

**WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, MARCH 19, 2014**

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, March 19, 2014, at 4:30 p.m. at the Willmar Municipal Airport Conference Room.

** Members Present: Pat Curry, Terry Albers, Dan Reigstad, Sandy Gardner, and Dan O'Meara.

** Members Absent: Richard Kacher, and Don Cole.

** Others Present: Dan Ahlquist, Ron Buchanan, Brian Negan- Maximum Cruise Aviation, Eric Rudningen- Eric's Aviation Services, Kevin Carlson- Bolton and Menk, and Megan DeSchepper- Planner/Airport Manager.

2. MINUTES: The minutes of the January 15, 2014 meeting were approved as presented.

3. AIRPORT UPDATES: Eric Rudningen, of Eric's Aviation Service, the Airport Operations Supervisor, updated the Airport Commission on various aspects of Airport Operations. Mr. Rudningen noticed the water around the localizer building and opened up the clogged culvert near the building that helped the pooling water dissipate. Kevin Carlson, of Bolton and Menk, told the Commission that tiling and drainage work around the localizer building is on the Airport CIP and funding will likely be available from MNDOT for those improvements. Quotes had been obtained for the project late fall 2013 but came in quite high. The project will be rebid this spring.

In February, Mr. Rudningen with assistance from Public Works and the bucket truck cleaned the smoke detectors in the FBO building and replaced some light bulbs. The detectors were giving false alarms due to dirt and grime. Mr. Rudningen commended Public Works and their exemplary work keeping the runway clear this winter.

There is a startup flying club at the Airport; they've had two initial meetings. And through fliers at the airport and word of mouth the interest is increasing. They are working on how the membership would operate and an aircraft for members use etc. They would be a non-profit organization and may look into options for hangar rental at reduced rate from the Airport Commission in the future.

Life Link III's water line to their office froze during one of the recent cold spells.

The beacon is not working at this time, but the parts are in, Mr. Rudningen will install the new parts once weather permits.

Mr. Carlson stated that the MALSR MNDOT project will commence in July or August, MNDOT had two quotes come in regarding the project.

Staff updated the Commission that the new City Engineer/Public Works Director, Sean Christiansen has started and as has been in the past he will eventually be the Department Head overseeing the Airport Manager.

4. MINIMUM STANDARDS DISCUSSION CONTINUED: The Commission discussed Section 4-6 item #4 regarding access to private hangars by the Airport Manager. The Commission recommended that that section be rewritten so that access would be via a scheduled appointment and as per the land lease. As the hangars are privately owned the Commission felt unlimited key access by the Airport Manager would be inappropriate.

The Airport Commission discussed fire extinguishers and somewhere in the document it lists two extinguishers by each gas tank. And suggested that whatever is required be included and then met on site.

Staff went over several areas that are not currently in the Minimum Standards for aeronautical activity but inquired if the Commission would like them included such as lease information, vehicle access, signage for controlling access, ag spraying, ultra-light usage etc. Mr. Rudningen and Staff will draft up additional provision regarding the items listed above for review by the Commission at the next meeting.

5. MISCELLANY: Mr. Rudningen reminded the Commission that private fuel tank storage has some requirements as listed in the Minimum Standards document, including a limit of 119 gallons. A letter will be going out to the private land lease hangar owners reminding them of the requirements.

Mr. Carlson inquired about the Willmar Area Joint Airport Zoning Board and if they've met and are current. Staff stated that they have not had need to meet in some time and is not sure about the membership. Mr. Carlson recommended updating the Board and making sure the membership is current etc.

Mr. Carlson also updated the Commission on the grass runway. Once weather permits the runway will be examined and seeded/fertilized as needed to meet the contract requirements. The plan is that the grass runway would be in operation this summer.

Mr. Carlson reminded the Commission the MCOA annual conference is in April if anyone is interested in attending.

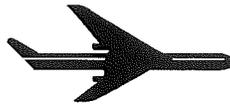
6. There being no further business to come before the Commission the meeting adjourned at 5:23 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

Willmar Municipal Airport



Minimum Standards for Aeronautical Activity

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The Willmar Municipal Airport has developed these Minimum Standards to create a level playing field on airport property. These Minimum Standards have been written under the direction of the Willmar Airport Commission as assigned by the Willmar City Council by City Ordinance # 1113 adopted on January 11, 1999. *These Minimum Standards were amended _____, with recommendations provided by the Federal Aviation Administration and the MNDOT Office of Aeronautics.*

It is the Willmar Municipal Airport's purpose to allow commercial operators to operate on the airport grounds to the best of their ability. The Willmar Municipal Airport will provide a fair and level playing field to any service that wishes to operate. *Additional information pertaining to airport uses are in conjunction with Minnesota Administrative Rules' Chapter 8800, Aeronautics and can be found on the Minnesota Department of Transportation, Aeronautics and Aviation website;*

<http://www.dot.state.mn.us/aero/aviationpublications.html>

DEFINITIONS

Section 2

Aeronautical Services – 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 such operations.

Agreement – A negotiated set of standards, rates, and charges set between the owner and the operator.

Ag Aerial Spraying/Dusting- An aeronautical commercial operation in which an individual is engaged in applying or offering to apply chemicals or other substances from an airplane.

Airport – Means the Willmar Municipal Airport, John L. Rice Field, and all of the property, buildings, facilities and improvements within the boundaries identified on the Airport Layout Plan.

Commercial Operations – any operation of an aircraft for compensation or hire, any services performed incidental to the operation of any aircraft for which a fee is charged or compensation received but does not include any operations of aircraft as common carriers by the federal government or the services thereto. (Shared expense flights as defined in the Federal Aviation Regulations are not considered commercial operations).

FAA – Federal Aviation Administration

FAR – Federal Aviation Regulation

FBO – Fixed Base Operator

Lease – The right to conduct commercial, aeronautical or agricultural activities on the airport as defined within the parameters of the established minimum standards.

Minimum Standards – The qualifications which are established herein by the airport Owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport.

Multiple Service Providers – An operator that performs two or more services listed in Section 4 of these Minimum Standards.

Owner – means the City of Willmar

Operator – means any person, firm, partnership, corporation, association or group providing any one or a combination of aeronautical services to or for aviation users at the Airport.

Primary Fixed Base Operator – an operator chosen by the owner through an RFQ process that assures a level of service in the city owned facility. This operator will be considered as a Multiple Service Provider, but assures a higher level of services.

