



*Marana Regional Airport*



**MINIMUM STANDARD REQUIREMENTS  
FOR  
AIRPORT AERONAUTICAL SERVICES**

**June 3, 2003**

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## **SECTION 1**

### **GENERAL INFORMATION**

#### ***Section 1-1. Purpose.***

These regulations prescribe minimum standards for any company providing aeronautical services at Marana Northwest Regional Airport. The purpose of these minimum standards is to establish a minimum acceptable level of service and by no means implies a right to provide services.

#### ***Section 1-2. Introduction.***

These standards were developed in accordance with the Federal Aviation Administration (FAA) Advisory Circular 150/5190-5, Dated May 2000 and Change 1 dated June 2002. The Minimum Standards are intended to be the threshold entry requirements for those wishing to provide aeronautical services to the public and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition. These Minimum Standards were developed taking into consideration the aviation role of the Marana Northwest Regional Airport, facilities that currently exist at the Airport, services being offered at the Airport, the future development planned for the Airport and to promote fair competition at the Airport. The uniform application of these Minimum Standards, containing the minimum levels of service that must be offered by the prospective service provider, protects the established aeronautical activity and the Airport patrons and enhances the public interest by both encouraging growth of business at the Airport and discouraging substandard operations.

#### ***Section 1-3. Application of minimum operating standards.***

All persons conducting commercial aeronautical activities at the airport, shall, as a condition of conducting such activities, comply with all applicable requirements concerning such activities as set forth in these minimum operating standards and any amendments thereto. The requirements set forth herein are the minimum standards which are applicable to persons conducting commercial aeronautical activities at the airport and all persons are encouraged to exceed such minimum standards in conducting their activities. These minimum operating standards shall be deemed to be a part of each commercial airport operator's lease, license, permit or agreement with or from the Town of Marana unless any such provisions are waived or modified in writing. The mere omission of any particular standard from a commercial airport operator's written lease, license, permit or agreement with the Town shall not constitute a waiver or modification of such standard in the absence of clear and convincing evidence that the Town intended to waive or modify such standard.

No person may conduct or provide any type of service at the Airport until entering into a written operating agreement with the Town of Marana. The operating agreement shall be in a form acceptable to the Town and shall specify which types of aeronautical services the Operator is authorized to provide. The operating agreement shall contain, without limitation, provisions for an operating fee payable to the Town, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required.

#### ***Section 1-4. Activities not covered by minimum operating standards.***

Any activities for which there are no specific minimum standards set forth herein shall be subject to such standards and provisions as are developed by the airport manager on a case-by-case basis and set forth in such commercial airport operator's written lease, license, permit or agreement with or from the Town.

#### ***Section 1-5. Multiple activities by one commercial airport operator.***

Whenever a commercial airport operator conducts multiple activities pursuant to one lease, license, permit or agreement with the Town, such commercial airport operator must comply with the minimum standards set forth herein for each separate activity being conducted. If the minimum standards for one of the commercial airport operator's activities are inconsistent with the minimum standards for another of the commercial airport operator's activities, then the minimum standards which are most beneficial to the Town, and/or which are most protective of the public's health, safety and welfare, shall apply.

***Section 1-6. Right to amend standards.***

The Town of Marana reserves the right to adopt such amendments to these Minimum Standards from time to time as it determines are necessary or desirable to reflect current trends of commercial airport activity and availability of property for lease, for the benefit of the general public or the operation of the Airport.

***Section 1-7. Waiver or modification of standards.***

The Town may, in its sole discretion, waive or modify all or any portion of the Minimum Standards set forth herein for the benefit of any governmental agency performing non-profit public services to the aircraft industry, or performing public services to the aircraft industry, or performing emergency medical or rescue services to the public by means of aircraft, or performing fire prevention or firefighting operations. The Town may further temporarily waive any of the Minimum Standards for non-governmental Operators where the Town, in its sole discretion, deems such waiver to be in the best interest or welfare of the Airport's operation and will not result in unjust discrimination among commercial airport operators at the airport.

***Section 1-8. Categories of aeronautical service operators.***

The following sets forth the categories of Aeronautical Service Operators at Marana Northwest Regional Airport:

1. Fixed Base Operator
2. Specialized Aeronautical Service Operator
  - (a) Aircraft Sales Services
  - (b) Aircraft Maintenance and Repair Services
  - (c) Aircraft and/or Ultralight Vehicle Lease and Rental Services
  - (d) Flight Training Services
  - (e) Commercial Skydiving Services
  - (f) Specialized Aircraft Repair Services
  - (g) Aircraft Charter and Air Taxi Services
  - (h) Aircraft Storage Services
  - (i) Specialized Commercial Flying Services
  - (j) Flying Club Services
  - (k) Aircraft Management Services

***Section 1-9. Effective date.***

These Standards shall become effective on June 3, 2003.

**SECTION 2**  
**DEFINITIONS**

***Section 2-1. Aircraft definitions.***

1. Aircraft - any device used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, balloon, or blimp.
2. Air Charter or Taxi - the commercial operation of providing air transportation of person(s) or property for hire by either on a charter basis or as an air taxi operator.
3. Aircraft Fuel - all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine.
4. Aircraft Operation - an aircraft arrival at, or departure from, the airport.
5. Aircraft Owner - a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.
6. Aircraft Parking and Storage Areas - those hangar and apron locations of the Airport designated by the Airport Manager for the parking and storage of aircraft.
7. Aircraft Rental - the commercial operation of renting or leasing aircraft to the public for compensation.
8. Aircraft Sales - the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.
9. Airport Reference Codes – FAA Advisory Circular 150/5300-13 Airport Design defines the Airport Reference Code (ARC) as “a coding system used to relate airport design criteria to the operational and physical characteristics of the airplanes intended to use the airport.” The ARC is used to determine design dimensions for the various separation and safety standards, Runway Protection Zones and Object Free Zones dimensions, surface gradients, and threshold sitting standards.
10. Based Aircraft - an aircraft which the owner physically locates at the airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage.

***Section 2-2. General definitions.***

1. Aeronautical Activity - any activity or service conducted at the Airport that 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, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance, and any other activities, which because of their relationship to the operation of aircraft can appropriately be regarded as an “aeronautical activity.”
2. Airframe and Power Plant Maintenance - the commercial operation of providing airframe and power plant services, which includes service, the repair, maintenance, inspection, constructing, and making of modifications and alterations to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul as defined in 14 CFR Part 43. This category of service also includes the sale of aircraft parts and accessories.
3. Airframe and Powerplant Mechanic (A&P) – A person who holds an aircraft mechanic certificate with both airframe and powerplant ratings as authorized and described in 14 CFR Part 65.
4. Airport - Marana Northwest Regional Airport, and all of the Airport-owned or leased real or personal property, buildings, facilities and improvements within the boundaries of said Airport, as it presently exists or as it may exist

when it is hereafter modified, expanded, or developed. "Airport" includes all of its facilities as shown on the most current Airport Layout Plan.

