

PORT OF GARIBALDI RESOLUTION NO. 2026-08

**A RESOLUTION ADOPTING UNMANNED AIRCRAFT SYSTEM (UAS/DRONE)
POLICY INTO THE PORT OF GARIBALDI ORGANIZATIONAL MANUAL**

WHEREAS, the Port of Garibaldi (“Port”) recognizes the increasing operational, emergency response, maritime safety, infrastructure inspection, and interagency coordination benefits associated with the lawful use of Unmanned Aircraft Systems (“UAS” or “drones”); and

WHEREAS, the Port desires to establish clear operational standards, risk management practices, and legal compliance requirements governing the use of UAS by the Port, its employees, contractors, and authorized interagency partners; and

WHEREAS, the Port has developed a comprehensive UAS Policy and supporting operational procedures addressing:

- Federal Aviation Administration (“FAA”) compliance;
- Oregon Revised Statutes Chapter 837;
- Oregon Department of Aviation requirements;
- Special Districts Association of Oregon (“SDIS”) risk management guidance;
- Incident Command System (“ICS”) integration;
- Maritime operational safety;
- Interagency coordination with fire, law enforcement, emergency management, and other governmental agencies; and

WHEREAS, the Port Commission finds that adoption of a formal UAS Policy is in the best interests of public safety, operational accountability, emergency preparedness, and protection of Port assets and personnel;

NOW, THEREFORE, BE IT RESOLVED BY THE PORT COMMISSION OF THE PORT OF GARIBALDI AS FOLLOWS:

Section 1. Adoption

The Port of Garibaldi Unmanned Aircraft System (UAS / Drone) Policy, including associated appendices, forms, operational procedures, and Emergency Operations integration provisions, is hereby adopted and incorporated into the Port of Garibaldi Organizational Manual as Section 16.

Section 2. Administrative Authority

The Port Manager, or designee, is authorized to administer, implement, and enforce the provisions of Section 16, including development of operational procedures, training standards, forms, and interagency coordination practices consistent with applicable law and Port operations.

Section 3. Compliance with Law

Nothing within Section 16 shall be interpreted to authorize operations contrary to:

- Federal Aviation Administration regulations or directives;
- Oregon law;
- Temporary Flight Restrictions (TFRs);
- Applicable federal airspace authority;
- Any other applicable local, state, or federal law or regulation.

Section 4. Operational Suspension Authority

The Port Manager may temporarily suspend UAS operations due to safety concerns, regulatory changes, insurance requirements, equipment deficiencies, staffing limitations, or operational risk considerations.

Section 5. Severability

If any section, subsection, sentence, clause, or phrase of this Resolution or Section 16 is determined to be invalid or unenforceable by a court or agency of competent jurisdiction, such determination shall not affect the validity of the remaining portions.

Section 6. Effective Date

This Resolution shall take effect immediately upon adoption by the Port Commission.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS

this 13th day of May 2026.



Val Folkema, President



Bob Browning, Vice President

PORT OF GARIBALDI UNMANNED AIRCRAFT SYSTEM (UAS / DRONE) POLICY

1. PURPOSE

This document establishes comprehensive policy, procedures, and emergency operational guidance for the use of Unmanned Aircraft Systems (UAS) by the Port of Garibaldi. It ensures safe, effective, and legally compliant drone operations in support of port operations, emergency response, maritime safety, and direct support to fire, law enforcement, emergency management agencies, and Other Government Agencies (OGA).

2. AUTHORITIES & COMPLIANCE - All UAS operations shall comply with:

- a. Federal
 - A. FAA 14 CFR Part 107
 - B. Remote ID requirements
 - C. Temporary Flight Restrictions (TFRs)
 - D. Federal preemption of navigable airspace
- b. State of Oregon
 - A. ORS Chapter 837 (privacy, harassment, operational limits)
 - B. Public UAS registration via Oregon Department of Aviation
- c. Risk Management / Special Districts
 - A. SDIS risk management guidance
 - B. Insurance and liability standards
 - C. Public agency documentation requirements
- d. Emergency Management Framework
 - A. National Incident Management System (NIMS)
 - B. Incident Command System (ICS)

Note: Nothing in this policy shall be interpreted to authorize operations in violation of applicable Federal Aviation Administration regulations, waivers, Temporary Flight Restrictions (TFRs), or federal airspace authority.