Private Fueler – An individual that self fuels an aircraft owned or leased to them for their exclusive use through the use of a private portable tank of one hundred nineteen (119) gallons or less.

Single Service Operator – An operator that performs only one of the listed services identified in Section 4 of these Minimum Standards.

State – State of Minnesota (The airport's main contact is the Minnesota Department of Transportation, Office of Aeronautics).

Tenant – A private person or party that is under a written airport use agreement with the City of Willmar to perform an aeronautical activity on the Willmar Municipal Airport.

Ultralights-

MINIMUM STANDARDS FOR ALL COMMERCIAL OPERATORS

Provision of Land:

In designing and operating the Willmar Municipal Airport, the airport staff and airport commission have provided land for: (1) tenants to construct facilities and provide commercial aviation services, and (2) the City to construct its own facilities.

Minimum Standards:

The following standards shall apply to all Operators, with the exception of flying clubs whose complete list of standards are presented in the section which pertains solely to that type of operation.

1. Leases: The most valuable resource of the Willmar Municipal Airport is land. The leasing of airport property will be based on a justified need of the tenant. Land shall be available on a first come, first serve basis. All leases shall be for a term to be mutually agreed upon between the operator and the City of Willmar for the purpose of conducting an aeronautical activity. Leases will be set at a maximum of ten (10) years with a review every (5) years. The review shall be conducted in order to include the following areas:
 - Operator's compliance to these Minimum Standards
 - Escalation of rates and charges based on a recognized economic index
2. Experience: An operator shall have the experience needed to conduct a service that it is capable of performing. The operator shall submit to the owner a statement of qualifications upon owner's request. It will be satisfactory if the operator has in a reasonable supervisory position, a person of such experience. Should an operator not have such experience, but can demonstrate to the owner's satisfaction that they have had equivalent related experience or training, such will be deemed acceptable. The operator shall submit a letter of intent detailing the services which they wish to provide, compliance with the relevant minimum standards as presented in this document, ratings and licenses that the organization will have and a general scope of the operation.
3. Any operator seeking to conduct aeronautical services at the airport must provide the owner a letter of financial integrity, to the owner's satisfaction, from a bank or trust company doing business in the area, or other such source that may be readily verified through normal banking channels. Other items that the operator shall submit to the owner include:
 - Experience in airport operation and maintenance
 - Aviation licenses or certificates held
 - A business plan including a view of promotion at a general aviation airport
 - Location of residents during the past five years
 - Three personal or professional references

4. The owner requires the operator to include the City of Willmar as an additional insured and stipulates the operator hold harmless the City of Willmar in all action against it.
5. Each lease for ground space and contract for business at the airport entered into by the City of Willmar shall include each of the following provisions as are required by the State and Federal governments:
 - ✦ Fair and Nondiscriminatory Provisions
 - ✦ Affirmative Action Assurances
 - ✦ Civil Rights Assurances
 - ✦ Nonexclusive Rights Provision
 - ✦ Other mandated provisions

The most current amendment or form of such mandatory lease provisions shall be obtained from the State or Federal governments and shall be included in each lease at the time of execution.

6. All operators shall have the right in common with others so authorized, to use common areas of the airport including runways, taxiways, aprons, roadways, floodlights, landing lights, ~~NAVAIDS~~ signals, and other conveniences of the take-off, flying and landing of aircraft.
7. Any construction of any operator shall be in accordance with design and construction requirements of the City of Willmar, State of Minnesota, Federal regulations and any other applicable codes. All plans and specifications shall be submitted to the City of Willmar for approval.
8. All operators shall have access to the public areas of the main terminal, ramp area, and parking area for customer access. Each single-service section identified in Section 4 of these Minimum Standards will designate the need of public parking spaces, hangar areas, and ramp areas for each individual facility.
9. These Minimum Standards shall be renewed on a periodic basis and adjusted, if necessary, to reflect changes of the airport environment. The owner will accept constant input of each operator as it relates to these Minimum Standards.
10. All present operators conducting operations on the Willmar Municipal Airport prior to the installation of these minimum standards may be allowed to continue operations without fully complying with them, *unless safety issues are affected*. This will be provided only if the owner determines that the continued operation is in the best interest of activity at the Willmar Municipal Airport and that the operation is not in violation of any airport assurance compliance regulations. At the termination of the operator's present lease, all existing operators or tenants will be required to comply with these minimum standards.
11. All operators shall be required to have their service available ~~at least eight (8) hours per day, five (5) days per week~~ *upon appointment and have posted office hours and contact information*. Individual hourly requirements can be found in each single-service section.

12. Commercial Operator's License: All operators are to obtain a commercial operating license from the Minnesota Department of Transportation, Office of Aeronautics prior to the provision of service at the Willmar Municipal Airport. Each commercial operator must be compliant with the Minnesota Department of Transportation's Aeronautics Rules Chapter 8800. A copy of the rules can be obtained by the following address:

Minnesota Department of Transportation
Office of Aeronautics
222 East Plato Boulevard
Saint Paul, MN 55107-1618
1-800-657-3922

4-1 MINIMUM STANDARDS FOR ALL USERS:

STATEMENT OF CONCEPT: General Standards apply to all operators and users of the Willmar Municipal Airport.

1. Access for ground vehicles should be limited to specific areas and regulated by signs for airport safety and to prevent any taxiway or runway incursion. Signs shall guide ground vehicles away from airside areas except for approved access vehicles. The Airport Operations Supervisor shall have forms for approved users (i.e. operators/pilots and guests of operators/pilots). The forms would require the approved access user list their name, address, phone number, and vehicles tabs. Access points would be limited beyond the gates with signs prohibiting unapproved access to taxilanes, hangar areas, the ramp, and runway.
2. Ultra-Light: the following general rules shall govern all aeronautical activities of ultralight aircraft.

Operators at the Airport:

- a. All aeronautical activities of ultralight aircraft arriving at or departing from the airport shall be conducted in conformity with the current pertinent provisions of the Federal Aviation Administration (FAA) and all other pertinent airport rules and regulations.
- b. The Airport Manager may suspend or restrict any or all ultralight operations for reasons of safety whenever such action is deemed necessary.

