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## Bozeman Yellowstone INTERNATIONAL AIRPORT

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*at Gallatin Field*

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**MINIMUM OPERATING STANDARDS**

**FOR**

**FIXED BASE OPERATORS**

**AT**

**BOZEMAN YELLOWSTONE INTERNATIONAL AIRPORT**

Effective November 13, 1991

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MINIMUM STANDARDS FOR FIXED BASE OPERATORS  
AT GALLATIN FIELD AIRPORT

**AIRCRAFT SALES**

1. Statement of Concept

An aircraft sales operator is a person or persons, firm, or corporation engaged in the sale of new or used aircraft through franchises or licensed dealership or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or otherwise; and provides such repair, services, and parts as necessary to meet any guarantee or warranty on new or used aircraft sold by him.

2. Minimum Standards

(a) The Operator shall lease from Gallatin Field Airport an area on which shall be erected a building to provide at least 2,400 square feet of floor space for aircraft storage and at least 720 square feet of floor space for office, customer lounge and two restrooms, which shall be properly heated and lighted, and shall provide telephone facilities for customer use.

The Operator shall provide paved auto parking space within the leased area to accommodate at least ten (10) automobiles.

The Operator shall provide a paved walkway within the leased area to accommodate pedestrian access to the Operator's office.

The Operator shall provide a paved aircraft apron within the leased area to accommodate aircraft movement from the Operator's building to the taxiway or the access to the nearest taxiway.

(b) The Operator performing the services under this category will be required to carry the following types of insurance in the limits specified.

(1) Comprehensive general liability insurance protecting the Airport Authority against any and all liability by reason of Lessee's conduct incident to

the use of the premises, or resulting from any accident occurring on or about the roads, driveways or other public places, including runways and taxiways, used by Lessee at Gallatin Field, caused by or arising out of any wrongful act or omission of Lessee, in the minimum amount of \$1,000,000.

(2) Passenger liability insurance in the minimum amount of \$100,000 per seat, and \$1,000,000 per occurrence.

(3) Hangar keeper's liability insurance in the minimum amount of \$500,000.

(4) Product liability insurance in the minimum amount of \$1,000,000.

(5) Fire and extended coverage insurance on all fixed improvements owned by Lessee on or in the premises to the full insurable value thereof.

The insurance specified in Paragraphs (2) through (5) above shall name the Airport Authority as an additional insured.

## **AIRFRAME AND POWER PLANT REPAIR FACILITIES**

### 1. Statement of Concept

An aircraft engine and airframe maintenance and repair operator is a person or persons, firm or corporation providing one or a combination of airframe and power plant repair services, but with at least one person currently certificated by the Federal Aviation Administration with ratings appropriate to the work being performed. This category of aeronautical services shall also include the sale of aircraft parts and accessories, but such is not an exclusive right.

### 2. Minimum Standards

(a) The Operator shall lease from Gallatin Field Airport an area on which shall be erected a building to provide at least 2,400 square feet of floor space for aircraft storage and at least 720 square feet of floor space for office,

customer lounge and two restrooms, which shall be properly heated and lighted, and shall provide telephone facilities for customer use.

The Operator shall provide paved auto parking space within the leased area to accommodate at least then (10) automobiles.

The Operator shall provide a paved walkway within the leased area to accommodate pedestrian access to the Operator's office.

The Operator shall provide a paved aircraft apron within the leased area to accommodate aircraft movement from the Operator's building to the taxiway or the access to the nearest taxiway.

(b) The Operator shall provide sufficient equipment, supplies and availability of parts equivalent to that required for certification by the Federal Aviation Administration as an approved repair station.

(c) The Operator performing the services under this category will be required to carry the following types of insurance in the limits specified.

(1) Comprehensive general liability insurance protecting the Airport Authority against any and all liability by reason of Lessee's conduct incident to the use of the premises, or resulting from any accident occurring on or about the roads, driveways or other public places, including runways and taxiways, used by Lessee at Gallatin Field, caused by or arising out of any wrongful act or omission of Lessee, in the minimum amount of \$1,000,000.

(2) Hangar keeper's liability insurance in the minimum amount of \$500,000.

(3) Product liability insurance in the minimum amount of \$1,000,000.