5. ALP - the currently approved Airport Layout Plan depicting the physical layout of the airport and identifying the location and configuration of current runways, taxiways, buildings, roadways, utilities, nav aids, etc.
6. Commercial Aeronautical Activity - the conduct of any aspect of a business, concession, operation, or agency providing goods or services to any person for compensation or hire, including exchange of services, whether or not such objectives are accomplished. An activity is considered a commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt. A commercial business activity involves, makes possible, or is required for the operation aircraft, or which contributes to, or is required for the safety of aeronautical operations.
7. Commercial Operator (Operator) - a person, firm, corporation, or other entity, which makes possible, or is required for the operation of aircraft, or which contributes to, or is required for the safe conduct and utility of aircraft operations, the purpose of such activity being to generate and/or secure earnings, income, compensation, and/or profit, whether or not such objectives are accomplished.
8. Exclusive Right - a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred either by express agreement, contract, license, lease, and permit or by the imposition of unreasonable standards or requirements, or by any other means.
9. General Aviation - all phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial air carrier operations.
10. Hazardous Material - any substance, waste, or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, and is or becomes regulated as a hazardous material by any governmental authority, agency, department, commission, board, agency or instrumentality of the United States, the State of Arizona, the Town of Marana or any political subdivision thereof.
11. Minimum Standards - the qualifications or criteria, which may be established by the Airport owner as the minimum requirements that shall be met by businesses engaged in commercial aeronautical activities for the right to conduct those activities.

***Section 2-3. Governmental definitions.***

1. Airport Manager – The designated individual or duly authorized individual appointed by the Town to administer and manage all operations of the Airport and Airport facilities, and to supervise all Airport projects.
2. FAA - the Federal Aviation Administration as established in 1967 within the Department of Transportation of the United States government that has the responsibility of promoting safety in the air, by both regulation and education.
3. FAR - the Federal Aviation Regulations as published by the FAA that governs the operation of aircraft, airways, and airmen, Compliance with the FARs is mandatory. In 1996, all references to the FARs were changed to "14 CFR" (Title 14 of the Code of Federal Regulations).

***Section 2-4. Fueling definitions.***

1. Fueling or Fuel Handling - the transportation, sale, delivery, dispensing, storage, or draining of fuel or fuel waste products to or from aircraft, vehicles, or equipment.
2. Fuel Storage Area - any portion of the Airport designated temporarily or permanently by the Town as an area in which aviation or motor vehicle gasoline or any other type of fuel or fuel additive may be stored or loaded.
3. Commercial Self-Fueling - the commercial operation of an unmanned stationary fuel tank and dispensing equipment for general use via a card reader. This includes the operations of anyone utilizing this type of equipment to provide fuel for sale or reuse.

***Section 2-5. Lease and agreements definitions.***

1. Lease - the written contract between the Town and an Operator (Lessee) specifying the terms and conditions under which an Operator may occupy and operate from certain Airport facilities and/or property.
2. Sublease - A written agreement, approved by the Town, stating the terms and conditions under which a third party Operator leases space from a Lessee for the purpose of providing aeronautical services at the Airport.
3. Agreement - the written agreement between the Town and an Operator specifying the terms and conditions under which the Operator may conduct commercial aviation activities. Such Agreement will recite the terms and conditions under which the activity will be conducted at the Airport including, but not limited to, term of the Agreement; rents, fees, and charges to be paid; and the right and obligations of the respective parties.
4. Permit - administrative approval issued by the Town to a person or company to conduct a commercial aeronautical activity, and provide such services, to based and transient aircraft, only from facilities and locations where such services are authorized.
5. Person - an individual, corporation, firm, partnership, association, organization, and any other group acting as an entity, to conduct business on the Airport. Person includes a trustee, receiver, assignee or similar representative.

***Section 2-6. Service definitions.***

1. Avionics Sales and Maintenance - the commercial operation of providing for the repair and service, or installation of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.
2. Fixed Base Operator (FBO) - a full service commercial operator who is authorized to engage in the primary activity of aircraft refueling and a minimum of three (3) of the following secondary activities: airframe and power plant maintenance, flight training, aircraft rental, aircraft charter or air taxi, avionics sales and service, and aircraft storage/hangars rentals.
3. Flight Training - the commercial operation of instructing pilots in dual and solo flight, in fixed or rotary wing aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots licenses and ratings. Flight Training shall also include any portion of a flight between two or more airports or other destinations where the primary purpose is to increase or maintain pilot or crew member proficiency.
4. Flying Club – a non-commercial and nonprofit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club owners on a pro-rata share, and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.
5. Preventive Aircraft Maintenance - maintenance that is not considered a major aircraft alteration or repair and does not involve complex assembly operations as listed in 14 CFR Part 43, except for Item 22 in the Regulation. Item 22 involves the replacement of prefabricated fuel lines, and shall, for purposes of these regulations, be considered a major aircraft repair.
6. Self-Service – aircraft refueling, repair, preventive maintenance, towing, adjustment, cleaning, and general services performed by an aircraft owner or his/her employees on his/her aircraft with resources supplied by the aircraft owner.
7. Specialized Aviation Service Operation (SASO) - a commercial aeronautical business that is authorized to offer a single or limited service according to established Minimum Standards. Examples of a SASO include, but are not limited to the following commercial aeronautical activities: flight training, aircraft maintenance, air charter or taxi, aircraft sales, avionics maintenance, aircraft rental, skydiving, and sales, and aircraft storage.



***Section 2-7. Infrastructure definitions.***

1. Airport Operations Area or AOA - the area of the Airport used for aircraft landing, takeoff, or surface maneuvering including the areas around hangars, navigation equipment, and communication facilities.
2. Roadway - any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.
3. Taxilane - the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage area.
4. Taxiway - a defined path established for the taxiing of aircraft from one part of the Airport to another.
5. UNICOM - a two-way communication system operated by a non-governmental entity that provides airport advisory information.
6. Vehicle Parking Area - any portion of the Airport designated and made available temporarily or permanently by Town for the parking of vehicles.

**SECTION 3**  
**APPLICATION PROCESS**

***Section 3-1. Application and qualifications.***

Any person who desires to conduct any commercial activities at the airport shall, prior to conducting such activities, submit an application to, and receive approval thereof, from the airport manager. In addition to the following requirements, the airport manager may require the applicant to provide additional information which is necessary to ensure compliance with the Town of Marana Revised Code, rules and regulations, airport policies and procedures, and/or these minimum operating standards. Applicants shall furnish the following supporting documents as evidence of organizational and financial capability to provide the proposed activities:

1. Business Plan – a written proposal detailing the nature of the proposed service to be provided, space and facility requirements, and the proposed location on the Airport. (See a business plan outline at APPENDIX 2.)
2. The signatures of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.
3. The current financial statement prepared or certified by a Certified Public Accountant.
4. A listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.
5. A current credit report for each party owning or having a financial interest in the business and 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.
6. An agreement to provide a bond or suitable guarantee of adequate funds to the Town to be used to defray any expenses and fees normally paid by the Lessee between the estimated time the Lessee may default and a new lease is executed and another Lessee takes over.
7. A written authorization from the FAA, any aviation or aeronautics commissions, administrations, 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 shall execute such forms, releases, or discharges as may be required by those agencies.
8. 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. Applicant must comply with appropriate Review Procedures and all Town requirements.
9. Proof of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance. Such proof may be in the form of a copy of insurance company letter of intent.
10. Such other information as the Town may require.

***Section 3-2. Action on application.***

The airport manager shall be responsible for processing an application for a lease, license, permit or agreement to conduct activities at the airport. All applications will be reviewed and acted upon by the airport manager within ninety (90) days from the receipt of the application. The airport manager may deny any application for the following reasons:

1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
2. The applicant's proposed operations or construction will create a safety hazard on the Airport.
3. The granting of the application will require the expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to the Town.