Traffic Pattern:

- a. The ultralight traffic pattern shall have the same general rectangular configuration, and entry paths as described in the aeronautical information manual.
- b. The ultralight pattern shall be one thousand five hundred twenty-six feet (1526) Mean Sea Level (MSL), or four hundred feet Above Ground Level (AGL).
- c. The ultralight pattern entry and exit path shall be flown at the same altitude as the ultralight traffic pattern altitude.
- d. Care shall be taken by all ultralight operators so as not to cross over any active runway approach area, runway, ramp, restricted zones, or hangar area, and to stay at least eight hundred feet horizontally from any of the above areas.
- e. The Airport Manager shall have the right to change, alter, or adjust the ultralight traffic pattern to insure safety and minimum impact in respect to noise and to foster good relationships with persons living near the airport.

Ultralight flight operations shall be conducted only during daylight hours and during VFR weather conditions as prescribed by FAR 103.

3. Land Lease for Private Hangars, T-Hangar Leases

a. Land Lease for Private Hangars: The City owns all the Willmar Municipal Airport property, but will enter into land leases with individuals who wish to own a private hangar on the Airport property. The Land Lease rental rate is based off the square footage of the building. January 1, 2010 through December 31, 2014 the rent shall be fifteen (15¢) cents per square foot per year. January 1, 2015 through December 31, 2019 the rent shall be sixteen (16¢) cents per square foot per year. Each five (5) year increment of time shall be increased one (1¢) cent per year. Land Lease agreements are drafted by the City and are administered by the Airport Manager. Any private hangar sales must be verified via a Bill of Sale which also shall be supplied to the City prior to a new land lease. Proof of insurance is required to be supplied to the City of Willmar and shall list the City as an additional insured as per the agreement.

b. City Owned T-Hangar Leases: The City owns two T-Hangar buildings. The leases are on an annual basis and the fee is based off of the size of the hangar, proof of insurance is required and the City has to be listed as an additional insured as per the agreement. There are 18 full size T-Hangar Units and four end units that half of a T-unit used as storage bays. Six units are 1320 sq. ft. in size with 46' wide doors, they lease for \$160 a month. Ten units are 1071 sq. ft. in size with 42' wide doors with a lease rate of \$120 a month. Two units are 1125 sq. ft. with 45' wide doors with a lease rate of \$140 a month. Two storage bays are 481.5 sq. ft. and \$80 a month. And two storage bays are 720 sq. ft. and \$100 a month.

SINGLE SERVICE OPERATOR REQUIREMENTS
5-1 FUEL AND OIL SALES

STATEMENT OF CONCEPT: Fuel and Oil Service Providers are divided into two categories: self-service credit card facility, and full-service fuel facility. Both categories include the sale and into plane delivery of recognized brands of aviation fuels, lubricants, and other related aviation petroleum products.

MINIMUM STANDARDS:

1. Ownership of fuel facilities: A single service operator has the right to install its own fueling facilities. Land shall be leased for the installation of fuel tanks in compliance with all local, state, and federal laws for the purpose of selling AvGas (100LL) and/or Jet fuel or other acceptable aviation fuel (branding not required).
2. Fuel Flowage and Record Keeping: The Operator must keep daily records of fuel flowage during its daily inspections. Every month, a fuel flowage fee will be charged based on the volume of fuel sold. The operator shall be responsible for automatic payment of the fuel flowage fee, which is due on the 15th day of each month.
3. Minimum Space Requirements:

Self Service Credit Card Facility: Land shall be leased from the City of Willmar in order to accommodate space for the installation of fuel tanks, ramp space sufficient for aircraft fueling operations, and shelter for monitoring equipment.

Full-Service Fuel Facility: Land shall be leased from the City of Willmar in order to accommodate space for the installation of fuel tanks, ramp space sufficient for aircraft fueling operations, shelter for monitoring equipment, public restrooms, public waiting areas (with public phone service), and employee office areas.

4. Equipment Requirements: Each Fuel and Oil Sales facility shall make available two fire extinguishers per fuel tank installed. An emergency shut-off switch shall be located in a conspicuous place and easily accessible to the self-service customer. A procedure for spill prevention shall be placarded and materials shall be supplied to the customer in order to comply with the procedure. Each fuel pump shall be equipped with a properly installed aircraft bonding wire in order to prevent any aircraft refueling accidents.

5. Insurance Requirements:

- ✎ Airport General Liability: \$500,000 Combined Single Limit including \$100,000 per person
- ✎ Products Liability: \$500,000 Combined Single Limit including \$100,000 per person
- ✎ Hangar Keepers Liability*: \$100,000 Each Aircraft, \$300,000 Each Occurrence

*Protects the insured against claims for aircraft physical damage which result from the insured's care, custody or control of aircraft which the insured doesn't own. Each commercial operator shall advise each individual customer as to whether or not they are

specifically covered under the operator's insurance policy and the type and extent of coverage, if any.

6. Service Requirements:

Self-Service Credit Card Facility. The operator shall keep and maintain the fuel tanks and pumping equipment in good working order. Each system installed shall be self-inspected daily in order to provide clean and safe fueling products.

Full-Service Fuel Facility. The operator shall provide such minor repair service that does not require a certificated mechanic rating. Cabin services to general aviation aircraft as can be performed efficiently on the ramp or apron-parking area shall be provided, but only within the premises leased to the Operator.

7. Personnel Requirements:

Self-Service Credit Card Facility. The operator shall provide at least one (1) on-call person responsible to act on behalf of the operator in order to provide customer service. At least one (1) person shall perform on-site every day in order to inspect the fuel tanks, and associated pumping equipment. Each individual operator is responsible for quality control, and safety of the fueling facility.

Full-Service Fuel Facility. The operator shall provide at least one (1) full-time employee during the regularly scheduled business hours who is qualified and properly trained to dispense aircraft fuel in a safe manner.

8. Grant of Inspection: The operator gives the right to inspect all fuel operations to the owner. Owner retains the right to recommend and impose corrections to be made by fuel operator. Any item deemed unsafe will cause a cease in fueling operations until the problem can be corrected at operator's expense.

9. Emergency Procedures, Safety and Training: All Fuel and Oil Service Providers must have in place an approved emergency procedure in the event of fuel spillage, fuel fire, or accident. A copy of the emergency procedure shall be on file at the Airport Manager's office. All personnel involved in the fueling of aircraft shall be trained in fire, rescue and emergency procedures. Training shall take place annually by a Federal Aviation Administration approved course.

10. Responsibility: All Fuel and Oil Service Providers shall be responsible for all refueling operations, and associated fuel spills. Each provider will be responsible for cleaning up all areas that have been contaminated with fuel from each respective tank. The City of Willmar claims no responsibility for any type of fuel spill, fuel leaks, or accidents occurring on leased premises of each fuel provider.

