



Griffiss International Airport

The First Choice in Business and General Aviation



Gateway to the Heart of New York

**AERONAUTICAL
MINIMUM STANDARDS**

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Preamble and Policy

The Oneida County Commissioner of Aviation, being in a position of responsibility for the administration of the Griffiss International Airport, does hereby establish the following Minimum Standards for aeronautical activities.

The owner of a federally obligated airport is responsible for instituting airport Rules and Regulations for the safe operation of the airport and instituting Minimum Standards establishing the threshold entry criteria for (1) the provision of commercial aeronautical services to the public, and (2) the conducting of aeronautical activities on the airport. FAA Airport Sponsor Grant Assurances 22 through 24 (see Appendix A) are the governing terms and conditions for the development of these Standards

The Minimum Standards are intended to be the threshold entry requirements for those wishing to provide commercial 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 Griffiss International 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 Airport. The uniform application of these Minimum Standards, containing the minimum levels of service that must be offered by the prospective service provider, relates primarily to the public interest and discourages substandard entrepreneurs, thereby protecting both the established aeronautical activity and the Airport patrons.

For those entities that have met the Minimum Standards as part of the airport's application process, the Commissioner of Aviation will begin to negotiate a lease or operating agreement with the prospective tenant to provide specific services with stated facilities at an agreed upon set of rates and charges. Minimum Standards, by virtue of their inclusion in lease or operating agreement, become mandatory.

Implementation of airport Minimum Standards will assist airport management by:

- Establishing uniform requirements and their application to all prospective operators.
- Maintaining compliance with federal and state grant assurances.
- Maintaining the orderly and efficient development of the airport and its commercial aeronautical services.
- Establishing a consistent level for entry into an aeronautical service.
- Avoiding conflicts.
- Promoting safety.
- Establishing the basis for quality services.
- Establishing minimum levels of insurance coverage.

Implementation of airport Minimum Standards will assist privately owned and operated Fixed Base Operators and SASOs by:

- Establishing balanced, fair, and consistent **entry level** requirements for all aeronautical services (a level playing field).
- Allowing the airport to develop to its full potential to enhance business and customer demand for products and services.
- Avoid conflicts with airport management, sponsors and other FBO's.
- Establish basis for business plan.
- Protects the investment made by existing aeronautical service providers.

Definitions

Aircraft

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.

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.

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.

Aircraft Operation - an aircraft arrival at, or departure from, the airport.

Aircraft Owner - a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.

Aircraft Parking and Storage Areas - those hangar and apron locations of the Airport designated by the Commissioner of Aviation for the parking and storage of aircraft.

Aircraft Rental - the commercial operation of renting or leasing aircraft to the public for compensation.

Aircraft Sales - the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

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 siting standards.

Based Aircraft - an aircraft that 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.

General

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.”

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.

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.

Airport - all of the sponsored-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.

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.

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 that involves, makes possible or is required for the operation of aircraft, or contributes to or is required for the safety of aeronautical operations.

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.

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.

General Aviation - all phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial air carrier operations.

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, or agency.

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.

Governmental

Board – the Oneida County Board of Legislators

Commissioner of Aviation – The designated individual or duly authorized individual employed by the Oneida County Government to administer and manage all operations of the Airport and Airport facilities, and to supervise all Airport projects.

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.

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).

Fueling

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.

Fuel Storage Area - any portion of the Airport designated temporarily or permanently by the sponsor as an area in which aviation or motor vehicle gasoline or any other type of fuel or fuel additive may be stored or loaded.

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.

Lease and Agreements

Lease - the written contract between the Sponsor and an Operator (Lessee) specifying the terms and conditions under which an Operator may occupy and operate from certain Airport facilities and/or property.

Sublease - A written agreement, approved by the Sponsor, 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.

Agreement - the written agreement between the Sponsor 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.

Permit - administrative approval issued by the Sponsor or other governmental agency, 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.

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.

Services

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.

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.

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.

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.

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.

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.

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, and sales, and aircraft storage.

Infrastructure

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.

Roadway - any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

Taxilane - the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage area.

Taxiway - a defined path established for the taxiing of aircraft from one part of the Airport to another.

