



## TENANT DIRECTIVE

MTN: 400.1

Date: March 11, 2015

TITLE: Minimum Standards for Commercial Aeronautical Activities

I. Reference:

- A. Code of Maryland Regulations (COMAR) 11.03.02.02B(1).
- B. Martin State Airport Tenant Directive 401.1.
- C. This Directive supersedes MTN Tenant Directive 400.1, dated April 1, 2004.

II. Purpose and Applicability:

- A. The purpose of this Directive is to regulate commercial aeronautical activities at Martin State Airport (MTN) conducted under an agreement with the Maryland Aviation Administration (Administration) or under a subcontract or sublease established under such an agreement and for the purpose of proposing standards for Flying Clubs.
- B. Commercial activity is the exchange, trading, buying, hiring, leasing or selling of commodities, goods, services, or property of any kind, or any revenue-producing activity on the Airport and includes any activity addressed by this Directive on a non-profit basis or by a non-profit organization. Such activities include:
  - 1. Aircraft Charter, Aircraft Management and Air Taxi
  - 2. Aircraft Rental
  - 3. Aircraft Sales
  - 4. Airframe and Powerplant Repair
  - 5. Aviation Fuel and Oil Service
  - 6. Avionics, Instrument, Propeller Repair
  - 7. Flight Training
  - 8. Flying Club
  - 9. Multiple Commercial Aeronautical Activities
  - 10. Specialized Commercial Flying Services:
    - a. Aerial Advertising
    - b. Aerial Photography
    - c. Aerial Survey
    - d. Crop Dusting
    - e. Firefighting
    - f. Sightseeing
    - g. Power line, Pipeline Patrol

- C. MTN is chartered as a general aviation airport. No commercial passenger, air freight/cargo or air travel club activities are permitted.
- D. This Directive applies to all commercial aeronautical activity leases and/or contracts entered into with the Administration after June 1, 1995, as well as to subleases or subcontracts established under such leases or agreements.
- E. Standards establishing the minimum acceptable qualifications of participants, the level and quality of service, and other conditions will be required of those conducting commercial activities at the Airport. The requirement to impose standards on those conducting commercial activities on a public airport relate to the public interest. The prime obligation of the operator/sponsor of an airport developed with federal financial assistance is to operate it for the use and benefit of the public. The standards set forth in this Tenant Directive provide protection from irresponsible, unsafe or inadequate service. They promote economic stability by discouraging unqualified applicants and foster the level of services in the best interests of the public.
- F. The adoption and enforcement of such standards ensure that the commercial operator is reasonably fit, willing and able to discharge both its service obligations to its patrons and its economic obligations to the Administration.

### III. Definitions:

- A. Administration. The Maryland Aviation Administration.
- B. Aircraft. Aeronautical devices including powered airplanes, helicopters, gyrocopters as well as balloons, blimps, and surface-effect aircraft.
- C. Aircraft Maintenance. The Commercial Activity of providing airframe and power plant services, which includes service, the repair, maintenance, inspection, construction, disassembly, 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, as now or hereafter amended.
  - 1. Major Repairs - Major alterations to the airframe power plant, propeller and accessories as defined in Part 43 of the Federal Aviation Regulations.
  - 2. Minor Repairs – Aircraft maintenance typically required to return an Aircraft to service within a short period of time. Examples include replenishing lubricants, fluids, nitrogen, and oxygen; servicing of landing gear, tire, and struts; lubricating Aircraft components; and, avionics instrument removal and/or replacement.
- D. Airport. The entirety of the Martin State Airport (MTN).
- E. Airport Master Plan. A plan which presents the Administration's goals and objectives for the development of the Airport's physical plant. Any facility constructed on the Airport must conform to the Plan.

