



QUICK REFERENCE GUIDE

# Airport Manager's Compliance Cheat Sheet

A quick-reference guide for non-Part 139 airport managers covering FAA grant assurances, self-inspections, lease administration, funding, and emergency planning.

Hangarly — [hangarly.io](https://hangarly.io)

The United States has roughly 3,300 NPIAS airports — about 88% are general aviation fields operating without Part 139 certification. This quick-reference covers the essentials every non-Part 139 airport manager needs to know.

For the full deep-dive, read the [Airport Manager's Handbook](#) — an 8-chapter guide covering every topic below in detail.

## 1. Understanding Your Regulatory Landscape

### Part 139 vs. Non-Part 139

14 CFR Part 139 applies to airports serving scheduled carriers with 10+ passenger aircraft. If that's not you, no FAA certificate is required — but you're not in a regulatory vacuum.

### State Requirements

Many states require public-use airports to meet licensing, inspection, runway condition, and zoning standards. Contact your state aeronautics agency.

### FAA Grant Assurances (49 U.S.C. § 47107)

If you've accepted AIP funds, you're bound for 20+ years to:

- Keep the airport open for public use
- Maintain the facility in safe, serviceable condition
- Use airport revenue only for airport purposes
- Make the airport available without unjust discrimination
- Refrain from granting exclusive rights

**Non-compliance can result in withheld grants, denied future funding, or Part 16 enforcement.**

## 2. Airfield Safety and Self-Inspection

FAA AC 150/5200-18D recommends all airports — not just Part 139 — adopt a self-inspection program. It identifies hazards, creates documentation, supports insurance claims, and demonstrates stewardship.

Type	Frequency	What to Check
Daily	Daily (when active)	Runway/taxiway surfaces, lighting, signage, windsock, FOD, wildlife
Periodic	Weekly/quarterly	Pavement condition, drainage, markings, NAVAIDs, fencing, fuel systems
Continuous	Ongoing	General observation for abnormalities or unauthorized activity
Special	As needed	After severe weather, construction, or pilot reports

**Always document:** Date, time, inspector, conditions, corrective actions. Issue NOTAMs promptly for any safety-affecting conditions.

## 3. Tenant and Lease Management

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### Minimum Standards (AC 150/5190-8)

Define baseline qualifications, equipment, staffing, insurance, and operational requirements for commercial tenants. Tailor to your airport — don't copy another field's standards.

### Lease Administration Essentials

- Set rates at fair market value with reserves for capital maintenance
- Require tenant insurance, minimum standards compliance, and premises upkeep
- Track expirations, renewals, insurance deadlines, and rent escalation triggers

#### HANGARLY TIP

Hangarly's lease management platform automates renewal notifications, insurance tracking, and audit trails. Learn more at [hangarly.io/solutions/lease-tracking](https://hangarly.io/solutions/lease-tracking)

### Exclusive Rights & Revenue Diversion

Even unintentional exclusive rights violations include blocking additional FBOs, setting impossibly high minimum standards, or giving one tenant control of shared infrastructure.

**Grant Assurance 25 prohibits using airport revenue for non-airport purposes. Diverting to a general fund jeopardizes all federal funding.**

## 4. Financial Management and Funding

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### Revenue Sources

- Hangar lease and tie-down fees
- Fuel flowage fees or direct fuel sales
- Land lease (aeronautical and compatible non-aeronautical)
- Agricultural/grazing leases
- Specialized service fees

### AIP Funding

90% federal / 10% local match for NPIAS airports. The FAA Reauthorization Act of 2024 authorized **\$4 billion annually from FY 2025–2028**. Non-primary airports get a minimum \$150,000/year entitlement.

### Eligible Projects

Runway/taxiway rehab, lighting/signage, obstruction removal, land acquisition, wildlife hazard assessments, master plans.

## 5. Emergency Preparedness

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### Airport Emergency Plan (AC 150/5200-31C)

Not required for non-Part 139, but FAA recommends it. Keep it simple:

- Identify likely emergencies (accidents, fuel spills, severe weather, medical, security)
- Establish roles, responsibilities, and communication procedures
- Include mutual aid contact info (fire, EMS, law enforcement, hospitals)
- Conduct at least one annual tabletop drill

### Fuel Safety (AC 150/5230-4)

- Inspect tanks, dispensing equipment, bonding/grounding regularly
- Comply with NFPA 407
- Maintain spill response equipment
- Keep fuel quality testing records
- Train all fueling personnel

## 6. Planning and Capital Development

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**Master Plans (AC 150/5070-6):** Establish long-term vision and capital investment strategy. At minimum, maintain a current Airport Layout Plan (ALP) — required for most AIP projects.

### Hangar Planning (ACRP Report 113)

- Current/projected demand from based aircraft counts, waitlists, regional trends
- Mix of T-hangars, box hangars, and conventional hangars
- Utility infrastructure capacity
- Lease terms that recover construction costs and build maintenance reserves

**Land Use Compatibility (AC 150/5190-4B):** Work with local planning authorities on airport overlay zones, Part 77 height restrictions, and noise-compatibility guidelines. Proactive engagement is far cheaper than fighting incompatible development after approval.

## 7. Community Relations

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### Engagement Strategies (ACRP Synthesis 65)

- Host open houses, fly-ins, and aviation education events
- Communicate economic impact with specific local data
- Maintain good neighbor relationships
- Attend local government meetings
- Partner with schools, Civil Air Patrol, and aviation organizations

**Communicate your value:** Jobs supported, tax revenue generated, emergency services enabled, business access provided.

## 8. Leveraging Technology

Digital lease management platforms can automate invoicing, send advance notifications for expirations and insurance lapses, maintain searchable document archives, generate reports, and provide tenant self-service portals.

### HANGARLY TIP

Hangarly is purpose-built for airport hangar lease management — no enterprise complexity. Visit [hangarly.io](https://hangarly.io) to learn more.

## Key References and Resources

Document	Topic
14 CFR Part 139	Airport certification standards
FAA Order 5190.6C	Grant assurance interpretation and enforcement
FAA AC 150/5200-18D	Airport Safety Self-Inspection
FAA AC 150/5190-8	Minimum Standards for Commercial Activities
FAA AC 150/5190-6	Exclusive Rights at Federally-Obligated Airports
FAA AC 150/5200-31C	Airport Emergency Plans
FAA AC 150/5230-4	Aircraft Fuel Storage, Handling, and Dispensing
FAA AC 150/5070-6	Airport Master Plans
FAA AC 150/5190-4B	Airport Land Use Compatibility
FAA AC 150/5340-1	Standards for Airport Markings
FAA AC 90-66C	Non-Towered Airport Flight Procedures
ACRP Report 16 (2nd Ed.)	Guidebook for Managing Small Airports
ACRP Report 113	Guidebook on General Aviation Facility Planning
ACRP Synthesis 65	Stakeholder Relationships at Smaller Airports
FAA NPIAS 2025-2029	National Plan of Integrated Airport Systems

This guide is provided by Hangarly as an educational resource for the airport management community.

For more resources, visit the Hangarly Learning Center at [hangarly.io/learning-center](https://hangarly.io/learning-center)

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