

# Operating Procedures

## Table of Contents

[Introduction](#)

[Definitions](#)

[Chapter 1 - General](#)

[Chapter 2 - Aircraft Operations](#)

[Chapter 3 - Ground Operations](#)

[Chapter 4 - Personal Conduct](#)

[Chapter 5 - Emergency Procedures](#)

[Chapter 6 - Environmental](#)

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## Introduction

The owners of Federally obligated airports have the responsibilities for instituting airport Standard Operating Procedures for the safe operation of the airport and for instituting Minimum Standards to establish the threshold entry criteria for those wishing to provide aeronautical services to the public on their airport.

The Federal Aviation Administration (FAA) contends that it is the prerogative of the airport owner (sponsor) to impose Standard Operating Procedures for the safe operation and use of its airport. Airport owners, in exchange for Federal funding to assist in developing runways, taxiways, etc, should establish Standard Operating Procedures along with Minimum Standards for those wishing to provide aeronautical services on their airport. Both procedures should be fair and equitable for all users of their facilities.

These Standard Operating Procedures adopted by the City of Kalispell, as owner of the Kalispell City Airport, are designed to minimize aviation accidents in the air and on the ground. It is the intent of the City of Kalispell to provide the safest possible atmosphere for the conduct of aviation operations for our tenants, guests, residents, students and employees. Failure to abide by these Standard Operating Procedures could result in expulsion from the airport property.

The City of Kalispell shall exercise full authority over the operations of its airport.

[\*\*Back To Top\*\*](#)

## Definitions

**Abandoned Vehicle** - Any vehicle which has remained stationary on the Airport in excess of 72 hours and is in a condition that would render the vehicle un-drivable, including expired license plates, missing or flat tire, broken window, etc.

**Aeronautical Activity** - means any activity conducted at the airport which involves, makes possible or is required for the

operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultra light operations, glider operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts and aircraft storage.

**Aeronautical Services** - means any service which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the airport by a person who has a lease or agreement from the airport owner to provide such services.

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

**Airport** - means the Kalispell City Airport, and all of the property, buildings, facilities and improvements within the exterior boundaries of such airport as it now exists on the Airport Layout Plan, or as it may hereinafter be extended, enlarged or modified.

**Airport Operations Area (AOA)** - Any area of the Airport used or intended to be used for landing, taking off, or surface maneuvering of aircraft.

**FAA** - means the Federal Aviation Administration.

**FAR** - means Federal Aviation Regulation.

**FBO** - means any aviation business or Fixed Base Operator duly licensed and authorized by written agreement with the airport owner to provide aeronautical activities and services at the airport under strict compliance with such agreement and pursuant to these regulations and standards.

**Flying Club** - means a non-commercial organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, awareness and appreciation of aviation requirements and techniques through ground or flight instructional procedures.

**Fuel** - means the aviation petroleum product used to operate piston or jet turbine engines.

**Fuel Operations** - means the dispensing of aviation fuel directly into aircraft or dispensing the same from a separate medium such as a fuel truck.

**Fuel Vendor** - means an entity engaged in selling or dispensing aviation fuel to aircraft other than that owned or leased by the entity.

**Fueling Operations Permit** - means a permit issued by the City of Kalispell to a person or entity who dispenses aviation fuel at the Kalispell City Airport (see Airport Standard Operating Procedures for requirements and procedures). There are two types: (1) Fuel Vendor's Permit; and (2) Self-fueling Permit.

**IFC** - means the International Fire Code (IFC) 2012 Edition, Chapter 11 - Aviation Facilities, adopted by the City of Kalispell.

**Landside** - means all buildings and surfaces on the airport used by surface vehicular and pedestrian traffic.

**Large Aircraft** - is an aircraft of more than 12,500 pounds maximum certified takeoff weight or turboprop and turbojet aircraft.

**Manager** - means the Airport Manager or his/her designee.

**Minimum Standards** - means the standards which are established by the airport owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport.

