

Susquehanna Area Regional Airport Authority

Airport Minimum Standards

Revision 2
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I) INTRODUCTION

A. Introduction

1. In order to encourage and insure the provision of adequate quality services, products, and improvements; the economic health of; and the orderly development of general aviation and related aeronautical activities at Harrisburg International Airport, Capital City Airport, Franklin County Regional Airport, and/or the Gettysburg Regional Airport, and any other aviation facility under the jurisdiction of the Authority (hereinafter collectively referred to as the "AIRPORT"), The Susquehanna Area Regional Airport Authority (hereinafter referred to as the "AUTHORITY"), as the owner and operator of the AIRPORT, has established these Minimum Standards and Requirements for Aeronautical Activities.
2. The Minimum Standards are intended to be the threshold entry requirements for those wishing to **provide aeronautical services to the public**. These Minimum Standards are designed to ensure that patrons of the AIRPORT are provided with quality aeronautical services and to establish a fair, equal and nondiscriminatory basis upon which those services will be provided.
3. Accordingly, the following sections set forth the Minimum Standards for an entity interested in engaging in one or more Aeronautical Activities at the airport. These Minimum Standards are not intended to be all inclusive. Any entity engaging in Activities at the AIRPORT will also be required to comply with all applicable federal, state, local and the AUTHORITY'S rules and regulations pertaining to such activities.
4. In all cases where the words "standards" or "requirements" appear, it shall be understood that they are modified by the word "minimum" except where a "maximum" is clearly identified. Determinations of what constitutes an acceptable "minimum" and compliance with the Minimum Standards shall be made by the AUTHORITY in its sole and exclusive discretion. All operators are encouraged to exceed the "minimums". No operator will be allowed to occupy land and/or improvements or engage in Activities at the AIRPORTS under conditions less than the "minimum".
5. Aeronautical Activities may exist which are too varied to reasonably permit the establishment of specific minimum standards for each activity. When

specific Activities are proposed which do not fall within the categories in these Minimum Standards, appropriate minimum standards will be developed on a case-by-case basis and incorporated into any Agreement relating to the occupancy/use of AIRPORT land and/or improvements, taking into consideration the desires of the operator, the AIRPORT, and the public interest in/or demand for such Activities.

6. The Minimum Standards may be supplemented, amended, or modified by the AUTHORITY, from time to time, and in such manner and to such extent as is deemed appropriate by the AUTHORITY.

B. Definitions

Aeronautical Activity means 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. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft rental, sightseeing, aircraft lease back, weather service provision, aircraft flight simulator, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, and aircraft storage.

Aeronautical Service means any aeronautical activity, other than commercial air carriers, which renders any service or function that produces revenue or valuable consideration to the person and/or persons or corporation providing the service.

Airport means the Harrisburg International Airport (HIA), the Capital City Airport (CXY), the Franklin County Regional Airport (FCRA), and/or the Gettysburg Regional Airport (GRA) and all of the property, buildings, facilities, and improvements within the exterior boundaries of the AIRPORT as it now exists on the appropriate Airport Layout Plan or as it may hereinafter be extended, enlarged or modified.

Aviation Service Provider means an individual, corporation, government or governmental subdivision, partnership, association or any other legal entity providing aeronautical services at the AIRPORT

Director means the Executive Director of the SARAA or his or her designee.

FAA means the Federal Aviation Administration.

FAR means Federal Aviation Regulation.

Flying Club means a noncommercial organization established to promote flying, develop skills in aeronautics, and the awareness and appreciation of

aviation requirements and techniques.

Fueling Operations means the transportation, storage and dispensing of fuel in aircraft.

Lease means the use of AUTHORITY owned land, building, equipment or facilities in which the Aeronautical Service Provider has a written agreement with the AUTHORITY regarding such.

Minimum Standards means the standards which are established by the AUTHORITY as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity at the AIRPORT.

NOTAM means Notice to Airmen.

Operator means Aviation Service Provider.

Owner means the Susquehanna Area Regional Airport Authority.

Person means an individual, corporation, government or governmental subdivision, partnership, association or any other legal entity.

Susquehanna Area Regional Airport Authority is the governing body responsible for exclusive control over AIRPORT activities including construction, improvements, equipment, maintenance and operations, including the establishment of fees and charges for the use of the AIRPORT.

C. Severability Clause

1. If one or more clauses, sections, or provisions of these Minimum Standards shall be held to be unlawful, invalid, or unenforceable by final judgment of any court of competent jurisdiction, the invalidity of such clauses, sections, or provisions shall not in any way affect the other clauses, section, or provisions of these Minimum Standards.

D. Conflicts with Existing Agreements

1. These Minimum Standards do not affect the current term or currently authorized extension of any Agreement properly executed prior to the date of adoption and approval of these Minimum Standards, unless provided for in the Agreement, in which case these Minimum Standards shall be effective consistent with such agreement. Upon expiration of the term of an existing Agreement or if Operator desires to materially change or

expand its activities, Operator shall then comply with the provisions of these Minimum Standards.

2. Anything herein to the contrary, notwithstanding the adoption of these Minimum Standards, shall neither be deemed to modify any existing Agreements between the AUTHORITY and Operators who by such Agreements are required by the terms thereof to exceed these Minimum Standards, nor shall it prohibit the AUTHORITY from entering into and enforcing Agreements which require Operators to exceed these Minimum Standards in the future.

E. Violations

1. The AUTHORITY reserves the right to prohibit any entity from using the AIRPORT or engaging in activities at the AIRPORT upon determination by the AUTHORITY that such Operator has not complied with these Minimum Standards or has otherwise jeopardized the safety of entities utilizing the AIRPORT or the land and/or improvements at the AIRPORT.

F. Compliance with Federal Statutes

1. These Minimum Standards will not exercise or grant any right or privilege which operates to prevent an entity operating Aircraft on the AIRPORT from performing any services on its own Aircraft with its own Employees (including but not limited to, maintenance, repair, and refueling) that it may choose to perform. However, individual Operators may restrict the use of their exclusive leased premises and all Aircraft operators must adhere to all federal, state, local, and the AUTHORITY'S Rules and Regulations in the performance of any services on its own aircraft.
2. Contingent upon qualifications and meeting the established Minimum Standards, the execution of a written agreement, and the payment of the prescribed rentals, fees, and charges, the operator shall have the right and privilege to engage in the activity or activities selected by him on the AIRPORT as specified by the written agreement. The granting of such right and privilege, however, shall not be construed in any manner as affording the operator an exclusive right as defined and prohibited in the Airport assurance to the Federal Government.
3. The AUTHORITY reserves and retains the right for the use of the AIRPORT by others who may desire to use the same, pursuant to applicable federal, state, and local laws, ordinances, orders, rules and regulations, pertaining to such use. Further the AUTHORITY reserves the further right to designate the specific airport areas in which the individual,

or a combination of, aeronautical services may be conducted. Such designation shall give consideration to the nature and extent of the aeronautical services and the lands available for such purpose consistent with the orderly and safe operation of the AIRPORT.

