

# Hutchinson Municipal Airport



## Minimum Standards for Aeronautical Activity

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The Hutchinson Municipal Airport has developed these Minimum Standards to create a level playing field for private and commercial activity on airport property. These Minimum Standards have been written under the direction of the Hutchinson Airport Commission. They were adopted by the Hutchinson City Council on March 8, 2005.

It is the Hutchinson Municipal Airport's intent to allow commercial and private activities at the airport. The Hutchinson Municipal Airport intends to provide a fair and level playing field for any private or commercial activity that wishes to operate at the airport.

## DEFINITIONS

## Section 2

**Aeronautical Services** – Any service which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations.

**Agreement** – A negotiated set of standards, rates, and charges set between the City and the operator.

**Airport** – Means the Hutchinson Municipal Airport, Ken Butler Field, and all of the property, buildings, facilities and improvements within its boundaries, as identified on the Airport Layout Plan.

**Commercial Operations** – any operation, routinely performed at the airport, of an aircraft for compensation or hire, any services performed incidental to the operation of any aircraft for which a fee is charged or compensation received but does not include any operations of aircraft as common carriers by the federal government or the services thereto. (Shared expense flights as defined in the Federal Aviation Regulations are not considered commercial operations).

**City** – City of Hutchinson

**FAA** – Federal Aviation Administration

**FAR** – Federal Aviation Regulation

**FBO** – Fixed Base Operator

**Lease** – The right to conduct commercial, aeronautical or agricultural activities on the airport as defined within the parameters of the established minimum standards.

**Minimum Standards** – Qualifications established herein by the City as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport.

**Multiple Service Providers** – An operator that performs two or more services listed in Section 4 of these Minimum Standards.

**Operator** – means any person, firm, partnership, corporation, association or group providing any one or a combination of aeronautical services to or for aviation users at the Airport.

**Primary Fixed Base Operator** – an operator chosen by the City through an RFQ process that assures a level of service in the city owned facility. This operator will be considered as a Multiple Service Provider, but assures a higher level of services.

**Private Conventional Hangar** – a hangar, used for storage of aircraft owned by the hangar tenant that is not used for provision of commercial operations at the airport.

**Single Service Operator** – An operator that performs only one of the listed services identified in Section 4 of these Minimum Standards.

**State** – State of Minnesota (The airport's main contact is the Minnesota Department of Transportation, Office of Aeronautics).

**Tenant** – A private person or party that is under a written airport use agreement with the City of Hutchinson to perform an aeronautical activity on the Hutchinson Municipal Airport.

Provision of Land:

In designing and operating the Hutchinson Municipal Airport, the airport commission and airport staff have provided land for: (1) tenants to construct private conventional general aviation hangars to store aircraft; (2) tenants to provide aviation services defined as commercial, and (3) the City to construct its own facilities.

Minimum Standards:

The following standards shall apply to all Operators, with the exception of flying clubs whose complete list of standards are presented in the section which pertains solely to that type of operation.

1. Leases: The most valuable resource of the Hutchinson Municipal Airport is land. No private or commercial activities will take place at the airport without a lease between the operator and the City. The leasing of airport property will be based on a justified need of the tenant. Land shall be available on a first come, first served basis. All leases shall be for a term to be mutually agreed upon between the operator and the City for the purpose of conducting an aeronautical activity. Leases shall be periodically reviewed, as indicated in lease documents. The reviews shall be conducted in order to include the following areas:
  - ✍ Operator's compliance to these Minimum Standards
  - ✍ Escalation of rates and charges based on a recognized economic index
2. Commercial Operations Experience: An operator shall have the experience needed to conduct a service that it is capable of performing. The operator shall submit to the City a statement of qualifications upon City's request. It will be satisfactory if the operator has in a reasonable supervisory position, a person of such experience. Should an operator not have such experience, but can demonstrate to the City's satisfaction that they have had equivalent related experience or training, such will be deemed acceptable. The operator shall submit a letter of intent detailing the services which they wish to provide, compliance with the relevant minimum standards as presented in this document, ratings and licenses that the organization will have and a general scope of the operation.
3. Any operator seeking to conduct private or commercial aeronautical activities at the airport must provide the City a letter of financial integrity, to the City's satisfaction, from a bank or trust company doing business in the area, or other such source that may be readily verified through normal banking channels. Other items that the operator may be required to submit to the City include:
  - ✍ Financial wherewithal to complete construction of any facilities
  - ✍ Experience in commercial aeronautical activities provided at the airport
  - ✍ Aviation licenses or certificates held, including aircraft registration
  - ✍ A business plan including a view of promotion at a general aviation airport
  - ✍ Location of residences during the past five years
  - ✍ Three personal or professional references

4. The City requires the operator to include the City as an additional insured and stipulates the operator hold harmless the City in all action against it.
5. Each lease for ground space and contract for commercial activity at the airport entered into by the City shall include each of the following provisions and others as are or may be required by the State and Federal governments:
  - ✎ Fair and Nondiscriminatory Provisions
  - ✎ Affirmative Action Assurances
  - ✎ Civil Rights Assurances
  - ✎ Nonexclusive Rights Provision
  - ✎ Other mandated provisions

The most current amendment or form of such mandatory lease provisions shall be obtained from the State or Federal governments and shall be included in each lease at the time of execution.

