

CITY OF CHICO
Administrative Procedure and Policy Manual

Subject: STANDARDS FOR CONDUCTING AERONAUTICAL ACTIVITIES AT CHICO MUNICIPAL AIRPORT	Number: 90-6 <hr/> Effective Date: April 29, 2008
Department(s) Affected : City Manager/Airport Manager, Airport	Supersedes: 90-6 dated 6/20/05
Authority: Sec. 11.04.030 CMC; AC action 5/22/79 MO 1-81, MO 4-85, MO 5-90, AC action 12/14/93, 07/30/96, 06/28/05; AC action 4/29/08	File Reference: PS-91-1; D-91-3 <hr/> Approved:

I. PURPOSE:

To establish minimum standards under which aeronautical activities may be conducted at Chico Municipal Airport on a uniform, equitable and nonexclusive basis and in the interests of protecting and enhancing the safety, comfort and convenience of Airport users. The Standards are intended to be minimum and to form the foundation upon which agreements will be negotiated and approved between the Airport Commission and aeronautical operators conducting one or several aeronautical activities at the Airport.

Whenever the provisions of such agreements exceed the requirements of these Standards, such provisions shall control.

II. DEFINITIONS:

For the purpose of this Policy, the following words and phrases shall have the meanings set forth herein, unless from the context a different meaning is intended; provided, however, that whenever any word or phrase used in this Policy is not defined, but is defined in Titles 1, 11 or 11R of the Chico Municipal Code, such definitions are incorporated herein and shall be deemed to apply to such words and phrases when used in this Policy.

- A. "Aeronautical Activity" - Any activity 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, including, but not limited to the following:
1. Aerial Advertising
 2. Aerial Agricultural Operations
 3. Aerial Photography and/or Surveying
 4. Air Carrier Operations
 5. Aircraft Charter (aka Air Taxi)
 6. Aircraft Hangars
 7. Aircraft Parts and Accessories Sales and Service
 8. Aircraft Petroleum Products Sales
 9. Aircraft Sales and Rentals
 10. Aircraft Tie-Down (Public)
 11. Engine, Aircraft and/or Accessory Maintenance
 12. Flight Training
 13. Such other activities which because of their direct relationship to the operation of aircraft, can be reasonably regarded as being aeronautical in nature; provided, however, that activities proximate but incidental to aeronautical activities, such as ground transportation, restaurants, barber shops, and automobile parking lots, shall not be considered to be aeronautical activities.

- B. "Aeronautical Operator" - a person carrying on an aeronautical activity or activities at Chico Municipal Airport.
- C. "Air Carrier" - an operator conducting scheduled operations pursuant to a regularly published schedule for the purpose of transporting passengers, baggage and/or freight and whose operations are approved by authority of an agency of the State of California or the United States, by certificate, permit or otherwise.
- D. "Airport" - Chico Municipal Airport, or such other airport(s) as may be operated by the City of Chico.
- E. "General Aeronautical Operator (aka Fixed Base Operator)" - an operator conducting - concurrently - at least the following aeronautical activities, pursuant to these Standards:
 - 1. Aircraft Charter (aka Air Taxi)
 - 2. Aircraft Petroleum Products Sales
 - 3. Aircraft Tie-Down (Public)
 - 4. Engine, Aircraft and/or Accessory Maintenance
 - 5. Flight Training
- F. "Specialty Aeronautical Operator" - an operator conducting one or several of the following aeronautical activities pursuant to these Standards:
 - 1. Aerial Advertising
 - 2. Aerial Agricultural Operations
 - 3. Aircraft Charter (aka Air Taxi)
 - 4. Aerial Photography and/or Surveying
 - 5. Air Carrier Operations
 - 6. Aircraft Hangars
 - 7. Aircraft Parts and Accessories Sales and Service
 - 8. Aircraft Sales and Rentals
 - 9. Engine, Aircraft and/or Accessory Maintenance
 - 10. Flight Training
- G. Such other aeronautical activities which may be approved by the Commission and are not in conflict with these Standards.

III. APPLICABILITY

The Standards set forth herein shall apply to all aeronautical operators transacting business for profit at Chico Municipal Airport through the conduct of one or several aeronautical activities, in the following manner:

- A. The Standards shall apply to all aeronautical operators commencing operations on and after the date of their adoption.
- B. The Standards shall not apply to aeronautical operators conducting operations under a pre-existing lease, agreement or by other appropriate means approved by the City, until the term of such, including any option

periods available thereunder, has expired and the aeronautical operator desires to continue its operations. In the event the exercise of an option period requires Commission concurrence, or in the event an operator desires an amendment to his or her lease, agreement or other arrangement with the City, the Commission may, in its sole discretion and in connection with its consideration of said matter, require the operator to comply with these Standards as a condition of its approval of said option or amendment.

