

# ST. CLAIR COUNTY INTERNATIONAL AIRPORT

## MINIMUM STANDARDS

as adopted by the  
St. Clair County Board of Commissioners  
March 18, 2009



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## MINIMUM STANDARDS

### **Introduction**

In order to encourage and ensure the economic health of, and the orderly operation of aviation and related activities at the St. Clair County International Airport (Airport), St. Clair County (County) as the operator of the Airport, has established these Minimum Standards. It is important for those engaged in activity at the Airport to note that these Minimum Standards form the baseline of activities at the Airport. Airport users are also required to comply with all applicable Federal, State, and local laws, codes, ordinances, and other regulatory measures pertaining to such activities.

### **Acknowledgement**

A Rules, Regulations and Minimum Standards Committee was established to guide and participate in updating the Airport Rules and Regulations. Committee members included:

*Mr. Wallace Evans, SCC Board of Commissioners*

*Mr. Jeff Bohm, SCC Board of Commissioners*

*Mr. Shaun Groden, SCC County Administrator*

*Ms. Cheri Peart, SCC County Purchasing*

*Ms. Kathy Reaume, SCCIA Airport Manager*

*Mr. Rick Hammond, MDOT-Aeronautics*

*Mr. Gary Fletcher, SCC Corporation Counsel*

*Mr. Jeff Beckett, Friends of the Airport*

*Mr. David Corby, SCCIA Advisory Board*

*Mr. Doug Alexander, St. Clair County EDA*

*Mr. William McKelvey, Huron Avionics*

The public service and civic involvement of these individuals has enabled the Airport to develop and refine this foundational document and set the stage for future development and improvement to this important community asset.



## **St. Clair County International Airport**

### **Mission Statement**

***S**t. Clair County International Airport shall focus on being a viable center for air commerce and air transportation, with a strong emphasis on safety, integrity, and progressive infrastructure development, supporting economic development through accommodation of trade, business activities, and presenting new opportunity for job creation within St. Clair County, Michigan.*



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## CHAPTER 100

### DEFINITIONS

#### SECTION 100.1 DEFINITIONS:

The following definitions shall apply to these Minimum Standards:

- A. **AERONAUTICAL ACTIVITY** means any activity commonly conducted at the Airport which involves, makes possible or is required for the operation of Aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, Aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, skydiving, ultralight operations, Aircraft sales and services, sale of aviation petroleum products, repair and maintenance of Aircraft, or sale of Aircraft parts and Aircraft storage.
- B. **AIRCRAFT** means a device that is used or intended to be used for flight in the air.
- C. **AIR INDUSTRIAL PARK** means the 80 acre St. Clair County Air Industrial Park Plat as recorded in Liber 89 of Plats, Pages 3 to 7 inclusive, St. Clair County Records, and located immediately adjacent to the St. Clair County International Airport, including the streets and taxiways within its boundaries.
- D. **AIRPORT** means all property, including easements and rights-of-ways, belonging to the St. Clair County International Airport, to include areas not used for aeronautical purposes.
- E. **AIRFIELD** means Aircraft parking ramps, taxiways, runways, safety areas, runway protection zones and facilities housing navigational aids as designated by Airport Management and more fully depicted on the Airport Layout Plan (ALP).
- F. **AIRPORT DIRECTOR** means the leader and manager of the Airport, as appointed by County Administrator and the St. Clair County Board of Commissioners.
- G. **AIRPORT LAYOUT PLAN (ALP)** means the Airport Layout Plan set for the St. Clair County International Airport approved by the FAA that may be revised from time to time.
- H. **AIRPORT MANAGEMENT** means the County Administrator, Airport Director, and/or his/her designee.
- I. **BUILDING SITE** or **SITES** shall mean any lot, or portion thereof, or two (2) or more contiguous lots or portions thereof, or a parcel of land upon which a building or buildings

and appurtenant structures, including landscaping, may be erected in conformance with the requirements of these regulations.