- F. **Building.** Includes the main portion of each structure, all projections or extensions there from and any interior or exterior additions or changes thereto, and shall include garages, exterior platforms and docks, carports, canopies, eaves and porches. Paving, ground cover, fences, signs and landscaping are not included.
- G. **Commercial Activity.** The exchange, trading, buying, hiring, leasing or selling of commodities, goods, services, or property of any kind, or any revenue-producing activity on-Airport. Commercial activity includes any commercial aeronautical activity, as defined below, even if the activity is conducted on a non-profit basis or by a non-profit organization.
- H. **Commercial Aeronautical Activity.** Any commercial activity which involves, makes possible, is required for, contributes to the enjoyment of, the operation of aircraft, or which contributes to or is required for the safety of such operations. Such activities include aircraft charter, aircraft rental, aircraft sales, and/or brokerage, airframe and power plant repair, aviation fuel and oil service, avionics, instrument, propeller repair, flight training, flying club, multiple commercial aeronautical activities, non-commercial aviation fuel usage, and specialized commercial flying services, such as aerial advertising aerial photography, aerial survey, crop dusting, firefighting, power line and pipeline patrol. For the purposes of the Minimum Standards, all products and services described herein are deemed to be, "Aeronautical Activities".
- I. **Equipment.** All machinery, together with the necessary supplies for the upkeep and maintenance and all tools and apparatus, necessary to the proper construction and completion of the work.
- J. **Improvement.** All buildings, structures, facilities, and fixtures, including pavement, fencing, signs, vegetation and landscaping constructed, installed or placed on, under or above any Airport property.
- K. **Lease and/or Concession Agreement.** Written contractual agreements between the Administration and Contractor, for the lease of space at the Airport and/or granting concession rights or otherwise authorizing the conduct of certain activities on the airport, which shall be in writing and enforceable by law.
- L. **Aircraft Repair Facility.** A facility utilized for the repair of aircraft to include airframes, avionics, powerplants, propellers, radios, instruments, and accessories. Such facility will be operated in accordance with pertinent Federal Aviation Administration (FAA) regulations.
- M. **Sublease.** A lease granted by a contractor to another contractor on all or part of contractor's leasehold. All contractor's subleases shall be subject to Administration's prior written approval.
- N. **Contractor.** Any person, firm, corporation, or partnership formed for the purpose of entering into an agreement, including a lease, with the Administration to conduct its business at MTN or any subcontractor or subtenant operating under a subcontract or sublease under any such agreement.

- O. Tie-Down. The area suitable for parking and mooring of aircraft which the Administration has designated for aircraft parking.
- P. Aircraft Charter and Air Taxi. A Commercial Operator engaged in on-demand common carriage for persons or property (as defined in 14 CFR Part 135) or operates in private carriage under 14 CFR Part 125.
- Q. Aircraft Management. A Commercial Operator engaged in the business of providing aircraft management including, but not limited to, flight dispatch, flight crews, or Aircraft Maintenance coordination to the general public.
- R. Flight Training. Any use of an aircraft to increase or maintain pilot or crew member proficiency, including initial flight training.

IV. Directive Statement:

- A. The Minimum Standards for Commercial Aeronautical Activities at MTN are the standards of the Administration.
- B. It is the policy of the Administration to extend the opportunity to engage in commercial aeronautical activities at the Airport to applicants (1) meeting the Administration's published standards for that activity, (subject to the availability of suitable space at the Airport to conduct such activities) and, (2) having an approved credit application and application for lease.

V. Procedures:

- A. Standard Requirements.

The following requirements shall be included in all lease and concession agreements authorizing commercial aeronautical activities at the Airport:

1. In addition to the premises specifically designated for its exclusive use, this Agreement grants Contractor the non-exclusive right to use the airfield and associated operational areas in common with others so authorized.
2. Contractor shall keep and maintain at the Airport, or at such other place as may be approved in writing by the Administration, true and accurate books and records of its operations under the terms of any Agreement, in a form satisfactory to the Administration. Such books and records as well as certified financial statements, reports of any external audits prepared for Contractor, and its federal income tax return, shall be made available at the Airport to the Administration or to the Administration's independent auditors, for inspection and review at reasonable business hours during the term of any Agreement and for two (2) years thereafter.
3. Contractor shall furnish its services on a fair, reasonable, and non-discriminatory basis to all its customers at the Airport.

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4. Contractor shall maintain at its own expense all necessary permits and licenses required in the conduct of its activities at the Airport.
5. Contractor shall at all times retain qualified and competent personnel to conduct its authorized activities and said personnel shall be authorized to represent and act for Contractor.
6. Contractor shall observe and obey all laws, ordinances, rules and regulations of the United States and of the State of Maryland and the Administration which may be applicable to its operation at the Airport.