II) GENERAL REQUIREMENTS

The following General Requirements shall apply to all Aeronautical Activities at the AIRPORT. An Operator engaging in any Activity at the AIRPORT must comply with the General Requirements of this section plus the Minimum Standards for each specific Activity.

A. Minimum Standards for all Aviation Service Providers

1. No individual or Entity shall operate commercially, or perform an aeronautical activity from the AIRPORT without entering into a written operating agreement with the AUTHORITY and either a lease agreement with the AUTHORITY or having received approval from the AUTHORITY to sublease land and/or improvements from an authorized Lessee.
2. Leases shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold.
3. The Applicant shall have such business background and shall have demonstrated his/her business capability to the satisfaction of, and in such manner as to meet with the approval of the AUTHORITY.
4. Activities not explicitly identified in these Minimum Standards are restricted at the AIRPORT unless the AUTHORITY provides written authorization.
5. Any prospective Aviation Service Providers seeking to conduct an aeronautical activity at the AIRPORT should demonstrate that they have adequate financial resources to realize the business objectives agreed to by the AUTHORITY and the applicant. The prospective Aviation Service Provider shall provide a financial statement of sufficient detail to allow the AUTHORITY to make a judgment on the adequacy of the applicant's financial resources.
6. Unless otherwise specified hereon, the prospective Aviation Service Provider shall 1) lease building space from the Authority with the appropriate facilities, 2) lease ground space from the Authority on which shall be erected a building, or 3) sublease from an entity which has an existing building, to include space as defined in the following minimum standards.

7. The prospective Aviation Service Provider shall have his/her premises open and services available eight (8) hours per day, five (5) days per week, fifty-two (52) weeks per year for a specific aeronautical service, unless another period of time is specified herein, and shall make provisions for someone to be in attendance in the office at all times during the required operating hours.
8. The Aviation Service Provider shall maintain, at a minimum, the coverages and policy limits set forth on Attachment A – Schedule of Minimum Insurance Requirements. All prospective Aviation Service Providers shall demonstrate to the AUTHORITY satisfactory evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation. Insurance policies shall be maintained in full force and effect during all times of existing leases, agreements or business licenses or renewals or extensions thereof with a 30-calendar day notice of cancellation to the Director. The AUTHORITY shall be named as additional insured on all policies carried by the Aviation Service Provider related to their business at the AIRPORT.
9. The Aviation Service Provider (and/or appropriate personnel) shall obtain and comply with, at its sole expense, all necessary licenses permits, certifications, and/or ratings required for the Operators activities at the AIRPORT as required by the AUTHORITY or any other duly authorized agency prior to engaging in any Activity at the AIRPORT. Upon request, Operator will provide copies of such licenses, permits, certifications, and/or ratings to the AUTHORITY.
10. Any construction required of an Aviation Service Provider shall be in accordance with design and construction requirements of the AUTHORITY and federal, state, and local regulations and applicable codes. All plans and specifications shall be submitted to the Executive Director for approval. The Operator shall be responsible for securing all necessary permits prior to construction.
11. The Aviation Service Provider shall provide adequate paved auto parking space in accordance with AUTHORITY standards within the leased area sufficient to accommodate all activities and operations for customers and employees. Additionally, the Aviation Service Provider shall provide a paved aircraft apron to accommodate aircraft movement from the leased area to a taxiway or access to a taxiway to be provided by the Aviation Service Provider.
12. The Aviation Service Provider shall provide a Performance Bond insuring the completion of any building to be erected on the leasehold, as the AUTHORITY may request.

13. The Aviation Service Provider shall engage in Activities in accordance with all applicable federal, state, local, and the AUTHORITY'S Rules and Regulations, including these Minimum Standards; all as may be in effect from time to time.
14. The Aviation Service Provider shall have the responsibility to pay any fine(s) levied against the Operator, the AUTHORITY, or its representatives, officers, officials, employees, agents, and volunteers as a result of the Operators failure to comply with any applicable federal, state, local, and the AUTHORITY'S Rules and Regulations.
15. The Aviation Service Provider shall, at its sole expense, pay all taxes, fees, and charges that may be levied, assessed, or charged by any duly authorized agency.

B. Application and Qualifications

An applicant wishing to provide aeronautical services at the airport shall provide the following information:

1. Demonstration of intent to conduct a business operation at the AIRPORT by written application to the AUTHORITY to the Director. The application materials and any subsequent documentation provided to the AUTHORITY or any of its representatives are subject to Pennsylvania Public Records Law. The written application shall contain at a minimum:
 - a. The proposed nature of the business. A business plan may be used to express the proposed nature of the business. (see Attachment B - Minimum Requirements for a Business Plan),
 - b. A listing of all parties who own an interest in the business or will appear on leases or other documents as a partner, director or corporate officer, and those who will be managing the business.
 - c. A current reviewed financial statement prepared by a Certified Public Accountant.
 - d. A listing of the assets owned, or being purchased or leased, which will be used for the business at the AIRPORT.
 - e. A current credit report and an authorization for a complete law enforcement background check for the proposed Aviation Service Provider and each principal who owns or has a financial interest in the business and a credit report on the business itself covering all geographical areas in

which it has done business in the ten-year period immediately prior to such application.

f. A written authorization for the FAA, or any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.

g. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the AIRPORT as part of the activity for which approval is sought.

h. Proof (copy of insurance company letter of intent) of liability coverage for the business operation, flight operations, itinerant aircraft, and operators and premises insurance.

i. Guarantee Check. Each applicant will submit a certified check in the amount of \$1000 made payable to the AUTHORITY. If the Applicants proposal is rejected the check will be returned. In no case will a check be held more that 90 days. If the Applicants proposal is accepted the check will be applied to the first month's fee agreed upon. If the Applicant refuses to execute a lease after the acceptance of the proposal, the entire check will be retained by the AUTHORITY as liquidated damages.

j. Such other information as the AUTHORITY may require.

C. Action on Application

1. All applications will be reviewed and acted upon by the Director within 90 days from the receipt of the application. Applications may be denied for one or more of the following reasons:
 - a. The applicant does not meet the qualifications, standards and/or requirements established by these Minimum Standards.
 - b. The applicant's proposed operations or construction will create a safety hazard at the AIRPORT.
 - c. The granting of the application will require the expenditure of AUTHORITY funds, labor or materials on the facilities described in or related to the application, or the operation is likely to result in a financial loss to the AUTHORITY.

