

IOWA CITY MUNICIPAL AIRPORT  
MINIMUM STANDARDS  
FOR  
COMMERCIAL AERONAUTICAL ACTIVITIES

April 18, 2019

# **MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES**

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## **I. MINIMUM STANDARDS**

### **A. PURPOSE**

These regulations prescribe minimum standards for the conduct of commercial aeronautical activities, defined in Section II (6) below, at the Iowa City Municipal Airport, permitting the conduct of such activities.

### **B. INTRODUCTION**

Prudent and proper administration requires that standards be adopted to establish the minimum acceptable qualifications of participants, level and quality of service, and other conditions which will be required of those proposing to conduct commercial aeronautical activities at the Airport. The requirement to impose standards on those proposing to conduct commercial aeronautical activities on a public airport relates to the public interest and provides protection from irresponsible, unsafe or inadequate service.

The adoption and enforcement of such standards ensures that the entity is reasonably fit, willing and able to discharge both its service obligations to its patrons and its financial obligations to the Airport community and thereby protects established commercial enterprises, the aviation user, and the public.

The standards established for any particular commercial aeronautical activity must be relevant to that activity, must be reasonable in scope and must be applied objectively and uniformly. Standards, thus established and applied, promote financial stability by discouraging unqualified applicants and foster the level of services desired by the public.

### **C. APPLICABILITY**

The effective dates of these Minimum Standards shall be the 14<sup>th</sup> day of February, 2002.

## II. DEFINITIONS

As used in these regulations, the following terms shall mean:

- A. **Commission:** The Iowa City Airport Commission, formed pursuant to the Code of Iowa Chapter 330.
- B. **Aircraft:** Aeronautical devices including, but not limited to powered aircraft, gliders, kites, helicopters, gyrocopters, parachuting, ground-effect machines and balloons.
- C. **Aircraft Maintenance:** The repair, adjustment or inspection of aircraft.
  - 1. Major Repairs – major alterations to the airframe, powerplant, propeller and accessories as defined in Part 43 of the Federal Aviation Regulations
  - 2. Minor Repairs – normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and their accessories.
- D. **Airport:** The entirety of the Iowa City Municipal Airport.
- E. **Building:** The main portion of each structure, including all projections or extensions and any future additions or changes and shall include garages, outside platforms and docks, carports, canopies, eaves and porches. Paving, ground cover, fences, signs and landscaping shall not be included.
- F. **Commercial Aeronautical Activity:** Any commercial activity that relates to the operation of aircraft. Such activity includes, but is not limited to charter operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air taxi operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft and the sale of aircraft parts.
- G. **Entity:** Person, firm, corporation or partnership
- H. **Equipment:** Any machinery, including supplies, tools and apparatus necessary to the proper conduct of the activity being performed.
- I. **Exclusive Right:** Federal Law expressly forbids the granting of an exclusive right to conduct a commercial aeronautical activity on an airport developed or improved with federal funds.
- J. **Fixed Base Operator (FBO):** An entity which maintains facilities at the Airport for the purpose of engaging in the retail sale of aviation fuels, or subcontracts to make provisions for rental, flight instruction and training, aircraft charter, aircraft airframe and engine repair, avionics sales, service and repairs.
- K. **Improvements:** All buildings, structures and facilities including pavement, fencing, signs and landscaping constructed, installed or placed on, under or above any leased area by or with the concurrence of a lessee. Plans and specifications for all improvements must be approved in writing by the Commission for the conformity with its building and construction standards.
- L. **Lease:** A contractual agreement between the Commission and an entity granting a concession or otherwise authorizing the conduct of certain activities, which is in writing and enforceable by law.
- M. **Repair Facility:** A facility utilized for the repair of aircraft to include airframe, powerplant, propellers, radios, instruments and accessories. Such facility must meet FAA standards for a Repair Station.

