

***Minimum Standards Policy
for
the Winsted Municipal Airport***

Adopted June 2, 2015

Introduction

The purpose of these Minimum Standards, also referred to as the Winsted Municipal Airport Policy, is to encourage, promote, and ensure the delivery of high quality general aviation products, services, and facilities to Airport users.

Definitions

Aeronautical Activity

Any activity that involves, makes possible, or is required for the operation of aircraft or which contributes to or is required for the safety of such operations.

Agricultural Land

Airport property currently not needed for aeronautical use and is available for agrarian purposes.

Air Charter

A Person that provides on-demand, non-scheduled, passenger or cargo transportation service in aircraft having less than 30 passenger seats. The entity must operate under the appropriate Federal Aviation Regulations (FARs)

Air Operations Area

Any area of an airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft. An air operations area includes such paved areas or unpaved areas that are used or intended to be used for the unobstructed movement of aircraft in addition to its associated runway, taxiways, or apron

Aircraft

Any contrivance invented, used or designed for navigation of or flight in the air.

Aircraft Operation

An aircraft's takeoff from, or its landing at an airport. A touch-and-go is two operations.

Aircraft Owner

A person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.

Aircraft Parking and Storage Areas

The hangar and apron locations on the Airport designated by the airport owner or airport manager for the parking and storage of aircraft.

Aircraft Rental

The commercial operation of renting or leasing aircraft to the public for compensation.

Aircraft Sales

The sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

Airframe and Power Plant Maintenance

The commercial operation of providing airframe and power plant services, which includes any of the following: the repair, maintenance, inspection, constructing, and making of modifications and alterations to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories.

Airport

Any area of land or water which is used, or intended for use, for the landing and taking-off of aircraft and any appurtenant areas which are used, or intended for use, for airport buildings or other airport facilities or rights-of-way, together with all airport buildings and facilities located thereon.

Airport Owner

The local municipal government unit, or in some cases multiple municipalities, or in other cases Persons, that are the legal owners of the airport's real property and improvements.

Airport Layout Plan (ALP)

The FAA approved plans and drawings of an airport depicting the layout of existing and proposed airport facilities.

Airport Manager

The designated individual, appointed by the airport owner, duly authorized to administer and manage all operations of the airport and airport facilities.

Assurance

An assurance is a provision contained in a Federal or state grant agreement to which the recipient of airport development assistance has voluntarily agreed to comply with in consideration of the assistance provided.

Aviation Fuel

Flammable liquids composed of a mixture of selected hydrocarbons manufactured and blended for the purpose of operating an internal combustion, jet, or turbine engine, which meet federal fuel standards.

Avionics Sales and Maintenance

The commercial operation of providing for the repair and maintenance of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.

Aviation-Related Activity

Any activity conducted on the airport that provides service or support to aircraft passengers or air cargo. The following are examples of aviation-related activities: ground transportation, restaurants, auto parking and concessions.

Based Aircraft

An aircraft which the owner physically locates at the airport for an undetermined period, and whenever absent from the airport, its owner intends to return the aircraft to the airport for long-term storage.

Commercial Activity

The conduct of any aspect of a business, concession, operation, or agency in order to provide goods or services to any person for compensation or hire. An activity is considered a commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt.

Commercial Operator (Operator)

Is a person, firm, corporation, or other entity conducting commercial aeronautical services or activities at the airport for compensation or hire. The Operator may be classified as either a Fixed Base Operator (FBO) or a Specialized Aviation Service Operator (SASO).

Commercial Self-Service Fueling

Fueling an aircraft by the pilot using commercial fuel pumps installed for that purpose. The fueling facility may or may not be attended by the owner/operator of such a facility.

Exclusive Right

A power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred either by express agreement, by the imposition of unreasonable standards or requirements, or by any other means.

Federal Obligation

Contractual commitment of the airport owner that arises from the conveyance of land or from a grant agreement.

Fixed Base Operator (FBO)

A full service commercial operator who engages in the primary activity of aircraft refueling and a minimum of one (1) of the following secondary activities: airframe and power plant maintenance, flight training, aircraft rental, air charter operations, avionics maintenance and sales or aircraft storage/hangar rentals.