**NFPA** - means the National Fire Protection Association.

**Non-Airworthy Aircraft** - Any aircraft or rotorcraft not capable of flight under Federal Aviation Administration rules.

**NOTAM** - means a Notice to Airmen published by the FAA.

**Owner** - means the City of Kalispell by its City Manager represented by his/her Airport Manager, or group providing any one or a combination of aeronautical services to or for aviation users at the Airport.

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

**Policy Letters** - Directives issued by the Airport authority as temporary or temporary to become permanent upon reprinting of these Standard Operating Procedures.

**Ramp Privilege** - means the driving of a vehicle upon an aircraft parking ramp on the airside of the airport to deliver persons, cargo or equipment to an aircraft as a matter of convenience or necessity. See Airport Standard Operating Procedures for requirements and procedures.

**Self-fueling Operator** - means a person who dispenses aviation fuel to aircraft owned by such person, or leased from others and operated by such person.

**Small Aircraft** - is an aircraft of 12,500 pounds or less maximum certified take-off weight.

**Through-the-fence Operations** - means any person conducting business on the airport from their own private property. This includes any person, not a tenant on the airport, using the public airport for a commercial gain.

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

**Vehicle Service Road** - That portion of the Airport specifically designated and appropriately marked for the movement of authorized vehicles. (Ryan Lane)

**[Back To Top](#)**

## **Chapter 1 - General**

### **100.1 Amendments and Corrections:**

a. Amendments, additions, deletions, or corrections to these Standard Operating Procedures may be initiated by the Kalispell City Airport as conditions warrant. These Standard Operating Procedures may be reinforced by a Policy Letter issued by the Airport Manager or City Manager that will be regulatory until these rules are amended.

b. These Standard Operating Procedures supersede and cancel all previous Standard Operating Procedures that may have been published for the Kalispell City Airport.

### **100.2 Enforcement:**

a. These Standard Operating Procedures will be enforced by several means. The Kalispell City Police Department, the Kalispell City Fire Department, the Airport Manager, and the City Manager will all have authority to enforce these Rules. There will be times when the authority and the tenants on the airport may not agree on the application of certain standards. When this happens, the airport will strive to do everything possible to come to an amenable agreement. This could include mediation and/or review by the Airport Advisory Council.

b. A violation of these regulations may result in revocation of ramp access privileges, termination of lease agreements, denial of use of airport, and/or prosecution under applicable Federal Laws, State Laws, or City Ordinances.

c. Voiding of any particular rule or regulation contained herein shall not effect the validity of the remainder of these regulations.

d. The Airport Manager may prohibit aircraft operations when it is determined that conditions are such that continued operations would be unsafe. The Manager may issue a Notice To Airmen (NOTAM) to close any portion of the Airport, or to terminate or restrict any activity thereon.

e. At the request of any owner or operator of an aircraft, the Airport Manager may have any person removed from an aircraft who creates a nuisance or is a threat to personal property or to an aircraft.

### **100.3 Special Events, Displays and Demonstrations:**

a. Any person or organization wishing to hold a special event on the airport utilizing airport property must first apply for and be issued a permit by the City of Kalispell. The Airport Manager may authorize small groups on the airport for special meetings. Please contact the Airport Manager if guests will exceed the parking spaces allocated to your organization.

b. Display vehicles and pedestrians, other than those who are tenants of the airport, will not be allowed on the airport property unless a special permit has been issued by the City of Kalispell.

c. The permit application must include the following:

1. Sponsor's name and address.
2. Person in charge of the activities.

3. Map or drawing that shows the display area and parking area.
  4. Hours of operation and security provided.
  5. Who is responsible for clean-up after the event.
  6. Specify whether event is free of charge or admission will be charged.
  7. Specify whether food or beverage vendors will be participating.
  8. Applicant must be able to provide proof of insurance coverage as specified by the City of Kalispell, naming the City as additional insured.
- d. The consumption of alcoholic beverages on city property is forbidden by city ordinance.
  - e. The Special Event permit must be applied for at least 45 days prior to the scheduled event. The City will respond with the necessary requirements that must be met to hold the event. The event will not be held without the permit on hand to show authorities.

