
Carlton County Airports

MINIMUM STANDARDS

FOR

AIRPORT AERONAUTICAL SERVICE PROVIDERS

Adopted, November 8, 2005

TABLE OF CONTENTS

Preamble	3
Definitions	4
Minimum Standards for all FBO or SASO's.....	9
Application and Qualifications	10
Action on Application.....	11
Aircraft Sales	13
Aircraft Airframe, Engine, and Accessory Maintenance & Repair	14
Aircraft Lease and Rental	15
Flight Training.....	16
Commercial Skydiving	16
Aircraft Fuels and Oil Service.....	17
Avionics, Instrument, or Propeller Repair Station.....	19
Aircraft Charter and Air.....	19
Aircraft Storage	20
Specialized Commercial Flying Services	21
Multiple Services	22
Flying Clubs	23
FBO's Subleasing from Another Commercial Operator.....	23
Environmental.....	23
Minimum Insurance Policy Types	24
Minimum Insurance Policy Limits.....	25
Minimum Requirements for a Business Plan.....	26

Preamble

Carlton County being the Owner of the Cloquet Carlton County Airport and the Moose Lake Carlton County Airport, and in a position of responsibility for the administration of those Airports, does hereby establish the following Minimum Standards for Providers of Aeronautical Services and for the Operating Rules and Regulations for users of those facilities:

The Minimum Standards are intended to be the threshold entry requirements for those wishing to provide commercial aeronautical services to the public and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition.

These Minimum Standards were developed taking into consideration the aviation role of the Carlton County Airport Commission for the facilities that currently exist at the Airports. The services being offered at the Airports, the future development planned for the Airports are to promote fair competition at the Airports. The uniform application of these Minimum Standards, containing the minimum levels of services and practices that must be offered by the prospective service provider, relates primarily to the public interest and discourages substandard entrepreneurs, thereby protecting the established aeronautical activity for the Carlton County Airport customers, clients and the users of those facilities.

The Rules and Regulations published herein are for the general safety of the users of the airport facilities and other directly affected persons or property. These Rules and Regulations are consistent with normal general aviation airport rules and regulations and comply with Federal, State and Local Laws and other Aviation related Regulations.

Definitions

A. Aircraft

(1) Aircraft - any device used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, balloon, or blimp.

(2) Air Charter or Taxi - the commercial operation of providing air transportation of person(s) or property for hire by either on a charter basis or as an air taxi operator.

(3) Aircraft Fuel - all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine.

(4) Aircraft Operation - an aircraft arrival at, or departure from, the airport.

(5) Aircraft Owner - a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.

(6) Aircraft Parking and Storage Areas - those hangar and apron locations of the Airport designated by the Director or Airport Manager for the parking and storage of aircraft.

(7) Aircraft Rental - the commercial operation of renting or leasing aircraft to the public for compensation.

(8) Aircraft Sales - the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

(9) Airport Reference Codes - *FAA Advisory Circular 150/5300-13 Airport Design* defines the Airport Reference Code (ARC) as "a coding system used to relate airport design criteria to the operational and physical characteristics of the airplanes intended to use the airport." The ARC is used to determine design dimensions for the various separation and safety standards, Runway Protection Zones and Object Free Zones dimensions, surface gradients, and threshold citing standards.

(10) Based Aircraft - an aircraft which the owner physically locates at the airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage.

(11) Light-Sport Aircraft - An aircraft intended for recreation per 14 CFR Part 1.1 that holds no more than two (2) occupants and weighs 660 / 1,320 / 1,430 pounds or less as appropriate to Part 1.1. These aircraft are also commonly known as ultralights, microlights, advanced ultralights, powered parachutes, weight-shift-control, lighter-than-air, amateur-built aircraft and standard category aircraft.

B. General

(1) Aeronautical Activity - any activity or service conducted at the Airport that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to,

air taxi and charter operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance, and any other activities, which because of their relationship to the operation of aircraft can appropriately be regarded as an "aeronautical activity."

(2) Airframe and Power Plant Maintenance - the commercial operation of providing airframe and power plant services, which includes service, the repair, maintenance, inspection, constructing, and making of modifications and alterations to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul as defined in 14 CFR Part 43. This category of service also includes the sale of aircraft parts and accessories.