(4) Fire and extended coverage insurance on all fixed improvements owned by Lessee on or in the premises to the full insurable value thereof.

The insurance specified in Paragraphs (2) through (4) above shall name the Airport Authority as an additional insured.

(d) The Operator shall have his premises open and services available eight (8) hours daily, five (5) days each week.

(e) The Operator shall have in his 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 of services in an efficient manner, but never less than one (1) person currently certificated by the Federal Aviation Administration with ratings appropriate to the work being performed and an aircraft inspector's rating, and one (1) other person not necessarily rated. The operator shall make provision for someone to be in attendance in the office at all times during the required operating hours.

## **AIRCRAFT RENTAL**

### **1. Statement of Concept**

An aircraft rental operator is a person or persons, firm, or corporation engaged in the rental of aircraft to the public.

### **2. Minimum Standards**

(a) The Operator shall lease from Gallatin Field Airport an area on which shall be erected a building to provide at least 2,400 square feet of floor space for aircraft storage and at least 720 square feet of floor space for office, customer lounge and two restrooms, which shall be properly heated and lighted, and shall provide telephone facilities for customer use.

The Operator shall provide paved auto parking space within the leased area to accommodate at least then (10) automobiles.

The Operator shall provide a paved walkway within the leased area to accommodate pedestrian access to the Operator's office.

The Operator shall provide a paved aircraft apron within the leased area to accommodate aircraft movement from the Operator's building to the taxiway or the access to the nearest taxiway.

(b) The Operator shall have available for rental, either owned or under lease to Operator, not less than one (1) certified and currently airworthy aircraft.

(c) The Operator performing the services under this category will be required to carry the following types of insurance in the limits specified.

(1) Comprehensive general liability insurance protecting the Airport Authority against any and all liability by reason of Lessee's conduct incident to the use of the premises, or resulting from any accident occurring on or about the roads, driveways or other public places, including runways and taxiways, used by Lessee at Gallatin Field, caused by or arising out of any wrongful act or omission of Lessee, in the minimum amount of \$1,000,000.

(2) Passenger liability insurance in the minimum amount of \$100,000 per seat, and \$1,000,000 per occurrence.

(3) Hangar keeper's liability insurance in the minimum amount of \$500,000.

(4) Fire and extended coverage insurance on all fixed improvements owned by Lessee on or in the premises to the full insurable value thereof.

The insurance specified in Paragraphs (2) through (4) above shall name the Airport Authority as an additional insured.

(d) The Operator shall have his premises open and services available eight (8) hours daily, six (6) days a week.

(e) The Operator shall have in his employ and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the minimum standards in an efficient manner, but never less

than one (1) person having a current commercial pilot certificate with appropriate ratings, including instructor rating. The Operator shall make provision for someone to be in attendance in the office at all times during the required operating hours.

## **FLIGHT TRAINING**

### **1. Statement of Concept**

A flight training operator is a person or persons, firm, or corporation engaged in instructing pilots in dual and solo flight training, in fixed or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check ride for the category or categories of pilot's licenses and ratings involved.

### **2. Minimum Standards**

(a) The Operator shall lease from Gallatin Field Airport an area on which shall be erected a building to provide at least 2,400 square feet of floor space for aircraft storage and at least 720 square feet of floor space for office, customer lounge and two restrooms, which shall be properly heated and lighted, and shall provide telephone facilities for customer use.

The Operator shall provide paved auto parking space within the leased area to accommodate at least then (10) automobiles.

The Operator shall provide a paved walkway within the leased area to accommodate pedestrian access to the Operator's office.

The Operator shall provide a paved aircraft apron within the leased area to accommodate aircraft movement from the Operator's building to the taxiway or the access to the nearest taxiway.

(b) The Operator shall have available for use in flight training, either owned or under written lease to Operator, a properly certificated aircraft.

(c) The Operator performing the services under this category will be required to carry the following types of insurance in the limits specified.

(1) Comprehensive general liability insurance protecting the Airport Authority against any and all liability by reason of Lessee's conduct incident to the use of the premises, or resulting from any accident occurring on or about the roads, driveways or other public places, including runways and taxiways, used by Lessee at Gallatin Field, caused by or arising out of any wrongful act or omission of Lessee, in the minimum amount of \$1,000,000.

