70-4.1 GENERAL**

1. All persons using the Airport shall exercise the utmost care to guard against fire and injury to persons and property.
2. Any fire causing damage, regardless of the size of the fire or whether or not the fire has been extinguished, shall be reported immediately to the Sanford Fire Department as well as the Airport Manager.

### **70-4.2 SMOKING**

1. Smoking or carrying lighted smoking materials or striking matches or other incendiary devices, such as lighters, are not permitted:
  - a. Within 50 feet of parked aircraft and fuel carriers not in motion; within 100 feet of aircraft being fueled or de-fueled, a fuel storage facility, or a flammable liquid spill;
  - b. In any area on the Airport where smoking is prohibited by the City or leaseholder by means of posted signs;
  - c. In any hangar, shop, or other building in which flammable liquids are stored or used, except in cases where specifically approved smoking areas have been designated for that purpose.

### **70-4.3 FIRE EXTINGUISHERS**

- a. All tenants or lessees of hangars, aircraft maintenance buildings or shop facilities shall maintain the quantity, size and type of readily accessible, operable fire extinguisher(s) that shall conform to applicable NFPA standards. Current inspection tags shall be left attached to each unit.
- b. No person shall tamper with any fire extinguisher equipment at the Airport or use the same for any purpose other than firefighting or fire prevention.

### **3.04 STORAGE OF MATERIALS:**

a. No operator, tenant, or lessee on the Airport shall keep, store, stack, box, bag, or stock material or equipment in such a manner as to create foreign objects or debris (FOD), constitutes a hazard to persons or property, obstructs any operation, or in such a manner as to create any unsightly appearance.

**3.05 HAZARDOUS WASTE AND MATERIALS:**

a. No person shall store, keep, handle, use, disperse, discharge, or transport at, in, or upon the Airport any hazardous materials in contravention of any regulatory measures.

b. An approved fuel container shall be used at all times. Secondary containment shall be utilized where required.

c. No person shall use volatile or flammable substances for cleaning hangar floors, hangars or other buildings on the Airport. Cleaning agents shall meet all federal, state, and local codes, regulations, and permit requirements.

d. All petroleum products, dopes, paints, solvents, acids, or any other hazardous waste shall be disposed of off the Airport and in compliance with all applicable regulatory measures and shall not be dumped or run into drains, on ramp aprons, catch basins, ditches, sewer systems, storm drains, or elsewhere on the Airport.

e. No person shall store, keep, handle, use, dispose of, or transport at, in, or upon the Airport any Class A, Class B, or Class C explosives or Class A poison, as defined in the Federal Motor Carrier Safety Administration regulation for transportation of explosives and other dangerous articles, and other poisonous substances, solid, liquid, or gas, compressed gas, and/or radioactive article, substance, or material at such time or place or in such manner or condition that may, or may be likely, to unreasonably endanger persons or property.

**3.06 SANITATION AND ENVIRONMENTAL POLLUTION:**

a. Each person while on Airport property shall conduct his/her activities so as to not cause environmental pollution or unsanitary conditions. No garbage, empty boxes, crates, rubbish, trash, papers, refuse, and/or other litter of any kind shall be placed, discharged, or deposited on the Airport, including cigarettes, cigars, and matches, except in receptacles specifically provided for such purpose.

b. Any person who experiences overflow or spillage of oil, grease, fuel, or similar contaminants anywhere on the Airport is responsible and shall take appropriate action in the control, containment, clean up, disposal, and rehabilitation of such hazardous spill in accordance with the Airport's Spill Prevention Control and Countermeasure Plan (SPCCP). Failure to take appropriate action to clean the area shall result in the City providing the cleanup at the expense of the responsible party. If the responsibility for the spill cannot be promptly determined, the leaseholder will be held responsible for the cleanup.

**3.10 HEATING EQUIPMENT:**

a. All heating equipment and fuel burning appliances installed or used on the Airport shall comply with the requirements of the State of Maine and the requirements set forth by the City's Codes.

b. Space heaters may be utilized when attended in hangars so long as the heater has a clear radius of 10 feet from aircraft, or any other object, and fire prevention/safety measures are observed.

Closing of the field. Whenever the Airport Manager or the Town Council believe Airport facilities to be unsafe for landing or takeoffs, it shall be within their authority to close the Airport.

B.

**Commented [SB24]:** Seems there should be a reference to UL approved for the application type of heater or other applicable standard/s

**Commented [MAR25]:** Redundant; covered by 3.10.a.

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**Commented [MAR26]:** 70-2.2.2

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~~Refusal of use of the Airport. The Airport Manager or the Town Council may restrict any flight or other operation at the Airport and may refuse takeoff clearance to any aircraft for any reason they believe justifiable in the interest of public safety and welfare.~~

~~C.~~

~~Careless or negligent operation. No person shall operate any aircraft while under the influence of intoxicants, narcotics, or other drugs, or operate an aircraft in a manner to endanger life or property.~~

~~D.~~

~~Aircraft equipment. No aircraft may land or take off unless it is equipped with brakes or other means of preventing movement on the ground.~~

~~E.~~

~~Disabled aircraft. All disabled aircraft and parts thereof at the Airport shall be removed promptly by the owner after official notice by appropriate authorities. The Airport Manager or authorized representative shall have the right, without any liability for loss or damage which may result therefrom, to cause the immediate removal of a disabled aircraft or part thereof to a safe place on the Airport, at the owner's expense, whenever the aircraft constitutes a hazard to persons or property. The Airport Manager may cause any such aircraft or part thereof not removed by the owner to be removed from the Airport at the owner's expense without liability for any loss, provided that he shall have first given seven days' written notice of his intention to do so, directed to the owner's last known address.~~

~~F.~~

~~Demonstrations. No experimental flights or parachute jumping shall be permitted unless authorized by the Airport Manager and the Federal Aviation Administration.~~

~~G.~~

~~Engine run up. No engine run up shall be conducted which will constitute a hazard or nuisance to other aircraft, persons, or property.~~

~~H.~~

~~Starting aircraft engines. No aircraft shall be started or run unless a qualified airman is in the aircraft and at the controls. Landing gear must be adequately blocked or braked to prevent inadvertent movement of the aircraft. Adequate fire extinguishers must be available.~~

~~I.~~

~~Taxiing and moving aircraft. No aircraft shall be taxied into or out of a hangar. All taxiing must be done at safe and reasonable speeds.~~

~~J.~~

~~Parking the aircraft. No person shall park aircraft in any area other than that designated by the Airport Manager.~~

~~K.~~

~~Repair of aircraft. No person shall repair aircraft, aircraft engines, or related apparatus in any area other than that designated by the Airport Manager.~~

~~L.~~

~~§ 70-24 § 70-24~~

~~:6~~

**Commented [MAR27]:** Problematic with FAA regulations; technically cannot restrict aeronautical use of a public use airport ex. skydivers

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**Commented [MAR29]:** Airworthiness is regulated and enforced by the FAA.

