



STAFFORD REGIONAL AIRPORT
MINIMUM STANDARDS
FOR
PROVIDING AERONAUTICAL SERVICES
TO THE PUBLIC

Adopted by the Stafford Regional Airport Authority February 8, 2000

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1.00 MINIMUM STANDARDS FOR PROVIDING AERONAUTICAL SERVICES TO THE PUBLIC

1.01 PURPOSE

These regulations prescribe minimum standards for providing aeronautical services to the public at Stafford Regional Airport. The purpose of the Minimum Standards is to provide for a minimum level of service for the public and by no means implies a right to provide services.

1.02 INTRODUCTION

Prudent and proper administration requires that standards establishing the minimum acceptable qualifications of participants, level and quality of service, and other conditions which will be required of those proposing to provide Aeronautical Services to the public at the Airport be adopted. The requirement to impose standards on those proposing to provide aeronautical services to the public at Stafford Regional Airport is in the public interest. This requirement provides protection from irresponsible, unsafe or inadequate service.

The adoption and enforcement of such standards insures that the commercial operator is reasonably fit, willing and able to discharge both its service obligations to its patrons and its economic obligations to the airport community, and thereby protects the aviation user, the public and the airport community. Standards thus established and applied promote economic stability by discouraging unqualified applicants and fostering the level of services desired by the public and the Stafford Regional Airport Authority.

1.03 POLICY REGARDING THE CONDUCT OF AN AERONAUTICAL SERVICE

It is the policy of the Stafford Regional Airport Authority to extend the opportunity for providing an aeronautical service to the public to any entity meeting the Authority's published standards for that service, subject to availability of suitable space at the Airport to conduct such activities. The Stafford Regional Airport Master Plan provides the basis for determining whether suitable space is available.

1.04 GENERAL INFORMATION

A. Application:

1. Application to perform aeronautical services must be made in accordance with these Minimum Standards and signed by all parties owning an interest in the business including each partner, director, or corporate officer.

2. The original application, together with all required documentation, shall be submitted to:

**Stafford Regional Airport Authority
P.O. Box 370
Stafford, Virginia 22555-0370**

3. Applicants shall furnish the following supporting documents as evidence of organizational and financial capability to provide the proposed activities:

a. Business Plan - a written proposal detailing the nature of the proposed aeronautical activity, space and facility requirements and the proposed location on the Airport.

b. Financial Statement - a current financial statement prepared in accordance with standard accounting principles by a certified public accountant (CPA). Applicant must submit a report from all principals for a corporation or partnership. The Airport shall be entitled to consider the financial statement in evaluating the applicant's financial ability to provide reasonable, safe and adequate aeronautical services to the public.

c. Credit Report - a current credit report covering all business activities in which the applicant has participated within the past ten years. Applicant must submit a report for all principals for a corporation or partnership.

d. Letter of Credit - a current letter of credit in the amount of \$25,000 in a form acceptable to the Stafford Regional Airport; conditioned on the faithful performance of an agreement such letter shall remain in effect for the duration of the lease term.

e. Release - a written and signed authorization for the FAA and all aviation/aeronautical commissions, administrators, and departments of all states in which the applicant has engaged in aviation business to release information regarding the applicant and/or

business operations. Applicant shall execute such forms, releases or discharges as may be required by those agencies.

- f. Personnel - a listing, with resumes, of key personnel to be assigned to the Stafford Regional Airport along with a description of their duties and responsibilities.

1.04 GENERAL INFORMATION (CONT.)

- g. Evidence of Insurances with policy coverages; conditioned on the faithful performance of an agreement, a Certificate of Insurance with Stafford Regional Airport Authority named on the policies as an additional named insured.

- h. Such other information as the Authority may require.

If requested by the applicant, the Authority shall hold the financial information provided with the application separate from the application, and shall not make it available for public inspection, unless required to do so by the Virginia Freedom of Information Act.

3. No applicant may provide an Aeronautical Service to the public at the Airport until a franchise, lease or Commercial Operating Permit, in writing, is executed by the Authority. All franchises, leases or Commercial Operating Permits shall conform to the current Minimum Standards as applicable. All commercial operators shall update their operations within a reasonable period of time, specified by the Authority, if the Minimum Standards are changed in the future.

B. Action on Application

1. The Authority may deny any application, or reject any bid or proposal to operate any aeronautical service on the Airport, if, in its opinion, it finds any one or more of the following:

- a. The applicant does not meet published qualifications, standards and requirements established by these Minimum Standards.
- b. The applicant has supplied the Authority, or any other person, with false or misleading information or has failed to make full disclosure in their application or in the supporting documents.
- c. There is no appropriate, adequate or available space on the Airport to accommodate the applicant at the time of application.

- d.** The proposed activity construction/development plans conflict with the Airport's Approved Airport Layout Plan, or which will create a safety hazard as determined by the Authority or by the FAA through the review Form 7460.
- e.** The proposed activity construction/development requires the Authority to spend funds or to supply materials/manpower that the Authority is unwilling to spend or supply.

1.04 GENERAL INFORMATION (CONT.)

- f.** The proposed activity construction/development will result in depriving existing aeronautical service providers of portions of the area in which they are operating; will result in congestion of aircraft or buildings; or will unduly interfere with the operations of any present aeronautical service providers, or prevent free access to such operations.
- g.** The proposed activity or operations have been or could be detrimental to the Airport or any other Airport.
- h.** The applicant has violated any of the Stafford Regional Airport Minimum Standards and/or Rules and Regulations, or the standards and regulations of any other airport, the Civil Air Regulations, the Federal Aviation Regulations, any other statutes, ordinances, laws or orders applicable to the Airport or any other airport.
- i.** The applicant has defaulted in the performance of any lease or other agreement with the Authority.
- j.** The applicant's credit report contains negative information.
- k.** The applicant does not have, or appear to have, access to the operating capital necessary to conduct the proposed operation.
- l.** The applicant is unable to obtain sufficient insurances, financial sureties or guarantors to protect the interest of the Authority, the Commonwealth of Virginia, the FAA or other appropriate governmental entities.
- m.** The applicant has been convicted of any crime, or has violated any county ordinances, state or federal laws.

