



**DEVELOPMENT  
&  
MINIMUM STANDARDS**

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# DEVELOPMENT STANDARDS FOR FACILITIES AND IMPROVEMENTS

## GENERAL GUIDELINES

The information presented in this document is intended to provide general guidelines and information on all future projects and businesses at the Stafford Regional Airport (RMN). As a general rule, all project and business overview plans must be provided in writing to, and approved by, the Stafford Regional Airport Authority, the governing body for the Airport. Plans that deviate from these general guidelines may be approved by the Authority but will need to show sufficient justification and benefit to the Airport to warrant any waiver.

In addition to specific design standards for the Airport, all facilities are subject to the applicable standards and regulations of the Federal Aviation Administration (FAA), the Commonwealth of Virginia, the County of Stafford, Virginia, and the Environmental Protection Agency (EPA). In addition, design and construction specifications may be subject to approval by pertinent airport engineers designated by the Authority.

## DEFINITIONS

The following words and terms shall have the meaning indicated below, unless the context clearly requires otherwise:

**Aircraft:** Aeronautical devices including, but not limited to powered aircraft, gliders, kites, helicopters, gyrocopters, parachuting, ground-effect machines and balloons.

**Aircraft Maintenance:** The repair, adjustment or inspection of aircraft.

1. Major Repairs - Major alterations to the airframe, power plant, propeller and accessories as defined in Part 43 of the Federal Aviation Regulations.
2. Minor Repairs - Normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and their accessories.

**Airport:** The Stafford Regional Airport and all of the area, buildings, facilities and improvements within the exterior boundaries of such airport as it now exists or as it may hereafter be extended or enlarged.

**Airport Manager:** The person or corporation empowered with airport management responsibilities pursuant to a management agreement authorized by the Stafford Regional Airport Authority.

**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.

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

**Building:** Includes the main portion of each structure, all projections or extensions there from 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.

**DOAV:** Virginia Department of Aviation

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

**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.

**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 by 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.

**Fixed Base Operator (FBO):** Any entity as defined herein duly licensed and authorized to operate at the Airport providing one or more of the services described in the Stafford Regional Airport Minimum Standards.

**FAA:** The Federal Aviation Administration.

**FAR:** Federal Aviation Regulations.

**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.

**Improvements:** All buildings, structures and facilities including pavement, fencing, signs and landscaping constructed, installed or placed on, under or above any leased area by or with the concurrence of a lessee. Plans and specifications for all improvements must be approved by the Airport Authority for conformity with its building and construction standards.

**IFR:** Instrument Flight Rules.

**Lease:** A contractual agreement between the Airport Authority and an entity granting a concession or otherwise authorizing the conduct of certain activities, which is in writing and enforceable by law.

**NOTAM:** Notice to Airmen

**Operator:** All persons licensed to do business on or conducting operations of any kind on the Airport

**Repair Facility:** A facility utilized for the repair of aircraft to include airframes, power plants, propellers, radios, instruments, and accessories. Such facility will require FAA certification and will be operated in accordance with pertinent FARs.

**SRAA:** Stafford Regional Airport Authority.

**Sublease:** A lease granted by a lessee to another entity of all or part of the property.

**Tenant:** Any entity entering into a contractual relationship with the SRAA for space to conduct its business.

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

**Unmanned Aircraft Systems (UAS):** An aircraft and its associated elements which are operated with no pilot on board

## **REVIEW PROCEDURES**

All plans and construction drawings for buildings, paved areas and other facilities shall meet at least the minimum development standards set forth herein and shall require prior approval of the Authority. All facilities shall be in conformance with the adopted Airport Master Plan. The Master Plan contains an approved Airport Layout Plan (ALP) indicating locations and minimum sizes for all airside and landside facilities. All buildings and other improvements will be in the locations so specified in the ALP. Copies of all plans and specifications, including building elevations and finish samples, shall be provided to the Authority for their approval. Approval by the Authority shall precede submission to other regulatory agencies and be subject to regulatory authority.