6. All operators shall have the right in common with others so authorized, to use common areas of the airport including runways, taxiways, aprons, roadways, floodlights, landing lights, signals, and other conveniences of the take-off, flying and landing of aircraft.
7. Any construction by any operator shall be in accordance with design and construction requirements of the City of Hutchinson, State of Minnesota, Federal regulations and any other applicable codes. All plans and specifications shall be submitted to the City of Hutchinson for approval.
8. All operators shall have access to the main terminal, ramp area, and parking area for customer access. Each single-service section identified in Section 4 of these Minimum Standards will designate the need of public parking spaces, hangar areas, and ramp areas for each individual facility.
9. These Minimum Standards shall be reviewed on a periodic basis and adjusted, if necessary, to reflect changes of the airport environment. The City will accept input from operators as it relates to these Minimum Standards.
10. All present operators conducting operations on the Hutchinson Municipal Airport prior to the installation of these minimum standards may be allowed to continue operations without fully complying with them. This permission will be provided only if the City determines that the operator's continued operation is in the best interest of the Hutchinson Municipal Airport and that the operation is not in violation of any airport regulations. At the termination of the operator's present lease, all existing operators or tenants will be required to comply with these minimum standards.
11. All operators shall be required to have their service available at least eight (8) hours per day, five (5) days per week, unless otherwise noted in separate agreement. Individual hourly requirements can be found in each single-service section.

12. Commercial Operator's License: All operators engaged in commercial activities are to obtain appropriate commercial operating licenses from the Minnesota Department of Transportation, Office of Aeronautics prior to providing service at Hutchinson Municipal Airport. Each commercial operator must be compliant with the Minnesota Department of Transportation's Aeronautics Rules Chapter 8800. A copy of the rules can be obtained by the following address:

Minnesota Department of Transportation  
Office of Aeronautics  
222 East Plato Boulevard  
Saint Paul, MN 55107-1618  
1-800-657-3922

*SINGLE SERVICE COMMERCIAL OPERATOR REQUIREMENTS*      Section 4  
4-1    FUEL AND OIL SALES

STATEMENT OF CONCEPT: Fuel and Oil Service Operators are divided into two categories: self-service credit card facility and full-service fuel facility. Both categories include the sale and into plane delivery of recognized brands of aviation fuels, lubricants, and other related aviation petroleum products.

MINIMUM STANDARDS:

1. Ownership of fuel facilities: The City shall have exclusive ownership of its own fueling facilities. Fuel and Oil Service Operators shall enter into agreements with the City of Hutchinson for providing fuel and oil services, either as a self-service credit card facility or a full-service fuel facility. The City retains the right and privilege of making distinctions between types of fuels, oils and services in those agreements in keeping with the best interest of the City. Installations of fueling facilities owned and operated by commercial operators shall be upon land leased for that purpose and be in compliance with all local, state, and federal laws relating to the sale of Avgas (100LL) and/or Jet fuel.
2. Fuel Flowage and Record Keeping: Fuel and Oil Service Operators must keep records of fuel flowage during routine inspections. Every month, a fuel flowage fee will be charged based on the volume of fuel sold. The operator shall be responsible for payment of the fuel flowage fee to the City, which is due on the 15<sup>th</sup> day of each month. The City may amend these minimum standards by agreement with a specified Fuel and Oil Service Operator.
3. Minimum Space Requirements:

**Self Service Credit Card Facility:** Land shall be leased from the City in order to accommodate space for the installation of fuel tanks, ramp space sufficient for aircraft fueling operations, and shelter for monitoring equipment.

**Full-Service Fuel Facility:** Land shall be leased from the City in order to accommodate space for the installation of fuel tanks, ramp space sufficient for aircraft fueling operations, shelter for monitoring equipment, public restrooms, public waiting areas (with public phone service), and employee office areas.
4. Equipment Requirements: Each Fuel and Oil Sales facility shall make available two fire extinguishers per fuel tank installed. An emergency shut-off switch shall be located in a conspicuous place and easily accessible to the self-service customer. A procedure for spill prevention shall be placarded and materials shall be supplied to the customer in order to comply with noted procedures. Each fuel pump shall be equipped with a properly installed aircraft bonding wire.

5. Insurance Requirements:

- ↪ Airport General Liability: \$500,000 Combined Single Limit including \$100,000 per person
- ↪ Products Liability: \$500,000 Combined Single Limit including \$100,000 per person
- ↪ Hangar Keepers Liability\*: \$100,000 Each Aircraft, \$300,000 Each Occurrence

\*Protects the insured against claims for aircraft physical damage which result from the insured's care, custody or control of an aircraft that the insured doesn't own. Each commercial operator shall advise each individual customer as to whether or not they are specifically covered under the operator's insurance policy and the type and extent of coverage, if any.