(2) Passenger liability insurance in the minimum amount of \$100,000 per seat, and \$1,000,000 per occurrence.

(3) Hangar keeper's liability insurance in the minimum amount of \$500,000.

(4) Fire and extended coverage insurance on all fixed improvements owned by Lessee on or in the premises to the full insurable value thereof.

The insurance specified in Paragraphs (2) through (4) above shall name the Airport Authority as an additional insured.

(d) The Operator shall have his premises open and services available eight (8) hour daily, six (6) days a week.

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

The Operator shall have available for call on a part-time basis at least one flight instructor who has been properly certificated by the FAA to provide the type of training offered.

The Operator shall make provisions for someone to be in attendance in the office at all times during the required operating hours.



## **AIRCRAFT FUELS AND OIL DISPENSING SERVICE**

### 1. Statement of Concept

Line services shall include the sale and into-plane delivery of recognized brands of aviation fuels, lubricants, and other related aviation petroleum products. The Operator shall provide servicing of aircraft, including ramp assistance and the parking, storage, and tie-down of aircraft.

### 2. Minimum Standards

(a) The Operator shall lease from Gallatin Field Airport an area on which shall be erected a building to provide at least 2,400 square feet of floor space for aircraft storage and at least 720 square feet of floor space for office, customer lounge and two restrooms, which shall be properly heated and lighted, and shall provide telephone facilities for customer use.

The Operator shall provide paved auto parking space within the leased area to accommodate at least five (5) automobiles.

The Operator shall provide a paved walkway within the leased area to accommodate pedestrian access to the Operator's office.

The Operator shall provide a paved aircraft apron within the leased area to accommodate aircraft movement from the Operator's building to the taxiway or the access to the nearest taxiway.

(b) The Operator shall provide fuel storage capacity of not less than 4,000 gallons at a location on the Airport approved by the Board, or at an appropriate off Airport fuel site, and meeting federal and state requirements for aviation fuel.

The Operator shall provide mobile and fixed pumping equipment with reliable metering devices, and of sufficient capacity to refuel the average aircraft likely to be serviced within a specified time period.

(c) The Operator performing the services under this category will be required to carry the following types of insurance in the limits specified.

(1) Comprehensive general liability insurance protecting the Airport Authority against any and all liability by reason of Lessee's conduct incident to the use of the premises, or resulting from any accident occurring on or about the roads, driveways or other public places, including runways and taxiways, used by Lessee at Gallatin Field, caused by or arising out of any wrongful act or omission of Lessee, in the minimum amount of \$1,000,000.

(2) Hangar keeper's liability insurance in the minimum amount of \$500,000.

(3) Product liability insurance in the minimum amount of \$1,000,000.

(4) Fire and extended coverage insurance on all fixed improvements owned by Lessee on or in the premises to the full insurable value thereof.

The insurance specified in Paragraphs (2) through (4) above shall name the Airport Authority as an additional insured.

(d) The Operator shall have his premises open for aircraft fueling and oil dispensing services seven (7) days a week, at least eight (8) hours per day. The Operator shall make provisions for fuel servicing during all other hours on a call basis.

(e) The Operator shall have in his 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 of services in an efficient manner.

(f) The Operator shall make provisions for someone to be in attendance in the office at all times during the required operating hours.

## **RADIO, INSTRUMENT AND PROPELLER REPAIR STATION**

### 1. Statement of Concept

A radio, instrument, or propeller repair station operator is a person or persons, firm or corporation engaged in the business of and providing a shop for the repair of aircraft radios, propellers, instruments, and accessories for general aviation aircraft. This category shall include the sale of new or used aircraft radios, propellers, instruments, and accessories, but such is not an exclusive right. The operator shall hold the appropriate repair shop certificate issued by the FAA.

### 2. Minimum Standards

(a) The Operator shall lease from Gallatin Field Airport an area on which shall be erected a building to provide at least 2,400 square feet of floor space for aircraft storage and at least 720 square feet of floor space for office, customer lounge and two restrooms, which shall be properly heated and lighted, and shall provide telephone facilities for customer use.

The Operator shall provide paved auto parking space within the leased area, and shall provide a paved walkway within the leased area to accommodate pedestrian access to the Operator's office.