1.04 GENERAL INFORMATION (CONT.)

C. General Requirements:

1. The minimum space requirements stipulated herein may be wholly or partially satisfied within suitable existing or planned structures at the Airport either through a franchise for such space from the Authority or a sublease of such space with the written permission of the Authority.

2. Plans and specifications for construction of any improvements required to satisfy these Minimum Standards shall be approved in writing by the Authority prior to commencement.

3. All persons are required to possess State of Virginia and FAA licenses, certificates and ratings, per aeronautical and business activity, and shall maintain the currency of such licenses, certificates and ratings.

4. The Authority will require the insurance minimums listed below

General Liability Insurance - This insurance must be written on an “occurrence” basis, responding to claims arising out of any occurrences which may take place during the policy period. The general liability form shall provide limits of at least the following with no deductible:

\$5,000,000	Combined Single Limit for bodily injury and property damage,
\$5,000,000	each incident for personal and advertising injury,
\$5,000,000	product-completed operation aggregate; and
\$5,000,000	general aggregate.

Stafford Regional Airport Authority Shall Be Named On The Policy

As An Additional Named Insured

Business Automobile Liability Coverage - Business liability insurance shall apply to any automobile, including all owned and hired and non-owned vehicles, to a combined single limit of at least \$1,000,000 per each accident and with a \$2,000,000 aggregate. Any statutorily required "No-Fault" benefits and uninsured motorist coverage shall be included.

*Stafford Regional Airport Authority Shall Be Named On The Policy
As An Additional Named Insured*

1.04 GENERAL INFORMATION (CONT.)

Aircraft Liability Insurance - This insurance shall provide aircraft liability, including temporary substitute aircraft and no-owned aircraft liability, to a combined single limit of at least \$1,000,000 limited to \$100,000 each passenger per occurrence. Coverage shall apply to bodily injury or death and mental anguish, including passenger injuries and property damage.

*Stafford Regional Airport Authority Shall Be Named On The Policy
As An Additional Named Insured*

Hangarkeepers Insurance - Hangarkeepers' legal liability coverage shall include protection for those lessees operating a hangar storage or aircraft maintenance/repair service to a limit of at least \$5,000,000 each occurrence.

*Stafford Regional Airport Authority Shall Be Named On The Policy
As An Additional Named Insured*

Workers Compensation and Employers Liability Insurance - This insurance shall pay the lessee's obligation under Workers Compensation Law of Virginia. Employers liability coverage shall provide limits of at least \$100,000 each accident for bodily injury and \$100,000 each employee for disease. The total policy limit for disease shall be at least \$500,000.

*Stafford Regional Airport Authority Shall Be Named On The Policy
As An Additional Named Insured*

The Authority reserves the right to require additional insurance coverage as appropriate for the scope of the activity.

1.05 DEFINITIONS

The following terms shall have the following meanings:

AOA: See Airport Operations Area.

Abandoned Vehicle: Any vehicle which has remained stationary on the Airport in excess of 72 hours and is in a condition that would render the vehicle undrivable, including expired license plates, missing or flat tire or broken window.

Accident: Any collision between a vehicle and another vehicle, person, or object which results in property damage, personal injury, or death.

Aeronautical Activity: Any activity commonly conducted at airports which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts, aircraft storage and tie-down rental.

Aeronautical Service: Any service which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the Airport.

Aeronautical Service Provider: See Commercial Operator.

Aircraft: A device which is used or intended to be used for flight in air. Examples of aircraft include, but are not limited to, airplane, sailplane, glider, rotorcraft (helicopter and gyroplane), balloon, blimp and ultralight.

Aircraft Maintenance: The inspection, overhaul, repair, preservation and the replacement of parts, but excludes preventative maintenance.

Airport: The entity of Stafford Regional Airport.

Airport Operations Area (AOA): Area of the Airport used or intended to be used for landing, take off or surface maneuvering of aircraft including the associated hangars and navigational and communication facilities.

1.05 DEFINITIONS (CONT.)

Airworthy: Aircraft maintained to airworthiness standards as more particularly defined pursuant to Federal Aviation Regulations

Apron or Ramp: Those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft.

Authority: The entity of Stafford Regional Airport Authority (SRAA).

Building: Includes the main portion of each structure, all projections or extensions therefrom and any additions or changes thereto, and shall include garages, outside platforms and docks, carports, canopies, eaves and porches. Paving, ground cover, fences, signs and landscaping shall not be included.

Commercial Activity: The exchange, trading, buying, hiring or selling of commodities, goods, services or property of any kind, or any revenue producing activity on the Airport.

Commercial Flying Club: An entity engaged in the ownership or lease of aircraft and providing flying services (for example, aircraft rental and flight training) for its members.

Commercial Operating Permit: A license granting the right to perform an aviation related business function on the Airport which is in writing.

Commercial Operator: An individual or company performing an aeronautical service for compensation.

Commercial Vehicle: Any vehicle other than a private passenger vehicle.

Entity: A person, firm, corporation or partnership formed for the purpose of conducting the proposed activity.

EPA: The U. S. Environmental Protection Agency

Equipment: All machinery, together with the necessary supplies for the upkeep and maintenance, and all tools and apparatus necessary to the proper construction and completion of the work.

1.05 DEFINITIONS (CONT.)

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 may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties but excluding others from enjoying or exercising a similar right or rights would be an Exclusive Right. The granting of an Exclusive Right to conduct a Commercial Aeronautical Activity on an Airport developed or improved with federal funds is expressly forbidden by law.

FAR: Federal Aviation Regulations.

Federal Aviation Administration (FAA): The federal aviation agency established by the Federal Aviation Act of 1958, as amended, and re-established in 1967 under the Department of Transportation.

Floor Space: Within a building, the area of usable or net space available for operational purposes.

Franchise Agreement: A contractual agreement in excess of five years involving land and granting the right to conduct business on the Airport which is in writing between the Authority and an entity.

Franchisee: An entity which has been granted the right to conduct business on the Airport through a Franchise Agreement.