(3) Airframe and Power plant Mechanic (A&P) - A person who holds an aircraft mechanic certificate with both airframe and power-plant ratings as authorized and described in 14 CFR Part 65.

(4) Airport - all of the County owned or leased real or personal property, buildings, facilities and improvements within the boundaries of said Airport, as it presently exists or as it may exist when it is hereafter modified, expanded, or developed. "Airport" includes all of its facilities as shown on the most current Airport Layout Plan.

(5) ALP - the currently approved Airport Layout Plan depicting the physical layout of the airport and identifying the location and configuration of current runways, taxiways, buildings, roadways, utilities, nav aids, etc.

(6) Commercial Aeronautical Activity - the conducting of any aspect of a business, concession, operation, or agency providing goods or services to any person for compensation or hire, including exchange of services, whether or not such objectives are accomplished. An activity is considered a commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt. A commercial business activity that involves makes possible or is required for the operation aircraft, or which contributes to or is required for the safety of aeronautical operations.

(7) Commercial Operator (Operator) - a person, company, corporation, or other entity, which makes possible, or is required for the operation of aircraft, or which contributes to, or is required for the safe conduct and utility of aircraft operations, the purpose of such activity being to generate and/or secure earnings, income, compensation, and/or profit, whether or not such objectives are accomplished.

(8) Exclusive Right - a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred either by express agreement, contract, license, lease and permit, or by the imposition of unreasonable standards or requirements, or by any other means.

(9) General Aviation - all phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial air carrier operations.

(10) Hazardous Material- any substance, waste, or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, and is or becomes regulated as a hazardous material by any governmental authority, agency, department, commission, board, or agency.

(11) *Minimum Standards* - the qualifications or criteria, which may be established by the Airport owner as the minimum requirements that shall be met by businesses engaged in commercial aeronautical activities for the right to conduct those activities.

C. Governmental

(1) *Airport Commissioner* - the duly appointed Carlton County Airport Commissioner.

(2) *Commissioner* - the Commissioner of Transportation for the State of Minnesota.

(3) *Airport Manager* - The designated individual or duly authorized individual appointed by the County to administer and manage the operations of the Airport and Airport facilities, and to supervise all Airport projects.

(4) *FAA* - the Federal Aviation Administration as established in 1967 within the Department of Transportation of the United States government that has the responsibility of promoting safety in the air, by both regulation and education.

(5) *FAR* - the Federal Aviation Regulations as published by the FAA that governs the operation of aircraft, airways, and airmen, Compliance with the FARs is mandatory. In 1996, all references to the FARs were changed to "14 CFR" (Title 14 of the Code of Federal Regulations).

D. Fueling

(1) *Fueling or Fuel Handling* - the transportation, sale, delivery, dispensing, storage, or draining of fuel or fuel waste products to or from aircraft, vehicles, or equipment.

(2) *Fuel Storage Area* - any portion of the Airport designated temporarily or permanently by the County as an area in which aviation or motor vehicle gasoline or any other type of fuel or fuel additive may be stored or loaded.

(3) *Self-Fueling* - the commercial operation of an unmanned stationary fuel tank and dispensing equipment for general use via a card reader. This includes the operations of anyone utilizing this type of equipment to provide fuel for sale or reuse.

E. Lease and Agreements

(1) *Lease* - the written contract between the County and an Operator (Lessee) specifying the terms and conditions under which an Operator may occupy and operate from certain Airport facilities and/or property.

(2) *Sublease* - A written agreement, approved by the County, stating the terms and conditions under which a third party Operator leases space from a Lessee for the purpose of providing aeronautical services at the Airport.

(3) *Agreement* - the written agreement between the Owner and an Operator specifying the terms and conditions under which the Operator may conduct commercial aviation activities. Such Agreement will recite the terms and conditions under which the activity

will be conducted at the Airport including, but not limited to, term of the Agreement; rents, fees, and charges to be paid; and the right and obligations of the respective parties.

(4) Permit - administrative approval issued by the Owner or other governmental agency, to a person or company to conduct a commercial activity and provide such services to based and transient aircraft, only from facilities and locations where such services are authorized.

(5) Person - an individual, corporation, company, partnership, association, organization, and any other group acting as an entity, to conduct business on the Airport. Person includes a trustee, receiver, assignee or similar representative.

F. Services

(1) Avionics Sales and Maintenance - the commercial operation of providing for the repair and service, or installation of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.

