

**MINIMUM STANDARDS AND GUIDELINES
FOR
FIXED BASE OPERATORS
AT
SKAGIT REGIONAL AIRPORT**



**Port of
Skagit**

REVISIONS: FEBRUARY 2, 2006

SECTION 1 – BACKGROUND AND POLICY

The Skagit Regional Airport (Airport) has been working on a project to develop Minimum Standards for aeronautical services for several years. The Minimum Standards were developed by analyzing standards from other airports, like Paine Field and by incorporating pertinent sections of existing Port of Skagit County (Port) documents such as the Port's Fuel Provider Permit and Bayview, Business and Industrial Park and Skagit Regional Airport Rules and Regulations.

A. Skagit Regional Airport Minimum Standards Project

The Minimum Standards project was initiated to provide the threshold entry requirements (qualifications, levels of service, facilities, insurance) for those wishing to provide 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. Minimum Standards have been in place at many airports nationwide and are supported by the FAA (see next section). Our new Minimum Standards were developed taking into consideration the aviation role of the Skagit Regional Airport, facilities that currently exist at the Airport, services currently being offered at the Airport, and the future development and aviation services planned for the Airport. These Minimum Standards contain the minimum levels of service, facilities, staffing, insurance, and environmental compliance that must be met by the prospective service provider. The uniform application of these standards relates primarily to the public interest by discouraging substandard entrepreneurs and mandating insurance coverage levels, thereby protecting the Airport, airport patrons and established aeronautical activities.

The FAA strongly encourages, but does not require, an airport sponsor to develop and implement a minimum standards program.

B. Overview of Skagit Regional Airport Minimum Standards and Guidelines for Commercial Services

Commercial services include both aeronautical and non-aeronautical providers. This first effort to develop minimum standards was focused on aeronautical service providers such as FBOs. Non-aeronautical services (restaurants, taxi cabs, etc.) will be addressed at a future time. Aeronautical service providers were broken down as Full-Service and Limited Service FBOs. In each category and sub-category the services and requirements have been listed. As an example, a Full Service General Aviation FBO would provide avgas, maintenance & repair, tiedown, pilot services, pilot supplies, aircraft rental, flight instruction, etc. This business would need to provide certain facilities, personnel, equipment and hours of service. Specific types and amounts of insurance are also delineated.

1. The types of service providers include:

- a. Fixed Base Operators-Full Service
 - General Aviation-Recreational
 - General Aviation-Corporate
- b. Fixed Base Operators- Limited Service
 - Aircraft Maintenance and Repair
 - Aircraft Rental
 - Flight Instruction
 - Specialty Services
 - Aircraft Sales
 - Air Taxi/Charter
 - Flying Club
 - Fuel Wholesale & Retail
- c. Independent Providers – *At this point we are not addressing Independent Providers*
 - Mechanic
 - Flight Instructor

C. Minimum Standards Requirements

Minimum standards that will be required will pertain to the services listed below:

- Land and Facilities
- Personnel
- Equipment
- Hours of Service
- Insurance

D. Application to Provide Commercial Service

If an individual or firm desires to provide commercial services at the Airport they will be provided with a copy of the Minimum Standards, which include definitions, the application process for a prospective business and the Airport's criteria for approving the application. (Commercial service means any trade, commerce or business involving the exchange of goods, property or services of any kind. This includes an independent mechanic who offers repair or inspection services on the Airport.) Each business will be required to be properly registered with the state and submit applicable reports and tax revenues accordingly.

E. Minimum Standards Policy on Fuel Sales

An example of Minimum Standards would be in the sale of aviation fuel. Fuel sales of avgas and jet fuel are restricted to Full Service FBOs holding a Fuel Provider Permit with the Port of Skagit County. The rationale behind this policy is to ensure that the businesses given the authorization to sell fuel also provide significant services to the Airport and its aviation users and invest in the Airport infrastructure. Fuel dealers also must meet numerous FAA, fire code, building code, equipment and training standards.