6. Service Requirements:

**Self-Service Credit Card Facility:** The operator shall keep and maintain the fuel tanks and pumping equipment in good working order. Each system installed shall be self-inspected daily in order to provide clean and safe fueling products.

**Full-Service Fuel Facility:** The operator shall provide such minor repair service that does not require a certificated mechanic rating. Cabin services to general aviation aircraft that may be performed efficiently on the ramp or apron-parking area shall be provided, but only within the premises leased to the operator.

7. Personnel Requirements:

**Self-Service Credit Card Facility:** The operator shall provide at least one (1) on-call person responsible to act on behalf of the operator in order to provide customer service. At least one (1) person shall come on-site everyday in order to inspect the fuel tanks, and associated pumping equipment. Each individual operator is responsible for quality control, and safety of the fueling facility.

**Full-Service Fuel Facility:** The operator shall provide at least one (1) full-time employee during the regularly scheduled business hours who is qualified and properly trained to dispense aircraft fuel in a safe manner.

8. Grant of Inspection: The operator gives the right to inspect all fuel operations to the City. City retains the right to recommend and impose corrections to be made by fuel operator. Any item deemed unsafe will cause an order to cease fueling operations until the problem can be corrected at operator's expense.

9. Emergency Procedures, Safety and Training: All Fuel and Oil Service Operators must have in place an approved emergency procedure in the event of fuel spillage, fuel fire, or accident. A copy of the emergency procedure shall be on file at the Airport Manager's office. All personnel involved in the fueling of aircraft shall be trained in appropriate fire, rescue and emergency procedures. Training shall take place annually by a Federal Aviation Administration approved course.



10. Responsibility: All Fuel and Oil Service Operators shall be responsible for all refueling operations, and associated fuel spills, fuel leaks or fuel-related accidents. Each provider will be responsible for reporting spills and cleaning up all areas that have been contaminated with fuel. The City claims no responsibility for any type of fuel spill, fuel leaks, or accidents occurring on leased premises of each fuel provider or as a result of their activities.

## 4-2 FAR PART 121, AIRLINE AND PASSENGER OPERATOR

STATEMENT OF CONCEPT: An airline and passenger operator engages in the business of providing air transportation (persons or property) to the general public for hire on a scheduled basis as defined by FAR Part 121.

### MINIMUM STANDARDS:

1. Equipment: the Operator shall furnish all equipment and facilities associated with the daily operation of the air service. Items include, but are not limited to the following:

#### Airline Ramp Operations

- ✎ Aircraft Tugs
- ✎ Baggage Carts
- ✎ Deicing Equipment
- ✎ Ground Power Units
- ✎ Safety Equipment
- ✎ Maintenance Equipment such as tire repair and oxygen

#### Passenger Accommodations

- ✎ Passenger loading ramps/steps (if needed)

#### Office Areas

- ✎ Flight crew planning room
- ✎ Worker lounge and restrooms
- ✎ Service desk with airline computers, and check in capability

**Note:** Ground Services and Equipment may be provided under written contract with another service operator at the Airport that has an agreement with the City.

2. Operations Area: The operator shall lease an area from the City that is set aside for the purpose of airline operations in the main terminal. A negotiated rent will be established upon leasing the space. The operator will be responsible for the cleanliness and maintenance of all leased areas. The size and number of aircraft will determine the required ramp space.
3. Fees and Charges: A landing fee will be charged for the use of the airport runways for the purpose of maintaining runway surfaces and other airport facilities. The landing fee shall be adjusted according to aircraft weight.
4. Airline and Cargo companies needing FAR Part 139 certification (Aircraft operating over 30 seats) shall provide to the City of Hutchinson a written notice of their intent to provide service at least six (6) months in advance prior to scheduled air service. The Airport is not certified under FAR Part 139 at this point due to lack of service. The Federal Aviation Administration will certify the airport prior to scheduled passenger or cargo services at the airport.
5. FAR Part 107 (Airport Security): Each airline is responsible for complying with the provisions of FAR Part 107 (Airport Security).

### 4-3 FLIGHT TRAINING ACITIVITIES

STATEMENT OF CONCEPT: A flight training operator engages in instructing pilots in dual and solo flight training, in fixed or rotary wing aircraft, and provides such related ground school instruction as a necessary preparation to taking a written examinations and flight check rides for the category or categories of pilots' licenses and ratings involved.

#### MINIMUM STANDARDS:

1. Space Requirements: The flight-training operator shall provide a building to provide a learning environment for aviation. A hangar shall be constructed in order to store all planes owned or under written lease. Space requirements include a classroom/flight briefing room, flight planning room, public restrooms, access to phone services, and office/lounge areas.
2. Aircraft Requirements: The flight-training operator shall have available for use in flight training, either owned or under written lease to the operator, not less than one properly certificated aircraft. The aircraft must be certified for flight under instrument flight rules. The Airport recommends the use of a flight simulator for the benefit of the operator and customer.
3. Insurance Requirements: The minimum insurance coverage for each aircraft shall be of the following types and amounts (MnDOT Aeronautics Rules 8800.3300):
  - \$75,000 per passenger seat for passenger liability
  - \$100,000 per person
  - \$300,000 per occurrence for bodily injury, excluding passengers
  - \$100,000 per plane for property damage
4. Staffing and Hours of Operations requirements: The operator shall be open and services shall be available eight (8) hours daily, five (5) days a week during the months between April and November. Due to poor weather conditions at the airport during the months between November and April, staffing may be reduced to part-time. The operator shall make provision for someone to be in attendance in the office at all times during the required operating hours. On call service shall be provided year round to those students who may need to operate after hours.