#### **100.4 Federal Aviation Regulations:**

All activities at the Kalispell City Airport will be conducted in accordance with applicable Federal Aviation Regulations to include the Airman's Information Manual. These Standard Operating Procedures are not intended to replace Federal Regulations or common sense.

#### **100.5 Fueling Operations:**

- a. Aircraft owners shall be permitted to fuel, wash, repair, paint and otherwise maintain their own aircraft, subject to all applicable laws and these Standard Operating Procedures.
- b. Aircraft owners may not perform services "for hire" on aircraft not owned or registered in their name. See "Independent Contractor Section" of Minimum Standard Requirements for Providing Airport Services on the airport.
- c. No fuel shall be dispensed on airport property or from adjacent property, for commercial purposes, (see, Through-the-fence Operations) without paying the same fuel flow tax imposed on commercial operators on the airport.
- d. In the interest of public safety and environmental concerns, aircraft owners desiring to perform self-fueling operations must comply with those standards spelled out in the appropriate sections of Appendix A (IFC, Chapter 11, Aviation Facilities).
- e. Owners must be in the position to meet those standards specified in Appendix A (IFC, Chapter 11, Aviation Facilities). The right to service one's own aircraft does not override the prerogative of the airport to control services of providing fueling and other aeronautical services.

## **100.6 Flying Clubs:**

a. Flying clubs are nonprofit entities organized for the express purpose of providing their members with any number of aircraft for their personal use and enjoyment only. This may include Glider Clubs or Ultralight Clubs.

b. Aircraft must be vested in the name of the club or owners on a pro-rata share. The club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain and replace the aircraft. A flying club qualifies as an individual under the grant assurances and, as such, has the right to fuel and maintain the aircraft with its members.

c. The airport has the right to require the club to furnish documents such as insurance policies, and the club shall furnish to the airport manager a current list of members as reasonably necessary to ensure that the club is a nonprofit organization rather than a commercial operation masquerading as a flying club.

d. Flying Clubs may conduct flight training in their aircraft providing it is conducted by a qualified member of the Flying Club. Flying Club members may not use the Club aircraft for instructional purposes outside the Club. Violation of these rules may subject the Flying Club to reclassification as a Flight Training Operation and cause the Club to have to pay commercial fees.

e. All Flying Clubs will maintain at least the basic insurance requirements specified in Section 1, General Requirements, of the Kalispell City Airport's Minimum Standard Requirements for Providing Airport Services manual.

**Back To Top**

## **Chapter 2 - Aircraft Operations**

### **200.1 Aircraft Rules:**

a. Operating an aircraft in a careless or negligent manner, or in disregard of the rights and safety of others, or at a speed or in a manner which is likely to endanger persons or property, is strictly prohibited.

b. All aircraft with an operational radio should monitor UNICOM frequency 122.8 during taxiing, takeoff, and landing.

c. Aircraft shall not be started or taxied inside any structure, at any time, for any reason. All maintenance run-ups will be done outside.

d. Aircraft shall be parked only in those areas designated for such purpose by the Airport and shall not be positioned in such a manner so as to block taxi lanes or obstruct access to hangars, parked aircraft or vehicles.

e. Aircraft operators will ensure that aircraft are properly tied down or chocked when parked.

f. Leaving an aircraft unattended with the engine running is prohibited.

g. Fixed wing aircraft taking off or landing at the Airport shall do so only from a designated runway and must comply fully with

local flight regulations. Kalispell City Airport does not currently provide a grass strip or a snow ski operation area.

h. Operators shall familiarize themselves with published noise abatement procedures.