The Operator shall provide a paved aircraft apron within the leased area to accommodate aircraft movement from the Operator's building to the taxiway or the access to the nearest taxiway.

(b) The Operator performing the services under this category will be required to carry the following types of insurance in the limits specified.

(1) Comprehensive general liability insurance protecting the Airport Authority against any and all liability by reason of Lessee's conduct incident to the use of the premises, or resulting from any accident occurring on or about the roads, driveways or other public places, including runways and taxiways,

used by Lessee at Gallatin Field, caused by or arising out of any wrongful act or omission of Lessee, in the minimum amount of \$1,000,000.

(2) Hangar keeper's liability insurance in the minimum amount of \$500,000.

(3) Product liability insurance in the minimum amount of \$1,000,000.

(4) Fire and extended coverage insurance on all fixed improvements owned by Lessee on or in the premises to the full insurable value thereof.

The insurance specified in Paragraphs (2) through (4) above shall name the Airport Authority as an additional insured.

(c) The Operator shall have his premises open and services available eight (8) hours daily, five (5) days each week.

(d) The Operator shall have in his employ and on duty during the appropriate business hours trained personnel in such number as are required to meet the minimum standards set forth in this category in an efficient manner but never less than one (1) person who is a FAA rated radio, instrument, or propeller repairman and one (1) other repairman who need not be rated by the Federal Aviation Administration.

## **AIRCRAFT CHARTER AND AIR TAXI**

### **1. Statement of Concept**

An aircraft charter and an air taxi operator is a person or persons, firm or corporation engaged in the business of providing air transportation (persons or property) to the general public for hire, either on a charter basis (Commercial Operation) or as an air taxi operator, as defined in the Federal Aviation Act.

### **2. Minimum Standards**

(a) The Operator shall lease from Gallatin Field Airport an area on which shall be erected a building to provide at least 2,400 square feet of floor space

for aircraft storage and at least 720 square feet of floor space for office, customer lounge and two restrooms, which shall be properly heated and lighted, and shall provide telephone facilities for customer use.

The Operator shall provide paved auto parking space within the leased area to accommodate at least ten (10) automobiles.

The Operator shall provide a paved walkway within the leased area to accommodate pedestrian access to the Operator's office.

The Operator shall provide a paved aircraft apron within the leased area to accommodate aircraft movement from the Operator's building to the taxiway or the access to the nearest taxiway.

(b) The Operator shall provide, either owned or under written lease to Operator, not less than one (1) single-engine or multi-engine four-place aircraft which meets the requirements of the air taxi commercial operator certificate held by the Operator, including instrument operations.

(c) The Operator performing the services under this category will be required to carry the following types of insurance in the limits specified.

(1) Comprehensive general liability insurance protecting the Airport Authority against any and all liability by reason of Lessee's conduct incident to the use of the premises, or resulting from any accident occurring on or about the roads, driveways or other public places, including runways and taxiways, used by Lessee at Gallatin Field, caused by or arising out of any wrongful act or omission of Lessee, in the minimum amount of \$1,000,000.

(2) Passenger liability insurance in the minimum amount of \$100,000 per seat, and \$1,000,000 per occurrence.

(3) Hangar keeper's liability insurance in the minimum amount of \$500,000.

(4) Fire and extended coverage insurance on all fixed improvements owned by Lessee on or in the premises to the full insurable value thereof.

The insurance specified in Paragraphs (2) through (4) above shall name the Airport Authority as an additional insured.

(d) The Operator shall have his premises open and services available eight (8) hours daily, six (6) days per week. The Operator shall provide on-call service during hours other than the aforementioned.

(e) The Operator shall have in his 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 at least one (1) Federal Aviation Administration certificated instrument rated commercial pilot and otherwise appropriate rated personnel to permit the flight activity offered by the Operator.

The Operator shall make provision for someone to be in attendance in the office at all times during the required operating hours.

## **SPECIALIZED COMMERCIAL FLYING SERVICES**

### **1. Statement of Concept**

A specialized commercial flying service operator is a person or persons, firm, or corporation engaged in air transportation for hire for the purpose of providing the use of aircraft for the activities listed below:

- (a) Crop dusting, seeding, spraying, and bird chasing.
- (b) Banner towing and aerial advertising.
- (c) Aerial photography or survey.
- (d) Fire fighting.
- (e) Power line or pipeline patrol.
- (f) Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations.

