



**PAINE FIELD**

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**MINIMUM STANDARDS AND GUIDELINES  
FOR COMMERCIAL SERVICES**

April 1998

Snohomish County Airport  
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## **SECTION 1 - BACKGROUND AND POLICY**

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The Airport has been working on a project to develop **Minimum Standards for aeronautical services** for several years. The Minimum Standards were developed using an Advisory Group of airport users and tenants, the County Risk Manager, County Insurance Advisor and an outside consultant as a sounding board for the complex issues involving aeronautical services at the Airport. There have been multiple advisory group meetings which have included speakers from the FAA and the aviation insurance industry. This effort has been delayed several times by other projects, but it is now basically complete:

### **Paine Field Minimum Standards Project**

The Minimum Standards project was initiated to provide the threshold entry requirements (qualifications, levels of service, facilities, insurance) for those wishing to provide aeronautical services to the public and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition. Minimum Standards have been in place at many airports nationwide and are supported by the FAA (see next section) and both of the national airport management associations (AAAE and ACI). Our new Minimum Standards were developed taking into consideration the aviation role of the Snohomish County Airport, facilities that currently exist at the Airport, services currently being offered at the Airport, and the future development and aviation services planned for the Airport. These Minimum Standards and Guidelines contain the minimum levels of service, facilities, staffing, insurance, and environmental compliance that must be met by the prospective service provider. The uniform application of these standards relates primarily to the public interest by discouraging substandard entrepreneurs and mandating insurance coverage levels, thereby protecting the Airport, airport patrons and established aeronautical activities.

### **FAA Position on Minimum Standards**

The FAA strongly encourages, but does not require, an airport sponsor to develop and implement a minimum standards program. The following FAA directives and industry publications deal with the intertwined issues of minimum standards, exclusive rights at airports and airport compliance. Copies of these documents are available at the Airport Office.

#### **FAA & AAAE Directives on Minimum Standards**

1. USDOT FAA ADVISOR CIRCULAR 150/5190-1A  
MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES ON PUBLIC AIRPORTS.
  
1. FAA PREPARATION GUIDE FOR MINIMUM REQUIREMENTS FOR AIRPORT AERONAUTICAL SERVICES.
  
1. USDOT FAA ADVISORY CIRCULAR 150/5190-2A  
EXCLUSIVE RIGHTS AT AIRPORTS.
  
1. USDOT FAA ORDER 5190.6A  
AIRPORT COMPLIANCE REQUIREMENTS.
  
1. AAAE AIRPORT SPONSORS GUIDE TO PREPARING MINIMUM STANDARDS FOR AIRPORT AERONAUTICAL SERVICE PROVIDERS AND AIRPORT OPERATING RULES AND REGULATIONS

## **Overview of Paine Field Minimum Standards and Guidelines for Commercial Services**

Commercial services include both aeronautical and non-aeronautical providers. This first effort to develop minimum standards was focused on aeronautical service providers such as FBOs. Non-aeronautical services (restaurants, taxi cabs, etc.) will be addressed at a future time. Aeronautical service providers were broken down as Full-Service and Limited Service FBOs and Independent providers. In each category and sub-category the services and requirements have been listed. As an example, a Full Service General Aviation FBO (Flight School, Rental, Maintenance) would provide avgas, maintenance & repair, tiedown, pilot supplies, aircraft rental, flight instruction, etc. This business would need to provide certain facilities, personnel, equipment and hours of service. Specific types and amounts of insurance are also delineated.

### **The types of service providers include:**

- Fixed Base Operators-Full Service
  - General Aviation-Flight School, Rental, etc.
  - General Aviation-Corporate
- Fixed Base Operators- Limited Service
  - Aircraft Maintenance and Repair
  - Aircraft Rental
  - Flight Instruction
  - Specialty Services
  - Aircraft Sales
  - Air Taxi/Charter
  - Flying Club
  - Fuel Wholesale & Retail
- Independent Providers
  - Mechanic
  - Flight Instructor

### **Minimum Standards Requirements**

- Service to be provided
- Land and Facilities
- Personnel
- Equipment
- Hours of Service
- Insurance

### **Application to Provide Commercial Service**

If an individual or firm desires to provide commercial services at the Airport they will be provided with a copy of the Minimum Standards, which include definitions, the application process for a prospective business and the Airport's criteria for approving the application. (Commercial service means any trade, commerce or business involving the exchange of goods, property or services of any kind. This includes an independent mechanic who offers repair or inspection services on the Airport) Each business will be required to be properly registered with the state and submit applicable reports and tax revenues accordingly.