B. Standards.

1. Attached as appendices are descriptive narratives of standards applicable to the conduct of:

Appendix A: Aircraft Charter, Aircraft Management and Air Taxi

Appendix B: Aircraft Rental

Appendix C: Aircraft Sales

Appendix D: Airframe and Powerplant Repair

Appendix E: Avionics, Instrument and Propeller Repair

Appendix F: Flight Training

Appendix G: Flying Club

Appendix H: Multiple Commercial Aeronautical Flying Services

Appendix I: Specialized Commercial Flying Services:

- a. Aerial Advertising
- b. Aerial Photography
- c. Aerial Survey
- d. Crop Dusting
- e. Firefighting
- f. Sightseeing
- g. Powerline/Pipeline Patrol

2. The standards set forth are applicable to the specific commercial aeronautical activity or combination of activities addressed and must be met for each activity conducted by any applicant desiring to conduct such activities at the Airport.
3. The standards set forth are the minimum which the Administration will require in agreements authorizing commercial aeronautical activities, and unless specifically limited, do not preclude an applicant from seeking greater operating authority.
4. The Administration reserves the right to revise the Minimum Standards and may at a future date require additional or different terms or conditions for the conduct of a proposed commercial aeronautical activity as may be reasonable or expedient in the opinion of the Administration.

5. Although a quality service to the public is a prime concern in establishing standards for a potential commercial operator, other elements such as the following are equally important and are incorporated into the standards published for any commercial aeronautical activity. These include:
  - a. Suitable space, improvements or facilities.
  - b. Adequate fixtures and equipment.
  - c. Adequate staff of employees with skills, licenses, and certificates appropriate to the proposed activities.
  - d. Specified hours of operation.
  - e. Compliance with safety, health and sanitary codes.
  - f. Evidence of financial stability and good credit.
  - g. Minimum levels of insurance and liability coverage.
6. The minimum interior building space requirements stipulated herein must be satisfied within suitable existing structures at the Airport either through a lease of such space from the Administration or a sublease of such space with the prior written authorization of the Administration, or construction of a new, facility approved by the Administration as to size, structural attributes, exterior configuration and color.
7. Plans and specifications for construction of any improvements required to satisfy these minimum standards shall be approved in writing by the Administration prior to start of construction and after the Contractor and the Administration have fully executed a lease or concession Agreement.
8. All contractors required herein to possess FAA certificates and ratings shall maintain the currency of such licenses, certificates and ratings, as applicable.
9. With the exception of authorized repair facilities, a Contractor shall only be authorized to conduct aircraft maintenance on its own aircraft consistent with Airport rules and regulations.

C. Fees.

1. Contractors conducting commercial aeronautical activities are required to pay to the Administration either the percentage or percentages of gross revenue(s), or a minimum annual guarantee payment, whichever is greater.

2. The standard percentages of gross revenue(s) for conduct of commercial aeronautical activities at the Airport are the following.

<u>Activity</u>	<u>% of Gross Revenue</u>
Air Taxi and Air Charter	3%
Aircraft Management	3%
Aircraft Maintenance	2%
Aircraft Rental	5%
Aircraft Sales	1%
Flight Training	5%
Sale of Aircraft Parts, Accessories and Supplies	2%
All other Aviation related sales and services conducted at the Airport	2%

3. A minimum annual guarantee payment is based on the amount of rental payments paid to the Administration for space and facilities at the Airport. Such standard rates and fees for space and facilities are presented in Martin State Airport Tenant Directive 401.1.

D. Making Application.

1. A letter of application requesting to perform commercial aeronautical activities at Martin State Airport shall be to the Director, Martin State Airport, Box 1, 701 Wilson Point Road, Baltimore, MD 21220. The letter shall include the type of activity that the applicant wishes to conduct, what facilities and/or space are/is requested to accomplish such activity, and an outline of the operation of the intended activity at the Airport.
2. The applicant shall furnish evidence of organizational and financial capability to provide the proposed activity as well as business and financial references. An applicant shall also furnish a copy of its Annual Financial Report (and that of the parent company if a wholly owned subsidiary) for the last complete fiscal year, showing the applicant's assets and liabilities and the value of its unencumbered capital assets. The Annual Report must be certified by a Certified Public Accountant. When unable to provide such Annual Report, the applicant shall provide bank references and other records necessary to substantiate its financial status.

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3. No applicant may conduct commercial aeronautical activities at the Airport until an Agreement, incorporating the applicable standards set forth herein, has been fully executed by the Contractor and appropriate State and Administration officials.

**ELECTRONIC COPY**  
**ORIGINAL ON FILE IN AIRPORT OPERATIONS**

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

Attachments (9)

- Appendix A - Aircraft Charter, Aircraft Management and Air Taxi
- Appendix B - Aircraft Rental
- Appendix C - Aircraft Sales
- Appendix D - Airframe and Powerplant Repair
- Appendix E - Avionics, Instrument, Propeller Repair
- Appendix F - Flight Training
- Appendix G - Flying Club
- Appendix H - Multiple Commercial Aeronautical Flying Services
- Appendix I - Specialized Commercial Flying Services



**AIRCRAFT CHARTER, AIRCRAFT MANAGEMENT AND AIR TAXI**

A. General: An aircraft charter and/or air taxi operator is engaged in the business of providing air transportation to the general public for hire, either on a commercial charter basis or as an air taxi operator on a lease, fixed-fee, by-the-hour, or similar basis.