The Operator shall have available on a full-time basis (part-time in winter) at least one (1) flight instructor who has been properly certificated by the FAA to provide the type of training offered.

#### 4-4 AIRCRAFT CHARTER AND TAXI

STATEMENT OF CONCEPT: An aircraft charter and air taxi operator engages in the business of providing air transportation (persons or property) to the general public for hire, either on a charter basis or as an air taxi operator, as defined by the Federal Aviation Regulations

##### MINIMUM STANDARDS:

1. Minimum Space Requirements: The aircraft charter/taxi operator shall make available to the customer; public restrooms, waiting lounge, ticketing/check-in counter, and access to phone facilities. A hangar shall be constructed in order to store all aircraft owned or under written lease to the operator. The aircraft could be stored in a subleased hangar provided by another tenant that has an agreement with the City.
2. Aircraft Requirements: The charter/air taxi operator shall have available for use at least one (1) aircraft certified under instrument rated flight rules for the purpose of air charter/air taxi. The aircraft must be either a high-performance aircraft or multi-engine.
3. Insurance Requirements:
  - Airport General Liability: \$500,000 Combined Single Limit including \$100,000 per person
  - Products Liability: \$500,000 Combined Single Limit including \$100,000 per person
  - Hangar Keepers Liability\*: \$100,000 Each Aircraft, \$300,000 Each Occurrence

\*Protects the insured against claims for aircraft physical damage which result from the insured's care, custody or control of an aircraft that the insured doesn't own. Each commercial operator shall advise each individual customer as to whether or not they are specifically covered under the operator's insurance policy and the type and extent of coverage, if any.

4. Staffing and Hours of Operations requirements: The operator shall be open and services shall be available eight (8) hours daily, five (5) days a week. The operator shall make provision for someone to be in attendance in the office at all times during the required operating hours. On call service shall be provided to those passengers who need service after hours.

The operator will have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the minimum standards set forth in this category in an efficient manner, but never less than one person who is a FAA certificated commercial pilot compliant with FAR Part 135 and otherwise appropriately rated to permit the flight activity offered by the operator. The operator shall have in its employ at least one person who is certificated to dispatch all charter/taxi operations.

5. FAR Part 135: The operator shall comply with FAR Part 135.

#### 4-5 AIRCRAFT ENGINE/ACCESSORY REPAIR AND MAINTENANCE

STATEMENT OF CONCEPT: An aircraft engine/accessory repair and maintenance operator provides one or a combination of airframe, engine and accessory overhauls and repair service on the aircraft up to and including business jet aircraft and helicopters. This category shall also include the sale of aircraft parts and accessories, but such is not an exclusive right. If there is another repair and maintenance facility on the airfield, then one facility may specialize, for example, in single engine piston repair, and another may specialize in jet aircraft repair.

##### MINIMUM STANDARDS:

1. Minimum Space Requirements: In order to operate as an aircraft engine/accessory repair and maintenance facility, the operator must have access to a building or available shop maintenance facility located on the airport.

The building or shop maintenance facility shall include the following rooms: public restrooms, waiting lounge, and access to phone facilities. The maintenance repair shop shall build an office area, an employee break area, a parts and machine room, equipment storage, and a hazardous materials room for its repair work in addition to customer facilities.

2. Equipment Requirements: The operator shall provide sufficient equipment, supplies, and parts availability as required by the FAA relevant to the types of maintenance engaged in.
3. Insurance Requirements: The minimum insurance coverage shall be of the following types and amounts (MnDOT Aeronautics Rules 8800.3900 Subpart 3):
  - ✎ \$100,000 per person
  - ✎ \$300,000 per occurrence for premise hazard for bodily injury
  - ✎ \$100,000 per occurrence for premise hazard for property damage
  - ✎ Products hazard insurance shall be carried

**Note:** Each operator shall advise customers whether hangar-keepers insurance is in force and the extent of such coverage, if any.

4. Staffing and Hours of Operations requirements: The operator shall be open and services shall be available eight (8) hours daily, five (5) days a week. The operator shall make provision for someone to be in attendance in the office at all times during the required operating hours.

The operator shall have in its employ and on duty during the appropriate business hours at least two people. One person must be currently certificated by the FAA with ratings appropriate to the work being performed, and must hold an airframe, power plant, or aircraft inspector rating. The second person may be an apprentice who is not necessarily rated.

Operator's staff shall have access to one supervisor on duty that is responsible for the operation of the maintenance facility. All work areas will be operated in a safe, efficient manner according to OSHA standards. If there is a potential for contact with hazardous materials, proper ventilation shall be installed to protect the health and efficiency of the public, customers and workers. The City will require a maintenance operator to keep all work areas free from dangerous conditions, and the operator will allow the City to inspect the facility at least once every four months.

