

## APPENDIX K

### MINIMUM STANDARDS MATERIALS

- J-1 City of Renton, WA, Resolution No. 2776 passed 12/11/89 "A Resolution of the City of Renton, Washington, Adopting Airport Rules and Regulations and Minimum Standards".
- J-2 US Department of Transportation, Federal Aviation Administration: Advisory Circular 150/5190-5, 4/7/00: "Exclusive Rights and Minimum Standards for Commercial Aeronautical Activities"
- J-3 Airport Sponsor's Guide to Preparing Minimum Standards for Airport Aeronautical Service providers and Airport Operating Rules and Regulations," American Association of Airport Executives and National Air Transportation Association, October 1996.

# APPENDIX K-1

CITY OF RENTON, WASHINGTON

RESOLUTION NO. 2776

A RESOLUTION OF THE CITY OF RENTON, WASHINGTON, ADOPTING AIRPORT RULES AND REGULATIONS AND MINIMUM STANDARDS.

WHEREAS, the City of Renton owns and operates the Renton Municipal Airport; and

WHEREAS, state and federal statute rules and regulations and good business practice require that the city have airport rules and regulations and minimum standards; and

WHEREAS, the Airport Rules and Regulations and Minimum Standards have not been updated for a substantial period of time or are non-existent; and

WHEREAS, it would be advantageous to the City of Renton to have Municipal Airport Rules and Regulations and Minimum Standards.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RENTON, WASHINGTON DO RESOLVE AS FOLLOWS:

SECTION I. The above recitals are hereby found to be true and correct in all respects.

SECTION II. The City of Renton hereby adopts Municipal Airport Rules and Regulations, a copy of which is attached hereto and incorporated herein as if fully set forth.

SECTION III. The City of Renton hereby adopts Municipal Airport Minimum Standards For Commercial Aeronautic Activities, a copy of which is attached hereto and incorporated herein as if fully set forth.

PASSED BY THE CITY COUNCIL this 11th day of December, 1989.

  
Maxine E. Motor, City Clerk

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RESOLUTION NO. 2776

CITY OF RENTON

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RECEIVED  
CITY CLERK'S OFFICE

MINIMUM STANDARDS FOR  
COMMERCIAL AERONAUTIC ACTIVITIES

RENTON MUNICIPAL AIRPORT

GENERAL:

The City of Renton, recognizing the necessity of protecting the public health, safety, and interest in the Renton Municipal Airport, hereby promulgates and adopts the following procedures and Minimum Standards for the use of any land or facility on said Airport, which is to be utilized as an aeronautical activity.

These standards shall be administered on fair and reasonable terms in accordance with the provisions of Section 308 of the Federal Aviation Act, Title VI of the Civil Rights Act of 1964, and FAA Advisory Circulars in the 150/5190 series.

Any standard which a tenant operator is required to meet must be uniformly applicable to all operators seeking the same franchise privileges and the basic premises herein contained are applicable to all.

SECTION I -- DEFINITIONS:

**Airport:** Shall mean Renton Municipal Airport, a public airport operated by the City of Renton, King County, State of Washington.

**Airport Manager:** Shall mean the Airport Manager appointed by the City of Renton to manage, superintend, control and protect the Renton Municipal Airport.

**Renton City Council:** Shall mean the Renton City Council consisting of seven duly qualified members holding office under and by virtue of the provisions of the City of Renton Charter.

**Person:** Shall mean any individual, firm, co-partnership, corporation, company, association, or joint stock association, and includes any trustee, receiver, assignee, or similar representative thereof.

**Minimum Standard:** Shall mean the qualifications herein, as amended from time to time by the Renton City Council, setting forth the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the Airport.