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**Commented [SB30]:** Redundant? – addressed in earlier Section

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**Commented [MAR31]:** 70-3.4

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**Commented [MAR32]:** 70-3.6 adds other special categories as well and sets up method to obtain permission through Special Event Permit

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## **§70-5 FUELING OPERATIONS**

**5.01 GENERAL:**

- a. All fuel handled on the Airport shall be treated with due caution and prudent attention with regard to the safety of others so as not to endanger persons or property.
- b. All aircraft fueling operations, including self-fueling, shall be in accordance with NFPA 407 "Standards for Aircraft Fuel Servicing."
- c. No aircraft shall be fueled or drained of fuel while within the confines of any building, hangar, or enclosed space.
- d. Fueling of aircraft is allowed only on paved surfaces.
- e. In accordance with FAA Order 5190.6B "Airports Compliance Handbook," any person self-fueling with their own equipment requires authorization and permission from the Airport Manager confirming compliance with all orders, procedures, standards, and these Rules regarding fueling operations.
- f. Airport tenants involved in fueling operations, including those self-fueling, shall maintain an adequate supply of fuel absorbent materials readily available for use in the event of a fuel spill.
- g. No person shall engage in aircraft fueling or de-fueling without readily accessible, adequate, operational fire extinguishing equipment at the point of fueling.
- h. Aircraft being fueled shall be positioned so that aircraft fuel system vents or fuel tank openings are not closer than 25 feet from any building, hangar, or service building.
- i. During fueling operations, no person shall use any material or equipment that is likely to cause a spark or ignition within 100 feet of such aircraft or vehicle.
- j. No aircraft shall be fueled or de-fueled while passengers are on board unless a passenger boarding device is in place at the cabin door of the aircraft, the door is open, and a flight crew member or ground person is at or near the cabin door.
- k. Fueling or de-fueling operations on the Airport shall not be conducted during periods of dangerous thunderstorm activity or if an electrical storm is observed in the immediate vicinity of the Airport.
- l. Should a fire occur during the fueling of an aircraft, fueling shall be discontinued, all emergency valves and dome covers shall be shut down, and the Fire Department shall be notified immediately.
- m. Any malfunction or irregularity detected on or within the aircraft being refueled or de-fueled shall be brought to the attention of the fueling operator immediately.

**5.02 STATIC BONDING:**

- a. Each hose, funnel, or apparatus used in fueling or de-fueling aircraft, including self-fueling, shall be maintained in good condition and be properly bonded.

**5.03 LIABILITY:**

- a. The fueling operator, tenant, or lessee shall be solely responsible for any violation incident to or in connection with fueling, storage facilities, equipment, operations, and training. The City assumes no liability or responsibility for violations of any applicable fueling requirements and procedures.
- b. The operator, tenant, or lessee shall reimburse the Airport for any fines, legal, or court costs, incurred by SFM for such violations.

**§ 70-25. Hours of service.**

See the Minimum Operating Standards for the Sanford Airport.

**§ 70-26. Lease or contract.**

See the Minimum Operating Standards for the Sanford Airport.



**§ 70-27. Facilities for the public:**

See the Minimum Operating Standards for the Sanford Airport.

**§ 70-28. Construction requirements:**

See the Minimum Operating Standards for the Sanford Airport.

**§ 70-29. Bond:**

See the Minimum Operating Standards for the Sanford Airport.

**§ 70-30. Financial ability:**

See the Minimum Operating Standards for the Sanford Airport.

**§ 70-31. Insurance:**

See the Minimum Operating Standards for the Sanford Airport.

**§ 70-32. Personnel and equipment:**

See the Minimum Operating Standards for the Sanford Airport.

Commented [MAR38]: Contained in Minimum Standards

**§70-6 MOTOR VEHICLES**

**6.01 GENERAL**

a. All motor vehicles and their operators on the Airport shall comply fully with the State of Maine motor vehicle laws as amended, these Rules, and instructions issued by law enforcement personnel.

b. Unless otherwise provided herein, the City shall have the authority to establish regulations regarding motor vehicle traffic and control on SFM.

c. The Airport Manager may tow, remove, or cause to be removed from the Airport any vehicle that is disabled, abandoned, and/or parked in violation of these Rules at the vehicle operator's risk and expense and without liability for damage that may result from such removal if the vehicle creates a safety hazard or interferes with Airport operations.

d. Any person causing death or injury on the Airport or damage to Airport property as a result of a motor vehicle accident or incident shall report the accident or incident immediately to the Sanford Police Department as well as the Airport Manager. Such persons shall be responsible to the City for any damages to City property.

e. Use of recreational all-terrain vehicles, mini-bikes, go-carts, dune buggies, horses, roller blades, roller skates, skateboards, etc is not permitted on the Airport.

f. Use of bicycles for transportation between buildings is permitted only directly within hangar areas and at the bicycle operator's own risk.

**6.02 LICENSING AND INSURANCE**

a. No person shall operate a motor vehicle or motorized ground equipment on the Airport without a valid license appropriate for the vehicle being operated.

b. All vehicles entering Airport property are required to have at least the minimum amount of insurance as required by State of Maine statutes.

**6.03 VEHICLE OPERATIONS WITHIN AIRPORT OPERATIONS AREA**

a. No person shall operate a motor vehicle of any kind on the Airport in a reckless manner, or in excess of the posted speed limit.

Commented [SB39]: Do we have posted speeds?

b. No motor vehicle shall be permitted on any portion of the AOA unless the Airport Manager has granted specific written permission to such vehicle's operator and such vehicle is utilized for, or in conjunction with, aeronautical activities.

Commented [MAR40R39]: In some areas, particularly on entry gates and routes when construction is taking place, but not everywhere. Suggest installing them more consistently around the field.

c. Aircraft, and emergency vehicles shall at all times have right of way over vehicular traffic.

**6.04 VEHICLES CROSSING TAXIWAYS AND RUNWAYS**

a. All motor vehicles operating on or across taxiways or runways shall have a functioning two-way radio (capable of communicating on UNICOM) and an operating

yellow rotating flashing beacon, except when under escort by a motor vehicle properly authorized and equipped. During an emergency, blue/red flashing lights are acceptable for law enforcement and fire and rescue vehicles.

b. The installation of two-way radio and/or flashing beacon shall not be construed as license to operate a motor vehicle on the taxiways or runways without prior written permission of the Airport Manager.

c. Motor vehicles permitted to operate on the Airport will not proceed closer than 250 feet from the centerline of the runways nor across any of the runways prior to visually clearing for aircraft taking off or landing.

d. When parking adjacent to a runway, all motor vehicles must park at least 250 feet to the outside of the runway lights. Exceptions include operational, agricultural, and maintenance equipment engaged in working on runways.

e. Construction-related motor vehicles required to enter or work within the AOA, will be marked with an approved orange and white-checked flag for daytime operations or a yellow beacon for nighttime operations. Non two-way radio capable construction vehicles shall be escorted at all times while within the AOA by an Airport authorized vehicle or flagman equipped with two-way radio.