B. Minimum Standards:

1. Ground Space and Improvements

- a. Contractor shall lease from the Administration suitable hangar space on the Airport or an area of land on which is, or will be erected, prior to commencement of aircraft charter or air taxi activities, a building suitably provided with heating, lighting, and air conditioning, and with accommodations for an office and customer lounge to include restrooms and public telephone.
- b. Contractor shall provide or lease a paved tie-down area with adequate facilities (approximately 6,000 square feet) to park one (1) or more airplanes or helicopters. Tie-down area/space must have paved access to taxiways. Grounding rods shall be required at all fueling locations for safe and efficient servicing of all classes of aircraft utilized in contractor's operation. Contractor has final responsibility and obligation for securing the aircraft and maintaining, in the event of outdoor tie-down(s), the ropes or other tie-down materials.
- c. Contractor shall provide adequate customer auto parking space and paved walkway to accommodate pedestrian access to its facility.

2. Scope of Service

- a. To meet public demand for its service, contractor shall have available for charter and air taxi, either owned or under written lease to contractor, a sufficient number of certificated and currently airworthy aircraft, either:

Aircraft --- fully equipped for instrument flight conditions

or

Helicopters - fully equipped for visual flight conditions

- b. Contractor shall have in its employ a sufficient number of commercial or airline transport rated pilots who are currently qualified to operate the contractor's aircraft under instrument flight conditions or the contractor's helicopters under visual flight conditions. Contractor may employ part-time pilots, provided they are qualified as stated above.
- c. Contractor shall have its premises open and services available to meet public demand for this category of service.
- d. Contractor shall have an employee in the facility office at all times during the posted operating hours.

3. Insurance Coverage

- a. Contractor shall provide certificates of current insurance on an occurrence, not a claims made, basis identifying the Administration and its employees as additional insureds, not named insureds, and evidencing the following minimum amounts of coverage:

1. Aircraft Liability

Combined Single Limit  
Bodily Injury & Property  
Damage including passengers:  
\$2,000,000.00 each occurrence  
or accident

2. General Liability

Combined Single Limit  
Bodily Injury & Property Damage  
\$2,000,000.00 each occurrence  
or accident

**AIRCRAFT RENTAL**

A. General: An aircraft rental facility operator is engaged in the rental of aircraft to the public.

B. Minimum Standards:

1. Ground Space and Improvements

- a. Contractor shall lease from the Administration suitable hangar space on the Airport or an area of land on which is, or will be erected, prior to commencement of aircraft rental activities, a building, suitably provided with heating and air conditioning and with accommodations for an office and customer lounge to include restrooms and public telephones.
- b. Contractor shall provide or lease a paved tie-down area with adequate facilities (approximately 6,000 square feet) to park three (3) aircraft with paved access to taxiways. Grounding rods shall be required at all fueling locations for the safe and efficient servicing of all classes of aircraft used in its operation. Contractor has final responsibility and obligation for securing the aircraft and maintaining, in the event of outdoor tie-down, the ropes or other tie-down material.
- c. Contractor shall provide adequate customer auto parking space and a paved walkway to accommodate pedestrian access to its facility.

2. Scope of Service

- a. Contractor shall have available for rental, either owned or under written lease to contractor, at least two (2) two-place and one (1) four-place helicopter or at least two (2) four-place single engine and (1) multi-engine airplane, all FAA certificated and currently airworthy.
- b. Contractor shall have in its employ and on-duty during the appropriate business hours, trained personnel in such numbers as are required to meet in an efficient manner, the public demand for aircraft rental and minimum standards of the Administration, but never less than one (1) person having a current commercial pilot certificate with appropriate ratings, who shall be current in all models offered for rent.
- c. Contractor shall have its premises open and services available to meet public demand for this category of service.

- d. Contractor shall provide an employee who is in attendance at the Airport in the facility office at all times during the posted operating hours.

3. Insurance Coverage

- a. Contractor shall provide certificates of current insurance on an occurrence, not a claims made, basis identifying the Administration and its employees as additional insureds, not named insureds. The following amounts shall be provided:

Aircraft liability

- |                          |   |
|--------------------------|---|
| 1. Combined single limit | \$2,000,000 each occurrence<br>bodily injury, property<br>damage including passengers |
| 2. Student and renters   | \$500,000 each occurrence<br>Liability  |

**AIRCRAFT SALES**

A. General: An aircraft sales facility operator is (1) engaged in the sale or brokerage of new or used aircraft through franchise from, or as a licensed dealership or distributorship (either on a retail or wholesale basis), for an aircraft manufacturer or otherwise; and (2) provides such repair, services and parts as necessary to meet any guarantee or warranty on new or used aircraft sold.