## **PAVED AREAS**

Some projects may be eligible to use the existing public parking spaces that are available. If these public spaces are used to satisfy the automobile parking requirements, a Common Area Maintenance Fee may be assessed by the Authority for the required number of spaces.

## **DRAINAGE, GRADING AND LANDSCAPING**

### Drainage

1. Unpaved areas within and adjacent to the runway/taxiway system and other aircraft operating areas shall have grades adhering to FAA recommendations.
2. All site plans shall comply with applicable federal, state, local and Stafford Regional Airport Storm Water Pollution Prevention Program (SWPPP) (available at [www.staffordairport.com](http://www.staffordairport.com)) management requirements.
3. Grates and inlet structures shall be manufacturer certified to support the same weight aircraft as the adjacent pavement is designed to support.
4. All drainage facilities shall be sized in accordance with FAA and other federal, state, local and SWPPP requirements and procedures considering existing, proposed and future site conditions. All permit requests and approvals must be submitted to the appropriate agency(s) with copies provided to the Authority for its review.

### Grading

1. All finished grades for paving and building floor elevations shall be in accordance with the ALP.
2. Grading operations will meet all applicable erosion and sediment control regulations as required by the Stafford County Soil and Erosion Department and reviewed by the Authority and other governing agency requirements.

## Landscaping

1. A landscape plan shall be part of every facility proposal and is subject to approval by the Authority.
2. All graded areas will be fertilized, seeded with suitable ground cover, and mulched. Ground cover must be specified in the landscape plan.
3. Non-aircraft areas shall be landscaped. All plantings must be approved by the Authority for compliance with FAR Part 77 height restrictions.

## Wash Racks

1. Aircraft wash racks shall be equipped with oil separators and oil catch tanks to prevent oil from being discharged into the storm water or sanitary sewer system. Waste disposal and sanitary system plans shall be provided to the Authority. Any cost for clean out shall be the responsibility of the developer.
2. Grates and inlet structures shall be manufacturer certified to support the same weight aircraft as the adjacent pavement.

## **FENCING, SECURITY AND LIGHTING**

### Fencing

1. Fencing shall be of a height, style and design as to blend seamlessly with existing airport fencing in adjacent areas.
2. Fencing shall be provided between aircraft and non-aircraft areas to limit pedestrian and vehicular interference with aircraft movements and to provide security for parked aircraft.

### Area Lighting

1. Area lighting shall be provided for safety and operational needs and reviewed by the Authority.
2. Lighting shall conform and be compatible with the existing lighting in adjacent areas of the Airport.
3. Airside lighting shall be planned and constructed so as not to interfere with a pilot's vision during night aircraft operations.

## **FUEL STORAGE AND DISTRIBUTION**

All fuel shall be stored in above-ground tanks approved by the Authority and located in the central fuel farm in accordance with the ALP and Master Plan, with setbacks from buildings and roads as required by National Fire Protection Association (NFPA). All site plans must be approved by the Authority and the EPA. Any proposals for fuel storage locations not shown on the FAA-approved ALP will generally not be approved. However, if approved, all costs incurred in pursuing an ALP revision as a result of a new fuel storage proposal shall be borne by the proposer.

Only those tenants having fuel storage rights specified in their franchise agreement or lease or in a special use permit shall be considered eligible for fuel storage. All fuel storage on the airport must be approved by the Authority.

1. Minimum permanent storage tank size shall be 12,000 gallons.

2. Separate storage tanks and fuelers shall be provided for each grade of fuel distributed. Tanks and mechanical equipment must be labeled and color-coded per FAA requirements (AC 150/5230-4) to distinguish the different fuel grades.
3. Access to and circulation around the fuel storage facilities shall not impact and/or impede existing airport roads and shall in no case require the use of dedicated airside pavements or facilities. Primary access roads to the site must be designed for heavy truck traffic.
4. All above-ground tanks shall be installed in a concrete containment basin designed to capture any accidental spill of the contents of the fuel storage facility and/or delivery vehicle in accordance with all EPA, NFPA and other federal, state and local laws and regulations as amended. Emergency fuel shut off stations shall be located near the fuel tanks, be accessible, well-marked and lit per FAA requirements (AC 150/5230-4).
5. All surface drainage from the storage area and docking/loading area shall be captured in a closed drainage system and directed through a fuel spill and/or oil-water separator device approved by the Authority. All drainage pipes shall be reinforced concrete culvert-pipes which can withstand potential damage from corrosion and fire.
6. Fuel storage equipment shall be provided with metering devices that maintain and produce accurate receipts of fuel dispensed from the facility and are calibrated and approved by the Virginia Department of Agriculture, the Division of Weights and Measures. Specifications for the metering equipment shall be submitted to the Authority for review and approval.