3. SCOPE - Applies to:

- a. Port-owned UAS
- b. Port staff and operators
- c. Contractors
- d. Requests for service from fire, law enforcement, and emergency management agencies
- e. Interagency operations involving Port resources

4. ROLES & RESPONSIBILITIES

- a. Port Manager
 - A. Authorizes program and interagency deployments
- b. UAS Program Manager
 - A. Oversees compliance, training, and documentation
- c. Remote Pilot in Command (RPIC)
 - A. Final authority over flight safety
 - B. Ensures FAA compliance
 - C. May refuse unsafe missions
- d. Visual Observer
 - A. Maintains situational awareness
- e. Requesting Agency (Fire/Law Enforcement/Emergency Management)
 - A. Defines mission objectives
 - B. Provides incident command structure
 - C. Ensures coordination with ground operations

5. STANDARD OPERATING PROCEDURES (SOPs)

- a. Mission Approval
 - A. Routine Operations
 - 1. Approved by Port Manager/designee
 - B. Emergency / Agency-Requested Operations
 - 1. Initial Agency Request Approved by Port Manager/designee
 - 2. Approved by Incident Commander (IC) or Unified Command
- b. Requests FROM Fire & Law Enforcement
 - A. The Port shall accept and process UAS support requests from:
 - 1. Local fire districts
 - 2. Sheriff's Office / police agencies
 - 3. Oregon State Police
 - 4. Tillamook County Emergency Management
 - B. Request Methods
 - 1. Through Incident Command (preferred)
 - 2. Dispatch (911 or non-emergency)
 - 3. Direct agency-to-agency request

- C. Required Information
 - 1. Incident type and location
 - 2. Mission objectives (e.g., SAR, suspect search, fire mapping)
 - 3. Hazards (fuel, vessels, weather)
 - 4. Operational period
 - 5. Point of contact

- c. Priority of Requests - Emergency requests are prioritized as follows:
 - A. Life safety (SAR, missing persons, active incidents)
 - B. Fire suppression support
 - C. Law enforcement operations
 - D. Infrastructure and damage assessment
 - E. During incidents operating under ICS, mission priorities shall be coordinated through the Incident Commander or Unified Command

- d. Pre-Flight
 - A. Verify FAA compliance and airspace
 - B. Check weather and coastal wind conditions
 - C. Identify hazards (vessels, cranes, wires)
 - D. Establish safety perimeter
 - E. Confirm coordination with requesting agency

- e. Flight Operations
 - A. Maintain visual line of sight
 - B. Max altitude 400 ft AGL (unless authorized)
 - C. Yield to ALL manned aircraft
 - D. Maintain safe distances
 - E. Night operations shall only be conducted in accordance with applicable FAA requirements and RPIC qualifications
 - F. Use of a Visual Observer is strongly recommended during all operations
 - G. Fire Operations
 - 1. Maintain separation from suppression aircraft
 - 2. Immediate landing if aircraft enters area
 - 3. Support:
 - a. Hotspot detection
 - b. Perimeter mapping
 - H. Law Enforcement Operations
 - 1. Operate under direction of law enforcement IC
 - 2. Support:
 - a. Search for suspects
 - b. Scene documentation
 - c. Evidence location

Note: RPIC retains final authority and may delay, suspend, or terminate operations at any time due to weather, visibility, mechanical concerns, airspace conflicts, or unsafe conditions.

- f. Post-Flight
 - A. Log flight
 - B. Provide data to requesting agency
 - C. Complete incident documentation

6. EMERGENCY OPERATIONS (DURING EOP ACTIVATION)

- a. Activation - UAS may be deployed by:
 - A. Incident Commander (IC)
 - B. Unified Command
 - C. Request from fire or law enforcement
- b. ICS Integration
 - A. Assigned under Operations Section
 - B. May fall under Air Operations Branch
 - C. Supports Planning Section

7. FIRE DISTRICT COORDINATION

- a. Operate under fire IC or Unified Command
- b. Coordinate airspace and ground safety
- c. Provide:
 - A. Fire perimeter mapping
 - B. Hotspot detection
 - C. Access/egress intelligence

8. LAW ENFORCEMENT OPERATIONS

- a. Authorized Uses
 - A. Suspect search
 - B. Missing persons
 - C. Crime scene documentation
 - D. Traffic collision reconstruction
 - E. Tactical overwatch (where lawful)
- b. Legal Compliance
 - A. Must comply with ORS 837 privacy laws
 - B. No unlawful surveillance
 - C. Follow direction of lead law enforcement agency

- c. Evidence Handling
 - A. Maintain chain of custody
 - B. Transfer data to law enforcement
 - C. Document time/date/location

Note: The Port shall not independently conduct criminal investigative surveillance operations except as authorized by law and under the direction of the requesting law enforcement agency.