SECTION 2 - DEFINITIONS

Aeronautical Activity means any activity commonly conducted at airports 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. These activities include, but are not limited to, air taxi and charter operations, air cargo, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, and aircraft storage.

Aeronautical Service means 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 aircraft operations commonly conducted on the airport by a person who has a lease or permit from the Airport to provide such service.

Non-Aeronautical Service means any service commonly conducted at an airport which provides service or products which are not associated with aviation. These activities include restaurants, mobile catering & food service, espresso/sandwich service, taxi service, car rental, and mobile service vans.

Airport means the Skagit Regional Airport, and all of the property, buildings, facilities and improvements within the property boundaries of the AVR zone as it now exists on the Airport Layout Plan or Exhibit A or as it may hereinafter be extended, enlarged or modified.

Airside means the runways, taxiways, ramps, aprons, buildings, and facilities inside the security fence.

Commercial Service or Activity means any trade, commerce or business involving the exchange of goods, property or services of any kind.

FAA means the Federal Aviation Administration.

FAR means Federal Aviation Regulations.

FBO means a Fixed Base Operator duly licensed and authorized by written agreement with the Airport to provide aeronautical services at the airport under compliance with such agreement or lease and pursuant to these regulations and standards. By definition an FBO has a "fixed base" of operations, i.e. an office, hangar or shop on the airport, approved for commercial operations.

Flying Club means a non-commercial organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques.

Fuel means aviation gasoline, automotive fuel, diesel or jet fuel.

Independent Flight Instructor means a single individual, working alone without employees or partners, who provides a commercial service as a flight instructor.

Independent Mechanic means a single individual, working alone without employees or partners, who provides a commercial service in the maintenance and repair of aircraft and/or aeronautical components.

Landside means all buildings and surfaces on the airport used by surface vehicular and pedestrian traffic which are located outside the airside security fence.

Minimum Standards means the standards which are established by the Airport as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity or provide a commercial service on the airport.

Person means an individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity.

Self-fueling means a person who dispenses aviation fuel to aircraft owned by such person, or leased from others and operated by such person.

SECTION 3- MINIMUM STANDARDS FOR ALL FBOs

A. The following minimum standards shall apply to all prospective aeronautical service providers wishing to become Full Service or Limited Service FBOs at the Airport:

1. The applicant shall agree to a lease for a term to be mutually agreed upon between the parties with due consideration for the applicant's financial investment and the need to amortize improvements to the leasehold. The lease will include appropriate office, hangar or shop space for the proposed services and may be with the Airport or with a tenant on the Airport. The applicant must obtain Airport executive director approval prior to beginning commercial operations regardless of whether the lease is with the Airport or with a tenant of the Airport.
2. A person shall have such business background and financial backing and shall have demonstrated his business capability to the satisfaction and in such manner as to meet with the approval of the finance director.
3. A person shall demonstrate adequate resources to realize the proposed business objectives. This includes tools and FAA manuals, documentation and updates for the proposed business.
4. The prospective FBO shall lease or otherwise have adequate access to an appropriate amount of building and land space for the proposed service, including adequate floor space for hangar, shop, office, customer lounge and rest rooms, which shall be properly heated and lighted, and shall provide public telephone facilities for customer use. A Skagit County Certificate of Occupancy must be obtained prior to beginning commercial operations.
5. The prospective FBO shall have the premises open and services available appropriate hours and days a week, and shall make provision for someone to be in attendance in the office or available at all times during the required operating hours as stipulated in Appendix A.

6. The prospective FBO shall demonstrate its ability to acquire insurance coverage as stipulated in Appendix A. An FBO should make its own analysis to determine if more is needed. Higher coverage limits may be appropriate for some operations
7. The prospective FBO shall possess a valid Washington State Tax ID Number, collect appropriate sales tax on revenue, file tax reports with the Department of Revenue and IRS and make all appropriate tax payments required by law.
8. Additional specific requirements for individual types of FBO businesses are listed in Appendix A.