#### **6.05 PARKING**

a. Parking is permitted in the paved vehicle parking lot located at 199 Airport Road. Any ground vehicle improperly parked in the short term or long term public parking areas without written approval of the Airport Manager may be removed at the owner's expense.

b. No person may park in such a manner to obstruct a parking lot lane, driveway, roadway, Airport access gate, walkway, crosswalk, fire lane, runway, taxiway, taxi lane, and/or obstruct access to hangars, parked aircraft, and/or parked vehicles or create a hazard nor in a manner, which could interfere with, or create a hazard for aircraft operations.

c. The parking lot at 199 Airport Road is to be used by persons patronizing airport businesses and employees of those businesses. Persons leaving vehicles for extended periods of time while traveling to and from the Airport shall use the back row of parking or other areas as designated by the Airport Manager or her representative.

#### **§ 70-33. Exceptions.**

~~Where the terms of any bona fide contract, currently in force, conflict with those rules and regulations, the terms of the contract shall prevail but only until such contract expires or any terms therein are renegotiated, at which time any conflicting terms shall be revised so as to be consistent with those rules and regulations and with the Minimum Standards.~~

~~Fueling of aircraft. Aircraft fueling shall be conducted in accordance with accepted standards and requirements established by the National Fire Protection Association. No smoking will be permitted within 50 feet of the fueling area.~~

~~M:~~

~~Bomb or sabotage threat. Persons having knowledge of an aircraft carrying, or suspected of carrying, explosive materials shall notify the FAA FSS and the Airport Manager or his authorized representative immediately. All measures necessary to protect life and property will be invoked by the Airport Manager.~~

Commented [MAR41]: 70-1.1.1

Commented [MAR42]: 70-5

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N.

§ 70-24 § 70-34

:7

~~§ 70-34. Violations and penalties.~~

~~Unless another penalty is expressly provided by law, every person convicted of a violation of any provision of these rules and regulations shall be punished by a fine of not more than \$100.~~

~~§ 70-35. Repealer; amendments.~~

~~These rules and regulations supersede all rules and regulations or parts of rules and regulations relative to the Airport, specifically except the Minimum Operating Standards for the Airport. Any additions, deletions and/or changes to these rules and regulations shall be completed through the legislative procedure of the Town Council, except as to the Minimum Operating Standards for the Airport.~~

~~7. Editor's Note: Amended at time of adoption of Code (see Ch. I, General Provisions, Art. I).~~

~~§ 70-34 § 70-35~~

:8

**§70-7 ENFORCEMENT, VIOLATIONS AND PENALTIES**

**7.01 ENFORCEMENT**

- a. The airport manager is a municipal official designated by this ordinance with the responsibility to enforce this ordinance pursuant to 30-A M.R.S. § 4452.

**7.02 VIOLATIONS**

- a. The Airport Manager may issue verbal or written warning to any persons who, in her/his discretion, violates any part of these Rules.
- b. Violations will be issued by the Police Department.

**7.03 PENALTIES**

- a. Penalty for violation. Any person, firm, or corporation violating this chapter is subject to a civil penalty or land use violation pursuant to 30-A M.R.S. § 4452, enforced by the Police Department and subject to a fine in the amount of not less than \$100, and the maximum penalty is \$2,500 in addition to any other fines for violating this chapter and any applicable fees.
- b. Civil penalties. In addition to any other fines or penalties for violating any provisions of this chapter or the terms of a special event permit, violation of this chapter is a civil penalty pursuant to 30-A M.R.S. § 4452, enforced by the Police Department. Each violation shall be deemed a separate offense.
- c. In addition to any fine, the municipality may seek restitution for the cost of repairs to any damaged property as well as reasonable attorney fees and costs.

~~**ENFORCEMENT**~~

~~**VIOLATIONS AND PENALTIES**~~

~~The Airport Manager may issue verbal or written violation notices warning to any persons who, in her with discretion, violates any part of these Rules.~~

~~Any violation of this section shall be a civil infraction subject to a fine of not less than \$250 nor more than \$1,000. Each violation shall be deemed a separate offense.~~

~~In addition to any fine, the municipality may seek restitution for the cost of repairs to any damaged property as well as reasonable attorney fees and costs.~~

**Commented [MAR43]:** 70-2.4 Bombs and sabotage are covered by state and federal laws.  
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**Commented [MAR44]:** 70-7; language written to match current ordinances for public works department

**Commented [MAR45]:** 70-1.1.4

Prosecution shall be in the name of the municipality and shall be brought in the Maine District Court.

**7.02 APPEAL PROCESS**

a. Anyone issued a written notice of violation who wishes to contest such issuance shall have ten (10) calendar days from such notice to provide a written statement to the Airport Manager explaining the occurrence and providing any other information or explanation concerning the alleged violation(s). The Airport Manager has ten (10) calendar days to respond to any request for review based upon information received from the alleged violator and, if applicable, may revise, amend, or rescind his original violation notice. However, should the Airport Manager, in her discretion, conclude that the alleged violation(s) poses a threat to the safety, health, and welfare of others, may temporarily revoke the violator's Airport privileges and/or temporarily suspend the Airport operations of the violator pending completion of such appeal.

b. An alleged violator may file a written request of appeal to the City Manager within ten (10) calendar days of the Airport Manager's written decision. The City Manager, along with the City Attorney, and an appointee of the City Manager, who shall be a Department Director but not the Airport Manager, shall schedule a meeting to review and hear an appeal from the Airport Manager's decision. The Committee shall hear the appeal and have thirty (30) calendar days to issue a written opinion which shall be final and binding on the alleged violator.

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Commented [SB46]: This is a new type of appeals panel and may muster conversations when the Council is reviewing for approval.

Commented [MAR47R46]: Worth addressing at that level. Perhaps there is another type of panel already in place that we can reference to keep things consistent. Request suggestions.

Commented [MAR48]: Remove per Ian's suggestion; not necessary



## **SANFORD SEACOAST REGIONAL AIRPORT AIRPORT RULES AND REGULATIONS**

Initial Adoption August 7, 1990  
Amended March 18, 2003  
Amended February 5, 2008  
Amended May 1, 2012  
Amended XX, XX 2024

Prepared By:

Allison Navia, Airport Manager

**§70-1 PURPOSE**

Sanford Seacoast Regional Airport (SFM or Airport) is municipally owned and operated by the City of Sanford, Maine as a ~~Public General Aviation Reliever~~ Airport. These Airport Rules and Regulations (hereinafter Rules) are intended to promote the safety, interest, and welfare of the public in general and in particular the operators, lessees, tenants, consumers, and users of SFM.