- N. **Service Operator or Operator:** An entity that provides any one of the services listed in Section V.B through V.J, inclusive.
- O. **Sublease:** A lease granted by a lessee to any other entity of all or part of the property or business.
- P **Tie-Down:** The area, paved or unpaved, suitable for parking and mooring of aircraft wherein suitable tie-down points have been located.
- Q **Ramp:** A paved area suitable for aircraft parking

### **III. APPLICATIONS**

#### **A. CONTENTS OF APPLICATIONS**

1. Applications to perform commercial aeronautical activities shall be in writing, filed with the Airport Manager, and shall include the following information:
  - a. Name and Address
  - b. Proposed date for commencement of operations
  - c. Services to be offered
  - d. Amount, size, location of land to be leased
  - e. Description of buildings and improvements to be constructed or leased.
  - f. Number of aircraft to be employed
  - g. Hours of operation
  - h. Number and Types of Insurance coverage to be maintained
  - i. Evidence of financial responsibility from a bank or from such other source that may be readily verified through normal banking channels
  - j. Evidence of financial capability to initiate operations and for the construction of buildings, improvements and appurtenances and the ability to provide working capital to carry on the contemplated operation, once initiated
  - k. Business plan consisting of cash flow and a profit and loss projection for the first five years of operation together with a market analysis supporting said projection. The market analysis will include a written statement addressing the following points:
    - i. definition of target market
    - ii. intended market share
    - iii. percent of intended sales related to aircraft based at Iowa City Municipal Airport, if applicable
    - iv. number of people to be employed
    - v. list of certification and licenses required
    - vi. list of products to be sold or distributed, if any, and list of manufacturer or distributor's requirements for obtaining dealership
    - vii. list of suppliers, subcontractors and associates as applicable
  - l. Statement of past experience in the specified aviation services proposed to be provided at the Airport together with a statement setting forth personnel to be used for the operations and experience data of said personnel.
  - m. Non-refundable application fee established by the Commission and based on estimated cost to the Commission of processing the application.
2. Applications of sublessees of a Fixed Base Operator's required service of Service Operators are exempt from submitting information in e, j & k.

**B. HEARING ON APPLICATION**

1. Upon receipt by the Airport Manager of an application complying with paragraph (A) above, the Commission shall determine if the application warrants a public hearing. Public hearings are required for any lease of more than three years. Should the Commission determine a public hearing is warranted, paragraphs 2, 3 and 4 of this section apply.
2. Publication of the notice for a public hearing shall be no less than four (4) days before and no more than twenty (20) days before the hearing in a newspaper of general circulation in Johnson County.
3. No public hearing shall be held unless the applicant or a duly appointed representative is present.
4. At the time of the public hearing, the Commission shall hear all evidence for and against the application. After due deliberation the Commission shall render a written decision upon the application, which shall become a matter of public record.

## IV. STANDARDS AND LIMITATIONS

1. The following standards have been developed after consideration of the above elements with special attention to their applicability at the Airport. The standards set forth are applicable to the specific commercial aeronautical activities addressed and must be met by an applicant desiring to conduct such activities at the Airport.
2. The standards listed are the minimum which the Commission will require in agreements authorizing commercial activities and unless specifically limited, do not preclude applicants from seeking greater operating authority.
3. Prior to execution of an Agreement with the Commission, the prospective operator shall post a security deposit in an amount as set by the Commission. The security deposit shall be kept in force for the duration of the Agreement. The Commission shall retain any interest earned on security deposits invested by the commission for three years. Interest is retained as an administrative fee.
4. Maintenance  
  
