

City/County Joint Airport Board Meeting Agenda

October 24, 2017

Mission Field, Livingston 12:00 Noon

Order of Agenda Items

Meeting Call to Order- Chairman Sundling

Approval of Minutes from Previous Meeting

Review FBO Minimum Standards Draft

Review & Recommend to Commissioners to Sign Application for Montana Aeronautic Grant / Loan, for assistance with 10% match on Master Plan Study

Discuss Meeting in Gardiner Next Month

Comments from City & County Commissioners

Maintenance Report

Board Member Reports

Safety Report

Public Comment

Claims Audit

Next Meeting November 28, 2017 (possibly in Gardiner)

Adjourn

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 FOR NEW FBOs

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 *Business 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 **and a marketing plan.**
7. Once approval has been obtained by the City/County Joint Airport Board, the City and County Attorneys, and final approval by the FAA a contract will be signed to for a specified length of time.

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. **Provide a written spill prevention plan (SPCC)**
 3. Hangaring of aircraft; and
 4. Aircraft parking and tie-down services.
 5. **Aircraft Lavatory and Cleaning Services ?**
 6. **Provide Deicing Services?**
 7. **Provide Standard Operating Procedures (which should be posted) or a posted price list**

Commented [LB1]: FBO would typically be a full-service type operations with apron frontage.

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.

Commented [LB2]: I have seen airports require things such as the 3 above, and at least any two of the supplemental.

FBO shall furnish said services on a reasonable, and nondiscriminatory basis to all users thereof. The FBO must charge reasonable, and nondiscriminatory 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' facility, with passenger lounge, flight planning room, and public restroom. All facilities shall be constructed in accordance with the current ALP. The FBO must lease or sublease all land necessary for the facility. 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.

Commented [LB3]: Select a minimum size as described. The location of the hangar would typically also have to match the ALP. In other words, if 60' x 60' is selected, there may not be apron space for that small of a hangar. The Board can determine that separately as part of ALP / Master Planning effort.

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. 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.

Commented [LB4]: Could eliminate / amend. For instance, could amend to 7 peak days, and leave the gallons out.

Commented [LB5]: I would strongly recommend requiring both AV Gas and Jet Fuel, with year-round service. Hours of service and days of week could be amended however you see fit.

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,

Commented [LB6]: SASO would typically be a selective service provider, that could be located on a taxiway / taxilane, without apron frontage.

- 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 nondiscriminatory basis to all users thereof. The SASO must charge reasonable, and nondiscriminatory 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.

Commented [LB7]: Should not duplicate if this is contained in your lease agreement.

Commented [A8R7]: I don't think it would hurt to have this in both places since this document would probably be the first one to be reviewed. Noreen