- d. There is no appropriate or adequate available space or building at the AIRPORT to accommodate the entire activity of the applicant.
- e. The proposed operation, airport development or construction does not comply with the approved Airport Layout Plan.
- f. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operation of any present tenant on the AIRPORT.
- g. Any party applying or having an interest in the business has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
- h. Any party applying or having an interest in the business has a record of violating Federal Aviation Regulations, or any other rules and regulations applicable to this or any other airport.
- i. Any party applying or having an interest in the business has defaulted in the performance of any lease or other agreement with the AUTHORITY or any lease or other agreement at any other airport.
- j. Any party applying or having an interest in the business is not sufficiently credit worthy and responsible in the judgment of the AUTHORITY to provide and maintain the business to which the application relates and to promptly pay amounts due under the agreement.
- k. The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.
- l. The applicant has committed a crime or violated a Federal, State, or local ordinance, rule or regulation which adversely reflects on his/her ability to conduct the operation.
- m. The AUTHORITY determines that it would not be in the best interest of the AUTHORITY to grant the application.

III) FIXED BASE OPERATOR

A Fixed Base Operator (FBO) is an Entity engaged in the sale of products, services, and facilities to aircraft including, at a minimum, aviation fuels and lubricants and other services supporting itinerant aircraft operations and operations of aircraft based at the airport. Such supporting services shall include, but not limited to, ground handling services and aircraft

parking, storage and tiedown of aircraft and aircraft maintenance.

In addition to the General Requirements set forth in Section II, each Fixed Base Operator at the AIRPORT shall comply with the following Minimum Standards. Where the standards vary by airport, separate standards are listed.

1. Required Services

a. Aviation Fuels and Lubricants

i. **All Airports** - FBO shall be capable of delivering and dispensing Avgas and Aircraft Lubricants into all General Aviation Aircraft normally frequenting the AIRPORT.

HIA and CXY – FBO shall also be capable of delivering and dispensing Jet fuel.

ii. FBO shall be capable of providing a response time for fueling not to exceed 15 minutes in normal conditions during required hours of operation.

b. Ground Services and Support

All Airports

i. Aircraft Marshalling and Towing

ii. Oxygen, Nitrogen, and Compressed Air Services

iii. Engine Preheat

iv. Aircraft Recovery for aircraft less than 12,500 lbs MTOW

v. Ground Transportation/Arrangements

vi. Weather Services

HIA and CXY – Additional Services

vii. Baggage Handling

viii. Ground Power

ix. Light Aircraft Cleaning Services

x. Aircraft Catering

xi. Aircraft Lavatory Services

xii. Aircraft Deicing

c. Tiedown, Hangar, and Parking

FBO shall comply with minimums identified in the Leased Premises section.

d. Aircraft Maintenance

i. The FBO shall employ FAA-certified mechanics to perform maintenance on the airframe, powerplants, and associated systems of the following:

FCRA and GRA: piston-powered general aviation aircraft.

HIA and CXY: general aviation aircraft up to 100,000 pounds (gross takeoff weight).

HIA: must also be capable of providing maintenance upon request for air carrier aircraft serving the airport

ii. The FBO may comply with these Minimum Standards for the provision of Aircraft Maintenance by and through an authorized sublease (meeting the Minimum Standards for Aircraft Maintenance Operator) operating from the FBO's Leased Premises.

2. Leased Premises

a. The FBO shall lease and/or develop adequate land, apron, hangar(s), facilities (terminal, office, and shop) and vehicle parking to accommodate all activities of the FBO and all approved sublessee(s), but not less than the following Leased Premises requirements:

i.. Apron.

FCRA and GRA: 5,000 square feet.

HIA and CXY: 50,000 square feet.

Apron shall have sufficient weight bearing capacity to accommodate the largest aircraft to be handled by the FBO. Apron area shall have taxi-out capability including taxi clearances meeting current design standard. Connecting taxiways shall not be included in the calculation of required square footage.

ii. Paved Tiedown. Adequate to accommodate the number, type, and size of aircraft requiring Tiedown space based at the Operators Leased Premises. FBO must also have paved Tiedown Readily Available to accommodate the

number, type, and size of transient aircraft requiring Tiedown space.

iii. Hangar.

FCRA and GRA: 5,000 square feet

HIA and CXY: 10,000 square feet, with door openings of at least 60 ft in width and at least 17 ft in height.

Hangar shall be conventional type hangar capable of accommodating the largest corporate aircraft likely to land at the AIRPORT. Hangar can be used for both aircraft maintenance and aircraft storage operations. The entrance to the terminal and planning areas shall be separate from the hangar space and any space used for maintenance.

iv. Terminal.

FCRA and GRA: Adequate space for flight planning room, conference room, administrative offices, public telephones, and restrooms.

HIA and CXY: 2,000 square feet, to include adequate space for crew and passenger lounges, flight planning room, conference room, administrative offices, public telephones, and restrooms. Buildings must conform to all applicable regulations regarding security.

v. Office and Shop: 2,000 square feet, dedicated to the administration and provision of aircraft maintenance.

vi. Vehicle Parking: Sufficient to accommodate FBO and tenant customers, passengers, and employees, on a daily basis.

3. Fuel Storage

a. The FBO shall construct (or install) and maintain an on-airport above ground fuel storage facility in a location approved by the AUTHORITY.

The FBO shall have the following storage tank capacities:

Storage Tank Capacity:

FCRA and GRA: Avgas, 4,000 gallons

HIA and CXY: Avgas and Jet Fuel, The greater of 10,000 gallons each or three days supply based on the daily average of annual usage.

b. FBO shall demonstrate that satisfactory arrangements have been made with a recognized aviation petroleum supplier/distributor for a delivery of aviation fuels in such quantity as are necessary to meet the requirements set forth herein.

c. The FBO shall have an approved written Spill Prevention Contingency and Control Plan (“SPCC Plan”) that meets federal, state, local, and the AUTHORITY’s Rules and Regulations for above ground fuel storage facilities. An updated copy of the SPCC Plan shall be filed with the Director at least five days prior to commencing operations.

