

City/County Joint Airport Board Special Meeting Agenda

October 18, 2017

Mission Field, Livingston 9:00 AM

Agenda Items

Meeting Call to Order- Chairman Sundling

Work Session to create FBO Minimum Standards for Mission Field

No Public Comment Will Be Taken At This Meeting

Next Meeting October 24, 2017, 12:00 Noon at Mission Field

Adjourn

Mission Field FBO Minimum Standards Checklist

Samples of FBO Minimum Standards	Incorporate for Mission Field/Comments
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Cheyenne Airport Minimum Standards

Must have an agreement with the Airport Board	Yes, agreement with County/City
Operator shall maintain all areas in a clean, neat, orderly and fully functional condition	Yes
Operator shall provide all cleaning services incl janitorial and trash	Yes
Operator shall charge reasonable prices	Yes, no more than 5% higher than the average of others in a 50 mile surrounding radius
Operator shall not discriminate	Yes
Operator shall obtain and comply with all permits and certifications	Yes
Employees must be trained and available at all hours	Yes
Operator shall have at least one aircraft and equipment that are in a fully functional condition at all times	Equipment must be fully functioning, only need an aircraft if providing flight instruction
Name the airport board as additionally insured	Yes
Indemnification and hold harmless clauses	Yes
Operator shall provide fuel and oil; deliver and dispense within 15 minutes	Deliver and dispense in 45 minutes per NetJet
Shall meet and direct all aircraft arriving to the FBO	Yes, marshal in the aircraft
Provide courtesy transportation	Yes, reasonable courtesy car to be available to all crew
Provide tie-down spaces	Yes, minimum of 8 spaces
Provide hanger storage	Yes
Provide baggage handling	Yes
Provide oxygen and compressed air services	Yes, compressed air is nitrogen
Provide lavatory and aircraft cleaning services	Yes, including potable water
Provide aircraft ground power	Yes
Provide arrangements for ground transportation and catering services	Yes, are there towncar services in Livingston?
Provide snow removal services from apron area	Maybe - should the airport remove snow in the aprons?
Provide deicing services	Yes, or heated hanger?
Provide aircraft maintenance per 14 CFR Part 43 for Group I and Group II piston and turboprop aircraft	Yes

Mission Field FBO Minimum Standards Checklist

Samples of FBO Minimum Standards	Incorporate for Mission Field/Comments
Provide aircraft line maintenance for aircraft up to Group IV turbojet aircraft	Yes
Operator can sublease these maintenance services within the FBO building	Acceptable
FBO size shall be a minimum of 4 leased acres that include tie-down, facilities and parking	Airport board to review size with each FBO, sized to accommodate traffic
At least 8 paved tiedown spaces	Yes
Terminal space to be at least 4,000 SF for crew and customer including crew lounge, passenger lounge, flight planning room, conference room and restrooms	Airport board to review size with each FBO, sized to accommodate traffic
Maintenance space to be at least 12,000 SF with doors 18' high and 110' wide	Airport board to review size with each FBO, sized to accommodate traffic
Aircraft storage areas to be at least 15,000 SF	Airport board to review size with each FBO, sized to accommodate traffic
Fuel storage area to have at least 3 days of peak supply but not be less than 10,000 gallon of Jet Fuel and 10,000 gallons of Avgas	Yes, adjust quantities
Demonstrate arrangements with reputable aviation petroleum supplier	Yes
Written spill prevention plan (SPCC)	Yes
Maintain fuel records showing fuel purchased from outside agency, fuel delivered, fuel dispensed to aircraft	Yes
Auditable fuel records submitted once a month to the airport board	Yes
Provide 1 jet refueling vehicle with a capacity of 3,000 gallons	Yes
Provide 1 Avgas refueling vehicle with a capacity of 750 gallons	Use self serve
A self-serve Avgas station can be substituted for an Avgas refueling vehicle	Yes
Provide equipment for recharging batteries	Yes
Adequate wheel chocks and tiedown ropes/chains	Yes
1 oxygen cart and 1 compressed air unit	Yes
1 four wheel vehicle to provide snow removal from apron area	Maybe rely on airport equipment
2 aircraft towing vehicles	Yes, just 1 unit

