

AIRCRAFT CHARTER 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:

airplanes --- 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 airplanes 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
bodily injury, property
damage including passengers |
| 2. Student and renters | \$ 500,000 each occurrence
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 by it.

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.

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 of approximately 20,000 square feet to provide: (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 (approximately 8,000 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 flying club is comprised of individuals who have joined together by formal agreement to operate one or more aircraft.

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. The flying club must be a non-profit Maryland corporation, a non-profit foreign corporation qualified to do business in Maryland by means of appropriate filing with the State Department of Assessments and Taxation, or non-profit partnership. Each member of the club must be a bona fide owner of the aircraft or owner of the corporation.
- b. The club may not derive greater revenue from the use of its aircraft than the amount necessary for the actual use of operation, maintenance and the replacement of its aircraft. The club will keep current a complete list of the club's membership and a record of club finances and will make such available to the Administration upon request.
- c. The flying club must have at least two (2) and no more than five (5) aircraft on the Airport, which aircraft, whether leased or owned by the club, must be airworthy and certificated, meeting all FAA requirements.
- d. The club's aircraft will not be used by other than bonafide members or for hire, charter, air taxi, or other commercial purposes. Student flight training or instruction may be given in the club aircraft by one club member to another club member, providing no compensation takes place. Otherwise, such flight training or instruction must be given by an operator with a current Agreement for that purpose with the Administration.

- e. 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 | \$2,000,000 each occurrence |
| | injury and property damage including passengers |

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"> 1. Aircraft Liability (if aircraft are utilized in its operation) 	<p>Combined Single Limit Bodily Injury & Property Damage including passengers: \$2,000,000.00 each occurrence or accident</p>
---	---