5-1 FAR PART 121, AIRLINE AND PASSENGER SERVICES

STATEMENT OF CONCEPT: An airline and passenger service engages in the business of providing air transportation (persons or property) to the general public for hire on a scheduled basis as defined by FAR Part 121.

MINIMUM STANDARDS:

1. Equipment: the Operator shall furnish all equipment and facilities associated with the daily operation of the air service. Items include, but are not limited to the following:

Airline Ramp Operations

- ✧ Aircraft Tugs
- ✧ Baggage Carts
- ✧ Deicing Equipment
- ✧ Ground Power Units
- ✧ Safety Equipment
- ✧ Maintenance Equipment such as tire repair and oxygen

Passenger Accommodations

- ✧ Passenger loading ramps/steps (if needed)

Office Areas

- ✧ Flight crew planning room
- ✧ Worker lounge and restrooms
- ✧ Service desk with airline computers, and check in capability

Note: Ground Services and Equipment may be provided under written contract with another service provider on the premises of the Willmar Municipal Airport that has an agreement with the City of Willmar.

2. Operations Area: The operator shall lease from the City of Willmar an area that is set aside for the purpose of airline operations in the main terminal *or construct an area for airline operations on the airport*. A negotiated rent will be established upon leasing the space. The operator will be responsible for the cleanliness and maintenance of all leased areas. The size and number of aircraft will determine the required ramp space.
3. Fees and Charges: A landing fee will be charged for the use of the airport runways for the purpose of maintaining runway surfaces and other airport facilities. The landing fee shall be adjusted according to aircraft weight.
4. Airline and Cargo companies needing FAR Part 139 certification (Aircraft operating over 30 seats) shall provide to the City of Willmar a written notice at least sixty (60) days in advance prior to scheduled air service. ~~The Willmar Municipal Airport operates in compliance with FAR Part 139 under a limited basis, but is not certified at this point due to lack of service. The Federal Aviation Administration will certify the airport within several weeks prior to scheduled passenger or cargo services at the airport. Discuss with FAA~~

5. FAR Part 107 (Airport Security): Each airline is responsible for complying with the provisions of FAR Part 107 (Airport Security).

5-3 FLIGHT TRAINING ACITIVITIES

STATEMENT OF CONCEPT: A flight training Operator engages in instructing pilots in dual and solo flight training, in fixed or rotary wing aircraft, and provides such related ground school instruction as a necessary preparation to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

MINIMUM STANDARDS:

1. Space Requirements: The flight-training operator shall construct a building, lease a building, or use the terminal building meeting space to provide a learning environment for aviation. ~~A hangar shall be constructed in order to store all planes owned or under written lease. Space should be set aside for classroom/flight briefing room, flight planning room, public restrooms, access to phone services, and office/lounge areas.~~
2. Aircraft Requirements: The flight training operator *or student* shall have available for use in flight training, either owned or under written lease to the operator, not less than one properly certificated aircraft. ~~The aircraft must be certified for flight under instrument flight rules.~~ The Willmar Municipal Airport recommends the use of a flight simulator for the benefit of the operator and customer.
3. Insurance Requirements: The minimum insurance coverage for each aircraft shall be of the following types and amounts (MnDOT Aeronautics Rules 8800.3300):
 - \$75,000 per passenger seat for passenger liability
 - \$100,000 per person
 - \$300,000 per occurrence for bodily injury, excluding passengers
 - \$100,000 per plane for property damage
4. Staffing and Hours of Operations requirements: The Operator shall be *available upon appointment and have posted office hours and contact information* ~~open and services shall be available eight (8) hours daily, five (5) days a week during the months between April and November. Due to poor weather conditions at the airport during the months between November and April, staffing may be reduced to part-time. The Operator shall make provision for someone to be in attendance in the office at all times during the required operating hours. On call service shall be provided year round to those students who may need to operate after hours.~~

The Operator shall have *in their employ on a full-time basis (part-time in winter)* at least one (1) flight instructor who has been properly certificated by the FAA to provide the type of training offered.

5-4 AIRCRAFT CHARTER AND TAXI

STATEMENT OF CONCEPT: An aircraft charter and air taxi Operator engages in the business of providing air transportation (persons or property) to the general public for hire, either on a charter basis or as an air taxi operator, as defined by the Federal Aviation Regulations.

MINIMUM STANDARDS:

1. Minimum Space Requirements: The aircraft charter facility *may utilize the terminal building, lease space, or construct their own building and* shall make available to the customer; public restrooms, waiting lounge, ticketing/check-in counter, and access to phone facilities. A hangar shall be constructed in order to store all aircraft owned or under written lease to the operator. The aircraft could be stored in a subleased hangar provided by another tenant of the airfield that has an agreement with the City of Willmar.
2. Aircraft Requirements: The charter/air taxi operator shall have available for use at least one (1) aircraft certified *for under instrument rated flight rules* for the purpose of air charter/air taxi. The aircraft must be either a high-performance aircraft or multi-engine.
3. Insurance Requirements:
 - ✧ Airport General Liability: \$500,000 Combined Single Limit including \$100,000 per person
 - ✧ Products Liability: \$500,000 Combined Single Limit including \$100,000 per person
 - ✧ Hangar Keepers Liability*: \$100,000 Each Aircraft, \$300,000 Each Occurrence

*Protects the insured against claims for aircraft physical damage which result from the insured's care, custody or control of aircraft which the insured doesn't own. Each commercial operator shall advise each individual customer as to whether or not they are specifically covered under the operator's insurance policy and the type and extent of coverage, if any.

4. Staffing and Hours of Operations requirements: The Operator shall be *available upon appointment and have posted office hours and contact information open* and ~~services shall be available eight (8) hours daily, five (5) days a week.~~ The Operator shall make provision for someone to be in attendance in the office at all times during the required operating hours. On call service shall be provided to those passengers who need service after hours.

The Operator will have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the minimum standards set forth in this category in an efficient manner, but never less than one person who is a FAA certificated commercial pilot compliant with FAR Part 135 and otherwise appropriately rated to permit the flight activity offered by the Operator. The operator shall have in its employ at least one person who is certificated to dispatch all Charter operations.

5. FAR Part 135: The operator shall comply with FAR Part 135.

5-5 AIRCRAFT ENGINE/ACCESSORY REPAIR AND MAINTENANCE

STATEMENT OF CONCEPT: An aircraft engine/accessory repair and maintenance operator provides one or a combination of airframe, engine and accessory overhauls and repair service on the aircraft up to and including business jet aircraft and helicopters. This category shall also include the sale of aircraft parts and accessories, but such is not an exclusive right. If there is another repair and maintenance facility on the airfield, then one facility may specialize in single engine, piston repair, and another may specialize in jet aircraft repair.