**Aeronautical Activity:** Shall mean any activity 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 and shall include, but not by way of limitation, all activities commonly conducted on airports, such as charter

The Airport Manager will not take action on a request to lease land and/or an existing aeronautical facility or building, or initiate any aeronautical activity or change the scope of operation of an approved activity, until the proposed lessee has, in writing, submitted a proposal which sets forth the following:

1. The specific type of aeronautical activity to be initiated. If a current aeronautical activity is to be changed (added to or deleted from), identification of the aeronautical activities currently provided and the specific activity to be so deleted or added.
2. A statement of the scope of operation proposed for the aeronautical activity, including but not limited to the hours of operation, segment of the aviation public to be served, e.g., sea plane service only, fuel - all grades, and general benefit to the aviation public and the Airport.
3. The proposed Tenant Site Plan, with dates for completion of improvements, by item.
4. If an existing structure is required and is not available, the estimated cost of any structure or facility to be furnished, and the proposed specifications of same.
5. The names and qualifications of the personnel to be involved in conducting the activity.
6. The name and address of the applicant. If a corporation, the state in which incorporated and the name and address of the registered agent.
7. The financial responsibility, ability, and prior experience of the applicant and operator to perform. The City of Renton shall be the sole judge of what constitutes adequate financial capacity.
8. The requested or proposed date for commencement of the activity.
9. The names, if any, of guarantors of the lease.

B. Supporting documents.

If requested by the City of Renton, the applicant shall submit the following supporting documents, together with such other documents and information as may be requested.

1. Financial Statement: A current financial statement certified by a Certified Public Accountant.

2. Assets: A written listing of the assets owned or being purchased which will be used in the business on the Airport.

information and has made full disclosure on his/her application or in supporting documents.

H. Previous Performance: The manner in which any party applying or interested in the business has performed any lease or other agreement with the Airport or any other airport.

I. Credit Record: Any party applying for, or interested in, the business has a credit report which indicates satisfactory business responsibility and reputation.

J. Financing Capability: The applicant appears to have, or have access to, the finances necessary to conduct the proposed operation for a minimum period of six months.

K. Ecological Considerations: Adequate provisions are made for the protection of health, welfare, or safety, of the inhabitants and environs of the Renton Municipal Airport.

M. Performance Bond: Ability of applicant to post performance bond equal to six months rental if so requested by the City of Renton.

#### SECTION V -- LEASE OR CONTRACT

Each aeronautical activity approved for operation upon the Renton Municipal Airport must enter into a lease with the City of Renton for adequate commercial aeronautical activity facilities with a term of not less than one year.

Commercial aeronautical activities may not be operated from Airport-owned facilities for which the lease term is less than one year or from sub-leased facilities without entering into a direct contract with the City of Renton for the conduct of the commercial aeronautical activity or activities.

Upon approval of any such applications as submitted or modified, the City of Renton shall cause to be prepared a suitable lease or contract agreement setting forth the terms and conditions of the land and/or facility use, which lease or contract shall be conditioned upon or contain language assuring:

A. That there be original and continued compliance with the standards required for each aeronautical activity approved.

B. That the right shall be reserved by the City of Renton to modify or add to the Minimum Standards for Operation of Aeronautical Activities at the Airport and that any lease, contract or agreement entered into with applicant shall be terminated or cancelled in the event of failure to comply with any modification or amendments to the Minimum Standards after notice thereof shall have been given.

7. In the conduct of refueling operations, every operator shall:

a. Install and use adequate grounding facilities at fueling locations, consisting of at least ground rods, approved Y-cables for grounding, and nozzle to aircraft ground cables.

b. Provide and carry on refueling vehicles adequate fire extinguishers, at least one on each side of the vehicle.

c. Maintain proper markings as the to grade of fuel on vehicles to assist with the prevention of misfueling.

d. Maintain proper No Smoking signs on fueling vehicles and prohibit smoking by refueler personnel while in or within fifty feet of the refueler vehicle.

e. Maintain refueling vehicles in a safe, roadworthy operating condition, and safe for the conduct of refueling operations, so as to be capable of passing inspections for emissions, mechanical operation and compliance with Fire Regulations.

f. Persons engaged in the fueling or draining of aircraft fuel shall have attended and successfully completed a recognized aircraft fueler course or have received fueler training from such an individual in the employ of the activity, as documented by training records maintained by the activity.

g. Provide an adequate stock of fuel absorbant material and initiate fuel spill containment actions in the event of a fuel/lubricant spill as the result of refueling/servicing operations by the activity.

8. Conveniently located, appropriately sized, and comfortably heated lounge or waiting room for passengers and airplane crews of itinerant aircraft, available while refueling and/or servicing is being performed, including sanitary rest rooms and a public telephone. Availability of the lounge/waiting room is preferred while awaiting the arrival of the on-call fueling/line personnel, but not mandatory.

9. A commitment to remove snow and otherwise clean up the fueling areas utilized by the activity, coupled with the provision of the necessary equipment for this purpose.

10. A commitment to have employees participate for a minimum of 2 hours per year in fire, rescue or other emergency training when provided for tenants by the Airport.

B. AIRCRAFT ENGINE AND AIRFRAME MAINTENANCE AND ACCESSORY SALES: All persons operating aircraft engine, airframe and accessory maintenance facilities to the public for hire shall provide:

1. For airframe and/or engine repairs, sufficient hangar space to house any aircraft upon which such service is being performed.

6. There shall be available, at least during eight hours of the working day, a properly certified pilot capable of demonstrating new aircraft for sale or for checking out rental aircraft.

7. The minimum stock of readily expendable spare parts, or adequate arrangements for securing spare parts required for the type of aircraft and models sold.

8. Proper check lists and operating manuals on all aircraft rented and adequate parts catalogues and service manuals on new aircraft sold.

9. Furnish monthly reports of operation and pay established landing/field use fees.

D. FLIGHT TRAINING: All persons conducting flight training activities shall provide:

1. The availability, on a full time basis, of personnel and equipment appropriate to the types of training planned.

2. The availability of aircraft of specific types compatible with the training proposed.

3. A minimum of 500 square feet of classroom space for students. This classroom must be in a facility leased or constructed by the activity.

4. Properly certified ground school instructor providing regularly scheduled and advertised ground school instructions sufficient to enable students to pass the FAA written examinations for private pilot.

5. Continuing ability to meet certification requirements of the FAA for the flight training proposed.

6. Adequate facilities for storing, servicing, and repairing all its aircraft or satisfactory arrangements for such services with other operators licensed by the Airport for such services and repair.

7. Furnish monthly reports of operation and pay established landing/field use fees.

E. AIRCRAFT CHARTER AND TAXI SERVICE: Persons conducting an aircraft charter and/or taxi service shall be required to provide:

1. Conveniently located, heated, passenger lounge of a minimum of 500 square feet of floor space, rest rooms, and public telephone facilities.

Chapter .04  
Description of Property  
and Facilities

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Section:

.04.010 Description of property.

.04.010 Description of property.

Renton Municipal Airport is located in the northwest corner of the City Limits of the City of Renton, Washington, bounded generally on the west by the City Limits and on the north by Lake Washington. The Airport Location Point is latitude 47 degrees, 30 minutes, longitude 122 degrees, 13 minutes. The airport elevation is 29 feet. The Airport consists of approximately one hundred seventy acres, is oblong in shape and has concrete and blacktop surfaces with artificial drainage.

There is one runway, described as follows:

The runway (15/33), running northwest-southeast, is five thousand three hundred and seventy nine feet long, with a three hundred forty foot displaced threshold at the south end, and is two hundred feet wide of concrete and blacktop construction.

The Airport is owned by the City of Renton, Washington, and it is classified as a Basic Transport/Reliever airport. The control tower is operated by the Federal Aviation Administration between 0700 and 2200 hours Local time (1400-0700 UTC), daily.

The lighting consists of a rotating beacon, medium intensity runway lighting, runway end identification lighting 15/33, and taxiway lighting. A non-directional beacon is operated.

the enforcement of Airport Rules and Regulations by the City Council of the City of Renton, State of Washington

\_\_\_ .08.060 Aviation Area.

Aviation Area shall mean any place on the landing area of the Airport and shall also include the public use taxiways and ramps and the necessary safety areas and clear zones therefor which are located within the security fence line of the Airport, and shall include such areas under lease to a tenant or lessee on the Renton Municipal Airport.

\_\_\_ .08.070 Business or commercial activity.

Business or commercial activity shall mean the use of the Airport by any person, group, club, association, or corporation as a base for the conducting of commercial activities for carrying for hire of passengers, freight, express or mail, for paid instruction in aviation or any aviation related field, for the sale of fuels, aviation supplies and materials, for aircraft rental, sales, maintenance or service, or for any other aviation or non-aviation commercial activity including the sale of refreshments or any commodity or service.

