

**GREENVILLE-SPARTANBURG  
AIRPORT DISTRICT**



**MINIMUM STANDARDS  
FOR COMMERCIAL  
AERONAUTICAL SERVICE PROVIDERS**

**Adopted: June 24, 2019**

**Revised: July 11, 2022**

## Table of Contents

<b>Section 1 – Preamble and Policy</b> .....	4
<b>Section 2 - Definitions</b>	
2.1 Aircraft.....	6
2.2 General.....	7
2.3 Governmental.....	8
2.4 Fueling.....	9
2.5 Lease & Agreement.....	9
2.6 Services.....	10
2.7 Infrastructure.....	11
<b>Section 3 - Minimum Standards for Specialized Aviation Service Operations (SASOs)</b> .....	12
<b>Section 4 – Applications and Qualifications</b> .....	15
<b>Section 5 – Action of Application</b> .....	16
<b>Section 6 – Aircraft Sales</b> .....	18
<b>Section 7 – Aircraft Airframe, Engine &amp; Accessory, Maintenance &amp; Repair</b> .....	19
<b>Section 8 – Aircraft Lease and Rental</b> .....	21
<b>Section 9 - Flight Training</b> .....	22
<b>Section 10 - Avionics, Instruments, or Propeller Repair Stations</b> .....	23
<b>Section 11 - Aircraft Charter and Air Taxi</b> .....	24
<b>Section 12 - Aircraft Storage</b> .....	25
<b>Section 13 - Specialized Commercial Flying Services</b> .....	26
<b>Section 14 - Multiple Services</b> .....	28
<b>Section 15 - Flying Clubs</b> .....	29
<b>Section 16 - SASOs Subleasing from another Commercial SASO</b> .....	30

**Section 17 - Commercial Air Carrier Line Maintenance Services.....31**

**Section 18 – Commercial Air Carrier Line Maintenance Services .....32**

**Section 19 – Commercial All Cargo Aircraft Ground Handling Services.....33**

**Section 20 – Fixed Base Operator (FBO).....35**

  

**APPENDIX 1 Minimum Insurance Policy Limits (SASO).....36**

**APPENDIX 2 Minimum Requirements for a Business Plan.....38**

## **Section 1 - Preamble and Policy**

These Minimum Standards for Commercial Aeronautical Service Providers ("Minimum Standards") have been formulated and adopted by the Greenville-Spartanburg Airport District (the "District") for the Greenville-Spartanburg International Airport, hereinafter referred to as "Airport". This supersedes all previous documents of its kind and was officially adopted on June 24, 2019.

These Minimum Standards are intended to be the minimum threshold entry requirements for those wishing to provide commercial aeronautical services to the public and to ensure 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 Airport, facilities that currently exist at the Airport, services being offered at the Airport, and the future development planned for the Airport, and to promote fair competition. 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 Airport patrons and enhances the public interest by both encouraging growth of business at the Airport and discouraging substandard operations.

These standards were developed in accordance with the Federal Aviation Administration ("FAA") Advisory Circular 150/5190-7, dated August 28, 2006. The Airport will annually review and regularly update this document as necessary as required by activities on the Airport or as regulations are changed. Any existing commercial aeronautical service provider currently under a fully executed and approved lease will not be required to meet the standards until at such time that the service provider's lease with the Airport is modified, renewed, or a change in the service provider's ownership of 51 percent or more occurs.

These Minimum Standards shall apply to all Commercial Aeronautical Service Providers, with the exceptions noted below. These Minimum Standards do not apply to:

- The District itself;
- Certificated air carriers providing scheduled passenger and/or cargo service operating under a separate lease and/or agreement with the Airport;
- Non-aeronautical commercial service providers such as restaurants, rental cars, concessions, taxis, Airport shuttles, etc., located on or otherwise serving the Airport;
- Non-commercial Airport tenants, including private aircraft owners and operators operating under 14 CFR Part 91, except as noted below;

- Aircraft operators and service providers that are not based at the Airport but that use the Airport on a transient or itinerant basis and comply with all other applicable rules, regulations, and procedures of the District.