Flight Training

The commercial operation of instructing pilots in dual and solo flight, in any aircraft, and related ground school instruction as necessary to complete a FAA written pilot's knowledge test and practical flight test for various categories of pilot certificates and ratings.

Flying Club

A non-commercial and nonprofit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club owners on a pro-rata share, and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.

Fuel Storage Area

Any portion of the airport designated temporarily or permanently by the airport owner as an area in which aircraft fuel or any other type of fuel may be stored or loaded.

Fueling or Fuel Handling

The transportation, sale, delivery, dispensing, or draining of fuel or fuel waste products to or from an aircraft.

General Aviation

All civil aviation operations other than scheduled air services and nonscheduled air transport operations for remuneration or hire.

Grant Assurance

Any agreement made between the airport owner and the FAA or the state for the grant of funding or a conveyance of land either of which the airport owner agrees to use for airport purposes.

Hazardous Material

Any substance, waste, or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, and is or becomes regulated by any governmental authority, agency, department, commission, board, agency or instrumentality of the United States, the State of Minnesota, or a political subdivision thereof, and the presence of which requires investigation, removal and/or remediation.

Independent Operator

A commercial operator offering a single aeronautical service but without established place of business on the airport. An airport owner may or may not allow this type of servicing to exist on the airport.

Lease

The written contract between the airport or airport owner and a Person (Lessee) specifying the terms and conditions under which a Person may conduct commercial, aeronautical or agricultural activities on the airport as defined within the established minimum standards.

Minimum Standards

The qualifications or criteria which may be established by the airport owner as the minimum requirements that shall be met as a condition for the right to conduct a Commercial Activity on the airport.

Person

Any individual, firm, partnership, corporation, company, association, joint stock association, or body politic; and includes any trustee, receiver, assignee, or other similar representative thereof.

Preventive Aircraft Maintenance

Maintenance that is not considered a major aircraft alteration or repair and does not involve complex assembly operations as listed in FAR Part 43, Appendix A, Paragraph C.

Roadway

Any street or road whether improved or unimproved, within the boundaries of the airport and designated for use by ground vehicles.

Self-Service

Fueling or maintenance of an aircraft on airport property, performed by the aircraft owner or their employees in accordance with the airport's reasonable standards or requirements.

Specialized Aviation Service Operation (SASO)

An aeronautical business that offers a single or limited service according to established minimum standards. Examples of a SASO include, but are not limited to: flight training, aircraft maintenance, on-demand operation or ambulance, aircraft sales, avionics maintenance and sales, and aircraft storage.

Sublease

The written agreement stating the terms and conditions under which a third party Person leases space from a Lessee for the purpose of providing aeronautical services at the airport.

Through-the-fence Agreement

An agreement between the airport owner and an adjacent property owner permitting access to the public landing area.

Through-the-fence commercial operation

A commercial activity, directly related to the use of the airport, developed or located off airport and requiring a Through-the-fence Agreement to access the airport.

Taxilane

That portion of the airport apron area, or any other area, used for access between taxiways and aircraft parking or storage areas.

Taxiway

A defined path established for the taxiing of aircraft from one part of the airport to another.

UNICOM

A non-government communication facility, which may provide airport information at certain airports.

Vehicle Parking Area

Any portion of the airport designated and made available temporarily or permanently by the airport owner for the parking of vehicles.

Minimum Standards

Application

All persons conducting commercial aeronautical activities at the Winsted Municipal Airport shall, as a condition of conducting such activities, shall comply with all the requirements set forth in these Minimum Standards. The Minimum Standards are deemed to be a part of each commercial airport operator's lease or agreement with the Winsted Municipal Airport.

The mere omission of any particular minimum standards in a lease or agreement shall not constitute a waiver or modification of the standard unless the document expressly states that The City of Winsted waives application of that standard.

Existing operators

These minimum standards will not apply to commercial aviation operators who have a current lease or agreement with the City of Winsted unless their existing contract explicitly mentions a need to comply with the Minimum Standards or Airport Policy. Minimum Standards will be applied to all other existing operators upon renewal of the existing lease or agreement.

Existing operators who are unable to meet the minimum standards at the time of lease or agreement renewal shall submit a plan outlining specific timelines for complying with the minimum standards. The City of Winsted must approve the plan prior to renewal of the lease or agreement.