Distribution of fuel into aircraft shall be via mobile or stationary pumping equipment (fuelers). Deadman controls shall be provided for unloading fuel from the tanks into the tending vehicles.

Over-the-road tankers are prohibited from all airside areas.

## **HANGARS, BUILDINGS, OTHER STRUCTURES, AND SIGNS**

### Codes

1. All hangars, buildings and other structures shall conform to federal, state and local building and safety codes applicable for the intended use.

### Location and Height

1. The location and size of buildings shall be consistent with the adopted Master Plan and ALP. No buildings may be closer to the centerline of Runway 15-33 than the minimum set-back specified by FAR Part 77. In addition to the minimum set-back, no structures may be of such a height as to penetrate the runway or approach imaginary surfaces specified by FAR Part 77.
2. Windows and large areas of glass shall be oriented and/or treated to avoid reflections which could distract pilots during landing or taking off.

### Utilities

1. Hangars 12,000 square feet or greater (not including T-hangars), which are used for aircraft maintenance or aircraft storage, shall be provided with electrical service, lighting, heating and sprinkler systems as per the current County Building Code.

2. Hangars less than 12,000 square feet (including T-hangars), used for aircraft storage only, shall be provided with electrical service, lighting, smoke detectors and fire extinguishers.
3. All hangars or buildings (not including T-hangars), regardless of size, will incorporate at least one restroom. Building use and state and local building codes may require more than one restroom facility.
4. All buildings requiring water service shall connect to the public water system. All tap fees in connection therewith shall be paid by the Operator.
5. All buildings requiring sanitary waste disposal shall connect to the central sewer system. All tap fees in connection therewith shall be paid by Operator.
6. All electrical and telephone service shall be underground. All tap fees and connection fees in connection therewith shall be paid by Operator.
7. All utilities needed by an Operator which require easements by utility providers will be requested through the Authority for execution. No easements can be granted by Operators/lessors of Airport property. Only the Authority can grant easements on airfield property.

#### Access

1. Pedestrian and vehicular access to buildings normally open to the public shall avoid crossing aircraft operating areas (airside areas).
2. All improvements or facilities sited on the landside/AOA interface shall have appropriate accesses to both the landside and the AOA. All aircraft and aviation related structures and buildings shall be approved by the Authority.
3. All customer facilities and accommodations for passengers and crew of transient aircraft must include a ramp or other convenient access for the disabled and sanitary restrooms equipped for use by the disabled.
4. Vehicular access to aircraft storage hangars shall minimize crossing of aircraft operating areas. Automobile parking shall be provided for aircraft storage hangars in locations which do not interfere with aircraft operations.
5. For hangar-bays larger than 2,000 square feet, a personnel door shall also be provided.
6. Hangar doors may be of sliding or bi-fold type. However, sliding doors may not be used in hangar configurations where the open door of one hangar interferes with access to an adjacent hangar or restricts movement on roadways or taxiways.

#### Materials and Finishes

The Authority's objective is to ensure that all new construction is of high quality and uses materials and finishes which will maintain their appearance with low maintenance. In addition, the Authority desires that all exterior finishes and architectural styles be compatible with existing structures and finishes.

#### Accordingly

1. Hangars and hangar-type buildings shall be constructed with steel, aluminum or masonry exteriors with standing seam non-glare roofs. All exterior metal surfaces shall have a durable finish applied at the point of manufacture.