Building maintenance, performed by the Airport Commission, will be negotiated with the tenant for each individual building.
5. Insurance
  - a. The operator shall procure and maintain insurance of the types and the minimum limits set forth in the Schedule of Minimum Operating Standards for the respective categories of aeronautical services (See Appendix 1). The insurance company writing the required policy or policies shall be licensed to do business in the State of Iowa.
  - b. All insurance which the operator is required to carry and keep in force shall include the City of Iowa City and the Iowa City Airport Commission as additional named insured. The operator shall furnish evidence of his compliance with this requirement to the Commission with proper certification that such insurance is in force and will furnish additional certification as evidence of changes in insurance not less than 10 days prior to any such change, if the change results in a reduction. In the event of cancellation of coverages, the underwriter shall convey 30 days prior notification to the Commission.
  - c. The applicable insurance coverages shall be in force during the period of any construction of the operator's facilities and/or prior to entry upon the Airport for the conduct of doing business.
  - d. The operator will be responsible for any damages arising from the negligent activity of its officers, employees or agents acting within the scope of their employment, in the exercise of the rights or in the performance of the obligations of these minimum standards.
6. Motor Vehicles on the Airport
  - a. The operator will control the transportation of pilots and passengers of transient general aviation aircraft to and from the operator's office to the operator's apron tie-down areas. The operator performing this service with motor vehicles driven on the airport ramp / taxiway system shall do so only in accordance with Airport rules and regulations, as stated in the Iowa City Code of Ordinances.



- b. The operator shall procure and maintain for any of its motor vehicles that are operated on the Airport, proper motor vehicle liability insurance.
- 7. Aircraft Leaseback, Sublease, or other Aircraft Operating Agreements.
  - a. All aircraft leases, leasebacks, subleases or other aircraft operating agreements involving commercial activity between an aircraft owner/ operator and other parties operating at the Airport shall conform to the standards stipulated in sections IV and V, for the respective aeronautical activities being performed under the agreement.
  - b. A copy of all such agreements shall be provided to the Commission upon the execution of the agreements.
  - c. All aircraft leases, leasebacks, subleases or other aircraft operating agreements involving commercial aircraft activity at or from the Airport shall include the following “This agreement shall not violate the Minimum Standards for Commercial Aeronautical Activities as set by the Iowa City Municipal Airport nor shall this instrument be used for the purpose of evading Iowa City Municipal Airport Rules and Regulations.”
- 8. Fees
  - a. The operator shall pay the standard fees as specified in appendix 2 by the Commission. Such fees shall be specifically included in the Agreement executed with the Commission.
  - b. Any concession activity conducted on the leased premises shall also be subject to the standard rates and charges set by the Commission in appendix 2.

## V. SPECIFIC REQUIREMENTS

1. Prior to the commencement of operations, the operator will be required to enter into a written agreement with the Airport Commission. The agreement shall city the terms and conditions under which he will operate his business on the Airport, including, but not limited to, the rentals, fees, charges, and the rights and obligations of the respective parties. Such agreement provisions, however, will neither change, modify, nor be inconsistent with the Minimum Standards.
2. Facilities – For construction of any new facilities, the operator will be subject to the same standards of development as are contained in the Airport Master Plan, and Design and Development Guidelines.

### A. FIXED BASE OPERATOR (FBO)

1. General:  
A Fixed Base Operator (FBO) is an entity that maintains major facilities at the Airport for the purpose of conducting:
  - a. Retail sale of aviation fuels and associated line service
  - b. Flight instruction
  - c. Aircraft rental
  - d. Aircraft charter
  - e. Aircraft airframe and engine repair
  - f. Other aviation related services, with prior written approval from the Commission
2. Minimum Standards for services provided:
  - a. Ground Space and Improvements
    - i. The minimum ground space to be leased for new FBO site construction shall be 20,000 square feet.
    - ii. The principal buildings used by the FBO shall have space for crew, passengers lounge, public restrooms, sales / rental administration, aircraft charter and flight instruction and training activities.
    - iii. Paved tie-down facilities shall be provided
    - iv. A hangar with a minimum of 3,600 square feet of floor space shall be provided within which aircraft airframe and engine repair activities, avionics, instrument and/or propeller repair, if proposed, will be performed. Suitable inside and outside storage space for aircraft before and after maintenance shall be provided.
3. Scope of service for services provided:
  - a. Fueling
    - i. The FBO shall lease fuel storage space from the fuel tanks provided by the Commission, unless other terms are negotiated with the Commission. The FBO shall be responsible for the purchase of their own fuel and accurate monthly reporting of the fuel flowage to the airport manager.
    - ii. Fueling line services shall be provided by the FBO seven days a week, from sunrise to sunset.
      - a. Provide fuel dispensing equipment capable of safe and efficient servicing of all types of general aviation aircraft
      - b. Dispensing equipment shall have a double filtering system for water and contaminates and a meter with printing capabilities.
      - c. Mobile refuelers shall have a minimum dispensing capacity of 350 gallons for each grade of fuel. Separate dispensing pumps for each grade of fuel are required.