Multiple services

When a commercial operator conducts multiple activities pursuant to one lease or agreement with the City of Winsted, the commercial operator shall comply with the minimum standards established for each separate activity. If the minimum standards for one activity are inconsistent with the minimum standards for another activity, then the minimum standard that is more strict or imposes a higher standard shall apply.

Activities not covered by minimum standards

Activities with no specific minimum standard established in this document will be addressed by the City of Winsted on a case-by-case basis in the commercial operator's lease or agreement.

Insurance Requirements

All tenants and businesses operating on Airport will provide a Certificate of Insurance listing the City of Winsted as additionally insured. Person or persons must provide a Certificate of Insurance requiring a thirty (30) day notice of cancellation to the City of Winsted prior to utilizing any Airport property or conducting business on Airport property. All persons operating at the airport must provide insurance in amounts in accordance with Minnesota State Statutes and the table in Exhibit A of these Minimum Standards.

Hangar Ownership

In order to conduct business operations at the Winsted Municipal Airport, a business must either rent or own a hangar at the Winsted Municipal Airport.

Aircraft Accidents

The pilot of an aircraft involved in an accident on or near the Airport causing personal injury or property damage shall report the incident to the City of Winsted. In the event said pilot is not able to do so, the owner of the aircraft or his agent shall make such report.

In the event of an accident, the City of Winsted or their agent may, in compliance with FAA and other governmental-regulations, move damaged aircraft from the landing areas, ramps, aprons, or other areas at the expense of the owner and without liability for damage resulting from such moving.

Airport property damaged or destroyed by accident or otherwise shall be repaired at the expense of the responsible parties.

The City of Winsted shall have the authority to detain any aircraft for nonpayment of any charges due the City of Winsted.

Parking

No conveyance devices including aircraft, cars, trucks, motorcycles, or other vehicles used for transportation shall be parked at the airport for more than 30 days except for in designated hangars. Conveyance devices out of compliance with this policy will be considered forfeited property and disposed of in accordance with the Police Department's forfeited property policy.

Closed Runway

No landing will be allowed on a closed runway except for emergencies. It is the pilots' responsibility to check if the runway is open.

Construction, Floor Space, Landscaping, and Signage Requirements

All plans and specifications shall be submitted to the City of Winsted for approval. Construction accomplished or contracted by any operator shall be in accordance with design and construction requirements of the City of Winsted, State, and Federal applicable codes in addition to the following:

Location and Height

Location of buildings shall be consistent with the FAA approved Airport Layout Plan (ALP).

No building may penetrate the runway primary, approach or transitional surfaces specified by FAR Part 77. Buildings shall be built setback from the property line according to City Building Codes.

Windows and large areas of glass shall be oriented to avoid reflections which could distract pilots landing or taking off.

All hangers constructed at the Winsted Municipal Airport shall have a lock box installed. Each lockbox will contain a key entrance to the front door of the hangar. A key to open the lockbox will be given to the Winsted Police Department and the Winsted Volunteer Fire Department.

Signage

Signs or other advertising shall not be placed or constructed upon Airport property or on any building, structure, or improvement thereon without first having obtained written approval from the City of Winsted. The City of Winsted will be provided a concept drawing draft, or written proposal for review of any proposed sign or advertising. The City of Winsted may refuse permission for such signs or advertising if it finds they are undesirable, unnecessary, or create a safety hazard.

Signs shall adhere to the following standards and appropriate regulations and in all instances require City approval prior to installation.

Free Standing Signs are only permitted in non-movement areas on property leased to the applicant for the sign. A maximum of 8 feet will be allowed to the top of the sign and any lighting must be internal.

Wall Signs will have interior lighting and not exceed 1 square foot per linear foot of wall space.

Prohibited Signs:

- Banners or painted canvas.
- Projecting from walls or roof.
- Indirectly lighted signs or directional signs moved by the elements.
- Flashing, moving, or rotating signs.
- Roof signs, logos, or graphics.
- Illuminated signs placed where they may create a glare or distraction to pilots.
- Lighted signs that interfere with airfield lighting.