IV. GENERAL PROVISIONS

All aeronautical operators shall comply with the following provisions, requirements and conditions in connection with their conduct of an aeronautical activity(ies) at the Airport.

- A. Operators shall be required to enter into an appropriate form of lease, license agreement, agreement of sale, or such other form of written legal relationship with the City as the Airport Commission may require, which shall incorporate such provisions of these Standards, together with such other further provisions and requirements, as the Commission shall deem appropriate. The foregoing shall have been accomplished prior to the commencement of any activity(ies) by an operator, unless in the best interests of the City and for the benefit of Airport users, the City Manager/Airport Manager or Commission shall have waived this requirement, in which case such an agreement, lease or other form of legal document shall be consummated as soon as practicable thereafter.
- B. Operators shall demonstrate to the satisfaction of the Commission their financial stability and operational capability in connection with their proposed operations. In this regard, the Commission may consider credit ratings, financial statements, business ratings, references, and such other sources as it deems necessary and appropriate.
- C. Operators carrying on activities under a lease or license agreement shall be required to indemnify and hold the City harmless from any and all liabilities which may arise from their operations. In addition, evidence of such insurance coverage(s) as the City may require shall be provided in compliance with the current terms, conditions and requirements of the City as to indemnification and insurance and these shall be incorporated in an operator's agreement.
- D. An operator proposing to conduct more than one aeronautical activity shall comply with these General Provisions and with the Standards established for each activity. However, if the Standards set forth for one or several activities proposed are duplicative of or in conflict with those for another activity(ies) proposed, the Commission shall determine which Standard(s) shall apply commonly to all proposed activities and which of the conflicting Standards shall apply.
- E. Employees of operators having frequent and customary contact with customers of the operator shall wear either uniforms or distinctive working clothes identifying them as employees of the operator and reflecting the employee's name, or identification badges containing this information.
- F. All activities of an operator shall be conducted at all times in compliance with all applicable statutes adopted by the United States Government, the State of California, or the City and with any rules or regulations promulgated thereunder.
- G. The Commission may modify, vary or waive, either upon its own initiative or upon request of an operator, any General Provision or Standard herein established, whenever it finds, in its sole discretion, that the enforcement of said Provision or Standard relative to an operator would be unreasonable, arbitrary or not in the best interests of Airport users. Any action taken by the Commission in this regard shall be taken in a non-discriminatory, non-exclusionary manner and shall be available, if requested, to other aeronautical operators.
- H. Whenever a Standard requires an operator to provide services or facilities, the operator may:
 1. Provide them himself or herself;
 2. Provide them by arrangement with the City; or
 3. Provide them by arrangement with another operator, subject to the prior approval of the Commission.

- I. A General Aeronautical Operator (aka Fixed Base Operator) shall conduct at least four of five of the aeronautical activities listed in the definition for said term in Section II.E. above and may conduct such additional aeronautical activities as the Commission may approve.
- J. With the approval of the Commission and with appropriate amendments to a lease or operating agreement, a Specialty Aeronautical Operator may conduct one or several of the aeronautical activities listed in the definition for said term in Section II.F. above; or become a General Aviation Operator and conduct all of the activities set forth in Section II. E. above. In making its determination to approve or deny such a change in status, the Commission may undertake such studies and analyses of Airport and Airport user needs and hold such hearings as it may determine appropriate.

V. STANDARDS

In addition to the other provisions, conditions and requirements established in this policy, the following Standards are established which shall apply to aeronautical operators conducting aeronautical activities listed below at the Airport. In the event an operator desires to conduct an activity or activities not specifically listed below, the Commission, in its sole discretion, may establish such further standards as it may determine appropriate and applicable to said activity or activities.

- A. General Aeronautical Operator (aka Fixed Base Operator) - General Aeronautical Operators shall conduct the aeronautical activities required of them in accordance with the Standards set forth below for the several required or optional aeronautical activities listed:

1. Aircraft Charter

- a. Provide access to reasonable, comfortable and adequate counter and/or office, public seating, telephone and restroom facilities which shall be adequately heated and cooled;
- b. Open such counter and/or office facilities for business during such hours and on such days as Commission may require, staffed with at least one employee. Further, arrange to be on call during hours other than the foregoing, seven days each week;
- c. Provide sufficient aircraft, based at Airport and equipped to operate under instrument flight conditions, to provide reasonable, prompt and convenient response to requests for charter service;
- d. Provide adequate Airport apron space for enplaning and deplaning passengers and storing aircraft.