4. There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.
5. If any of the individuals within the application cannot pass the standard FAA background check.
6. The proposed operation, Airport development or construction does not comply with the approved Airport Layout Plan.
7. 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 operations of any present tenant or fixed base operator on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to an existing tenant or fixed base operator area, or SASO, or will result in depriving, without the proper economic study, an existing tenant or fixed base operator of portions of its leased area in which it is operating.
8. Any party applying, or interested 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.
9. Any party applying, or having an interest in the business, has a record of violating the Rules, or the Rules and Regulations of any other Airport, Federal Aviation Regulations, or any other Rules and Regulations applicable to this or any other airport.
10. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Town or any lease or other agreement at any other airport.
11. Any party applying, or having an interest in, the business, is not sufficiently credit worthy and responsible in the judgment of the Town to provide and maintain the business to which the application relates and to promptly pay amounts due under the FBO or SASO lease.
12. The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months,
13. The applicant has committed any crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the FBO or SASO operation applied for.

***Section 3-3. Appeal process.***

The applicant shall have the ability to appeal the denial of an application by the airport manager, subject to the following provisions:

1. Providing written notice of appeal to the airport manager within ten (10) days of said denial.
2. The notice of appeal will be forwarded to the Town Manager for review.
3. Applicant shall be notified in writing of the date of the scheduled appeal review.
4. Applicant shall be present at the appeal review to justify the applicant's application.
5. If applicant is not present, the airport manager's denial shall remain unchanged.
6. The Town Manager shall take comments from the applicant and the airport manager.
7. The Town Manager shall render its decision in writing within ten (10) calendar days of the conclusion of the hearing and the decision shall be final as to the denial or approval of the application.

**SECTION 4**

**GENERAL CONTRACTUAL PROVISIONS**

***Section 4-1. General contractual provisions.***

Except as otherwise provided in the Town of Marana Revised Code, all leases, licenses, permits or agreements with the Town which affect the airport are subject to the following provisions:

1. Rights to engage in specific activities at the airport are non-exclusive.
2. Defense and indemnification of the Town and its elected or appointed officials, officers, representatives, directors, commissioners, agents and employees from and against all damages, claims, suits, actions, losses and expenses (including court costs and reasonable attorney's fees) for personal injury or death or for property damage or loss arising out of the use of the airport;
3. A termination clause allowing the Town to terminate the commercial service operator's lease, license, permit or agreement no later than thirty (30) days after notice of default is given to the commercial airport operator if the commercial airport operator fails to cure its default within the thirty (30) day period, and allowing the Town to terminate the lease, license, permit or agreement immediately if the commercial airport operator fails to maintain the required insurance.
4. No improvements or modifications to airport property without the prior written consent of the Town and without posting appropriate payment and performance bonds. Before commencing any improvements or modifications, the commercial airport operator shall submit detailed construction plans and specifications to the Town. Upon completion of the construction, the commercial airport operator shall provide the Town with two (2) complete sets of detailed plans and specifications of the work as completed. All improvements or modifications made to airport property shall become the property of the Town, at no cost to the Town, upon termination of the commercial airport operator's lease, license, permit or agreement.
5. No lease, license, permit, agreement, or any rights hereunder, shall be assigned without the prior written consent of the Town. The airport manager may require any potential assignee to submit biographical and financial information at least thirty (30) days prior to a proposed assignment.
6. All FAA required provisions.

## **SECTION 5**

### **GENERAL OPERATIONAL REQUIREMENTS**

#### ***Section 5-1. Airport rules and regulations.***

Each commercial airport operator shall abide by the Town of Marana Revised Code, rules and regulations and any other documents established by the Town for the safe, orderly and efficient operation of the airport.

#### ***Section 5-2. Taxiway access.***

If not already provided, each commercial airport operator conducting aeronautical activities shall provide paved access from its leased premises to the airport's taxiway/taxilane/apron system. Such access shall meet all applicable FAA standards for the largest aircraft type anticipated to use the commercial airport operator's premises.

#### ***Section 5-3. Right-of-entry reserved.***

The Town reserves the right at all reasonable times to enter upon each commercial airport operator's premises for any lawful purpose, provided that such entry does not unreasonably interfere with the commercial airport operator's use of the premises.

#### ***Section 5-4. Rates and charges.***

Each commercial airport operator may determine the rates and charges for all of its activities and services, provided that such rates and charges shall be reasonable and fairly applied to all of the commercial airport operator's customers.

#### ***Section 5-5. Personnel, subtenants and invitees; control and demeanor.***

Each commercial airport operator shall employ a sufficient number of trained, on-duty personnel to provide for the efficient, safe, orderly and proper compliance with its obligations under its lease, license, permit or agreement. Each commercial airport operator shall control the conduct and demeanor of its personnel, subtenants, licensees and invitees and, upon objection by the Town concerning the conduct or demeanor of any such person, the commercial airport operator shall immediately take all lawful steps necessary to remove the cause of the objection. Each commercial airport operator shall conduct its operations in a safe, orderly, efficient and proper manner so as not to unreasonably disturb, endanger or be offensive to others.

#### ***Section 5-6. Interference with utilities and systems.***

No commercial airport operator shall do or permit to be done anything that may interfere with the effectiveness or accessibility of any public utility system, drainage system, sewer system, fire protection system, sprinkler system, alarm system or fire hydrant and hoses.

#### ***Section 5-7. Fire equipment.***

Each commercial airport operator shall supply and maintain such adequate and readily accessible fire extinguishers and equipment as may be required by law and/or the Town's fire department.

#### ***Section 5-8. Vehicle identification.***

Any vehicle used in the airside area must bear identification designating the commercial airport operator to whom the vehicle is assigned. Letters shall be a minimum of three (3) inches in height on a contrasting background and displayed in a manner that is acceptable to the airport manager.

***Section 5-9. Indemnification.***

To the fullest extent permitted by law, any person accessing or using the airport or any of its facilities, and the person's successors, assigns and guarantors, shall indemnify, defend, pay and hold the Town, its agents, employees, officials, directors, officers, commissioners and representatives harmless from and against all claims, demands, charges, penalties, obligations, fines, administrative and judicial actions or proceedings, suits, liabilities, judgments, damages, losses, costs and expenses of any kind or nature (including, but not limited to, attorney fees and expenses, expert witness and consultant fees and expenses, arbitration fees, court costs and the cost of appellate proceedings) arising from said access or use, or from any other act or omission of said person (and its employees, agents or anyone for whose acts or omissions said person may be liable) including, without limitation, the discharge of any duties or the exercise of any rights or privileges pursuant to this chapter or any regulations or minimum operating standards promulgated hereunder. This section applies, without limitation, to claims of personal injury, bodily injury, sickness, disease or death, and to claims of property damage (including Town property), destruction or other impairment of every description (including, without limitation, loss of use), and to claims of environmental property damage (including, without limitation, cleanup, response, removal and remediation costs).

***Section 5-10. Environmental***

Any FBO, SASO, person, party, firm or corporation operating on the Airport must comply with all federal, state and local environmental requirements.

## **SECTION 6**

### **INSURANCE**

#### ***Section 6-1. General insurance requirements.***

All prospective FBOs and SASOs shall demonstrate to the Town's satisfaction evidence of its ability to acquire at a minimum the insurance coverage as stipulated for each particular type of operation. An FBO should make its own analysis to determine if more is needed. However, such policies of insurance shall be maintained in full force and effect during all terms of existing leases, agreements or business license or renewals or extensions thereof with a 30-calendar day notice of cancellation to the Town. Such policies shall not be less than the amounts listed below; however, in all cases, meet the statutory requirements of applicable governmental agencies and be approved in writing by the Town.