Full Service Fixed Base Operator (FBO): An aviation business offering a number of aviation services to the general public, which services shall include, as a minimum, the following:

1. Aircraft Fueling,
2. Airframe and Power Plant Repair,
3. Aircraft Rental; and either
4. Air Taxi/Charter, or
5. **Flight Training**

IFR: Instrument Flight Rules as more particularly defined in Federal Aviation Regulations Part 91.

Improvements: All buildings, structures and facilities including pavement, fencing, signs and landscaping constructed, installed or placed on, under or above any franchised or leased area by, or with the concurrence of, a franchisee or lessee.

1.05 DEFINITIONS (CONT.)

Large Aircraft: Any aircraft weighing more than 12,500 pounds maximum certified takeoff weight.

Lease: A contractual agreement granting a leasehold interest in property on the Airport which is in writing between the Authority and an entity. A lease does not grant the lessee the right to conduct a commercial activity on the Airport.

Manager: The Stafford Regional Airport Manager employed by the Authority.

Motor Vehicle: A self-propelled device in, upon or by which a person or property may be transported, carried or otherwise moved from point to point, except aircraft or devices moved exclusively upon stationary rails or tracks.

Movement Area: The runways, taxiways and other areas of an airport which are utilized for taxiing, air taxiing, takeoff and landing of aircraft.

Non-Commercial Activity: Activities undertaken not for profit but for philanthropic, religious, charitable, benevolent, humane, public interest or similar purposes.

Non-Movement Area: Areas consisting of aircraft loading ramps and aircraft parking areas.

Operational Areas:

1. **Landside** - Those areas not involved in aircraft movement or operation.
2. **Airside** - Those areas involved in any aircraft movement or operation, i.e., runways, taxiways, ramps, tie-down areas, hangar areas, etc.

Operator: See Commercial Operator.

OSHA: The Occupational Safety and Health Administration - the U. S. government office to which this document refers.

Park: To put or leave or let a motor vehicle or aircraft stand or stop in any location whether the operator thereof leaves or remains in such vehicle or aircraft when such standing or stopping is not required by traffic controls or conditions beyond the control of the operator.

1.05 DEFINITIONS (CONT.)

Person: Any individual, firm, partnership, corporation, company, association, joint stock association or body politic, including any trustee, receiver, committee, assignee or other representative or employee thereof.

Preventative Maintenance: Simple or minor aircraft preservation operations and the replacement of small standard parts not involving complex assembly operations in accordance with FAR Part 43, Appendix A.

Private Vehicle: A vehicle transporting persons or property for which no charge is paid directly or indirectly by the passenger or by any other entity.

Public Facility: Those areas of the Airport provided for public use (e.g., Terminal), but not including areas used by private businesses.

Public Parking Facilities: All vehicle parking provided for the public at the Airport.

Ramp: See Apron.

Repair Station: A Federal Aviation Administration approved facility utilized for the repair of aircraft which may include airframes, power plants, propellers, radios, instruments and accessories.

Restricted Area: Any area of the Airport posted to prohibit entry or to limit entry or access to specific authorized persons.

Scheduled Operations: All regularly scheduled operations of aircraft by a duly certificated air carrier (FAR 121, 125 or 135) holding an agreement with the Authority for the purpose of transporting passengers, mail and freight whose operation is either intra or interstate.

Shall: The words "shall", "must" or "will" are always mandatory.

Sponsor: Stafford Regional Airport Authority (SRAA).

Solicitation or To Solicit: To directly or indirectly, actively or passively, openly or subtly, ask (or endeavor to obtain by asking), request, implore, plead for, importune, or seek to try to obtain.

SRAA: Stafford Regional Airport Authority.

1.05 DEFINITIONS (CONT.)

Sublease: A lease granted by a franchisee to another entity of all or part of the franchised or leased property.

Tenant: Any entity entering into a contractual relationship with the Authority for space to conduct its business or a sublessee who has written approval of the Authority.

Terminal: The passenger terminal facility, the designated vehicle parking facilities and all roadways associated therewith.

Tie-Down Area: A paved area suitable for parking and mooring of aircraft wherein suitable tie-down points have been located.

Transient Aircraft: An aircraft not using the Airport as its permanent base of operations.

Vehicle: A device in, upon or by which a person or property may be propelled, moved, or drawn, including a device moved by human or animal power, except aircraft or devices moved exclusively upon stationary rails or tracks.

VFR at Night: Shall have the meaning ascribed to that term in Federal Aviation Regulations Part 1, Subchapter A - Definitions.

VFR Over the Top: Shall have the meaning ascribed to that term in Federal Aviation Regulations Part 1, Subchapter A - Definitions.

1.06 CONTENT OF STANDARDS

Standards for providing Aeronautical Services to the public include:

- A.** Suitable space, improvements or facilities.
- B.** Adequate fixtures and equipment.
- C.** Adequate staff of employees with skills, licenses and certificates appropriate to the proposed activities.
- D.** Appropriate hours of operation.

- E.** Compliance with safety, health and sanitary codes.
- F.** Security.

1.07 MINIMUM STANDARDS

A. The following standards have been developed after consideration of the above elements with attention to their applicability at the Stafford Regional Airport. The standards are grouped according to the specific type of aeronautical service to which they pertain and any applicant desiring to provide such type of aeronautical services to the public at the Airport must meet the standards pertaining to that type of aeronautical services.

B. The standards set forth herein are the minimum which the Authority will require in agreements authorizing an entity to provide an aeronautical service to the public, and, unless

specifically limited herein, do not preclude the applicant from seeking greater operating authority than the minimum required.

C. The Authority reserves the right to adjust and/or combine the square footage of building space or area required herein for each aeronautical service if more than one aeronautical service is to be provided by one entity.

D. The Authority reserves the right to make any changes to these Minimum Standards. The Authority shall review, and amend as necessary, these Minimum Standards every two years.

1.07.01 AIRCRAFT FUELING / FIXED BASE OPERATOR

A. General:

This Section 1.07.01 sets forth minimum standards for Aircraft Fueling Providers / Fixed Base Operators. Aircraft Fueling Providers / Fixed Base Operators are those entities which provide at a minimum: the sale and into-plane delivery of recognized grades of aviation fuel, lubricants and other related aviation petroleum products; ramp assistance - the servicing of

aircraft, the parking, storage, and tie-down of aircraft - the repair of airframes and/or power plants and the sale of aircraft parts and accessories, aircraft rental; and either air taxi/charter services, or flight instruction.

