

Chatham Municipal Airport Minimum Standards for Commercial Activities

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FAA AC1505190-1A 

General Policy

The Chatham Municipal Airport Commission ("Commission") recognizes its responsibility as an airport proprietor to the Town of Chatham, airport users and the general public to conduct and operate the airport with prudence and sound judgment for the social and economic well being of the Town of Chatham, airport users and environs. The Commission may, as needed, solicit for a Commercial Operator (see "definitions" below) in the event that additional operators are needed. The Commission requires Commercial Operators to comply with all appropriate local, Commonwealth, and Federal laws and regulations regarding the commercial operation.

The Commission requires all Commercial Operators to maintain with the Commission a permanent file of plans and as-builts regarding their operation. The Commission may, upon written application, grant exemptions to the application of these Minimum Standards, when satisfied, after an examination of the circumstances supporting the request for an exemption, that the public interest will be better served by granting such an exemption.

Definitions:

Chatham Municipal Airport ("Airport"): The runways, taxiways, buildings and adjacent fenced areas designated on Town maps, east of George Ryder Road; and, the seaplane base on White Pond.

Minimum Standards: The qualifications established by the Commission as the minimum requirements to be met as a condition for the privilege of conducting a commercial activity on the Airport.

Commercial Activity: The following activities commonly conducted on airports are defined as "commercial activities" for purposes of these Minimum Standards:

- Air charter operations
- Flight training
- Aircraft rental and leasing
- Aerial sightseeing
- Aerial photography
- Aerial advertising and surveying
- Air carrier operations
- Aircraft sales
- Aircraft service
- Food/Restaurant Service
- Any other activity, when designated by the Commission that is appropriately regarded as directly related to the operation of aircraft.

Commercial Operator: Any company or person engaged in any Commercial Activity for compensation.

Space Requirements: All square footage requirements for various categories of commercial operations are cumulative. The space required must be owned by, leased or subleased to the Commercial Operator exclusively and not shared with any other operators, individuals, or companies. The entrance to the space must have permanent signage noting the Commercial Operator's name and posting the hours of operation.

General Requirements:

Company Organization: Certificate of Incorporation, DBA Certificate or other verification of Commercial Operator's organization and tax status in the Commonwealth of Massachusetts must be on file with the Commission.

Office/Hangar Space: Copy of lease or certificate of title on file with the Commission for leased or owned space located on the Airport. A copy of the floor plan is also required.

Insurance: Insurance certificate in the amount required or greater must be on file with the Commission, listing the Town of Chatham and the Commission as additional insured. Leased aircraft require similar documentation. A Workers' Compensation certificate covering all employees of the Commercial Operator must be displayed on premises.

Special Requirements – These are additional requirements for specific Commercial Activities:

I. Flight Operations

A. Air Taxi, FAR Part 135 Charter

A Flight operator engaged in flight operations will be expected to provide:

1. A well lighted and heated office and reception room area of at least 200 square feet, leased or owned, on airport property. This area is to be located within walking distance of the aircraft.
2. A telephone listed under the company name and attended during normal business hours.
3. Premises Liability insurance of \$1,000,000 combined single limit bodily injury and property damage and Commercial aircraft liability insurance of \$1,000,000 combined single limit bodily injury and property damage with \$100,000 minimum per passenger also naming the Town or Chatham and the Commission as additional insured.
4. An ongoing demonstrated ability to meet certification requirements of FAA, Commonwealth, and local authorities.
5. At least one licensed airworthy aircraft for Part 135 charter operations.
6. Full time personnel available during normal business hours seven days a week.
7. Suitable tie-down or hangar space for all company aircraft.
8. A formal and documented program for educating all pilots of the noise abatement and safety procedures at the Airport.