Each commercial airport operator shall at all times maintain in effect the following types and minimum amounts of insurance as applicable to the business to be conducted:

1. Commercial General Liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Such insurance shall contain contractual liability insurance covering applicable leases, licenses, permits, or agreements.
2. Commercial/business automobile liability insurance for all owned, non-owned and hired vehicles assigned to or used in performance of commercial aeronautical activities in the amount of a least \$1,000,000 per occurrence.
3. Fire and extended property coverage for all improvements and fixtures on the commercial airport operator's premises in an amount not less than the full replacement cost thereof, to the extent of the commercial airport operator's insurable interest in the premises.
4. Worker's compensation insurance as required by law and employers liability insurance in the amount of \$100,000 per accident, \$100,000 disease per person, \$500,000 disease policy limit.
5. Aircraft liability insurance in the amount of at least \$1,000,000 per occurrence.
6. Hangarkeeper's liability insurance in the amount of at least \$2,000,000 per occurrence, or more as values require.
7. Products-completed operations liability insurance in the amount of at least \$1,000,000 per occurrence.
8. Chemical and environmental clean-up liability insurance in the amount of at least \$1,000,000 per occurrence.
9. All insurance policies cited herein shall contain a waiver of subrogation rights endorsement with respect to the Town.

#### ***Section 6-2. Additional insurance required by Town's risk management director.***

In addition to the types and amounts of insurance required by section 4-1, each commercial airport operator shall at all times maintain such other insurance as the Town's risk management director may reasonably determine to be necessary for such commercial airport operator's activities.

#### ***Section 6-3. Form; acceptance by Town.***

All insurance shall be in a form and from an insurance company with a Best's financial rating of at least B ++ 6 . All policies, except worker's compensation policy, shall name the Town and its elected or appointed officials, officers, representatives, directors, commissioners, agents and employees as "Additional Insured's," and the commercial airport operator shall furnish certificate of insurances evidencing the required coverage cited herein prior to engaging in any commercial aeronautical activities. Such certificates shall provide for unequivocal thirty (30) day notice of cancellation or material change of any policy limits or conditions.

**SECTION 7**  
**FIXED BASED OPERATORS**

***Section 7-1. Statement of concept.***

A fixed base operator (FBO) means a person engaged in a wide range of commercial and aeronautical activities on airport property including, at a minimum, the following:

1. Fueling
2. Aircraft Line Services
3. Major Aircraft Repair Services
4. Aircraft Storage
5. Sale of Aircraft Parts and Accessories
6. Pilot Services and Concessions
7. Emergency Assistance
8. Collection Agent

A fixed base operator shall comply with all of the standards and requirements contained in this section. An FBO shall meet or exceed all minimum standards for the above activities as set forth in section 8 for specialized aeronautical service operators. In addition, a fixed base operator may engage in any general aviation specialty service activities identified in section 8 (and which are not already specifically required by this section) upon meeting all standards identified for those specific activities.

Primary fueling and aircraft line services may not be subcontracted.

Each FBO shall conduct its business and activities on and from the leased/assigned premises in a safe and professional manner consistent with the degree of care and skill exercised by experienced FBOs providing comparable products, services, and activities from similar airports in like markets.

Each FBO shall provide the personnel, equipment, and facilities required to service all types of aircraft normally frequenting the Airport.

All FBO's must enter into a ground lease with the Town of Marana at Marana Northwest Regional Airport.

***Section 7-2. Minimum land requirements for FBO's .***

The FBO shall lease from the Town an area of not less than 10 acres of contiguous airport property for its business. This area should accommodate the following:

1. Airplane Design Group II aircraft (wingspans up to 79 feet);
2. Transient parking for 15 aircraft;
3. Circulation taxilanes around aircraft operating area; and
4. Adequate area to simultaneously accommodate transient activities while emptying aircraft from storage hangars/shades.
5. A minimum of 10,000 square feet of floor space for aircraft storage.
6. A minimum of 3,500 square feet of floor space for office area, customer lounge and rest rooms, which shall be properly cooled, heated and lighted, and shall provide public telephone facilities for customer use.
7. The FBO shall also provide, on the leased area, paved parking for the FBO's customers and employees.



8. All pavement on the property, including but not limited to the taxiways, taxilanes, ramp areas, parking areas and auto parking areas, shall be maintained in good order and clean from debris and FOD at all times. At a minimum all pavements must be repainted, crack sealed, and receive a sand seal or plastic seal once every three years.

***Section 7-3. Minimum hours of operation.***

Each FBO shall employ and have on duty during the required hours of operation a sufficient staff to meet the Minimum Standards for each aeronautical service provided. However, multiple responsibilities may be assigned to employees where feasible. Each FBO shall have at least two (2) employees on duty at all times during hours of operation, and provide the Town, and keep current, a written statement of names, addresses, and contacts for all personnel responsible for the operation and management of the FBO. In addition, the Town shall be provided a point-of-contact with phone numbers for emergency situations.

Unless otherwise agreed to in writing by the airport manager, a fixed base operator shall provide aircraft fueling and line services seven (7) days-per-week from 6:00 a.m. to 9:00 p.m., and shall keep the fixed base operation open for general aircraft maintenance at least eight (8) hours-per-day, five (5) days-per-week. A representative of the FBO shall be "on call" during those hours when the premises is not open and shall be available to report to the Airport within 60 minutes after being called. The schedule may be reduced during major holidays, as approved by the Town.

***Section 7-4. Subcontracting services; restrictions.***

A fixed base operator may not subcontract any of the activities identified in section 7-1. If the activity is not identified in section 7-1, a fixed base operator may subcontract any activities included in section 8, provided that such subcontractor meets the requirements in section 8 and operates from the fixed base operator's premises and in such areas as are approved by the airport manager. All subleases must be approved by the airport manager.

***Section 7-5. Minimum requirements of FBO services.***

- 1) Aviation fueling.
  - a) Fixed Base Operators are permitted and required to engage in the public business of sales and dispensing of aviation fuels to aircraft on their leasehold area. No other Operator shall be permitted to engage in this specific aeronautical business activity. Also, FBOs may provide "into-plane" or contract fueling on other leased areas on the airport.
  - b) All FBO's shall be required to provide both 100LL and Jet "A" aviation fuel. Fuel must be from a branded recognized source.
  - c) All FBO fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of aviation fuels. The FBO shall develop and maintain Standard Operating Procedures (SOP) for refueling and ground handling operations and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34, Aircraft Ground Handling and Servicing. The SOP shall address bonding and fire protection, public protection, control of access to the fuel storage area, and marking and labeling of fuel storage tanks and fuel dispensing equipment, and shall be submitted to the Town no later than thirty (30) days prior to the FBO commencing fueling activities.
  - d) A fixed base operator shall comply with the National Fire Protection Association's codes and standards, as amended, FAA Advisory Circular 150/5230-4 as amended, all requirements of the rules and regulations, and all other applicable laws related to aircraft fuel handling, dispensing and storage. Each FBO shall obtain all applicable fueling certifications and permits, and receive periodic refresher training as required. The Town and/or the local Fire Department may periodically conduct inspections of the FBO activities and facilities to ensure compliance with laws, regulations, and Minimum Standards.
  - e) A fixed base operator shall at all times maintain the ability to provide a reasonable supply of aviation gasoline and turbine fuel for airport users, in an area to be designated by the airport manager. A fixed base operator shall not

construct or modify any fuel storage or distribution facilities without the written consent of the Town and without complying with all Town safety standards. The Town may inspect such facilities periodically to ensure compliance with all standards.