## **Section 2 - Definitions**

### **2.1 - Aircraft**

(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 Air 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 pursuant to 14 CFR Part 135.

(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 President/CEO 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 operate at 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 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.

## 2.2 - General

(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 - the Greenville-Spartanburg International Airport, and all 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 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, navigational 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 that 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, District, board, agency or instrumentality of the United States, the State of South Carolina, 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.

(12) Rules and Regulations - shall mean the Rules and Regulations of the Airport as adopted by the District.

## **2.3 - Governmental**

(1) District - The Greenville-Spartanburg Airport Commission, which is the governing body for the Greenville-Spartanburg Airport District, the owner and operator of the Airport, established by a Statute of the State of South Carolina creating the Greenville-Spartanburg Airport District as an airport district and political subdivision of the State of South Carolina.

(2) President/CEO - The designated individual or duly authorized individual appointed by the District to administer and manage all operations of the Airport and Airport facilities, and to supervise all Airport projects.

(3) 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.

(4) 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).

(5) State - the State of South Carolina.



(6) TSA - The Transportation Security Agency.

## **2.4 – Fueling**

(1) Aircraft Fueling Vehicle - any vehicle used by the FBO for the transportation, delivery and dispensing of Aircraft Fuel.

(2) 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.

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

(4) Self-Service 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.

## **2.5 - Lease and Agreements**

(1) Lease - the written contract between the District 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 District, stating the terms and conditions under which a third-party Operator leases space from a Lessee (“Sublessee”) for the purpose of providing aeronautical services at the Airport.

(3) Agreement - the written agreement between the District 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 District 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.

## **2.6 - Services**

(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") - - the District has elected to utilize its Exclusive Right as permitted by FAA to provide this service(s) at the Airport.

(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 Operations ("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, Airframe and Power Plant Maintenance, Air Charter or Air Taxi, Aircraft Sales, Avionics Sales and Maintenance, Aircraft Rental, and Sales, and Aircraft Storage. SASOs are not permitted to provide Fueling services.

## **2.7 - Infrastructure**

(1) Aircraft Operations Area ("AOA") - The AOA is considered a restricted area and is established for safety and security reasons. Except for passengers enplaning or deplaning aircraft, the general public is prohibited from the AOA unless escorted by

an authorized employee of the District or a tenant. The general public is also prohibited from all other areas of the Airport posted as being a restricted area.

(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 District for the parking of vehicles.

### **Section 3 - Minimum Standards for Specialized Aviation Service Operations (SASOs)**

The following shall apply to all prospective aeronautical service providers wishing to become a SASO at the Airport.

(1) Leases shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold.

(2) A person shall have such business background and shall have demonstrated his/her business capability to the satisfaction of, and in such manner as to meet with the approval of the District.

(3) Any prospective entity seeking to conduct Commercial Aeronautical Activity at the Airport should demonstrate in writing and notarized financial detail that they have adequate resources to realize the business objectives agreed to by the District and the applicant.

(4) The prospective 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 District. The schedule may be reduced during major holidays, as approved by the District.

(5) All prospective SASOs shall demonstrate to the District's satisfaction evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation. A SASO 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 Airport. Such policies shall not be less than the amounts listed in APPENDIX 1; however, in all cases, must meet the statutory requirements of applicable governmental agencies and be approved in writing by the District.

(6) Each SASO shall have in its employ, and on duty during required operating hours, trained personnel in such numbers as are required to meet the Minimum Standards in an efficient manner for each aeronautical service being performed.

(7) SASOs shall not engage in any Commercial Aeronautical Activity or service on the Airport premises without first obtaining a Lease, Permit, or Agreement from the District in accordance with specifications established by the District. All persons conducting Commercial Aeronautical Activities at the Airport shall, as a condition of conducting such activities, required to comply with the provisions contained in the minimum standards adopted by the District as modified from time to time, unless any such provisions are expressly waived or modified by the District in writing. The mere omission of any particular minimum standard in a Lease, license, permit, or

Agreement shall not constitute a waiver or modification of the Minimum Standards unless the document expressly states that the District waives application of that standard.