B. Demonstration of intent to conduct a business operation at the Airport shall be by application to the Airport's executive director. The written application shall contain at the minimum:

1. The proposed name and nature of the business, including intended services.
2. The names, addresses and phone numbers of all individuals who would be owners, partners or managers of the business. Copies of current FAA licenses and certificates which would be required for the proposed business.
3. A current financial statement for the business and/or owners. Certification by a certified public accountant may be required; a listing of assets owned, or being purchased, or leased which will be used in the business on the Airport; a current credit report or 3 years of tax returns for each party owning or having a financial interest in the business and a credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application; a list of employers or work history providing information covering last five years; or other financial information that the finance director deems necessary.
4. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the Airport for the proposed business. Applicant must comply with county building code, fire code, and permit requirements.
5. An operations plan providing summary of intended use of airport facilities, including proposed environmental compliance plan.
6. Evidence of ability to acquire required insurance coverage. Such policies shall not be for less than the amounts listed at Appendix A.
7. A financial and technical business plan forecasting business development and demonstrating finances necessary to conduct the proposed operation and the capability to meet FAA requirements for the proposed service.
8. Such other information as the Airport executive director may reasonably require.

C. All applications will be reviewed and acted upon by the Airport staff within 90 days from the receipt of the complete written 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 Guidelines.
2. The applicant's proposed operations or construction will create a safety or environmental hazard on the Airport.
3. The granting of the application will require the expenditure of airport funds, labor or materials on the facilities described in or related to the application, or the operation could have a negative impact on the Airport's financial operations.
4. There is no appropriate or adequate available space or building on the Airport to accommodate the activity of the applicant.
5. The proposed operation, airport development or construction does not comply with the approved Master Plan and 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 tenant, such as problems in aircraft traffic or service, vehicular access and egress, or noise to existing tenants.
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, regulations or Minimum Standards of the Airport or any other airport, the Federal Aviation Regulations, the Skagit County Code, or local health regulations.
9. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Port of Skagit County or any lease or other agreement with another airport or entity.
10. Any party applying, or having an interest in the business is not sufficiently credit worthy and responsible in the judgment of the finance director to provide and maintain the proposed business and to promptly pay amounts due under the lease.
11. The applicant has committed any crime, or violated any ordinance, rule or regulation, which adversely reflects on its ability to conduct the proposed operation.
12. The proposed business does not meet the local, state, and federal requirements for environmental compliance.
13. The proposed construction would detract from the physical appearance of the airport, is of low quality or lacks durability.

SECTION 4- MINIMUM STANDARDS FOR INDEPENDENT MECHANICS AND FLIGHT INSTRUCTORS

At this point we are not addressing independent providers. However, we do grant Master Business Licenses to those who pay an annual fee and provide evidence of liability insurance.

SECTION 5 -APPEAL PROCESS

Individuals who feel they have been unfairly treated by this process or by interpretations or decisions by the Airport executive director may submit a written request for review to the port commission, who will make a final determination.

Appendix A

Minimum Standards and Guidelines
for Fixed Base Operators at Skagit Regional Airport