MINIMUM STANDARDS:

1. Minimum Space Requirements: In order to operate as an aircraft engine/accessory repair and maintenance facility, the operator must have access to a building or available shop maintenance facility located on the airport.

The building or shop maintenance facility shall *have access to terminal building for restrooms, waiting lounge, and access to phone facilities.* ~~include the following rooms: public restrooms, waiting lounge, and access to phone facilities.~~ The maintenance repair shop shall build an office area, an employee break area, parts and machine room, equipment storage, and a hazardous materials room for its repair work in addition to customer facilities.

2. Equipment Requirements: The Operator shall provide sufficient equipment, supplies, and parts availability as required by the FAA relevant to the types of maintenance engaged in.
3. Insurance Requirements: The minimum insurance coverage shall be of the following types and amounts (MnDOT Aeronautics Rules 8800.3900 Subpart 3):
 - ✎ \$100,000 per person
 - ✎ \$300,000 per occurrence for premise hazard for bodily injury
 - ✎ \$100,000 per occurrence for premise hazard for property damage
 - ✎ Products hazard insurance shall be carried

Note: Each person who provides aircraft servicing, maintaining, and repairing shall advise his or her customer as to whether or not hangar-keepers insurance is in force and the extent of such coverage, if any.

4. Staffing and Hours of Operations requirements: The operator shall *be available upon appointment and have posted office hours and contact information* ~~be open and services shall be available eight (8) hours daily, five (5) days a week.~~ The operator shall make provision for someone to be in attendance in the office at all times during the required operating hours.

The operator shall have in its employ and on duty during the appropriate business hours at least one certified FAA mechanic ~~at least two people~~. One person must be currently certificated by the FAA with ratings appropriate to the work being performed, and must hold an airframe, power plant, or aircraft inspector rating. The second person may be an apprentice who is not necessarily rated.

Staff shall have access to one supervisor on duty that is responsible for the operation of the maintenance facility. All work areas will be operated in a safe, efficient manner according to OSHA standards. If there is a potential for the human element to come in contact with hazardous materials, proper ventilation shall be installed to protect the health and efficiency of the workers. The owner will require a maintenance operator to keep all work areas free from danger, and the operator will allow airport management to inspect the facility once every four months.

5. ~~The operator of an ongoing airport repair station is not required to certify itself under the provisions of C.F.R. Part 145, but is advised to analyze the possibilities of becoming a C.F.R. Part 145 airport repair station.~~

5-6 AIRCRAFT STORAGE

STATEMENT OF CONCEPT: An aircraft storage Operator engages in the rental of conventional hangars or multiple T-Hangars to provide storage for aeronautical purposes.

MINIMUM STANDARDS:

1. Minimum Space Requirements: The aircraft storage Operator shall make available for lease, hangars to accommodate privately owned aircraft. Electricity shall be installed in each hangar unit *and the floors shall be concrete or impervious.*

Building Area	
Conventional Hangar Space	2000 square feet (40' x 50' hangar)
T-Hangars	10 Unit T-Hangar
Parking Area	
Auto	one stall per aircraft

2. Insurance Requirements:

- ✧ Airport General Liability: ~~\$500,000 Combined Single Limit including \$100,000 per person claimant, \$1,000,000 per occurrence~~
- ✧ ~~Products Liability: \$500,000 Combined Single Limit including \$100,000 per person~~
- ✧ Hangar Keepers Liability*: \$100,000 Each Aircraft, \$300,000 Each Occurrence

*Protects the insured against claims for aircraft physical damage which result from the insured's care, custody or control of aircraft which the insured doesn't own. Each commercial operator shall advise each individual customer as to whether or not they are specifically covered under the operator's insurance policy and the type and extent of coverage, if any. The Lessor must be named as an additional insured on the policy.

3. Staffing and Hours of Operations: The aircraft storage operator shall have facilities available for the tenant's aircraft removal and storage twenty-four (24) hours per day, seven (7) days per week, and fifty-two (52) weeks per year. All maintenance of the hangar buildings will be the responsibility of the storage operator.

The operator shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage and handling of aircraft with the appropriate equipment.

4. Access for Airport Management: The Airport Manager shall be provided a key in order to access all storage facilities in times of emergency (for example: Shutting down and emergency locator transmitter). The Airport Manager retains the right to inspect all hangars four times per year.

5-7 AIRCRAFT LEASE AND RENTAL

STATEMENT OF CONCEPT: Any person renting or leasing aircraft or offering to rent or lease aircraft for hire or compensation shall be deemed to be in the business of renting or leasing aircraft and must have an endorsement on his or her commercial operations license certifying his or her authority to engage in such activity, except that no commercial operations license shall be required of a person who owns aircraft and leases or rents aircraft to a party who holds a commercial operators license.

MINIMUM STANDARDS:

1. Minimum Space Requirements: The aircraft lease and rental shall *have access to terminal building for restrooms, waiting lounge, and access to phone facilities* facility shall make available to its customers a waiting room, public restrooms, and access to telephone. The aircraft lease and rental operator shall construct a hangar in order to store all aircraft owned by the operator.
2. Aircraft Requirements: The operator shall have available for rental, either owned or under written lease to operator, not less than two (2) certified and currently airworthy aircraft. One (1) must be a four-place aircraft and at least one (1) must be equipped for and capable of flight under instrument weather conditions. ~~Aircraft shall not be used for the purpose of flight training unless Operator complies with the standards set forth in the Flight Training Activities portion of this document.~~
3. Insurance Requirements: The minimum insurance coverage for each aircraft shall be of the following types and amounts (MnDOT Aeronautics Rules 8800.3600 Subpart 4):
 - ✦ \$75,000 per passenger seat for passenger liability
 - ✦ \$100,000 per person
 - ✦ \$300,000 per occurrence for bodily injury, excluding passengers
 - ✦ \$100,000 per plane for property damage

Note: Each commercial operator who rents or leases aircraft shall advise the renter pilot or lessee as to whether or not they are specifically covered under the flight school's insurance policy and the type and extent of coverage, if any. The commercial operator must then obtain a signed statement of acknowledgement of this disclosure from the renter pilot or lessee.

