



## TENANT DIRECTIVE

MTN: 401.3  
Date: April 1, 2004

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 May 15, 1988.

II. Directive Statement:

The Maryland Aviation Administration at Martin State Airport has available for rent to based tenants, a 30' X 30' area in MAA Hangars, designated specifically for the maintenance of aircraft.

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 6:00 AM - 11:00 PM daily, up to a maximum of five days.

MTN: 401.3  
Date: April 1, 2004  
Page: Two

B. Rental Rates:

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

C. Prohibited:

All maintenance performed 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:

To perform maintenance you must have the following insurance:

Tenants who contract with a mechanic to perform any type of maintenance on their 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 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 Manager'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 Manager's office before taking effect. 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.
- 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.

  
\_\_\_\_\_  
Jake R. West, Jr., Manager  
Martin State Airport