9. MARITIME OPERATIONS

- a. Key Risks
 - A. Vessel traffic
 - B. Navigation channels
 - C. Fuel docks
- b. Requirements
 - A. Coordinate with harbor operations
 - B. Maintain safe vessel buffer
 - C. Avoid navigation interference
- c. Coordination Required
 - A. United States Coast Guard for maritime incidents

10. AIRSPACE SAFETY

- a. FAA rules strictly followed
- b. Immediate descent for manned aircraft
- c. Coordinate with Federal Aviation Administration

11. INTERAGENCY ASSISTANCE

- a. Requesting Support
 - A. The Port may request UAS from other agencies when needed
- b. Providing Support
 - A. Port UAS resources may be deployed in support of:
 - 1. Fire
 - 2. Law enforcement
 - 3. Emergency management
 - 4. Maritime agencies
 - 5. Other Government agencies on a case-by-case basis

- c. Operational Control
 - A. Under Incident Command or Unified Command
 - B. RPIC retains safety authority

Note: Nothing in this policy creates an obligation for the Port to provide UAS services for any specific incident or request

12. COMMUNICATIONS

- a. Notify all agencies involved in incident of UAS operations
- b. Use ICS communication channels
- c. Announce:
 - A. Launch/landing
 - B. Operational area
 - C. Altitude

13. DATA MANAGEMENT

- a. Ensure compliance with all applicable rules & regulations pertaining to
 - A. Secure storage
 - B. Public records compliance
 - C. Evidence chain of custody
- b. Records, imagery, and operational documentation shall be retained in accordance with Oregon public records retention requirements and Port record retention policies
- c. UAS software, controllers, storage devices, and communications systems shall be maintained consistent with Port cybersecurity and information security practices

14. RISK MANAGEMENT

Hazard	Likelihood	Impact	Mitigation
Vessel collision	Medium	High	Maintain buffer
Wind/weather	High	Medium	Monitor conditions
Signal loss	Medium	High	Return to Home
Air conflict	Low	Critical	Immediate landing

15. TRAINING

- a. FAA-certified pilots required
- b. Joint training with:
 - A. Fire
 - B. Law enforcement
 - C. Coast Guard
- c. Pilots shall maintain operational proficiency and complete periodic recurrent training consistent with FAA and Port requirements

16. DOCUMENTATION

- a. Maintain:
 - A. Flight logs
 - B. Certifications
 - C. Maintenance records
 - D. Incident reports

17. ENFORCEMENT

- a. Violations may result in:
 - A. Suspension
 - B. Discipline
 - C. Legal action
- b. The Port Manager may temporarily suspend UAS operations due to safety concerns, regulatory changes, insurance requirements, equipment deficiencies, or operational risk

18. REVIEW

- a. Reviewed annually or upon regulatory changes

19. APPENDICES (IMPLEMENTATION TOOLS)

- A. Flight Request Form
- B. Pre-Flight Checklist
- C. Incident Report Form
- D. ICS UAS Assignment Sheet (204 Adapted)
- E. Mission Risk Assessment Worksheet

PORT OF GARIBALDI UNMANNED AIRCRAFT SYSTEM FLIGHT REQUEST FORM

Request Type (check one):

Fire LE Emergency Management Port Ops Other Govt Agency (OGA)

Date: _____

Requesting Agency: _____

Point of Contact: _____

Phone / Radio Channel: _____

Incident Name / Number: _____

Mission Type (SAR, Fire, LE, Inspection, etc.): _____

Mission Objective: _____

Location (GPS / Address / Area Description): _____

Requested Start Time: _____

Estimated Duration: _____

Hazards (Weather, Vessels, Powerlines, etc.): _____

Airspace Concerns (if known): _____

Special Equipment Needed (Thermal, Zoom, etc.): _____

Priority Level: Life Safety High Routine

Approved By (IC / Port): _____

Assigned RPIC: _____

PORT OF GARIBALDI UNMANNED AIRCRAFT SYSTEM PRE-FLIGHT CHECKLIST

Date: _____

Incident Name / Number: _____

Administrative:

