

TOWN OF BLUFF RESOLUTION NO. 2020- 41

**A RESOLUTION ENACTING POLICIES FOR THE MANAGEMENT OF THE BLUFF AIRPORT**

The following describe the intent and purpose of this resolution:


- a. The Town of Bluff currently holds a special use permit from the Bureau of Land Management for the operation of the Bluff Airport.
- b. The airport is an asset to the Bluff community that should be preserved and enhanced for public use.
- c. The Town desires that the airport be managed in a fashion that will allow it to be self-sustaining, with minimal or no need for financial subsidy from the Town.
- d. It is the intent of the Town to formalize the policies and procedures that apply to the airport for purposes of clarity and public notice.

THEREFORE, the Town enacts the following.

1. **Airport Manager.** The Mayor, with the advice and consent of the Council, may appoint an Airport Manager. The Airport Manager shall serve for an indefinite term and may be removed, with or without cause, at any time. Compensation for the Airport Manager, if any, shall be commensurate with actual duties, and shall be set from time to time by the Council.
  - a. The Airport Manager shall be responsible for the safe and efficient operation of the airport in compliance with these policies and applicable laws and regulations. The Airport Manager shall be the direct point of contact between airport users, airport tenants, and other government agencies as to airport operations and policies.
  - b. The Airport Manager shall report from time to time to the Town Council with respect to current airport matters. The Town Council may designate a Council member to act as the liaison between the Town and the Airport Manager.
2. **Airport User Fees and Leases.** Fees for use of airport facilities shall be set by the Town Council. Current user fees are attached to this resolution as Exhibit A. All user fees shall be deposited into a Town financial account and segregated in the Airport Operations Fund (AOF). Airport Operations Fund proceeds shall be used exclusively for airport operations, maintenance, lease payments, capital improvements, and similar airport-related expenses.
  - a. All persons who wish to occupy a portion of the airport premises for a period of thirty days or longer shall execute an aircraft parking lease or hangar lease with the Town, subject to such terms and conditions as the Town Council may approve. All lease payments shall be deposited into the AOF. Airport leases may have a renewal clause at the expiration of any term, provided the lessee has materially complied with lease obligations. All airport leases shall provide for removal of lease improvements (such as hangars, etc.) at the end of the term or upon any improvements becoming obsolete, unusable, or substantially damaged.

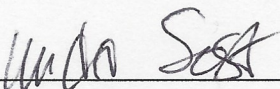
- b. All donations by airport users or others shall be deposited into the AOF.
  - c. The Town Council may authorize special events at the airport, subject to such terms as are deemed reasonable or necessary.
3. Maintenance. The Airport Manager is authorized to contract with persons for maintenance activities and facilities upgrades with a cost not to exceed five thousand dollars. Contracts with a value in excess of five thousand dollars are subject to approval by the Town Council. All procurement shall be obtained on the best possible terms and be authorized in conformity with all other Town procurement rules. All contracts for labor, goods, services, or improvements shall be in writing.
- a. From time to time the Airport Manager may report to the Town Council on airport needs for upgrades and capital improvements. The Council may establish priorities for maintenance or capital improvements as it deems appropriate.
4. Hours of Operation. The airport shall operate from 7:00 a.m. until dusk each day. Night-time operations are not permitted unless otherwise authorized by FAA regulations or orders. The Airport Manager is authorized to lock airport gates and/or implement security measures as may be reasonable or necessary to prevent unauthorized access or use.
5. Compliance with Other Laws and Regulations. These policies are subject to all applicable federal laws, regulations, and lease provisions. If any provision of these policies should conflict with applicable laws or regulations it shall be deemed stricken. Members of the public are encouraged to report any concerns with respect to safety or compliance with applicable laws or regulations to the Airport Manager.
6. Effective Date. This resolution is effective as of the date of approval, below.

Approved by the Bluff Town Council this 15<sup>th</sup> day of December, 2020.

By: 

Mayor Ann Leppanen

Attest:

By: 

Linda Sosa, Recorder

12/15/20

Date