(8) SASOs shall not engage in any Commercial Aeronautical Activity not specifically authorized by the District.

(9) SASOs shall follow all security regulations and requirements established by the Federal government, State government, local government and the District. In addition, the District reserves the right to require that principal officers of a SASO, regardless of level of involvement in the actual operation of the SASO, and any employee of the SASO with direct, unescorted access to any building, aircraft parking apron, taxiway, runway, or any other facility inside the secured perimeter fence or facility providing access to the airfield at the Airport submit to a criminal history records check ("CHRC"), including fingerprinting, at the expense of the SASO. The District may suspend the authority of a SASO to conduct business at the Airport if the results of the CHRC indicate that the individual poses a threat to the Airport, local community, State or nation.

(10) Commercial Aeronautical Activities not addressed in these Minimum Standards will be addressed by the District on a case-by-case basis in the SASO's written Lease, license, permit or Agreement.

(11) The District may waive or modify any portion of these Minimum Standards for the benefit of a governmental agency performing non-profit public services, fire protection, or emergency response operations or when it is determined that such waiver is in the best interest of the public and will not result in unjust discrimination against other Commercial Operators at the Airport.

(12) The District as a matter of policy does not allow any "through-the-fence" operations. The District intends to maintain the position of no "through-the-fence" operations in the future.

(13) The President/CEO, or his/her designee, with the approval of the District, may make revisions and amendments to these Minimum Standards when business conditions at the Airport require and when necessary to comply with FAA, TSA, or other governmental regulations.

(14) The District has established these Minimum Standards for the Airport with the intent of providing fair and reasonable rules to govern the conduct of Commercial Aeronautical Activity on the Airport. It is the intent of the District to provide consistent, uniform, and fair enforcement of these Minimum Standards to accomplish the District's goals and promote successful commercial business operations at the Airport. The President/CEO is responsible for and is hereby empowered to enforce these Minimum Standards.

(15) In the event of a direct conflict between these Minimum Standards and any Agreement entered into prior to the Effective Date, the Agreement shall govern to the extent of such conflict. The Minimum Standards are not intended to alter or change rights of any party under any Agreement in effect prior to the Effective Date of these Minimum Standards.

## **Section 4 - Application and Qualifications**

Demonstration of intent to conduct a Commercial Aeronautical Activity at the Airport shall be by application to the District. The written application shall contain the minimum:

- (1) The proposed nature of the business. A business plan may be used to express the proposed nature of the business. (See a business plan outline in 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 Airport 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 Districts, 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 the District 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 District may require.

## **Section 5 - Action on Application**

The District will furnish a copy of these Minimum Standards to any applicant wishing to establish a SASO on the Airport who shall make application in writing to the District setting forth in detail the information contained in Section D hereof, Application and Qualifications. All applications will be reviewed and acted upon by the District within ninety (90) days from the receipt of the application. Applications may be denied for one or more of 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 Airport.
- (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 TSA 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 on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to an existing tenant or SASO, or will result in depriving, without the proper economic study, an existing tenant or SASO 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 and Regulations of the Airport, or the rules and regulations of any other Airport, Federal Aviation Regulations, or TSA regulations.
- (10) Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the District 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 District to provide and maintain the business to which the application relates and to promptly pay amounts due under the SASO lease.

(12) The applicant does not have the finances necessary to conduct the proposed operation.

(13) The applicant has committed any crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the SASO operation applied for.

## **Section 6 - Aircraft Sales**

### Statement of Concept

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 entities 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.

### Minimum Standards

(1) A 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 SASO shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The SASO who is in the business of selling new aircraft shall have available a representative example of the product.

(2) A SASO shall have in his employ, on duty during 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 to provide check ride pilots for aircraft sold.

(a) SASO shall operate the service in a minimum of five hundred (500) square feet of office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms. Operator must lease or sublease a minimum 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.

(b) 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.

(c) Keep premises open and services available a minimum of nine (9) hours daily, five (5) days a week.

## **Section 7 - Aircraft Airframe, Engine and Accessory Maintenance and Repair**

### Statement of Concept

An aircraft airframe, engine and accessory maintenance and repair SASO provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft up to annual inspections. This SASO may include all types of piston and turbine aircraft, business Jet aircraft and helicopters. This category shall also include the sale of aircraft parts and accessories.