5. The operator of an ongoing airport repair station is not required to certify itself under the provisions of C.F.R. Part 145, but is advised to analyze the possibilities of becoming a C.F.R. Part 145 airport repair station.

## 4-6 AIRCRAFT STORAGE

STATEMENT OF CONCEPT: An aircraft storage operator engages in the rental of hangar(s) to provide storage for aeronautical purposes.

### MINIMUM STANDARDS:

1. Minimum Space Requirements: The aircraft storage operator shall make available for lease hangars to accommodate privately owned aircraft. Electricity, water and sewer shall be installed in each hangar unit.

Building Area	
Conventional Hangar Space	2,000 square feet minimum (40' x 50' hangar, for example)
T-Hangars	8 or 10 Unit T-Hangar, per agreement with City.
Parking Area	
Auto	One stall per aircraft

2. Insurance Requirements:

- ✦ Airport General Liability: \$500,000 Combined Single Limit including \$100,000 per person
- ✦ Products Liability: \$500,000 Combined Single Limit including \$100,000 per person
- ✦ Hangar Keepers Liability\*: \$100,000 Each Aircraft, \$300,000 Each Occurrence

\*Protects the insured against claims for aircraft physical damage which result from the insured's care, custody or control of an aircraft that the insured doesn't own. Each commercial operator shall advise each individual customer as to whether or not they are specifically covered under the operator's insurance policy and the type and extent of coverage, if any.

3. Staffing and Hours of Operations: The aircraft storage operator shall have facilities available for the tenants to store and remove aircraft at all times. All maintenance of the hangar buildings will be the responsibility of the aircraft storage operator.

The operator shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage and handling of aircraft with the appropriate equipment.

4. Access for Airport Management: The City shall be provided a key in order to access all storage facilities in times of emergency, for example shutting off an emergency locator transmitter. The City retains the right to inspect all hangars as indicated in lease documents.

## 4-7 AIRCRAFT LEASE AND RENTAL

STATEMENT OF CONCEPT: Any person renting or leasing aircraft or offering to rent or lease aircraft for hire or compensation shall be deemed to be an aircraft lease and rental operator and must have an endorsement on their commercial operations license certifying their authority to engage in such activity, except that no commercial operations license shall be required of an operator who owns aircraft and leases or rents aircraft to a party who holds a commercial operators license.

### MINIMUM STANDARDS:

1. Minimum Space Requirements: The aircraft lease and rental facility shall make available to its customers a waiting room, public restrooms, and access to telephone. The aircraft lease and rental operator shall construct a hangar in order to store all aircraft owned by the operator.
2. Aircraft Requirements: The operator shall have available for rental, either owned or under written lease to operator, not less than two (2) certified and currently airworthy aircraft. One (1) must be a four-place aircraft and at least one (1) must be equipped for and capable of flight under instrument weather conditions. Aircraft shall not be used for the purpose of flight training unless the operator complies with the standards set forth in the Flight Training Activities portion of this document.
3. Insurance Requirements: The minimum insurance coverage for each aircraft shall be of the following types and amounts (MnDOT Aeronautics Rules 8800.3600 Subpart 4):
  - ✎ \$75,000 per passenger seat for passenger liability
  - ✎ \$100,000 per person
  - ✎ \$300,000 per occurrence for bodily injury, excluding passengers
  - ✎ \$100,000 per plane for property damage

**Note:** Each aircraft lease and rental operator shall advise the renter or lessee as to whether or not they are specifically covered under the operator's insurance policy and the type and extent of coverage, if any. The operator must obtain a signed statement of acknowledgement of this disclosure from the renter or lessee.

4. Staffing and Hours of Operations requirements: The operator shall be open and services shall be available eight (8) hours daily, five (5) days a week. The Operator shall make provision for someone to be in attendance in the office at all times during the required operating hours. It is recommended to provide on call service to pilots that may have a need to operate after business hours.

The operator shall have in its employ, and on duty during the appropriate business hours, a minimum of one (1) person having a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.



## 4-8 AIRCRAFT SALES

STATEMENT OF CONCEPT: An Aircraft Sales operator engages in the sale of new aircraft through franchises or licensed dealership or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or used aircraft; and provides such repair, services, and parts as necessary to meet any guarantee or warranty on aircraft sold.

### MINIMUM STANDARDS:

1. Space Requirements: The aircraft sales facility shall provide to its customers public restroom, lounge area, telephone facilities, conference room, and display area that are in compliance with the City Building Code. If warranty service is not contracted out to another provider on the airfield, then the operator shall construct a hangar facility to conduct warranty service.
2. Service Requirements: The operator shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period (The repair and servicing may be contracted out to a certified repair and maintenance facility on the airfield). The operator shall have available at least one single engine demonstrator aircraft.
3. Dealers Permit and Sales Tax Number: Operators must have a Dealers Permit and Sales Tax Number and must comply with all state and local regulations.
4. Insurance Requirements
  - Airport General Liability: \$500,000 Combined Single Limit including \$100,000 per person
  - Products Liability: \$500,000 Combined Single Limit including \$100,000 per person
  - Hangar Keepers Liability\*: \$100,000 Each Aircraft, \$300,000 Each Occurrence

\*Protects the insured against claims for aircraft physical damage which result from the insured's care, custody or control of an aircraft that the insured doesn't own. Each commercial operator shall advise each individual customer as to whether or not they are specifically covered under the operator's insurance policy and the type and extent of coverage, if any.