In the case of crop dusting/aerial application operators, the Operator shall enter into an Aerial Applicator Use Agreement with the Gallatin Airport Authority.

## 2. Minimum Standards

(a) The Operator performing the services under this category will be required to carry the following types of insurance in the limits specified.

(1) Comprehensive general liability insurance protecting the Airport Authority against any and all liability by reason of Lessee's conduct incident to the use of the premises, or resulting from any accident occurring on or about the roads, driveways or other public places, including runways and taxiways, used by Lessee at Gallatin Field, caused by or arising out of any wrongful act or omission of Lessee, in the minimum amount of \$1,000,000.

(2) Passenger liability insurance in the minimum amount of \$100,000 per seat, and \$1,000,000 per occurrence.

(3) Fire and extended coverage insurance on all fixed improvements owned by Lessee on or in the premises to the full insurable value thereof.

The insurance specified in Paragraphs (2) through (3) above, shall name the Airport Authority as an additional insured.

(b) The Operator must provide, by means of an office or a telephone, a point of contact for the public desiring to utilize Operator's services.

## **MULTIPLE SERVICES**

### 1. Statement of Concept

A multiple services operator shall be one who engages in any two (2) or more of the aeronautical services for which minimum standards have been hereinbefore provided.

2. Minimum Standards (Combinations not including Fuels and Oil Dispensing Service)

(a) The Operator shall lease from Gallatin Field Airport an area on which shall be erected a building to provide at least 2,400 square feet of floor space for aircraft storage and at least 720 square feet of floor space for office, customer lounge and two restrooms, which shall be properly heated and lighted, and shall provide telephone facilities for customer use.

If Flight Training is one of the multiple services offered, the Operator shall provide classroom and briefing room facilities in the aforementioned building.

The Operator shall provide paved auto parking space within the leased area to accommodate at least ten (10) automobiles.

The Operator shall provide a paved walkway within the leased area to accommodate pedestrian access to the Operator's office.

The Operator shall provide a paved aircraft apron within the leased area to accommodate aircraft movement from the Operator's building to the taxiway or the access to the nearest taxiway.

(b) The Operator shall comply with the aircraft requirements, including the equipment thereon, for each aeronautical service to be performed except as hereinafter provided.

The Operator, except if he is performing combinations of multiple services for which aircraft are not required, shall have available and based at the Gallatin Field Airport, either owned by Operator or under written lease to Operator, not less than one (1) certified and currently airworthy aircraft. This aircraft shall be equipped and capable of flight to meet the minimum standards as hereinbefore provided for each aeronautical service to be performed.



The Operator shall provide the equipment and services required to meet the minimum standards as hereinbefore provided for each aeronautical service the Operator is performing.

(c) The Operator shall obtain, as a minimum, that insurance coverage that is equal to the highest individual insurance requirement of all the aeronautical services being performed by Operator.

(d) The Operator shall adhere to the hours of operation required for each aeronautical service being performed.

(e) The Operator shall have in his 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 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.

### 3. General Requirements - Buildings

(a) The minimum space requirements as hereinbefore provided shall be satisfied with one (1) building, attached buildings, or separate buildings.

## **FLYING CLUBS**

### 1. Statement of Concept

In an effort to encourage personal flying, develop aeronautical skills, and promote an awareness of aviation, Flying Clubs are approved within the following guidelines. All Flying Clubs desiring to base aircraft and operate on the Airport must comply with the requirements set forth in this article.

### 2. Organization

A Flying Club shall own or lease aircraft in the name of the club in equal shares by the club's members. The club must file and keep current with the

Board a complete list of the club's membership. Flight instruction may be conducted by a certified flight instructor in aircraft owned or leased by a flying club.

### 3. Flying Club's Aircraft

The Flying Club's aircraft will not be used by other than bona fide members for rental and by no one for hire; e.g. charter or air taxi.

### 4. Additional Requirements

A Flying Club must furnish the Airport Manager the following information and materials:

- (a) Copy of its corporate charter and by-laws, partnership agreement, or other association documentation.
- (b) A current description of aircraft type and certificate of ownership or leasehold interest.
- (c) The Operating Rules of the Club.
- (d) Proof of liability insurance.