- J. COMMERCIAL OPERATION means an activity or operation such as the sale of gasoline or oil, the solicitation or engagement in charter flying or flight instruction, the overhaul or repair of an Aircraft or of engines or accessories, the sale of Aircraft parts, or otherwise offering aeronautical facilities or services to the public for profit.
- K. COMMERCIAL OPERATOR means any Person engaged in a Commercial Operation on the Airport, and must have a valid Operating License issued by the Airport Director.
- L. COUNTY means St. Clair County.
- M. COUNTY RAMP means all Aircraft parking areas owned by Airport, to include those leased to a Commercial Operator.
- N. EMERGENCY VEHICLE means police or fire, ambulances, and any vehicle conveying an authorized Airport official or employee in response to an emergency call.
- O. FIXED BASE OPERATOR (FBO) means any person, authorized by the Airport and St. Clair County to offer aeronautical services to the public at the Airport as a Tenant, subtenant or by permit.
- P. FLYING CLUB means a non-profit corporation or association having three (3) or more members, all of whom are owners or stockholders in the corporation owning the club's Aircraft, and having as its primary purpose the use of such Aircraft for the personal use and enjoyment of its members.
- Q. GROUND LEASE means that portion of the Airport leased to an individual, corporation or other legal entity under specific terms and condition. Terms and conditions of a specific Ground Lease may include, but not necessarily require, an Operating License.
- R. HANGAR shall mean any building used primarily for storage of Aircraft, and shall be subject to inspection by Airport Management for compliance with rules and regulations.
- S. HANGAR DEVELOPMENT AREA means the area, as time-to-time designated in the Airport Master Plan, for erection, construction and operation of hangars as defined above.
- T. LESSEE or TENANT means a person, corporation or legal entity who leases or rents assets of the Airport, either through a Ground Lease or some other facility lease, and who is responsible for fulfilling the terms and conditions of a lease with the County.
- U. MINIMUM STANDARDS means the standards that are established by the St. Clair County Board of Commissioners, as amended from time to time, stating the minimum requirements to be met by a Tenant, subtenant or proposed Tenant as a condition for the right to provide aeronautical services to the public at the Airport.

- V. OPERATING LICENSE is that instrument issued by the Airport Director required for a Commercial Operator to provide services to the public on the Airport.
- W. PERSON means any individual, firm, partnership, corporation, company, or association and includes any director, trustee, receiver, agent, or similar representative.
- X. PILOT means any person who is FAA certified and responsible for the control of an Aircraft.
- Y. PROPERTY LINE shall mean the line of division of two (2) contiguous parcels of land; separates a parcel of land and a public way; separates a parcel of land and a taxiway; and/or separates/divides parcels of land and the surrounding area.
- Z. SIGNS shall mean any structure, device or contrivance, electric or non-electric, and all parts thereof, which are erected or used for advertising purposes upon or within which any power, bill, bulletin, printing, lettering, painting, device, or other advertising of any kind whatsoever is used, placed, painted, posted, tacked, nailed, pasted, or otherwise fastened or fixed. All signs will be approved by the Airport Director.
- AA. STRUCTURES and/or IMPROVEMENTS shall mean and include hangars, buildings, out buildings, parking areas, loading areas, Aircraft ramp areas, fences, walls, and illumination facilities.
- BB. TAXILANES means those rights-of-ways so designated by Airport Management and connecting to a taxiway or apron and thereby serving all Aircraft based on or using the Airport and essential to the use and operation of the Airport.
- CC. TAXIWAYS mean those aviation surfaces so designated by Airport Management as to be open to all Aircraft for the purpose of taxiing Aircraft to and from runways and other Airfield locations and surfaces.
- DD. TERMINAL PARKING AREA means the public parking area for Aircraft adjacent to the public terminal building, as designated by Airport Management.
- DD. TERMINAL PARKING AREA means the public parking area for Aircraft adjacent to the public terminal building, as designated by Airport Management.
- EE. VEHICLE means any device used primarily for the ground transportation of persons or property.

**SECTION 100.2**

**ABBREVIATIONS**

Above Ground Level	AGL
Air Industrial Park	AIP
Airport Layout Plan	ALP
Airport Traffic Pattern	ATP
Common Traffic Advisory Frequency	CTAF

Federal Aviation Administration  
Michigan Aeronautics Commission  
Michigan Department of Environmental Quality  
Michigan Department of Transportation/Bureau of Aeronautics  
Notice to Airmen

FAA  
MAC  
MDEQ  
MDOT/AERO  
NOTAM



## CHAPTER 200

### COMMERCIAL OPERATORS

#### SECTION 200.1 MINIMUM STANDARDS

All Commercial Operators shall meet and maintain the following minimum requirements as a prerequisite to obtaining the required Operating License:

- A. Provide proof of sufficient financial experience and backing which, in the opinion of Airport Management, will be adequate to permit acquisition, construction, and operation of the required facilities.
- B. Lease from St. Clair County International Airport one (1) lot in the area designated for general aviation use on the Airport Master Plan or a lot in the air Industrial Park.
- C. Provide for an adequate structure or facility, the plans of which have been approved by Airport Management, of sufficient square footage and design to provide adequate space for the Commercial Operations to be rendered and adequate facilities for the welfare of the visiting public, including on-site public restroom facilities.