B. Minimum Standards:

1. Ground Space and Improvements:

a. Operator shall provide: 1) 10,000 total square feet (sq. ft.) of hangar, office and passenger handling space, 2) at least 5,000 sq. ft. hangar space for airframe and power plant repair services; and 3) at least 1,000 sq. ft. for customer handling facilities appropriately lighted, heated and air conditioned; and with accommodations for visitors, passengers and aircraft flight crew members. Such facilities shall include ramp access for the disabled, public telephones, and sanitary rest rooms equipped for the disabled. If the improvement or facility is sited on the airside/landside interface, it shall have appropriate accesses to both the landside and the AOA.

The Authority at its discretion, may require the Operator to provide office and passenger space in the centralized passenger terminal area.

Fueling equipment shall be stored only on the AOA.

Improvements or facilities for commercial maintenance shall be approved by the Authority and must have appropriate access to the AOA. Any maintenance activity which requires aircraft power plant operation must be done on the AOA and/or in a facility approved for that purpose by the Authority. Any aircraft which leaves the AOA for maintenance related activities must be towed by a ground vehicle and shall not leave or return to the AOA under its own power. All aircraft and aviation related storage facilities shall be accessible to the AOA via ramp areas approved by the Authority.

b. An Operator having a facility sited on the landside/AOA interface shall provide a paved aircraft apron within the franchised area to accommodate movement of aircraft from its facility to the taxiway complex.

1.07.01 AIRCRAFT FUELING / FIXED BASE OPERATOR (CONT.)

c. Operator shall maintain at least 10 aircraft tie-down spaces within the centralized paved ramp area.

d. Operator shall provide or lease fuel storage tanks at the Airport's central fuel storage and distribution facility which will assure an adequate supply on hand at all times of grades of fuel required by the aviation users at the Airport. Also see section 1.05 - Fuel Storage and Distribution of the *Development Standards for Facilities and Improvements*.

e. Operator shall maintain 10 paved auto parking spaces for customers and 1 paved auto parking space per employee (at maximum shift level) and a paved walkway to accommodate pedestrian access from the parking area to Operator's facility. The Authority, at its discretion, may waive the parking space requirement in exchange for payment by Operator to the Authority of an amount equal to the cost of maintaining such parking spaces for purposes of funding centralized parking facilities.

2. Scope of Service:

a. Operator shall provide an aviation fuel and oil dispensing service for 12 continual hours daily, seven days a week (required operating hours). Such services will be available to customers within 15 minutes of arrival, or request, or within a reasonable time based on aircraft activity. Reasonable on-call service shall be available upon request outside of the above stated hours.

b. Operator shall provide such ground support to all types of aircraft using its facilities as can be performed efficiently on the ramp or tie-down areas as permitted by *Airport Rules and Regulations*. Such services shall be available 12 continual hours daily, seven (7) days a week on a continuous basis. Reasonable on-call service shall be available upon request outside of the above stated hours.

c. Operator shall provide airframe and power plant repair service in accordance with section 1.07.02. These services shall be available after the required operating hours on an emergency basis with 2 hours notice.

d. Operator shall provide and maintain sufficient mobile pumping equipment for each grade of fuel dispensed with separate dispensing pumps and meters to service all aircraft normally using its facilities within the 15 minute criteria stated above.

1.07.01.1 **AIRCRAFT FUELING / FIXED BASE OPERATOR (CONT.)**

e. Operator shall have sufficient equipment, supplies and parts to perform line and minor maintenance in accordance with manufacturer's recommendations and to meet the needs of the typical types of aircraft that are normally based at the Airport. Said equipment shall include, but is not limited to, adequate fire extinguishers, aircraft tugs of various sizes, ground power starter and auxiliary power units, tools, tire repairing equipment, heaters, oxygen supplies

and passenger loading steps as appropriate and necessary. The Operator shall provide suitable tractors, tow bars, jacks, dollies and other equipment to properly remove from the landing area any disabled aircraft which would normally be expected to utilize its services at the Airport.

f. Operator shall publish and post its hours of operation and telephone numbers to be used in case of an emergency. Operator shall also provide assistance in moving aircraft into and out of its hangar(s) during non-operating hours if requested in advance by an aircraft operator.

3. Security:

The Operator shall provide security in accordance with the federal, state and local standards as then in effect and appropriate to the type of operation. Additional security requirements may be imposed by the Authority.

1.07.02 AIRFRAME AND POWER PLANT REPAIR SERVICE

A. General:

This Section 1.07.02 sets forth minimum standards for Airframe and Power Plant Repair Service Providers. Airframe and Power Plant Repair Service Providers are those entities which provide, at a minimum, airframe and/or power plant repair services and the sale of aircraft parts and accessories.

B. Minimum Standards:

1. Ground Space and Improvements:

a. Operator shall provide: 1) 5,000 total square feet (sq. ft.) of hangar and combined office and customer lounge space, 2) at least 4,500 sq. ft. of hangar space for airframe and power plant repair services; and 3) at least 500 sq. ft. for a common office/reception area appropriately lighted, heated and air conditioned and with accommodations for customers. Such facilities shall include ramp access for the disabled, public telephones, and sanitary rest rooms equipped for the disabled. If the improvement or facility is sited on the airside/landside interface, it shall have appropriate accesses to both the landside and the AOA.

Improvements or facilities used for commercially provided airframe and powerplant service shall be approved by the Authority and must have appropriate access to the AOA. Any airframe and powerplant service which requires aircraft power plant operation must be performed on the AOA and/or in a facility approved for that purpose by the Authority. Any facility which is not sited on the AOA, and requires aircraft to leave the AOA for airframe and powerplant repair service, must provide towing by a ground vehicle and no aircraft shall travel between such facility and the AOA under its own power.

b. An Operator having a facility sited on the landside/AOA interface shall provide a paved aircraft apron within the leased area to accommodate aircraft movement from its facility to the taxiway complex.

c. Operator shall maintain at least 3 aircraft tie-down spaces within the centralized paved ramp area.

d. Operator shall maintain 3 paved auto parking spaces for customers and 1 paved auto parking space per employee (at maximum shift level) and a paved walkway to accommodate pedestrian access from the parking area to Operator's facility. The Authority, at its discretion, may waive the parking space requirement in exchange for payment by Operator to the Authority of an amount equal to the cost of maintaining such parking spaces for purposes of funding centralized parking facilities.