**Commented [PS1]:** This term should be defined, which could be placed in the existing Section 70-42.

**Commented [MAR2R1]:** Simplify term.

**70-1.1 SCOPE**

1. These Rules apply to all users, aeronautical and otherwise, of Airport property and are subject to change by City Council action only. ~~The Rules are not all-inclusive and reinforce and emphasize federal, state, and local statutes, laws, ordinances, and regulations as well as leases and agreements that may apply.~~ Individual Airport users must adhere to the applicable provisions of these Rules, as well as any applicable leases and agreements, and all pertinent federal, state, and local statutes, laws, ordinances, and regulations that may be applicable to their operations. In any case where a provision of the Rules and Regulations is found to be in conflict with any other provision of these regulations or in conflict with a provision of any zoning, building, fire, safety, health or other ordinance, code, rule, or regulation of the City of Sanford, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail.
2. These Rules and Regulations are made part of the City of Sanford’s ordinances under Chapter 70 Article II. Violations of the Rules may result in revocation of Airport access privileges, denial of use of the Airport, termination of leases or other agreements, and/or prosecution under applicable laws. ~~Perpetration of~~ ~~violation(s) of these Rules~~ shall be considered as a factor in renewing or not renewing a violator’s application or lease renewal. Use of Airport property without approval or in conflict with these Rules is considered a trespass.
- ~~3. In any contingencies not covered by these rules and regulations, the Airport Manager upon direction and instruction of the City Manager and, if appropriate, with approval from the City Council is hereby authorized to establish on a pro forma basis such additional rules and regulations as may seem desirable and proper. The Airport Manager, or duly authorized representative, and the City Council shall deny the use of the Airport to any person who knowingly violates any rule or regulation herein established (or to be established prior to violation). Such person upon conviction shall be subject to such fines or other penalties as may be established by rules and regulations or state or federal law.~~
4. ~~3.~~ These Rules may be amended as required through the legislative procedure of the City Council.

**Commented [PS3]:** This provision does not appear to be necessary - it is not clear why the Rules are not all-inclusive for purposes of the Airport regulations, and the next sentence makes clear that all other state, federal, local, etc. laws apply.

**Commented [MAR4R3]:** Makes sense and reinforced by 70-1.1.3

**Commented [PS5]:** This rule-making authority given to the Airport Manager is in conflict with the Section 70-1.1(1) &(4) that give such authority to the Council.

**Commented [MAR6R5]:** Paragraph removed.

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**70-1.2 AUTHORITY, ADMINISTRATION AND POLICE POWER**

1. ~~These rules are to be administered by the Airport Manager. These rules are to be strictly administrated by the City Council or by its duly appointed representatives under the Council's control and responsibility.~~
2. Nothing in these Rules is intended to preclude any authorized City personnel from taking other action authorized by law.
3. Authority of the Airport Manager. The Airport Manager, or designee, shall have authority to interpret this article and require measures on any project, event or operation requiring a permit, written permission, or other activity on the Airport. The Airport Manager or designee shall also have the authority to require any changes or revisions to operations including, but not limited to,

**Commented [PS7]:** Should this instead give the authority to administer the Rules to the Airport Manager (while the Council has the authority to adopt and amend the rules)? See also Section 70-1.2(3) which gives the AM the authority to administer.

**Commented [MAR8R7]:** Amended as noted.

requiring the presence of uniformed police officers, during the operation as changing conditions and safety concerns warrant. In certain situations, and with discretion, the Airport Manager may also allow reduction or relaxation of some criteria described herein. Any such reduction or relaxation shall not relieve any fixed base operator, tenant, contractor, person or entity of their legal responsibilities to protect the public and any and all property from injury or damage. Failure by the fixed base operator, tenant, contractor, person or entity to provide such measures to the satisfaction of the Airport Manager may result in enforcement action as indicated herein.

4. All powers of the Maine State Police, York County Sheriff's Department, State of Maine Fish and Game Department and the City of Sanford Police Department extend to all areas of the Airport.

## **§70-2 GENERAL**

### **70-2.1 COMPLIANCE AND RESPONSIBILITIES**

1. By adoption and publication of these rules, all persons based at SFM will be deemed to have knowledge of the contents herein.
2. Entry upon/into the Airport by any person shall be deemed to constitute an agreement by such person to comply with and be governed by these rules. All persons employed on or using the Airport shall cooperate with the Airport Manager or designated representatives to enforce these Rules.
3. Should any section or provision of this Ordinance be declared by any court to be invalid, such a decision shall not invalidate any other section or provision.
- ~~3. Voiding of any particular rule or regulation contained herein shall not affect the validity of the remainder of these regulations.~~

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### **70-2.2 EMERGENCY PROCEDURES AND DIRECTIVES**

1. Under emergency conditions, e.g., a natural disaster, the Airport Manager, or designated representative, is empowered to suspend these Rules, or any part thereof, including ordering persons to leave the Airport or portions of the Airport and prevent access to such areas for such time as may be necessary, and to issue such directives and take such actions as is necessary to protect life and property and ensure the safe operation of the Airport. Such directives and actions have the full power of regulation as long as the emergency exists.
2. In the event of an extreme threat, condition, or event, the Airport Manager shall have, discretion and authority to close the Airport in its entirety or any portion thereof to air traffic, to prohibit aircraft landing and/or taking off, and may delay or restrict any flight or other aircraft operation.
3. The Airport Manager, or designated representative, may also, with discretion, temporarily close the Airport due to periods of adverse climatic conditions when such action is considered necessary and desirable to avoid endangering persons or property or when such action is required by Federal Regulations.
4. Under no circumstance shall an authorized Airport closure or restriction constitute grounds for reimbursement of any expense, loss of revenue, or damage incurred by any operator, lessee, or any other entity.

Commented [PS9]: Should this be triggered by an actual official declaration of an emergency, or is the intent to leave this decision within the discretion of the AM?

Commented [MAR10R9]: Discretion of the AM.

### **70-2.3 LIABILITY, FACILITIES AND PROPERTY**

1. The City assumes no responsibility or liability for loss, injury or damage to persons or property on the airport or using airport facilities, including but not limited to fire, vandalism, wind, flood, earthquake, or collision damage, nor

does it assume any liability by reason of injury to person or property while using the facilities of same.

2. Operational deficiencies regarding buildings, structures, equipment, utilities, or other property owned by the City shall be reported to the Airport Manager so that repairs, as necessary, may be made in a timely manner.
3. Any person causing, or is liable for, any damage to airport property, shall be required to pay the City on demand the full cost of repairs to the damaged property. Any person failing to comply with these rules may be refused the use of the airport. Persons shall be held fully responsible for all damage to buildings, equipment, real property and appurtenances in the ownership of the Airport caused by negligence, abuse or carelessness on the part of their employees, servants, agents, or customers.

#### **70-2.4 OTHER LAWS**

All applicable provisions of Federal Aviation Regulations (FAR), federal, state, and local regulations, laws, statutes, and/or ordinances now in existence or hereafter promulgated are hereby adopted as part of the Rules for SFM.