Said structure shall comply with all applicable governmental ordinances, building, and fire codes. Any and all alterations and additions to existing buildings shall be considered the same as new construction and must be approved in writing by Airport Management prior to construction. All buildings will be subject to inspection by Airport Management and government building and fire inspectors. The premises and buildings shall be maintained in good repair and in a neat and attractive appearance.

- D. All improvements to the property, such as connecting Taxiway or apron to the nearest Taxiway, utilities, approaches, drain tiling, and fill dirt, will be provided at the lessee's expense.
- E. Utilities will be brought by lessee to its property and buildings.
- F. Provide paved automobile parking spaces for employees and customers on property leased from the Airport.
- G. Provide or make provision for paved apron for aircraft parking adequate to support the Commercial Operation.
- H. Carry insurance as specified by the St. Clair County Board of Commissioners, as further defined by the St. Clair County Risk Manager. Current certificates of all policies must be placed on file with Airport Management. Commercial Liability Insurance shall include St. Clair County as an additional insured.

- I. Qualified and, when required by law, certificated personnel for the type of service offered shall be available during hours of operation.
- J. Flight and ground schools must be licensed by the MDOT/Bureau of Aeronautics.

**SECTION 200.2                      TEMPORARY LICENSES**

A temporary Operating License with an established fee for a specified period of time may be granted by the Airport Management for a Commercial Operation not currently being offered at the Airport.

## CHAPTER 300

### MINIMUM STANDARDS FOR COMMERCIAL OPERATIONS

#### SECTION 300.1 AIRCRAFT FUELS AND DISPENSING SERVICE / FIXED BASE OPERATOR (FBO)

Any Commercial Operator desiring to dispense retail aviation fuels and oil and/or provide any other related line service to the aviation public shall, as a minimum, provide the following:

**PERSONNEL** – No less than one (1) person available for line service during hours of operation, trained to provide fueling and line service to general aviation aircraft. Additional personnel shall be provided to keep office attended during normal hours of operation.

**HOURS OF OPERATION** – Seven (7) days per week between at least the hours of 8:00 a.m. and 5:00 p.m., October 1 through April 30 each year and at least 8:00 a.m. to sunset from May 1 through September 30 each year, in addition to 24 hours per day on-call service. On-call service shall be provided within one (1) hour of the Request for such service and be performed at a service charge.

**EQUIPMENT** – Provide mobile equipment for the dispensing of 100LL and JetA fuels, capable of safe separation of fuel grades if in the same vehicle, that is properly metered and capable of servicing transient and based Aircraft. Utilize only fuel storage and dispensing facilities located on Airport property, which meet all safety requirements of appropriate local, state and federal authorities. In addition to mobile equipment, the Commercial Operator shall maintain a fixed fuel farm with 100LL and JetA fuel storage, and maintain industry-standard quality control / quality assurance practices. Provide adequate paved parking for mobile equipment, and containment for both mobile and fixed fuel farm equipment that meets state environmental regulations. The Commercial Operator may also provide self-service fueling equipment available 24 hours per day and seven (7) days per week, provided equipment meets all state environmental protection requirements and is located on Commercial Operator's leasehold.

**SUPPLIER** – The Commercial Operator shall be required to pay a flowage fee for each gallon of fuel delivered by the fuel supplier to the premises. The supplier shall submit monthly supporting invoices to the Airport Director. Airport Management shall have the right to audit the records of the Commercial Operator. Flowage fees are due at the time of delivery to the Airport and not when delivered into Aircraft.

**PERMANENT IMPROVEMENTS AND FIXTURES** – Secure written approval from the Airport Director prior to the installation of storage and fixed dispensing units. The fuel dispenser must also be approved by the County Fire Marshall.

ADDITIONAL SERVICES – In addition to providing fuel and oil, the Aircraft Fuels and Dispensing Service / Fixed Base Operator (FBO) shall also perform at least one (1) of the following services described in Section 300.2 through 300.11.

**SECTION 300.2                      AIRCRAFT SALES**

Any Commercial Operator desiring to engage in the sale of new or used aircraft must provide the following as a minimum:

PERSONNEL – One (1) or more persons holding a current FAA Pilot Certificate with ratings appropriate for the type of aircraft to be demonstrated.

HOURS OF OPERATION – At least eight (8) hours per day and at least five (5) days per week.