2. Scope of Service:

a. Operator shall provide service in this category for normal operating hours 5 days per week. Reasonable on-call service shall be available upon request outside of the above-stated hours.

b. Operator shall provide suitable tractors, tow bars, jacks, dollies and other equipment as necessary to meet the minimum standards set forth in this category.

c. Operator shall establish and publish its hours of operation and the telephone numbers to be used in case of an emergency. Published hours of operation are subject to approval by the Authority.

3. Security:

The Operator shall provide security in accordance with the federal, state and local standards as then in effect and appropriate to the type of operation. Additional security requirements may be imposed by the Authority.

1.07.03 AVIONICS, INSTRUMENT, PROPELLER AND ACCESSORY REPAIR SERVICE

A. General:

This Section 1.07.03 sets forth minimum standards for Service Providers of any of the following: Avionics, Instrument, Propeller and Accessory Repair Services. Avionics, Instrument, Propeller and Accessory Repair Service Providers are those entities which provide, at a minimum, the repair of aircraft radios and electrical systems, instruments, propellers, other accessories for aircraft, and the sale of aircraft equipment, parts and accessories.

B. Minimum Standards:

1. Ground Space and Improvements:

a. Operator shall provide: 1) 5,000 total square feet (sq. ft.) of hangar and combined office and customer lounge space, 2) at least 4,500 sq. ft. of hangar space for avionics, instrument, propeller and accessory repair services; and 3) at least 500 sq. ft. for a common office/reception area appropriately lighted, heated and air conditioned and with comfortable accommodations for customers. Such facilities shall include ramp access for the disabled, public telephones, and sanitary rest rooms equipped for the disabled. If the improvement or facility is sited on the airside/landside interface, it shall have appropriate accesses to both the landside and the AOA.

Improvements or facilities used for commercially provided avionics, instrument, propeller and accessory repair services shall be approved by the Authority and must have appropriate access to the AOA. Any avionics, instrument, propeller and accessory repair services which requires aircraft power plant operation must be performed on the AOA and/or in a facility approved for that purpose by the Authority. Any facility which is not sited on the AOA, and requires aircraft to leave the AOA for avionics, instrument, propeller and accessory repair services, must provide towing by a ground vehicle and no aircraft shall travel between such facility and the AOA under its own power.

b. An Operator having a facility sited on the landside/AOA interface shall provide a paved aircraft apron to accommodate movement of aircraft from its facility to the taxiway complex.

c. Operator shall maintain at least 3 aircraft tie-down spaces within the centralized paved ramp area.

1.07.03 AVIONICS, INSTRUMENT, PROPELLER AND ACCESSORY REPAIR SERVICE (CONT.)

d. Operator shall maintain 3 paved auto parking spaces for customers and 1 paved auto parking space per employee (at maximum shift level) and a paved walkway to accommodate pedestrian access from the parking area to Operator's facility. The Authority, at its discretion, may waive the parking space requirement in exchange for payment by Operator to the Authority of an amount equal to the cost of maintaining such parking spaces for purposes of funding centralized parking facilities.

2. Scope of Service:

a. Operator shall provide service in this category for normal operating hours five days per week.

b. Operator shall provide trained personnel and shall operate an FAA approved repair station with authorizations appropriate to the work being performed.

c. Operator shall establish and publish its hours of operation and the telephone numbers to be used in case of an emergency. Published hours of operation are subject to approval by the Authority.

3. Security:

The Operator shall provide security in accordance with the federal, state and local standards as then in effect and appropriate to the type of operation. Additional security requirements may be imposed by the Authority.

1.07.04 AIRCRAFT CHARTER AND AIR TAXI SERVICE

A. General:

This Section 1.07.04 sets forth minimum standards for Aircraft Charter and Air Taxi Service Providers. Aircraft Charter and Air Taxi Service Providers are those entities which provide, at a minimum, air transportation of Persons or property to the general public for hire, either on a commercial charter basis or as an Air Taxi Operator.

B. Minimum Standards:

1. Ground Space and Improvements:

a. Operator shall provide: 1) 5,000 total square feet (sq. ft.) of hangar and combined office and passenger lounge space; and 2) at least 1000 sq. ft. for a common office/passenger lounge area appropriately lighted, heated and air conditioned and with comfortable accommodations for passengers. Such facilities shall include ramp access for the disabled, public telephones, and sanitary rest rooms equipped for the disabled. If the improvement or facility is sited on the airside/landside interface, it shall have appropriate accesses to both the landside and the AOA.

The Authority, at its discretion, may require the Operator to provide office space and passenger space in the centralized passenger terminal facility.

Improvements or facilities used for commercially provided airframe and power plant, avionics, instrument, propeller and accessory repair services shall be approved by the Authority and must have appropriate access to the AOA. Any airframe and power plant, avionics, instrument, propeller and accessory repair services which requires aircraft power plant operation must be performed on the AOA and/or in a facility approved for that purpose by the Authority. Any facility which is not sited on the AOA, and requires aircraft to leave the AOA for avionics, instrument, propeller and accessory repair services, must provide towing by a ground vehicle and no aircraft shall travel between such facility and the AOA under its own power.

b. An Operator having a facility sited on the landside/AOA interface shall provide a paved aircraft apron to accommodate movement of aircraft from its facility to the taxiway complex.

c. Operator shall maintain at least 3 paved tie-down spaces and/or hangar space(s) sufficient to store all aircraft utilized in its operation.