- iii. The Iowa City Airport will collect a flowage fee and fuel farm infrastructure lease fee. Flowage fee will be set and re-evaluated by the Commission in accordance to the written agreements of those utilizing the Commission owned fuel tanks.
    - iv. FBO shall maintain current fuel reports on file and available for auditing at any time by the airport manager or designated representative.
  - b. Line Services
    - i. Provide adequate tie-down facilities and equipment, including ropes, chains, and other types of restraining devices and wheel chocks.
    - ii. Provide adequate loading, unloading and towing equipment to safely and efficiently move aircraft as necessary.
    - iii. Provide proper equipment for repairing and inflating aircraft tires, servicing oleo struts, changing oil, washing aircraft and aircraft windows, and recharging or energizing discharged aircraft batteries and starters.
    - iv. Provide conveniently located, heated and air conditioned lounge or waiting rooms for passengers and crews that will be maintained in a clean and sanitary manner. At least one telephone will be provided for public use.
  - c. Aircraft Airframe and Engine Repair
    - i. See Section V.B for specific requirements
  - d. Flight Instruction
    - i. See Section V.G for specific requirements
  - e. Aircraft Sales
    - i. See section V.F for specific requirements
  - f. Aircraft Rental
    - i. See section V.E for specific requirements
  - g. Aircraft Charter and Air Taxi
    - i. See section V.D for specific requirements
  - h. Avionics, Instrument or Propeller Repair
    - i. See section V.C for specific requirements
- 4. Insurance Coverage
 

Operator shall provide certificates of current insurance coverages in the amounts as set by the Commission.
- 5. Miscellaneous Requirements
  - a. Rates and charges for areas under control of the FBO, including aircraft parking, tie-down and storage, shall be subject to written approval of the Commission. All rates and charges shall be reasonable and be equally and fairly applied to all users of its services. All rates and charges will be filed with the Airport Manager.
  - b. All sublease agreements must receive prior written approval of the Commission.

## **B. AIRFRAME AND POWERPLAN REPAIR**

- 1. General

An Airframe and Powerplant Repair Facility Operator is an entity qualified to provide one or a combination of airframe and powerplant repair services. This category of service will also include the sale of aircraft parts and accessories.

2. Minimum Standards

a. Ground Space and Improvements:

Operator shall lease from the Commission a hangar or an area of land on which to erect a building or sublease from an FBO with approval of the Commission to provide:

i. Sufficient hangar space for airframe and powerplant repair services.

ii. Adequate floor space for office, customer lounge and restrooms that shall be properly heated and lighted and provided with telephone facilities for customer use.

b. If not already provided, Operator shall provide a paved aircraft apron to accommodate aircraft movement from its facility to the Airport's taxiway system.

3. Scope of Service

a. Operator shall provide trained personnel in such numbers as are required to meet the minimum standards set forth in this category but never less than one person currently certificated by the Federal Aviation Administration with ratings appropriate to the work being performed and who hold airframe, powerplant or aircraft inspector ratings.

b. Operator shall provide suitable tractors, tow bars, jacks, dollies, and other equipment, supplies and parts required to provide professional service.

4. Insurance Coverage

Operator shall provide certificates of insurance providing the coverages in the amounts as set by the Commission.