2. Exterior colors and textures shall harmonize with other buildings and structures. The Authority reserves the right to disapprove exterior materials or finishes it feels would detract from the overall visual impression of the airport.
3. Compatible exterior colors will generally be from the blue, brown, beige or white color schemes.

## Signs

Signs shall be consistent with current Stafford County sign regulations and ordinances and adhere to the following standards and appropriate regulations of the Authority. All proposed signage shall receive prior approval of the Authority.

1. Free Standing Signs
  - a. Monument-style signs only permitted on property under franchise to applicant for sign
  - b. Only in non-movement areas
  - c. 6-foot maximum height to top of sign
2. Exterior Wall Signs
  - a. Individual mounted letters shall be of Lexan-type or other suitable materials.
3. Prohibited Permanent Signs
  - a. Banners (Temporary banners are allowed for specific events.)
  - b. Painted canvas
  - c. Moving or moving parts
  - d. Roof signs or those projecting from the roof
  - e. Directional
  - f. Directional signs moved by elements
  - g. Flashing or rotating
  - h. Illuminated signs placed where they may create a glare or a distraction to pilots
  - i. Lighted signs that interfere with airfield lighting
4. Facing of Signs
  - a. Airside - Must face runways and taxiways
  - b. Landside - Must face vehicular or pedestrian traffic

## **CHEMICALS AND HAZARDOUS MATERIALS**

Operators utilizing chemicals or other hazardous materials shall store these materials in tank containers and buildings meeting federal and/or state standards. The location of on-airport storage areas will be determined by the Authority based on the proposal presented by the Operator.

## FACILITIES AND IMPROVEMENTS

### Areas for Development

In accordance with the ALP dated April 2013, the Airport is broken into four general areas identified by the type of aircraft or intended development in those areas.

1. General Aviation (GA) Ramp: approximately 1,100 linear feet in length by 200 linear feet in width supporting a mix of both corporate aircraft as well as general aviation aircraft. Those areas facing the runway on both sides of and adjacent to the Airport Terminal Facility. Generally intended for service providers (FBO, Maintenance, Avionics, etc.). Figure 1. Area A
2. Corporate Hangar Ramp: southeast of the GA ramp, approximately 750 linear feet in length by 800 linear feet in width. Generally intended for facilities supporting cabin-class and larger aircraft. Figure 1. Area B
3. T-Hangar Area: northwest of the GA ramp approximately 1,150 linear feet in length by 500 linear feet in width. Intended for GA aircraft with wing spans approximately 43 feet or less. Figure 1. Area C
4. Undeveloped Areas: Any area on the ALP, regardless of location, which does not have infrastructure, utilities or ramp access currently installed.

### Building size

Hangars or buildings will have a minimum floor space under roof dictated by its location on the Airport as designated on the ALP. The intent is to maximize the limited space available for development on the Airport while adhering to minimum building separation as a requirement of local fire codes dictated by Stafford County. It is also the intent to group similar operations in the same vicinity of the Airport.

All hangars or buildings that are accessible to the AOA have set-back requirements from the FAA/state funded pavements. This set back is a minimum of 40 feet and must be bridged by the developer from the hangar/facility door to the FAA/state funded pavement that already exists.

The Authority, at its discretion, may waive the automobile parking space requirement in exchange for payment by the Operator to the Authority of an amount equal to the cost of maintaining such parking spaces for purposes of funding centralized parking facilities.

1. GA Ramp: Hangars located on the GA ramp will be no less than 10,000 square feet of floor space under roof. Minimum separation between buildings as allowed by Stafford County is expected to maximize developable areas.
2. Corporate Ramp: Hangars in the corporate ramp area of the ALP will be no less than 11,999 square feet under roof.
3. T-Hangar Area: The intent is for the SRAA to develop all T-hangars in this area. Per the ALP, there are areas at the northwest end of the existing developed T-hangar area intended for 5,000 square foot common wall hangars. These are available for commercial operators or Aviation related business
4. Undeveloped Areas: These areas will follow the above square footage requirements of the closest developed area, but designs will be considered by the Authority that maximizes the use of the available space. In accordance with the ALP, the extreme northeast end of the

proposed Runway 33 extension is an area intended for very large (20,000 square feet or larger) corporate hangars. See the ALP for more details on Undeveloped Areas.