i. Derelict, damaged or abandoned aircraft shall not be permitted within the tie-down or ramp areas. The Airport will notify the registered owner first, but if no response is received after 14 days, the City may remove these aircraft at the expense and risk of the owner.

j. Air shows and aerobatic operations of aircraft are not permitted within one mile of the Airport unless prior approval has been granted by the Airport Manager and the appropriate Federal Aviation Administration office.

k. Aircraft arriving at the Kalispell City Airport without operable radios shall comply with current procedures outlined in the Airman's Information Manual and appropriate FAA regulations.

l. Skydivers will be given a designated jump zone on the airfield and will be expected to use that area for their landings. The jump zone may be moved from time to time based on airfield construction activities. Skydivers should coordinate their activities with the Airport Manager so that proper NOTAMS can be filed.

#### **200.2 Helicopter Rules:**

a. No helicopter shall be operated within fifty (50) feet of any building and shall operate only from areas approved by the Airport Manager.

b. Helicopters shall avoid fixed wing traffic at all times, and will not hover within (50) feet of any parked aircraft.

c. A hover practice area will be designated by the Airport Manager.

d. Helicopters may taxi, clear of fixed wing traffic, in the grassy areas of the Airport.

e. After landing, helicopters will go to "flat pitch" as soon as possible to avoid rotor wash.

f. Helicopters will not perform auto-rotations within the boundaries of the Airport without an instructor on board and permission from the Airport Manager.

#### **200.3 Aircraft Accidents:**

a. If an accident occurs on the Airport, or an aircraft is disabled on the runway, the Airport will be considered closed immediately.

b. Anyone witnessing an aircraft accident on or near the Airport should call 911 immediately, then call the Airport Manager who will issue an NOTAM and close the airport if necessary.

c. The operator or owner of an aircraft involved in an accident on the Airport resulting in any injury to person or damage to property shall notify the Airport Manager immediately and comply

with the applicable provisions of National Transportation Safety Board Regulations Part 830.

d. An aircraft involved in an accident on the Airport may not be removed from the scene of the accident until authorized by the Airport Manager who shall receive removal authorization from the Flight Standards District Office in Helena, Montana or the National Transportation Safety Board, when applicable.

e. Once authorization for removal of a disabled aircraft has been issued, the owner or operator shall make immediate arrangements to have the aircraft moved. If removal is not initiated within a reasonable amount of time, the Airport Manager may have the aircraft removed at the owner's risk and expense.

#### **200.4 Aircraft Maintenance:**

a. Aircraft maintenance on the Airport is permitted only in areas designated for that purpose, i.e., in leased hangars or at leased tie down spots.

b. Aircraft painting shall be performed only in hangars approved for that activity.

c. Cleaning and washing of aircraft shall be performed only in areas designated for that purpose. The airport will establish a Storm Water Management Plan to accommodate runoff from this activity.

d. Aircraft being towed will be towed in a manner as to not endanger personnel or property.

#### **200.5 Noise Abatement Procedures:**

a. The Kalispell City Airport is located within the city limits of Kalispell, with numerous commercial and residential structures in close proximity to the airport and within the boundaries of the overhead traffic patterns. To enhance community relations, noise abatement continues to be a priority concern of the City of Kalispell. All pilots are encouraged to take into consideration these suggested local noise abatement procedures.

b. The Kalispell City Airport is an uncontrolled airport. In accordance with Federal Aviation Regulations, all flight operations are at the pilot's discretion. However, the overriding priorities should always be: weather; flight safety; local traffic; pilot capabilities; and aircraft operating limitations. Considering these priorities, pilots are encouraged to observe the following local noise abatement procedures and instructors are requested to emphasize these procedures to their student pilots.