B. Minimum Standards:

1. Ground Space and Improvements

- a. Contractor shall lease from the Administration suitable hangar space on the Airport or an area of land on which is, or will be erected prior to commencement of aircraft sales activities, a building suitably provided with heating, lighting, and air conditioning, and with accommodations for an office and customer lounge to include restrooms and public telephone.
- b. Contractor shall provide or lease a paved tie-down area with adequate facilities (approximately 8,000 square feet to park four (4) aircraft, with paved access to taxiways. Grounding rods shall be required at all fueling locations for safe and efficient servicing of all classes of aircraft utilized in contractor's operation. Contractor has final responsibility and obligation for securing the aircraft and maintaining, in the event of outdoor tie-down, the ropes or other tie-down material.
- c. Contractor shall provide adequate customer auto parking space and a paved walkway to accommodate pedestrian access to its facility.
- d. The ground, hangar, and tie-down space requirements of this Section B.1 do not apply to contractors conducting brokerage activities addressed by Section C below.

2. Scope of Service

- a. Contractor shall provide, or have available on-call, sufficient aircraft of each model offered for sale, for the purpose of demonstration.
- b. Contractor shall employ, or have available on-call, a sufficient number of pilots with instrument and instructor ratings, who shall also be current in all models to be demonstrated.

- c. Contractor shall have its premises open and services available to meet public demand for this category of service.
- d. Contractor shall have an employee in the facility office at all times during the posted operating hours.

3. Insurance Coverage

- a. Contractor shall provide certificates of current insurance on an occurrence, not claims made, basis identifying the Administration and its employees as additional insureds, not named insureds, and evidencing the following minimum amounts of coverage:

1. Aircraft Liability	Combined Single Limit Bodily Injury & Property Damage including passengers: \$2,000,000.00 each occurrence or accident
2. General Liability	Combined Single Limit Bodily Injury & Property Damage \$2,000,000.00 each occurrence or accident
3. Product Liability	Single Limit, Bodily Injury \$1,000,000.00 each occurrence or accident and aggregate-products

C. Brokered Aircraft:

- 1. General: If the sole activity of an aircraft sales facility is to broker aircraft and the contractor never has aircraft at the Airport for sales display, sales storage, or sales brokering, the following minimum standards apply.
- 2. Minimum Standards
  - a. Ground Space and Improvements
    - (1) Contractor shall lease from the Administration office space of no less than 250 square feet to accommodate the conduct of business. This will include a customer seating area.
    - (2) Leased space will have lighting, heating and air conditioning, with access to restrooms and customer auto parking.

b. Scope of Service

- (1) Contractor shall have its premises open and services available to meet public demand for this category of service.
- (2) Contractor shall have an employee in the facility office at all times during the facility's posted operating hours.

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**AIRCRAFT MAINTENANCE – AIRFRAME AND POWERPLANT REPAIR**

- A. General: An airframe and powerplant repair facility operator provides one or a combination of airframe and powerplant repair services. This category of commercial aeronautical service includes the sale of aircraft parts and accessories.
- B. Minimum Standards:
1. Ground Space and Improvements
    - a. Contractor shall lease from the Administration either an area of land on which is, or will be erected prior to commencement of airframe and powerplant repair activity, a hangar building, or lease a hangar, in accordance with the following minimum space requirements. For Piston Aircraft Maintenance – 6,000 Square Feet; for Turboprop Aircraft Maintenance – 10,000 Square Feet; and for Turbine Aircraft Maintenance – 14,000 Square Feet; for (1) airframe and powerplant repair services, and, if contemplated, a segregated painting area meeting local, State, and Federal industrial and fire code requirements; and (2) adequate floor space for office, customer lounge and restrooms which shall be properly heated and lighted and provided with telephone facilities for customer use.
    - b. Contractor shall provide or lease a paved aircraft apron. For Piston Aircraft Maintenance – approximately 2,000 square feet; for Turboprop Aircraft Maintenance – approximately 4,000 square feet; and for Turbine Aircraft Maintenance – approximately 6,000 square feet) to accommodate aircraft movement from the building to a taxiway or access to the taxiway complex.
    - c. Contractor shall provide adequate customer automobile parking space and a paved walkway to accommodate pedestrian access to its facility.
  2. Scope of Service
    - a. Contractor shall provide service on a 24-hour basis, seven days a week. Coverage may be reduced during evenings and weekends upon the approval of the Administration, provided a reasonable on-call capability is confirmed.
    - b. Contractor shall provide sufficient uniformed, efficient and trained personnel in such numbers as are required to conduct and meet the public demand for airframe and powerplant repair. These persons will be certificated by FAA, with current ratings appropriate to the work being performed.