5. Hangar Door Matrix: The matrix below indicates some of the minimum requirements, including door sizes, based on square footage of the facility. This data applies regardless of the area on the ALP where the facility is sited.

MINIMUM STANDARD FACILITIES MATRIX

	5,000 sq ft	7,500 sq ft	10,000 sq ft	12,500 sq ft	15,000 sq ft
Apron Size	50 lin ft	85 lin ft	120 lin ft	NLT 120 Lin Ft	NLT 120 Lin Ft
Tie down req.	2	3	4	5	6
Door Length	45 lin ft	80 lin ft	100 lin ft	NLT 100 ft	NLT 100 ft
Door Height	14 ft	16 ft	18 ft	NLT 18 ft	NLT 18 ft
Public Space	300 sq ft	Based on Use	Based on Use	Based on Use	Based on Use

## **MINIMUM STANDARDS FOR PROVIDING AERONAUTICAL SERVICES TO THE PUBLIC PURPOSE**

These regulations prescribe minimum standards for providing aeronautical services to the public at Stafford Regional Airport. Their purpose is to ensure minimum levels of service that enhance the reputation of the Airport with the public. Meeting the minimum standards does not imply a right to provide services.

Prudent and proper administration requires that standards be adopted which establish the minimum acceptable qualifications for participants, for levels and quality of services, and for other conditions which will be required of those proposing Aeronautical Services. These standards are in the public interest. This requirement provides protection from irresponsible, unsafe or inadequate levels of service.

The adoption and enforcement of such standards ensures that a commercial operator is reasonably fit, and is willing and able to discharge both its service obligations to its patrons and its economic obligations to the airport community, thereby protecting the aviation user, the public and the airport community. These standards promote economic stability by discouraging unqualified applicants and fostering the levels of service desired by the public and the Authority.

### **POLICIES REGARDING THE CONDUCT OF AN AERONAUTICAL SERVICE**

It is the policy of the Authority to extend the opportunity for providing Aeronautical Services to the public to any entity meeting the Authority’s published standards for that service, subject to available suitable space at the Airport. The Master Plan provides the basis for determining whether suitable space is available.

The Authority must approve all business proposals for commercial operations at the Airport. The Authority may place additional requirements on the operations above those presented here. In addition, the Authority reserves the right to levy fees for operations that may or may not be discussed here. All approved operations will be in writing from the Authority.

The Authority reserves the right to approve or disapprove all leases, subleases and business proposals for operations on the Airport.

All Operators shall provide adequate security for their facility and/or operation 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.

Certificates of Insurance from all parties will be required for operations and facilities on the Airport.

Operators shall maintain the required number of paved auto parking spaces for customers and employees per existing regulations (typically 5 spaces for customers and 1 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 vehicle parking space requirement in exchange for payment by an Operator to the Authority for building and maintaining common parking spaces.

All Operators shall publish and post hours of operation and telephone numbers to be used in case of an emergency at its facility. Published hours of operation are subject to approval by the Authority.

## **AIRCRAFT FUELING/FIXED BASE OPERATOR**

### General

This Section sets forth minimum standards for Aircraft Fueling Providers/Fixed Base Operators, those entities which provide a mix of services including: the sale and into-plane delivery of recognized grades of aviation fuel, lubricants and other related aviation petroleum products; and ramp assistance, including the servicing of aircraft, the parking, storage, and tie-down of aircraft. At a minimum, at least one of the following services must be included: a) the repair of airframes and/or power plants; b) the sale of aircraft parts and accessories; c) aircraft rental and/or flight instruction; and d) either air taxi or air charter services.