4. Staffing and Hours of Operations requirements: The Operator shall *be available upon appointment and have posted office hours and contact information* ~~be open and services shall be available eight (8) hours daily, five (5) days a week.~~ The Operator shall make provision for someone to be in attendance in the office at all times during the required operating hours. It is recommended to provide on call service to pilots that may have a need to operate after business hours.

The Operator shall have in its employ *and/or access to, and on duty during the appropriate business hours,* a minimum of one (1) person having a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

5-8 AIRCRAFT SALES

STATEMENT OF CONCEPT: An Aircraft Sales Operator engages in the sale of new aircraft through franchises or licensed dealership or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or used aircraft; and provides such repair, services, and parts as necessary to meet any guarantee or warranty on aircraft sold.

MINIMUM STANDARDS:

1. Space Requirements: *If the aircraft sales business chooses to operate a facility they shall provide to its customers public restroom, lounge area, telephone facilities, conference room, and display area that are in compliance with the City of Willmar Building Code. If warranty service is not contracted out to another provider on the airfield, then the operator shall construct a hangar facility to conduct warranty service.*
2. Service Requirements: The Operator shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period (The repair and servicing may be contracted out to a certified repair and maintenance facility on the airfield). The Operator who is engaged in the business of selling new aircraft shall have available at least one single engine demonstrator.
3. Dealers Permit and Sales Tax Number: A person involved in the sale of aircraft must have a Dealers Permit and Sales Tax Number and must comply with all state and local regulations.
4. Insurance Requirements
 - ✍ Airport General Liability: \$500,000 Combined Single Limit including \$100,000 per person occurrence
 - ✍ ~~Products Liability: \$500,000 Combined Single Limit including \$100,000 per person~~
 - ✍ Hangar Keepers Liability*: \$100,000 Each Aircraft, \$300,000 Each Occurrence

*Protects the insured against claims for aircraft physical damage which result from the insured's care, custody or control of aircraft which the insured doesn't own. Each commercial operator shall advise each individual customer as to whether or not they are specifically covered under the operator's insurance policy and the type and extent of coverage, if any.

5. Staffing and Hours of Operations requirements: The operator's services shall be available *upon appointment and have posted office hours and contact information eight (8) hours daily, five (5) days a week.*

The Operator shall have in its employ, and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the minimum standards set forth in an efficient manner. The Operator shall also maintain, during all business hours, a responsible person in charge to supervise the operations with the authorization to represent and act for and on behalf of the Operator, and provide

check ride pilots for aircraft sold. Check ride pilots may be contracted out with a flight school based on the Willmar Municipal Airport.

5-9 OTHER SPECIALIZED AIRCRAFT SERVICES

STATEMENT OF CONCEPT: Other specialized services offer a single service to the aviation consumer. Examples of a specialized service include aerial spraying or dusting, an aircraft upholstery shop, painting facility, *Part 137* and an avionics shop.

MINIMUM STANDARDS:

1. Space Requirements: All operators must construct *or lease* spaces that will accommodate the level of service that they provide. Public restrooms, access to phone, and waiting/lounge areas are all spaces that need to be included in each facility.
2. Insurance Requirements
 - ✧ Airport General Liability: ~~\$500,000 Combined Single Limit including \$100,000 per person~~—\$500,000 claimant, \$1,000,000 per occurrence
 - ✧ Products Liability: \$500,000 Combined Single Limit including \$100,000 per person
 - ✧ Hangar Keepers Liability*: \$100,000 Each Aircraft, \$300,000 Each Occurrence

*Protects the insured against claims for aircraft physical damage which result from the insured's care, custody or control of aircraft which the insured doesn't own. Each commercial operator shall advise each individual customer as to whether or not they are specifically covered under the operator's insurance policy and the type and extent of coverage, if any.

3. Staffing Requirements: The Operator shall be *available upon appointment and have posted office hours and contact information* ~~open and services shall be available eight (8) hours daily, five (5) days a week.~~ The operator shall make available one person who has the responsibility and authorization to act for and on behalf of the operator.

Staff shall have access to one supervisor on duty that is responsible for the operation of the facility. All work areas will be operated in a safe and efficient manner according to OSHA. If there is a potential for the human element to come in contact with hazardous materials, proper ventilation shall be installed to protect the health and efficiency of the workers. The Owner will require a maintenance operator to keep all work areas free from danger, and will allow Airport Management to inspect the facility once every four months.

4. Equipment: All necessary equipment shall be provided by the operator in order to perform specialized duties of each operation.
5. If an operator is interested in performing Aerial Spraying or Dusting, then it must be in compliance with MnDOT Aeronautics Rules 8800.3800. A specified area shall be designated, and all chemical operations shall be performed in a contained area away from all other airport operations.

- a. *Space is limited and transient operators will not be guaranteed space, it*

shall be on a first come first serve basis.

- b. Temporary containment systems for aerial applicators shall be as per the Fire Marshall approval (and require spill containment plans and procedures) as well as submit copies of all permits and approvals from the State as per MNDOT Aeronautics Rules 8800.3800.*

6. *MULTIPLE SERVICE OPERATOR and FIXED BASE OPERATOR*
Section 6

6-1 MULTIPLE SERVICE OPERATOR

STATEMENT OF CONCEPT: A multiple service operator engages in two or more of the aeronautical services previously listed in Section 4 of this document.

MINIMUM STANDARDS:

1. Space Requirements: The Multiple Service Operator/FBO shall provide access to it's customers *in a private hangar or via the Terminal buildings*; public restrooms, lounge area, telephone facilities, and customer service desk. Spaces shall be designed in conformance to the City of Willmar Building Code.
2. Service Requirements: The Operator shall comply with the aircraft and hangar requirements, including the equipment thereon for each aeronautical service to be performed, except that multiple uses can be made of all aircraft with the exception of aircraft used for crop dusting, aerial application, or other commercial use of chemicals.
3. Insurance Requirements: The Operator shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all the aeronautical services being performed by the Operator.
4. Staffing and Hours of Operations requirements: The Operator shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the minimum standards for each aeronautical service the Operator is performing as hereinbefore provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the Operator.

All Multiple Service Operators shall make their services available *upon appointment and have posted office hours and contact information eight (8) hours per day, five (5) days per week*. Operations shall be available to customers needing after hours service.

6-2 FIXED BASE OPERATOR LEASING CITY FACILITY

The City of Willmar will only enter into an agreement with one Fixed Base Operator for use of the City-owned FBO facility at the Willmar Municipal Airport. This does not mean that the City will grant an exclusive right to this Fixed Based Operator for providing aeronautical service on the airfield. The City of Willmar will request qualifications from qualified service providers every ten (10) years in order to provide a right to use the city-owned FBO facility. A review of the Fixed Based Operator's lease shall occur every five years.