\_\_\_ .08.080 Control Zone.

Control Zone shall mean that airspace of defined geographical dimensions designated by the Federal Aviation Administration, above and surrounding Renton Municipal Airport, within which the Airport Control Tower exercises authority.

\_\_\_ .08.090 FAA

FAA shall mean the Federal Aviation Administration of the United States of America, as defined in the Federal Aviation Act of 1958, as same now exists or may hereafter be amended.

\_\_\_ .08.100 Main runway.

Main runway or runway shall mean Runway 15/33.

\_\_\_ .08.110 Operational areas.

Operational areas shall mean any place on the landing area of the Airport and shall also include the public use taxiways and ramps and the necessary safety areas and clear zones therefor which are located within the property boundary of the Airport, but shall not include any such areas under lease to a tenant or lessee on Renton Municipal Airport.

\_\_\_ .08.120 Operator.

Operator shall mean one who operates aircraft for his/her own pleasure, passenger service, freight service, hire, charter, flight instructions, business, or test purposes, or who operates an aircraft as a bailee while performing service on aircraft.

\_\_\_ .08.130 Owner.

Owner shall mean the registered and/or legal owner of an aircraft according to the files and records of the FAA.

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Undeveloped areas shall mean all the land on the Airport except that defined as operation areas and roads, and except that land legally used by or under lease to a tenant or lessee.

Manager of the Airport. All persons authorized access to the operational areas shall have suitable identification on them when in the areas.

\_\_ .12.060 Conduct of business, commercial or non-commercial activity.

No person may solicit, offer for sale or hire or sell or engage in any business or commercial or non-commercial activity of any nature on or from the Airport except from a fixed place of business or operation and in conformance with an appropriate lease or permit.

\_\_ .12.070 Filing location of business with Airport Manager -- Violation.

All commercial operators must file with the Airport Manager the name and location on the Airport of their business, and if any change in name, ownership, and/or location is made, notice of such change must be given to the Airport Manager immediately. Failure to notify the Airport Manager shall constitute violation of the Airport Rules and Regulations, and will subject the operator to the penalties thereof.

\_\_ .12.080 Disposal.

No person shall deposit substances on Renton Municipal Airport which may cause damage, be a nuisance, be harmful or be a hazard to persons or property. No person shall place, dispose or deposit in any manner trash, garbage, refuse, petroleum products or chemicals in or upon the operational areas, undeveloped areas, or roads except at such places and under such conditions as the Airport Manager may from time to time prescribe.

\_\_ .12.090 Damages -- Responsibility for.

Any and all Airport property destroyed, injured, or damaged shall be paid for by the person or persons responsible for such destruction, injury, or damage thereto.

\_\_ .12.100 Surface vehicles on operational use areas.

No surface vehicles other than Airfield Service, Aircraft Support, Aircraft Rescue and Firefighting, and Airport Security vehicles, shall be operated on the operational areas except those specifically authorized by the Airport Manager. Each vehicle authorized access to operational areas shall display visual identification (such as a large decal or sign) and be equipped with an appropriately colored stroboscopic flashing or steady burning light, as prescribed by current FAA Advisory Circular titled "Painting, Marking and Lighting of Vehicles Used On An Airport" and be in radio communications with the Control Tower

\_\_ .12.110 Removal of property.

The Airport Manager or his authorized representative may remove from any area of the Airport including leased premises any motor vehicle, aircraft, or other property which causes or constitutes or reasonably appears to cause or constitute an imminent or immediate danger to the health or safety of the persons using the

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G. Insurance. All flying clubs must obtain public liability and property damage insurance with a hold harmless agreement in favor of Renton Municipal Airport, its officers, and employees in the following minimum amounts:

Public liability, per person	\$100,000
Public liability, per accident	\$300,000
Property damage	\$100,000

H. Aircraft Registration. All aircraft owned, leased or used by the club must first be registered with the Airport Manager. Club aircraft shall not be used for business or commercial activities.

\_\_\_12.130 Certificates of Insurance. Lessees, required by lease or agreement to provide insurance, shall keep current Certificates of insurance on file at all times with the Airport Manager. Thirty (30) days prior notice of cancellation shall also be filed with the Airport Manager.