- f) A fixed base operator shall provide dispensing equipment sufficient to serve the needs of the airport. All equipment must be approved by the Town and the Fire Department and shall meet all Town and Fire Department safety standards. The metering devices shall be annually inspected, checked and certified by appropriate state and local agencies. The Town may inspect such equipment periodically to ensure compliance with all standards.
- g) A fixed base operator shall require all of its fuel-handling personnel to attend training courses, obtain a fuel handler's permit, and receive periodic refresher training as required by the airport manager and Town fire department. A fixed base operator shall develop a standard operating procedure for aviation fueling activities and provide a current copy of the same to the airport manager. The Town and FAA may periodically conduct inspections of the fixed base operator's activities and personnel to ensure adherence to safe practices.
- h) Each FBO must provide the sale and into-plane delivery of common and recognized brands of aviation fuels, lubricants and other aviation petroleum products. In addition, each FBO shall provide, store, and dispense 100LL octane avgas and Jet A fuel. All equipment used for the storage and/or dispensing of petroleum products must meet Federal, State, and local codes, rules and regulations. The location of the fuel storage facility shall be in conformance with the Airport's Airport Layout Plan and approved by the Town.
- i) Each FBO shall lease or provide a stationary fuel storage system with safety features and filtration systems to ensure airline-type fuel quality. Each FBO shall ensure that all fuel is delivered clean, bright, pure and free of microscopic organisms, water, or other contaminants. Ensuring the quality of the fuel is the sole responsibility of the FBO.
- j) The 100LL and Jet A fuel storage tanks shall each be a minimum of eight thousand (8,000) gallon capacity, and the FBO shall also provide mobile or stationary dispensing equipment and one (1) or more personnel to serve the Airport's fuel demand. Filter-equipped fuel dispensers with separate dispensing pumps and meter systems for each grade of fuel shall be provided. All metering devices must be inspected, checked and certified annually by appropriate local and State agencies.
- k) Each FBO shall, at its own expense, maintain the fuel storage facility, all improvements thereon, and all appurtenances thereto, in a presentable condition consistent with good business practices and in accordance with the appropriate rules, regulations and requirements at the time of construction and any mandated upgrades.
- l) Each FBO shall provide two operating and fully functional refueling trucks. Each refueling vehicle shall be equipped with metering devices that meet all applicable Regulatory measures. One refueling vehicle dispensing Jet A fuel shall have over the wing and single point servicing capability.
- m) Each FBO shall have a fuel storage system designed in accordance with all EPA regulations including proper fuel spill prevention features and containment capabilities. In addition, each FBO shall provide a current copy of their fuel spill prevention, countermeasures, and control plan to the Town thirty (30) days prior to commencing operations. Fuel inventories will be monitored in accordance with current EPA standards and inventory details will be provided to the Town when requested including total of gallons delivered by type and date.
- n) Each FBO shall conduct the lawful, sanitary, and timely handling and disposal of all solid waste, regulated waste, and other materials including, but not limited to, sump fuel, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property is not permitted upon the FBO premises.
- o) Each FBO shall provide an adequate supply of properly located, type, size and operable fire extinguishers and other safety equipment. All fire extinguisher certifications must be current. Fire extinguishers shall be maintained within all hangars, on apron areas, at fuel storage facilities, and on all ground handling and refueling vehicles as required by appropriate fire codes for the type of operations conducted.
- p) The FBO must have procedures in place for the lawful and sanitary handling and timely disposal, away from the Airport, of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and

other regulated waste. Piling and storage of crates, boxes, barrels, and other containers will not be permitted within the leased premises. Such procedures shall be given to the airport manager upon request.

2) Aircraft line services.

- a) Each FBO shall provide necessary equipment, supplies, and trained personnel for aircraft ramp assistance, towing, parking, and tie downs, within the leased area. Equipment shall be sufficient to facilitate the handling of aircraft up to the ARC BII classification (aircraft having a wing span of up to 79 feet and approach speed p to 121 knots) or the equipment should be capable of handling the target market of the FBO.
- b) A fixed base operator shall employ and have on-duty during normal business hours at least one person capable of providing aircraft marshaling service.
- c) A fixed base operator shall provide aircraft towing equipment to safely and efficiently move aircraft as necessary.
- d) A fixed base operator shall maintain tools, jacks, tugs, tire repair equipment, ground power units, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies, fire extinguishers, chocks, ropes and tiedown supplies as are necessary for the servicing of aircraft types expected to use the airport.

3) Major aircraft repair services.

- a) A fixed base operator shall provide major airframe, engine and accessory overhaul repair services on aircraft, including jet and propeller aircraft.
- b) Provide sufficient shop space, equipment, supplies and availability of parts equivalent to that required for certification by the FAA as an approved repair station.
- c) Either: (1) employ and have on-duty during normal business hours at least one person who is currently certified by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant, or aircraft inspector rating; or (2) maintain a current FAR Part 145 Certificate.

4) Aircraft storage.

- a) A fixed base operator shall lease, rent or license aircraft storage facilities to aircraft owners or operators solely for aircraft storage purposes.

5) Sale of aircraft parts and accessories.

- a) A fixed base operator shall provide retail sales of aircraft parts and accessories as are necessary for the servicing of aircraft types expected to use the airport.

6) Pilot Services and Concessions

- a) As part of the primary services requirement, each FBO shall provide the following services and concessions inside their main building:
  1. Customer service counter stocked with basic pilots supplies
  2. Public lounge and waiting area
  3. Flight planning work area with Flight Service Station and weather service communication links
  4. Public telephones
  5. Snack food and beverage machines

6. Local ground transportation contacts
  7. A flight planning area with appropriate seating, work areas, communication facilities; directories and all items necessary for complete flight planning separate from other public areas.
  8. A pilot lounge and waiting area for transition of air passengers to ground transportation and vice versa.
  9. The required supply of properly located fire extinguishers and other precautions and/or equipment required by applicable fire codes.
- 7) Emergency Assistance
- a) The FBO is required to provide emergency services to disabled general aviation aircraft on the Airport. This includes towing or transporting of disabled aircraft having a gross landing weight not in excess of 70,000 pounds to the Leased Premises at the request of the owner or operator of the disabled aircraft or the Airport Manager. During working hours the FBO must respond to provide emergency services within 15 minutes. During nonworking hours the FBO must respond to provide emergency services with 60 minutes.
- 8) Collection Agent
- a) The FBO may act as the collection agent, when requested by the Town, with respect to any fees which are applicable to aircraft.

***Section 7-6. Insurance.***

A fixed base operator shall maintain the applicable types and amounts of insurance required by section 6, except that the operator shall at all times maintain commercial general liability insurance in the amount of at least \$5,000,000 per occurrence, \$5,000,000 products completed operations and \$5,000,000 annual aggregate.

***Section 7-7. Monthly fee.***

FBO's shall pay fees as prescribed by lease, license, permit or agreement. At a minimum, said lease, license, permit or agreement shall include a monthly land rental payment commensurate with market rates and the airport fuel flowage fee, as identified in the airport rates and fees schedule, for fuel dispensed during the calendar month just ended based upon fuel delivered to the airport.

Fixed base operators shall not sublease, permit or allow any other person to operate as a general aviation specialty service operator within the leased or permitted area, or conduct any business venture which directly or indirectly relates to aeronautics or flight, without prior written approval of the airport manager.

All payments due the Town shall be accompanied by forms prescribed by the Town's accounting office or the airport manager.

**SECTION 8**  
**SPECIALIZED AERONAUTICAL SERVICES OPERATOR**

***Section 8-1. General.***

The prospective Specialized Aviation Service Operator (SASO), as defined, shall have its premises open and services available from 8:00 a.m. to 5:00 p.m. at least five (5) days a week unless otherwise indicated or approved by the Town.