5. Staffing and Hours of Operations requirements: The operator's services shall be available eight (8) hours daily, five (5) days a week.

The operator shall have in its employ, and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the minimum standards set forth in an efficient manner. The operator shall also maintain, during all business hours, a responsible person in charge to supervise the operations with the authorization to represent and act for and on behalf of the operator, and provide check ride pilots for aircraft sold. Check ride pilots may be contracted out with a flight school based on the Airport.

#### 4-9 OTHER SPECIALIZED AIRCRAFT SERVICES

STATEMENT OF CONCEPT: Other specialized services offer a single service to the aviation consumer. Examples of a specialized service include aerial spraying or dusting, an aircraft upholstery shop, painting facility and an avionics shop.

##### MINIMUM STANDARDS:

1. Space Requirements: All operators must construct spaces that will accommodate the level of service that they provide. Public restrooms, access to phone, and waiting/lounge areas are all spaces that need to be included in each facility.
2. Insurance Requirements
  - Airport General Liability: \$500,000 Combined Single Limit including \$100,000 per person
  - Products Liability: \$500,000 Combined Single Limit including \$100,000 per person
  - Hangar Keepers Liability\*: \$100,000 Each Aircraft, \$300,000 Each Occurrence

\*Protects the insured against claims for aircraft physical damage which result from the insured's care, custody or control of an aircraft that the insured doesn't own. Each commercial operator shall advise each individual customer as to whether or not they are specifically covered under the operator's insurance policy and the type and extent of coverage, if any.

3. Staffing Requirements: The operator shall be open and services shall be available eight (8) hours daily, five (5) days a week. The operator shall make available one person who has the responsibility and authorization to act for and on behalf of the operator.

Operator's staff shall have access to one supervisor on duty that is responsible for the operation of the facility. All work areas will be operated in a safe, efficient manner according to OSHA standards. If there is a potential for contact with hazardous materials, proper ventilation shall be installed to protect the health and efficiency of the public, customers and workers. All work areas will be operated in a safe and efficient manner according to OSHA.

4. Equipment: The operator shall provide necessary equipment to perform specialized duties of each operation.
5. Operators performing Aerial Spraying or Dusting must provide service in compliance with MnDOT Aeronautics Rules 8800.3800. A specified area shall be designated, and all chemical operations shall be performed in a contained area away from all other airport operations.

## 5. *MULTIPLE SERVICE OPERATOR and FIXED BASE OPERATOR*

### Section 5

#### **5-1 MULTIPLE SERVICE OPERATOR**

STATEMENT OF CONCEPT: A multiple service operator engages in two or more of the commercial aeronautical services previously listed in Section 4 of this document.

#### MINIMUM STANDARDS:

1. **Space Requirements:** The Multiple Service Operator shall provide to its customer's; public restrooms, lounge area, telephone facilities, and customer service desk. Spaces shall be designed in conformance to the City Building Code.
2. **Service Requirements:** The Operator shall comply with the aircraft and hangar requirements, including the equipment thereon for each aeronautical service to be performed, except that multiple uses can be made of all aircraft with the exception of aircraft used for crop dusting, aerial application, or other commercial use of chemicals.
3. **Insurance Requirements:** The operator shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all the aeronautical services being performed by the operator.
4. **Staffing and Hours of Operations requirements:** The operator shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the minimum standards for each aeronautical service the operator is performing as hereinbefore provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the operator.

All Multiple Service Operators shall make their services available eight (8) hours per day, five (5) days per week. Operations shall be available to customers needing after hours service.

## 5-2 FIXED BASE OPERATOR (FBO) USING CITY FACILITY

The City will only enter into an agreement with one FBO for use of the City-owned FBO facility at the Airport. This does not mean that the City will grant an exclusive right to this FBO for providing aeronautical service on the airfield. The City will request qualifications from qualified operators every ten (10) years in order to provide a right to use the city-owned FBO facility. A review of the FBO's lease shall occur every three years.

1. **Assured Duties**: Since the FBO has an advantage over other single and multiple service operators, required duties shall be assured as indicated by agreement and may include: aircraft rental, ramp service, fuel sales, repair and maintenance of based and transient aircraft.

**Aircraft Rental**: The FBO shall have available for use for the purpose of renting, either owned or under written lease to FBO, not less than one properly certificated aircraft. The aircraft must be certified for flight under instrument flight rules, if indicated by agreement.

**Fuel Sales**: Appropriate grades of aviation fuel must be offered to all aircraft that regularly operate at the Airport.