Waivers or modifications

The City of Winsted may waive or modify any portion of these minimum standards for the benefit of a governmental agency performing non-profit public services, fire protection or emergency response operations.

The City of Winsted may waive or modify any portion of these minimum standards for any person when it is determined that such waiver is in the best interest of the public and will not result in unjust discrimination against other commercial operators at the airport.

Vehicle and Pedestrian Access and Parking

Pedestrian and vehicular access to buildings normally open to the public shall avoid crossing aircraft operating areas.

All improvements or facilities sited on the land-side of the Air Operations Area (AOA) shall have appropriate access on both the landside and AOA. Access to the AOA shall be controlled in accordance with City of Winsted, FAA, and Transportation Security Administration regulations and procedures.

All customer facilities and accommodations for passengers and crews of transient aircraft must include ramp or other convenient access for the disabled and sanitary restrooms available for use by the disabled.

Vehicular access to aircraft storage hangars shall minimize crossing of the Aircraft Operating Areas. Automobile parking in locations which do not interfere with aircraft operations shall be provided near aircraft storage hangars. All aircraft storage hangars shall provide a personnel entrance door.

Hangar doors may be of either sliding or bi-fold type. However, sliding doors may not be used in hangar configurations where the open door of one hangar will adversely interfere with access to another hangar.

The operator shall provide adequate, paved and lighted, parking space within the leased area sufficient to accommodate all activities including employee and customer parking. Parking lots shall be configured for ease of ingress and egress and parking spaces shall be clearly marked in addition to loading zones handicapped parking and fire lanes.

The operator shall provide or lease from the City of Winsted, a paved aircraft apron within the leased area to accommodate all operator related aircraft parking and movement from the Operators building to the taxiways and runways.

All vehicles at the airport must comply with the winter parking ordinance of the City of Winsted.

Fueling

The City of Winsted is the sole proprietor of fuel at the Winsted Municipal airport. However, not all types of fuel are sold by the City of Winsted. FBOs are allowed to store and dispense fuel in amounts larger than five gallons with written permission from the City of Winsted.

All equipment used for the storage and/or dispensing of petroleum products must meet all applicable Federal, State, and local safety codes, regulations and standards.

Persons shall not throw, dump, or deposit any waste, refuse, or garbage on Airport ramps, taxiways, or adjoining areas. All waste, refuse, or garbage shall be placed and kept in proper containers until disposed of. All

operating areas shall be kept in a safe, neat, clean, and orderly manner at all times and in such a manner as to minimize any hazards.

Tenants of all hangars and buildings are required to keep their premises clean and clear of all rubbish, junk, debris, old aircraft and/or vehicles, and unsightly objects. If, after warning by the City of Winsted, the area is not cleaned the City of Winsted may have the premises cleaned at tenant's expense.

At least one (1) fire extinguisher with a 2A, 10BC rating shall be installed in each hangar. Extinguishers shall be mounted not less than five (5) inches from the floor of the hangar, and not more than five (5) feet from the hangar floor.

Fixed Base Operators

Primary Aeronautical Services

A Fixed Base Operator (FBO) is an entity engaged in the business of providing the primary service of fueling or self-fueling of aircraft and at least one secondary service. FBOs have the option to also provide any other secondary services including: flight training, airframe and power plant maintenance, aircraft rental, and aircraft storage/hangars

Each FBO may subcontract or use third party operators to provide any primary or secondary services. Subcontractors or third party operators shall meet all minimum standards. Each FBO shall conduct its business and activities on and from the leased/assigned premises.

FBOs are required to lease or construct a public use building on the leasehold property. The building must be capable of meeting business demand.

Vehicle Parking

Each FBO shall provide adequate parking away from the AOA to meet the needs of customers and employees on the leasehold property. All vehicles must be in compliance with the winter parking policy for the City of Winsted.

Aircraft Parking

Each FBO shall provide property for its aircraft operating area (ramp), independent of any building area, vehicle parking area, and fuel storage area. This aircraft operating area shall provide transient aircraft parking and tie-downs for a minimum number of aircraft. This tie-down ramp area shall be adequate to support all the activities of the FBO and any approved subtenants. The ramp shall be well maintained and kept clean.

