



GLENDALE MUNICIPAL AIRPORT

MINIMUM OPERATING STANDARDS

**Approved June 24, 2014
Resolution No. 4819**

The excerpt below is taken directly from the Glendale Municipal Airport Minimum Operating Standards
Glendale Municipal Airport administration staff along with the City of Glendale strongly encourage prospective business partners to
go to our website and thoroughly read and review, in its entirety, both
Glendale Municipal Airport Rules and Regulations @
<https://www.glendaleaz.com/airport/documents/2014-Rules-and-Regulations-Final.pdf> and the
Glendale Municipal Airport Minimum Operating Standards
<https://www.glendaleaz.com/airport/documents/2014-MinimumOperatingStandards-Final.pdf>

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Article 3. Commercial Activity Application Process

Section 3-1. Submittal

Any Person, who desires to conduct a Commercial Activity on the Airport, shall submit a written application to the Airport Manager and receive a lease, license, Permit, and/or agreement with or from the City authorizing such conduct prior to conducting such activities. Prior to submitting an application, the applicant should discuss all aspects of the application and the proposed operation with the Airport Manager. The applicant shall submit the following required information or documentation in the application:

- a. A detailed description of the scope of the intended operations, including all services to be offered;
- b. The amount of land, office space, and/or aircraft storage areas required for the operation;
- c. A detailed description of any improvements or modifications to be constructed or made to airport property, including cost estimates and a construction timetable;
- d. The proposed hours of operation;
- e. Documentation of the applicant's financial capabilities to construct any improvements and to conduct any proposed activities;
- f. A detailed description and/or evidence of the applicant's technical abilities and experience in conducting the proposed activities, including personal references and FAA certificates, if applicable;
- g. The commencement date for the applicant's activities and the term of the lease, license, Permit or agreement sought, including all option periods;
- h. If the applicant is a corporation, a copy of the Articles of Incorporation as filed with the Corporation Commission;
- i. If the applicant is a limited liability company, a copy of the Articles of Organization filed with the Corporation Commission;
- j. If the applicant is a limited partnership, a copy of the certificate of limited partnership filed with the Secretary of State;
- k. If the applicant is a general partnership, a copy of the written partnership agreement, if any.

The Airport Manager may require the applicant to provide additional information which is necessary to ensure compliance with the Rules and Regulations and these Minimum Operating Standards.

Section 3-2. Processing the Application

The Airport Manager will be responsible for processing the applications for a lease, license, Permit and/or agreement with or from the City authorizing the conduct of a Commercial Activity at the Airport, subject to the approval of the City Council, if necessary. The Airport Manager may deny any application if it is determined that any of the following apply:

- a. The applicant does not meet the qualifications and standards set forth in the Rules and Regulations or these Minimum Operating Standards;
- b. The proposed activities are likely to create a safety hazard at the Airport;
- c. The activities will require the City to spend funds, or to supply labor or materials as a result of the applicant's activities, or will result in a net financial loss to the City;
- d. No appropriate space or land, as determined by the Airport Manager, is available to accommodate the proposed activities;
- e. The proposed activities are not consistent with the Airport's Master Plan and/or Airport Layout Plan;
- f. The proposed activities are likely to result in a congestion of aircraft or buildings, a reduction in airport capacity, or an undue interference with airport operations or the operations of any existing airport users;
- g. The applicant or any of its principals has knowingly made any false or misleading statements in the course of applying for a lease, license, Permit or agreement;
- h. The applicant or any of its principals has a record of violating the Rules and Regulations, these Minimum Operating Standards, the FAR or any other applicable laws, rules or regulations;
- i. The applicant does not have the technical or financial capabilities to properly conduct the proposed activities.

Section 3-3. Appeal Process

The decision of the Airport Manager on all such matters shall be final unless the applicant files an appeal to the City of Glendale Executive Director of Transportation Services within ten (10) days of receiving written notice of denial. In the event of such a timely appeal, the decision of the City of Glendale Executive Director of Transportation Services shall be final.

Article 8. Specialized Aviation Service Operator (SASO)

Specialized Aviation Service Operators are often needed and encouraged by the Airport to meet the demands of Commercial Aeronautical Activities on the Airport.

Section 8-1. SASO Activities

The SASO shall engage in one or more of those commercial aviation activities described in this Article 8 as stated in the SASO's Commercial Operating Permit.

Section 8-2. General Requirements

In addition to any other requirements of these Minimum Operating Standards and the Airport Rules and Regulations, the SASO must comply with both the special requirements related to the specific activities described in this Article 8, and the general requirements set forth below:

- a. The SASO shall have on-staff a manager with a minimum of two (2) years of applicable industry experience and is approved by the Airport Manager. The Airport Manager shall be notified of any change in SASO management.
- b. The SASO shall either build or, lease at the Airport from a bona fide Airport Tenant or the City, a minimum of 100 square feet of office space.
- c. The SASO shall at all times maintain the types and amounts of insurance required by Article 5 for any of its activities which may be covered by such types of insurance.
- d. The SASO shall comply with all applicable provisions of the Glendale City Code; Airport Rules and Regulations; Airport Minimum Operating Standards; Federal, State and local laws, rules, regulations, and ordinances; and the City's Federal Airport Grant Assurance Obligations.
- e. These requirements may be satisfied by an approved sublease of such space from an existing full service FBO or other Lease holder.