(2) Fixed Base Operator (FBO) - a full service commercial operator who is authorized to engage in the primary activity of aircraft refueling and a minimum of three (3) of the following secondary activities: airframe and power plant maintenance, flight training, aircraft rental, aircraft charter or air taxi, avionics sales and service, and aircraft storage/hangars rentals.

(3) Flight Training - the commercial operation of instructing pilots in dual and solo flight, in fixed or rotary wing aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots licenses and ratings. Flight Training shall also include any portion of a flight between two or more airports or other destinations where the primary purpose is to increase or maintain pilot or crew member proficiency.

(4) Flying Club - a non-commercial and nonprofit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club owners on a pro-rata share, and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.

(5) Preventive Aircraft Maintenance - maintenance that is not considered a major aircraft alteration or repair and does not involve complex assembly operations as listed in 14 CFR Part 43, except for Item 22 in the Regulation. Item 22 involves the replacement of prefabricated fuel lines, and shall, for purposes of these regulations, be considered a major aircraft repair.

(6) Self-Service - aircraft refueling, repair, preventive maintenance, towing, adjustment, cleaning, and general services performed by an aircraft owner or his/her employees on his/her aircraft with resources supplied by the aircraft owner.

(7) Specialized Aviation Service Operation (SASO) - a commercial aeronautical business that is authorized to offer services other than aircraft refueling, according to established Minimum Standards. Examples of a SASO include, but are not limited to the

following commercial aeronautical activities: flight training, aircraft maintenance, air charter or taxi, aircraft sales, avionics maintenance, aircraft rental, and sales, and aircraft storage.

G. Infrastructure

(1) Airport Operations Area or AOA - the area of the Airport used for aircraft landing, takeoff, or surface maneuvering including the areas around hangars, navigation equipment, and communication facilities.

(2) Roadway - any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

(3) Taxilane - the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage area.

(4) Taxiway - a defined path established for the taxiing of aircraft from one part of the Airport to another.

(5) UNICOM - a two-way communication system operated by a non-governmental entity that provides airport advisory information.

(6) Vehicle Parking Area - any portion of the Airport designated and made available temporarily or permanently by the Owner for the parking of vehicles.

Minimum Standards for All FBO's or SASO's

The following shall apply to all prospective aeronautical service providers wishing to become a FBO or a SASO at a Carlton County Airport:

1. Leases shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold and in accordance with like operations on the airport. The Airport Owner will also consider the current Master Plan and ALP implications if a property lease is to be extended beyond the normal 30-year period.
2. A person shall have such business background and shall have demonstrated his business capability to the satisfaction of, and in such manner as to meet with the approval of the Airport Commission.
3. Any prospective FBO or SASO seeking to conduct aeronautical activity at the airport should demonstrate that they have adequate resources to realize the business objectives agreed to by the Carlton County Airport Commission and the applicant.
4. The prospective FBO or SASO shall have its premises open and services available not less than 4 hours a day and not less than 2 days a week, and shall make provision for a qualified and trained individual to be in attendance in the office at all times during the required operating hours, which must be posted in a public accessible area near the business.
5. All prospective FBO's or SASO's shall demonstrate to the Airport Commission satisfactory evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation and name Carlton County as additionally insured. An FBO should make its own analysis to determine if more is needed. However, such policies of insurance shall be maintained in full force and effect during all terms of existing leases, agreements or business licenses or renewals or extensions thereof with a 30-calendar day notice of cancellation to the Airport Commission. Such policies shall not be for less than the amounts determined by the risk analysis listed under **Minimum Insurance Policy Limits**. However, in all cases, amounts of policies must meet the statutory requirements of applicable governmental agencies and be approved in writing by the Carlton County Airport Commission. The County of Carlton must be added to the policy as an additionally insured and as a Certificate holder.
6. Any authorized FBO's or SASO's subleasing any portion of their leased property must obtain the written approval of sublease by the Carlton County Airport Commission and approval of the text of any sublease or other joint use agreement used.