Hours of Operation

If the FBO provides a self-fueling station, it must be readily accessible to customers, and be illuminated for safe night operations.

Staffing

Each FBO shall provide the airport owner with a current listing of names, addresses, and contact information for all personnel responsible for the

operation and management of the FBO for emergency situations. This listing shall be updated with any changes in either staff or their contact information.

Personnel Qualifications

All FBO fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of aviation fuels. The FBO shall develop and maintain Standard Operating Procedures (SOP) for refueling and ground handling operations and shall ensure compliance with standards set forth in the Uniform Fire Code and FAA Advisory Circular 00-34A, Aircraft Ground Handling and Servicing. The SOP shall address bonding and fire protection, public protection, control of access to the fuel storage area, and marking and labeling of fuel storage tanks and fuel dispensing equipment, and shall be submitted to the airport owner no later than thirty (30) days prior to the FBO commencing fueling activities.

Additionally, the FBO shall comply with FAA Advisory Circular 150/5230-4, Aircraft Fuel Storage, Handling, and Dispensing on Airports, Airport rules and regulations, and all other applicable laws related to aircraft fuel handling, dispensing and storage.

Each FBO shall obtain all applicable fueling certifications and permits, and receive periodic refresher training as required. The airport owner, the State of Minnesota and/or the FAA may periodically conduct inspections of the FBO aircraft fueling activities and facilities to ensure compliance with laws, regulations, and minimum standards.

Aircraft Line Services

Buildings, structures, tie-downs, aprons, paving, taxi areas, or any other improvements or additions shall not be placed, constructed, altered, or removed without prior written approval of the City of Winsted. The City may, at its discretion, require an appropriate bond and a construction agreement to guarantee the completion of the construction in accordance with its approval. The City of Winsted shall consider conformance to the Airport Master Plan prior to the approval or denial of any construction or development at the Airport. If an FAA Form 7460 is required it will be the responsibility of the tenant to insure completion of the form, submit to the City of Winsted for review, and obtain FAA approval prior to beginning construction. The City of Winsted can provide staff assistance in filling out the form if necessary, but is not responsible for the preparation or content of the form or from any consequences suffered by anyone for work performed prior to the filing of the form.

Passenger Services

FBOs must provide restrooms, waiting rooms, and any other needs of the passengers that they serve.

Flight Instruction: Anyone conducting flight training activities at the Airport shall comply with all federal, state, and local regulations regarding flight schools and provide the following:

- The operator shall provide or lease from the City of Winsted adequate space to house office, restrooms, suitable classroom (150 sq.ft.) for ground school, and adequate flight planning areas (80 sq.ft).
- The operator shall have a commercial operator's license from the State of Minnesota with a Flight School Endorsement.
- The operator shall own or lease and have based on the Airport, at least one dual equipped single-engine land aircraft suitable for flight instruction which shall be equipped and maintained in accordance with applicable rules and regulations of the State of Minnesota and the FAA.
- The operator shall provide a minimum of one FAA certified flight instructor on-call and available for scheduled flight instruction.
- Flight instructors must meet all FAA certification, medical, and currency requirements and be available whenever a student is flying.
- The operator shall have adequate facilities or arrangements for storage, parking, servicing, and repairing of all its aircraft.
- The operator shall have on hand and available for use such equipment and apparatus as should reasonably be expected for such training.

Aircraft Rental and Sales: Anyone conducting aircraft rental and sales activity shall comply with all federal, state, and local regulations regarding aircraft rental and sales and provide the following:

- The operator shall have a Commercial Operator's License endorsed for Aircraft Rental if renting aircraft.
- The operator shall own or lease all rental aircraft which shall be maintained in accordance with applicable rules and regulations of the State of Minnesota and the FAA.
- The operator shall provide suitable office space for consummating sales and/or rentals and the keeping of proper records in connection therewith.
- Lease an area on the Airport of sufficient size to park or tie down aircraft for sale or rental whether or not occupied by the operator.