Section 8-3. Hangar/Shade/Leasing Services

A hangar/shade/leasing services operator engages in the business of leasing or selling hangars or shades to aircraft owners or operators solely for aircraft and/or aeronautical storage purposes. A hangar/shade/leasing services operator may engage in the business of constructing the hangars to be leased. A hangar/shade/leasing services operator shall comply with the following minimum standards:

- a. The operator shall lease at the Airport sufficient business space for the type of services being provided by the operator, as determined by the Airport Manager.

- b. The construction plans and specifications for any hangars to be constructed, including minimum hangar sizes and architectural design plans, are subject to the written approval of the City.
- c. The hangar operator shall provide to the Airport Manager a tenant list that includes the tenant(s) name, address, phone number and aircraft type, model and N-number.

Section 8-4. Aircraft Sales

An aircraft sales operator engages in the sale or brokerage of new and/or used aircraft (either on a retail or wholesale basis). An aircraft sales operator shall comply with the following standards:

- a. An operator engaged in the sale of aircraft shall comply with the provisions of FAR, Part 47, Subpart C and shall possess a valid "Dealer's Aircraft Registration Certificate", FAA form 8050.
- b. The operator shall employ and have on-duty during normal business hours at least one Person holding a current pilot certificate with ratings appropriate for the types of aircraft to be demonstrated.
- c. The operator shall maintain an approved Aircraft Dealers Certificate from the State of Arizona.

Section 8-5. Aircraft Airframe, Engine Maintenance, Repair Service and Sales

An aircraft airframe, engine maintenance and repair service operator provides one or more of the following services: airframe or engine overhaul; repair services on aircraft, including jet aircraft and helicopters; and sales of aircraft parts. An aircraft airframe, engine maintenance and repair service operator shall comply with the following standards:

- a. The operator shall lease at the Airport at least 5,000 square feet total premises.
- b. The operator shall provide hangar facilities, a paved aircraft parking apron, an adequate number of paved automobile parking spaces for its customers, a public lounge and waiting room and public restrooms in its premises.
- c. The operator shall provide sufficient shop space, equipment, supplies and availability of parts equivalent to that required for certification by the FAA as an FAA-approved repair station.
- d. The operator shall employ and have on-duty during normal business hours at least one individual who is currently certified by the FAA with ratings appropriate to the work being performed, and who holds an airframe, power plant or aircraft inspector rating; or an individual working on behalf of the holder of a current FAR Part 145 Certificate.

- e. Major maintenance activities may be performed only in hangars/shades or other structures where the conduct of such major maintenance would comply with the operator's specific lease agreement, the applicable City Fire Codes, the Airport Rules and Regulations and the Minimum Operating Standards.

Section 8-6. Aircraft Rental Services

An aircraft rental business engages in the rental or leasing of aircraft to the public. An aircraft rental or lease operator shall comply with the following standards:

- a. The operator shall have available for lease a minimum of (1) one fixed wing or (1) one rotary wing aircraft.
- b. The operator shall employ and have on duty during normal business hours at least one person holding a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

Section 8-7. Flight Training

A flight training operator engages in instructing pilots in dual and solo flight training, in fixed wing or rotary wing aircraft, and provides such related ground school instruction as is necessary to adequately prepare a pilot take a written examination and flight check ride for the categories of pilot's licenses and ratings involved. A flight training operator shall comply with the following standards:

- a. The operator shall have available for use a minimum of (1) one fixed wing or (1) one rotary wing Aircraft or qualified simulator.
- b. The operator shall provide adequate classroom facilities for the amount and type of training involved, and shall provide mock-ups, pictures, slides, film strips, movies, video tapes and/or other training aids necessary for effective ground school instruction. All materials, supplies and training methods must meet FAA requirements for the type of FAA certificate required in order to be able to provide the training offered.
- c. The operator shall employ and have on duty during normal business hours at least one instructor who is currently certified by the FAA to provide the type of training offered.