1.07.04 AIRCRAFT CHARTER AND AIR TAXI SERVICE (CONT.)

d. Operator shall maintain 5 paved auto parking spaces for customers and 1 paved auto parking space per employee (at maximum shift level) and a paved walkway to accommodate pedestrian access from the parking area to Operator's facility. The Authority, at its discretion, may waive the parking space requirement in exchange for payment by Operator to the Authority of an amount equal to the cost of maintaining such parking spaces for purposes of funding centralized parking facilities.

2. Scope of Service:

a. Operator shall have available for charter and air taxi, either owned or under written lease to Operator, at least 1 aircraft certified and currently airworthy and fully equipped for either visual and/or instrument flight conditions, and, if a helicopter is used, at least 1 single-engine helicopter equipped for VFR at night or under VFR over-the-top conditions.

b. Operator shall establish and publish its hours of operation and the telephone numbers to be used in case of an emergency. Published hours of operation are subject to approval by the Authority.

3. Security:

The Operator shall provide security in accordance with the federal, state and local standards as then in effect and appropriate to the type of operation. Additional security requirements may be imposed by the Authority.

1.07.05 AIRCRAFT SALES SERVICE

A. General:

This Section 1.07.05 sets forth minimum standards for Aircraft Sales Service Providers. Aircraft Sales Service Providers are those entities which provide, at a minimum, the sale of new or used aircraft as an independent dealer, or through either franchises, or licensed dealership, or distributorship (on a retail or wholesale basis) for an aircraft manufacturer, and such repair, services and parts as are necessary to meet any guarantee or warranty on new or used aircraft sold by Operator.

B. Minimum Standards:

1. Ground Space and Improvements:

a. Operator shall provide: 1) 5,000 total square feet (sq. ft.) of hangar and combined office and passenger lounge space; and 2) at least 1000 sq. ft. for a common office/passenger lounge area appropriately lighted, heated and air conditioned and with comfortable accommodations for passengers. Such facilities shall include ramp access for the disabled, public telephones, and sanitary rest rooms equipped for the disabled. If the improvement or facility is sited on the airside/landside interface, it shall have appropriate accesses to both the landside and the AOA. If an inside showroom is desired, then additional floor space sufficient to display 1 aircraft is required. All for-sale aircraft located on-site shall be stored in approved tie-down areas and/or hangars.

Improvements or facilities used for aircraft sales shall be approved by the Authority and must have appropriate access to the AOA. Any airframe and power plant, avionics, instrument, propeller and accessory repair services which requires aircraft power plant operation must be performed on the AOA and/or in a facility approved for that purpose by the Authority. Any facility which is not sited on the AOA, and requires aircraft to leave the AOA for avionics, instrument, propeller and accessory repair services, must provide towing by a ground vehicle and no aircraft shall travel between such facility and the AOA under its own power.

b. An Operator having a facility sited on the landside/AOA interface shall provide a paved aircraft apron to accommodate movement of aircraft from its facility to the taxiway complex.

c. Operator shall maintain at least 5 paved tie-down spaces and/or hangar space(s) sufficient to store all aircraft used for sales, inventory or demonstration.

1.07.05 AIRCRAFT SALES SERVICE (CONT.)

d. Operator shall maintain 5 paved auto parking spaces for customers and 1 paved auto parking space per employee (at maximum shift level) and a paved walkway to accommodate pedestrian access from the parking area to Operator's facility. The Authority, at its discretion, may waive the parking space requirement in exchange for payment by Operator to the Authority of an amount equal to the cost of maintaining such parking spaces for purposes of funding centralized parking facilities.

2. Scope of Service:

Operator shall establish and publish its hours of operation and the telephone numbers to be used in case of an emergency. Published hours of operation are subject to approval by the Authority.

3. Security:

The Operator shall provide security in accordance with the federal, state and local standards in effect and appropriate for the type of operation. Additional security requirements may be imposed by the Authority.

1.07.06 AIRCRAFT RENTAL AND/OR FLIGHT TRAINING SERVICE

A. Aircraft Rental Service and/or Flight Training Service:

This Section 1.07.06 sets forth minimum standards for Aircraft Rental Service and/or Flight Training Service Providers. Aircraft Rental Service and/or Flight Training Service Providers are entities which provide, at a minimum, the rental of air-craft to the public and/or at a minimum, pilot dual and solo flight training in fixed or rotary wing aircraft and such related ground school instruction as is necessary preparation for taking a written examination and flight check for the category or categories of pilot's licenses and rating involved. Flight Training Service Providers will include "flying clubs" that sell aircraft rental time by the hour, or in blocks, and reimburse patrons for fuel and oil used and do not qualify as a regular non-profit flying club as defined in the *Rules and Regulations*.

B. Aircraft Rental Service Only Minimum Standards:

1. Ground Space and Improvements:

a. Operator shall provide: 1) 5,000 total square feet (sq. ft.) of hangar and combined office and passenger lounge space; and 2) at least 1000 sq. ft. for a common office/passenger lounge area appropriately lighted, heated and air conditioned and with comfortable accommodations for passengers. Such facilities shall include ramp access for the disabled, public telephones, and sanitary rest rooms equipped for the disabled. If the improvement of the facility is sited on the airside/landside interface, it shall have appropriate accesses to both the landside and the AOA. All for-rent aircraft located on-site shall be stored in approved tie-down area and/or hangars.

Improvements or facilities used for commercially provided aircraft rental and/or flight training service shall be approved by the Authority and must have appropriate access to the AOA. Any

airframe and power plant, avionics, instrument, propeller and accessory repair services which requires aircraft power plant operation must be performed on the AOA and/or in a facility approved for that purpose by the Authority. Any facility which is not sited on the AOA, and requires aircraft to leave the AOA for avionics, instrument, propeller and accessory repair services, must provide towing by a ground vehicle and no aircraft shall travel between such facility and the AOA under its own power.

b. An Operator having a facility sited on the landside/AOA interface shall provide a paved aircraft apron to accommodate movement of aircraft from its facility to the taxiway complex.