- Provide and maintain an aircraft or under written lease by and in exclusive control of the operator which is properly equipped and FAA certified for rental, flight instruction and IFR flight.
- Operator shall provide a properly certified pilot capable of demonstrating new aircraft for sale and/or for checking out pilots in rental aircraft.
- Have-adequate facilities or arrangements for storing, parking, servicing and repairing all of its aircraft.
- Currently up-to-date specifications and price lists for the types and models of new aircraft sold.
- Proper checklists and operating manuals for all aircraft rented and adequate parts catalogues and service manuals for all aircraft sold.

Aircraft Charter and Taxi Service: Anyone offering aircraft charter services from the Airport must operate in compliance with all federal, state, and local regulations regarding aircraft charter services and provide the following:

- Operator shall have available for charter and air taxi, either owned or under written lease to the operator, at least one aircraft certified and currently airworthy and fully equipped for either visual and/or instrument flight conditions. If a helicopter is used, at least one single engine helicopter equipped for: VFR at night or VFR on top conditions must be available.
- Operator must have a sufficient number of full time or part-time commercial or airline transport rated pilots who are currently qualified to operate the operator's aircraft under FAR Part 135 or Far Part 121.
- Operator shall provide a passenger waiting area/lounge with adequate lighting, furnishings, heat, air conditioning, sanitary restrooms, telephone and ramp which provides convenient access for disabled individuals.
- If cargo is carried it must be physically separated and secured from the passenger area.
- Facilities for checking-in passengers, ticketing, fare collection and handling of luggage and cargo.
- All passenger and cargo loading or unloading shall take place on an Airfield Operations Area approved by the City of Winsted.

- Operator shall implement required FAA and Transportation Security Administration security requirements and procedures.
- A current FAR Part 135 operating certificate.

Airframe, Power Plant, Avionics, Instrument, Propeller, and Accessory Repair Service: Anyone who operates aircraft engine and accessory maintenance facilities on the Airport shall comply with all federal, state and local regulations regarding the operation of an aircraft maintenance facility and provide the following:

- The operator must have a Commercial Operator's License from the State of Minnesota endorsed for Aircraft Servicing, Maintenance and Repair.
- Sufficient uniformed and trained employees necessary to meet the requirements set forth in these standards.
- Employees will be currently certified by FAA with current rating appropriate to the work being performed.
- Sufficient hangar space to house any aircraft upon which service is being performed.
- Suitable storage space for aircraft awaiting maintenance or delivery after repair and maintenance has been completed.
- Operator shall provide suitable tractors, tow bars, jacks, dollies, test equipment, and other equipment as necessary to provide the services outlined in the business permit and lease.
- Operator shall properly treat and dispose of all hazardous materials in compliance with the regulations and requirements of the FAA Minnesota PCA, OSHA, U.S. Environmental Protection Agency, and any other local, state, or Federal government agencies.
- Any repair service requiring aircraft power plant operation must be performed on the Airfield Operations Area or in a facility approved for such a purpose by the City of Winsted.
- Improvements to or use of Authority facilities for commercially provided aeronautical repair services shall be approved by the City of Winsted.

Aeronautical Paint Shop Facility

- Operator shall provide sufficient uniformed and FAA currently certified personnel necessary to provide the painting services approved in the Operator's lease agreement/business permit.
- Operator shall have sufficient equipment, supplies, and parts to perform aircraft painting and stripping services.
- Operator shall comply with all standards, rules, regulations, and requirements of the FAA, Minnesota Pollution Control Agency, U.S. Environmental Protection Agency, OSHA, and any other local, state, or national government agencies having jurisdiction over aircraft painting and stripping operations.
- Operator shall comply with the current standards of the National Fire Protection Association on "Paint Spraying and Spray Booths" to arrangement, construction, and protection-of spray booths and the storing and handling of materials used in connection with aircraft painting, varnishing, and spray painting operations.
- Sufficient space to perform all aircraft stripping and painting operations inside an approved facility.
- Operator shall prohibit any stripping, painting, varnishing, doping, Materials, agents or other contaminants from release into the sewer system or into public or private property. All hazardous materials shall be contained in the approved facility and disposed of in compliance with State, Federal, and local regulations.

Parts Sales.

If a Specialized Aviation Service Operator that provides anyone or all of Airframe, Power Plant, Avionics, Instrument, Propeller, and or Accessory Repair is operating on the airport that operator may also sell parts and accessories.

