

## 3 THINGS TO KNOW

### *Aircraft Tail Number (“N-Number”) Reporting*

**1. The City of Bend requires all tenants of the Bend Municipal Airport to report aircraft N-Numbers to ensure:**

- a. The City of Bend Municipal Airport is in compliance with Federal Aviation Administration (“FAA”) Requirements. The FAA requires the Airport Manager to report N-Numbers of all aircraft based at the Bend Municipal Airport; and
- b. All aircraft based at the airport are insured.

**2. Why are Aircraft N-Numbers being requested?** The airport manager relies on based aircraft owner contact information to reach the aircraft owner when FAA reports an overdue aircraft on an IFR flight plan or when an Emergency Locator Transmission (ELT) signals, prior to FAA launching a Search and Rescue (SAR) effort. Also, the number of based aircraft N-Numbers as reported to FAA by the airport manager are a factor in determining the amount of federal funding the airport receives for airport improvement grant funds. Based aircraft information is used to notify aircraft owners of planned closures, special events, or other activities that may affect operations. The City of Bend Municipal Airport Rules and Regulations (R&R’s) require the owner or lessee of all aircraft based at the Bend Municipal Airport (BDN) to report the N-Number; and current registered address of the aircraft, as follows:

- a. In the initial agreement to lease a premises at the Bend Municipal Airport;
- b. Annually, on January 1<sup>st</sup> of each year after the initial commencement date of the lease agreement (Annual Reporting Date); and
- c. At the time of a change of aircraft ownership (purchase or sale).

These reporting requirements apply to all tenants, regardless of whether your lease is with the City or with a private hangar owner. Master tenants are fully responsible for ensuring all subtenant N-Numbers are properly reported. Failure to provide N-Number information as required by the R&R’s and/or a lease agreement may result in default of said lease agreement.

**3. Who tracks and administers the reporting of N numbers at the Airport:** The Real Estate Department and Airport Management require N-Number reporting for all lease agreements and transactions and FAA Compliance. Tenants are required to provide the N-Numbers of all aircraft stored in hangars or on Airport property on their insurance policies and Certificates of Insurance. N-Numbers may be self-reported on the City of Bend Municipal Airport website, Tenant Information, Online Forms at:

<https://www.bendoregon.gov/government/departments/economic-development/bend-municipal-airport/tenant-information>



**Accommodation Information for People with Disabilities** To obtain this information in an alternate format such as Braille, large print, electronic formats, etc., please contact Misty Driggers, Sr. Admin Support Specialist, at [mdriggers@bendoregon.gov](mailto:mdriggers@bendoregon.gov) or 541-322-6384. Relay Users Dial 7-1-1.