Prior to executing an agreement, the lessee and proposed sublessee shall obtain the written approval of the Town for the business proposed. Said sublease shall define the type of business and service to be offered by the sublessee SASO. The sublessee SASO shall meet all of the Minimum Standards established by the Town for the categories of services to be furnished by the SASO. The Minimum Standards may be met in combination between lessee and sublessee. The sublease agreement shall specifically define those services to be provided by the lessee to the sublessee that shall be used to meet the standards.

***Section 8-2. Aircraft Sales SASO.***

**New Aircraft Sales:** An aircraft sales SASO engages in the sale of new aircraft through franchises or licensed dealerships (if required by local, county or state authority) or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or used aircraft; and provides such repair, services, and parts as necessary to meet any guarantee or warranty on aircraft sold.

**Used Aircraft Sales:** Many companies engage in the purchasing and selling of used aircraft. This is accomplished through various methods including matching potential purchasers with an aircraft (brokering), assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. In many cases these SASOs also provide such repair, services, and parts as necessary to support the operation of aircraft sold. Some of the requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique history.

All aircraft sales SASO shall comply with the following minimum standards:

- 1) The SASO engaging in this activity shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period. The FBO/SASO shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The FBO/SASO who is in the business of selling new aircraft shall have available a representative example of the product.
- 2) The SASO shall have in his employ, on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in an efficient manner. The SASO shall also maintain, during all business hours, a responsible person in, charge to supervise the operations in the leased area with the authorization to represent and act for and on behalf of the SASO, and provide check ride pilots for aircraft sold.
- 3) Operate the service in a space leased from an FBO and have immediate access to customer lounge, public telephones, and restrooms. Operator must lease or sublease a minimum of Tie down area to accommodate at least two (2) of the largest of the aircraft authorized for sale. If the operator leases hangar space for the storage of sale aircraft this provision is waived.
- 4) Employ and have on duty at least one (1) qualified aircraft salesperson and access to a demonstration pilot that has a current commercial pilot certificate with appropriate aircraft type ratings.
- 5) Pay fees as prescribed by lease, license, permit or agreement.

***Section 8-3. Aircraft Maintenance and Repair SASO.***

An aircraft maintenance and repair SASO provides one or more of the following services: airframe, engine or accessory overhauls; repair services on aircraft, including jet aircraft and helicopters; and sales of aircraft parts and accessories. An aircraft maintenance and repair SASO shall comply with the following minimum standards:

- 1) The FBO or SASO shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.
- 2) The FBO or SASO shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category of services in an efficient manner, but never less than one person currently certificated by the FAA with ratings appropriate to the work being performed and who holds an airframe and power plant rating and is an inspector authorized by the FAA.
- 3) Operate the service from a two acre parcel of land with a ten thousand (10,000) square feet of ventilated hangar and shop space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.
- 4) Employ and have on-duty a minimum of one (1) FAA certified technician who possesses an airframe, power plant, or aircraft inspector rating, or the maintenance facility must be certified under 14 CFR Part 145.
- 5) Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week. A technician shall also be available on-call twenty-four (24) hours, seven (7) days for emergency purposes only. If more than one (1) maintenance facility is located on airport the on-call responsibility may be rotated on a mutually agreeable schedule.
- 6) Provide equipment, supplies and parts required for aircraft airframe, power plant, inspection, tire, battery, oxygen, and other routine aircraft maintenance functions.
- 7) At all times maintain in effect the types and minimum amounts of insurance specified in Section 6, for any of its activities at the airport except that the operator shall at all times maintain commercial general liability insurance in the amount of at least \$5,000,000 per occurrence, \$5,000,000 products-completed operations, and \$5,000,000 annual aggregate.
- 8) Pay fees as prescribed by lease, license, permit or agreement.

***Section 8-4. Aircraft and/or Ultralight Vehicle Lease and Rental SASO.***

An aircraft and/or ultralight vehicle lease or rental FBO or SASO that engages in the rental or lease of aircraft and/or ultralight vehicle to the public. An aircraft and/or ultralight vehicle lease and rental SASO shall comply with the following minimum standards:

Aircraft:

- 1) The FBO or SASO shall have available for rental, either owned or under written lease, two (2) certificated and currently airworthy aircraft, one (1) of which must be a four-place aircraft, and one (1) of which must be equipped for and capable of flight under instrument meteorological conditions.
- 2) Operate the service in an are leased from an FBO on the Airport and have immediate access to customer lounge, public telephones, and restrooms. Arrange for lease ramp or hangar space for aircraft.
- 3) Employ and have on duty at least two (2) person having a current commercial pilot certificate with appropriate ratings, including instructor rating.
- 4) Keep premises open and services available a minimum of eight (8) hours daily, six (6) days a week.
- 5) All pavement on the property, including but not limited to the taxiways, taxilanes, ramp areas, parking areas and auto parking areas, shall be maintained in good order and clean from debris and FOD at all times. At a minimum all pavements must be repainted, crack sealed, and receive a sand seal or plastic seal once every three years.
- 6) Pay fees as prescribed by lease, license, permit or agreement.

Ultralight Vehicles:

- 1) The FBO or SASO shall have available for rental, either owned or under written lease to the FBO, one approved two place ultralight vehicle.
- 2) The FBO or SASO shall have in his employ and on duty during appropriate business hours, a minimum of one person having a current FAA commercial pilot certificate or an Advanced Flight Instructor's (AFI) rating from: the United States Ultralight Association (USUA).
- 3) All pavement on the property, including but not limited to the taxiways, taxilanes, ramp areas, parking areas and auto parking areas, shall be maintained in good order and clean from debris and FOD at all times. At a minimum all pavements must be repainted, crack sealed, and receive a sand seal or plastic seal once every three years.
- 4) Pay fees as prescribed by lease, license, permit or agreement.

***Section 8-5. Flight Training SASO.***

A flight training FBO or SASO engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved. A Flight Training SASO shall comply with the following minimum standards:

- 1) The FBO or SASO shall have available for use in flight training, either owned or under written lease to FBO, properly certificated aircraft, one (1) of which must be a four-place aircraft, and one (1) of which must be equipped for and capable of use in instrument flight instruction.
- 2) The FBO or SASO shall have, on a full-time basis, at least one flight instructor who has been properly certificated by the FAA to provide the type of training offered.
- 3) Operate the service from an area leased from an FBO with enough space for classroom and office space and have immediate access to customer lounge, public telephones, and restrooms.
- 4) Flight training operations shall include adequate mock-ups, pictures, slides, filmstrips, movies, videotapes, or other training aides necessary to provide proper and effective ground school instruction. All materials shall meet FAA requirements for the training offered.
- 5) All pavement on the property, including but not limited to the taxiways, taxilanes, ramp areas, parking areas and auto parking areas, shall be maintained in good order and clean from debris and FOD at all times. At a minimum all pavements must be repainted, crack sealed, and receive a sand seal or plastic seal once every three years.
- 6) Pay fees as prescribed by lease, license, permit or agreement.

***Section 8-6. Commercial Skydiving SASO.***

A Skydiving FBO or SASO engaged in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment. A commercial skydiving SASO shall comply with the following minimum standards:

- 1) The FBO or SASO shall have available for skydiving, either owned or under written lease to the FBO, at least one properly certificated aircraft.
- 2) The FBO/SASO operation, shall meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR 105, and related FAA Advisory Circulars. The jump plane pilot must hold a FAA commercial pilot certificate and be appropriately rated for the aircraft being operated.
- 3) The skydiving FBO shall carry the same insurance coverage and limits as any other FBO/SASO.