1.07.06 AIRCRAFT RENTAL AND/OR FLIGHT TRAINING SERVICE (CONT.)

c. Operator shall maintain at least 5 paved tie-down space and/or hangar space(s) sufficient to store all aircraft utilized in its operation.

d. Operator shall maintain 10 paved auto parking spaces for customers and 1 paved auto parking space per employee (at maximum shift level) and a paved walkway to accommodate pedestrian access from the parking area to Operator's facility. The Authority, at its discretion, may waive the parking space requirement in exchange for payment by Operator to the Authority of an amount equal to the cost of maintaining such parking spaces for purposes of funding centralized parking facilities.

2. Scope of Service:

a. Operator shall have available for rental, either owned or under written lease to Operator, at least one 2-place single-engine aircraft certified for DAY-NIGHT-VFR and equipped with VFR navigational devices and one 4-place single-engine aircraft certified for DAY-NIGHT-VFR-IFR.- If a helicopter is used for rental, at least one 2-place single-engine helicopter equipped for VFR at night or under VFR over-the-top conditions shall be available. All aircraft shall be properly certified by the FAA and be in an airworthy condition in accordance with the FAR's.

b. Operator shall be able to provide during the established operating hours trained personnel in such numbers as are required to meet the minimum standards set forth in this category of service, but never less than one person having a current commercial pilot certificate

with appropriate ratings, including a current flight instructor rating, who shall be current in all models offered for rental.

c. Operator shall establish and publish its hours of operation and the telephone numbers to be used in case of an emergency. Published hours of operation are subject to approval by the Authority.

3. Security:

The Operator shall provide security in accordance with the federal, state and local standards as then in effect and appropriate to the type of operation. Additional security requirements may be imposed by the Authority.

1.07.06 AIRCRAFT RENTAL AND/OR FLIGHT TRAINING SERVICE (CONT.)

C. Flight Training Service Only Minimum Standards:

1. Ground Space and Improvements:

a. Operator shall provide 5,000 square feet (sq. ft.) of floor space appropriately lighted, heated and air conditioned and with comfortable accommodations for customers and visitors. Such facilities shall include a combined office/reception area, classrooms, a pilot briefing room, ramp access for the disabled, public telephones, and sanitary rest rooms equipped for the disabled. If the improvement of facility is sited on the airside/landside interface, it shall have appropriate accesses to both the landside and the AOA. Improvements or facilities which will be used for a flight training classroom shall be approved by the Authority and must have appropriate access by the general public and allow for student access to and from the AOA with due consideration for safety and security. All flight training aircraft located on-site shall be stored in approved tie-down area and/or hangars.

Improvements or facilities used for commercially provided flight training service shall be approved by the Authority and must have appropriate access to the AOA. Any airframe and power plant, avionics, instrument, propeller and accessory repair services which requires aircraft power plant operation must be performed on the AOA and/or in a facility approved for that purpose by the Authority. Any facility which is not sited on the AOA, and requires aircraft to leave the AOA for avionics, instrument, propeller and accessory repair services, must provide

towing by a ground vehicle and no aircraft shall travel between such facility and the AOA under its own power.

b. An Operator having a facility sited on the landside/AOA interface shall provide a paved aircraft apron to accommodate movement of aircraft from its facility to the taxiway complex.

c. Operator shall maintain at least 5 paved tie-down space and/or hangar space(s) sufficient to store all aircraft utilized in its operation. Additional spaces shall be leased from the Airport for additional aircraft used in its operation.

d. Operator shall maintain 10 paved auto parking spaces for customers and 1 paved auto parking space per employee (at maximum shift level) and a paved walkway to accommodate pedestrian access from the parking area to Operator's facility. The Authority, at its discretion, may waive the parking space requirement in exchange for payment by Operator to the Authority of an amount equal to the cost of maintaining such parking spaces for purposes of funding centralized parking facilities.

1.07.06 AIRCRAFT RENTAL AND/OR FLIGHT TRAINING SERVICE (CONT.)

2. Scope of Service:

a. Operator shall have available for use in flight training, either owned or under written lease to Operator, aircraft certified by the FAA and in an airworthy condition in accordance with the FAR's to include at least one single-engine aircraft, one of which shall be a complex airplane as defined by the FAR's. At least one aircraft will be equipped and capable for use in instrument flight instruction. If helicopter flight training is given, the Operator shall have available one single-engine helicopter.

b. Operator shall be able to provide during the established operating hours trained personnel in such numbers as are required to meet the minimum standards set forth in this category of service, but never less than one person having a current commercial pilot certificate with appropriate ratings, including a current flight instructor rating, who shall be current in all models offered for training.

c. Operator shall establish and publish its hours of operation and the telephone numbers to be used in case of an emergency. Published hours of operation are subject to approval by the Authority.

3. Security:

The Operator shall provide security in accordance with the federal, state and local standards as then in effect and appropriate to the type of operation. Additional security requirements may be imposed by the Authority.

1.07.06 AIRCRAFT RENTAL AND/OR FLIGHT TRAINING SERVICE (CONT.)

D. Combined Aircraft Rental and Flight Training Service Minimum Standards:

1. Ground Space and Improvements:

a. Operator shall provide 5,000 square feet (sq. ft.) of floor space appropriately lighted, heated and air conditioned and with comfortable accommodations for customers and visitors. Such facilities shall include a combined office/reception area, classrooms, a pilot briefing room, ramp access for the disabled, public telephones, and sanitary rest rooms equipped for the disabled. If the improvement of facility is sited on the airside/landside interface, it shall have appropriate accesses to both the landside and the AOA. All flight training and rental aircraft located on-site shall be stored in approved tie-down area(s) and/or hangar(s).

Improvements or facilities used for commercial aircraft rental and flight training services shall be approved by the Authority and must have appropriate access to the AOA. Any airframe and power plant, avionics, instrument, propeller and accessory repair services which requires aircraft

power plant operation must be performed on the AOA and/or in a facility approved for that purpose by the Authority. Any facility which is not sited on the AOA, and requires aircraft to leave the AOA for avionics, instrument, propeller and accessory repair services, must provide towing by a ground vehicle and no aircraft shall travel between such facility and the AOA under its own power.

b. An Operator having a facility sited on the landside/AOA interface shall provide a paved aircraft apron to accommodate movement of aircraft from its facility to the taxiway complex.

c. Operator shall maintain at least 5 paved tie-down space and/or hangar space(s) sufficient to store all aircraft utilized in its operation.

d. Operator shall maintain 10 paved auto parking spaces for customers and 1 paved auto parking space per employee (at maximum shift level) and a paved walkway to accommodate pedestrian access from the parking area to Operator's facility. The Authority, at its discretion, may waive the parking space requirement in exchange for payment by Operator to the Authority of an amount equal to the cost of maintaining such parking spaces for purposes of funding centralized parking facilities.