### Minimum Standards

1. Ground Space and Facility Improvements
  - a. Commercial FBO Operators will be required to provide a hangar facility in which to store aircraft as described below within three years of commencing operations. The first commercial FBO to establish a presence at the Airport will be required to rent counter space in the existing Terminal, negating the requirement for public space in a hangar facility. Any subsequent FBO will be required to provide a facility meeting the standards equal to the existing FBO facilities that would include public passenger space similar to that leased to the first FBO. Second and subsequent FBOs will be required to have such facilities within three years of commencing operations.
  - b. Commercial FBO Operators shall provide a facility with a minimum of 10,000 square feet of hangar, office and passenger handling space; at least 1,000 square feet must be set aside for customer handling facilities with appropriate lighting, heating and air conditioning, and with accommodations for visitors, passengers and aircraft flight crew. Such facilities shall include ramp access for the disabled, public telephones, and sanitary restrooms 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.

- c. Operator shall lease a minimum of 10 aircraft tie-down spaces within the centralized paved ramp area from the SRAA.
  - 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 of fuel grades required by the aviation users at the Airport. Fueling equipment operated by the FBO shall be stored on the AOA during FBO operating hours and stored in the Fuel Farm complex when the FBO is closed.
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 a reasonable time based on aircraft activity. Reasonable on-call service shall be available upon request (for an appropriate fee) 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 days a week on a continuous basis. Reasonable on-call service shall be available upon request outside of the above stated hours. 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.
  - c. 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.
  - d. Operator shall have sufficient equipment, 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, ground power starter and auxiliary power units, tools, 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 (but towable) aircraft which would normally be expected to utilize the Operator's services at the Airport.
  - e. Operator shall provide a crew car for transient customers.

## **AIRFRAME AND POWER PLANT REPAIR SERVICE**

### **General**

This Section sets forth minimum standards for Airframe and Power Plant Repair Service Providers: those entities which provide, at a minimum, airframe and/or power plant repair services and the sale of aircraft parts and accessories. Any person repairing or performing maintenance on aircraft will carry the required FAA license/certificates in accordance with published FAA standards or guidance.

## Minimum Standards

1. Ground Space and Facility Improvements
  - a. If the Operator builds a facility (as opposed to a sublease in an existing hangar) in order to house its operation, that facility must meet the minimum size requirements and standards as dictated by its location on the airfield in accordance with the ALP. For example, if the Operator chooses to build in the T-Hangar area, that minimum size is 5,000 square feet, whereas the minimum size for the General Aviation Ramp area is 10,000 square feet.
  - b. Operator will lease tie-down spaces from the Authority commensurate with the size of its operation and customer demand. At a minimum, 3 tie-down spaces will be leased for this type of operation.
2. Scope of Service
  - a. Operator shall provide service in this category for normal operating hours five days per week. Reasonable on-call service shall be available upon request outside of the above-stated hours.
  - 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 provide suitable tractors, tow bars, jacks, dollies and other equipment as necessary to service all aircraft in its customer base.

## **AVIONICS, INSTRUMENT, PROPELLER AND ACCESSORY REPAIR SERVICE**

### General

This Section sets forth minimum standards for Service Providers of any of the following: Avionics, Instrument, Propeller and Accessory Repair Services, 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. Any person repairing or performing maintenance on aircraft will carry the required FAA license/certificates in accordance with published FAA standards or guidance.

### Minimum Standards

1. Ground Space and Facility Improvements
  - a. If the Operator builds a facility (as opposed to a sublease in an existing hangar) in order to house its operation, that facility must meet the minimum size requirements and standards as dictated by its location on the airfield in accordance with the ALP. For example, if the Operator chooses to build in the T-Hangar area, that minimum size is 5,000 square feet, whereas the minimum size for the General Aviation Ramp area is 10,000 square feet.
  - b. Operator will lease tie-down spaces from the Authority commensurate with the size of its operation and customer demand. At a minimum, three tie-down spaces will be leased for this type operation.
2. Scope of Service
  - a. Operator shall provide service in this category for normal operating hours 5 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 provide suitable tractors, tow bars, jacks, dollies and other equipment necessary to service all aircraft in its customer base.