4. **HIA and CXY: Fueling Equipment**

a. The FBO shall have two operating and fully functional Jet Fuel refueling vehicles with a capacity of 2000 gallons each and one operating and fully functional Avgas refueling vehicle with a capacity of 700 gallons.

b. Aircraft fueling vehicles shall be equipped with metering devices that shall meet all applicable legal requirements. One refueling vehicle dispensing Jet Fuel shall have over-the-wing and single point aircraft servicing capability. All refueling vehicles shall be bottom loaded. Aircraft refueling vehicles shall be inspected regularly by the AUTHORITY to ensure that the vehicles are safe and presentable, in the sole judgment of the AUTHORITY, for use on the airport. Any new commercial activity on the airport utilizing vehicles older than 10 years must have the vehicles approved by the AUTHORITY prior to use.

c. Each aircraft refueling vehicle shall be equipped and maintained to comply at all times with all applicable federal, state, local and the AUTHORITY’s Rules and Regulations, including without limitation, those prescribed by:

- i. Commonwealth of Pennsylvania Fire Code and Fire Marshall’s Codes;
- ii. National Fire Protection Association (NFPA) Codes;
- iii. 14 CFR Part 139, Airport Certification, Section 139.321 Handling/Storing of Hazardous Substances and Materials;
- iv. Applicable FAA Advisory Circulars (AC), including AC 00-34, “Aircraft Ground Handling and Servicing”, AC 150/5210-5 “Painting, Marking and Lighting of Vehicles Used On An Airport”, and AC 150/5230-4 “Aircraft Fuel Storage, Handling, and Dispensing on Airport”.

5. **Equipment**

All equipment shall be inspected regularly by the AUTHORITY to ensure that the vehicles are safe and presentable, in the sole judgment of the AUTHORITY, for use on the airport. Except as provided below, any new commercial activity on the airport utilizing vehicles older than 10 years must have the vehicles approved by the AUTHORITY prior to use. The FBO shall provide the following:

- a. Adequate tiedown equipment including ropes, chains and other types of restraining devices and wheel chocks which are required to safely secure aircraft as set forth in AC 20-35C."Tiedown Sense".
- b. Adequate equipment for recharging or energizing discharged aircraft batteries.
- c. Courtesy vehicles to provide transportation of passengers, crews, and baggage (must be less than 7 years old).

FCRA and GRA: One vehicle

HIA and CXY: Two vehicles, one of which must be a van

- d. Aircraft tugs and tow bars with rated draw bar capacity sufficient to meet the towing requirement of the General Aviation aircraft normally frequenting the airport.

FCRA and GRA: One tug

HIA and CXY: Two tugs

- e. Adequate number of approved and regularly inspected dry chemical fire extinguisher units shall be maintained within all hangars, on apron areas, at fuel storage facilities, and on all refueling vehicles.
- f. All equipment necessary for the proper performance of aircraft maintenance in accordance with applicable FAA regulations and manufacturers specifications.
- g. **HIA and CXY:** Lav cart capable of serving general aviation aircraft and emptying into the appropriate sewer system.
- h. **HIA and CXY:** Appropriate equipment for deicing general aviation aircraft serving the AIRPORT.

6. Personnel

- a. Personnel, while on duty, shall be clean, neat in appearance, courteous, and at all times, properly uniformed (excluding management and administration). Personnel uniforms must identify the FBO's company name and employees name and shall at all times be professionally and properly maintained.
- b. FBO shall develop and maintain Standard Operating Procedures (SOP) for fueling and ground handling. The SOP shall include a training plan, fuel quality assurance procedures and record keeping, and emergency response procedures to fuel fires and spills. The SOP shall also address: (1) bonding and fire protection; (2) public protection; (3) control of access to fuel storage facilities; and (4) marking and labeling of fuel storage tanks and refueling vehicles. The FBO's SOP must be submitted to the AUTHORITY no later than 30 days before the FBO commences activities at the AIRPORT. Inspections will be conducted on a periodic basis to ensure compliance.

c. The FBO shall provide properly trained and qualified employees providing, and customer service support

FCRA and GRA: One employee on each shift

HIA and CXY: Two employees on each shift for aircraft fueling, parking, and ground services support, and one employee on each shift (except from the hours of 10:00 PM to 6:00 AM), to provide customer service support.

d. The FBO shall provide one FAA licensed A&P mechanic employed by the FBO and properly trained and qualified to perform aircraft maintenance on general aviation aircraft. The mechanic shall be on-duty and on-premises for at least eight hours during the FBO's operating hours, five days a week.

7. Hours of Activity

a. Aircraft fueling, ground handling, and customer service shall be continuously offered and available to meet reasonable demands of the public seven days a week (including holidays). Fueling operation shall have the following minimum hours

FCRA and GRA: 8 AM to 5 PM, seven days per week, and shall be available after hours, on-call to provide fueling services unless otherwise approved by the Airport Director.

CXY: 6:00 AM to 12:00 AM, seven days a week, and shall be available after hours, on-call to provide fueling services unless otherwise approved by the Airport Director.

HIA: 24 hours per day, seven days per week

b. Aircraft maintenance shall be continuously offered and available to meet reasonable demand of the public five days a week, eight hours per day and available after hours, on-call, with response time not to exceed one hour.

8. Aircraft Removal

a. Recognizing that aircraft removal is the responsibility of the aircraft owner/operator, the FBO shall be prepared to lend assistance in the removal of downed aircraft from AIRPORT pavement in order to maintain the operational readiness of the AIRPORT.

9. Insurance

a. The FBO shall maintain, at a minimum, the coverage and limits of insurance set forth on Attachment A – Schedule of Minimum Insurance Requirements.

IV) SPECIALIZED AVIATION SERVICE OPERATORS

A. Aircraft Fuels and Oil Service

1. An Aircraft Fuels and Oil Service Aviation Service Operator provides aviation fuels, lubricants and other services supporting itinerant aircraft operations and operations of aircraft based at the AIRPORT.
2. In addition to the General Requirements set forth in Section II, the proposed Aircraft Fuels and Oil Service Operator must meet all the requirements of Section III - Fixed Base Operator.

B. Aircraft Maintenance Operator

An Aircraft Maintenance Operator is an entity engaged in providing Aircraft Maintenance (as defined in 14 CFR Part 43) for Aircraft other than those owned and/or operated by the Operator. An Aircraft Maintenance Operator provides one or a combination of airframe, engine, and accessory overhauls and repair services on aircraft up to and including business jet aircraft and helicopters. This activity also includes the sale of aircraft parts and accessories.

In addition to the General Requirements set forth in Section II, each Aircraft Maintenance Operator at the AIRPORT shall comply with the following Minimum Standards:

1. Leased Premises

- a. Operator (other than an FBO or authorized Sublessee) engaged in this aeronautical activity shall have adequate land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the operator and all approved Sublessee(s), but not less than the following Leased Premises requirements:

i. Contiguous Land

FCRA and GRA: sufficient land to accommodate all of the following facilities:

HIA and CXY: one acre (43,560 square feet), which all required improvements including, but not limited to, apron, hangar(s), facilities (customer lounges, office and shop), vehicle parking, roadway access, and landscaping will be located.

ii. Apron – equal to one times the hangar square footage

iii. Hangar (non cumulative)

Piston Aircraft Maintenance – 5,000 square feet

HIA and CXY:

Turboprop Aircraft Maintenance – 7,500 square feet

Turbine Aircraft Maintenance – 10,000 square feet

iv. Facilities –Adequate space for customer lounges, administrative offices, maintenance shops, public telephones and restrooms

FCRA and GRA: 600 square feet

HIA and CXY: 1,650 square feet

v. Vehicle Parking – sufficient to accommodate customers and employees, on a daily basis.