UNICOM - a two-way communication system operated by a non-governmental entity that provides airport advisory information.

Vehicle Parking Area - any portion of the Airport designated and made available temporarily or permanently for the parking of vehicles.

Minimum Standards for All FBO's or SASO's

The following shall apply to all prospective aeronautical service providers wishing to become FBO's at the Airport:

Leases and/or agreements 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 and in accordance with like operations on the airport. The Commissioner of Aviation will also consider the current Master Plan and ALP implications if a lease is to be extended beyond the normal 20-year period.

A person shall have such business background and shall have demonstrated his business capability to the satisfaction of, and in such manner as to meet with the approval of the Commissioner of Aviation.

Any prospective FBO or SASO seeking to conduct aeronautical activity at the airport should demonstrate that they have adequate resources to realize the business objectives agreed to by the Commissioner of Aviation and the applicant.

The prospective FBO or SASO shall lease from the Owner an area not less than 10,000 square feet of ground space to provide for display and storage of aircraft and on which shall be erected a building to provide or is an existing building that provides at least 4,000 square feet of floor space for aircraft storage and at least 2,500 square feet of floor space for office, customer lounge and rest rooms, which shall be properly heated and lighted, and shall provide public telephone facilities for customer use. The FBO or SASO shall also provide, on the leased area, paved parking for the FBO's or SASO's customers and employees in accordance with local building/construction requirements.

The prospective FBO or SASO shall have his premises open and services available eight (8) hours a day, six (6) days a week, and shall make provision for a qualified and trained individual to be in attendance in the office at all times during the required operating hours.

All prospective FBOs or SASOs shall demonstrate to the Commissioner of Aviation's satisfaction evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation and name the Oneida County Government as additionally insured. 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 licenses or renewals or extensions thereof with a 30-calendar day notice of cancellation to the Commissioner of Aviation. Such policies shall not be for less than the amounts determined by the risk analysis, however, in all cases amounts of policies must meet the statutory requirements of applicable governmental agencies.

Applications and Qualifications

Demonstration of intent to conduct a business operation at the Airport shall be by application to the Oneida County Commissioner of Aviation. The written application shall contain at the minimum:

- The proposed nature of the business. A business plan may be used to express the proposed nature of the business.
- The signatures and legal names 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.
- The name, telephone number and address of the primary contact person.
- An agreement to provide a bond or suitable guarantee of adequate funds to the Oneida County Government 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.
- A written authorization for the FAA, 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.
- 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.
- Proof (copy or insurance company letter of intent) of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance.
- Such other information as the Commissioner of Aviation may require.

Action on Application

All applications will be reviewed and acted upon by the Commissioner of Aviation within 30 days from the receipt of the application. Applications may be denied for one or more of the following reasons:

- The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
- The applicant's proposed operations or construction will create a safety hazard on the Airport.
- 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 Airport Authority.
- There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.
- The proposed operation, Airport development or construction does not comply with the approved Airport Layout Plan.
- 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 fixed base operator on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to the existing fixed base operator area, or will result in depriving, without the proper economic study, an existing fixed base operator of portions of its leased area in which it is operating.

- 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.
- 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.
- Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Airport Authority or any lease or other agreement at any other airport.
- Any party applying, or having an interest in the business, is not sufficiently credit worthy and responsible in the judgment of the Commissioner of Aviation to provide and maintain the business to which the application relates and to promptly pay amounts due under the FBO lease.
- The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.
- The applicant has failed to make full disclosure in the application or supporting documents.
- The applicant has committed any crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the FBO operation applied for.

Within the following sections there are references to both SASOs and FBOs. SASOs are defined as an entity offering a single or several aeronautical services not to include fueling. FBOs are defined as a commercial aeronautical service provider that has the privilege to sell fuel and provide other additional approved services. The requirements shown present a base starting point and are not intended to include all necessary minimum standard requirements or to provide a fill-in-the-blank standards document.

Aircraft Sales

A. Statement of Concept

- **New Aircraft Sales:** An aircraft sales company can be either a SASO or FBO and 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. Sometimes these companies' 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 operational history.