#### **70-2.5 ENTRY UPON AND USE OF AIRPORT:**

1. The airport shall be conducted as a public air facility for the promotion and accommodation of civil aviation and associated activities.
2. Entry into SFM property shall be through designated gates by authorized persons only. Authorization is granted by the Airport Manager or designee through the completion of a form, verified identification, and, if applicable, payment of a fee or deposit for a gate card.
3. All SFM users shall observe and obey all posted signs, fences, and barricades regarding activities and/ or operations while on the Airport.
4. Use of any SFM facility for other than authorized purposes is prohibited.
5. Nothing herein contained shall be construed to limit the use of any area of the Airport by its employees, approved contractors, or to prevent law enforcement or fire department personnel from acting in their official capacity.
6. No camping is permitted on SFM without written permission of the Airport Manager.

#### **70-2.6 ACCESS TO THE AIRPORT OPERATIONS AREA**

1. No person may, without authorization of the Airport Manager, walk or drive on the SFM Airport Operations Area (AOA) which includes runways and taxiways except:
  - a. Persons under the direct supervision of a an airport employee;
  - b. Persons or entities and their employees performing aeronautical activities;
  - c. Emergency vehicles during an emergency.
2. Except for the period of operation during entry/exit, all ground vehicle gates will be secured. Vehicle operators using an Airport gate shall ensure the gate closes prior to leaving the vicinity. Should a vehicle operator observe any suspicious vehicles or persons gain (or attempt to gain) access to the airside, they shall notify the Airport Manager immediately and notify law enforcement if appropriate.
3. Persons who have been provided an Airport access device (card or remote) or access code for the purpose of obtaining access to the Airport shall use only Airport issued devices and shall not duplicate or otherwise distribute or disseminate the same to any other person unless the Airport Manager provides written permission.



4. It shall be the responsibility of a tenant, lessee, or contractor to restrict persons or vehicles to their exclusive use area or leasehold and to establish operating procedures for them, reviewed by the Airport Manager for appropriateness.
5. No person shall assist an unauthorized individual in accessing the AOA.
6. The Airport Manager or any other authority responsible for the operation and safety of the Airport is hereby authorized to take appropriate action to ensure the Airport is safeguarded at all times, including the temporary override of gates, closers and locks of damaged or otherwise found inoperable gates and/or doors, or the placement of blockades or other types of barriers of fencing material as needed should the gate or fence be found unsecured or the Airport safety is at risk of being breach or the privilege of access onto the Airport is, in the discretion of the Airport Manager, being abused. Such safeguards, when taken, shall be clearly posted and not removed by the tenant, off-Airport property owner, business operator or any other person until expressly authorized by the Airport Manager.

#### **70-2.7 ANIMALS**

1. Animals, including service animals, are permitted on Airport property only when under the direct control of their owners/handlers. Any waste must be properly collected and removed by the animal's owner/handler immediately.
  - a. Any person found violating 70-2.7.1 may have his/ her privilege of bringing an animal onto Airport property revoked.
2. No person shall commit any act to encourage the presence or congregation of birds or other animals on the Airport.

#### **70-2.8 CARGO, MATERIAL STORAGE, AND ABANDONED PROPERTY**

1. Unless otherwise provided for by lease or other contractual agreement, no person, firm, partnership, or corporation, shall use any area of the Airport, including buildings, either privately owned or publicly owned, for the storage of non-aeronautical related cargo, equipment, or any other property without written permission of the Airport Manager.
2. Any property, aircraft, or vehicle determined to be abandoned, disabled, or which creates an operations problem, nuisance, security or safety hazard, or which otherwise is placed in an illegal, improper, or unauthorized manner, will be removed, stored, and/or disposed of at the owner's expense. The City shall not be liable for any damage to the property or loss or diminution of value that may be caused by the act of removal.
3. Any unauthorized aircraft or vehicle which has been parked in any unauthorized space may be removed or caused to be removed.

#### **70-2.9 FIREARMS AND WEAPONS**

Firearms are allowed on SFM only as permitted by local, state and federal statutes.

#### **70-2.10 ADVERTISING, COMMERCIAL SPEECH, AND SIGNAGE**

1. No person shall post, circulate, distribute, or display written or printed materials or signs on Airport property, fencing or facilities without prior written permission from the Airport Manager.
2. Airport signage or any signage in public areas of the Airport must meet specifications of City codes and obtain all necessary permits.

### **§70-3 AERONAUTICAL OPERATIONS**

#### **70-3.1 COMPLIANCE WITH ORDERS**

All aeronautical activities at SFM shall be conducted in compliance with applicable Federal Aviation Regulations (FARs), federal and Maine statutes, and local ordinances,

these Rules, Minimum Standards, and directives/resolutions, as currently written or as may be amended from time to time.

#### **70-3.2 HOLD HARMLESS**

The aircraft owner, pilot, agent, or his/ her duly authorized representative agrees to release, defend, indemnify, discharge and hold harmless the City, its City Council, the Airport, and its employees ~~of and from~~ and against claims, damages, liability, losses and expenses, including but not limited to attorneys' fees, liability for any damage which may be suffered by any aircraft and its equipment and for personal injury or death, including but not limited to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, if caused in whole or in part by the acts or omissions, whether negligent, intentional or otherwise, by the aircraft owner, pilot, agent, or his/her duly authorized representative. The use of the Airport and related facilities shall constitute acceptance of the terms of this provision, these Rules and other Airport procedures and operating directives.

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#### **70-3.3 NEGLIGENT OPERATIONS PROHIBITED**

1. Aircraft operators shall not land, take off, taxi, or park an aircraft on any area that has been restricted to a maximum weight bearing capacity of less than the weight of the aircraft. It shall be the aircraft owner's responsibility to repair any damage to the Airport's runways, taxiways, or aprons caused by excessive aircraft weight loading.
2. No person shall operate any equipment or device on the Airport that will interfere with any aircraft radio communication frequency or any aircraft navigational aid.

#### **70-3.4 AIRCRAFT ACCIDENTS/INCIDENTS, AIRWORTHY, DISABLED, AND DERELICT AIRCRAFT**

1. The owner or operator of any aircraft involved in an accident or incident on the Airport resulting in any injury or death or damage to property shall immediately notify the appropriate emergency response agencies, the Airport Manager, and other governmental agencies as applicable.
2. Disabled aircraft shall be removed from runways and/or taxiways as quickly as practical.
3. Disabled and derelict aircraft shall not be permitted on the tie-down or ramp areas unless in response to an emergency and with written approval of the Airport Manager.
4. If the owner of an aircraft fails for any reason to remove a disabled or derelict aircraft from the Airport property as may be requested, the Airport Manager may cause the removal and storage or disposal of such disabled or derelict aircraft at the sole expense of the owner.
5. Persons should remain clear and away from all Airport emergencies unless authorized by law or otherwise requested or with consent of the Airport Manager.
6. The pilot or owner of an aircraft involved in an accident or incident shall be responsible for all costs associated with the accident or incident, including but not limited to: wreckage removal/disposal, environmental cleanup, and repair or replacement of property.