2. Licenses and Certifications

Maintenance personnel must be properly certified by the FAA and hold the appropriate ratings for the work being performed.

3. Personnel

The Operator shall provide a sufficient number of personnel to adequately and safely carry out aircraft maintenance in a courteous, prompt and efficient manner.

FCRA and GRA: one FAA licensed A&P mechanic and one customer service representative

HIA and CXY: two FAA licensed A&P mechanics and one customer service representative.

4. Equipment

Operator shall provide sufficient shop space, equipment supplies and availability of parts as required for certification as an FAA Repair Station.

5. Hours of Activity

Operator shall be open and services shall be available to meet the reasonable demands of the public (for this activity), at least five days per week, eight hours per day and be available after hours, on-call, with response time not to exceed one hour.

6. Insurance

Operator shall maintain, at a minimum, the coverage and limits of insurance set forth on Attachment A – Schedule of Minimum Insurance Requirements.

C. Avionics, Instrument, and/or Propeller Maintenance Operator

An Avionics, Instrument, and/or Propeller Maintenance Operator is an entity engaged in the business of maintenance and/or alteration of one or more of the services described in Part 43, Appendix A (i.e. aircraft radios, electrical systems, propellers, instruments and/or other accessories).

In addition to the General Requirements set forth in Section II, each Avionics, Instrument, and/or Propeller Maintenance Operator at the AIRPORT shall comply with the following Minimum Standards:

1. Leased Premises

a. Operator (other than an FBO or authorized Sublessee) engaged in this aeronautical activity shall have adequate land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the operator and all approved Sublessee(s), but not less than the following Leased Premises requirements:

i. Contiguous Land

FCRA and GRA: sufficient land to accommodate all of the following facilities:

HIA and CXY: one acre (43,560 square feet), which all required improvements including, but not limited to, apron, hangar(s), facilities (customer lounges, office and shop), vehicle parking, roadway access, and landscaping will be located.

ii. Apron – equal to one times the hangar square footage

iii. Hangar (non cumulative): If Operator is providing services beyond benchtesting (i.e., removal and replacement), access to the following size hangar is required:

Piston Aircraft Maintenance – 5,000 square feet

HIA and CXY:

Turboprop Aircraft Maintenance – 7,500 square feet

Turbine Aircraft Maintenance – 10,000 square feet

iv. Facilities – Adequate space for customer lounges, administrative offices, maintenance shops, public telephones and restrooms

FCRA and GRA: 600 square feet

HIA and CXY: 1,450 square feet

v. Vehicle Parking – sufficient to accommodate customers and employees, on a daily basis.

2. Licenses and Certifications

Personnel and Operator must be properly certificated by the FAA and hold the appropriate rating for the work being performed.

3. Personnel

a. The Operator shall provide a sufficient number of personnel to adequately and safely carry out activity in a courteous, prompt and efficient manner adequate to meet the reasonable demands of the public seeking such services.

b. Operator shall employ one technician and one customer service representative, per shift, as employees.

4. Equipment

The Operator shall provide sufficient equipment, supplies and availability of parts equivalent to that required for certification by the FAA as an approved repair operator.

5. Hours of Activity

Operator shall be open and services shall be available to meet the reasonable demands of the public (for this activity) five days per week, eight hours per day.

6. Insurance

Operator shall maintain, at a minimum, the coverage and limits of insurance set forth on Attachment A – Schedule of Minimum Insurance Requirements.

D. Aircraft Rental, Flying Club and/or Flight Training Operator

An Aircraft Rental Operator is an entity engaged in the rental of aircraft to the general public. A Public Flying Club Operator is an entity engaged in owning flying club aircraft and making such aircraft available for use by its members where membership is available to the general public. A Private Flying Club is an entity that is legally registered as a non profit entity within the Commonwealth of Pennsylvania, operates on a non-profit basis (so as not to receive revenues greater than those costs to operate, maintain, acquire and/or replace Flying Club aircraft), and restricts membership from the general public. A flight Training Operator is an entity engaged in providing flight instruction to the general public

and/or providing such related ground school instruction as is necessary to take a written examination and flight check for the category or categories of pilots licenses and ratings involved.

In addition to the General Requirements set forth in Section II, each Aircraft Rental, Flying Club and/or Flight Training Operator at the AIRPORT shall comply with the following Minimum Standards:

1. Leased Premises

a. Operator (other than an FBO or authorized Sublessee) engaged in this activity shall have adequate land, apron/paved tiedown, hangar (if required), facilities, and vehicle parking to accommodate all activities of the Operator and all approved Sublessee(s), but not less than the following Leased Premises requirements:

i. Contiguous Land

FCRA and GRA: sufficient land to accommodate all of the following facilities:

HIA and CXY: one acre (43,560 square feet), which all required improvements including, but not limited to, apron, hangar(s), facilities (customer lounges, office and shop), vehicle parking, roadway access, and landscaping will be located.

ii. Apron/Paved Tiedown: adequate to accommodate the total number of aircraft in the Operators fleet. If the Operator has constructed a hangar, apron must be equal to one times the hangar square footage.

iii. Hangar: 5,000 square feet, if Operator is conducting Aircraft Maintenance on aircraft owned and/or operated by the Operator.

iv. Facilities: Facilities –Adequate space for customer lounges, administrative offices, maintenance shops, public telephones and restrooms

FCRA and GRA: 600 square feet

HIA and CXY: 1,550 square feet

v. Vehicle Parking: sufficient to accommodate customers and employees, on a daily basis.

Private flying club operators are only required to have adequate tie-down or hangar space for the club's aircraft. The private club may sublease the necessary facilities from another operator.

2. Licenses and Certifications

Persons performing aircraft proficiency checks and/or flight training must be properly certificated by the FAA and hold the appropriate rating for the aircraft being utilized and/or flight training being provided.

