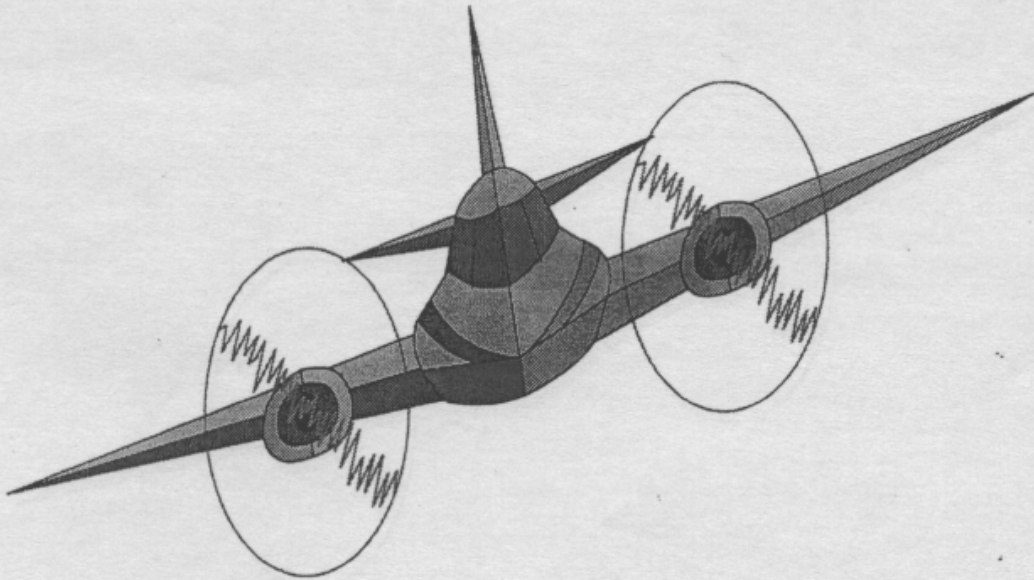


General Policy Handbook

Established in 1998, revised in 2002 and 2004.



“Kirkwood” Crookston Municipal Airport

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Highway 75 North
Crookston, MN 56716
218-281-2625

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**“Kirkwood”
CROOKSTON MUNICIPAL AIRPORT
CROOKSTON, MINNESOTA**

**GENERAL POLICY HANDBOOK
REVISED JULY, 2002
CROOKSTON AIRPORT COMMISSION**

It is the intention of the Crookston Airport Commission to develop a General Airport Policy for the “Kirkwood” Crookston Municipal Airport. The Commission has determined that it is in the best interest of the Airport to set some general policy guidelines for the day-to-day operations of the Airport and to also set guidelines for users as well as the Airport Commission as it exercises its responsibilities in managing Airport operations. It is extremely difficult to contemplate all of the policy issues that may be included in this Policy Adoption, therefore the Airport Commission will add additional policy sections as they are needed. The Airport Commission may change, revoke, interpret or add to any of the policies or guidelines described in this document at any time and in its sole discretion with or without prior notice.

CROOKSTON AIRPORT COMMISSION

SECTION I

MISSION STATEMENT, GOALS AND OBJECTIVES

MISSION STATEMENT:

The mission of the Crookston Municipal Airport is to accommodate the Crookston area with airport services of all kinds and to enhance air transportation and economic development for the northwest region of Minnesota.

GOALS AND OBJECTIVES:

1. Maintain the Master Plan for airport expansion and updating.
2. Maintain a safe and well-managed airport that is user friendly.
3. Incorporate reasonable fees/charges for the use of airport land and facilities that will help offset operational costs, overhead and future expansion, and not put financial responsibility solely on taxpayers.
4. Update managerial practices to keep current with changing technology.
5. Prepare an Economic Development Plan to increase the use and value of the airport to the region.
6. Set up a fee structure for use of the facility and services, update as needed.
7. Develop a maintenance schedule for improvement and repair of buildings and grounds on a regular basis.
8. Periodically search out and apply for funding through grants and other forms of financing.