Mission Field FBO Minimum Standards Checklist

Samples of FBO Minimum Standards	Incorporate for Mission Field/Comments
1 ground power unit	Yes
1 lavatory service cart	Yes
Spill kits and fire extinguishers	Yes
Employees shall be clean and neat and wear a uniform that identifies the FBO	Yes
Written Standard Operating Procedures (SOP)	Yes

NetJets FBO Standards

Insurance coverages including Aviation General Liability, Workers Compensation and Auto Liability Insurance	Yes
Wifi for all passengers and crew	Yes
Telephone for Crew	Yes
Parking for passengers in secured area	Does this have to be secured area?
Training for all line employees; Fueling, towing, marshaling & customer service	Yes
Drug & alcohol free employees	Yes
Interior and exterior of FBO to be kept impeccably clean	Yes
Service requests to be completed in 45 minutes; Lavatory, water, fuel, oxygen & ground power	Yes
Available at no cost; Coffee, ice, water & standard newspapers	Yes
Minimum of 2 wingwalkers for all tows	Yes
Certified tow bars and tow vehicles	Yes
Safety cones around each jet; Wings, nose & tail	Yes, use weighted cones
De-icing or heated hanger	Yes
Third party services available; Catering, vehicles for hire & aircraft cleaning	Yes
Fuel system compliance and records; FAME contamination, NFPA 407, ATA Spec 103 and NATA refueling procedures	Yes
Written emergency response plan (ERP)	Yes

AOPA Minimum Standards

Aviation fuel and oil	Yes
Tiedowns, hangering & parking	Yes

Mission Field FBO Minimum Standards Checklist

Samples of FBO Minimum Standards	Incorporate for Mission Field/Comments
Aircraft maintenance	Yes
Aircraft washing	Yes
Ancillary aircraft ground services	Yes
Flight instruction	This would be great!
Hours of operation must be predetermined and open 7 days a week	Yes

Other Considerations

Fuel flowage fees	\$.05/gallon is not relevant these days, need advice from other airports
Restaurant	Maybe at some other later date
Shower facilities	This would be nice
Skydiving	Maybe a third party
Fly in events	FBO should have a plan for ways to attract aircraft
Written marketing plan	Show ways the FBO will attract aircraft
Glider operations	Maybe a third party

MINIMUM STANDARDS – MISSION FIELD

INTRODUCTION

The City/County Joint Airport Board established these Minimum Standards with the intent to protect and promote the best interest of the Mission Field (Airport). These Standards depict the required minimum level of quality expected for all commercial facilities, services, and activities on the Airport. These Standards shall provide reasonable opportunity, without discrimination, for the non-exclusive conduct of commercial aeronautical services at the Airport. The tenant is also subject to all applicable Federal, State and City laws, codes, ordinances, and other similar regulatory measures pertaining to all such activities.

These Minimum Standards apply to all current business firms located on the Airport and to all business owners requesting to establish a business on the Airport.

BUSINESS PROCESS

Tenants desiring to establish / provide commercial services at the Airport shall complete the following steps to the satisfaction of the City/County Joint Airport Board:

1. Submit a formal *Letter of Intent* including details of specific services to be provided;
2. Prepare and submit a *Financial Plan* outlining the sources and uses of funds to establish and operate the business;
3. Prepare and submit a proposed *Site Plan*, adhering to the currently adopted Airport Layout Plan and / or Airport Master Plan, displaying the land space required, facility locations, building size, etc.;
4. Submit detailed *Architectural and Engineering Drawings*;
5. Prepare and submit a proposed schedule detailing proposed start and end dates of construction or site improvements, and proposed start date of operations; and
6. A statement of past experience in the specified aviation business or commercial activity for which the application is being made.