- 4) Operate the service from an area leased from an FBO with enough space for classroom and office space and have immediate access to customer lounge, public telephones, and restrooms on the Airport.
- 5) All pavement on the property, including but not limited to the taxiways, taxilanes, ramp areas, parking areas and auto parking areas, shall be maintained in good order and clean from debris and FOD at all times. At a minimum all pavements must be repainted, crack sealed, and receive a sand seal or plastic seal once every three years.
- 6) Pay fees as prescribed by lease, license, permit or agreement.

***Section 8-7. Avionics, Instruments or Propeller Repair Station SASO.***

An avionics, instrument, or propeller repair station FBO or SASO engages in the business of and provides a shop for the repair of aircraft avionics, propellers, instruments, and accessories for general aviation aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments, and accessories. The FBO or SASO shall hold the appropriate repair station certificates issued by FAA for the types of equipment he plans to service and/or install. A repair station shall comply with the following minimum standards:

- 1) The FBO or SASO shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is a FAA rated radio, instrument or propeller repairman.
- 2) An avionics maintenance service operator provides the maintenance, repair, and installation of aircraft avionics, radios, instruments, and accessories as described in 14 CFR Part 43.
- 3) Operate the service in an area leased from an FBO minimum with the space for operations, bench testing and administration within the FBO or SASO leasehold and have immediate access to customer lounge, public telephones, and restrooms. Have an additional one thousand five hundred (1,500) square feet of hangar space to work on aircraft.
- 4) Employ and have on duty at least one (1) trained and FAA certified technician.
- 5) Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week.
- 6) Hold the appropriate FAA repair station certificates for the types of equipment the operator plans to service and/or install.
- 7) All pavement on the property, including but not limited to the taxiways, taxilanes, ramp areas, parking areas and auto parking areas, shall be maintained in good order and clean from debris and FOD at all times. At a minimum all pavements must be repainted, crack sealed, and receive a sand seal or plastic seal once every three years.
- 8) Pay fees as prescribed by lease, license, permit or agreement.

***Section 8-8. Aircraft Charter and Air Taxi SASO.***

An unscheduled, or scheduled air charter or air taxi FBO or SASO engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis under the Federal Aviation Regulations set forth in the Code of Federal Regulations CFR 14 Part 135. An aircraft charter and air taxi SASO shall comply with the following minimum standards:

- 1) The FBO or SASO shall provide, either owned or under written lease type, class, size and number of aircraft intended to be used by the FBO, not less than one multi-engine aircraft, which must meet the requirements of the air taxi certificate held by the FBO or SASO. The multi-engine aircraft shall be certificated for instrument operations.
- 2) The FBO or SASO shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by FBO or SASO.



- 3) An aircraft charter or taxi service operator provides air transportation of persons or property to the general public for hire, either on a scheduled or unscheduled basis, or as defined by the 14 CFR Part 125 or 135 as applicable. An Aircraft Management Operator is a commercial operator engaged in the business of providing aircraft flight dispatch, flight crews, or aircraft maintenance coordination to the public. An aircraft charter or air taxi services operator and aircraft management operator shall:
- 4) Operate the service from an area leased from an FBO with office space and have immediate access to customer lounge, public telephones, and restrooms.
- 5) Employ and make available at least one (1) person who holds a current FAA commercial pilot certificate and current Class I or II medical certificate and ratings appropriate for each aircraft listed on the operator's certificate. In addition, all flight personnel shall be properly rated for the aircraft operated.
- 6) The operator shall have dispatch capability within six (6) hours of a customer request. Operator shall be open and services available five days per week eight hours per day.
- 7) Own or lease or manage at least one (1) certified and continuously airworthy instrument qualified multi-engine aircraft.
- 8) Have and display in the public office, a current FAR Part 135 Air Taxi Certificate or provisional FAR Part 135 Certificate, in addition to, the aircraft identification page from the operating specifications manual of each aircraft listed on the certificate.
- 9) If applicable to rotorcraft operation the operator providing external-loading capabilities will comply with the requirements contained within 14 CFR Part 133.
- 10) All pavement on the property, including but not limited to the taxiways, taxilanes, ramp areas, parking areas and auto parking areas, shall be maintained in good order and clean from debris and FOD at all times. At a minimum all pavements must be repainted, crack sealed, and receive a sand seal or plastic seal once every three years.

***Section 8-9. Aircraft Storage SASO.***

An aircraft storage SASO engages in the rental of any of the following (1) conventional hangars and/or multiple T-hangars, (2) covered tiedowns, (3) open tiedowns. An aircraft storage SASO shall comply with the following minimum standards:

- 1) The conventional hangar FBO or SASO shall have its facilities available for the tenant's aircraft removal and storage on a continuous basis.
- 2) The FBO or SASO shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.
- 3) Ensure that the storage of automobiles, boats, recreational vehicles, and other non-aviation related equipment in aircraft hangars is strictly prohibited unless these items are in addition to the storage of an airworthy aircraft and such items do not create a hazard or nuisance to the hangar facility.
- 4) Lease or sublease a minimum of 5 acres of land to accommodate the proper quantity and size of hangars for the quantity and type of stored aircraft per FAA established guideline, which is two thousand five hundred (2,500) square feet per jet aircraft, two thousand (2,000) square feet for turbo-prop and twin-engine aircraft, and one thousand (1,000) square feet for single-engine aircraft and helicopters.
- 5) Make hangar operator contact name and phone numbers, hangar availability, and rental rates known to prospective customers via posted informational sign inside each FBO or SASO terminal. A separate leased space is not required for this service.
- 6) Ensure that each hangar is occupied by at least one aircraft, and provide a listing of all aircraft stored within the operator's hangar facilities with the Town.

- 7) Ensure that hangar tenants only perform preventive aircraft maintenance within the hangar property on their own aircraft. Painting, welding, and any type of hazardous material storage shall not be permitted within the hangar property unless authorized specifically by the Town. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property shall not be permitted.
- 8) The construction plans and specifications for any hangars or covered tiedowns to be constructed, including minimum hangar/covered tiedown sizes and architectural design plans, are subject to the written approval of the Town.
- 9) All hangar or covered tiedown leasing services shall include two, at least one male and one female, indoor restrooms for each 30 hangar/covered tiedown facilities for the use of the tenants. If SASO is building less than 30 hangar/covered tiedown facilities they must install at least one male and one female indoor restroom. Restrooms must be maintained in a good working order at all times and must be cleaned and stocked of supplies daily.
- 9) All pavement on the property, including but not limited to the taxiways, taxilanes, ramp areas, parking areas and auto parking areas, shall be maintained in good order and clean from debris and FOD at all times. At a minimum all pavements must be repainted, crack sealed, and receive a sand seal or plastic seal once every three years.

***Section 8-10. Specialized Commercial Flying Services SASO.***

A specialized commercial flying services FBO or SASO engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:

1. Non-stop sightseeing flights that begin and end at the same airport.
2. Crop-dusting, seeding, spraying, and bird chasing.
3. Banner towing and aerial advertising.
4. Aerial photography or survey.
5. Power line or pipeline patrol.
6. Fire fighting.
7. Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations.