## **AIRCRAFT CHARTER AND AIR TAXI SERVICE**

### General

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

### Minimum Standards

1. Ground Space and Facility Improvements
  - a. If the Operator builds a facility (as opposed to a sublease in an existing hangar) in order to house its operation, that facility must meet the minimum size requirements and standards as dictated by its location on the airfield in accordance with the ALP. For example, if the Operator chooses to build in the T-Hangar area, that minimum size is 5,000 square feet, whereas the minimum size for the General Aviation Ramp area is 10,000 square feet.
  - b. Operator will lease tie-down spaces from the Authority commensurate with the size of its operation and customer demand. At a minimum, three tie-down spaces will be leased for this type operation.
  - c. Operator shall maintain five paved auto parking spaces for customers and one 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 vehicle parking space requirement in exchange for payment of common area maintenance fees for centralized parking.
2. Scope of Service
  - a. Operator shall provide service in this category for normal operating hours 5 days per week.
  - b. Operator shall have available for charter and air taxi, either owned or underwritten lease to Operator, at least 1 aircraft certified and currently airworthy and fully equipped for either visual and/or instrument flight conditions.
  - c. Operator shall provide suitable tractors, tow bars, jacks, dollies and other equipment as necessary to service all aircraft in its fleet.

## **AIRCRAFT SALES SERVICE**

### General

This Section sets forth minimum standards for Aircraft Sales and Service Providers, those entities which provide, at a minimum, the sale of new or used aircraft as an independent dealer, or through either franchises, 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 the Operator.

#### Minimum Standards

1. Ground Space and Facility Improvements
  - a. If the Operator builds a facility (as opposed to a sublease in an existing hangar) in order to house its operation, that facility must meet the minimum size requirements and standards as dictated by its location on the airfield in accordance with the ALP. For example, if the Operator chooses to build in the T-Hangar area, that minimum size is 5,000 square feet, whereas the minimum size for the General Aviation Ramp area is 10,000 square feet.
  - b. Operator will lease tie-down spaces from the Authority commensurate with the size operation and customer demand. At a minimum, three tie-down spaces will be leased for this type operation for display of demonstration aircraft.
2. Scope of Service
  - a. Operator shall provide service in this category for normal operating hours 5 days per week.
  - b. Operator shall have under contract for sale, lease or brokerage, at least one aircraft certified and currently airworthy and fully equipped for either visual and/or instrument flight conditions.
  - c. Operator shall provide suitable tractors, tow bars, jacks, dollies and other equipment as necessary to service all aircraft in its fleet.

### **AIRCRAFT RENTAL AND/OR FLIGHT TRAINING SERVICE**

#### General

This Section sets forth minimum standards for Aircraft Rental Service and/or Flight Training Service Providers, those entities which provide, at a minimum, the rental of aircraft 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 in preparation for taking a written examination and flight check for the category(s) of pilot licenses and ratings involved. Flight Training Service Providers also encompass "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 non-profit.

#### Flying Clubs

In an effort to foster and promote flying for pleasure, develop skills in aeronautics, including pilotage, navigation, and an awareness and appreciation of aviation requirements and techniques Flying Clubs are permitted to operate under these Rules, Regulations, and Minimum Standards.

All flying clubs desiring to base their aircraft and operate on the airport must comply with the applicable provisions of the Rules, Regulations, and Minimum Standards and must fulfill the conditions contained herein.

1. The club shall be a non-profit entity (Corporation, association, or partnership) organized for the express purpose of providing its members with an aircraft for their personal use and enjoyment only. The ownership of the aircraft must be vested in the name of the flying club or shall be owned ratably by all of its members. The property rights of the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any



member in any form (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance, and replacement of its aircraft.

Fuel purchase, will be paid for at the time of aircraft fueling. A fuel account will not be established for flying clubs. Any established tenant fuel discount will be applied at the time of purchase only for RMN based flying club aircraft.