SECTION II

DEFINITIONS

Airport: The City of Crookston Municipal Airport, Kirkwood Airport.

City: The City of Crookston Municipal Government.

Commission: The City of Crookston Airport Commission.

Arrival Building: The Arrival/Departure building used to house the airport aviation users for check-in and check-out.

Grounds: The area that the airport occupies, the airport land that houses the buildings, landing strips, roads, grass and farm land within the legal borders of the airport.

Manager: The person hired by the City of Crookston to manage the airport operations. Responsible to the Airport Commission.

Agricultural Aircraft Operators: The company or individuals licensed to spray from an airplane with the business located on the airport grounds, or the non-flying manager of the business.

Personal Property: Personal items brought onto the airport grounds by users or employers.

Certificates: The licensing or certifying documents required by Federal, State, County or City laws.

Business Plan: A brief description of the business that the individual desires to start up on the airport grounds with a listing of equipment that will be used on the premises.

Loading Pad: A device sufficiently large enough to contain spills and drippings of chemicals used by Agricultural Operators which is either of a permanent nature or temporary.

Aircraft Facilities Hangar: The buildings owned by the City that are used to house aircraft.

SECTION III

ARRIVAL DEPARTURE BUILDING & GROUNDS

USE OF BUILDING AND GROUNDS:

Any persons or group that wishes to use the buildings or grounds for meetings, fund raising or other uses must fill out a Facilities Use Form, which can be obtained from the Airport Manager.

1. The Airport Manager will review all applications and determine if the proposed use of Airport facilities is appropriate according to Crookston Municipal Airport Policy.
2. Charges for the use shall be determined according to which facilities are used.
3. In the case where it is determined that there shall not be a charge, there shall be a refundable deposit required to insure that clean-up is satisfactory.

LOST OR STOLEN ARTICLES:

It is the responsibility of Airport users to protect their personal items, from damage or theft. The City of Crookston, Airport Commission, or City/Airport employees cannot be held responsible for stolen personal items or articles.

PERSONAL PROPERTY DAMAGE:

The City of Crookston Airport Commission or the Management of the Airport is not responsible for damage to property or persons caused by incidents beyond the City's control.

SECTION IV

GENERAL AVIATION

1. Rentals of airplanes shall be conducted through the Fixed Base Operator appointed by the Crookston Airport Commission that has rental airplanes available. All State and Federal aviation requirements allowing the general public to rent airplanes shall be followed.
2. Any person who desires to rent an airplane from the Fixed Base Operator must fill out the proper forms, and be checked out by a certified flight instructor to see that they meet all of the Fixed Base Operator, State and Federal Government's requirements in order to rent an airplane.
3. The Fixed Base Operator appointed by the Crookston Airport Commission may conduct flight training which includes ground school and instructions by a certified flight instructor.
4. Ground school and flight instruction rates shall be determined by the Fixed Base Operator and approved by the Crookston Airport Commission.
5. The Fixed Base Operator appointed by the Crookston Airport Commission shall operate a maintenance service for airplane repairs in the main hangar building.
6. The general public may rent airport facilities provided it is approved by the Airport Commission. Rules and charges can be obtained from the Airport Manager.
7. Rentals of long term duration of airport facilities must be approved by the Crookston Airport Commission.
8. Long term rentals must be accompanied by Crookston Airport Commission Lease.