Unless provided by the City, the FBO shall have a fixed fuel storage system that shall contain safety fixtures and filtration systems to ensure airline-type quality. The system shall be required to have an amount of gallons of storage for each type of fuel the FBO is required to provide, sufficient to satisfy fuel demand in a timely manner. The storage system must include adequate fuel spill prevention features and containment capabilities. If the fuel facility location is distant from the Main terminal/FBO area, then it will be the responsibility of the FBO to provide the means to transport fuel to the aircraft.

**Flight Instruction**: The FBO shall assure that flight instruction is provided at the airport, as indicated by agreement. Flight instruction may be contracted out to a single service provider that would have rights to sublease a portion of the FBO Facility.

**Aircraft Charter Service**: If required by agreement, on-demand charter service (FAR Part 135) shall be provided to the community for the purpose of transporting goods and people to and from the Airport, if these services are deemed to be in the best interest of the City.

**Ramp Service**: It is the responsibility of the FBO to provide adequate ramp service such as towing aircraft, inflating aircraft tires, washing aircraft windscreens, and recharging batteries.

**Repair and Maintenance of Based and Transient Aircraft**: Maintenance shall be provided to based and transient aircraft.

2. **Primary FBO Facility:** In order to comply with the above-mentioned duties, the City shall provide space in order for the FBO to perform duties identified by agreement. Any other spaces needed by the FBO shall be constructed at the sole expense of the FBO.
3. **Staffing and Hours of Operations:** The FBO shall have in its employ, and available or on duty during the appropriate business hours, trained personnel in such numbers identified by agreement, or as are required to meet the minimum standards for each aeronautical service the FBO is performing as herein provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the FBO.

The FBO shall make its services available eight hours per day, seven days per week. The FBO shall also be available to provide services outside of normal business hours, if requested in advance, or in response to unscheduled services.

**Note:** The assured duties of the FBO are not considered to be exclusive rights. Other tenants on the airfield have the right to provide the above-mentioned services in compliance with these Minimum Standards.

The City reserves the right to reject any or all proposals. Agreements will be negotiated separately and in the City's best interest for the use of its FBO facility.

## **SKYDIVING & HOT AIR BALLOONS**

## **Section 6**

STATEMENT OF CONCEPT: A Skydiving & Hot Air Balloons Operator participates in the instruction, transportation and use of skydiving or hot air balloon equipment within the vicinity of the Airport.

### **MINIMUM STANDARDS:**

1. Due to the potentially hazardous conditions created by skydiving and hot air balloons in the vicinity of the Airport, these operations shall be determined on a case-by-case basis. Minimum standards for these services shall be set forth in agreements between the operator and the City.

**STATEMENT OF CONCEPT:** In an effort to foster and promote flying for pleasure, develop skills in aeronautics, including piloting, navigation, and an awareness and appreciation of aviation requirements and techniques, the category of Flying Clubs is incorporated into the Minimum Standards of the Airport.

All flying clubs desiring to base their aircraft and operate on the Airport must comply with the applicable provisions of these standards. However, they shall be exempt from consideration as commercial operations, upon satisfactory fulfillment of the conditions contained herein.

**MINIMUM STANDARDS:**

- a.** The club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of the aircraft must be vested in the name of the flying club or be owned ratably by all of the club's members. The property rights of club members shall be equal. No part of any net club earnings shall inure to the benefit of any member in any form (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance and replacement of its aircraft.
- b.** Flying clubs may not offer or conduct charter, air taxi, or aircraft rental operations. They may not conduct aircraft flight instruction except to regular members. Only members of the flying club may operate the aircraft. No flying club shall permit its aircraft to be utilized for flight instruction, including to club members, when such person pays or becomes obligated to pay for such instructions, except when instruction is given by a lessee based on the airport and who provides flight training. Any qualified mechanic who is a registered member and/or part owner of the aircraft operated by a flying club shall not be restricted from performing maintenance work on aircraft owned by the club. The club shall not become obligated to pay for such maintenance work except that such mechanics and instructors may be reimbursed for expenses and compensated by credit against payment of dues or flight time.
- c.** Flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the Airport except that said flying club may sell or exchange its capital equipment.
- d.** The flying club, with its permit request, shall furnish the City: a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; a roster, or list of members, including names of officers and directors, to be revised on a semi-annual basis; evidence of insurance in the form of a certificate of insurance in the following minimum amounts: Public Liability (\$100,000/\$50,000) per person; public liability (\$300,000/\$100,000) per accident; property damage (\$100,000/\$20,000), with hold harmless clause in favor of the City, its officers and employees (10 days prior notice of cancellation shall be filed with airport management); number and type of aircraft; evidence that aircraft are property certificated; evidence that ownership is vested in the club; and operating rules of the club. The books and other records of the club shall be available for review at any reasonable time by the City.

- e. Flying clubs operating on the Airport shall abide by and comply with all Federal, State and local laws, ordinances, regulations and the rules and regulations of this Airport.
- f. A flying club that violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations. The City intends to hold a public hearing for the purpose of considering such termination, but is not obligated to do so.
- g. The Flying Club must operate in compliance with Minnesota Department of Transportation Aeronautics Rules Chapter 8800.4100 through 8800.4600.