Applications and Qualifications

Demonstration of intent to conduct a business operation at the Airport shall be by application to the Carlton County Airport Commission. The written application shall contain at the minimum:

1. The proposed nature of the business. A business plan may be used to express the proposed nature of the business. (See **Minimum Requirements for a Business Plan.**)
2. The signatures and legal names of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.
3. The name, telephone number and address of the primary contact person.
4. A current financial statement.
5. An inventory of assets owned, or being purchased, or leased which will be used in the business on the Airport.
6. Current credit information and 2 established and existing business recommendations for each party owning or having 5 percent or more financial interest in the business and a credit report or history of the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
7. A written authorization for the FAA, any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.
8. Preliminary plans, specifications and dates for any improvements that the applicant intends to make upon the Airport leased property as part of the activity for which approval is sought. Applicant must comply with appropriate Review Procedures, the Carlton County Airport Commission Minimum Standards, the Airport Zoning Ordinance and the City of Cloquet, Minnesota Building Permit requirements.
9. Proof (copy or insurance company letter of intent) of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance.
10. The names and qualifications of Management and Supervisory personnel employed at the time of the application, and the number of persons to be employed and whether they are to be full-time, part-time or contracted employees.
11. Such other information as the Carlton County Airport Commission may require.

Action on Application

All applications will be reviewed and acted upon by the Carlton County Airport Commission within 60 days from the receipt of the application. Applications may be denied for one or more of the following reasons:

1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
2. The applicant's proposed operations or construction will create a safety hazard on the Airport.
3. The granting of the application will require the expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to the Carlton County Airport.
4. There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.
5. The proposed operation, Airport development or construction does not comply with the approved Airport Layout Plan.
6. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present fixed base operator on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to the existing fixed base operator area, or will result in depriving, without the proper economic study, an existing fixed base operator of portions of its leased area in which it is operating.
7. Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
8. Any party applying, or having an interest in the business, has a record of violating the Rules, or the Rules and Regulations of any other Airport, Civil Air Regulations, Federal Aviation Regulations, or any other Rules and Regulations applicable to this or any other Airport.
9. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Carlton County Airport Commission or any lease or other agreement at any other airport.
10. Any party applying, or having an interest in the business, is not sufficiently credit worthy and responsible in the judgment of the Carlton County Airport Commission to provide and maintain the business to which the application relates and to promptly pay amounts due under the FBO lease.
11. The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.
12. The applicant has failed to make full disclosure in the application or supporting documents.

13. The applicant has committed any crime, or violated any local ordinance, rule or regulation, which adversely reflects on its ability to conduct the FBO operation applied for.

14. Prior to the business being opened to the public, the approved applicant must obtain and post in a prominent public accessible location the appropriate license(s) from the Commissioner of Transportation for the State of Minnesota, including any renewals thereof.

If an application as presented or amended is accepted by the Carlton County Airport Commission, it will be forwarded with their recommendations to the Carlton County Board of Commissioners for final approval and the granting of a lease, agreement and/or the approval of the business to be located at the specified Carlton County Airport.

Aircraft Sales

Statement of Concept

1. New Aircraft Sales: An aircraft sales company can be either a SASO or FBO and engages in the sale of new aircraft through franchises or licensed dealerships (if required by local, county or state authority) 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.
2. Used Aircraft Sales: Many companies engage in the purchasing and selling of used aircraft. This is accomplished through various methods including matching potential purchasers with an aircraft (brokering), assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. Sometimes these companies' also provide such repair, services, and parts as necessary to support the operation of aircraft sold. Some of the requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique operational history.

Minimum Standards

1. The sales entity shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period and shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The company engaged in the business of selling new aircraft shall have available a representative example of the product.
2. The company shall have in their 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. They shall also maintain, during business hours, a responsible person in charge to supervise the operations in the leased area with the authorization to represent and act for and on behalf of the company, and to provide an individual with the proper certification and qualifications as a check ride pilot for aircraft sold. The Carlton County Airport Commission will require a defined office space with access to public restrooms.
3. Insurance types and amounts as required for this activity. (See Insurance Requirements)

Aircraft Airframe, Engine and Accessory Maintenance, Repair and Refinishing

Statement of Concept

An aircraft airframe, engine and accessory maintenance and repair FBO or SASO provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft up to and may include business jet aircraft and helicopters. This category shall also include the sale of aircraft parts and accessories.