1. The preferred "No Wind" take-off runway is RWY 13.
2. The preferred "No Wind" full stop landing runway is RWY 31.
3. When departing RWY 13, and leaving the traffic pattern, aircraft should climb straight out, avoiding the KGEZ radio towers, and proceed enroute.
4. When departing RWY 31, and leaving the traffic pattern, if practicable, aircraft should make a 60 degree turn left or right and climb to cruise altitude.
5. After take-off, reduce power to recommended climb



settings as soon as practical. Slight power reductions will significantly reduce noise levels.

6. When practicing touch and go landings at night, pilots are encouraged to use the facilities at FCA where noise levels are not so obtrusive.

7. In constant-speed-propeller aircraft, if safety and the operator's manual permits, avoid using high rpm settings in the traffic pattern.

**[Back To Top](#)**

## **Chapter 3 - Ground Operations**

### **300.1 Motor Vehicle Traffic: (excluding aircraft)**

a. All motor vehicle operators on the Airport will be licensed drivers and will comply fully with the procedures outlined in this manual.

b. Unless otherwise authorized by the Airport Manager, all motor vehicles operating on the AOA must display an operating orange or yellow rotating beacon on the top of the vehicle or must have an orange and white checkered flag mounted in the upright position and attached to the rear of the vehicle that contains at least 864 square inches of material.

c. Motorhomes, motorcycles, mini-bikes, go-carts, roller blading, skate boarding, jogging and recreational use of bicycles are not permitted on the AOA.

d. All motor vehicle operators are required to obey posted regulatory signs and all instructions or directives of the Airport Manager.

e. Except for authorized emergency vehicles, the posted maximum allowable speed on the AOA is 20 miles per hour.

f. Motor vehicle operators will utilize designated vehicle service roads where available.

g. No motor vehicle shall operate in close proximity to an aircraft so as to present a hazard or to interfere with the safe operation of the aircraft.

h. Aircraft shall have the right of way at all times and in all locations on the airport.

i. Motor vehicles shall give way to taxiing aircraft, pedestrians, emergency equipment, and snow plows at all times.

j. Motor vehicles may not proceed closer than 100 feet to a taxiing aircraft and may not pass a taxiing aircraft.

k. Motor vehicles may park in a tie-down area only if the space is leased by the vehicle owner.

l. Abandoning motor vehicles or displaying vehicles for sale on the airport is prohibited.

m. Parking is permitted in designated areas only, and motor vehicles in violation of any motor vehicle regulation may be

towed by the Airport at the owner's risk and expense.

n. Taxicabs, limousines, rental cars, shuttle buses should arrange to pick up passengers at designated parking areas. These vehicles should not block the movement of traffic on the AOA.

o. During any special events, motor vehicles must be parked in an area designated by the Airport Manager. Motor vehicles are not allowed to leave that area except to exit the airport.

p. The only personnel authorized access through the Airport Road north gate will be those tenants having official business in that area. Gate will remain locked at night.

q. Access to the Northwest Ramp area will be via an electronic gate at the beginning of Ryan Lane. Access will be by security cards only. The only personnel authorized access are:

1. Those individuals who own buildings in the northwest quarter.

2. Those individuals who rent hangar space for aircraft parking.

3. Those individuals who rent tie-down spots in that area.

4. Visitors or vendors should make arrangements with a tenant who can arrange for ingress and egress.

r. Failure to pay tie-down fees, which are due without demand each month, will cause the individual's gate pass, or passes, to be revoked.

s. If an individual's gate pass is revoked, lost, stolen or damaged, the holder will pay a fee for a new card. Cards and the gate will be computer operated and controlled by the Airport Manager.

t. Storing motor vehicles, boats, trailers, or construction equipment (unless in the process of construction) on the airport is prohibited. These vehicles may be ticketed by the Kalispell Police Department.

### **300.2 Construction on Airport:**

a. Any construction or alteration taking place on the airport property shall be performed in compliance with an approved building permit issued by the City of Kalispell and approved by the Airport Manager.

b. Construction vehicles must comply with a strict set of guidelines issued with the Building Permit or Contract.

c. Before any construction is permitted on the Airport, the contractor must file an FAA Form 7640 with the appropriate FAA office. The Airport Manager will provide an Airport Layout Plan for applicant's use.