1.07.06 AIRCRAFT RENTAL AND/OR FLIGHT TRAINING SERVICE (CONT.)

2. Scope of Service:

a. Operator shall have available for rental and for training, either owned or under written lease to Operator, aircraft certified by the FAA and in an airworthy condition in accordance with the FARs. Operator shall have at least one 2-place single-engine aircraft certified for DAY-NIGHT-VFR and equipped with VFR navigational devices and at least one 4-place single-engine aircraft certified for DAY-NIGHT-VFR-IFR one of the one aircraft shall be a complex airplane as defined by the FARs. If helicopter rental and flight training are offered, at least one 2-place single-engine helicopter equipped for VFR at night or under VFR over-the-top conditions shall be available.

b. Operator shall be able to provide during the established operating hours trained personnel in such numbers as are required to meet the minimum standards set forth in this category of service, but never less than one person having a current commercial pilot certificate

with appropriate ratings, including a current flight instructor rating, who shall be current in all models offered for training or rental.

c. Operator shall establish and publish its hours of operation and the telephone numbers to be used in case of an emergency. Published hours of operation are subject to approval by the Authority.

3. Security:

The Operator shall provide security in accordance with the federal, state and local standards as then in effect an appropriate to the type of operation. Additional security requirements may be imposed by the Authority.

1.07.07 PAINT SHOP FACILITY / UPHOLSTERY SERVICE

A. General:

This Section 1.07.07 sets forth minimum standards for Paint Shop Facility / Upholstery Service Providers. Paint Shop Facility / Upholstery Providers are those entities which provide, at a minimum, the refinishing and/or painting of aircraft exteriors and interiors.

B. Minimum Standards:

1. Ground Space and Improvements:

a. Operator shall provide a 5,000 square foot (sq. ft.) hangar-type building for aircraft painting and upholstery operations appropriately heated, lighted and air conditioned,

and with comfortable accommodations for customers and visitors. Such facilities shall include a combined office/reception area, ramp access for the disabled, public telephones, and sanitary rest rooms equipped for the disabled. If the improvement or facility is sited on the airside/landside interface, it shall have appropriate accesses to both the landside and the AOA.

Improvements or facilities used for commercially provided paint shop/upholstery services shall be approved by the Authority and must have appropriate access to the AOA. Any airframe and power plant, avionics, instrument, propeller and accessory repair services which requires aircraft power plant operation must be performed on the AOA and/or in a facility approved for that purpose by the Authority. Any facility which is not sited on the AOA, and requires aircraft to leave the AOA for avionics, instrument, propeller and accessory repair services, must provide towing by a ground vehicle and no aircraft shall travel between such facility and the AOA under its own power.

b. An Operator having a facility sited on the landside/AOA interface shall provide a paved aircraft apron within the leased area to accommodate movement of aircraft from its facility to the taxiway complex.

c. Operator shall maintain at least 3 paved tie-down space and/or hangar space(s).

d. Operator shall provide 5 paved auto parking spaces for customers and 1 paved auto parking space per employee (at maximum shift level) and a paved walkway to accommodate pedestrian access from the parking area to Operator's facility. The Authority, at its discretion, may waive the parking space requirement in exchange for payment by Operator to the Authority of an amount equal to the cost of providing such parking spaces for purposes of funding centralized parking facilities.

1.07.07 PAINT SHOP FACILITY / UPHOLSTERY SERVICE (CONT.)

2. Scope of Service:

a. Operator shall provide aircraft painting / upholstery services at least 5 days per week.

b. Operator shall have sufficient equipment, supplies and parts to perform aircraft painting / upholstery services. Operator shall comply with and abide by all standards, rules, regulations and requirements of the Federal Aviation Administration, Virginia Department of Environmental Quality, Environmental Protection Agency, OSHA and any other local, state,

or national governmental agencies having jurisdiction over aircraft painting / upholstery operations.

c. Operator shall comply with the current standards of the National Fire Protection Association on "Paint Spraying and Spray Booths" with regard to the arrangement, construction, and protection of spray booths and the storing and handling of materials used in connection with aircraft painting, varnishing and spray painting operations.

d. Operator shall properly treat and dispose of all hazardous material in compliance with the standards, rules, regulations and requirements of the governing agencies listed in Paragraph b. above.

e. Operator shall establish and publish its hours of operation and the telephone numbers to be used in case of emergency. Published hours of operation are subject to approval by the Authority.

3. Security:

The Operator shall provide security in accordance with the federal, state and local standards as then in effect and appropriate to the type of operation. Additional security requirements may be imposed by the Authority.

1.07.08 SPECIALIZED COMMERCIAL AERONAUTICAL ACTIVITIES SERVICE

A. General:

1. This Section 1.07.08 sets forth minimum standards for Specialized Commercial Aeronautical Activities Service Providers. Specialized Commercial Aeronautical Activities Service Providers are those entities which provide services for hire for the purpose of providing one or more of, but not limited to, the activities listed below:

- a. Non-stop sightseeing flights.
- b. Aerial photography or survey.
- c. Fire watch and fire fighting.
- d. Power line, underground cable or pipe line patrol.
- e. Aerial application of agricultural chemicals.
- f. Other operations specifically excluded from Part 135 of the FAR's.
- g. Aircraft manufacturing.
- h. Engine or sub-assembly overhaul (station).
- i. Aircraft research, development and manufacture.
- j. Scheduled commuter airline activities.

B. Minimum Standards:

These activities are so varied that the minimum standards applying to them will depend on the scope of the activity. The minimum standards and insurance coverage will be determined by the Authority based upon a detailed application to the Authority submitted by the Entity requesting permission to perform the Aeronautical Activity on the Airport.