## **C. AVIONICS, INSTRUMENT AND PROPELLER REPAIR**

1. **General**

An Avionics, Instrument and Propeller Repair Facility Operator is an entity engaged in the business of and providing a facility for the repair of aircraft radios and electrical systems, instruments, propellers and other accessories for aircraft. This category includes the sale of aircraft parts and accessories of the type repaired.
2. **Minimum Standards**
  - a. **Ground Space and Improvements**
    - i. Operator shall lease from the Commission a hangar or an area of land on which shall be erected a building (or sublease from an FBO with approval of the Commission) to provide:
      1. Sufficient floor space to store two (2) aircraft
      2. Adequate floor space for office, shop, customer lounge, restrooms, all properly heated and lighted, and telephone facilities for customer use.
    - ii. If not already provided, Operator shall provide a paved aircraft apron to accommodate movement of aircraft from its facility to the taxiway complex.
3. **Scope of Service**
  - a. Operator shall provide trained personnel in such numbers as are required to meet the minimum standards set forth in this category but never less than one person currently certificated by the Federal Aviation Administration with ratings appropriate to the work being performed.
  - b. Operator shall provide suitable tractors, tow bars, jacks, dollies, and other equipment, supplies and parts required to provide professional service.
4. **Insurance Coverage**

Operator shall provide certificates of insurance providing the coverages in the amounts as set by the Commission.

## **D. AIRCRAFT CHARTER AND AIR TAXI**

1. **General**

An Aircraft Charter and Air Taxi Operator is an entity engaged in the business of providing air transportation under FAR Part 135 for persons or property to the general public for hire, either on a commercial charter basis or as an air taxi operator.
2. **Minimum Standards**
  - a. **Ground Space and Improvements**
    - i. Operator shall lease from the Commission a hangar or an area of land on which will be erected a building (or sublease from an FBO with approval of the Commission) suitable provided to accommodate the public.
    - ii. Operator shall provide hangar space or lease a paved tie0down area with adequate facilities to park aircraft, with paved-access to taxiways.
    - iii. Provide a counter area for the proper check in of passengers and baggage adjacent to its lounge facilities.
    - iv. The principal buildings used by the operator shall have space allocated and utilized for crew, passenger lounges, public restrooms, and administration.
  - b. **Scope of Service**
    - i. Operator shall have available for charter FAA Part 135 certified aircraft, all which must meet the requirements of the Air Taxi Commercial Certificate held by the operator. The

aircraft may be either owned or under written lease to operator for the duration of the lease. The operator must provide a copy of such agreement to the Commission.

- ii. Operator shall employ a sufficient number of qualified commercial or airline transport rated pilots.
- iii. Operator shall have and provide evidence of a FAR Part 135 certificate.

3. Insurance Coverage

Operator shall provide certificates of insurance providing the coverages in amounts as set by the Commission.

**E. AIRCRAFT RENTAL**

1. General

An Aircraft Rental Operator is an entity engaged in the rental of aircraft to the public.

2. Minimum Standards

a. Ground Space and Improvements

- i. Operator shall lease from the Commission a hangar or an area of land on which will be erected a building (or sublease from an FBO with approval of the Commission) suitably provided to accommodate the public.
- ii. Provide suitable public counter space for the transaction of rental business
- iii. Operator shall provide hangar space or lease a paved tie-down area with adequate facilities to park aircraft, with paved access to taxiways.

b. Scope of Service

- i. Operator shall have available for rental, either owned or under written lease to operator, (a copy of such lease shall be provided to the Commission) at least two aircraft, at least one being a four-place single engine aircraft, based in Iowa City. The four place aircraft shall be capable of flight under instrument conditions.
- ii. Operator shall have in its employ trained personnel in such numbers as are required to meet the minimum standards in an efficient manner but never less than one person have a current flight instructor rating, current in all models offered for rental.
- iii. Rental aircraft shall be in airworthiness condition at the time of rental and have all inspection information and certificates available. Aircraft shall meet all FAA requirements for rental.
- iv. Maintain current, up-to-date specifications, checklists, and operations manuals for all types of model aircraft rented.

3. Insurance Coverage

Operator shall provide certificates of insurance providing the coverages in amounts as set by the Commission.