- FAA Part 107 compliance confirmed
- Airspace authorization obtained
- NOTAMs/TFRs checked
- Remote ID functioning

Environmental:

- Weather acceptable (visibility, wind)
- Coastal/tide conditions evaluated

Site Safety:

- Launch/Landing zone established
- Hazards identified (vessels, cranes, wires)
- Safety perimeter established

Aircraft:

- Batteries charged
- Equipment inspected
- Compass calibrated
- Firmware updated

Assigned RPIC: _____

**PORT OF GARIBALDI
UNMANNED AIRCRAFT SYSTEM INCIDENT REPORT FORM**

Date/Time of Incident: _____

Location: _____

Incident Name / Number: _____

RPIC: _____

Visual Observer: _____

Aircraft ID: _____

Incident Type (check all that apply):

- Injury
- Property Damage
- Flyaway
- Near Miss (Aircraft)
- Near Miss (Vessel)
- Equipment Failure
- Other

Description of Incident: _____

Weather Conditions: _____

Actions Taken: _____

FAA report required

FAA reporting completed date/time: _____

Other Notifications Made: _____

Corrective Actions / Lessons Learned: _____

**PORT OF GARIBALDI
UNMANNED AIRCRAFT SYSTEM ICS UAS ASSIGNMENT SHEET
(ICS 204 ADAPTED)**

Incident Name: _____

Operational Period (Date/Time): _____

Division/Group: _____

Supervisor: _____

Assignment:

Mission Objectives: _____

Operational Area: _____

Personnel:

RPIC: _____

Visual Observer: _____

Additional Crew: _____

Communications:

Primary Channel: _____

Backup Channel: _____

Safety Notes:

Hazards: _____

Mitigation Measures: _____

Airspace Coordination:

FAA Notified USCG Notified Air Ops Branch Active

Signatures:

Prepared By: _____

Approved By: _____

PORT OF GARIBALDI UAS MISSION RISK ASSESSMENT WORKSHEET

This worksheet shall be completed prior to UAS operations involving emergency response, maritime environments, congested areas, night operations, or any mission determined by the RPIC, Port Manager, or Incident Commander to present elevated operational risk.

MISSION INFORMATION

Date: _____
 Incident / Mission Name: _____
 Location: _____
 Requesting Agency: _____
 RPIC: _____
 Visual Observer(s): _____
 Aircraft ID: _____
 Operational Period: _____

RISK ASSESSMENT MATRIX

Risk Factor	Low (1)	Moderate (2)	High (3)	Selected Score
Weather / Wind	Calm / Good Visibility	Moderate wind	High wind / poor visibility	_____
Airspace Complexity	Uncontrolled	Near controlled airspace	Controlled / congested	_____
Maritime Hazards	Minimal traffic	Moderate vessel activity	Heavy vessel traffic	_____
Population Density	Open area	Limited public	Congested area	_____
Mission Urgency	Routine	Important need	Life safety emergency	_____
Night Operations	Daylight	Dusk / dawn	Night ops	_____
Terrain / Obstacles	Open terrain	Some obstructions	Heavy obstructions	_____
Communications	Reliable	Minor disruptions	Unreliable	_____
Crew Experience	Highly experienced	Moderate	Limited	_____
Equipment Status	Fully mission capable	Minor concerns	Known deficiencies	_____

TOTAL RISK SCORE: _____

RISK LEVEL DETERMINATION

0–10 = LOW RISK

11–18 = MODERATE RISK

19–30 = HIGH RISK

High-risk operations should require supervisory review and additional mitigation measures.

MITIGATION MEASURES

- Additional Visual Observer assigned
- Reduced operational altitude
- Expanded safety perimeter
- Additional agency coordination completed
- Delayed launch due to weather
- Night operation lighting verified
- Alternative launch site selected
- Mission scope reduced

Additional Mitigation Measures:

MISSION AUTHORIZATION

RPIC Signature: _____

Supervisor / IC Approval: _____

Date / Time Approved: _____

POST-MISSION REVIEW (OPTIONAL)

Any incidents, near misses, or lessons learned:
