

# **Norwood Airport Minimum Standards**

*(In accordance with FAA Advisory Circular 150-5190-7)*

## **I. General Policy**

The Norwood Airport Commission recognizes its responsibility to the Airport's users as well as to the general public, to conduct and to operate the Airport with prudence and sound judgment, for the social and economic well-being of the Town of Norwood.

For the safe and efficient operation of Norwood Airport, its minimum standards are intended to promote fair competition and to ensure that those who provide approved services are not exposed to unfair or irresponsible competition. For the public interest, the application of minimum standards also discourages sub-standard, would-be commercial enterprises from operating on the Airport.

The requirement to meet Norwood Airport's minimum standards applies only to commercial enterprises located within the physical boundaries of the Norwood Airport, or, to commercial enterprises located along the abutting Access Road, within the corresponding north/south boundary points of Norwood Airport.

The Commission may, as needed, solicit for a commercial operator in the event that additional operators are needed.

The Commission requires commercial operators to comply with all appropriate local, state and federal laws and regulations regarding the commercial operation in question.

The Commission requires that each commercial operator maintain with the Commission a permanent file of plans and as-builts, if applicable, regarding a particular operation.

Following a written request by a prospective commercial permit holder, the Commission may grant an exemption(s) to the application of the standards, when satisfied, after an examination of the circumstances supporting the request for an exemption indicate that the public interest will be best served by granting such an exemption.

## **II. Economic Non-Discrimination**

Each aeronautical activity commercially permitted by the Norwood Airport Commission shall be subject to the same rates, fees and other charges as are uniformly applicable to all other such

operators, making the same or similar uses of the Airport and utilizing the same or similar facilities.

### **III. Definitions**

**Minimum Standards** – Shall mean those qualifications established by the Norwood Airport Commission as the minimum requirements to be met for the right to conduct a commercial activity on the Norwood Airport.

**Commercial Activity** – Shall mean those activities commonly conducted on airports, to include: aircraft management, air charter operations, flight training, aircraft rental and leasing, sightseeing, aerial photography, aerial advertising and survey, air carrier operations, aircraft sales, aircraft servicing, aircraft fueling; and any other activity deemed “commercial” by the NAC which, because of that activity’s direct relationship to the lawful operation of aircraft

**Commercial Operator** - Any company/person that offers any commercial activity or service for compensation.

**FBO** – Shall mean a fixed-based operator, an airport-based organization which, permitted yearly and under a lease agreement with the Norwood Airport Commission, provides aircraft fueling services while engaging in a minimum of one of the primary service areas that include:

- Location-based services (line services/ground handling; crew and passenger services; facilities (aircraft tie-downs, hangars, offices)
- Technical services (aircraft maintenance and parts; paint and interiors)
- Flight services (charter and aircraft management)
- Aircraft sales

**SASO** – Shall mean a specialized aviation service organization which, when permitted yearly by the Norwood Airport Commission, may not have a lease agreement with the Commission; and typically engages in only one of the four primary service areas (see FBO); and does not provide fueling services

**Space Requirements:** All square footage requirements for the various categories of commercial operations. The requirements are in cumulative figures. The space required must be owned,

leased, or sub-leased to the commercial operator, exclusively, and not shared with another commercial operator and/or other companies. The entrance to the space must have permanent signage noting the company name and hours of operation.

#### **IV. General Requirements**

**Company organization.** The following documentation is required by NAC, and will remain on file: a certificate of incorporation, or a d.b.a. certificate, or other verification of the company's organization and tax status in the state of Massachusetts.

**Office/hangar space.** The following documentation is required by NAC, and will remain on file: a copy of the applicant's lease or certificate of title, for leased or owned space located on the airport, or adjacent to the Airport's north/south property line, along Access Road; also required, if necessary, is a copy of the floor plan.

**Insurance.** The following insurance policy documentation is required by the Commission, and will remain on file:

- 1) an insurance certificate in the amount required (as stated, below) or greater, listing as additionally insured: the Town of Norwood, the Norwood Airport Commission, and the Norwood Airport management;
- 2) insurance for all leased/owned aircraft; and 3) a workmen's compensation policy covering all employees.

#### **V. Additional Requirements – Initial Application**

- Current financial statement
- Proof of minimum of three month's operating expenses
- Two-year business plan for the proposed operation
- Previous history of payment
- Three credit references
- Tax identification number
- Tax re-sale number
- Copies of any and all pertinent certificates (e.g., FAR Part 135 certificate) and licenses, relative to the proposed operation

## **VI. Commercial Activities/Minimum Standards**

### **A. Flight Operations, Part 135 Charter**

An operator engaged in chartering flight operations will be required to provide the following:

1. A well-lit and heated office and reception room area of at least 200 square feet, leased, rented or owned. This area is to be located within walking distance of the company's aircraft, on, or adjacent to the Airport, or, on Access Road between the north and south airport boundaries.
2. A telephone listed under the company name and attended during normal business hours.
3. Premise liability insurance of \$1,000,000 combined single limit, bodily injury and property damage; and commercial aircraft liability insurance of \$1,000,000 combined single-limit, bodily injury and property damage, with \$100,000 minimum per passenger; also naming as additionally insured the Town of Norwood, the Norwood Airport Commission, and the Airport Management.
4. An ongoing, demonstrated ability to meet the certification requirements of the FAA, state and local authorities.
5. At least one licensed airworthy aircraft for Part 135 charter operations.
6. Full-time personnel during normal business hours, seven days a week.
7. Suitable tie-down or hangar space for all company aircraft.
8. A formal and documented program that educates all company pilots regarding the Airport's noise abatement and safety procedures.