### Minimum Standards

(1) The SASO shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.

(2) The SASO shall have in its 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.

(a) Operate the service from a minimum of twelve thousand (12,000) square feet of ventilated hangar and shop space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.

(b) Employ and have on-duty a minimum of two (2) FAA certified technicians who possess an airframe, power plant, or aircraft inspector rating, or the maintenance facility must be certified under 14 CFR Part 145.

(c) Keep premises open and services available a minimum of nine (9) hours daily, five (5) days a week. A technician shall also be available on-call twenty-four (24) hours a day, seven (7) days a week 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 as approved by the District.

(d) Provide equipment, supplies and parts required for aircraft airframe, power plant, inspection, tire, battery, oxygen, and other routine aircraft maintenance functions.

(e) Provide a waste oil receptacle within the immediate vicinity of the hangar(s). This receptacle shall be capable of holding a minimum of fifty (50) gallons, have secondary containment protection and be emptied at regular intervals and be in compliance with all regulatory requirements as

now or hereafter amended.

## **Section 8 - Aircraft Lease and Rental**

### Statement of Concept

An Aircraft lease and rental SASO engages in the rental or lease of Aircraft to the public.

### Minimum Standards

#### Aircraft:

(1) The 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 Flight Rules ("IFR").

(a) SASO shall operate the service in a minimum five hundred (500) square feet of office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms. Arrange for or lease ramp or hangar space for Aircraft available for lease or rental.

(b) Employ and have on duty at least two (2) persons having a current commercial pilot certificate with appropriate ratings, including instructor rating.

(c) Keep premises open and services available a minimum of nine (9) hours daily, seven (7) days a week.

## **Section 9 - Flight Training**

### Statement of Concept

A flight training 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 and preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

### Minimum Standards

(1) The SASO shall have available for use in flight training, either owned or under written lease to SASO, 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 IFR conditions.

(2) The SASO shall have, on a full-time basis, at least two flight instructors who have been properly certificated by the FAA to provide the type of training offered.

(a) SASO shall operate the service from a minimum of five hundred (500) square feet of classroom and office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.

(b) A minimum of one certified flight instructor shall be on duty during business hours and one shall be available on call.

(c) Flight training operations shall include 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.

(d) Keep premises open and services available a minimum of nine (9) hours daily, seven (7) days a week.

## **Section 10 - Avionics, Instruments or Propeller Repair Station**

### Statement of Concept

An avionics, instrument, or propeller repair station SASO 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 SASO shall hold the appropriate repair station certificates issued by FAA for the types of equipment it plans to service and/or install.

### Minimum Standards

(1) The SASO shall have in its 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.

(a) SASO shall operate the service from a minimum of five thousand (5,000) square feet of ventilated hangar and shop space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.

(b) Employ and have on-duty during business hours a minimum of two (2) persons, at least one (1) of which shall be an FAA certified radio, instrument or propeller technician.

(c) Keep premises open and services available a minimum of nine (9) hours daily, five (5) days a week.

(d) Provide equipment, supplies and parts required for avionics work.

## **Section 11 - Aircraft Charter and/or Air Taxi**

### Statement of Concept

An unscheduled or scheduled Air Charter or Air Taxi 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.

### Minimum Standards

(1) The SASO shall provide, either owned or under written lease to the SASO, not less than one (1) certified and airworthy single engine, four-place aircraft and one multi-engine aircraft, both of which must be certificated for IFR operations. Such SASO shall have and display a current FAR Part 135 Certificate.

(2) The 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 two (2) persons who are FAA certified commercial pilots and otherwise appropriately rated to permit the flight activity offered by SASO. This SASO shall operate from the following type facilities:

(a) SASO shall operate the service from a minimum of five hundred (500) square feet of office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.

(b) Keep premises open and services available a minimum of nine (9) hours daily, five (5) days a week.



## **Section 12 - Aircraft Storage**

### Statement of Concept

An aircraft storage SASO engages in the rental of conventional hangars.