B. Minimum Standards

- The sales entity shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period and shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The company engaged in the business of selling new aircraft shall have available a representative example of the product.
- The company 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 an efficient manner. They 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 firm, and provide an individual with the proper certification and qualifications check ride pilots for aircraft sold. The Owner should require a defined office space with access to public restrooms or this type of company can be a sublessee of an FBO.

- Insurance types and amounts as required for this activity.

Aircraft Airframe, Engine and Accessory Maintenance and Repair

A. Statement of Concept

An aircraft airframe, engine and accessory maintenance and repair FBO or SASO provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft up to and may include business jet aircraft and helicopters.

This category shall also include the sale of aircraft parts and accessories.

B. Minimum Standards

- The company shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA. The company must remain open during normal business hours as specified within the airports standards. The company must have sufficient indoor space to conduct its operations, which shall not be conducted on ramps or in hangars.
- The FBO shall have in his employ, and on duty during the appropriate business hours, trained and certified 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, power plant or an aircraft inspector rating.
- Insurance types and amounts as required for this activity.

Aircraft Rental

A. Statement of Concept

An aircraft vehicle lease or rental SASO or FBO engages in the rental or lease of aircraft to the public.

B. Minimum Standards

Aircraft:

- The firm shall have available for rental, either owned or under written lease to the company, a minimum of three (3) certified and currently airworthy aircraft, one of which must be a four-place aircraft, and of which one must be equipped for and capable of flight under instrument weather conditions.
- The company shall have in his employ and on duty during the appropriate business hours, a minimum of one person having a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.
- Insurance types and amounts as required for this activity.

Flight Training

A. Statement of Concept

A flight training SASO or FBO 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.

B. Minimum Standards

- The company shall have available for use in flight training, either owned or under written lease to company, a minimum of three (3) properly certificated aircraft, a minimum of 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.
- The company 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.
- Insurance types and amounts as required for this activity.

Commercial Skydiving

A. Statement of Concept

A Skydiving SASO or FBO engages in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment.

B. Minimum Standard

- The company shall have available for skydiving, either owned or under written lease to the company, at least two (2) properly certificated aircraft.
- The company 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 approximately rated for the aircraft being operated.
- The company must have an agreement with a landowner outside of the airport's airspace over which to jump and into which to land
- The skydiving firm shall carry the same insurance coverage and limits as any other firm on the airport.
- Insurance types and amounts as required for this activity.

Aircraft Fuels and Oil Service

A. Statement of Concept

An aircraft fuels and oil service FBO provides aviation fuels, lubricants and other services supporting itinerant aircraft operations and operations of aircraft based on the airport.

B. Minimum Standards

- Except as otherwise provided in any agreement between the FBO and the Airport, an FBO conducting aviation fuel and oil sales or service to the public on the Airport shall be required to provide the following services and equipment:
 1. Appropriate grades of aviation fuel
 2. An adequate inventory of generally accepted grades of aviation engine oil and lubricants.
 3. Fuel dispensing equipment, meeting all applicable Federal, State, and Airport requirements for each type of fuel dispensed.
 4. Proper equipment for aircraft towing, inflating aircraft tires, washing aircraft windscreens, and recharging aircraft batteries.
 5. The safe storage and handling of fuel in conformance with all Federal, State, County requirements and fire codes pertaining to safe storage and handling of fuel.
 6. 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. The piling and storage of crates, boxes, barrels, and other containers will not be permitted within the leased premises.

7. Permanent restroom facilities for personnel and customers.
 8. Auto parking for customers and employees.
 9. 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.
 10. A pilot lounge and waiting area for transition of air passengers to ground transportation and vice versa.
 11. Adequate bonding wires will be installed, continuously inspected and maintained on all fueling equipment, to reduce the hazards of static electricity.
 12. An adequate supply of properly located fire extinguishers and other precautions and/or equipment required by applicable fire codes.
 13. Unless provided by the airport owner, the FBO shall have a fixed fuel storage system that shall contain safety fixtures and filtration systems to ensure airline-type quality. The system shall be required to have at least 12,000 gallons of storage for each type of fuel the FBO is required to provide. The storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel Spill Prevention Countermeasures and Control Plan (SPCC), as applicable.
 14. Insurance types and amounts as required for this activity.
 15. Training programs for fuel personnel.
- C. CO-OP Fueling
- The Airport has no obligation to recognize a co-op (an organization formed by several aircraft owners, air carriers or corporate flight departments for self-fueling purposes) as a self-fueling privilege.