**F. AIRCRAFT SALES**

1. General

An Aircraft Sales Facility Operator is an entity engaged in the sale of new or used aircraft.

2. Minimum Standards

a. Ground Space and Improvements

- i. Operator shall lease from the Commission a hangar or an area of land on which will be erected a building (or sublease from an FBO with approval of the

Commission) that is suitably provided with heating and air conditioning and with accommodations for an office.

- ii. Operator shall provide hangar space or lease a paved area with adequate tie-down facilities to park aircraft, with paved access to taxiways.
- iii. The principal buildings used by the operator shall have space allocated and utilized for sales administration, restrooms for employees and public.

b. Scope of Service

- i. Operator shall provide, or have available on call, sufficient aircraft of each model offered for sale, for the purpose of demonstration.
- ii. Operator shall employ, or have available on call, a sufficient number of pilots with instrument and instructor ratings, current in all models to be demonstrated.
- iii. If involved in new aircraft sales, provide a sales or distributorship franchise from a recognized aircraft manufacturer and maintain one demonstration model of such aircraft.
- iv. Maintain current, up-to-date specifications, price lists, checklists, and operations manuals for all types of model aircraft sold.

3. Insurance Coverage

Operator shall provide certificates of insurance providing the coverages and in the amounts as set by the Commission.

**G. FLIGHT INSTRUCTION**

1. General

A Flight Training Facility Operator is an entity engaged in instructing pilots in dual and solo flight training, in fixed or rotary wing aircraft, and provides such related ground school instruction as is necessary preparation for taking a written examination and flight check for the category or categories of pilot's license and rating involved.

2. Minimum Standards

a. Ground Space and Improvements

- i. Operator shall lease from the Commission a hangar or an area of land on which will be erected a building (or sublease space from an FBO with approval of Commission) suitable provided to accommodate the public.
- ii. Operator shall provide hangar space or lease a paved area with adequate tie-down facilities to park aircraft, with paved access to taxiways.
- iii. Provide, at a minimum, an office, classroom, and briefing room space required by FAR Part 141, with adequate mockups, pictures, slides, filmstrips and other visual aids to support flight-training activity.

b. Scope of Services

- i. An Operator of fixed-wing flight instruction shall have available for use in flight instruction, either owned or under written lease to lessee, certificated and currently airworthy aircraft, to include a minimum of two fixed-wing, single-engine type aircraft. One aircraft shall be equipped and capable for use in instrument flight instruction.

- ii. An Operator of rotary-wing flight instruction shall have available for use, either owned or under written lease to lessee, certificated and currently airworthy aircraft, to include a minimum of one rotary-wing aircraft.
- ii. Operator will have in its employ sufficient flight and ground instructors who meet the standards expressed under the FAA FARs as certified flight or ground instructor.
- iii. Maintain the premises open for light training a minimum of five hours daily and additionally available to meet the public demand for this service.
- c. Insurance Coverage  
Operator shall provide certificates of insurance providing the coverages and in the amounts as set by the Commission

## **H. COMMERCIAL FLYING CLUB**

### **1. General**

A Commercial Flying Club is an entity engaged in the ownership and/or lease of aircraft and providing flying services for its members but which does not meet the rigid requirements established for Exempt Flying Clubs established in Section V.(K).

### **2. Minimum Standards**

- a. Ground Space and Improvements
  - i. Operator shall lease from the Commission a hangar or an area of land on which will be erected a building (or sublease from an FBO with approval of the Commission) with accommodations for members and visitors.
  - ii. Operator shall provide hangar space or lease a paved area with tie-down facilities to park aircraft with paved access to taxiways.
- b. Scope of Service
  - i. Operator shall have available for use in its services, either owned or under written lease to Operator, certificated and currently airworthy aircraft.
  - ii. If Operator conducts flight training, it shall have in its employ or as members sufficient flight instructors who have been properly certificated by the FAA and shall meet the requirements of Section G.
  - iii. Operator shall have its premises open and services available to meet the demand of its members.
- c. Insurance Coverage  
Operator shall provide certificates of insurance providing the coverages and in the amounts as set by the Commission.