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9. Any person making use of the Airport or Airport property, shall be held to have consented to all ordinances and policies of a general nature as being applicable to conduct in or over the Airport, just as they are applicable to persons within City limits.
10. The Airport Commission shall have jurisdiction over the Airport and persons in on or over it.
11. No person shall post, distribute or display signs, advertisements, handbills, circulars, or printed or written matter at the Airport unless authorized to do so by written contract with the City.
12. No person shall occupy or use the roads, walks, ramps, taxiways or runways at the Airport in such a manner as to obstruct their proper use.
13. No person shall enter the Airport terminal building with an animal, except a seeing eye dog or an animal to be transported. Animals brought upon any other portion of the airport premises must be restrained by leash or confined in such a manner as to be under control.
14. No person shall block the passage of any person walking inside or outside of any building for any reason.
15. No person shall park or cause to be parked any ramp equipment or aircraft servicing equipment of any kind on the Airport, except in such areas as are designated by the Airport Manager for such purpose.
16. No person shall ride a bicycle, motor scooter, motorbike, motorcycle or animal over or upon the landing area of the airport, unless permission is first obtained from the Airport Manager.
17. No person shall deposit or leave any debris, garbage, paper or any type of waste on Airport property.
18. The Airport Manager is hereby authorized to close or restrict all or any portion of the Airport to occupation or use as he/she may deem advisable in the interest of public safety.

19. The Airport Manager, or designee, may move or cause to be moved any aircraft, motor vehicle, or other contrivance left on Airport property in violation of any provision of this policy or any other City ordinance or any Airport rule to some other location on or near the Airport at the owners expense and without liability for damage which may result in the course of such moving.
20. The Manager or designee may move or cause to be moved any disabled aircraft or its wreckage that creates a hazard or interferes with or jeopardizes the safe and orderly operation of the Airport and its lawful use by others. Such removal shall be at the owner's expense and neither the City, its personnel nor its contractors shall have any liability for any damages which may result, directly or indirectly, from such removal.
21. Motor vehicles shall not be parked or operated contrary to or in violation of posted traffic signs on Airport property.
22. No person shall operate a motor vehicle of any kind on the Airport in excess of the speed limits established by the City Council, Airport Commission or the Airport Manager.
23. It shall be unlawful for any person to operate a motor vehicle in excess of 15 miles per hour on any ramp or apron area.
24. No person under the influence of alcohol or intoxicating drugs shall operate a motor vehicle on Airport property.
25. No person shall operate, park or leave unattended a motor vehicle of any kind in a manner or place that constitutes a hazard or threat to the safety of persons or property.
26. No person shall operate motorized equipment on the ramp or apron area or on the aircraft landing area except by persons regularly assigned duty thereon by the Airport Manager or persons authorized by the Manager.
27. When passengers are boarding or debarking an aircraft on the passenger loading ramp adjacent to an airport terminal building or flight station, no person shall drive or operate any motor vehicle or other equipment on ramp between aircraft and the passenger loading area being used by passengers.

SECTION V

HANGAR FACILITIES

1. Persons who desire to rent an Aircraft Hangar must file an application with the Airport Manager and fill out the Hangar Rental Form.
2. All renters of Hangar Facilities must keep their rental payments current. Any renter who becomes sixty (60) days in arrears will be asked to remove his/her airplane and personal items from the hangar.
3. Only approved items may be stored in the hangars, any chemical, gas or other items that could cause environmental or facility damage must be stored in approved containers or removed from the premises.
4. Renters are expected to keep their hangar clean and free of debris.
5. Renters that cause damage that needs repairs will be billed for the repairs.
6. Renters may not sublease the hangar without permission of the Crookston Airport Commission.
7. Persons who desire to rent an Aircraft Hangar shall deposit the first months rent and the last months rent as well as a clean-up deposit.
8. Renters will have the option to pre-pay their annual rent and receive the twelfth month free. Included in the January billing the renter will be given the option to pay eleven months of rent and receive the twelfth month free. To receive this discount the annual payment must be received by January 15th of the year they are pre-paying. No refunds will be given.

SECTION VI

AGRICULTURAL AIRCRAFT OPERATIONS

The Crookston Airport Commission will comply with all Federal and State requirements as they pertain to Agricultural Aircraft Operations at the Crookston Municipal Airport.