Avionics, Instruments, Propeller Repair Station

- A. Statement of Concept
- An avionics, instrument, or propeller repair station SASO or FBO engages in the business of and provides a shop for the sales and 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 shall hold the appropriate repair station certificates issued by FAA for the types of equipment he plans to service and/or install.
- B. Minimum Standards
- The FBO 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 rated radio, instrument or propeller repairman.
 - Insurance types and amounts as required for this activity.

Aircraft Charter and Air Taxi

- A. Statement of Concept
- An on demand, or scheduled air charter or air taxi SASO or FBO engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis under Code of Federal Regulations CFR 14 Part 135 of the Federal Aviation Regulations.
- B. Minimum Standards
- The company shall provide, either owned or under written lease, type, class, size and number of aircraft intended to be used by the company, not less than three (3) single-engine four-place aircraft and two (2) multi-engine aircraft, all of which must meet

the requirements of the air taxi commercial certificate held by the company. The multi-engine aircraft shall be certified for instrument operations.

- The company 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 company.
- Insurance types and amounts as required for this activity.

Aircraft Storage

A. Statement of Concept

- An aircraft storage SASO or FBO engages in the rental of conventional multi-aircraft hangars or multiple individual T-hangars.

B. Minimum Standards

- The conventional hangar company shall have his facilities available for the tenant's aircraft removal and storage on a continuous basis.
- The FBO shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.
- Insurance types and amounts as required for this activity.

Specialized Commercial Flying Services

A. Statement of Concept:

- A specialized commercial flying services SASO or FBO 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 pipe line patrol.
 6. Fire fighting.
 7. Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations.

B. Minimum Standards

- The company shall lease from the Owner and the lease shall include a building sufficient to accommodate all activities and operations proposed by the firm. The minimum areas in each instance shall be subject to the approval of the Owner and should be included in the standard. In the case of crop dusting or aerial application, the company shall make suitable arrangements and have such space available in his leased area for safe loading and unloading and storage and containment of chemical materials. A written emergency plan for the handling of hazardous materials should also be required. All spills should immediately be reported to the Owner. All companies' shall demonstrate that they have the availability of aircraft suitably equipped and certified for the particular type of operation they intend to perform.
- The Owner shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature. All FBO's will, however, be required to maintain the Aircraft Liability Coverage as set forth for all FBO's.
- The firm 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.

- The company must provide, by means of an office or a telephone, a point of contact for the public desiring to utilize the services provided. A contact name and phone number should be provided to the Owner for emergency purposes.

Multiple Services

A. Statement of Concept:

- A multiple services FBO or SASO engages in any two or more of the aeronautical services for which Minimum Standards have been herein provided.

B. Minimum Standards

- 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 the company except aircraft used for crop dusting, aerial application, or other commercial use of chemicals. The company should have individuals certified to provide all services being offered.
- The company 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.
- 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 the company and no less than the stated amounts within the Owner's Minimum Standards.
- The FBO or SASO shall have in his employ, and on duty during the appropriate business hours as approve by the Owner, 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.

Flying Clubs

A. Statement of Concept

- Flying clubs are nonprofit entities organized for the express purpose of providing its members with any number of aircraft for their personal use and enjoyment only. Aircraft must be vested in the name of the club or owners on a pro-rata share. 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 club qualifies as an individual under the grant assurances and, as such, has the right to fuel and maintain the aircraft with its members. The sponsor has the right to require the club to furnish documents such as insurance policies, and maintain a current list of members as reasonably necessary to ensure that the club is a nonprofit organization rather than an FBO masquerading as a flying club.

B. Minimum Standards

- Flying Clubs must meet the strict definition of the FAA and provide a list of members to the Owner with no less than two annual updates. The Flying Clubs shall provide an emergency contact person and phone number. In no event shall Flying Club aircraft be used to perform commercial aeronautical services.