STATEMENT OF CONCEPT: A non-commercial aviation fuel user maintains fuel storage and transfer only for their own aircraft owned or leased for their exclusive use.

MINIMUM STANDARDS:

1. At no time shall the user share, sub-lease, or in any other manner provide fuel or fueling facilities to any other operator or tenant or any other aircraft except those aircraft owned or leased for the exclusive use of the user, as designated by agreement.
2. The user shall comply with all local state and federal laws and regulations governing the installation, operation, and maintenance of all fueling facilities, equipment and dispensing trucks.
3. The user shall lease land for the purpose of storing and dispensing fuel in order to perform fuel operations outside and away from any building, aircraft movement area, or persons on the airport. Aircraft fueling must not take place on active taxiways or aprons where aircraft could be prohibited movement to and from a runway.
4. All refueling equipment must have proper markings and identification visible to within 100 feet away.
5. The City shall assume no liability, whatsoever, in any event resulting from the use of a non-commercial aviation fuel tank. All non-commercial fuel users shall assume responsibility for quality control of their own fuel.
6. Grant of Inspection: The operator gives the right to inspect all fuel operations to the City. City retains the right to recommend and impose corrections to be made by fuel operator. Any item deemed unsafe will cause an order to cease fueling operations until the problem can be corrected at operator's expense.
7. Emergency Procedures, Safety and Training: All Fuel and Oil Service Operators must have in place an approved emergency procedure in the event of fuel spillage, fuel fire, or accident. A copy of the emergency procedure shall be on file at the Airport Manager's office. All personnel involved in the fueling of aircraft shall be trained in appropriate fire, rescue and emergency procedures. Training shall take place annually by a Federal Aviation Administration approved course.

Responsibility: All Fuel and Oil Service Operators shall be responsible for all refueling operations, and associated fuel spills, fuel leaks or fuel-related accidents. Each provider will be responsible for reporting spills and cleaning up all areas that have been contaminated with fuel. The City claims no responsibility for any type of fuel spill, fuel leaks, or accidents occurring on leased premises of each fuel provider or as a result of their activities.

STATEMENT OF CONCEPT: A private conventional general aviation hangar is constructed and owned exclusively for the purpose of storing aircraft on airport property. Aircraft shall be used for personal instruction, business, or pleasure use.

MINIMUM STANDARDS:

1. Land Lease: Land shall be leased from the City for the purpose of constructing a private conventional general aviation hangar.
2. Building Requirements: A person interested in constructing a hangar shall build space that is sufficient to house their aircraft. Construction of the hangar shall comply with all City building codes.
3. Building Size: Minimum construction area shall be 2,000 square feet, with a minimum door width of 40 feet and minimum wall height of 12 feet. A parking area of a minimum size of 10 feet by 20 feet shall be constructed. Ramp and apron construction shall be completed in accordance with agreements with the City.
4. Hangar Color: All exterior colors of any trim, doors, and siding must be a tan color in the manufacturer's color closest to the tan color scheme of existing City of Hutchinson buildings. Roofing material shall be green color in the manufacturer's color closest to the green color scheme of existing City of Hutchinson buildings. Sample colors must be included with the application for building a hangar and be approved by the City of Hutchinson.
5. Commercial Operations: A private conventional general aviation hangar may not be used to provide any commercial services, as defined in these Minimum Standards, conducted at the airport. Private conventional hangars are only for storing aircraft used for personal, business, or pleasure use.
6. Insurance coverage: Liability insurance coverage shall be obtained and kept in the amount of \$250,000 - \$500,000 during construction and shall be obtained and kept in the amount of \$100,000 - \$300,000 after construction. City of Hutchinson shall be named as an additional insured.

MINIMUM STANDARDS:

Prior to finalizing any agreement, the lessee and sub lessee shall obtain the written approval of the Airport Manager for the business proposed. Said sublease shall define the type of service to be offered by the sub lessee operator.

The sub lessee operator shall meet all of the minimum standards established by the City for the categories of services to be furnished by the operator. The minimum standards may be met in combination between lessee and sub lessee. The sublease agreement shall specifically define those services to be provided by the lessee to the sub lessee that shall be used to meet the standards.

*PENALTIES*

Section 11

Any person, party, firm or corporation who shall violate any of the provisions of these Minimum Standards shall be issued a written notice from the Hutchinson Airport Commission, and upon conviction thereof, be required to bring an operation into compliance within six months. If any person, party, firm, or corporation fails to bring an operation into compliance shall be punished by a fine of not less than \$500, or more than \$5,000 dollars.

Each day's failure to comply with any of the provisions of these Minimum Standards will not be considered a separate violation.

The City contact person for the Hutchinson Municipal Airport shall be as follows:

John Olson  
Airport Manager  
Hutchinson Municipal Airport  
1400 Adams St SE  
Hutchinson, MN 55350  
320-234-4219  
[jolson@ci.hutchinson.mn.us](mailto:jolson@ci.hutchinson.mn.us)