Minimum Standards

1. The company shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA. The company must remain open during normal business hours as specified within the airports standards. The owner shall define business hours. The Owner will approve a minimum space for this activity to minimize maintenance being performed on ramps or in t-hangars.
2. The FBO shall have in their employ and on duty during the appropriate business hours, trained and certified personnel in such numbers as are required to meet the Minimum Standards set forth in this category of services in an efficient manner, but never less than one person currently certificated by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant or an aircraft inspector rating.
3. Insurance types and amounts as required for this activity. (See Insurance Requirements)

Aircraft Rental

Statement of Concept

An aircraft, light sport aircraft and/or ultralight vehicle lease or rental SASO or FBO engages in the rental or lease of aircraft, light sport aircraft and/or ultralight vehicles to the public.

Minimum Standards

Aircraft:

1. The company shall have available for rent, either owned or under written lease to the company, certified airworthy aircraft, one of which, is recommended to be a four-place aircraft equipped for flight under instrument flight rules.
2. The company shall have available a person having a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

Light Sport Aircraft:

1. The company shall have available for rent, either owned or under written lease to the company, certified airworthy light sport aircraft.
2. The company shall have in their employ and on duty during the appropriate business hours, a minimum of one person having a current FAA light sport aircraft instructor rating.

Ultralight Vehicles:

1. The company shall have available for rental, either owned or under written lease to the FBO, one approved two-place ultralight vehicle.
2. The company shall have available a person having a current FAA commercial pilot certificate or an Advanced Flight Instructor's (AFI) rating from the United States Ultralight Association (USUA).
3. Insurance types and amounts as required for this activity. (See Insurance Requirements)

Flight Training

Statement of Concept

A flight training SASO or FBO engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

Minimum Standards

1. The company shall have available for use in flight training, either owned or under written lease to the company, properly certificated aircraft, one of which must be a four-place aircraft, and of which must be equipped for and capable of use in instrument flight instruction or a light sport aircraft for the appropriate light sport aircraft category.
2. The company shall have available at least one flight instructor who has been properly certificated by the FAA to provide the type of training offered.
3. Insurance types and amounts as required for this activity. (See Insurance requirements)

Commercial Skydiving

Statement of Concept

A Skydiving SASO or FBO engages in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment.

Minimum Standards

1. The company shall have available for skydiving, either owned or under written lease to the company, at least one properly certificated aircraft.
2. The company operation shall meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR 105, and related FAA Advisory Circulars. The jump plane pilot must hold a FAA commercial pilot certificate and be appropriately rated for the aircraft being operated.
3. The skydiving company shall carry the same insurance coverage and limits as any other company on the airport.
4. Insurance types and amounts as required for this activity. (See Insurance requirements)

Aircraft Fuels and Oil Service

Statement of concept

An aircraft fuels and oil service FBO provides aviation fuels, lubricants and other supporting services for itinerant aircraft operations and operations of aircraft based on the airport.

Minimum Standards

Except as otherwise provided in any agreement between the FBO and the County, an FBO conducting aviation fuel and oil sales or service to the public on the Airport shall be required to provide or in the case of County Owned public facilities make available the following services and equipment:

1. Appropriate grades of aviation fuel.
2. An adequate inventory of generally accepted grades of aviation engine oil and lubricants.
3. Fuel dispensing equipment meeting all applicable Federal, State and County requirements for each type of fuel dispensed. It is generally a good idea to request at least a minimum capacity for fuel storage for each grade of fuel offered.
4. Proper equipment for aircraft towing, inflating aircraft tires, washing aircraft, cleaning windscreens and recharging aircraft batteries.
5. The safe storage and handling of fuel in conformance with all Federal, State and County requirements and fire codes pertaining to safe storage and handling of fuel.
6. The lawful and sanitary handling and timely disposal, away from the Airport, of all solid waste, regulated waste and other materials including, but not limited to; used oil, solvents and other regulated waste. The piling and storage of crates, boxes, barrels and other containers will not be permitted within the leased premises.
7. Permanent restroom facilities for personnel and customers.
8. Auto parking for customers and employees.
9. A flight planning area with appropriate seating, work areas, communication facilities, directories and all items necessary for complete flight planning separate from other public areas.
10. A pilot lounge and waiting area for transition of air passengers to ground transportation and vice versa.
11. Adequate bonding wires will be installed, continuously inspected and maintained on all fueling equipment, to reduce the hazards of static electricity.
12. An adequate supply of properly located fire extinguishers and other precautions and/or equipment required by applicable fire codes.
13. Unless provided by the airport owner, the FBO shall have a fixed fuel storage system, which shall contain safety fixtures and filtration systems to ensure airline-type quality. The system shall be required to have at least 1,000 gallons of storage for each type of fuel the FBO is required to provide. The storage system must include adequate

fuel spill prevention features and containment capabilities, together with an approved fuel Spill Prevention Countermeasures and Control Plan (SPCC), as applicable.