1. **Assured Duties:** Since the Fixed Base Operator has an advantage over other single and multiple service operators, required duties shall be assured: aircraft rental, ramp service, fuel sales, repair and maintenance of based and transient aircraft.

Aircraft Rental: ~~The Fixed Base Operator shall have available for use for the purpose of renting, either owned or under written lease to Operator, not less than one two properly certificated aircraft. The aircraft must be certified for flight under instrument flight rules.~~

Fuel Sales: Appropriate grades (*branding not mandatory*) of aviation fuel must be offered to all aircraft that regularly operate at the Willmar Municipal Airport.

Unless provided by the airport owner, the FBO shall have a fixed fuel storage system that shall contain safety fixtures and filtration systems to ensure airline-type quality. The system shall be required to have an amount of gallons of storage for each type of fuel the FBO is required to provide, sufficient to satisfy fuel demand in a timely manner. The storage system must include adequate fuel spill prevention features and containment capabilities. If the fuel farm location is located some distance from the Main terminal/FBO area, then it will be the responsibility of the FBO to provide the means to transport fuel to the aircraft.

Flight Instruction: The Primary Fixed Base Operator shall assure that flight instruction will be provided at the airport. Flight instruction may be contracted out to a single service provider that would have rights to sublease a portion of the Main Fixed Base Operator Facility.

Aircraft Charter Service: ~~On-demand charter service (FAR Part 135) shall be assured to the community for the purpose of transporting goods and people to and from the Willmar Municipal Airport.~~

Ramp Service: It is the responsibility of the Fixed Base Operator to provide adequate ramp service such as towing aircraft, inflating aircraft tires, washing aircraft windscreens, and recharging batteries.

Repair and Maintenance of Based and Transient Aircraft: Maintenance shall be provided to based and transient aircraft in order to keep each aircraft flying in an airworthy manner.

2. **Primary FBO Facility:** In order to comply with the above-mentioned duties, the City of Willmar shall provide space in order for the FBO to perform each assured duty.

Any other spaces needed by the FBO shall be constructed at the sole expense of the Primary Fixed Base Operator Facility.

3. **Staffing and Hours of Operations:** The Operator shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the minimum standards for each aeronautical service the Operator is performing as hereinbefore provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the Operator.

The Fixed base Operator shall make its services available eight hours per day, seven days per week. The FBO shall also be available to provide services outside of normal business hours, if requested in advance, or in response to unscheduled services.

Note: The assured duties of the Primary FBO are not considered to be exclusive rights. Other tenants on the airfield have the right to provide the above-mentioned services in compliance with these Minimum Standards.

The City of Willmar and the Willmar Municipal Airport reserves the right to reject any or all proposals. Agreements will be negotiated in the cities best interest for the use of its Fixed Base Operator Facility.

SKYDIVING

Section 7

STATEMENT OF CONCEPT: A Skydiving Operator participates in the instruction and transportation of skydivers within the vicinity of the Willmar Municipal Airport.

MINIMUM STANDARDS:

1. Due to the hazardous conditions created at a municipal airport, the level of skydiving operations shall be determined on a case by case basis. No minimum standards shall be set forth at this time. Upon receipt of a request for skydiving activities at the Willmar Municipal Airport, standards will be drafted and applied to the operations of the airfield.

STATEMENT OF CONCEPT: ~~In an effort to foster and promote flying for pleasure, develop skills in aeronautics, including pilotage, navigation, and an awareness and appreciation of aviation requirements and techniques, the category of Flying Clubs is added to the Rules, Regulations and Minimum Standards of the airport.~~

All flying clubs desiring to base their aircraft and operate on the airport must comply with the applicable provisions of these Standards and Requirements. However, they shall be exempt from regular FBO requirements upon satisfactory fulfillment of the conditions contained herein.

MINIMUM STANDARDS:

- a. The club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with an aircraft, or aircraft, for their personal use and enjoyment only. The ownership of the aircraft, or aircraft, must be vested in the name of the flying club (or owned ratably by all of its members). The property rights of the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance and replacement of its aircraft.
- b. ~~Flying clubs may not offer or conduct charter, air taxi, or rental of aircraft operations. They may not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. Flying clubs may offer flight instruction in flying club aircraft to their members. No flying club shall permit its aircraft to be utilized for the giving of flight instruction to any person, including members of the club owning the aircraft, when such person pays or becomes obligated to pay for such instructions, except when instruction is given by a lessee based on the airport and who provides flight training. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club shall not be restricted from doing maintenance work on aircraft owned by the club and the club does not become obligated to pay for such maintenance work except that such mechanics and instructors may be compensated by credit against payment of dues or flight time.~~
- c. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the airport except that said flying club may sell or exchange its capital equipment.
- d. The flying club, with its permit request, shall furnish the airport management a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; a roster, or list of members, including names of officers and directors, to be revised on a semi-annual basis; evidence of insurance in the form of a certificate of insurance in the following minimum amounts: Public Liability (\$100,000/\$50,000) per person; public liability (\$300,000/\$100,000) per accident; property damage (\$100,000/\$20,000), with hold harmless clause in favor of the airport, its officers and employees (10 days prior notice of cancellation shall be filed with airport management); number and type of aircraft; evidence that aircraft are

property certificated; evidence that ownership 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 airport management or his authorized agent.

- e. A flying club, at any airport controlled by this same airport management shall abide by and comply with all Federal, State and local laws, ordinances, regulations and the rules and regulations of this airport management.
- f. A flying club which violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations at all airports controlled by this airport management. A public hearing should be held for the purpose of considering such termination.
- g. The Flying Club must operate in compliance with Minnesota Department of Transportation Aeronautics Rules Chapter 8800.4100 through 8800.4600.

STATEMENT OF CONCEPT: An individual that self-fuels an aircraft owned or leased by them for their exclusive use through the use of a private portable tank of one hundred nineteen (119) gallons or less shall be deemed a Private Fueler. Anyone refueling from a private portable tank of more than one hundred nineteen (119) gallons shall be considered a commercial fueler and are not permitted under the Private Fueler regulation.