- c. Contractor shall have an employee present in the facility office at all times during the posted operating hours.
- d. Contractor shall provide suitable tractors, tow bars, jacks, dollies and other equipment as might be necessary to move about on the Airport the largest type of aircraft that normally would be expected to utilize its airframe and powerplant repair service at the Airport.

3. Insurance Coverage

- a. Contractor shall provide certificates of current insurance on an occurrence, not claims made, basis identifying the Administration and its employees as additional insureds, not named insureds, and evidencing the following minimum amounts of coverage:

1. General Liability	Combined Single Limit Bodily Injury & Property Damage \$2,000,000.00 each occurrence or accident
2. Product Liability	
a. Repairs and services	\$1,000,000 each occurrence
b. Parts not installed	\$1,000,000 each occurrence
3. Hangar Keepers Liability	\$1,000,000 each aircraft \$1,000,000 each occurrence

**AVIONICS, INSTRUMENT AND PROPELLER REPAIR**

- A. General: An avionics, instrument and/or propeller repair facility operator is engaged in the business of providing a facility for the repair of aircraft radios and electrical system, instruments, propellers, and other accessories for aircraft. This category of commercial aeronautical activity includes the sale of aircraft parts and accessories of the type repaired.

If the prospective contractor for avionics, instrument and propeller repair is also to conduct airframe and power-plant repair, the ground space and improvements applicable are limited to those found in Appendix D, "Airframe and Powerplant Repair".

B. Minimum Standards:

1. Ground Space and Improvements

- a. Contractor shall lease from the Administration suitable hangar space on the Airport or an area of land on which is, or will be erected prior to commencement of avionics, instrument and propeller repair activity, a building to provide: 1) sufficient floor space to store three (3) aircraft (approximately 6,000 square feet) and 2) adequate floor space for office, shop, customer lounge, restrooms, all properly heated and lighted, and shall provide telephone facilities for customer use.
- b. Contractor shall provide a paved aircraft apron within the leased area to accommodate movement of aircraft from its facility to the taxiway complex.
- c. Contractor shall provide or lease a paved tie-down area sufficient to park three (3) aircraft (approximately 2,000 square feet each) with paved access to taxiways. Grounding rods shall be required at all fueling locations to be used for aircraft servicing. Contractor has final responsibility and obligation for securing the aircraft and maintaining, in the event of outdoor tie-down(s), the ropes or other tie-down materials.
- d. Contractor shall provide adequate customer auto parking space and a paved walkway to accommodate pedestrian access to its facility.

2. Scope of Service

- a. Contractor shall provide this category of activity on a 24-hour basis, seven days a week. Coverage may be reduced during evenings and on weekends at the approval of the Administration provided a reasonable on-call capability is confirmed.
- b. Contractor shall provide sufficient uniformed, efficient and trained personnel in such numbers as are required to meet the minimum standards set forth in this category and the public demand for such service. These persons will be certificated by FAA with current ratings appropriate to the work being performed.
- c. Contractor shall have an employee in the facility office at all times during the posted operating hours.

3. Insurance Coverage

- a. Contractor shall provide certificates of current insurance on an occurrence, not claims made, basis identifying the Administration and its employees as additional insureds, not named insureds, and evidencing the following minimum amounts of coverage:

1. General Liability	Combined Single Limit Bodily Injury & Property Damage \$2,000,000.00 each occurrence or accident
2. Product Liability	
a. Repairs and services	\$1,000,000 each occurrence
b. Parts not installed	\$1,000,000 each occurrence
3. Hangar Keepers Liability	\$1,000,000 each aircraft \$1,000,000 each occurrence