14. Insurance types and amounts as required for this activity. (See Insurance requirements)

15. Training programs for fuel handling personnel.

Avionics, Instruments and Propeller Repair Station

Statement of Concept

An avionics, instrument and propeller repair station SASO or FBO engages in the business of and provides a shop for the sales and repair of aircraft avionics, propellers, instruments, and accessories for general aviation aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments, and accessories. The FBO shall hold the appropriate repair station certificates issued by FAA for the types of equipment he plans to service and/or install.

Minimum Standards

1. The FBO shall have in their 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 an FAA rated radio, instrument or propeller repairman.
2. Insurance types and amounts as required for this activity. (See Insurance Requirements)

Aircraft Charter and Air Taxi

Statement of Concept

An on demand, or scheduled air charter or air taxi SASO or FBO engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis under Code of Federal Regulations CFR 14 Part 135 of the Federal Aviation Regulations.

Minimum Standards

1. The company shall provide, either owned or under written lease the type, class, size and number of aircraft intended to be used by the company, but not less than 1 single-engine four-place aircraft and/or 1 multi-engine aircraft, both of which must meet the requirements of the air taxi commercial certificate held by the company. The multi-engine aircraft shall be certified for instrument operations.
2. The company shall have in their 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 an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by company.
3. Insurance types and amounts as required for this activity. (See Insurance Requirements)

Aircraft Storage

Statement of Concept

Aircraft storage SASO's or FBO's engage in the rental of conventional multi-aircraft hangars or multiple individual T -hangars.

Minimum Standards

1. The conventional hangar company shall have their facilities available for the tenant's aircraft removal and storage on a continuous basis. Storage will be limited to aircraft and associated parts and supplies. Storage of bulk flammable and/or combustible goods is prohibited in volumes of more than 4 cubic feet of solid goods and/or 5 gallons of liquid stored in approved containers.
2. The FBO shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment as defined in the aircraft storage agreement. (Note, the sublease document must be approved by the Carlton County Airport Commission)
3. Insurance types and amounts as required for this activity. (See Insurance Requirements)

Specialized Commercial Flying Services

Statement of Concept

1. A specialized commercial flying services SASO or FBO engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:
 - a. Non-stop sightseeing flights that begin and end at the same airport.
 - b. Crop-dusting, seeding, spraying, and bird chasing.
 - c. Banner towing and aerial advertising.
 - d. Aerial photography or survey.
 - e. Power line or pipeline patrol.
 - f. Fire fighting (permits may be granted for short-term operations of less than one year).
 - g. Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations.

Minimum Standards

1. The company shall lease from the Owner and the lease shall include a building sufficient to accommodate all activities and operations proposed by the company. The minimum areas in each instance shall be subject to the approval of the Owner and should be included in the standard. In the case of crop dusting or aerial application, the company shall make suitable arrangements and have such space available in the leased area for safe loading and unloading and storage and containment of chemical materials. A written emergency plan for the handling of hazardous materials should also be required. All spills should immediately be reported to the Owner. All companies' shall demonstrate that they have the availability of aircraft suitably equipped and certified for the particular type of operation they intend to perform.
2. The Owner shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature. All FBO's will, however, be required to maintain the Aircraft Liability Coverage as set forth for all FBO's.
3. The company shall have in their employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the Minimum Standards herein set forth in an efficient manner.
4. The company must provide, by means of an office or a telephone, a point of contact for the public desiring to utilize the services provided. A contact name and phone number should be provided to the Owner for emergency purposes.

Multiple Services

Statement of Concept

A multiple services FBO or SASO engages in any two or more of the aeronautical services for which Minimum Standards have been herein provided.