2. Aircraft Petroleum Product Sales

- a. Provide access to conveniently located, adequately heated and cooled sales office/waiting room facilities, including sanitary restrooms and public telephone, for aircraft customers and passenger use during fueling operations;
- b. Provide mobile and/or fixed pumping equipment with reliable metering devices, of sufficient capacity to refuel the largest aircraft likely to be serviced within thirty minutes;
- c. Provide one fuel storage tank of 10,000 gallons capacity for 100 octane avgas;
- d. Provide conveniently located Airport apron space, of adequate area to service the type of aircraft using the Airport, for fueling operations;
- e. Provide at least one acre of unassigned apron parking and tie-down space for customer use, and demonstrate capacity to effectively and safely move aircraft to these spaces and store them, pending fueling;
- f. Provide such auxiliary equipment related to fueling and/or servicing operations as may be required (e.g. energizers, starters, compressed air, oxygen) to service customer aircraft;
- g. Open facilities for business during the hours of 7:00 a.m. to 7:00 p.m. daily, seven days each

week, staffed with sufficient employees who are adequately trained to fulfill customer sales and/or service needs. However, should the Airport be closed due to weather or other conditions which prevent general aviation aircraft operations, such hours of operations and staffing requirements may be modified at the discretion of the Operator. Provide after-hours services in response to after hour calls.

3. Aircraft Tie-Down (Public)

- a. Provide sufficient space, of a size and at a location acceptable to the Commission, for the convenient, safe parking of itinerant and based aircraft;
- b. Provide tie-down service to the public during operating hours, with employees adequately trained in safe and effective tie-down procedures.

4. Engine, Aircraft and/or Accessory Maintenance

- a. Provide access to adequate office, waiting room and maintenance hangar facilities.
- b. Facilities available for business during the hours of 8:00 a.m. to 4:30 p.m. five days per week, staffed with at least one (full-time) authorized inspector. Maintenance service shall also be available after-hours on an "on-call" basis;
- c. Provide adequate minimum stocks of spare parts to assure reasonable customer service without protracted ordering delays;
- d. Provide adequate airport parking space for storage of customer aircraft awaiting maintenance, and demonstrate capacity to effectively and safely move aircraft to these spaces and store them.
- e. Store any non-airworthy aircraft in a workmanlike manner within a sight-obscuring, fenced area at a location and of such design as Commission may approve. Remove such aircraft from Airport premises, if not restored to airworthy condition, within ninety days;
- f. If aircraft washing service is provided, either by operator or for customer convenience, provide suitable washing and cleaning facilities;
- g. Provide suitable towing and related aircraft handling equipment to enable removal of any of operator's disabled aircraft from any Airport operation area.

5. Flight Training

- a. Provide flight training that will, at a minimum, lead to private pilot certification;
- b. Provide access to adequate office/classroom facilities, including sanitary restrooms and public telephone, comfortably heated and cooled, for customer use, together with arrangements satisfactory to Commission for storage of training aircraft;
- c. Open facilities for business, on days upon which flight operations are appropriate, staffed with at least one full-time flight training instructor, appropriately certificated, and possessing appropriate ratings for the levels of Flight Training being offered. The conduct of business during days upon which flight operations are prohibited shall be at operator's discretion;
- d. Provide an adequate number of flight-training aircraft;

In addition, a General Aeronautical Operator conducting any of the aeronautical activities set forth in Section V-B. below shall conduct each such activity in accordance with the Standards established therefor.

- B. Specialty Aeronautical Operator - Specialty Aeronautical Operators shall conduct aeronautical activities performed by them in accordance with the Standards set forth below for the activities listed:
1. Aerial Advertising
 - a. Conduct operations only with aircraft suitably equipped and/or modified for their activities;
 - b. Provide sufficient space to store their advertising materials and auxiliary equipment, when not in use, within a suitable sight-obscuring fenced area or building;
 - c. Provide adequate space for storing aircraft.
 2. Aerial Agricultural Operations
 - a. Conduct operations only with aircraft suitably equipped for agricultural operations and in such manner as to safeguard against spillage of materials on runways, taxiways or other operational areas;
 - b. Provide suitable arrangements for the safe loading, unloading, storage and containment of noxious chemical materials;
 - c. Provide adequate space for storing aircraft.
 3. Aerial Photography
 - a. Conduct operations only with aircraft suitably equipped for aerial photography operations;
 - b. Provide adequate space for storing aircraft.
 4. Air Carrier Operations
 - a. Provide counter and/or office facilities, convenient and adequately heated and cooled, for the using public in connection with operations;
 - b. Provide access to reasonable, comfortable and adequate public seating, telephone and restroom facilities, which shall be adequately heated and cooled;
 - c. Open such facilities for business on each day flight operations are scheduled for reasonable time periods before, during and after each flight for the convenience of the using public;
 - d. Provide adequate Airport apron space for enplaning and deplaning passengers and storing aircraft (if operator's aircraft are based at Airport).
 5. Aircraft Charter
 - a. Provide access to reasonable, comfortable and adequate counter and/or office, public seating, telephone and restroom facilities which shall be adequately heated and cooled;
 - b. Open such counter and/or office facilities for business during such hours and on such days as Commission may require, staffed with at least one employee. Further, arrange to be on call during hours other than the foregoing, seven days each week;
 - c. Provide sufficient aircraft, based at Airport and equipped to operate under instrument flight conditions, to provide reasonable, prompt and convenient response to requests for charter service;
 - d. Provide adequate Airport apron space for enplaning and deplaning passengers and storing aircraft.