## **I. SPECIALIZED COMMERCIAL AERONAUTICAL ACTIVITIES**

### **1. General**

A Specialized Commercial Aeronautical Activity is an entity engaged in aircraft support service or in air transportation for hire for the purpose of providing the use of aircraft for the activities listed below:

- a. Non-stop sightseeing flights
- b. Aerial photography or survey
- c. Fire fighting
- d. Power line, underground cable, or pipeline patrol



- e. Aircraft Painting facilities  
Ag Sprayingg. Other miscellaneous activities directly related to aviation business.

## 2. Minimum Standards

- a. Ground Space and Improvements
  - i. Operator shall sublease space and facilities adequate for its operations from the Airport Commission.
  - ii. Operators providing services involving, aircraft painting or other commercial use of chemicals, shall provide a centrally drained, paved area of sufficient size to facilitate aircraft. Operator shall also provide for the safe storage and containment of hazardous chemical materials. Such storage facilities shall be in a location on the Airport designated by the Commission, which will provide the greatest safeguard to the public.
  - iii. Any painting operations shall be done in facilities meeting EPA and OSHA requirements.
  - iv. The principal buildings used by the operator shall have space allocated and utilized for staff, public, restrooms, and administration.
- b. Scope of Service
  - i. When required by the nature of its operation, operator shall provide and have based on its leasehold, either owned or under written lease to lessee, at least one aircraft which will be airworthy, meeting all FAA requirements with applicable regulations of the State of Iowa with respect to the type of activity to be performed.
  - ii. Operator shall provide by means of an office or a telephone, a point of contact for the public desiring to utilize the lessee's services.
  - iii. Operator shall have and provide evidence of all proper FAA certificates required for the activity.
- c. Insurance Coverage  
Operator shall provide certificates of current insurance coverages and in the amounts as set by the Commission.

## 3. Ag Spraying Operations Additional Standards

- a. Ground Space and Improvements
  - i. Operator will be assigned a location at the discretion of the Airport Operations Specialist or their designee
- b. Operating Responsibilities
  - i. Operator will submit prior to activity the following:
    - 1. Copy of IDALS Pesticide Applicator License
    - 2. Iowa DOT Ag Aviation Operation Form
    - 3. Copy of Part 137 Operating Certificate
    - 4. Operating FeeOperating Fee (for the season) shall be either:
    - (a) \$500 + \$.10 per gallon flowage fee for temporary self-fueling tank; or
    - (b) \$250 with fuel purchased from IOW supplier
- c. Insurance Requirements
  - 1. Operator shall provide proof of liability insurance naming the City of Iowa City, and Iowa City Airport Commission as additional insured.

- 2, Insurance coverages shall include at minimum:
  - (a) Non-Chemical Liability: \$1,000,000
  - (b) Chemical Liability: \$100,000 bodily injury/\$300,000 per occurrence and \$300,000 property damage per occurrence
  - (c) Provider shall be rated A or higher from A.M. Best
- d. Mandatory reporting of any spillage of fuel or chemicals within 24 hours of spill event, operator to pay any costs associated with clean-up.
- e. Operator shall comply with all rules and regulations set forth by Federal Aviation Administration (FAA), Environmental Protection Agency (EPA), Occupational Safety & Health Administration (OSHA), Iowa Department of Agriculture & Land Stewardship (IDALS), Iowa Department of Transportation (IDOT) and all other pertinent regulations.
- f. Airport Operations Specialist shall provide a certificate permitting operations once all required documentation and payment of fees is received.