### **Minimum Standards Policy on Fuel Sales**

An example of Minimum Standards would be in the sale of aviation fuel. Fuel sales of avgas and jet fuel are restricted to Full Service FBOs and Fuel Wholesale/Retail suppliers. The rationale behind this policy is to ensure that the businesses given the authorization to sell fuel also provide significant services to the Airport and its aviation users and invest in the Airport infrastructure (example: a fuel farm). Fuel dealers also must meet numerous FAA, fire code, building code, equipment and training standards.

### **Minimum Standards Policy on Independent Mechanics**

Another example of minimum standards could be in mechanical repairs and inspections. An individual desiring to provide these commercial services needs to meet the FAA licensing and currency requirements, have the appropriate tools and technical manuals, be properly registered with the state and meet minimum insurance requirements. The specific services, service areas and environmental (hazmat) plan would also need to be reviewed and approved. The effect of these minimum standards is to require off-airport mechanics and IA's to demonstrate that they are qualified to provide aviation mechanical services, that they are properly licensed to conduct business in this state, have an acceptable environmental plan and have met the County Risk Manager's requirements for insurance.

### **A Message from the Airport Director**

Minimum Standards can be a complex and contentious subject. We have done an extensive review of the FAA directives, risk management issues and tenant desires. I don't feel that our new policy is perfect nor that it is the final word, but I do feel we have done a credible job in addressing the issues. This program has been generally discussed with the County Council and the County Executive's Office, but has not been formally submitted for review and adoption. Rather, since approval of the Minimum Standards is within the current authority of the Airport Director it will be put into effect as an administrative policy. Appeals to any administrative policy or decision can be addressed to the County Executive's Office. The Minimum Standards will be implemented this month beginning with an education program. Copies of the Minimum Standards are being mailed to each person who participated in the advisory group meetings and are available by calling or visiting the Airport Office (425-353-2110). For further information, contact **Dave Waggoner**, Airport Director (extension 2224), **Bill Dolan**, Deputy Director (extension 2228) or **Bruce Goetz**, Superintendent of Operations (extension 2230).



Dave Waggoner  
Airport Director

## SECTION 2 - DEFINITIONS

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**Aeronautical Activity** - means any activity commonly conducted at airports which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, air cargo, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts, and aircraft storage.

**Aeronautical Service** means any service which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the airport by a person who has a lease or permit from the airport owner to provide such service.

**Non-Aeronautical Service** - means any service commonly conducted at an airport which provides service or products which are not associated with aviation. These activities include restaurants, mobile catering & food service, espresso/sandwich service, taxi service, car rental, and mobile service vans.

**Airport** means the Snohomish County Airport, and all of the property, buildings, facilities and improvements within the property boundaries of such airport as it now exists on the Airport Layout Plan or Exhibit A or as it may hereinafter be extended, enlarged or modified.

**Airside** means the runways, taxiways, ramps, aprons, buildings, and facilities inside the security fence.

**Commercial Service or Activity** means any trade, commerce or business involving the exchange of goods, property or services of any kind.

**FAA** means the Federal Aviation Administration.

**FAR** means Federal Aviation Regulations.

**FBO** means a Fixed Base Operator duly licensed and authorized by written agreement with the airport owner to provide aeronautical services at the airport under compliance with such agreement and pursuant to these regulations and standards. By definition an FBO has a "fixed base" of operations, i.e. an office, hangar or shop on the airport, approved for commercial operations.

**Flying Club** means a non-commercial organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques. See the Airport Rules and Regulations for requirements.

**Fuel** means aviation gasoline, automotive fuel, diesel or jet fuel.

**Independent Flight Instructor** means a single individual, working alone without employees or partners, who provides a commercial service as a flight instructor.

**Independent Mechanic** means a single individual, working alone without employees or partners, who provides a commercial service in the maintenance and repair of aircraft and/or aeronautical components.

**Landside** means all buildings and surfaces on the airport used by surface vehicular and pedestrian traffic which are located outside the airside security fence.

**Minimum Standards** means the standards which are established by the airport owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity or provide a commercial service on the airport.

**Person** means an individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity.

**Self - fueling operator** means a person who dispenses aviation fuel to aircraft owned by such person, or leased from others and operated by such person. See Airport Rules and Regulations for requirements and procedure.