6. Engine, Aircraft and/or Accessory Maintenance
 - a. Provide access to adequate office, waiting room and maintenance hangar facilities.
 - b. Facilities available for business during the hours of 8:00 a.m. to 4:30 p.m. five days per week, staffed with at least one (full-time) authorized inspector. Maintenance service shall also be available after-hours on an "on-call" basis;
 - c. Provide adequate minimum stocks of spare parts to assure reasonable customer service without protracted ordering delays;
 - d. Provide adequate airport parking space for storage of customer aircraft awaiting maintenance, and demonstrate capacity to effectively and safely move aircraft to these spaces and store them.
 - e. Store any non-airworthy aircraft in a workmanlike manner within a sight-obscuring, fenced area at a location and of such design and duration as Commission may approve.
 - f. If aircraft washing service is provided, either by operator or for customer convenience, provide suitable washing and cleaning facilities;
 - g. Provide suitable towing and related aircraft handling equipment to enable removal of any of operator's disabled aircraft from any Airport operation area.
7. Flight Training
 - a. Provide flight training that will, at a minimum, lead to private pilot certification;
 - b. Provide access to adequate office/classroom facilities, including sanitary restrooms and public telephone, comfortably heated and cooled, for customer use, together with arrangements satisfactory to Commission for storage of training aircraft;
 - c. Open facilities for business, on days upon which flight operations are appropriate, staffed with at least one full-time flight training instructor, appropriately certificated, and possessing appropriate ratings for the levels of Flight Training being offered. The conduct of business during days upon which flight operations are prohibited shall be at operator's discretion;
 - d. Provide an adequate number of flight-training aircraft;
8. Aircraft Hangars - Aircraft Hangar Operators shall:
 - a. Provide adequate space to hangar aircraft within weather- protected areas at a location and of a design and arrangement acceptable to Commission.
9. Aircraft Parts and Accessories Sales and Service
 - a. Provide adequately heated and cooled office, sales and service facilities appropriate to the sales and service activities conducted;
 - b. Open facilities for business during the hours of 8:00 a.m. to 4:00 p.m. daily, five days each week, staffed with sufficient employees, who are adequately trained and appropriately certificated, if required, to fulfill customer sales and/or service needs efficiently and effectively;
 - c. Possess sales distributorships or franchises from recognized suppliers;
 - d. Provide adequate minimum stocks of spare parts peculiar to the nature of the sales and/or service activities conducted, to assure reasonable customer service without protracted ordering delays.
10. Airport Sales

- a. Provide access to adequate office/sales facilities, including sanitary restrooms, adequately heated and cooled, adequate area for customer use;
- b. Available for business during the hours of 8:00 a.m. to 5:00 p.m. daily, seven days each week, staffed with sufficient employees adequately trained and appropriately certificated, if necessary, to fulfill customer sales and/or service needs efficiently and effectively;
- c. Available facilities for service and repair of aircraft offered for sale;
- d. Provide adequate minimum stock of spare parts to assure reasonable customer service without protracted ordering delays, for the aircraft for which sales distributorships or franchises are held;

11. Airport Rentals

- a. Provide access to adequate office/sales facilities, including sanitary restrooms, adequately heated and cooled, adequate area for customer use;
- b. Available for business during the hours of 8:00 a.m. to 5:00 p.m. daily, seven days each week, staffed with sufficient employees adequately trained and appropriately certificated, if necessary, to fulfill customer sales and/or service needs efficiently and effectively;
- c. Provide adequate minimum stock of spare parts to assure reasonable customer service without protracted ordering delays, for the aircraft for which sales distributorships or franchises are held;
- d. Provide at least one full-time pilot, who shall be available during business hours, and who is qualified to check out rental aircraft pilots.