

STATE OF MAINE  
AIRPORT MANAGERS TRAINING  
PROGRAM



***MaineDOT***

Prepared by:

The Maine Department of Transportation  
Office of Passenger Transportation

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# **State of Maine Airport Managers Training Program**

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## **PURPOSE AND INTENT**

This Airport Managers Training Program is established under 6 MRSA Chapter 6 for the purpose of enhancing public safety and protecting property, and is applicable to all commercial airport facilities, whether publicly or privately owned, that fall within the following categories:

Air Carrier  
Commuter Air Carrier  
General Aviation I

Title 6 requires that each of these airports have a designated airport manager and that those airport managers complete this training program. Accordingly, this will be a requirement for the issuance of MaineDOT commercial airport registration certificates beginning January 1, 2008. 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.

## AIRPORT CLASSIFICATION (2008 – 2012)

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
  - B. Commuter air carrier airports (regularly scheduled air taxi operations)
  - C. General Aviation I airports
2. Utility airports
3. Heliports
4. Temporary landing areas
5. Private airports with commercial activity

Section 102, sub-section 2, requires that all air carrier and commuter air carrier airports have a “generally available” (full-time) manager, and all other commercial general aviation airports have at least a part-time manager. Following is a list of all commercial airports in Maine, each of which must have a designated manager who is trained under this program.

### COMMERCIAL AIRPORTS

<b>AIR CARRIER &amp; COMMUTER AIR CARRIER</b>	<b>GENERAL AVIATION I (Cont.)</b>
AUGUSTA STATE BANGOR INTERNATIONAL HANCOCK COUNTY-BAR HARBOR KNOX COUNTY REGIONAL NORTHERN MAINE REGIONAL PORTLAND INTERNATIONAL	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
<b>GENERAL AVIATION I</b>	
AUBURN/LEWISTON MUNICIPAL BELFAST MUNICIPAL BETHEL REGIONAL BIDDEFORD MUNICIPAL CARIBOU MUNICIPAL CENTRAL MAINE REGIONAL AIRPORT CHARLES A. CHASE JR. MEMORIAL FIELD DEBLIOS REGIONAL DEWITT FIELD, OLD TOWN MUNICIPAL DEXTER REGIONAL EASTERN SLOPES REGIONAL	

## Exemptions

Airport managers that meet any of the following conditions are considered trained and qualified to the requirements of Title 6 and shall be exempt from this training program. To receive this exemption, the airport manager must submit the stated documentation to the Maine DOT, Office of Passenger Transportation.

- ➔ An earned degree (bachelors, masters or doctorate) from an accredited college or university, with a specialization in airport and/or aviation management.  
Documentation required: a copy of the diploma awarded to the airport manager.
- ➔ Accreditation by the American Association of Airport Executives. Documentation required: a copy of the airport manager's A.A.A.E. Certification.
- ➔ Management of an F.A.A. Part 139 airport for a minimum of two consecutive years.  
Documentation required: a letter from the manager's employer or appointing authority certifying his/her employment in the required capacity and for the minimum period of time.

## Training Requirements

### 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.
- Understand the laws and regulations, including enforcement and penalties, pertaining to airport and aircraft registration, trespass and air traffic.
- Understand the laws regarding jurisdiction of political subdivisions with respect to the promulgation, administration and enforcement of airport zoning regulations.
- 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 fueling facility safety, including compliance with fire safety regulations and the recommendations of the National Fire Protection Association.
- Understand the Grant Assurances.

#### 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.

### 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 annual Airport Regional Meetings. These meetings consist of a two-hour block of time to review material for the Airport Managers Training Program. Additionally, airport self-inspection field visits to the host airports are also available following the Airport Regional Meetings.
- Upon request, MaineDOT will provide training at the airport managers' location.
- Upon request, Maine DOT will provide up to two hours of training at the Maine Airport Managers Association annual meeting.

### 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/aviation-home.php>, or mailed to you in paper form upon request. Beginning with 2008, the annual application for airport registration will include an item asking if the airport's designated manager has completed the required training program. For those airports that meet all registration requirements except for

manager training, a 60-day temporary registration certificate will be issued, and the manager will be provided with information regarding the Airport Manager Training Program and available training resources.

## **Record-Keeping Requirements**

Records pertaining to the Airport Managers Training Program must be retained by the manager for five years. 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. The Airport is required to retain a copy of the current airport managers' Certificate of Training in the same location as the airport's registration certificate.