### Minimum Standards

(1) The conventional hangar SASO shall have its facilities available for the tenant's aircraft removal and storage on a continuous basis.

(2) The SASO shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment. To include:

- (a) Universal tow bars
- (b) Aircraft tug or aircraft power tow
- (c) Aircraft chocks and oil drip pans

(3) The SASO shall provide a 24-hour on call number for emergencies to the Airport and to the hangar tenants.

(4) A current list of tenants will be provided to the Airport on a quarterly basis.

(5) The SASO must provide and maintain restroom facilities for their tenants.

(6) The SASO must provide two parking spaces for each aircraft stored.

(7) Provide a waste oil receptacle within the immediate vicinity of the hangar(s). This receptacle shall be capable of holding a minimum of fifty (50) gallons, have secondary containment protection and be emptied at regular intervals and be in compliance with all regulatory requirements as now or hereafter amended.

(8) Lease the necessary amount of land to accommodate the proper quantity and required size of hangars. The minimum land area shall be at the sole discretion of the District and shall be dependent upon the number and size of hangars proposed.

(9) The SASO shall make hangar operator contact name and phone numbers, hangar availability, and rental rates known to prospective customers via posted informational sign inside the SASO's leased area. A separate leased area is not required for this purpose.

(10) The SASO shall rent hangars primarily for aircraft storage purposes. Each based aircraft stored within the aircraft stored within the SASO's hangar facilities must comply with the Rules and Regulations of the Airport.

## **Section 13 - Specialized Commercial Flying Services**

### Statement of Concept

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

- (a) Non-stop sightseeing flights that begin and end at the same airport.
- (b) Aerial photography or survey.
- (c) Power line or pipe line patrol.
- (d) Aircraft management.
- (e) Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations.

### Minimum Standards

(1) The SASO shall lease from the Airport or the FBO a building sufficient to accommodate all activities and operations proposed by the SASO but not less than the level stated below. The minimum areas in each instance shall be subject to the approval of the District. All SASOs shall demonstrate that they have the availability of aircraft suitably equipped for the particular type of operation they intend to perform.

(2) The SASO shall base at the Airport not less than one certified and airworthy Aircraft meeting all Federal and State requirements and regulations with respect to the type of operation to be performed.

(3) The District shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed on a case by case basis. The minimum requirements shall be applicable to all operations of a similar nature. All SASOs will, however, be required to maintain the Aircraft Liability Coverage as set forth for all SASOs included in Appendix 1 hereto.

(4) The 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 including at least one FAA rated pilot for the Aircraft to be used and type of operation to be performed.

(5) The SASO must provide, by means of an office or a telephone, a point of contact for the public desiring to use the SASO's services.

- (a) Operate the service from a minimum of five hundred (500) square feet of office

space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.

(b) Keep premises open and services available a minimum of nine (9) hours daily, five (5) days a week.

## **Section 14 - Multiple Services**

### Statement of Concept

Multiple services SASOs engages in any two or more of the aeronautical services for which Minimum Standards have been herein provided.

### Minimum Standards

- (1) The 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 SASO except aircraft used for crop dusting, aerial application, or other commercial use of chemicals.
- (2) The SASO shall provide the facilities, equipment and services required to meet the Minimum Standards as herein provided for all aeronautical service the SASO is performing. If Minimum Standards are inconsistent with the Minimum Standard for another activity, then the Minimum Standard that is stricter or imposes a higher standard shall apply.
- (3) The SASO shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all aeronautical services being performed by SASO.
- (4) The SASO shall have in its 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 SASO is performing as herein provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the SASO.

## **Section 15 - Flying Clubs**

### Statement of Concept

A Flying Club is 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 Flying Club may not derive greater revenue from the use of the Aircraft than the cost to operate, maintain, and replace the Aircraft.

### Minimum Standards

(1) The SASO will maintain a current list of all members with addresses, telephone numbers and investment share held by each member.

(2) When requested by the President/CEO, a Flying Club will make available for inspection club membership lists, club bylaws and rules and a listing of club aircraft models and registration numbers.