3. Personnel

a. Operator shall provide a sufficient number of personnel to adequately and safely carry out aircraft rental and/or flight training in a courteous, prompt and efficient manner adequate to meet the reasonable demands of the public/members seeking such services.

b. Aircraft Rental Operators and Public Flying Club Operators shall employ one flight instructor and one customer service representative (**on each shift for HIA and CXY**) as employees.

c. Flight Training Operators shall employ one Chief Flight Instructor and one customer service representative (**on each shift for HIA and CXY**) as employees.

d. Private Flying Clubs are not required to have a minimum number of employees

4. Equipment

a. Operator shall have available for rental and/or use in flight training, either owned or under written lease to the Operator, and under the exclusive control of the Operator, at least one aircraft at the commencement of activity, and at least two aircraft after one year of operation.

b. Flight Training Operators shall include, at a minimum, adequate training aids necessary to provide proper and effective ground school instruction. All materials, supplies, and training methods must meet FAA requirements for the training offered.

c. Adequate tiedown equipment, including ropes, chains, and other types of restraining devices and wheel chocks which are required to safely secure tiedown aircraft as set forward in FAA AC 20-35C.

d. Private Flying Clubs are not required to have a minimum number of aircraft available for rental.

5. Hours of Activity

- a. Operator shall be open and services shall be available to meet the reasonable demands of the public (for this activity) six days per week, eight hours per day.
- b. Private Flying Clubs are not required to be open a minimum number of days or hours.

6. Insurance

Operator shall maintain, at a minimum, the coverage and limits of insurance set forth on Attachment A – Schedule of Minimum Insurance Requirements.

E. Aircraft Charter Operator

An Aircraft Charter Operator is an entity engaged in the business of providing air taxi services (for persons or property) to the general public for hire (on-demand), as defined in 14 CFR Part 135.

In addition to the General Requirements set forth in Section II, each Aircraft Charter Operator at the AIRPORT shall comply with the following Minimum Standards:

1. Leased Premises

- a. Operator (other than an FBO or authorized Sublessee) engaged in this activity shall have adequate land, apron/paved tiedown, hangar (if required), facilities, and vehicle parking to accommodate all activities of the Operator and all approved Sublessee(s), but not less than the following Leased Premises requirements:

- i. Contiguous Land

- FCRA and GRA:** sufficient land to accommodate all of the following facilities:

- HIA and CXY:** one acre (43,560 square feet), which all required improvements including, but not limited to, apron, hangar(s), facilities (customer lounges, office and shop), vehicle parking, roadway access, and landscaping will be located.

- ii. Apron/Paved Tiedown – adequate to accommodate the total number of aircraft in the Operators fleet. If the Operator has constructed a hangar, apron must be equal to one times the hangar square footage.

- iii. Hangar – 5,000 square feet (or large enough to accommodate the largest aircraft in the Operators fleet, whichever is greater), if

Operator is conducting Aircraft Maintenance on aircraft owned and operated by the Operator.

iv. Facilities –Adequate space for customer lounges, administrative offices, maintenance shops, public telephones and restrooms

FCRA and GRA: 600 square feet

HIA and CXY: 1,375 square feet

2. Licenses and Certifications

a. The Operator shall have and provide copies to the AUTHORITY all of the appropriate certificates and approvals, including without limitation, the Preapplication Statement of Intent (FAA Form 8400-6), the Regulations and Amendments under Part 298 (OST Form 4507), and FAA issued operating certificate(s).

b. Personnel must be properly certified by the FAA and hold the appropriate ratings in the aircraft utilized for the activity.

3. Personnel

a. Operator shall provide a sufficient number of personnel to adequately and safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.

b. Operator shall employ one Chief Pilot and one customer service representative (**on each shift for HIA and CXY**), as employees.

4. Equipment

a. The Operator shall provide, either owned or under written lease to the Operator and under the exclusive control of the Operator, one certified and continuously airworthy multi-engine (instrument qualified) aircraft.

b. Adequate tiedown equipment, including ropes, chains, and other types of restraining devices and wheel chocks which are required to safely secure tiedown aircraft as set forward in FAA AC 20-35C.

5. Hours of Activity

The Operator shall be open and services shall be available to meet the responsible demands of the public (for this activity) five days per week, eight hours per day. After hours, on-call response time to customer inquires shall not exceed one hour.

6. Insurance

Operator shall maintain, at a minimum, the coverage and limits of insurance set forth on Attachment A – Schedule of Minimum Insurance Requirements.

F. Aircraft Sales Operator

An Aircraft Sales Operator is an entity engaged in the sale of new or used aircraft and provides such repair, services, and parts as necessary to meet any guarantee or warranty or to support the operation of aircraft sold.

In addition to the General Requirements set forth in Section II, each Aircraft Sales Operator at the AIRPORT shall comply with the following Minimum Standards:

1. Leased Premises

a. Operator (other than an FBO or authorized Sublessee) engaged in this activity shall have adequate land, apron/paved tiedown, hangar (if required), facilities, and vehicle parking to accommodate all activities of the Operator and all approved Sublessee(s), but not less than the following Leased Premises requirements:

i. Contiguous Land

FCRA and GRA: sufficient land to accommodate all of the following facilities:

HIA and CXY: one acre (43,560 square feet), which all required improvements including, but not limited to, apron, hangar(s), facilities (customer lounges, office and shop), vehicle parking, roadway access, and landscaping will be located.

ii. Apron/Paved Tiedown – adequate to accommodate the total number of aircraft in the Operators fleet. If the Operator has constructed a hangar, apron must be equal to one times the hangar square footage.

iii. Hangar – 5,000 square feet (or large enough to accommodate the largest aircraft in the Operator's sales fleet, whichever is greater), if Operator is conducting Aircraft Maintenance (including refurbishment) on aircraft sold by the Operator.

iv. Facilities – Adequate space for customer lounges, administrative offices, maintenance shops, public telephones and restrooms

FCRA and GRA: 600 square feet

HIA and CXY: 1,250 square feet

2. Dealership

An Operator which is an authorized factory sales franchise, dealer, or distributor (either on a retail or wholesale basis) shall have available or on call at least one current model demonstrator of aircraft in each of its authorized product lines.

3. Licenses and Certifications

Personnel must be properly certificated by the FAA, and hold the appropriate ratings for providing flight demonstration on all aircraft offered for sale.

4. Personnel

- a. Operator shall provide a sufficient number of personnel to adequately and safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.
- b. Operator shall employ one current commercial pilot current in the types of aircraft offered for sale.

5. Equipment

Necessary and satisfactory arrangements for Aircraft Maintenance shall be provided in accordance with any sales guarantee or warranty period.

Adequate tiedown equipment including ropes, chains and other types of restraining devices and wheel chocks which are required to safely secure tiedown aircraft as set forward in FAA AC 20-35C.

6. Hours of Activity

Operator shall be open and service shall be available to meet the responsible demands of the public five days per week, eight hours per day.