COMMERCIAL AERONAUTICAL ACTIVITIES

A. FIXED BASE OPERATOR (FBO). An FBO shall provide the following services, as a minimum:

1. Aircraft fuel and oil sales;
2. Hangaring of aircraft; and
3. Aircraft parking and tie-down services.

Supplemental services may include, but is not limited to:

1. Airframe and power plant repair / installation;
2. Avionics and instrument repair / installation;
3. Aircraft sales;
4. Air taxi and air charter;
5. Flight training;
6. Aircraft rental;
7. Aircraft catering (food service); and
8. Passenger services and ground transportation services.

FBO shall furnish said services on a reasonable, and not unjustly discriminatory basis to all users thereof. The FBO must charge reasonable, and not unjustly discriminatory prices for each unit or service, provided that the FBO may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar type of price reductions to volume purchasers.

I. BUILDINGS

The FBO shall construct or lease a building of suitable size with appropriate amenities for such enterprise. The FBO shall provide a minimum of 80' x 80' hangar, with passenger lounge, flight planning room, and public restroom. All hangars shall be constructed in accordance with the current ALP. The FBO may satisfy some or all of these requirements through separate lease agreements, such as leasing space within the Terminal Building if space is available.

II. AIRCRAFT FUEL AND OIL DISPENSING

The FBO must provide services for dispensing both Jet fuel and AV gas. Fuel storage must be adequately sized to have at least 3 days of peak supply, but not less than 10,000 gallons each. Fueling services must be provided a minimum of 8:00 a.m. to 5:00 p.m., Monday through Friday, year-round, with 24/7 call-out. AV Gas operational requirements may be supplemented through a self-service station. Any seasonal operational time reductions must be approved in-advance by the City/County Joint Airport Board.

The FBO must lease or sublease all land necessary for the fuel farm.

The FBO providing fuel and oil dispensing services shall be solely responsible and fully liable for any fuel spill and required cleanup. The FBO shall provide the following, at a minimum:

1. Readily available fuel containment and clean up supplies;
2. Aircraft chocks;
3. Proper bonding and grounding cables;
4. Adequate signage and directions to direct aircraft operators and owners to safely fuel their aircraft;
5. Adequate fire extinguishers, readily available with clearly marked instructions for use;
6. One properly trained, locally available person, on call and able to respond promptly in the event of an emergency or equipment malfunction 24-hours per day;
7. A clearly posted 24-hour contact number for emergencies and equipment malfunctions;
8. The FBO shall provide adequate and sanitary handling of all trash, waste, and other materials including, but not limited to: used oil, sump fuel, and solvents.

B. SPECIALIZED AVIATION SERVICE OPERATOR (SASO)

A SASO is any commercial business enterprise who shall have entered into an agreement with the City/County Joint Airport board to provide the Airport and serve the public with one or more of the following activities or services:

1. Airframe, power plant, or specialized aircraft repair services, e.g. avionics, instrument, propeller, etc.
2. Aircraft flight instruction and rental
3. Aerial application;
4. Air charter or air taxi service;
5. Commercial hangar leasing (providing hangars for sole intent of leasing to other aircraft owners);

6. Specialized commercial flying activities based business (i.e., banner towing, skydiving, etc.); and / or
7. Specialized commercial flying activities (casual, transit).

Tenants offering these services shall construct or lease a building of suitable size with appropriate amenities for such enterprise. All buildings shall be constructed in accordance with the ALP. Tenant shall hold all applicable certificates and ratings required for the operation, and provide the equipment, supplies, and parts necessary.

Hours of operation shall be posted in a prominent space on the entrance door to the office or shop area. A telephone number shall also be posted on the entrance door.

SASO shall furnish said services on a reasonable, and not unjustly discriminatory basis to all users thereof. The SASO must charge reasonable, and not unjustly discriminatory prices for each unit or service, provided that the SASO may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar type of price reductions to volume purchasers.

INSURANCE REQUIREMENTS

Specific insurance requirements shall be as listed in the *Professional Service Contract*. Prior to commencement of any activities, the tenant / FBO / SASO shall provide the City/County Joint Airport Board with proof of insurance. Park County, the City of Livingston, and the City/County Joint Airport Board shall be named as additional insureds. A minimum of 30 days' notice shall be provided for any policy change, cancellation, or termination.