(3) A Flying Club's aircraft shall not be used by other than bona fide members for rental and by no one for hire. Student instruction may be given in club aircraft to club members provided such instruction is given on a non-commercial basis or by an FBO providing flight training under written Lease with the District in accordance with the District's rules and Regulations and Minimum Standards.

## **Section 16 - SASOs Subleasing from Another Commercial SASO**

Prior to executing an Agreement or Sublease, the Lessee and proposed Sublessee shall obtain the written approval of the District for the SASO business proposed which approval may be withheld. Said Sublease shall define the type of business and service to be offered by the Sublessee.

Any Sublessee shall meet all the Minimum Standards established by the District for the categories of services to be furnished. 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 Minimum Standards.

A SASO subleasing an activity to another SASO shall not also engage in that same activity except upon a separate Permit issued by District for that purpose.

## **Section 17 – Commercial Passenger Air Carrier Line Maintenance Services**

### Statement of Concept

A Commercial Air Carrier Line Maintenance Services SASO is a person, firm, corporation, or other entity that provides routine and non-routine line maintenance in accordance with an Air Carrier's instructions and procedures. These SASOs are mobile and often provide their services from a step van that is a well-equipped mobile workshop.

### Minimum Standards

- (1) The SASO's actual facilities will depend on the services rendered to the Air Carrier and the availability of space at the Airport. Equipment parking needs will likewise be handled individually. However, due to the limited space for equipment and vehicle parking airside, all vehicles are to be removed from all airside locations between service calls.
- (2) Unless otherwise supplied by the Air Carrier, the SASO shall provide all tools and equipment required to perform the services outlined in the SASO's contract with the Air Carrier.
- (3) The SASO will provide certification from the Air Carrier to the District in writing that the SASO is qualified and properly trained to perform the services required.
- (4) The SASO shall provide services in a timely manner during the hours specified by the Air Carrier.
- (5) The SASO shall have in its employ, and on duty during the appropriate business hours, sufficiently trained personnel to meet the Air Carrier's requirements.
- (6) The SASO shall have a duly appointed supervisor during business hours with the authority to represent and act for and on the behalf of the SASO.
- (7) All employees will be in uniform with the name of the company prominently displayed.
- (8) The SASO shall provide the District with a signed copy of all agreements or contracts with an airline(s) serving the Airport.
- (9) The SASO shall advise the District within five (5) working days of any changes in their agreement(s) or contract(s) with any airline(s).

## **Section 18 – Commercial Cargo Air Carrier Line Maintenance Services**

### Statement of Concept

A Commercial Cargo Air Carrier Line Maintenance Services SASO engages in line maintenance for scheduled or unscheduled air cargo carrier aircraft operating at the Airport.

### Minimum Standards – Single Airline or Aircraft Operator:

- (1) The SASO shall provide not less than one (1) qualified and certified employee to work on the airline or aircraft operator's specific aircraft operating at the Airport.
- (2) The SASO shall have all the necessary equipment and tools to work on the specific aircraft operating at the Airport.

### Minimum Standards – Multiple Airlines or Aircraft Operators:

- (1) The SASO shall operate the service from a minimum of five hundred (500) square feet of space on the Airport.
- (2) The SASO shall provide not less than one (1) qualified and certified employee on duty either at the Airport or on call in accordance with the hours of operation.
- (3) The SASO shall have all the necessary equipment and tools to work on commercial aircraft scheduled to the Airport.
- (4) The SASO shall have on-airport personnel from the hours 4:30 a.m. to midnight daily and be able to respond within 30 minutes of a call to the airport between the hours of midnight and 4:30 a.m. daily.



## **Section 19 - Commercial All Cargo Aircraft Ground Handling Services**

### Statement of Concept

A Commercial All Cargo Aircraft Ground Handling Services SASO engages in commercial cargo ground handling services on scheduled or unscheduled cargo aircraft operating at the Airport.

### Minimum Standards

(1) The SASO shall operate the service from a minimum of forty thousand (40,000) square feet of warehouse space and three thousand (3,000) square feet of office on the Airport.