Provider must have an adequate minimum supply of readily expendable parts, or adequate arrangements for securing parts required for the types and models of aircraft serviced and/or sold.

Hangar Use

Hangars must be only used for aircraft storage and other uses are prohibited unless approved in writing by the City of Winsted. The individual leasing/renting a hangar will provide the registration number of all aircraft to be stored in the assigned hangar to the City of Winsted.

No modification, change, or improvement may be made to a leased hangar without prior approval of the City of Winsted

Hangar lease payments must be made to the City of Winsted as determined by the lease agreement.

Independent Operators: An Independent Operator is one who performs an aeronautical related service on less than a full-time basis and is not associated with a Full Service Fixed Base Operator or a Specialized Aviation Service Operator. The Independent Operator agrees to conduct an Independent Operation on the Airport engaging in the business of aircraft maintenance, repairs, replacement, or other aeronautical activities. An Independent Aviation Service Operator will meet the following requirements:

- Independent Operators must have the appropriate Commercial Operator's License from the State of Minnesota for the services they will be providing.
- Independent Operators may only perform services not currently provided at the Airport and must be requested by the aircraft owner or operator and approved by the City of Winsted.
- Carry-on or conduct only those services for which it has been specifically approved in a lease or operators agreement by the City of Winsted.
- Maintain at least the minimum amount of insurance as required by the State of Minnesota or specified in Exhibit A of these Minimum Standards, whichever is greater.
- Must apply to the City of Winsted to become recognized as an Independent Aviation Service Operator with all the requirements contained herein if he/she wishes to operate on the Airport.
- Independent Aviation Service Operators will be charged an annual permit fee to conduct specialized aeronautical services not available from full time aeronautical service providers on Airport.
- Independent aviation service operators will be responsible for obtaining and maintaining current all-applicable licenses, permits, FAA qualifications & certifications, required for the operation.
- Independent Operators shall meet all applicable requirements of these Standards, applicable FAA, Transportation Security Administration, and State of Minnesota policies, procedures, and regulations.

Tenant Requirements

Airport tenants may utilize the services of an Independent Operator if such service cannot be provided by another Specialized Aviation Service Operator or a Full Service Fixed Base Operator on the Airport. Independent Service Operators can provide these services by applying for an Independent Operator's Service Permit. This permit covers the following:

Maintenance: Any small or routine service that would require an appropriately rated technician. An example would be minor repairs that normally would not be performed by the aircraft owner or operator.

Inspections: The permit enables an Independent Operator to conduct the required annual or 100 hour inspection using an appropriately rated mechanic.

Other: The permit includes everything which does not fit into the above categories but would require a service permit. An example of this would be flight instruction in a private airplane.

SPECIALIZED COMMERCIAL AERONAUTICAL ACTIVITIES

Specialized Commercial Aeronautical Activities Service providers are those entities which provide services for the purpose of providing one or more of the activities listed below:

- Non-stop sightseeing flights.
- Aerial photography or survey.
- Fire watch and fire fighting.
- Power line, underground cable or pipe line patrol.
- Aerial application of agricultural chemicals.
- Aircraft manufacturing.
- Aircraft research, development, and manufacturing.

The majority of these services require a Commercial Operator's License from the State of Minnesota. These activities are so varied that the minimum standards applying to them will depend on the scope of the activity. Minimum standards, insurance coverage, and approved activities will be determined by the City of Winsted based upon a detailed application to the City of Winsted submitted by the entity requesting permission to perform the Specialized Commercial Aeronautical activity on the airport.

Commercial Skydiving: A business that engages in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment. All skydiving businesses must follow these requirements:

- The operator shall have a Commercial Operator's License from the State of Minnesota endorsed for Aircraft Rides.
- The operator shall provide or lease from the Authority adequate space to house office, restrooms, and a suitable area to prepare for skydiving activities
- The Operator shall have a plan and suitable area for persons engaging in skydiving activities to land.

- The operator shall own or lease and have based on the Airport, at least one dual equipped single-engine land aircraft suitable for skydiving activities which shall be equipped and maintained in accordance with applicable rules and regulations of the State of Minnesota and the FAA.
- The operator shall have adequate facilities or arrangements for storage, parking, servicing, and repairing of all its aircraft.
- The operator shall have on hand and available for use such equipment and apparatus as should reasonably be expected for such activities.
- Operator shall meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR Part 105, and related FAA Advisory Circulars.
- Insurance must be consistent with Exhibit A below and Minnesota State Statutes.