MINIMUM STANDARDS:

1. Private Fuelers shall, during all refueling operations, locate aircraft outside of and a minimum of ten (10) feet from the aircraft hangar. Aircraft fueling must not prohibit movement to or from runways for any other aircraft. In the event of a fuel spill, the Private Fueler shall notify the Airport Manager of the spill ~~within 48 hours~~ *as soon as possible* of the occurrence. Standard fueling safety procedures including the use of a grounding device (if applicable) and the presence of a fire extinguisher shall be required. *The tenant shall follow all MPCA rules and requirements.*
2. Private Fuelers shall notify the Airport Manager of their intent and desire to be a regular Private Fueler. The sale of fuel by a Private Fueler is expressly prohibited.
3. The City of Willmar shall assume no liability, whatsoever, in the event of an aircraft accident due to fuel contamination from a fuel source other than a city owned facility. The Private Fueler shall assume responsibility for quality control for their own fuel.
4. ~~The City of Willmar shall issue a license to properly insured (see proper insurance amounts) currently licensed trailers, with the requirement that licensee submit monthly fuel reports including proof of branding.~~

STATEMENT OF CONCEPT: Any construction, regarding, paving, additions or plumbing work should be reviewed, permitted, and approved by the City of Willmar prior to any of the work being performed. This is to ensure structures, drainage, and plumbing is done correctly per City regulations and for public safety and wellbeing of all Airport users.

MINIMUM STANDARDS:

1. Plan review shall be required for all new buildings, additions, paving, drainage etc. The scaled drawings shall be submitted to the City for review and approval and building permits if required.
2. Grading or drainage work plans shall be submitted to the City by scaled drawing for review and approval.
3. All construction of new buildings, additions, and plumbing work requires plan review and a building permit and inspections by the City of Willmar. The permit would also ensure that any work meets the Fire Code and review of the Fire Marshall. The record keeping involved in permitting also keeps existing conditions up to date for future use.
4. Variances and Appeals from these policies will require an application for a variance or appeal, an explanation of the hardship or argument for not being able to meet the regulation. That hearing will go before the City of Willmar Airport Commission to determine if practical difficulties exist.

11-1 STATEMENT OF CONCEPT: A conventional hangar is constructed and owned by a private party for the purpose of storing privately owned aircraft on airport property. Each privately owned aircraft shall be used for personal instruction, business, or pleasure; and shall not be used for compensation or hire.

MINIMUM STANDARDS:

1. Land Lease: Land shall be leased from the City of Willmar for the purpose of constructing a conventional hangar.
2. Building Requirements: A person interested in constructing a private hangar shall build space that is sufficient to house their personal aircraft. Construction of the hangar shall comply with all buildings codes of the City of Willmar.
3. Hangar Size: Minimum construction area shall be 2,000 sq. with a minimum door of 40 feet wide by 12 feet high.
4. Hangar Color: All exterior colors of any trim, doors, and siding must be white as determined by the manufacturer's paint color names, and that all roofing material shall be white or galvanized.
5. *Private well, sanitary sewer access to City System or holding tank shall only be permitted with a lease agreement with the City and limited to three hangars per hook-up/system.*
6. *Office space, rest rooms, rest quarters, shall all be per the building code and require a building permit from the City of Willmar.*
7. *Apron connection to a taxilane or taxiway the City shall be a minimum the width of the door must be paved, and properly drain and requires a review and approval by the City of Willmar.*
8. *Private Commercial hangars shall be used to store aircrafts and aircraft parts ancillary storage shall be limited and only allowed when main use is for aeronautical activity.*
9. *Taxilane way expansion shall be deemed warranted when three hangar spots have been secured and all buildable sites are.*
10. *Sprinkling threshold for building size? Randy Kardell?*
11. *As hangars are built next to the apron they shall improve the apron the full width of the hangar plus ten feet to ensure connectivity for future development.*
12. *The apron depth shall be per MNDOT minimum standards.*

11-2 COMMERCIAL HANGAR OWNERSHIP ON THE MAIN RAMP

STATEMENT OF CONCEPT:

MINIMUM STANDARDS:

1. *Land Lease: Land shall be leased from the City of Willmar for the purpose of constructing a commercial hangar.*
2. *Building Requirements: A person interested in constructing a commercial hangar shall build space that is sufficient to house their business aircrafts. Construction of the hangar shall comply with all buildings codes of the City of Willmar.*
3. *Hangar Size: Minimum construction area shall be 8,000 sq. ft. with a minimum door of 60 feet wide by 16 feet high.*
4. *Hangar Color: All exterior colors of any trim, doors, and siding must be white as determined by the manufacturer's paint color names, and that all roofing material shall be white or galvanized.*
5. *Private well, sanitary sewer access to City System or holding tank shall only be permitted with a lease agreement with the City and limited to three hangars per hook-up/system.*
6. *Office space, rest rooms, rest quarters, shall all be per the building code and require a building permit from the City of Willmar.*
7. *Apron connection to the taxiway, taxiway or ramp City shall be a minimum of width of the whole structure plus ten feet to ensure connectivity for future development, must be paved, and properly drain and requires a review and approval by the City of Willmar.*
8. *Private hangars shall be used to store aircrafts and aircraft parts ancillary storage shall be limited and only allowed when main use is for aeronautical activity.*
9. *Ramp expansion shall be based off of use warrants and funding availability.*
10. *Sprinkling threshold for building size? Randy Kardell?*
11. *The apron depth shall be per MNDOT minimum standards.*

MINIMUM STANDARDS:

Prior to finalizing an agreement, the lessee and sublessee shall obtain the written approval of the Airport Manager for the business proposed. Said sublease shall define the type of business and service to be offered by the sublessee operator.

The sublessee operator shall meet all of the minimum standards established by the City of Willmar for the categories of services to be furnished by the operator. The minimum standards may be met in combination between lessee and sublessee. The sublease agreement shall specifically define those services to be provided by the lessee to the sublessee that shall be used to meet the standards.

PENALTIES

Section 13

Any person, party, firm or corporation who shall violate any of the provisions of these Minimum Standards shall be issued a written notice from the Willmar Airport Commission, and upon conviction thereof, be required to bring an operation into compliance within six months. If any person, party, firm, or corporation fails to bring an operation into compliance shall be punished by a fine of not less than \$500, or more than \$5,000 dollars.

Each day's failure to comply with any of the provisions of these Minimum Standards will not be considered a separate violation.

The City contact person for the Willmar Municipal Airport shall be as follows:

Airport Manager
333 6th St. SW
P.O. Box 755
Willmar, MN 56201
320-214-5195
mdeschepper@willmarmn.gov