#### **70-3.5 REPORTING OF INCURSIONS AND SURFACE INCIDENTS CAUSED BY A PILOT DEVIATION**

If any person operating an aircraft causes an incursion, as defined by the FAA, that pilot shall contact the Airport Manager to make a full report listing the reason and cause of the incursion and any other information requested.

#### **70-3.6 AIRPORT OPERATIONAL AREA RESTRICTIONS**

1. Unless contrary to federal regulations and/or grant assurances, the City shall have the authority to restrict the use of the Airport with respect to, but not limited to, the following:
  - a. Experimental Flights (Advance notification to Airport Manager of first flight);
  - b. Equipment Demonstration;
  - c. Air Shows;
  - d. Parachute Operations;
  - e. Banner Towing Operations;
  - f. Aircraft Type;
  - g. Special Events (e.g. fireworks, concerts).
2. Application for any of the uses in 70-3.6.1 shall be made in writing in a manner prescribed by the Airport Manager and may include permitting fees. Prior written approval in the form of a Special Event Permit is required.
  - a. The fees collected by the Airport Manager for all permits provided herein shall be turned over to the City Treasurer in the same manner as airport revenues, and to be credited to an appropriate Airport Revenue Account.
3. No kites, model airplanes, rockets, tethered unmanned balloons, or other objects constituting a hazard to aircraft operations shall be operated on the Airport without prior written approval from the Airport Manager.
4. Unmanned Aerial Vehicles (UAVs) shall only be operated with the prior written notice to the Airport Manager and in accordance with FARs.

#### **70-3.7 AIRCRAFT PARKING**

1. No person shall use any undesignated area of the Airport for parking and/or storage of aircraft without the written permission of the Airport Manager. If any person uses unauthorized areas for aircraft parking, the aircraft may be removed by or at the direction of City, at the risk and expense of the owner, without liability for damage that may arise from or out of such removal or storage.
2. All aircraft parking shall take place in designated parking areas. No person shall leave an aircraft parked and unattended on the Airport unless it is in a hangar or properly locked and secured with either wheel chocks and/or tie-down ropes. Owners of such aircraft shall be held responsible for any damage resulting from failure to properly comply with this provision.
3. No person shall interfere or tamper with any aircraft.
4. No person shall enter an aircraft without the consent of the owner or representative in-charge.
5. Articles left in aircraft are the sole responsibility of the aircraft owner/operator. The City is not responsible for theft or vandalism of said articles.

#### **70-3.8 STARTING AND RUNNING AIRCRAFT ENGINES**

1. No aircraft engine will be started or operated inside or taxied from/into any hangar or under the roofline of a hangar, whether said hangar is enclosed or not. This shall not be construed as prohibiting the use of tractors, with approved exhaust systems, operated for the purpose of moving aircraft within any hangar.
2. Starting an aircraft when there is any flammable liquid on the ground in the immediate vicinity is prohibited.
3. No person shall start the engine of any aircraft without the owner's/operator's consent.

4. No person may run an engine of an aircraft parked on the Airport in a manner that propeller or jet blast could cause injury to persons, damage to any other property, or in any way hinder safe operations. In no case will the operator of an aircraft block any runway, taxiway, or taxi lane while conducting any maintenance/repair run-up.
5. Auxiliary Power Unit (APU) use is permitted to enable an expedited start up. For noise abatement and emissions reduction:
  - a. Request external power (GPU) whenever possible; and,
  - b. Limit APU use to the minimum required for preflight/ postflight; and,
  - c. Turn off bleed air for air conditioning to reduce APU noise and emissions; and,
  - d. Request alternative parking if extended APU use is required.

#### **70-3.9 AIRCRAFT OPERATIONS**

1. No person shall land an aircraft upon, fly an aircraft from, or conduct any other aircraft operations on or from the airport other than in conformity with the current Federal Aviation Administration rules and regulations.
2. No person shall land or takeoff in an aircraft at the airport unless he/she is licensed by the Federal Aviation Administration to operate that particular type and class of aircraft.
3. No aircraft shall be operated on the surface of any part of the airport in a careless or negligent manner or in disregard of the rights and safety of others, or without due caution and circumspection, or at a speed or in a manner which endangers, or is likely to endanger persons or property, or while the pilot, or any other person aboard controlling any part of the operation thereof, is under the influence of intoxicating liquor, hallucinogenic substances, or any drug affecting individual's senses, or if such aircraft is so constructed, equipped, or loaded as to endanger or be likely to endanger persons or property.
4. No aircraft shall be taxied, towed, or otherwise moved on the airport in a careless or negligent manner or in disregard of the rights and safety of others or without due caution and circumspection, or in a manner which endangers persons or property, and at a speed that cannot ensure complete control at all times.
5. No aircraft shall be taxied, towed or otherwise moved on any airport surface except upon designated taxiways, ramps and aprons, unless otherwise restricted; and, without first ascertaining by visual inspection that it is safe to proceed without danger of collision with persons or property.

#### **70-3.10 REPAIRING AND MAINTAINING AIRCRAFT**

1. Aircraft owners are permitted to perform self maintenance such as fueling at an approved fuel farm, washing, repair, or other service on their owned based aircraft utilizing their own equipment and their own employees, as outlined in FAR Part 43 "Maintenance, Preventative Maintenance, Rebuilding and Alteration" and/or as identified in provisions of written agreement provided there is no attempt to perform such services for others for compensation without satisfying the requirements of the Minimum Standards.
2. An aircraft owner may hire an individual to provide, under the direction and supervision of the aircraft owner, services only on the owner's based aircraft as long as that person hired has satisfied the requirements of the Minimum

Standards and provided that such right is conditioned upon compliance with these regulations and all applicable laws. Such services may also be provided by a direct employee of the aircraft owner.

3. Aircraft maintenance or repair is permitted only on paved areas of the Airport or in hangars properly equipped for the performance of such maintenance per local ordinances and Fire Code.

#### **70-3.11 WASHING OF AIRCRAFT**

1. Washing of aircraft must be done without the use of soaps, solvents or degreasers unless the materials are biodegradable. Runoff shall be collected and properly disposed of in accordance with all federal, state, and local law. Aircraft washing shall follow all guidelines as expressed in the Airport's Storm Water Pollution Prevention Plan.
2. Aircraft may be washed inside a hangar if the hangar is equipped with a drain that drains to the sanitary sewer and as long as the washing of that aircraft in the hangar does not cause flooding to an adjacent hangar.

### **§70-4 FIRE, SAFETY AND ENVIRONMENT**

#### **70-4.1 GENERAL**

1. All persons using the Airport shall exercise the utmost care to guard against fire and injury to persons and property.
2. Any fire causing damage, regardless of the size of the fire or whether or not the fire has been extinguished, shall be reported immediately to the Sanford Fire Department as well as the Airport Manager.