## **FLIGHT TRAINING**

- A. General: A flight training facility operator is engaged in instructing pilots in dual and solo flight operation in fixed and or rotary wing aircraft, and which provides such related ground school instruction as is necessary to taking the required FAA written examination and flight check for the category or categories of pilot's license and rating involved.
- B. Minimum Standards:
1. Ground Space and Improvements
    - a. Contractor shall own or lease three (3) aircraft appropriately equipped, as indicated below, for the flight instruction to be provided.
    - b. Contractor shall lease from the Administration suitable aircraft tie-down/hangar, office and classroom space, or an area of land on which is, or will be erected prior to commencement of flight training and activity a building suitably provided with accommodations for customers and visitors to include office, restrooms and public telephone. In addition, adequate floor space shall be provided for classrooms, a pilot briefing room and lounge.
    - c. The Contractor shall lease from the Administration a minimum of three (3) aircraft paved tie-down spaces (approximately 6,000 square feet) with paved access to taxiways and with grounding rods for refueling operations. Contractor has final responsibility and obligation for securing the aircraft and maintaining, in the event of outdoor tie-down(s), the ropes or other tie-down material.
    - d. Contractor shall provide adequate customer automobile parking space and a paved walkway to accommodate pedestrian access to its facility.
  2. Scope of Service
    - a. Contractor shall have available for use in flight training, either owned or under written lease to lessee, certificated and currently airworthy aircraft. At least one-third of the total number of aircraft will be equipped and capable for use in instrument flight instruction. The Administration will authorize up to a maximum of 20 aircraft per flight training facility.



**FLYING CLUB**

- A. General: A Non-Commercial (Private) Flying Club is an Entity that is legally formed as a non-profit entity with the State of Maryland, operates on a non-profit basis (so as not to receive revenues greater than the costs and expenses to operate, maintain , acquire and/or replace Non-Commercial (Private) Flying Club Aircraft), and restricts membership from the public (i.e., does not advertise or make its membership available to the public).
- B. Minimum Standards:
1. Ground Space
    - a. Contractor shall lease from the Administration a minimum of two (2) paved aircraft parking spaces, with paved access to taxiways.
    - b. Contractor has final responsibility and obligation for securing the aircraft and maintaining, in the event of outdoor tie-down, the ropes or other tie-down materials.
  2. Scope
    - a. Members (Owners) may conduct flight instruction relating to Aircraft checkout and/or currency (e.g., flight reviews, instrument proficiency checks, etc.) for members (Owners). The Non-Commercial (Private) Flying Club shall not permit its Aircraft to be utilized for flight instruction to any person, including members (Owners), when such person pays or becomes obligated to pay for such flight instruction, except when flight instruction provided by an approved Flight Training Operator on the Airport.
    - b. Non-Commercial (Private) Flying Clubs shall not conduct any Commercial Activity.
    - c. Non-Commercial (Private) Flying Club shall file and keep the following current with the Administration:
      1. Copies of bylaws, articles of incorporation, operating rules, membership agreements, and the location and address of the club's registered office.
      2. Roster of all officers and directors including home and business addresses and phone numbers.
      3. Designee responsible for compliance with these minimum standards and applicable Regulatory Measures.

- d. Each Non-Commercial (Private) Flying club member (Owner) must have an ownership interest in Non-Commercial (Private) Flying Club. The property rights of the Non-Commercial (Private) Flying Club members (Owners) shall be equal.
- e. Non-Commercial (Private) Flying Clubs shall not be required to meet the minimum standards stipulated for a Commercial Activity so long as the Non-Commercial (Private) Flying Club's membership is not advertised or available to the public and is not operated for Commercial purposes.
- f. In the event the club fails to comply with these conditions, the Administration will notify the club in writing of such violations. The club shall have fourteen (14) days to correct such violations. If the club is unable to comply, the Administration may terminate the club's tenancy on the Airport.

3. Insurance Coverage

- a. Contractor shall provide certificates of current insurance on an occurrence, not claims made, basis identifying the Administration and its employees as additional insureds, not named insureds, and evidencing the following minimum amounts of coverage:
  - 1. Aircraft Liability  
Combined Single Limit  
(club members must  
Bodily Injury & Property  
be named insureds)  
Damage including passengers:  
\$2,000,000.00 each occurrence  
or accident