7. Insurance

Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A – Schedule of Minimum Insurance.

G. Specialized Commercial Aeronautical Operator

A Specialized Commercial Aeronautical Operator is an entity engaged in providing limited aircraft services and support, Miscellaneous Commercial Services and Support, or Air Transportation Services for hire.

Limited Aircraft Services and Support – is defined as limited aircraft, engine, or accessory support (for example, washing, cleaning, painting, upholstery, etc.) or other miscellaneous activities directly related to aircraft services and support.

Miscellaneous Commercial Services and Support – are defined as skydiving operations, ground schools, simulator training, charter flight coordinators, aircrew or aviation management, or any other miscellaneous activities directly related to supporting or providing support services for a commercial activity.

Air Transportation Services for Hire – are defined as non-stop sightseeing flights; flights for aerial photography or survey, aerial application, fire fighting, power line, underground cable, or pipe line patrol banner towing, or any other miscellaneous activities directly related to air transportation services for hire (e.g., helicopter operations in construction or repair work).

In addition to the General Requirements set forth in Section II, each Specialized Commercial Aeronautical Operator at the AIRPORT shall comply with the following Minimum Standards:

1. Leased Premises

a. Operator (other than an FBO or authorized Sublessee) engaged in this activity shall have adequate land, apron/paved tiedown, hangar (if required), facilities, and vehicle parking to accommodate all activities of the Operator and all approved Sublessee(s), but not less than the following Leased Premises requirements:

i. Contiguous Land

FCRA and GRA: sufficient land to accommodate all of the following facilities:

HIA and CXY: one acre (43,560 square feet), which all required improvements including, but not limited to, apron, hangar(s), facilities (customer lounges, office and shop), vehicle parking, roadway access, and landscaping will be located.

ii. Apron/Paved Tiedown – adequate to accommodate the total number of aircraft in the Operator's fleet. If the Operator has constructed a hangar, apron must be equal to one times the hangar square footage.

iii. Hangar – 5,000 square feet (or large enough to accommodate the largest aircraft in the Operator's fleet, whichever is greater), if Operator is conducting Aircraft Maintenance on aircraft owned and/or operated by the Operator.

iv. Facilities – Adequate space for customer lounges, administrative offices, maintenance shops, public telephones and restrooms

FCRA and GRA: 600 square feet

HIA and CXY: 1,250 square feet.

2. Licenses and Certifications

Operator shall have and provide to the AUTHORITY evidence of federal, state, and local licenses and certificates that are required.

3. Personnel

Operator shall provide a sufficient number of personnel to adequately and safely carry out the Activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.

4. Equipment

Operator shall provide and have based at the AIRPORT, either owned or under written lease to the operator, sufficient equipment, supplies, and availability of parts, including, if appropriate, one continuously airworthy aircraft.

5. Hours of Activity

Operator shall be open and services shall be available during hours normally maintained by the Operations conducting similar activities.

6. Insurance

Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A – Schedule of Minimum Insurance Requirements.

H. Temporary Specialized Commercial Aeronautical Operator

The AUTHORITY recognizes that aircraft operators using the AIRPORT may require specialized assistance with the maintenance of their aircraft and/or flight training of their pilots. When this assistance is not available on the AIRPORT through an existing operator, the AUTHORITY may allow an aircraft operator to solicit the services of a qualified entity to temporarily provide said services.

In addition to the General Requirements set forth in Section II, each Temporary Specialized Commercial Aeronautical Operator at the AIRPORT shall comply with the following Minimum Standards:

1. Scope of Activity

Operator shall conduct activity on and from the Leased Premises in a first class manner consistent with the degree of care and skill exercised by experience operators providing comparable products and services and engaging in similar activities.

2. Permit

Operator shall have a Temporary Permit (issued by the AUTHORITY) prior to engaging in activity at the AIRPORT.

3. Licenses and Certifications

Operator shall have and provide to the AUTHORITY evidence of all federal, state, and local licenses and certificates that are required.

4. Insurance

Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A – Schedule of Minimum Insurance Requirements.

I. **Commercial Hangar Operator**

A Commercial hangar Operator is an entity which develops, constructs and/or owns a hangar structure(s) for the sole purpose of subleasing hangar space (with or without associated office/shop space) to entities engaged in commercial and/or non-commercial Aeronautical Activities.

In addition to the General Requirements set forth in Section II, each Commercial Hangar Operator at the AIRPORT shall comply with the following Minimum Standards:

1. Leased Premises

a. Operator engaged in this activity shall have adequate land, apron/paved tiedown, hangar (with associated office and shop), and vehicle parking to accommodate all activities of the Operator and all approved Sublessee(s), but not less than the following Leased Premises requirements:

i. Contiguous Land

FCRA and GRA: sufficient land to accommodate all of the following facilities:

HIA and CXY: one acre (43,560 square feet), which all required improvements including, but not limited to, apron, hangar(s), facilities (customer lounges, office and shop), vehicle parking, roadway access, and landscaping will be located.

ii. Apron/Paved Tiedown – apron must be equal to one times the hangar square footage.

iii. Hangar(s)

FCRA and GRA: 5,000 total square feet

HIA and CXY: 10,000 total square feet

iv. The development of commercial hangar(s) shall be limited to the following types of hangar structures:

T-hangars – a single structure of not less than 5,000 square feet, sub-divided and configured to accommodate individual bays for the storage of private aircraft.

Corporate (or common storage hangar) – a single structure of not less than 5,000 square feet, completely enclosed.

2. Insurance

Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A – Schedule of Minimum Insurance Requirements.

J. Non- Commercial Hangar Operator

A Non-Commercial Hangar Operator is an entity which develops, constructs, and/or owns a hangar structure(s) for the sole purpose of storing an aircraft which is either owned or leased for non-commercial, private (not for hire), personal, and/or recreational purposes only.

In addition to the General Requirements set forth in Section II, each Non-Commercial Hangar Operator at the AIRPORT shall comply with the following Minimum Standards:

1. Scope of Activity

a. Operator shall use the leased premises solely to store and maintain aircraft owned (and/or leased) and operated for non-commercial purposes.

b. No commercial activity of any kind (including commercial activities identified in these Minimum Standards) shall be permitted on or from the leased premises.

- c. Operator shall not be permitted to sublease land, hangar, apron, office, or shop space to any entity for any purpose.

2. Leased Premises

- a. Operator engaged in this activity shall have adequate land, apron/paved tiedown, hangar, facilities, and vehicle parking to accommodate all activities of the Operator, but not less than the following Leased Premises requirements:

- i. Contiguous land

- FCRA and GRA:** sufficient land to accommodate all of the following facilities:

- HIA and CXY:** 12,500 square feet, on which all required improvements including, but not limited to, apron, hangar(s), vehicle parking, roadway access, and landscaping will be located.

