



## TENANT DIRECTIVE

MTN: 401.3  
Date: May 15, 2015

TITLE: Rental of Aircraft Maintenance Space

I. Reference:

- A. Code of Maryland Regulation, (COMAR) 11.03.02.03Q/Repairing of Aircraft.
- B. This Directive supersedes MTN Tenant Directive 401.3, dated April 1, 2004
- C. FAA Airport Compliance Manual - Order 5190.6 B - Airports

II. Directive Statement:

The performance of maintenance other than that listed in the Contract for Aircraft Parking Space is prohibited in the T- hangars. This Directive, establishes the specific area in which tenants may perform maintenance on their own Aircraft or Substitute Aircraft.

The Maryland Aviation Administration at Martin State Airport will make available for rent to based tenants, a 30 ft. x 30 ft. area in one of the MAA community hangars. This area will be reserved specifically for the maintenance of aircraft performed by the owner or employees of the entity involved. Maintenance cannot be contracted out to a third party.

Code of Maryland Regulation (COMAR) 11.03.02.03Q specifies “The repair of an aircraft or aircraft engine, propeller, or other aircraft apparatus is prohibited in an area of the airport other than that specifically designated by the Administration for this purpose, except that minor adjustments or repairs may be made while the aircraft is at a tie-down position, on the terminal apron, or being prepared for departure.”

III. Standards:

A. Hours available:

The Aircraft Maintenance Area will be available from 7:00 AM - 10:00 PM daily, up to a maximum of five days.

B. Rental Rates:

1. Rental charge for the reserved Aircraft Maintenance Area in the community hangars will be the daily rate for Hangar space as listed for the manufacture, make and model for a 24 hour period:

C. Prohibited:

All maintenance performed by the owner or employees of the entity must be in compliance with Federal, State and Local regulations and ordinances. Use of heavy solvents, paint stripping, and painting of aircraft are prohibited.

D. Insurance and Employment Documentation:

To perform maintenance you must provide the following:

To confirm that particular individuals performing tasks on aircraft are employees of the individual or company conducting the maintenance activity, the MAA requests clarifying information, such as payroll data.

Tenants or employee of the entity who perform any type of maintenance on the aircraft are considered to have entered into a "Commercial Aeronautical Activity" contract. To perform commercial aeronautical activities involving aircraft maintenance at MTN, the person performing the maintenance must provide proof a copy of a current insurance certificate showing that a policy is in effect, evidencing the following minimum amounts of coverage:

General Liability - combined single limit bodily injury and property damage \$2,000,000 each occurrence or accident.

Based tenants wishing to perform maintenance on their own aircraft, must have current aircraft liability insurance certificates on file in the Airport Director's office.

IV. Procedures:

- A. Tenants wishing to rent the Aircraft Maintenance Area should visit the MTN Fixed Base Operation (FBO) Counter, between 7:00 a.m. and 11:00 p.m. to ascertain availability and complete the "Maintenance Area Rental Request Form." All requests must be approved by the Airport Director's office before taking effect, allow up to forty-eight (48) hours for review of your documentation and approval. Authorization for use of said space may be terminated at anytime and any outstanding balance returned to the tenant for failure to abide by any Federal, State, or Local regulation or ordinances.
- B. If the request is approved, the following procedures will be followed:
  1. The tenant's name will be added to the list based upon availability once approval has been granted.
  2. Payment for use of the Aircraft Maintenance Area in the form of cash/check or credit card must be made prior to the time of intended use. Checks should be made payable to the Maryland Aviation Administration.
  3. A receipt will be issued to the tenant upon payment of the rental charges.

V. Responsibilities:

All tenants are responsible for returning the area to its original condition. All hazardous materials must be disposed of in accordance with state regulations.

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Al Pollard, A.A.E., Director,  
Martin State Airport

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**MAINTENANCE AREA RENTAL REQUEST FORM**

Please complete all items below and return the form to the Martin FBO. Your request will be reviewed by the Airport Director's office and you will be contacted within three (3) days if your request has been approved.

Name of Tenant \_\_\_\_\_ Phone Number \_\_\_\_\_

Aircraft N-Number \_\_\_\_\_ Aircraft Make/Model \_\_\_\_\_

Name of person performing maintenance on the aircraft \_\_\_\_\_

Attach a copy of Insurance Policy evidencing minimum insurance coverage and Proof of Employment in accordance with the rental of aircraft maintenance area Tenant Directive 401.3.

When do you plan to begin utilizing the Maintenance Area \_\_\_\_\_

How many days do you anticipate utilizing the space? There is a 5 day limit \_\_\_\_\_

Describe the type of maintenance to be performed:

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Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this form the tenant acknowledges that he/she has read and understands Martin Tenant Directive 401.3, which sets the guidelines for the use of the Aircraft Maintenance Area. The tenant agrees to abide by those guidelines and all Federal, State, and Local Rules, Regulations and Ordinances.