**SECTION 300.3                      AIRFRAME AND/OR POWERPLANT REPAIR**

Any Commercial Operator desiring to engage in airframe and/or power plant repair service must provide the following as a minimum:

PERSONNEL – One (1) person currently certificated by the FAA with ratings appropriate for work performed..

HOURS OF OPERATION – At least eight (8) hours per day and at least five (5) days per week, with provisions for emergency mechanical service on-call during weekends and holidays.

EQUIPMENT – Sufficient equipment, supplies, and availability of parts to perform maintenance in accordance with manufacturer recommendations, or equivalent, on various types of general aviation aircraft.

**SECTION 300.4                      AIRCRAFT RENTAL**

Any Commercial Operator desiring to engage in the rental of aircraft shall provide as a minimum the following:

PERSONNEL – One (1) person holding a current FAA Commercial Pilot Certificate with appropriate ratings.

AIRCRAFT – Own or have the exclusive right to operate, through a written agreement, at least one (1) aircraft. A copy of any written agreement to operate an aircraft for the satisfaction of this Minimum Standard shall be provided to Airport Management.

HOURS OF OPERATION – At least eight (8) hours per day and at least six (6) days per week.

AIRCRAFT MAINTENANCE – Maintain all aircraft owned or under control through written agreements according to current Federal Aviation Regulations.

### **SECTION 300.5                      FLIGHT TRAINING**

Any Commercial Operator desiring to engage in Pilot flight instruction shall provide as a minimum the following:

CERTIFICATION – In accordance with Federal Aviation Administration and Michigan Aeronautics Commission Rules and Regulations.

PERSONNEL – One (1) person certified by the FAA as a Certified Flight instructor with proper ratings to cover training required.

AIRCRAFT – Own or have the exclusive right to operate, through a written agreement, at least one (1) aircraft equipped for flight training under instructional conditions. A copy of any written agreement to operate an aircraft for the satisfaction of this Minimum Standard shall be provided to Airport Management.

HOURS OF OPERATION – Available at least on an on-call basis during daylight hours, seven (7) days per week.

### **SECTION 300.6                      AIR-TAXI OR CHARTER SERVICE**

Any Commercial Operator desiring to engage in air-taxi or charter service shall provide as a minimum the following:

PERSONNEL – One (1) person holding a current FAA Commercial Pilot Certificate appropriately rated to conduct air services offered.

AIRCRAFT – Own or have the exclusive right to operate, through a written agreement, at least one (1) aircraft equipped for flight in accordance with Federal Aviation Regulations and services to be provided. A copy of any written agreement to operate an aircraft for the satisfaction of this Minimum Standard shall be provided to Airport Management.

HOURS OF OPERATION – At least eight (8) hours per day and at least five (5) days per week, with provisions for on-call service during non-working hours, weekends and holidays.

CERTIFICATION – Operator must meet all provisions of either the Federal Aviation Regulation (FAR) part 135 or FAR part 121 Air Taxi/Carrier criteria, and present a valid copy of the applicable certificate to Airport Management.

## **SECTION 300.7 HANGAR OPERATOR**

Any Commercial Operator desiring to engage in hangaring aircraft must provide as a minimum the following:

HOURS OF OPERATION – On-call service during non-working hours, weekends and holidays for a service charge.

## **SECTION 300.8 RADIO, INSTRUMENT OR PROPELLER SERVICE**

Any Commercial Operator desiring to provide radio, instrument, or propeller service shall as a minimum, provide the following:

PERSONNEL – One (1) qualified repairman to provide services as defined in FAA and MAC rules and regulations.

HOURS OF OPERATION – At least eight (8) hours per day and at least five (5) days per week, with provisions for on-call service during non-working hours, weekends and holidays.

## **SECTION 300.9 AERIAL APPLICATIONS**

Any Commercial Operator desiring to engage in aerial application operations must provide as a minimum the following:

PERSONNEL – One (1) person holding a current FAA Commercial Pilot Certificate, properly rated for the aircraft to be used and meeting the requirements of FAA regulations and applicable regulations of the state.

AIRCRAFT – Own or have the exclusive right to operate, through a written agreement, at least one (1) aircraft meeting all of the requirements of applicable FAA regulations and requirements of the state. A copy of any written agreement to operate an aircraft for the satisfaction of this Minimum Standard shall be provided to Airport Management.

CERTIFICATION – Hold an Agricultural Aircraft Operator Certificate issued by the FAA and comply with requirements of the state and political subdivisions thereof.