FIXED BASE OPERATORS		
FULL SERVICE		
	<i>General Aviation Recreational</i>	<i>General Aviation Corporate</i>
Services:	Avgas fuel, Maintenance/Repair, Tie-down, Pilot supplies, Oxygen Servicing, Ramp services, and Aircraft Rental/Flight Instruction	Jet Fuel, Maint/Repair, Tiedown, Pilot supplies, Oxygen Servicing, Ramp services and Terminal services
Land:	3:1 land to building, auto parking, plus 4 tiedown spots	3:1 land to building, auto parking, plus .5 acres paved ramp for aircraft tiedown
Facilities:	1000 sq. Ft. Office, 2000 sq. Ft. hangar,	1500 sq. Ft. office/terminal, 4,000 sq. Ft. hangar, pilot lounge
Personnel:	1 mech, 1 Certified Flight Instructor, 1 Inspection Authorization (IA), 1 ramp fueler trained with FAA Regulations 14 CFR Part 139.321 fueling standards	1 mech, 1 Inspection Authorization (IA), 1 ramp fueler trained with FAA Regulations 14 CFR Part 139.321 fueling standards, 1 terminal receptionist
Equipment:	3 aircraft, fuel truck or self serve fuel station, tow tractor capable of 10,000 lb aircraft	Fuel truck or self-serve fuel station, tow tractor capable of 30,000 lb aircraft tow on 10/28 12,500 lb aircraft tow on 04/22
Hours:	8 hours/day 6 days/week	10 hours/day 7 days/week
Other:	Fuel Tank Pad Lease Agreement with the port	Fuel Tank Pad Lease Agreement with the port
LIABILITY INSURANCE:		
Premises		\$ 1 million
Products		\$1 million
Completed Operations		\$1 million
Pollution		\$ 1 million

GENERAL NOTES:

- Personnel must hold appropriate FAA licenses for the functions they perform.
- All service providers are considered commercial businesses and must meet all FAA, state and county requirements for the services they provide.
- Fueling equipment and personnel must meet fire code and Skagit Regional Airport requirements.

Appendix A
Minimum Standards and Guidelines
for Fixed Base Operators at Skagit Regional Airport

FIXED BASE OPERATORS							
LIMITED SERVICE							
	<i>Aircraft Maint and Repair</i>	<i>Aircraft Rental</i>	<i>Flight Instruction</i>	<i>Specialty Services</i>	<i>Aircraft Sales</i>	<i>Air Taxi Charter</i>	<i>Flying Club</i>
Services:	Aircraft maintenance and repair	Aircraft check out and rental	Ground school and flight instruction for private pilot or other FAA ratings	Avionics & instrument repair, propeller service, refurbishment (paint/interiors), modifications, pilot shop, parts, supplies	GA Aircraft sales	Air Taxi & charter	Club flying only, no revenue flights.
Land:	3:1 land to building, auto parking, tiedown spots	3:1 land to building, auto parking, tiedown spots	3:1 land to building, auto parking, tiedown spots	3:1 land to building, auto parking	3:1 land to building, auto parking, tiedown spots	3:1 land to building, auto parking, tiedown spots	Hangar or tiedowns for each aircraft
Facilities:	As required	As required	As required	As required	As required	Terminal agreement with airport	N/A
Personnel:	1 mech, 1 Inspection Authorization (IA) As required	As required	1 Certified Flight Instructor As required	As required	As required	As required	N/A
Equipment:	As required	As required	As required	As required	As required	As required	As required
Hours:	40 hours week, message service	40 hours week, message service	40 hours week, message service	40 hours week, message service	40 hours week, message service	40 hours week, message service	N/A
LIABILITY INSURANCE:							
Premises	\$1 million	\$1 million	\$1 million	\$1 million	\$1 million	\$1 million	\$1 million
Products	\$1 million						
Completed Operations	\$1 million						

Appendix A
**Minimum Standards and Guidelines
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GENERAL NOTES:

- Personnel must hold appropriate FAA licenses for the functions they perform.
- All service providers are considered commercial businesses and must meet all FAA, state and County requirements for the services they provide.
- All FBOs must provide access to phone and restrooms.
- Where a Minimum Standard is not listed, the airport executive director will review prospective business plan and approve/disapprove lease.
- All service providers must have a phone/message system.
- Maintenance on aircraft beyond the scope of Preventive Maintenance (FAR Part 43 Appendix A) must be conducted in a hangar.
- Maintenance on aircraft used by Aircraft Rental and Flight Instruction FBOs may be contracted with an FBO in lieu of in-house maintenance.