**[Back To Top](#)**

#### **400.1 Personal Conduct:**

- a. Destroying, defacing, disturbing, removing or tampering with any Airport property is prohibited and any person found doing so will be held liable.
- b. Picketing and demonstrations anywhere on the Airport are prohibited without prior authorization from the City of Kalispell.
- c. Overnight camping is permitted in designated areas only (see Airport Diagram, Appendix B).
- d. Use of the public areas of any building or areas of the airport for sleeping or other purposes in lieu of a hotel, motel, or other public accommodations is prohibited without permission from the Airport Manager.
- e. No person shall commit any disorderly, indecent, lewd, or unlawful act or commit any nuisance on the Airport property.
- f. No person shall litter any area of the Airport. Food will be properly disposed of in the appropriate containers.
- g. Interference with the safe operation of any aircraft landing at, taking off from, or operating on the Airport is prohibited.

#### **400.2 Prohibited Activities:**

- a. Hunting and horseback riding are prohibited on the Airport property.
- b. Domestic pets are not permitted on the Airport unless destined for air transport or are restrained by leash or container.
- c. No signs are permitted on the airport unless approved by the Airport Manager.
- d. Discharge of any weapon on the Airport property, except in the performance of official duties, is prohibited.
- e. Fireworks or any other explosive devices are prohibited on the Airport.
- f. Tampering or interfering with the closing mechanism or breaching any secure area of the Airport is prohibited.
- g. No person shall make, possess, use, offer for sale, pass or deliver any forged or falsely altered security passes, permits, identification badges, cards or other authorization purporting to be issued by or on behalf of the Airport.
- h. Smoking is prohibited within 50 feet of any aircraft, structure housing aircraft or any fueling operations.

**[Back To Top](#)**

## **Chapter 5 - Emergency Procedures**

### **500.1 Emergency Procedures.**

- a. Persons having knowledge of an aircraft carrying or suspected of carrying illegal explosive materials or contraband

will advise the Airport Manager or law enforcement immediately.

b. The south end of Runway 13 will be the designated area for bomb threats, disarming aircraft, or decontamination of aircraft.

c. The Airport Manager may close the airport whenever the safety of personnel and property are at risk.

**Back To Top**

## **Chapter 6 - Environmental**

### **600.1 Environmental Practices.**

a. All persons, companies and agencies engaged in any activity at the Airport are subject to all City, County, State and Federal Environmental Laws and Regulations.

b. The use and storage of all flammables, hazardous liquids and materials shall be in compliance with Chapter 11 - Aviation Facilities, International Fire Code, 2012 Edition, as adopted by the City of Kalispell. (See Appendix A)

c. No fuels, oils, dopes, paints, solvents, acids or any other hazardous liquids shall be disposed of or dumped in drains, on ramp areas, catch basins or ditches or anywhere else on the Airport.

d. The placement of any storage containers, lockers, structures or bins on the AOA must comply with the Uniform Fire Code and be approved by the Airport Manager as to type, placement, size and color.

e. Any person who experiences overflowing or spilling of oil, grease, fuel or similar material anywhere on the Airport is responsible for the immediate clean-up of the spill and notification to the Airport Manager. Failure to clean the area may result in the Airport providing the cleanup at the expense of the responsible party.

f. Pesticides and pesticide containers shall be kept in a separate building or enclosure. Outside storage areas will be fenced to protect children and animals and to discourage pilferage.

g. Any person wishing to conduct aerial application of agricultural pesticides using the Kalispell City Airport as a base of operations must present the Airport Manager with a Safety, Security and Spill Prevention Plan before they will be allowed to conduct operations. The Plan will be reviewed by the City Fire Marshal and County Office of Environmental Quality before approval will be given.

h. The Airport Manager will designate a chemical wash down and containment area if it is needed.

**Back To Top**