FACILITIES – A segregated chemical storage area protected from public access, which meets federal and state environmental standards.

HOURS OF OPERATION – Available on at least an on-call basis during daylight hours of the normal aerial application season.

## **SECTION 300.10**

## **SPECIALIZED COMMERCIAL FLIGHT SERVICES**

Any Commercial Operator desiring to engage in the specialized commercial air activities including, but not limited to, those listed below:

- A. Non-stop sightseeing flight that began and ended at the same airport
- B. Banner towing and aerial advertising
- C. Aerial photography or survey
- D. Fire fighting or fire patrol
- E. Power line or pipeline patrol

And any other operations specifically excluded from Part 135 of the Federal Aviation Regulations shall provide as a minimum the following:

**PERSONNEL** – One (1) person holding a current FAA Commercial Pilot Certificate with appropriate ratings for the aircraft to be flown.

**AIRCRAFT** – Own or have the exclusive right to operate, through a written agreement, at least one (1) properly maintained, FAA-certificated aircraft. A copy of any written agreement to operate an aircraft for the satisfaction of this Minimum Standard shall be provided to Airport Management.

## **SECTION 300.11**

## **MULTIPLE SERVICES**

Any Commercial Operator desiring to engage in two (2) or more Commercial Operations must provide as a minimum the following before offering the service:

**PERSONNEL** – Multiple responsibilities may be assigned to personnel to meet personnel requirements for all activities.

**AIRCRAFT** – Aircraft may serve multiple uses.

**EQUIPMENT** – All equipment required for each service must be provided.

**SERVICE** – All service required for each activity must be provided during hours of operation specified.

**HOURS OF OPERATION** – Operators will adhere to hours specified for the appropriate single activity.

**NOTIFICATION** – Notification must be given in writing to Airport Management prior to offering and immediately following discontinuance of the service.

## **CHAPTER 400**

### **FLYING CLUBS AND SELF FUELING**

#### **SECTION 400.1 FLYING CLUBS**

All flying clubs desiring to base their aircraft on the Airport must obtain a Operating License from the Airport Director and meet the following requirements:

- A. Each club must be a non-profit corporation or association.
- B. Each member must be a bona fide owner of the aircraft or a stockholder in the corporate owner.
- C. The club may not derive greater revenue from the use of its aircraft than the amount necessary for the actual use of operation, maintenance, and replacement of its aircraft.
- D. The club must file with the Airport Director a current membership and club's officer's list and the current club mailing address.
- E. The club's aircraft will not be used by other than bona fide members for rental and by no one for commercial operations.
- F. Each aircraft owned by the flying club must carry insurance as specified by the St. Clair County Board of Commissioners. Certificates of all policies must be placed on file with the Airport Management and upon renewal.

#### **SECTION 400.2 SELF FUELING ACTIVITIES**

All individuals and groups of individuals desiring to self fuel aircraft owned, operated and based at the Airport must obtain a Self Fueling permit from the Airport Director and meet the following requirements:

- A. Each individual or group of individuals must be bona fide owner(s) of the aircraft being fueled.
- B. The individual or group of individuals may not sell fuel for a profit, or sell fuel to any other individuals, groups or businesses.
- C. The individual or group of individuals must file with the Airport Director proof of ownership for each Aircraft being self fueled.
- D. The individual or group of individuals must hold environmental insurance per the current schedule of insurances published by the County and the Airport.



- E. The individual or group of individuals must utilize a permanently installed above-ground tank of no less than 500 gallon capacity, registered with the State of Michigan and meeting all NFPA and local fire protection criteria. Specifically, the tank must be either a double-walled tank or be installed within a containment area.
- F. The individual or group of individuals may not utilize mobile fueling equipment of any kind on the Airport

### **SECTION 400.3 VIOLATIONS**

In the event that the individual, group of individuals or club fails to comply with these conditions, Airport Management will notify the individual, group of individuals or club in writing of such violations. If the individual, group of individuals or club fails to correct the violations within the time specified, the Airport Director may take any action deemed advisable by St. Clair County Corporate Counsel, to include revocation of Self Fueling permit and/or Operating License issued to the flying club.

**CHAPTER 500**

**EFFECTIVE DATE**

**SECTION 500.1                      EFFECTIVE DATE**

These Minimum Standards shall become effective

Approved by the St. Clair County Airport Commission on January 17, 1995

Approved by the St. Clair County Board of Commissioners on March 8, 1995

Approved by the St. Clair County Board of Commissioners on November 22, 2000

Approved by the St. Clair County Board of Commissioners on March 18, 2009