**MULTIPLE COMMERCIAL AERONAUTICAL ACTIVITIES**

- A. General: An operator in this classification of commercial aeronautical activity offers a combination of commercial aeronautical activities for which minimum standards have been established. As a condition of the right to engage in any combination of activities, the minimum standards relevant to all of the activities must be met.
- B. Minimum Standards:
1. Ground Space and Improvements
    - a. The minimum standards for each commercial aeronautical activity proposed will be reviewed to ensure that the combined ground space and improvements required for the proposed activities adequately serve the needs of the Airport and its patrons.
  2. Scope of Service
    - a. Contractor shall provide the equipment and services required to meet the minimum standards as hereinbefore provided for each commercial aeronautical activity for which the contractor is responsible.
    - b. Contractor shall adhere to the hours of operation required for each commercial aeronautical activity for which the contractor is responsible.
    - c. Contractor shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the minimum standards and public demand for each commercial aeronautical activity the lessee is performing, as hereinbefore provided. Multiple responsibilities may be assigned to meet personnel requirements for each commercial aeronautical activity being performed by the lessee, except that such combination of service responsibilities may not be assigned to FAA-certificated repair stations.
    - d. Contractor shall comply with the aircraft requirements, including the equipment thereon, for each commercial aeronautical activity to be performed except as hereinafter provided.
    - e. Multiple uses may be made of all aircraft except aircraft used for crop dusting, aerial application or other commercial use of chemicals.

- f. Contractor, except when performing combinations of activities for which aircraft are not required, shall have available and based at the Airport, either owned by or under written lease to lessee, certificated and currently airworthy aircraft in such quantity as to meet the public demand therefor. These aircraft shall be equipped and capable of flight to meet the minimum standards as hereinbefore provided for each aeronautical activity to be operated.

3. Insurance Coverage

- a. Contractor shall provide certificates of current insurance on an occurrence, not claims made, basis identifying the Administration and its employees as additional insureds, not named insureds, and evidencing the following minimum amounts of coverage:

- |   |                             |
|---|-----------------------------|
| 1. Aircraft liability (if aircraft are utilized in its operation)               | \$2,000,000 each occurrence |
| 2. Combined single limit bodily injury and property damage including passengers | \$2,000,000 each occurrence |

**SPECIALIZED COMMERCIAL AERONAUTICAL ACTIVITIES**

- A. General: A specialized commercial aeronautical activity engages in air transportation for hire for the purpose of providing the use of aircraft for the activities listed below:
1. Aerial advertising (No banner towing drop-off or pick-up operations are permitted at MTN)
  2. Aerial photography
  3. Aerial survey
  4. Crop dusting, seeding, spraying
  5. Fire fighting
  6. Non-stop sightseeing flights that begin and end at the same airport.
  7. Power line, underground cable or pipeline patrol.
  8. Other operations specifically excluded from Part 135 of Federal Aviation Regulations.
- B. Minimum Standards:
1. Ground Space and Improvements
    - a. Contractor shall lease from the Administration suitable hangar space on the Airport or an area of land on which will be erected a building suitably provided with heating, lighting and air conditioning, and with accommodations for customers and visitors to include restrooms and public telephone, and an office area.
    - b. Contractor providing services involving crop dusting, aerial application, or other commercial use of chemicals shall provide a centrally drained, paved area of sufficient area for aircraft loading, washing and servicing. Contractor shall also provide for safe storage and containment of noxious chemical materials. Such storage facilities shall be in a location on the Airport designated by the Administration which will provide the greatest possible safeguard to the public.

- c. Contractor providing service involving crop dusting or spraying must have availability of aircraft suitably equipped for agricultural operations with adequate safeguards against spillage on runways and taxiways or dispersal by wind force to other operational areas of the airport.
- d. Contractor shall provide or lease a paved area with adequate tie-down facilities with paved access to taxiways.
- e. Grounding rods shall be required at all fueling locations for the safe and efficient servicing of all classes of aircraft utilized in its operation.
- f. Contractor shall provide adequate customer auto parking space and a paved walkway to accommodate pedestrian access to its facility.

2. Scope of Service

- a. Contractor shall provide and have based on its leasehold, either owned or under written lease to lessee, at least one (1) aircraft which is airworthy, meeting all FAA requirements and applicable regulations of the State of Maryland with respect to the type of activity to be performed.
- b. Contractor shall have in its employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the public demand and the minimum standards, herein set forth, in an efficient manner, but never less than one (1) person holding a current FAA commercial pilot's certificate, properly rated for the aircraft to be used and the type of operation to be performed, and one (1) other person to assist in the loading, servicing, and ground handling of contractor's aircraft.
- c. Contractor shall provide, by means of an office or a telephone, a point of contact for the public desiring to utilize the lessee's services.

3. Insurance Coverage

- a. Contractor shall provide certificates of current insurance on an occurrence, not claims made, basis identifying the Administration and its employees as additional insureds, not named insureds, and evidencing the following minimum amounts of coverage:

<ul style="list-style-type: none"> <li>1. Aircraft Liability (if aircraft are utilized in its operation)</li> </ul>	<p>Combined Single Limit Bodily Injury &amp; Property Damage including passengers: \$2,000,000.00 each occurrence or accident</p>
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