

CITY OF CHARLOTTE
COUNCIL POLICY

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1. PURPOSE

The purpose of this policy is to establish minimum standards for the activities and operations of individuals or firms that propose to provide commercial services, as defined in section 72-30 of the Code of Ordinances, at Fitch H. Beach Municipal Airport.

2. AUTHORITY

This policy is adopted pursuant to section 72-20 of the Code of Ordinances.

3. MINIMUM STANDARDS FOR FIXED BASE OPERATORS

A Fixed Base Operator (FBO) must provide support services for general aviation aircraft and, at a minimum, must agree to provide the following assurances, personnel, services and operating equipment:

1. **Basic Financial and Business Requirements.** The FBO shall furnish the following supporting documents, upon request by the City, as evidence of organizational and financial capability to provide the obligations of a contract with the City:
 - A. **Business Personnel.** The contractor shall provide a list of key personnel along with their resumes, duties and responsibilities. The City reserves the right to request further information.
 - B. **Credit Report.** A current credit report for the FBO and its principals covering all business activities within the last three years.
 - C. **Release.** A written and signed authorization for the FAA, City and State of Michigan to release information regarding the FBO and its business operations.
2. **Basic Personnel Requirements.** The FBO must, at a minimum, provide the following personnel:
 - A. At least one properly trained and qualified FAA licensed airframe and power plant mechanic to perform maintenance services on general aviation aircraft.

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- B. Sufficient personnel to meet the ground handling requirements at the airport.
 - C. Sufficient personnel to meet the fuel service requirements at the airport.
 - D. If providing aircraft parts and supplies, sufficient personnel having reasonably thorough knowledge of such parts and supplies.
3. **Basic Aeronautical Services.** The FBO, at a minimum, must provide the following services:
- A. **Fuel and Petroleum Sales.** The FBO shall sell and be able to provide into-plane delivery of fuel and petroleum products for piston aircraft.
 - B. **Ground Handling and Customer Services.** The FBO shall be capable of providing the following services: aircraft lead-in/lead-out services; aircraft parking guidance; aircraft tie down; shock management and monitoring engine start-up safety; aircraft repositioning; landing fee and rent collection.
 - C. **Aircraft and Powerplants Maintenance.** The FBO shall be qualified to perform reasonably comprehensive maintenance services on airframes, powerplants, and associated aircraft systems of general aviation aircraft.
 - D. **Aircraft Parts and Supply Sales.** The FBO shall have a general inventory of aircraft parts, supplies, and accessories for piston general aviation aircraft makes and models.
 - E. **Avionics and/or Instrument Maintenance.** The FBO shall be qualified to perform reasonably comprehensive maintenance services on avionics and/or instrumentation commonly used in general aviation aircraft.
 - F. **Flight Instruction and/or Ground School.** The FBO shall provide sufficient personnel (FAA certified flight instructors) to provide flight instruction.

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4. **Basic Equipment Requirement.** The FBO shall, at a minimum, have the following equipment available:
 - A. Equipment of sufficient capacity for the towing of general aviation aircraft.
 - B. Adequate quantities of chocks, ropes, and other essential tie-down equipment.
 - C. At least one portable compressed air unit for inflating tires.
 - D. A maintenance hangar constructed at the FBO's own expense.
 - E. Such other specialized equipment as reasonably necessary to meet the requirements of customers utilizing the FBO's facilities.

5. **Basic Insurance Requirements.** The FBO shall be required to provide the types of insurance in the limits specified by the City in its contract.

6. **Action on Application.** All applications to establish a fixed base operation will be reviewed and acted upon within 60 days by the City Council. Applications may be denied for one or more of the following reasons:
 - A. The applicant does not meet qualifications, standards and requirements established by these minimum standards.
 - B. The applicant's proposed operations or constructions will create a safety hazard on the airport.
 - C. The offered aeronautical services would create an excess supply that could adversely affect the airport economy.
 - D. Granting an application would require an expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to the airport.

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- E. There is no adequate available space or building on the airport to accommodate the entire activities of the applicant.
- F. The proposed operation, airport development or construction does not comply with the approved airport layout plan.
- G. The development or use of the area requested would result in a congestion of aircraft or buildings, resulting in a significant interference with the operation of any present FBO on the airport. Such problems may include, but are not limited to, problems in connection with traffic or service, preventing free access to and from existing FBO area or result in depriving, without the proper economic study, any existing FBO of the use of significant portions of the leased area in which it is operating.
- H. Any party applying, or having an interest in the business, has supplied false information, or has misrepresented any material fact to the City in the application or in supporting documents.
- I. Any party applying, or having an interest in the business, is not sufficiently credit worthy and responsible, in the sole judgment of the City, to provide and maintain the business to which the application relates and to promptly pay amounts due to the City.
- J. The applicant has committed a crime, or has an unsatisfactory result from the criminal history records check conducted by the Chief of Police, or has violated any City ordinance, rule or regulation which adversely reflects on its ability to operate the FBO operation for which the application is made.

4. VARIANCE FROM MINIMUM STANDARDS

The City Council may, by resolution, grant a variance from specified provisions of the minimum standards for fixed base operators when, in its judgment, compliance with those provisions is not essential to the establishment of the fixed base operation described in the application or application of those provisions would represent a hardship or practical difficulty for the fixed base operator. The variance shall not materially affect the level of service to be provided by the FBO

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5. EFFECTIVE DATE

This policy shall be effective upon its approval by the City Council.