## **J. MULTIPLE COMMERCIAL AERONAUTICAL ACTIVITIES**

1. General

An operator in this classification offers a combination of commercial aeronautical activities as defined in Sections V(B.) through V(I.). As a condition to engage in any combination of activities, the Minimum Standards relevant to all of them must be met.
2. Minimum Standards
  - a. Ground Space and Improvements

The Minimum Standards for each commercial aeronautical activity proposed will be reviewed to insure the combined ground space and improvements required for the proposed activities adequately serve the needs of the Airport and its patrons.
  - b. Insurance Coverage

Operator shall provide certificates of current insurance coverages and in the amounts as set by the Commission

## **K. EXEMPT FLYING CLUBS**

1. General

To be exempt from the requirements of the Minimum Standards, all of the following conditions must be met. Violation of such conditions shall be ground for termination of exempt status.

  - a. Club must be non-profit corporation
  - b. Each member must be a bona fide owner of the aircraft, a member of the corporation, or partner in the partnership.
  - c. Club may not derive profit from the operations, maintenance, or replacement of its aircraft
  - d. Club aircraft will not be for commercial operations
  - e. Club shall file a copy of its by-laws, Articles of Association, partnership or other documentation supporting its existence and shall keep current with the Airport Manager a complete list of the Club's Membership, including names of Officers and Directors; evidence that ownership of Club aircraft is vested in the Club; and operating rules of the Club. The books and other records of the Club shall be available for review at any reasonable time by the Airport Manager or designee.

2. Insurance Coverage  
Operator shall provide certificates of current insurance coverages and in the amounts as set by the Commission.

## **VI. ENFORCEMENT**

An entity failing to comply with these Minimum standards for Commercial Aeronautical Activities may be prohibited from using, utilizing, or in any other manner operation on, or in connection with, the Iowa City Municipal Airport

Appendix 1

**SCHEDULE OF MINIMUM OPERATING STANDARDS**

<b>OPERATORS</b>	<b>LAND</b>	<b>BUILDING</b>	<b>PERSONNEL (Qualified)</b>	<b>SPECIAL</b>	<b>AIRCRAFT</b>	<b>EQUIP- and/or SERVICE</b>	<b>HOURS</b>	<b>INSURANCE</b>
<b>AIRCRAFT SALES</b>	Not Specified	Lease Hangar or FBO Sublessee	1	Dealer (New Aircraft)	1 Each Type	Repair & Service		Set by Iowa City Airport Commission
<b>REPAIR (Airframe and/or Powerplant)</b>	Not Specified	Lease Hangar or FBO Sublessee	1	Part 145	NA	Yes		Set by Iowa City Airport Commission
<b>AIRCRAFT RENTAL</b>	Not Specified	Lease Hangar or FBO Sublessee	1		1 Own or Lease	NA	Public Demand	Set by Iowa City Airport Commission
<b>FLIGHT TRAINING</b>	Not Specified	Lease Hangar or FBO Sublessee	1	FAA Certified Flight Instructor	2 Fixed-Wing (1 IFR certified); 1 rotary-wing (VFR);	NA	Public Demand	Set by Iowa City Airport Commission
<b>AVIONICS, INSTRUMENT PROPELLER REPAIR</b>	Not Specified	Lease Hangar or FBO Sublessee	1	FAA approved Repair Station	NA	Yes		Set by Iowa City Airport Commission
<b>AIR TAXI &amp; NON-SCHEDULED</b>	Not Specified	Lease Hangar or FBO Sublessee	1	Part 135	1 Own or Lease	NA	Public Demand	Set by Iowa City Airport Commission
<b>FIXED BASE OPERATOR</b>	20,000*sq. ft.	3,600sq.ft.	SEE MINIMUM OPERATING STANDARDS					Set by Iowa City Airport Commission
<b>MULTIPLE COMMERCIAL AERONAUTICAL ACTIVITIES</b>	SEE MINIMUM OPERATING STANDARDS							Set by Iowa City Airport Commission
<b>SPECIALIZED COMMERCIAL AERONAUTICAL ACTIVITIES</b>	SEE MINIMUM OPERATING STANDARDS							Set by Iowa City Airport Commission
<b>FLYING CLUBS</b>	SEE MINIMUM OPERATING STANDARDS							Set by Iowa City Airport Commission

\*Required for new FBO sites