#### **70-4.2 SMOKING**

1. Smoking or carrying lighted smoking materials or striking matches or other incendiary devices, such as lighters and vaping devices, are not permitted:
  - a. Within 50 feet of parked aircraft and fuel carriers not in motion; within 100 feet of aircraft being fueled or de-fueled, a fuel storage facility, or a flammable liquid spill;
  - b. In any area on the Airport where smoking is prohibited by the City or leaseholder by means of posted signs;
  - c. In any hangar, shop, or other building in which flammable liquids are stored or used, except in cases where specifically approved smoking areas have been designated for that purpose.

#### **70-4.3 FIRE EXTINGUISHERS**

a. All tenants or lessees of hangars, aircraft maintenance buildings or shop facilities shall maintain the quantity, size and type of readily accessible, operable fire extinguisher(s) that shall conform to applicable NFPA standards. Current inspection tags shall be left attached to each unit.

b. No person shall tamper with any fire extinguisher equipment at the Airport or use the same for any purpose other than firefighting or fire prevention.

#### **3.04 STORAGE OF MATERIALS:**

a. No operator, tenant, or lessee on the Airport shall keep, store, stack, box, bag, or stock material or equipment in such a manner as to create foreign objects or debris (FOD), constitutes a hazard to persons or property, obstructs any operation, or in such a manner as to create any unsightly appearance.

#### **3.05 HAZARDOUS WASTE AND MATERIALS:**

a. No person shall store, keep, handle, use, disperse, discharge, or transport at, in, or upon the Airport any hazardous materials in contravention of any regulatory measures.

- b. An approved fuel container shall be used at all times. Secondary containment shall be utilized where required.
- c. No person shall use volatile or flammable substances for cleaning hangar floors, hangars or other buildings on the Airport. Cleaning agents shall meet all federal, state, and local codes, regulations, and permit requirements.
- d. All petroleum products, dopes, paints, solvents, acids, or any other hazardous waste shall be disposed of off the Airport and in compliance with all applicable regulatory measures and shall not be dumped or run into drains, on ramp aprons, catch basins, ditches, sewer systems, storm drains, or elsewhere on the Airport.
- e. No person shall store, keep, handle, use, dispose of, or transport at, in, or upon the Airport any Class A, Class B, or Class C explosives or Class A poison, as defined in the Federal Motor Carrier Safety Administration regulation for transportation of explosives and other dangerous articles, and other poisonous substances, solid, liquid, or gas, compressed gas, and/or radioactive article, substance, or material at such time or place or in such manner or condition that may, or may be likely, to unreasonably endanger persons or property.

**3.06 SANITATION AND ENVIRONMENTAL POLLUTION:**

- a. Each person while on Airport property shall conduct his/her activities so as to not cause environmental pollution or unsanitary conditions. No garbage, empty boxes, crates, rubbish, trash, papers, refuse, and/or other litter of any kind shall be placed, discharged, or deposited on the Airport, including cigarettes, cigars, and matches, except in receptacles specifically provided for such purpose.
- b. Any person who experiences overflow or spillage of oil, grease, fuel, or similar contaminants anywhere on the Airport is responsible and shall take appropriate action in the control, containment, clean up, disposal, and rehabilitation of such hazardous spill in accordance with the Airport's Spill Prevention Control and Countermeasure Plan (SPCCP). Failure to take appropriate action to clean the area shall result in the City providing the cleanup at the expense of the responsible party. If the responsibility for the spill cannot be promptly determined, the leaseholder will be held responsible for the cleanup.

**3.10 HEATING EQUIPMENT:**

- a. All heating equipment and fuel burning appliances installed or used on the Airport shall comply with the requirements of the State of Maine and the requirements set forth by the City's Codes.

**§70-5 FUELING OPERATIONS**

**5.01 GENERAL:**

- a. All fuel handled on the Airport shall be treated with due caution and prudent attention with regard to the safety of others so as not to endanger persons or property.
- b. All aircraft fueling operations, including self-fueling, shall be in accordance with NFPA 407 "Standards for Aircraft Fuel Servicing."
- c. No aircraft shall be fueled or drained of fuel while within the confines of any building, hangar, or enclosed space unless under the supervision of a certified mechanic and with proper equipment.
- d. Fueling of aircraft is allowed only on paved surfaces.
- e. In accordance with FAA Order 5190.6B "Airports Compliance Handbook," any person self-fueling with their own equipment requires authorization and permission from the Airport Manager confirming compliance with all orders, procedures, standards, and these Rules regarding fueling operations.

- f. Airport tenants involved in fueling operations, including those self-fueling, shall maintain an adequate supply of fuel absorbent materials readily available for use in the event of a fuel spill.
- g. No person shall engage in aircraft fueling or de-fueling without readily accessible, adequate, operational fire extinguishing equipment at the point of fueling.
- h. Aircraft being fueled shall be positioned so that aircraft fuel system vents or fuel tank openings are not closer than 25 feet from any building, hangar, or service building.
- i. During fueling operations, no person shall use any material or equipment that is likely to cause a spark or ignition within 50 feet of such aircraft or vehicle.
- j. No aircraft shall be fueled or de-fueled while passengers are on board unless a passenger boarding device is in place at the cabin door of the aircraft, the door is open, and a flight crew member or ground person is at or near the cabin door.
- k. Fueling or de-fueling operations on the Airport shall not be conducted during periods of dangerous thunderstorm activity or if an electrical storm is observed in the immediate vicinity of the Airport.
- l. Should a fire occur during the fueling of an aircraft, fueling shall be discontinued, all emergency valves and dome covers shall be shut down, and the Fire Department shall be notified immediately.
- m. Any malfunction or irregularity detected on or within the aircraft being refueled or de-fueled shall be brought to the attention of the fueling operator immediately.

**5.02 STATIC BONDING:**

- a. Each hose, funnel, or apparatus used in fueling or de-fueling aircraft, including self-fueling, shall be maintained in good condition and be properly bonded.

**5.03 LIABILITY:**

- a. The fueling operator, tenant, or lessee shall be solely responsible for any violation incident to or in connection with fueling, storage facilities, equipment, operations, and training. The City assumes no liability or responsibility for violations of any applicable fueling requirements and procedures.
- b. The operator, tenant, or lessee shall reimburse the Airport for any fines, legal, or court costs, incurred by SFM for such violations.

**§70-6 MOTOR VEHICLES**

**6.01 GENERAL**

- a. All motor vehicles and their operators on the Airport shall comply fully with the State of Maine motor vehicle laws as amended, these Rules, and instructions issued by law enforcement personnel.
- b. Unless otherwise provided herein, the City shall have the authority to establish regulations regarding motor vehicle traffic and control on SFM.
- c. The Airport Manager may tow, remove, or cause to be removed from the Airport any vehicle that is disabled, abandoned, and/or parked in violation of these Rules at the vehicle operator's risk and expense and without liability for damage that may result from such removal if the vehicle creates a safety hazard or interferes with Airport operations.
- d. Any person causing death or injury on the Airport or damage to Airport property as a result of a motor vehicle accident or incident shall report the accident or incident immediately to the Sanford Police Department as well as the Airport Manager. Such persons shall be responsible to the City for any damages to City property.
- e. Use of recreational all-terrain vehicles, mini-bikes, go-carts, dune buggies, horses, roller blades, roller skates, skateboards, etc is not permitted on the Airport.

f. Use of bicycles for transportation between buildings is permitted only directly within hangar areas and at the bicycle operator's own risk.