### **SECTION 3 - MINIMUM STANDARDS FOR ALL FBOs**

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**A. The following minimum standards shall apply to all prospective aeronautical service providers wishing to become Full Service or Limited Service FBOs at the Airport:**

1. The applicant shall agree to a lease for a term to be mutually agreed upon between the parties with due consideration for the applicant's financial investment and the need to amortize improvements to the leasehold. The lease will include appropriate office, hangar or shop space for the proposed services and may be with the Airport or with a tenant on the Airport. The applicant must obtain the Airport Director's approval prior to beginning commercial operations, regardless of whether the lease is with the Airport or with a tenant of the Airport.
2. A person shall have such business background and shall have demonstrated his business capability to the satisfaction and in such manner as to meet with the approval of the Airport Director.
3. Demonstrate adequate resources to realize the proposed business objectives. This includes tools and FAA manuals, documentation and updates for the proposed business.
4. The prospective FBO shall lease or otherwise have adequate access to an appropriate amount of building and land space for the proposed service, including adequate floor space for hangar, shop, office, customer lounge and rest rooms, which shall be properly heated and lighted, and shall provide public telephone facilities for customer use. A Snohomish County Certificate of Occupancy must be obtained prior to beginning commercial operations.
5. The prospective FBO shall have the premises open and services available appropriate hours and days a week, and shall make provision for someone to be in attendance in the office or available at all times during the required operating hours.
6. The prospective FBO shall demonstrate its ability to acquire insurance coverage as stipulated in Appendix A. An FBO should make its own analysis to determine if more is needed..

Higher coverage limits may be appropriate for some operations. Insurance coverage will be reviewed by the Snohomish County Risk Manager as applications are received. The Risk Manager may require different coverage based on review of the proposed business and the background of the applicants.

7. The prospective FBO shall possess a valid Washington State Tax ID Number, collect appropriate sales tax on revenue, file tax reports with the Department of Revenue and IRS and make all appropriate tax payments required by law.

8. Additional specific requirements for individual types of FBO businesses are listed in APPENDIX A.

**B. Demonstration of intent to conduct a business operation at the Airport shall be by application to the Snohomish County Airport Director. The written application shall contain at the minimum:**

1. The proposed name and nature of the business, including intended services.
2. The names, addresses and phone numbers of all individuals who would be owners, partners or managers of the business. Copies of current FAA licenses and certificates which would be required for the proposed business.
3. A current financial statement for the business and/or owners. Certification by a Certified Public Accountant may be required.
4. A listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.
5. A current credit report for each party owning or having a financial interest in the business and a credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
6. A list of employers or work history providing information covering last five years.
7. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the Airport for the proposed business. Applicant must comply with County building code, fire code, and permit requirements. Building permit applications will require the approval of the Airport Director prior to submission to the County Department of Planning and Development Services.
7. An operations plan providing summary of intended use of airport facilities, including proposed environmental compliance plan.
8. Evidence of ability to acquire required insurance coverage. Such policies shall not be for less than the amounts listed at APPENDIX A.
9. A financial and technical business plan forecasting business development and demonstrating finances necessary to conduct the proposed operation and the capability to meet FAA requirements for the proposed service.

10. Such other information as the Airport Director may reasonably require.

**C. All applications will be reviewed and acted upon by the Airport Staff within 90 days from the receipt of the complete written application. Applications may be denied for one or more of the following reasons:**

1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards Guidelines.

2. The applicant's proposed operations or construction will create a safety or environmental hazard on the Airport.

3. The granting of the application will require the expenditure of airport funds, labor or materials on the facilities described in or related to the application, or the operation could have a negative impact on the Airport's financial operations.

4. There is no appropriate or adequate available space or building on the Airport to accommodate the activity of the applicant.

5. The proposed operation, airport development or construction does not comply with the approved Master Plan and Airport Layout Plan.

6. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present tenant, such as problems in aircraft traffic or service, vehicular access and egress, or noise to existing tenants.

7. Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.

8. Any party applying, or having an interest in the business, has a record of violating the rules, regulations or minimum standards of the Airport or any other airport, the Federal Aviation Regulations, the Snohomish County Code, or local health regulations.

9. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Snohomish County Airport or any lease or other agreement with another airport or entity.

10. Any party applying, or having an interest in the business is not sufficiently credit worthy and responsible in the judgment of the Airport Director to provide and maintain the proposed business and to promptly pay amounts due under the lease.