All Agricultural Aircraft Operation businesses must comply with the following:

1. File a current FAA Pilot Certificate with the Airport Manager.
2. File a current FAA Medical Certificate with the Airport Manager.
3. File a current Minnesota Department of Agriculture Pesticide Applicator's License with the Airport Manager.
4. File a current Part 137 Certificate with the Airport Manager.
5. Supply the Airport Manager with Material Safety Data Sheets for all chemical pesticides and agricultural chemicals brought onto the site.
6. All Agricultural Aircraft Operators must comply with Federal and State regulations as they apply to the agricultural or other aerial spray operations.
7. The Agricultural Aircraft Operator shall pay all expenses for clean-up.

SECTION VII

STARTING A BUSINESS

1. Any person who desires to use the Airport grounds and facilities for the purpose of operating a business must fill out the proper forms and meet with the Airport Commission.
2. Business forms can be obtained from the Airport Manager.
3. Any person who desires to start up a business and to continue must comply with all City, County, State and Federal regulations that apply to Airport business.
4. Any person who desires to start a business on Airport grounds must submit a business plan to the Airport Commission.
5. Any person who desires to start a business on Airport grounds must submit a financial plan to the Airport Commission.
6. Any person who desires to start a business on the Airport grounds must prove that the business carries the proper amount of liability insurance and names the City in the policy as indemnified.
7. All businesses must keep all assessed fees, charges, rent or other compensation due the Crookston Municipal Airport current within a sixty day period or be asked to remove the business from the Airport premises.
8. All businesses that use the Airport facilities must enter into a lease agreement for the space or facilities to be used for its operation.
9. Any person or company that desires the use of the Airport to start up a charter service must meet with Airport Commission in order to start the process for this business.

SECTION VIII

STARTING AN AGRICULTURAL AIRCRAFT OPERATION

The Crookston Airport Commission requires that all Agricultural Aircraft Operators appear before the Crookston Airport Commission when requesting to operate out of the Crookston Municipal Airport and comply with the following:

1. The Agricultural Aircraft Operator must complete the application form provided by the Airport Manager and submit it with any fees or charges to the Airport Commission for approval.
2. Submit a detailed business plan that insures the Airport Commission that there is a reasonable chance of success in the Agricultural Aircraft Operation's business and that Airport funds are not spent on speculation.
3. Submit a financial plan that details that there is enough financial backing for the business to have a reasonable chance to succeed.
4. Prove that the Agricultural Operator carries the proper amount of liability insurance and names the City of Crookston in the policy as indemnified (amount determined at time of approval).
5. All Agricultural Aircraft Operators must keep all assessed fees, charges, rent or other compensation due the Crookston Municipal Airport current within a sixty day period or be asked to remove the business from Airport premises.
6. The Agricultural Aircraft Operator must enter into a lease agreement with the Airport Commission for the space to be used for its operation.

SECTION IX

LOADING PAD REGULATIONS

1. The Agricultural Aircraft Operator must supply the City of Crookston and the Crookston Municipal Airport Manager with an acceptable containment structure design according to the Agricultural Airport Operator's Guidebook for Airport Managers. A plan for spills of pesticides and other agricultural chemicals, as well as the containment structure, must be approved by the Airport Commission.
2. The Loading Pad structure must minimally meet the specifications as set down in the Agricultural Aircraft Operators Guidebook for Municipal Airports. Notwithstanding these regulations, the Airport Commission, in its effort to keep the Airport environmentally safe may require additional regulations.
3. The Agricultural Aircraft Operator must have an emergency spill clean-up plan and submit it in writing to the Airport Manager to be placed in the Operator's file.
4. The location of the Loading Pad must be approved by the Airport Manager and cannot be changed except by approval of the Airport Commission.
5. The Agricultural Aircraft Operator must comply with all local, state, and federal rules and regulations concerning Loading Pads.