

STATE OF MAINE
AIRPORT MANAGERS TRAINING
PROGRAM



MaineDOT

Prepared by:

The Maine Department of Transportation
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State of Maine Airport Managers Training Program

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PURPOSE AND INTENT

This Airport Managers Training Program was established in 2007 for the purpose of providing a base standard of knowledge for Maine's airport managers. This program is administered by the Maine Department of Transportation and is voluntary in nature. MaineDOT has undertaken this program under the auspices of Title 6 MRSA Chapter 6 for the purpose of enhancing public safety and protecting property. This program is available to staff members of all airport facilities, whether publicly or privately owned. The intent of this program is to ensure that all designated airport managers are trained on both Maine rules and laws on aviation, and FAA safety rules and regulations.

Title 6 does give minimum standards for airport managers and is stated as follows:

Chapter 6

§102.

2. Airport managers.

A. All air carrier and commuter air carrier airports shall designate a person generally available who has administrative responsibility for operation and management of the airport. All general aviation commercial airports, as defined under Chapter 6, shall have at least a part-time airport manager.

B. All airport managers shall perform the following duties.

(1) The airport manager, or his authorized representative, shall be available during all hours of operation. A current telephone number shall be on file with the department.

(2) The manager shall file a notice to airmen with the Federal Aviation Administration designating any changes in airport conditions that may effect safety. A "notice to airmen" file shall be maintained at the airport.

(3) The manager shall display the local traffic pattern, airport traffic safety rules, any noise abatement procedures, and any special orders relating to the airport and its operations at a prominent location on the airport.

(4) The manager shall submit a list of federal aviation registration numbers twice yearly to the department in May and November of all aircraft based at his airport.

AIRPORT CLASSIFICATION (2008 – 2020)

Title 6, Chapter 6 (Airports) section 101 of the Maine Revised Statutes provides that all airports must be categorized as follows:

1. Commercial airports
 - A. Air carrier airports are those airports regularly served by an air carrier airline and which meet Federal Air Regulation, Part 139, or subsequent revisions or amendments.
 - B. Commuter air carrier airports are those airports regularly served by commuter air carriers, which airports shall also meet such provisions of the federal air regulations, Part 139, as are duly adopted by the commissioner.
 - C. General Aviation I airports are those airports not regularly served by an air carrier or a commuter air carrier and can be classified as publicly or privately owned and can be further subdivided as:
 1. Land
 2. Seaplane
2. Utility airports
 - A. Utility airports are airports that are publicly or privately owned and open to the public and subdivided into 2 classes:
 1. Land
 2. Seaplane
 - B. Utility airports may not conduct commercial activities. (editors note see *)
3. Heliports
 - A. A heliport is an area, either at ground level or elevated, that is used for landing and taking off of helicopters. They are further subdivided into 2 categories:
 1. Commercial
 2. Noncommercial
4. Landing area; temporary
 - A. A temporary landing area is an area open to the agency for the purpose of conducting aeronautical business for a limited period of time.
5. Private airport with commercial activity
 - A. A private airport with commercial activity is an airport that is not open to the public, but supports a commercial activity

*Title 6 does not define “commercial activities” , however Title 5: ADMINISTRATIVE PROCEDURES AND SERVICES Part 18-A, Chapter 383, §9, §13120-B.3 Commercial does. It defines commercial as the following:” “Commercial” means related to or connected with the furtherance of a profit-making enterprise.”

COMMERCIAL AIRPORTS

AIR CARRIER & COMMUTER AIR CARRIER

AUGUSTA STATE
BANGOR INTERNATIONAL
HANCOCK COUNTY-BAR HARBOR
KNOX COUNTY REGIONAL
PORTLAND INTERNATIONAL
PRESQUE ISLE INTERNATIONAL

GENERAL AVIATION I

AUBURN/LEWISTON MUNICIPAL
BELFAST MUNICIPAL
BETHEL REGIONAL
BIDDEFORD MUNICIPAL
BRUNSWICK EXECUTIVE
CARIBOU MUNICIPAL
CENTRAL MAINE REGIONAL AIRPORT
CHARLES A. CHASE JR. MEMORIAL FIELD
DEBLOIS REGIONAL
DEWITT FIELD, OLD TOWN MUNICIPAL
DEXTER REGIONAL
EASTERN SLOPE REGIONAL

GENERAL AVIATION I (Cont.)

EASTPORT MUNICIPAL
GREENVILLE MUNICIPAL
HOULTON INTERNATIONAL
ISLESBORO
LINCOLN REGIONAL
LUBEC MUNICIPAL
MACHIAS VALLEY
MILLINOCKET MUNICIPAL
NEWTON FIELD
NORTHERN AROOSTOOK REGIONAL
OXFORD COUNTY
PITTSFIELD MUNICIPAL
PRINCETON MUNICIPAL
SANFORD REGIONAL AIRPORT
STEVEN BEAN REGIONAL AIRPORT
STONINGTON MUNICIPAL
SUGARLOAF REGIONAL
WATERVILLE ROBERT LAFLEUR
WISCASSET

Training Goals

Knowledge Standards:

General Aviation I Airports

- Understand state law, processes and procedures regarding the airport manager's availability and terms of employment (e.g., full- or part-time), the filing of Notices to Airmen, displaying the local traffic pattern, airport traffic safety rules, noise abatement procedures, and the submittal of aircraft registration information to MaineDOT/FAA.
- Understand the laws and regulations, including enforcement and penalties, pertaining to trespass and air traffic.
- Understand the laws regarding jurisdiction of political subdivisions with respect to the promulgation, administration and enforcement of airport zoning regulations. Understand the processes, procedures and standards for the inspection of airport facilities, including, but not limited to; runways, buildings, beacons and vehicles to determine repair or replacement needs.
- Understand federal laws and regulations regarding ownership and operations of an airport.
- Understand fueling facility safety, including compliance with fire safety regulations and the recommendations of the National Fire Protection Association.
- Understand the Federal Aviation Administration Grant Assurances and state grant assurances.
- Understand the airport planning, design, construction, and maintenance processes.
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Air Carrier and Commuter Air Carrier Airports

The same as for General Aviation I airports above, with the addition of the following:

- Understand the F.A.A. requirements for F.A.R. Part 139 continued certification as needed.

Training Resources:

- MaineDOT has prepared an Airport Managers web page that includes downloadable training materials for this program (also available in paper copy and on Compact Disk).
- MaineDOT's ad hoc Airport training opportunities. These opportunities may consist of a two-hour block of time to review material pertinent to Airport Managers. Additionally, airport self-inspection field visits to the host airports are also available.
- Upon request, MaineDOT will provide training at the airport managers' location.
- Upon request, Maine DOT will provide up to two hours of training at various forums.

Training Program Certification Test:

- The Airport Managers Certification Test is a take-home examination. It can be downloaded from the MaineDOT web page at <http://www.maine.gov/mdot/aviation/> , or e-mailed to you upon request.

Record-Keeping

Records pertaining to the Airport Managers Training Program will be retained by the MaineDOT. The original copy of all Airport Managers' Tests will be retained by MaineDOT, and a duplicate, graded copy will be sent to the Airport, along with the Airport Managers Certificate of Training.