- ii. Apron/Paved Tiedown – equal to one times the hangar square footage.

3. Hangar Structures

- a. The development of non-commercial hangar(s) shall be limited to the following types of hangar structures:
 - i. T-hangars – a single structure of not less than 5,000 square feet sub-divided and configured to accommodate individual bays for the storage of private aircraft.
 - ii. A common storage hangar structure of not less than 5,000 square feet, completely enclosed.
 - iii. Use of hangar(s) shall be limited to storage of aircraft and aircraft related parts and supplies. Hangars cannot be used as storage for items that do not have a specific aeronautical use.

4. Ownership Structure

- a. Hangar development may be accomplished by any entity.
- b. An association of individual owners may be established to encourage additional investment and to manage ownership responsibilities of the hangar facility.
- c. Association membership will be contingent upon ownership interest in the Association of a proportionate share of the non-commercial hangar

facility which shall consist of not less than one individual T-hangar, or an equal portion of the “common” hangar area which is consistent with the total number of members/shareholders (such area not to be less than 1,000 total square feet).

d. All members/shareholders of the Association must be declared to the AUTHORITY at the time the application for development and activity is submitted. Thereafter, the Association and/or each member/shareholder shall be required to demonstrate ownership as requested by the AUTHORITY from time to time. Association shall appoint (be represented by) one individual. The hangar facilities developed and utilized by the Association will be exclusively for storage of aircraft owned by members/shareholders of the Association.

e. The Association may not utilize nor cause the leased premises to be utilized for speculative development of either the leased premises or the improvements located thereupon.

f. Each member/shareholder of the Association shall be responsible and jointly and severally liable with all other members/shareholders for the Association’s compliance with these Minimum Standards, and each member/shareholder of the Association shall, upon written request, provide appropriate written confirmation of membership status or share ownership. All Association members/shareholders declared to the AUTHORITY shall remain jointly and individually liable to the AUTHORITY for the Associations compliance with these Minimum Standards, regardless of whether the membership or ownership of the Association changes, unless a release of liability of a former Association member is approved in writing by the AUTHORITY.

5. Insurance

Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A – Schedule of Minimum Insurance Requirements.

K. Specialized Operators Performing more than one service

Any operator who wishes to perform more than one specialized aviation service but who will not meet the definitions of a FBO must meet the minimum standards for each service that will be provided. The operator may request, in writing, to utilize the same space, facilities, and/or employees to meet the standards by demonstrating, in writing to the Director, that the space, facilities, and/or employees can adequately meet the needs of all activities. Approval will be at the sole discretion of the Director.

END OF DOCUMENT

ATTACHMENT A - MINIMUM INSURANCE REQUIREMENTS

	Fixed Base Operator	Aircraft Fuels and Oil Service Operator	Aircraft Maintenance Operator	Avionics, Instrument, and/or Propeller Maintenance Operator	Aircraft Rental, Flying Club, Flight Training	Aircraft Charter Operator	Aircraft Sales Operator	Specialized Commercial Operator	Temporary Specialized Commercial Operator	Commercial Hangar Operator	Non-Commercial Hangar Operator	Self-Fueling
COMMERCIAL GENERAL LIABILITY (Combined Single Limit)												
Each Occurrence	\$5,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
VEHICULAR LIABILITY or BUSINESS AUTOMOBILE LIABILITY (Combined Single Limit)												
Each Occurrence	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
HANGAR KEEPERS LIABILITY (Largest Aircraft Accommodated)												
SE Piston Group I	Each Aircraft			\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000		\$150,000	
	Each Occurrence			\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000		\$300,000	
ME Piston Group I	Each Aircraft			\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000		\$250,000	
	Each Occurrence			\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000		\$500,000	
SE Turboprop Group I	Each Aircraft			\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000		\$1,000,000	
	Each Occurrence			\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000		\$2,000,000	
ME Turboprop Group I & II	Each Aircraft			\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000		\$2,000,000	
	Each Occurrence			\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000		\$4,000,000	
Turbine Group I	Each Aircraft	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000		\$2,500,000	
	Each Occurrence	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000		\$5,000,000	
Turbine Group II	Each Aircraft	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000		\$5,000,000	
	Each Occurrence	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000		\$10,000,000	
Turbine Group III	Each Aircraft	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000		\$10,000,000	
	Each Occurrence	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000		\$20,000,000	
AIRCRAFT AND PASSENGER LIABILITY (Combined Single Limit - Each Occurrence)												
SE Piston Group I												
ME Piston Group I												
Turboprop Group I & II												
Turbine Group I												
Turbine Group II						\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000			
Turbine Group III						\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000			
Student and Renter Liability						\$100,000						
CFI Professional Liability						\$100,000						
Commercial General Liability. To include bodily injury, personal injury, and property damage for all premises, products and completed operations, unlicensed vehicles and contractual liability.												
Vehicular Liability or Business Automobile Liability. To include bodily injury and property damage for all vehicles (owned, non-owned, or hired)												
Hangar Keeper's Liability. To include property damage for all non-owned aircraft under the care, custody, and control of the Operator.												
Aircraft and Passenger Liability. To include bodily injury, property damage, and passenger injury for all owned, leased, or operated aircraft.												
Student and Renter Liability. To include bodily injury, personal injury, and property damage (excluding aircraft hull) for students and renters of aircraft.												
CFI Professional Liability. To include bodily injury and property damage not only during dual flight instruction, but also after instruction has been given.												
Group I. Aircraft design group with aircraft having a wingspan up to but not including 49 feet.												
Group II. Aircraft design group with aircraft having a wingspan 49 feet up to but not including 79 feet.												
Group III. Aircraft design group with aircraft having a wingspan 79 feet up to but not including 118 feet.												

ATTACHMENT B – MINIMUM REQUIREMENTS FOR A BUSINESS PLAN

Demonstration of intent to conduct a business operation at the AIRPORT shall be by written application to the AUTHORITY addressed to the Airport Director. The written application must include a description of the proposed nature of the business. In describing the nature of the business, the applicant shall submit a written business plan. At a minimum, the following information should be included in the written business plan:

1. Identify all services that will be provided by the Operator.
2. Amount of land desired to lease and lease term requested.
3. Building space that will be constructed or leased.
4. Number of aircraft that will be provided.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed.
7. Short resume for each of the owners and financial backers.
8. Short resume of the manager of the business (if different from no.7 above) including this persons experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation.
10. Amounts and types of insurance coverage to be provided.
11. Financial projections for the first year and the succeeding four years.
12. Methods to be used to attract new business (advertising and incentives).
13. Plans for physical expansion, if any.