Airport Security

Airport owners are encouraged to develop security policies and procedures. The inclusion of airport security in the minimum standards document and airport rules and regulations makes airport security everyone's responsibility – tenants, users and airport owner alike.

Through the Fence Operations

A "Through-the-Fence" (TTF) agreement authorizes a person or operator to access the airport from adjacent privately owned property. The City of Winsted will refrain from entering into this type of agreement.

COMPLIANCE, COMPLAINTS AND APPEALS

In addition to any penalties otherwise provided by City of Winsted ordinance or the Federal Aviation Administration Regulations, and all other rules and regulations of the State of Minnesota, the FAA, and Federal Laws, any person violating these regulations and standards are subject to penalty. The City of Winsted will be responsible for enforcing these regulations and standards.

When an activity in violation of these regulations and standards is brought to the attention of the City of Winsted, the person/persons conducting the activity shall be notified in writing. However, should the City of Winsted determine that the activity in violation of these regulations and standards is dangerous or unsafe, the person/persons conducting the activity will be directed immediately to cease and desist such activity.

If the activity continues, the individual(s) conducting the activity will be directed to vacate the Airport. If the individual(s) conducting the activity refuses to leave, the City of Winsted will notify the City of Winsted Police Department or the City of Winsted City Attorney and the individual(s) will be prosecuted to the full extent of the law.

The City of Winsted may hear and decide appeals from the individual(s) so penalized in accordance with this Section.

These enforcement procedures are in addition to any remedies or penalties authorized by a lease, contract, law, or regulation.


Exhibit A – Insurance Requirements

Activity and Regulation	Type of Insurance	City Required Amount of insurance
Flight School Or Free Lance Flight Instructor	Liability	Passenger Bi limited to \$100,000
		\$1,000,000 per occurrence
	Commercial General Liability	\$1,000,000 per occurrence
	Products and Operations	\$1,000,000 per occurrence
		\$2,000,000 aggregate
Aircraft Rental or Leasing	Aircraft liability	Passenger Bi limited to \$100,000
		\$1,000,000 per occurrence
	Commercial General Liability	\$1,000,000 per occurrence
	Products and Operations	\$1,000,000 per occurrence
		\$2,000,000 aggregate
Aerial Spraying or Dusting	Aircraft liability	Passenger Bi limited to \$100,000
		\$1,000,000 per occurrence
	Commercial General Liability	\$1,000,000 per occurrence
	Products and Operations	\$1,000,000 per occurrence

		\$2,000,000 aggregate
Aircraft Servicing, maintaining, and repairing	Commercial General Liability	\$1,000,000 per occurrence
	Products and Operations	\$1,000,000 per occurrence
		\$2,000,000 aggregate
	Hangar-keepers	\$250,000 per aircraft
		\$500,000 per occurrence
Ownership of Aircraft	Aircraft liability	Passenger Bi limited to \$100,000
		\$1,000,000 per occurrence
	Premises liability for place where aircraft is stored	\$1,000,000 per occurrence
Owning leasing or operating a building on airport grounds	Commercial General Liability	\$1,000,000 per occurrence
	Products and Completed Operations	\$1,000,000 per occurrence
		\$2,000,000 aggregate
Operation of Automobiles	Automobile Liability	\$1,000,000 per occurrence
Storing aircraft for others	Hangar-keepers	\$250,000 per aircraft
		\$500,000 per occurrence
	Commercial General Liability	\$1,000,000 per occurrence
	Products and Completed Operations	\$1,000,000 per occurrence
		\$2,000,000 aggregate

Sportcraft and ultra lights	Aircraft liability	Passenger Bi limited to \$100,000
		\$1,000,000 per occurrence
	Premises liability for place where aircraft is stored	\$1,000,000 per occurrence
All Commercial Operations	Workers Compensation	Statutory

Adopted this 2nd day of June, 2015



 Steve Stotko, Mayor

Attest:



 Deborah R. Boelter, City Clerk-Treasurer