FBO's Subleasing From Another FBO or SASO

- Prior to finalizing an agreement, the lessee and sub lessee shall obtain the written approval of the Owner for the business proposed. Said sublease shall define the type of business and service to be offered by the sub lessee. The sub lessee SASO shall meet all of the Minimum Standards established by the Owner for the categories of services to

be furnished by the SASO. The Minimum Standards may be met in combination between lessee and sub lessee. The sublease agreement shall specifically define those services to be provided by the lessee to the sub lessee that shall be used to meet the standards.

Environmental

- Any FBO, SASO, person, party, firm or corporation operating on this airport must comply with all federal, state and local environmental requirements as they exist and may be amended from time-to-time.

Restrictions on Self Service

Where no attempt has been made to perform services for others, aircraft owners shall be permitted to fuel, wash, repair, paint and otherwise take care of their own aircraft, subject to compliance with all applicable laws, Rules and Regulations, and in accordance with FAA guidelines in 14 CFR Part 43. To unreasonably restrict such activity by the Rules and Regulations would be a violation of Federal Grant Assurances. Therefore, servicing one's owned aircraft is not an aeronautical activity that can be preempted by the airport sponsor. However, the airport sponsor is under no obligation to permit aircraft owners to allow on the airport any equipment, personnel or practices which would be unsafe, unsightly, detrimental to the public welfare, or which would affect the efficient use of airport facilities by others. This means that Rules and Regulations may be adopted that could restrict an aircraft owner desiring to perform self-service from storing his fueling equipment and apparatus, painting equipment and supplies, repair equipment, etc. on airport land in the interest of safety and environmental concerns (public welfare) not to mention the fact that the storage of such equipment may present a fire hazard and be unsightly. Unless the aircraft owner is in a position to meet such standards with his own equipment and employees, his right to service his owned aircraft does not override the prerogative of the airport owner to control the sources of providing fueling and other aeronautical services.

Minimum Requirements for a Business Plan

- All services that will be offered should be listed and confirmation of all required certification provided.
- Amount of land or building space desired to lease.
- Building space that will be constructed and the site and floor plan proposed.
- Number of aircraft that will be provided for each service being offered.
- Equipment and special tooling to be provided.
- Number of persons to be employed.
- Short resume for each of the owners (5% or more equity) and financial backers and supervisory personnel.
- Short resume of the manager of the business (if different from "g" above) including this person's experience and background in managing a business of this nature.
- Periods (days and hours) of proposed operation including a proposed holiday schedule.
- Amounts and types of insurance coverage to be maintained (can be no less than the minimums required by the Owner's standards).
- Financial projections for the first year by quarter and the succeeding 4 years annualized.
- Methods to be used to attract new business (advertising and incentives).
- Amenities to be provided to attract business.
- Plans for physical expansion, if business should warrant such expansion.

APPENDIX A – FAA AIRPORT SPONSOR GRANT ASSURANCES

22. Economic Nondiscrimination.

a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.

b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to- (1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and (2) charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.

d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.

e. Each air carrier using such airport (whether as a tenant, non tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non tenants and signatory carriers and non signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.

f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation 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 fueling] that it may choose to perform.

g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.

h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights. It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and

b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport.

It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity,

repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure. It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

APPENDIX B – FAR, PART 43

Federal Aviation Regulation

Part 43 MAINTENANCE, PREVENTIVE MAINTENANCE, REBUILDING, AND ALTERATION

Appendix A--Major Alterations, Major Repairs, and Preventive Maintenance

Sec. A43.1

(c) ***Preventive maintenance.*** Preventive maintenance is limited to the following work, provided it does not involve complex assembly operations:

- (1) Removal, installation, and repair of landing gear tires.
- (2) Replacing elastic shock absorber cords on landing gear.
- (3) Servicing landing gear shock struts by adding oil, air, or both.
- (4) Servicing landing gear wheel bearings, such as cleaning and greasing.
- (5) Replacing defective safety wiring or cotter keys.
- (6) Lubrication not requiring disassembly other than removal of nonstructural items such as cover plates, cowlings, and fairings.
- (7) Making simple fabric patches not requiring rib stitching or the removal of structural parts or control surfaces. In the case of balloons, the making of small fabric repairs to envelopes (as defined in, and in accordance with, the balloon manufacturers' instructions) not requiring load tape repair or replacement.
- (8) Replenishing hydraulic fluid in the hydraulic reservoir.
- (9) Refinishing decorative coating of fuselage, balloon baskets, wings tail group surfaces (excluding balanced control surfaces), fairings, cowlings, landing gear, cabin, or cockpit interior when removal or disassembly of any primary structure or operating system is not required.
- (10) Applying preservative or protective material to components where no disassembly of any primary structure or operating system is involved and where such coating is not prohibited or is not contrary to good practices.
- (11) Repairing upholstery and decorative furnishings of the cabin, cockpit, or balloon basket interior when the repairing does not require disassembly of any primary structure or operating system or interfere with an operating system or affect the primary structure of the aircraft.
- (12) Making small simple repairs to fairings, nonstructural cover plates, cowlings, and small patches and reinforcements not changing the contour so as to interfere with proper air flow.
- (13) Replacing side windows where that work does not interfere with the structure or any operating system such as controls, electrical equipment, etc.
- (14) Replacing safety belts.
- (15) Replacing seats or seat parts with replacement parts approved for the aircraft, not involving disassembly of any primary structure or operating system.
- (16) Trouble shooting and repairing broken circuits in landing light wiring circuits.
- (17) Replacing bulbs, reflectors, and lenses of position and landing lights.
- (18) Replacing wheels and skis where no weight and balance computation is involved.
- (19) Replacing any cowling not requiring removal of the propeller or disconnection of flight

controls.

(20) Replacing or cleaning spark plugs and setting of spark plug gap clearance.

(21) Replacing any hose connection except hydraulic connections.

(22) ~~Replacing prefabricated fuel lines.~~

(23) Cleaning or replacing fuel and oil strainers or filter elements.

(24) Replacing and servicing batteries.

(25) Cleaning of balloon burner pilot and main nozzles in accordance with the balloon manufacturer's instructions.

(26) Replacement or adjustment of nonstructural standard fasteners incidental to operations.

(27) The interchange of balloon baskets and burners on envelopes when the basket or burner is designated as interchangeable in the balloon type certificate data and the baskets and burners are specifically designed for quick removal and installation.

(28) The installations of anti-misfueling devices to reduce the diameter of fuel tank filler openings provided the specific device has been made a part of the aircraft type certificate data by the aircraft manufacturer, the aircraft manufacturer has provided FAA-approved instructions for installation of the specific device, and installation does not involve the disassembly of the existing tank filler opening.

(29) Removing, checking, and replacing magnetic chip detectors.

(30) The inspection and maintenance tasks prescribed and specifically identified as preventive maintenance in a primary category aircraft type certificate or supplemental type certificate holder's approved special inspection and preventive maintenance program when accomplished on a primary category aircraft provided:

(i) They are performed by the holder of at least a private pilot certificate issued under part 61 who is the registered owner (including co-owners) of the affected aircraft and who holds a certificate of competency for the affected aircraft (1) issued by a school approved under Sec. 147.21(e) of this chapter; (2) issued by the holder of the production certificate for that primary category aircraft that has a special training program approved under Sec. 21.24 of this subchapter; or (3) issued by another entity that has a course approved by the Administrator; and

(ii) The inspections and maintenance tasks are performed in accordance with instructions contained by the special inspection and preventive maintenance program approved as part of the aircraft's type design or supplemental type design.

(31) Removing and replacing self-contained, front instrument panel-mounted navigation and communication devices that employ tray-mounted connectors that connect the unit when the unit is installed into the instrument panel, (excluding automatic flight control systems, transponders, and microwave frequency distance measuring equipment (DME)). The approved unit must be

designed to be readily and repeatedly removed and replaced, and pertinent instructions must be provided. Prior to the unit's intended use, an operational check must be performed in accordance with the applicable sections of part 91 of this chapter.

(32) Updating self-contained, front instrument panel-mounted Air Traffic Control (ATC) navigational software data bases (excluding those of automatic flight control systems, transponders, and microwave frequency distance measuring equipment (DME)) provided no disassembly of the unit is required and pertinent instructions are provided. Prior to the unit's intended use, an operational check must be performed in accordance with applicable sections of part 91 of this chapter.