11. The applicant does not have the finances necessary to conduct the proposed operation.

12. The applicant has committed any crime, or violated any ordinance, rule or regulation, which adversely reflects on its ability to conduct the proposed operation.

13. The proposed business does not meet the local, state, and federal requirements for envi-

ronmental compliance.

14. The proposed construction would detract from the physical appearance of the airport, is of low quality or lacks durability.

## **SECTION 4 - MINIMUM STANDARDS FOR INDEPENDENT MECHANICS AND FLIGHT INSTRUCTORS**

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**A. The following minimum standards shall apply to all prospective aeronautical service providers wishing to offer their services for compensation as an Independent Mechanic or Independent Flight Instructor at the Airport.**

1. The applicant shall obtain an Independent Aeronautical Service Provider Authorization from the Airport Director.

2. The applicant shall have such technical background and shall have demonstrated his technical capability to the satisfaction and in such manner as to meet with the approval of the Airport Director. This includes appropriate FAA certifications and stable work history. (Note: FAA certifications alone, without significant documented work history, will not meet this requirement.)

3. Demonstrate adequate resources to realize the proposed business objectives. This includes finances, tools, FAA manuals and documentation for the proposed business.

4. Provide a communications plan which allows customers to make contact within a reasonable timeframe.

5. The applicant shall demonstrate his ability to acquire insurance coverage as stipulated in APPENDIX A. An applicant should make his own analysis to determine if more is needed. Higher coverage limits may be appropriate for some operations. Insurance coverage will be reviewed by the Snohomish County Risk Manager as applications are received. The Risk Manager may require different coverage based on review of the proposed business and the background of the applicants.

6. The applicant shall possess a valid Washington State Tax ID Number, collect appropriate sales tax on revenue, file tax reports with the Department of Revenue and IRS and make all appropriate tax payments required by law.

7. Additional specific requirements for Independent Mechanics and Independent Flight Instructors are listed in APPENDIX A.

**B. Demonstration of intent to conduct a business operation at the Airport shall be by application to the Snohomish County Airport Director. The written application shall contain at the minimum:**

1. The proposed name and nature of the business, including intended services.

2. The name of the person making the application. Copies of current FAA licenses, certificates, and currency records which would be required for the proposed business.

3. A current financial statement for the business owner.

4. A listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.

5. A current credit report.

6. A list of employers or work history providing information covering last five years.

7. An operations plan providing summary of intended use of airport facilities, including proposed environmental compliance plan.

8. Evidence of ability to acquire required insurance coverage. Such policies shall not be for less than the amounts listed at APPENDIX A

9. An operations and technical business plan forecasting business development and demonstrating the capability to meet FAA requirements for the proposed service. Independent mechanics will be required to present a plan for obtaining appropriate FAA documentation (manuals, AD's, updates etc.) for the work they intend to perform.

10. Such other information as the Airport Director may reasonably require.

**C. All applications will be reviewed and acted upon by the Airport within 90 days from the receipt of the complete written application. Applications may be denied for one or more of the following reasons:**

1. The applicant does not meet qualifications, standards and requirements established by these minimum standards.

2. The applicant's proposed operations will create a safety or environmental hazard on the Airport.

3. The granting of the application will require the expenditure of airport funds, labor or materials on the facilities described in or related to the application, or the operation could have a negative impact on the Airport's financial operations.

4. There is no appropriate or adequate available space or building on the Airport to accommodate the activity of the applicant.

5. The proposed operation does not comply with the approved Master Plan and Airport Layout Plan.

6. The applicant has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.

7. The applicant has a record of violating the rules, regulations or minimum standards of the

Airport or any other airport, the Federal Aviation Regulations, the Snohomish County Code, or local health regulations.

8. The applicant has defaulted in the performance of any lease or other agreement with the Snohomish County Airport or any lease or other agreement with another airport or entity.

9. The applicant is not sufficiently credit worthy and responsible in the judgment of the Airport Director to provide and maintain the proposed business.

10. The applicant does not have the finances necessary to conduct the proposed operation.

11. The applicant has committed any crime, or violated any ordinance, rule or regulation, which adversely reflects on its ability to conduct the proposed operation applied for.

12. The proposed business does not meet the local, state, and federal requirements for environmental compliance.

## **SECTION 5 - APPEAL PROCESS**

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Individuals who feel they have been unfairly treated by this process or by interpretations or decisions by the Airport Director may submit a written request for review to the County Executive, who will make a final determination.