Section 8-8. Aircraft Component & Accessory Repair Services and Sales

An aircraft component & accessory repair service and sales operator engages in the business of repairing aircraft radios, avionics, instruments, propellers, accessories, upholstery, painting and/or similar aircraft components. An aircraft component & accessory repair service and sales operator sell new or used parts and components necessary for such repairs. An aircraft component and accessory repair service and sales operator shall comply with the following standards:

- a. The operator shall lease at the airport sufficient business space as determined by the Airport Manager.
- b. The operator shall provide hangar or shop facilities, a paved aircraft parking apron, an adequate number of paved automobile parking spaces for its customers, a public lounge and waiting room and public restrooms in its premises.
- c. The operator shall employ and have on duty during normal business hours at least one individual person who is currently certified by the FAA with ratings appropriate to the services offered.
- d. The operator may use for Major Aircraft Alterations and Repair activities only such hangars/shades or other structures as are approved for such use by the Airport Manager based on the terms of the applicable lease agreement and City fire codes.

Section 8-9. Aircraft Charter or On-Demand Air Taxi Service

An aircraft charter or on-demand air taxi service operator engages in the business of providing air transportation of persons or property to the general public for hire, as either a charter operator or on-demand air taxi, as defined by the FAA. An aircraft charter or on-demand air taxi service operator shall meet the following standards:

- a. The operator shall employ and have on duty during normal business hours at least one individual who holds current FAA commercial pilot and medical certificates and ratings appropriate for the operator's flight activities. All flight crews shall be properly rated for the aircraft operated. After a reasonable notice period, as determined by the Airport Manager, the operator shall provide reasonable assurance, as determined by the Airport Manager, of the continued availability of qualified operating crews.
- b. The operator shall own or lease exclusively by written agreement aircraft equipped for, and capable of use in instrument conditions, and with a valid airworthiness certificate and maintained in an airworthy condition. All aircraft shall meet the requirements of the operator's FAR Part 135 certificate.
- c. The operator shall have a current FAR Part 135 Certificate.

Section 8-10. Aerial Application Services (Crop Dusting)

An aerial application operator engages in the crop dusting and agricultural spraying business with the use of specifically equipped aircraft. An aerial application operator shall meet the following standards:

- a. The operator shall be available "on-call" during all reasonable hours during the normal aerial application season.
- b. The operator shall employ and have on-duty at least one individual who holds a

current FAA commercial pilot certificate, properly rated for the aircraft to be used, and an agricultural aircraft operator certificate issued under Part 137 of the FAR.

- c. The operator shall own or lease exclusively by written agreement at least one aircraft that has a valid airworthiness certificate, is maintained in an airworthy condition, and meets all the requirements of Part 137 of the FAR. Such aircraft shall be based upon the operator's leased premises at the Airport.
- d. The operator shall provide a segregated chemical storage area protected from public access and located at the Airport such that it will provide the greatest safeguards to the public. The operator shall provide tank trucks for the handling of liquid spray and mixing liquids and shall provide adequate ground equipment for handling and loading of dusting materials. Due to the potential hazard posed by the chemicals and corrosives used in agricultural spraying and aerial applications, operator's leasehold must be utilized for that sole purpose, and may not be combined with a facility providing any other aeronautical service. The operator shall be responsible for supplying waste disposal systems as mandated by all governmental entities under all applicable environmental protection laws, rules and regulations.

Section 8-11. Specialized Commercial Flying Services

A specialized commercial flying services operator engages in air transportation for hire for any of the following purposes: nonstop sightseeing flights that begin and end at the Airport, banner towing and aerial advertising, aerial photography or survey, power line or pipeline patrol, fire-fighting or fire patrol, air ambulance service, airborne mineral exploration, or any other commercial operations specifically excluded from Part 135. A specialized commercial flying service operator shall meet the following standards:

- a. The operator shall employ and have on duty during normal business hours at least one individual who holds a current commercial pilot certificate with appropriate ratings for the aircraft to be flown.
- b. The operator shall own or lease exclusively by written agreement at least one aircraft that has a valid airworthiness certificate, is maintained in an airworthy condition, and is suitably equipped for the type of operation involved. Such aircraft shall be based upon the operator's premises at the Airport.

Section 8-12. Aircraft Management Services

An aircraft management services operator means a Person performing one or more of the following services in the management of another Person's aircraft: pilot staffing, records management, aircraft charter brokerage, and other aircraft-related services, not including services detailed in any other sections of these Minimum Operating Standards. Aircraft management does not include the control of, or operation of, aircraft under FAR Part 135.

- a. The operator shall lease at the Airport sufficient business space for the type of services being provided by the operator, as determined by the Airport Manager.
- b. If any of the services offered by the operator require FAA certification, the operator shall employ and have on duty during normal business hours at least one individual who is currently certified by the FAA with ratings appropriate to the services offered.

Section 8-13. On-Airport Rental Car, Limousine or Other Ground Transportation Services Concession Services

An on-airport rental car, Limousine or other ground transportation services concession services operator means a Person providing rental car, limousine, or other ground transportation services at the Airport. An on-airport rental car, limousine, or other ground transportation services concession services operator shall:

- a. Employ and have on duty at least one Person during normal business hours.
- b. At all times maintain in effect the types and minimum amounts of insurance specified in Article 5, for any of its activities at the Airport that may be covered by such insurance.