

# SAN MATEO COUNTY AIRPORTS



SAN MATEO COUNTY DEPARTMENT OF PUBLIC WORKS AIRPORTS DIVISION

## COUNTY OF SAN MATEO

### AIRPORT BUSINESS OPERATING STANDARDS

Introduction:

#### PURPOSE OF STANDARDS

County of San Mateo Airport Business Operating Standards are established to protect the interests of Airport Tenants, Users and the Citizens of San Mateo County by:

Insuring that airport users, tenants and the Citizens of San Mateo County receive non-discriminatory, reliable, safe, quality service from all airport business operators.

Insuring that Operators who engage in commercial activity at San Mateo County Airports receive fair and equitable treatment and are given the opportunity to receive a fair and reasonable return on their investment.

Insuring the stability and economic viability of business operators by requiring that Operators practice sound business management practices and deliver quality service.

#### EFFECTIVE DATE

The effective date of these standards is May 1, 1994. These standards may be amended by adoption of the County of San Mateo Board or Supervisors. The effective date of any amendment that may occur to this document will be listed in this paragraph.

#### Distribution

A copy of these Standards shall be distributed to each Operator, Concessionaire, or Permittee conducting business on County Airports. Applicants for Concession Agreements and Commercial Operating Permits with County shall be issued a copy of these Standards Prior to submission of their request.

#### I. Types of Business Operators

Airport Business Operator at County Airports are classified as follows:  
Commercial Activity  
Limited Operating Permit

A Commercial Activity

A business Operator in this classification may engage in these listed activities after entering into a concession agreement with the County of San Mateo and complying with the established standards for each activity:

Aircraft Flight Training School  
Aircraft Sales  
Airframe and Power Plant Repair and Maintenance  
Aircraft Rental/ Service  
Radio Repair Sales/ Service  
Instrument Repair  
Propeller Repair Service  
Air Carrier Operations (Passenger/ Freight/ Mail)  
Banner towing  
Aerial Photography/ survey  
Fire fighting, fire patrol  
Power line or pipeline patrol

Any other activity which because of its relationship to the operation of aircraft its regarded by Federal Aviation Administration or County of San Mateo as an aeronautical activity or is authorized by County to operate in conjunction with an aeronautical activity.

B 1. Limited Operating Permit

The purpose of operating permits is to regulate commercial activities on a single use basis while deriving revenues for the airports, establish criteria that will allow for unique uses of airport facilities, monitor the status of individual aircraft projects and provide written agreements with business enterprises that are not aeronautical or aviation related. Operating permits fall into the following three categories.

2. Limited Operating Permit A.

An “A” Permit is issued for Non-Aviation commercial activities such as non-profit fund raising events, movie productions, trade show, automobile concourses etc. Type “A” permits may also be issued for non-aviation commercial enterprises such as mobile washing and detailing Services, upholstery shops, vending machines, rental cars or advertising. Type “A” Permits require a permit fee negotiated between the Permit tee and Airport Staff. Type “A” permits may require a separate. Concession agreement approved by the Board of Supervisors. Airport Staff reserves the right to waive fees associated with this permit.

3. Limited Operating Permit B.

A "B" Permit is issued for limited Aviation commercial activities such as a mechanical repair to an aircraft by a mechanic employed by an aviation business who does not have an agreement with San Mateo County Airports, commercial removal of a damaged aircraft from the airport, aircraft operator providing rides to the public. Type "B" Permits require a minimum permit fee of \$50.00 and a maximum permit fee of \$500.00. Type "B" Permits will not be issued more than one time during a three-month period. Airport Staff reserves the right to waive fees associated with this permit

#### 4. Limited Operating Permit C.

A "C" Permit will be issued to individuals who are working on aircraft projects on or in airport operated hangars and tiedowns on a non-commercial basis. These permits will be issued in order to monitor progress of each aircraft construction or restoration project. Type "C" permittees may be required to pay an administrative and environmental management fee not to exceed \$50.00 for a 12 month period and may also be required to submit a project schedule.

## II. General Provisions

- A. Each Operator to whom a concession is granted, including those operating under Right-of-Entry Agreements, is expected to operate his premises for the use and benefit of the public. This includes:
  - 1. Furnishing quality efficient service to the demand for said services.
  - 2. Furnishing such service on a fair, equal, and non-discriminatory basis to all airport users.
- B. Operator, shall at all times operate under guidelines set forth in 14 CFR Part 152.
- C. No right or privilege granted to an operator in any way interferes with or prevents any person, firm or corporation operating on the Airports from performing any services on its own aircraft with its own employees as long as all services are compatible with good housekeeping and safety regulations established by Airport manager.
- D. All standards shall be subordinate to the provisions of any existing or future agreement the County of San Mateo and the United States, and the County of San Mateo and the State of California, relative to operations or maintenance on the airports, the execution of which has been or may be required as a condition precedent to the expenditure of Federal or State Funds for development of the Airports.
- E. When Fixed Base Operator apply for new Concession Agreements, or extensions or renewals of existing agreements the following financial standards will apply:

1. A prospective Operator shall accompany his request for a concession agreement with a certified check in an amount of the minimum monthly payment under the requested agreement. This amount shall be in payment of the month's minimum rental.
  2. Financial stability of a prospective Operator Concession will be evaluated by County based on financial references, credit rating, funds available for application to the concessions applied for, and by demonstrated financial management performance in prior activities. County may require CPA certified financial statement.
  3. Fixed Base Operators are expected to meet their financial obligations to the County by the payable date specified in their Agreement. When Concession Agreements are being considered for extension or renewal, the fact of payment or non-payment by the time specified in the agreement will be a factor for evaluation and the Operator's record of payments shall be presented to the Board of Supervisors at the time the request for renewal or extension is presented.
- F. All Operators must obtain permits from appropriate cities/agencies as necessary to conduct business operations on the Airports. They also must conform to all applicable State/County/Municipal industrial, building, safety, Health, Fire and sanitation codes and ordinances including County of San Mateo Airports Division Storm Water Pollution Prevention Plan, and Hazardous Material Business Plans.
- G. Where an Operator is authorized to conduct one or more types of aeronautical activity, multiple use may be made of the same office space, passenger lounge, public telephones, and rest rooms.
- H. Operators must keep all building and grounds in good repair and in a neat, safe, and acceptable condition at all times.
- I. No Operator may operate a radio station so as to interfere with the Tower's use of its communications equipment.
- J. County controlled tiedowns will be allocated between private owners and airport business operators in a fair and equitable manner. One time each year airport business operators will be allowed to request for increase or decrease in tiedown allotment. The Airport Manager will make very effort to comply with reasonable requests.

### III. Standards for Aircraft Flight Training School

- A. Must provide instruction for private, commercial and instrument ratings.

- B. Must have exclusive use of a suitable classroom, administrative office and ground space, lounge, rest room(s), including telephone, available for public use.
- C. Preventive maintenance performed on aircraft used by flying schools must be done so in suitable facilities. Standard aircraft hangars and tiedown areas are not suitable maintenance facilities.
- D. Must employ at least one properly rated FAA flight instructor on full time basis.
- E. Must have a minimum of six (6) aircraft under operator control.
- F. Minimum hours of operation: Eight hours per day, five days per week.

IV. Standards for Airframe and Power Plant Repair and Maintenance

- A. Minimum of approximately 7,500 square feet of exclusive use space including office, shop, hangar, parts storage, and access to public telephone.
- B. Must be FAA Certified for work performed.
- C. Minimum hours of operation: At least one FAA Certified A and P on duty a minimum of eight hours per day, five days per week.
- D. Must meet all applicable fire and safety regulation with Specific reference to those applicable to provisions of fire extinguishers, storage of flammable liquids, doping, spray painting and stripping facilities.
- E. Must maintain on file with San Mateo County Environmental Health Department a current Hazardous Materials Business Plan.
- F.
  - 1. Must maintain on file with San Mateo County Airports Division:
  - 2. Storm Water Pollution Prevention Plan Permit compliance checklist.
  - 3. Storm Water Pollution Prevention Plan Permit questionnaire.
  - 4. Storm Water Pollution Prevention Plan Co-Permittee Agreement.
  - 5. List of any and all aircraft utilizing tiedowns assigned to the business
  - 6. List of emergency and after hour telephone contacts

V. Standards for Aircraft Sales

- A. Must have exclusive use of suitable space on the County Airport for display and storage of aircraft for sale, office space customer lounge, rest room(s), including a telephone available for public use.
- B. One person with current commercial pilot certificate with ratings appropriate types of to be demonstrated.
- C. Aircraft dealers shall provide for adequate servicing of aircraft and accessories during the warranty period.

IV. Standards for Aircraft Rental/Sightseeing

- A. Suitable office space with appropriate waiting facilities for customers.
- B. Minimum of one pilot properly certified at least at the commercial pilot level.

VII. Standards for Air Taxi/ Charter Service

- A. Lessees must hold an FAA Air Taxi-Commercial Operator Certificate with the appropriate ratings.
- B. Operator must provide a properly heated and lighted customer lounge, office space appropriate to the business conducted. Access to rest room(s) and a telephone available for public use. (The Air Taxi Operator may enter into an agreement with the County of San Mateo to utilize the terminal building for this purpose.)
- C. One pilot properly certified at least at the commercial level.
- D. One four-place aircraft meeting all requirements of the Air Taxi Commercial Operator Certificate must be owned or available under lease agreement, and must meet all the relevant requirements of Part 135 of the FAA Regulations.

VIII. Radio and Avionics Sales/Repair/Service

- A. Operator must hold an FAA Repair Station Certificate appropriate to service rendered.
- B. One FAA certificated repairman qualified in accordance with the terms of the Repair Station Certificate must be available.
- C. Suitable office and shop space shall be available as required for FAA repair shop certification

IX. Propeller Repair/Sales/Service

- A. Operator must hold an FAA Repair Station Certificate appropriate to service rendered.
- B. One FAA certificated repairman qualified in accordance with the terms of the Repair Station Certificate must be available.

X. Standards for Banner Towing

- A. Pick up and drop banners designated areas only.
- B. Provide one pilot properly certified at the commercial pilot level.
- C. Provide banner towropes equipped with a “breakaway” device which shall cause the banner to be released if the banner drag exceed 500 pounds.
- D. Test banner release mechanisms before each banner tow to ensure correct and positive release.
- E. Provide one aircraft suitable for banner towing and equipped with an operable two-way radio.
- F. Provide Insurance. See Appendix A.

XI. Other Aeronautical Operations

Standards will be promulgated as required.

APPENDIX "A"  
"INSURANCE REQUIREMENTS"

- A. Comprehensive Airport and aircraft liability insurance in the minimum amount of TWO MILLION DOLLARS (\$2,000,000) combined single-limit personal liability/property damage exclusive of passenger liability.
- B. Passenger liability insurance as required by the California Public Utilities Commission.
- C. Hangarkeeper's insurance in the minimum of \$250,000 each occurrence.
- D. Worker's Compensation and Employer Liability Insurance Operator shall be in effect during the entire life of this agreement Worker's providing full statutory coverage.
- E. Auto liability to include bodily injury and property damage in the Minimum amount of ONE MILLION DOLLARS (\$1,000,000.00) Combined single-limit if operator utilizes vehicles which operate on Aircraft operational area.