### **B. Commuter Air Carrier/Scheduled Air Taxi Service**

Commuter air carriers/scheduled air taxi service operators using the Airport will be expected to meet eight requirements (above), plus the following:

1. Must show all evidence, as may be necessary, to support the need for such service, to include a marketing study, the business community support, a plan of proposed operations, scheduling and passenger forecasts, an environmental impact assessment for the proposed schedule, and the approval of destination airports.

2. Must show the availability of facilities to accommodate public users in the numbers forecast. Said facilities should include automobile parking, waiting areas, baggage handling, ticketing, enplaning and deplaning procedures.
3. Must show flight scheduling, which will be subject to the NAC's approval.
4. Must show monthly reports or daily manifest copies that show the number of enplaning and deplaning passengers at the Airport.

**C. Flight Instruction, Aircraft Rental, Sales and Sightseeing Flights**

Flight operations will include aircraft that are rented, leased, leased back, or owned. The commercial operator will provide the following:

1. A well-lit and heated office and classroom of at least 200 square feet, leased or owned, with training equipment such as mock-ups and instrument training aids. This area is to be located within walking distance of the company aircraft, on, or adjacent to the airport, or on Access Road between the north and south airport boundary ends.
2. Suitable commercial tie-down or hangar space for all company aircraft.
3. A minimum of two aircraft for flight instruction.
4. A telephone listed under the company name and attended during normal business hours.
5. An ongoing, demonstrated ability to meet the certification requirements of FAA, state and local authorities.
6. Premise liability insurance of \$1,000,000 combined single limit, bodily injury and property damage; and commercial aircraft liability insurance of \$1,000,000 combined single limit bodily injury and property damage for all aircraft owned, leased, leased back or rented, with \$100,000 minimum per passenger, also naming the Town of Norwood, Norwood Airport Commission, and the Norwood Airport Management as additionally insured.
7. A formal and documented program that will educate all students and instructor pilots regarding the Airport's noise abatement and safety procedures.

**Special note:** Transient commercial flight operators are not authorized to use the airport as a base of operations to pick up students or clients; to advertise and/or use the airport as a point of origin or destination without first obtaining from the NAC a commercial permit.

**D. Ground Operations, Aircraft Servicing, Avionics Servicing**

A commercial operator engaged in ground operations will provide the following:

1. A well-lit and heated waiting room of at least 200 square feet and hangar space of at least 2,000 square feet, leased or owned. This area is to be located within walking distance of the aircraft, on, or adjacent to the Airport, or, on Access Road between the north and south ends of the Airport boundary.
2. A listed telephone number under the company name, and attended during normal business hours.
3. Liability insurance of at least \$1,000,000 naming the Town of Norwood, Norwood Airport Commission, and Norwood Airport Management as additionally insured.
4. At least two full-time, licensed mechanics on duty during normal business hours, five days a week.
5. Minimum equipment, including, but not limited to: jacks and lifts for both high- and low-winged aircraft; and engine testing equipment.
6. A minimum stock of spare parts peculiar to the type of aircraft maintained at the facility.
7. Suitable facilities for washing and cleaning aircraft.
8. A service to remove any non-airworthy aircraft from the Airport within a reasonable time.
9. A plan, approved the Norwood Fire Department and Airport Manager, for the storage and removal of any and all waste aircraft fluids or cleaning materials.

**E. Fuel Storage and Dispensing**

An operator engaged in the storage and/or dispensing of fuel will be expected to provide:

1. A heated waiting room for passengers and crew of transient aircraft, comprising at least 200 square feet, with access within the building to rest rooms and a public telephone. This area is to be located within walking distance of aircraft, on, or adjacent to the Airport, or on Access Road between the north and south ends of the Airport boundary.
2. A listed telephone, under the company name, and attended during operating hours.
3. Liability insurance of at least \$5,000,000, naming the Town of Norwood, Norwood Airport Commission, and Norwood Airport Management as additionally insured.
4. Approved storage tanks, located on the Airport, with a minimum capacity of 10,000 gallons of Jet A and 10,000 gallons of 100 low lead fuel.
5. Proper space to service the types of aircraft using the Airport.
6. Fixed and mobile, metered pumping equipment capable of re-fueling the largest aircraft likely to be fueled at the Airport.
7. Approved grounding cables and fuel nozzles to eliminate static electricity hazards.
8. Auxiliary equipment including at least one pre-heater, one battery cart, one compressed air dispenser, and other equipment that may be required to serve aircraft using the Airport.
9. Fueling services by uniformed personnel seven days a week, at least from 7 a.m. to 7 p.m.
10. A formal training program, approved by both the Fire Department and the Airport Manager, for line personnel engaged in aircraft fueling.
11. A formal and documented procedure for the maintenance and inspection of the fueling facility and a commitment to keep the fueling area clean and free of snow, debris and hazardous conditions.

**F. Unique Services**

An operator engaged in, but not limited to, aerial photography, advertising, surveying, or other such services must provide the following:

1. A well-lit and heated office of at least 200 square feet, leased or owned. This area is to be located within walking distance of the aircraft, on, or adjacent to the Airport, or, on Access Road between the north and south ends of the Airport boundary.
2. Licenses and/or authorization to do business in the state of Massachusetts.
3. A listed telephone number under the company name and manned during normal business hours.
4. Premise liability insurance of \$1,000,000 combined single limit, bodily injury and property damage; and commercial aircraft liability insurance of \$1,000,000 minimum per passenger, also naming the Town of Norwood, the Norwood Airport Commission, and Norwood Airport Management as additionally insured.
5. A suitable commercial tie-down.