Minimum Standards

1. The FBO or SASO shall comply with the aircraft requirements, including the equipment thereon for each aeronautical service to be performed except that multiple uses can be made of all aircraft owned or under lease by the company except aircraft used for crop dusting, aerial application, or other commercial use of chemicals. The company should have individuals certified to provide all services being offered.
2. The company shall provide the facilities, equipment and services required to meet the Minimum Standards as herein provided for all aeronautical service the FBO or SASO is performing.
3. The FBO or SASO shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all aeronautical services being performed by the company and no less than the stated amounts within the Owner's Minimum Standards.
4. The FBO or SASO shall have in their employ and on duty during the appropriate business hours, or as approved by the Owner, trained personnel in such numbers as are required to meet the Minimum Standards for each aeronautical service the FBO or SASO is performing as herein provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the FBO or SASO.

Flying Clubs

See the requirements for Flying Clubs in Minnesota Rules 8800. Flying Clubs must also meet all the strict definitions of the FAA and provide a list of members to the Carlton County Airport Commission with no less than semi-annual updates. The Flying Clubs shall provide an emergency contact person and phone number. In no event shall Flying Club aircraft be used to perform commercial aeronautical services.

FBO's Subleasing From Another FBO or SASO

Prior to finalizing an agreement, the lessee and sublessee shall obtain the written approval of the Owner for the business proposed. Said sublease shall define the type of business and service to be offered by the sublessee.

The sublessee SASO shall meet all of the Minimum Standards established by the Owner for the categories of services to be furnished by the SASO. The Minimum Standards may be met in combination between lessee and sublessee. The sublease agreement shall specifically define those services to be provided by the lessee to the sublessee that shall be used to meet the standards.

Environmental

Any FBO, SASO, person, party, company or corporation operating on this airport must comply with all federal, state and local environmental requirements as they exist and may be amended from time-to-time.

MINIMUM INSURANCE POLICY TYPES

Type of Insurance

1. Workmen's Compensation Statutory
2. Aircraft Liability..... Statutory
3. Non-owned aircraft..... Risk Analysis
4. Airport premises liability Risk Analysis
5. Products and completed operations..... Risk Analysis
6. Builders Risk Risk Analysis
7. Contractual Liability..... Statutory
8. Property of Others..... Risk Analysis
9. Automobile Liability Statutory Limit
10. Chemical Liability Risk Analysis
11. Environmental..... Risk Analysis
12. Event..... Risk Analysis

MINIMUM INSURANCE POLICY LIMITS

1. Workmen's Compensation Statutory
2. Aircraft Liability.....Minnesota Rules
3. Non-owned aircraft.....Notice of Amount Posted
4. Airport premises liability \$ 300,000.00 Minimum
5. Products and completed operations.....\$ 300,000.00 Minimum
6. Builders Risk 125% of the estimated cost of construction
7. Contractual Liability.....\$ 5,000.00 Minimum
8. Property of Others.....Risk Assessment
9. Automobile Liability Statutory Limit
10. Chemical LiabilityAs Assessed
11. EnvironmentalAs Assessed
12. Event.....As determined by a Risk Analysis

All minimum insurance policy limits stated above are minimum requirements all insurance policies are subject to review by the Owner.

All Insurance Policies obtained by a FBO or a SASO for Liability or Property damage protection must include;

1. **Carlton County as a Certificate Holder.**
2. **Carlton County as an Additional Insured.**
3. **A notice of 30 days prior to any cancellation.**

Any contract, lease or other agreement requiring Insurance coverage as stated above will automatically be declared in default upon the cancellation or loss of any required Insurance coverage.

Minimum Requirements for a Business Plan

In addition to the Application Requirements, additional information may be provided in a business plan that should include at a minimum the following information.

1. All services that will be offered should be listed and continuation of all required certification provided.
 2. Amount of land and/or building space desired to be lease.
 3. Building space that will be constructed and the site and floor plan proposed.
 4. Number of aircraft that will be provided for each service being offered.
 5. Equipment and special tooling to be provided.
 6. Number of persons to be employed.
 7. Short resume for each of the owners (5% or more equity) and financial backers and supervisory personnel.
 8. Short resume of the manager of the business including this person's experience and background in managing a business of this nature.
 9. Periods (days and hours) of proposed operation including a proposed holiday schedule.
 10. Amounts and types of insurance coverage to be maintained (can be no less than the minimums required by the Carlton County Airport Commission standards).
 11. Financial projections for the first year by quarter and the succeeding 4 years annualized.
 12. Methods to be used to attract new business (advertising and incentives).
 13. Amenities to be provided to attract business.
 14. Plans for physical expansion, if business should warrant such expansion.
 15. Any additional information pertinent to the application.
-