A specialized commercial flying SASO shall comply with the following minimum standards:

- 1) The SASO shall lease from the FBO and the lease shall include a building sufficient to accommodate all activities and operations proposed by the SASO. The minimum areas in each instance shall be subject to the approval of the Town. In the case of crop dusting or aerial application, the FBO shall make suitable arrangements and have such space available in his leased area for the safe loading and unloading and storage and containment of chemical materials. All FBO/SASOs shall demonstrate that they have the availability of aircraft suitably equipped for the particular type of operation they intend to perform.
- 2) The Town shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. The minimum requirements shall be applicable to all operations of a similar nature. All FBOs and SASOs will, however, be required to maintain the Aircraft Liability Coverage as set forth.
- 3) The FBO or SASO shall have in his employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the Minimum Standards herein, set forth in an efficient manner.
- 4) The FBO or SASO must provide, by means of an office or a telephone, a point of contact for the public desiring to use the FBO's or SASO's services.

- 5) All pavement on the property, including but not limited to the taxiways, taxilanes, ramp areas, parking areas and auto parking areas, shall be maintained in good order and clean from debris and FOD at all times. At a minimum all pavements must be repainted, crack sealed, and receive a sand seal or plastic seal once every three years.

***Section 8-11. Flying Clubs SASO.***

Flying clubs are non-profit entities organized for the purpose of providing their members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the club or owners on a pro-rata share and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain and replace the aircraft. A flying SASO shall comply with the following minimum standards:

- 1) The Town has the right to require a flying club to furnish documents such as insurance policies, Club by-laws, meeting minutes and notifications, and a current list of members to ensure that the Club remains a non-commercial and non-profit organization.

***Section 8-12. Multiple Services SASO.***

A multiple services FBO or SASO engages in any two or more of the aeronautical services for which Minimum Standards have been herein provided. A multiple services SASO shall comply with the following:

- 1) The FBO or SASO shall comply with the aircraft requirements, including the equipment thereon for each aeronautical service to be performed except that multiple uses can be made of all aircraft owned or under lease by FBO or SASO except aircraft used for crop dusting, aerial application, or other commercial use of chemicals.
- 2) The FBO or SASO shall provide the facilities, equipment and services required to meet the Minimum Standards as herein provided for all aeronautical service the FBO or SASO is performing.
- 3) The FBO or SASO shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all aeronautical services being performed by FBO or SASO.
- 4) The FBO or SASO shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards for each aeronautical service the FBO or SASO is performing as herein provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the FBO or SASO.
- 5) All pavement on the property, including but not limited to the taxiways, taxilanes, ramp areas, parking areas and auto parking areas, shall be maintained in good order and clean from debris and FOD at all times. At a minimum all pavements must be repainted, crack sealed, and receive a sand seal or plastic seal once every three years.

***Section 8-13. Aircraft management services SASO.***

An aircraft management services operator means a person performing one or more of the following services in the management of another person's aircraft: pilot staffing, records management, and other aircraft-related services not including services detailed in any other sections contained herein. Aircraft management also encompasses the exercise of the privilege of FAR Part 91.501 on behalf of the owner and the brokerage of a qualified aircraft through a FAR Part 135 operator to the general public. Aircraft management does not include the control of or operation of aircraft under FAR Part 135. An aircraft management services operator shall:

- 1) Lease from a bona fide airport tenant or the city a minimum of 100 square feet of office space.
- 2) At all times maintain in effect the types and minimum amounts of insurance specified in section 6, for any of its activities at the airport which may be covered by such insurance.

- 3) All pavement on the property, including but not limited to the taxiways, taxilanes, ramp areas, parking areas and auto parking areas, shall be maintained in good order and clean from debris and FOD at all times. At a minimum all pavements must be repainted, crack sealed, and receive a sand seal or plastic seal once every three years.
- 4) Pay fees as prescribed by lease, license, permit or agreement. At a minimum an operator, in addition to paying a monthly land rental payment commensurate with market rates, shall pay a monthly aeronautical business permit fee of one or more of the following:
  - A. A monthly permit fee of one-hundred dollars (\$100.00) for the management of one or more piston-engine aircraft less than 12,500 pounds certificated maximum takeoff weight; and
  - B. A monthly permit fee of one-hundred and fifty dollars (\$150.00) for the management of each turbine/jet aircraft less than 12,500 pounds certificated maximum takeoff weight; and
  - C. A monthly permit fee of two-hundred and fifty dollars (\$250.00) for the management of each aircraft weighing 12,500-29,999 pounds certificated maximum takeoff weight; and
  - D. A monthly permit fee of three-hundred and fifty dollars (\$350.00) for the management of each aircraft greater than 30,000 pounds certificated maximum takeoff weight.

***Section 8-14. Mobile aircraft washing services SASO.***

Mobile aircraft washing services operators engage in the cleaning, detailing or washing of aircraft either for the general public or for individual businesses. Aircraft washing is restricted to designated wash rack areas and/or other areas permitted under an approved aircraft washing plan. Mobile aircraft washing services operators shall meet the following standards:

- 1) Submit and receive approval of an aircraft washing plan that contains the following information:
  - a) Name of individual/company conducting washing services, contact name and phone number.
  - b) List of individuals/companies contracting for washing services; or list of aircraft to be washed, including FAA registration numbers, makes, and models of aircraft.
  - c) A site map of the area in which washing will occur. The site map must contain the following:
    - i) An outline of the washing location to include location of runoff control structures.
    - ii) Approximate distance (in feet) from washing area to nearest drain(s).
    - iii) Reference to buildings, terminal, roads, etc.
    - iv) North arrow.
  - d) A detailed description of washing method/operation, including the following details:
    - i) Wash water containment method(s), (ramp scrubber, containment boom, dry, etc.)
    - ii) Amount of water used per wash and frequency of operation.
    - iii) Name and amount of chemical(s) used per wash.
    - iv) If "dry" washing or waxing/coating operations are to be conducted provide affirmation that tarps will be used to collect residual material for its proper disposal and protect the ramp (if appropriate).
    - v) Material safety data sheets (MSDS) for all chemicals to be used.
    - vi) Method of disposal of retrieved wash/waste water
- 2) A mobile aircraft washing services operator shall at all times maintain in effect the types and minimum amounts of insurance, and contain provisions cited herein for any of its activities at the airport that may be covered by such insurance specified in section 6.
- 3) Pay fees as prescribed by lease, license, permit or agreement.

***Section 8-15. Mobile aircraft maintenance and repair services SASO.***

A mobile aircraft maintenance and repair services operator means a person providing one or more of the following services at the aircraft based location or within a designated aircraft maintenance areas on the airport: airframe, engine or accessory overhaul; repair services on aircraft; and sales of aircraft parts and accessories. A mobile aircraft maintenance and repair services operator shall:

- 1) Either: (1) employ at least one person who is currently certified by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant, or aircraft inspector rating; or (2) maintain a current FAR Part 145 Certificate.
- 2) Only conduct aircraft maintenance and repair services on piston aircraft weighing less than 12,500 pounds certificated maximum takeoff weight.
- 3) Not conduct major aircraft alterations or repairs or business activities at any time inside hangars/shades or other structures not designed for such function. Specific lease agreement and/or Town fire codes shall determine what hangars/shades or other structures shall be approved for major aircraft alterations or repairs.
- 4) At all times maintain in effect the types and minimum amounts of insurance specified in section 6, for any of its activities at the airport that may be covered by such insurance.
- 5) Pay fees as prescribed by lease, license, permit or agreement.

**APPENDIX I**

**Minimum Requirements for a Business Plan**

1. All services that will be offered.
2. Amount of land desired to lease.
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 "7" above) including this person's 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 maintained.
11. Evidence of the projections for the first year and the succeeding four (4) years.
12. Methods to be used to attract new business (advertising and incentives).
13. Amenities to be provided to attract business.
14. Plans for physical expansion, if business should warrant such expansion.