#### **6.02 LICENSING AND INSURANCE**

a. No person shall operate a motor vehicle or motorized ground equipment on the Airport without a valid license appropriate for the vehicle being operated.

b. All vehicles entering Airport property are required to have at least the minimum amount of insurance as required by State of Maine statutes.

#### **6.03 VEHICLE OPERATIONS WITHIN AIRPORT OPERATIONS AREA**

a. No person shall operate a motor vehicle of any kind on the Airport in a reckless manner, or in excess of the posted speed limit.

b. No motor vehicle shall be permitted on any portion of the AOA unless the Airport Manager has granted specific written permission to such vehicle's operator and such vehicle is utilized for, or in conjunction with, aeronautical activities.

c. Aircraft, and emergency vehicles shall at all times have right of way over vehicular traffic.

#### **6.04 VEHICLES CROSSING TAXIWAYS AND RUNWAYS**

a. All motor vehicles operating on or across taxiways or runways shall have a functioning two-way radio (capable of communicating on UNICOM) and an operating yellow rotating flashing beacon, except when under escort by a motor vehicle properly authorized and equipped. During an emergency, blue/red flashing lights are acceptable for law enforcement and fire and rescue vehicles.

b. The installation of two-way radio and/or flashing beacon shall not be construed as license to operate a motor vehicle on the taxiways or runways without prior written permission of the Airport Manager.

c. Motor vehicles permitted to operate on the Airport will not proceed closer than 250 feet from the centerline of the runways nor across any of the runways prior to visually clearing for aircraft taking off or landing.

d. When parking adjacent to a runway, all motor vehicles must park at least 250 feet to the outside of the runway lights. Exceptions include operational, agricultural, and maintenance equipment engaged in working on runways.

e. Construction-related motor vehicles required to enter or work within the AOA, will be marked with an approved orange and white-checked flag for daytime operations or a yellow beacon for nighttime operations. Non two-way radio capable construction vehicles shall be escorted at all times while within the AOA by an Airport authorized vehicle or flagman equipped with two-way radio.

#### **6.05 PARKING**

a. Parking is permitted in the paved vehicle parking lot located at 199 Airport Road. Any ground vehicle improperly parked in the short term or long term public parking areas without written approval of the Airport Manager may be removed at the owner's expense.

b. No person may park in such a manner to obstruct a parking lot lane, driveway, roadway, Airport access gate, walkway, crosswalk, fire lane, runway, taxiway, taxi lane, and/or obstruct access to hangars, parked aircraft, and/or parked vehicles or create a hazard nor in a manner, which could interfere with, or create a hazard for aircraft operations.

c. The parking lot at 199 Airport Road is to be used for the purpose of parking vehicles by persons patronizing airport businesses and by employees of those businesses. Persons leaving vehicles for extended periods of time while traveling to and from the



Airport shall use the back row of parking or other areas as designated by the Airport Manager or representative. Items other than vehicles and uses other than parking are not permitted without prior written permission from the Airport Manager.

## **§70-7 ENFORCEMENT, VIOLATIONS AND PENALTIES**

### **7.01 ENFORCEMENT**

- a. The airport manager is a municipal official designated by this ordinance with the responsibility to enforce this ordinance pursuant to 30-A M.R.S. § 4452.

### **7.02 VIOLATIONS**

~~a. This Ordinance is enforced by the Airport Manager and the Police Department.~~

~~a-b.~~ The Airport Manager may issue verbal or written warning to any persons who, in her/his discretion, violates any part of these Rules.

~~b-c.~~ Violations will be issued by the Police Department.

### **7.03 PENALTIES**

a. Penalty for violation. Any person, firm, or corporation violating this chapter is subject to a civil penalty ~~or land use violation pursuant to 30-A M.R.S. § 4452, enforced by the Police Department and subject to a fine~~ in the amount of not less than \$100, and the maximum penalty ~~is of~~ \$2,500, in addition to any other fines for violating this chapter and any applicable fees. ~~Each violation and every day upon which any such violation shall occur shall be deemed a separate offense.~~

b. ~~Civil penalties. In addition to any other fines or penalties for violating any provisions of this chapter or the terms of a special event permit, violation of this chapter is a civil penalty pursuant to 30 A M.R.S. § 4452, enforced by the Police Department. Each violation shall be deemed a separate offense. Any person violating these Rules and Regulations including violations of a rule or regulation requiring payment of a charge to do business at the Airport premises described herein, shall be ordered to leave the premises by the Airport Manager, his or her duly authorized deputy, any authorized security officer, or by the Police Department. The person so ordered shall immediately leave the premises. Any person failing to obey such an order shall be deemed a trespasser and shall be removed from the premises forthwith. No person charged with the enforcement of this article and acting for the city in the discharge of his or her duties as set forth in this article shall render himself or herself personally liable for any damage that may occur to any person or property as a result of his or her acts or duties.~~

c. In addition to any fine, the municipality may seek restitution for the cost of repairs to any damaged property as well as reasonable attorney fees and costs.

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Commented [PS11]: This statute relates to land use enforcement and is enforced by a CEO, local plumbing inspector, or building official. Instead, these penalties are general civil penalties.

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Commented [PS13]: This suggested language was added to support the provision related to trespass in Section 70-1.1(3) and comes from the Portland Jetport Rules, but the wording can be adjusted as necessary.

Commented [MAR14R13]: ✓

## **REFERENCES**

1. Code of Federal Regulations – Title 14 Aeronautics and Space – All Chapters, Current Edition (commonly called Federal Aviation Regulations – FARs)
2. Code of Federal Regulations – Title 49 Transportation – Current Edition
3. Aeronautical Information Manual (AIM) - Current Edition
4. Pilot/Controller Glossary

5. FAA Order 5190.6B – Airport Compliance Handbook
6. City of Sanford Code of Ordinances
7. State of Maine Statutes as applicable including:
  - a. Title 6: Aeronautics
8. National Fire Prevention Association Codes as applicable including:
  - a. NFPA Code 407 – Standard for Aircraft Fuel Servicing
  - b. NFPA Code 409 – Standard on Aircraft Hangars
  - c. NFPA Code 410 – Standard on Aircraft Maintenance
  - d. NFPA Code 30 – Flammable and Combustible Liquids Code
9. Aircraft Owners and Pilots Association (AOPA) - Airport WATCH
10. Maine Department of Environmental Protection
11. SFM Minimum Standards for the Lease and Use of Property and Facilities
12. SFM Stormwater Pollution Prevention Plan
13. SFM Spill Prevention Control and Countermeasure Plan
14. SFM Airport Emergency Plan
15. SFM Pedestrian and Ground Vehicle Rules and Information
16. SFM Aircraft Parking Policy

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