(2) The SASO shall provide sufficient trained staffing at the Airport during the hours of operation with following certifications:

- DG Cat 6
- ISAGO or airline training
- ACMR

(3) The SASO shall have all of the necessary equipment and tools to service commercial cargo aircraft scheduled to the Airport, excluding into-plane delivery of fuel that will be provided by the FBO. However, at a minimum, the SASO shall have the following equipment on-airport:

- (2) 75,000 lb. DBP pushback tractors
- (5) 5,000 lb. DBP tow tractors
- (50) PMC/PAG compatible cargo dollies
- (10) PGA/PRA compatible cargo dollies
- (2) baggage carts
- (50) PMC/PAG static racks
- Dolly height transfer deck system with landside roller bed loading/unloading capability
- Widebody aircraft belt loaders
- (2) loaders capable of servicing main and lower decks of a widebody freighter aircraft
- (2) 2-ton forklifts
- (1) 5-ton forklifts
- (1) 10-ton forklifts
- 7.5-ton 10' cargo pancake scale
- (1) 15-ton 20' cargo pancake scale
- Dual plug 120 KVA GPU
- 270 PPM ASU
- A/C cart
- (1) lavatory cart

- Potable water cart
- (2) de-icing trucks
- Widebody aircraft crew stairs
- Narrow body aircraft crew stairs
- B-747 tailstand
- B-747 towbars
- B-737 towbars
- B-777/767 towbars
- B-727 towbar
- MD-11/DC-10 towbar
- A-330/340 towbar

(4) The SASO shall have on-airport warehouse personnel from the hours 6:00 a.m. to 10:00 p.m. daily and provide ramp service hours 24 hours per day.

## **Section 20 – Fixed Base Operator (FBO)**

District has elected to utilize its Exclusive Right as permitted by FAA to provide this service(s) at the Airport.

## Appendix 1

Minimum Insurance Policy Limits for SASO's (Risk analysis to be determined by the District's Risk Management Department)

Type of Insurance	Minimum Limits	When Needed
Aircraft Liability	Risk Analysis	Owned or leased aircraft
Workers' Compensation	Statutory	Statutory
Non-owned Aircraft	Risk Analysis	flying non-owned aircraft
Airport Premises Liability	Risk Analysis	Airport premises are leased by tenant
Products & Completed Ops	Risk Analysis	Aircraft repair or service fuel and oil sales, aircraft sales, avionics repair, aircraft parts sales, and manufacturing.
Builder Risk	Risk Analysis	Construction projects
General Liability Including Contractual Liability	Risk Analysis	Hold harmless and indemnification agreement is included in a lease.
Hangar Keepers Liability	Risk Analysis	Non-owned aircraft are in the care, custody or control of the tenant while on the ground
Property Insurance	Replacement Value	Covers physical damage of lease hold premises damage to premises leased from the airport.
Automobile Liability	Statutory minimum	Owned and non-owned licensed vehicles are driven on the airport premises.
Environmental	Risk Analysis	Investigate State and Federal

Each SASO shall maintain the types and amounts of insurance as specified in the lease or agreement to adequately cover the respective categories of aeronautical services provided and to meet all District insurance requirements. Each SASO shall at all times maintain the following applicable types of insurance reflecting minimum coverages of \$5,000,000.00 per occurrence: commercial general liability, personal injury, contractual liability, automotive liability, aircraft liability, hangar keeper's liability, products-completed operations liability, and environmental clean-up liability insurance.

Each SASO shall maintain at all times fire and extended property coverage for all improvements and fixtures on SASO premises in an amount not less than the full replacement cost of same improvements and fixtures. In addition, each SASO shall maintain at all times the amount of workman's compensation insurance as required by State law. All insurance standards are minimums only and actual requirements may be adjusted by the District according to the scope of services provided by a SASO.

Each SASO shall provide the District with a certificate of insurance annually. All insurance policies shall contain indemnification and hold harmless language that covers the District,

Airport and its employees, as additional insured with respect to liability arising from activities performed by or on behalf of the SASO.

## **Appendix 2**

### Minimum Requirements for a Business Plan:

1. List all services that are proposed to be offered.
2. Details on the 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 (see requirements in Minimum Standards).
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.