B. Scheduled Air Carrier FAR Part 121

The Chatham Municipal Airport is not a FAR Part 139 certificated airport nor does the airport support any plans to render such services as required for Scheduled Air Carrier service in the future. Before any Scheduled Air Carrier could operate at the Airport, the facility would require significant improvements to accommodate the requirements of FAR parts 121, 139, 107 and 105. No such improvement can take place without the Commission first having conducted all appropriate public hearings and filed appropriation of funding to make such changes to the facility. In addition to the above, the Commercial Operator must also meet the requirements of Paragraph I. Sec. 1 through 8 and must:

1. show evidence to support the need for such service, to include a marketing study to reflect the market potential; show the support of the business community, a plan of proposed operations, scheduling and passenger forecasts, environmental impact assessment for the proposed schedule, and approval of destination airports.
2. show the availability of facilities to accommodate public users in the numbers forecast, such facilities to include automobile parking, waiting areas, baggage handling, ticketing enplaning and deplaning procedures.
3. obtain the approval of flight scheduling from the Commission.
4. provide monthly reports or copies of daily manifests to show the number of enplaning and deplaning passengers at the Airport.

II. Flight Instruction Aircraft Rental, Sales, Sightseeing Flights

For all flight operations using aircraft (rented, leased, lease backed or owned), the Commercial Operator will be expected to provide the following:

1. A well-lighted and heated office and classroom of at least 200 square feet, leased or owned, on airport property, with training equipment such as flight simulators and instrument training aids, to be located within walking distance of the aircraft,
2. Suitable tie-down or hangar space for all company aircraft.
3. A minimum of two aircraft for flight instruction.
4. A telephone listed under the company name and attended during normal business hours.
5. An ongoing demonstrated ability to meet certification requirements of FAA, Commonwealth and local authorities.
6. Premises Liability insurance of \$1,000,000 combined single limit bodily injury and property damage; Commercial aircraft liability insurance of \$1,000,000 combined single limit; bodily injury and property damage for all aircraft owned, leased, leased backed or rented with \$100,000 minimum per passenger, also naming the Town of Chatham and the Commission as named additional insured.

7. A formal and documented program for educating all students and instructor pilots of the noise abatement and safety procedures at the Airport.

Transient Flight Operators may not use the Airport to pick up students or advertise the Airport as point-of-origin for flight instruction without first complying with these minimum standards.

III. Ground Operations, Aircraft Service, Avionics Service

A Commercial Operator engaged in ground operations will be expected to provide:

1. A well lighted and heated waiting room of at least 200 square feet and hangar space of at least 3,000 square feet, leased or owned, on airport property. This area is to be located within walking distance of the aircraft.
2. A listed telephone number under the company name attended during normal business hours.
3. Liability insurance of at least \$ 1,000,000 naming the Town of Chatham and the Commission as named additional insured.
4. At least two full-time licensed mechanics on duty during normal business hours, five days a week.
5. Minimum equipment including but not limited to jacks and lifts for high and low winged aircraft and engine testing equipment.
6. A minimum stock of spare parts for the type of aircraft normally maintained at the facility (filters etc.).
7. Suitable approved facilities for cleaning aircraft parts.
8. A service to remove any non-airworthy aircraft from the airport within a reasonable time.
9. A plan approved by the Chatham Fire Department and the Airport Manager for the storage and removal of any and all waste aircraft fluids or cleaning material.
10. A Storm Water Pollution Prevention and Hazardous Spill Prevention/Clean-up plan.

IV. Fuel Storage and Dispensing

1. The Commission reserves the exclusive right to sell all aviation and motor fuels on the Airport.

V. Unique Services

A fixed based operator including but not limited to providing aerial photography, advertising, surveying or other such services must provide:

1. A well lighted and heated office of at least 200 square feet, leased or owned, on airport property. This area is to be located within walking distance of the aircraft.

2. Must demonstrate they are licensed and/or authorized to do business in the Commonwealth of Massachusetts.
3. Listed telephone number under the company name manned during normal business hours,
4. Premise Liability insurance or \$1,000,000 combined single limit bodily injury and property damage and Commercial aircraft liability insurance of \$1,000,000; combined single limit bodily injury and property damage with \$100,000 minimum per passenger, also naming the Town of Chatham as named additional insured.
5. A suitable tiedown.

VI Compliance

The Chairman of the Commission will provide notification of compliance/noncompliance with these Minimum Standards to Commercial Operators. Noncompliance shall result in immediate termination of the related Commercial Activity. Failure to terminate the Commercial Activity will be pursued with Town Counsel.