2. Flying clubs may not offer or conduct air charter, rental, or maintenance (other than individual routine maintenance in designated areas). They shall not conduct aircraft flight instruction and only members of the flying club shall operate the aircraft. No flying club shall permit its aircraft to be utilized for flight instruction except when instruction is given by an employee of a lessee based on the airport that holds a license for flight training.
3. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the airport except that said flying club may sell or exchange its capital equipment.
4. The flying club, with its permit request, shall furnish the airport management a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; a roster, or list of members including names of officers and directors, to be revised on a semi-annual basis; evidence of insurance as required in Chapter IV; number and type of aircraft; evidence that aircraft are property certificated; evidence that ownership is vested in the club; and operating rules of the club. The books and other records of the club shall be available for review at any reasonable time by airport management or his authorized agent.
5. The flying club shall abide by and comply with all Federal, State, and Local laws, ordinances and regulations.
6. Any flying club which violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations in accordance with the provisions of these Rules, Regulations, and Minimum Standards.

#### Minimum Standards

1. Ground Space and Facility Improvements
  - a. If the operator builds a facility (as opposed to a sublease in an existing hangar) in order to house its operation, that facility must meet the minimum size requirements and standards as dictated by its location on the airfield in accordance with the ALP. For example, if the Operator chooses to build in the T-Hangar area, that minimum size is 5,000 square feet, whereas the minimum size for the General Aviation Ramp area is 10,000 square feet.
  - b. Operator will lease tie-down spaces from the Authority commensurate with the size of its operation and customer demand. At a minimum, three tie-down spaces will be leased for this type operation for rental/club aircraft.
2. Scope of Service
  - a. Operator shall have available for rental, either owned or under written lease to the Operator, at least one 2-place single-engine aircraft (fixed wing or helicopter) certified for DAY-NIGHT-VFR and equipped with VFR navigation devices.

- b. If flight instruction is provided as a service to the general public, the Operator shall have available for use in flight training, either owned or under written lease to the Operator, aircraft certified by the FAA and in an airworthy condition in accordance with the FAR's to include at least one 2-place single-engine aircraft certified for DAY-NIGHT-VFR and equipped with VFR navigation devices and at least one 4-place single-engine aircraft certified for DAY-NIGHT-VFR-IFR. It is preferred that at least one aircraft be a "complex" airplane as defined by the FARs. At least one aircraft will be equipped and capable for use in instrument flight instruction.
- c. If helicopter flight training is provided as a service to the general public, the Operator shall have available at least one single-engine helicopter, certified and airworthy with dual controls.
- d. Operator shall be able to provide during the established operating hours at least one person having a current commercial pilot certificate with flight instructor and other appropriate ratings and privileges, who can provide checkout or instruction in each model offered by the Operator.

## **PAINT SHOP FACILITY / UPHOLSTERY SERVICE**

### General

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

### Minimum Standards

1. Ground Space and Facility Improvements
  - a. If the Operator builds a facility (as opposed to a sublease in an existing hangar) in order to house its operation, that facility must meet the minimum size requirements and standards as dictated by its location on the airfield in accordance with the ALP. For example, if the Operator chooses to build in the T-Hangar area, that minimum size is 5,000 sq ft, whereas the minimum size for the General Aviation Ramp area is 10,000 square feet. In addition, these type facilities must incorporate appropriate equipment to meet all environmental standards (federal, state and local) as may be in effect at the time of construction.
  - b. Operator will lease tie-down spaces from the Authority commensurate with the size of its operation and customer demand. At a minimum, one tie-down space will be leased for this type operation.
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, including the towing or movement of aircraft into and out of a hangar facility. 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 federal, state or local agency(s) having jurisdiction over aircraft painting/upholstery operations.

- c. Operator shall comply with the current standards of the NFPA 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.

## **SPECIALIZED COMMERCIAL AERONAUTICAL ACTIVITIES SERVICE**

### General

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

1. Non-stop sightseeing flights
2. Aerial photography or survey
3. Fire watch and firefighting
4. Power line, underground cable or pipeline patrol
5. Serial application of agricultural chemicals
6. Other operations specifically excluded from Part 135 of the FAR's
7. Aircraft manufacturing
8. Engine or sub-assembly overhaul (station)
9. Aircraft research, development and manufacture
10. Scheduled commuter airline activities

### 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 operate on Stafford Regional Airport.