



Lawrence Municipal Airport
Lawrence, Kansas

MINIMUM STANDARDS
FOR COMMERCIAL
AERONAUTICAL OPERATORS

Draft Revision March 28, 2017

I. INTRODUCTION

A. Introduction

To encourage and ensure the provision of adequate services and facilities, economic health, and orderly development of aviation and related Aeronautical Activities at Lawrence Municipal Airport ("Airport"), the City of Lawrence ("City") has established these Minimum Standards and Requirements for Airport Aeronautical Services ("Minimum Standards").

The following sections set forth the Minimum Standards prerequisite to a person or Entity operating upon and engaging in one (1) or more Aeronautical Activities at the airport. These standards shall apply to the Lawrence Municipal Airport. However, these Minimum Standards are not intended to be all-inclusive. Any person or entity engaging in aviation operations and/or Aeronautical Activities at the airport will also be required to comply with all applicable Federal, State, and local laws, codes, ordinances, and other similar regulatory measures pertaining to such activities.

In all cases where the words "standards" or "requirements" appear, it shall be understood that they are modified by the word "minimum" except where a "maximum" is clearly identified. Determinations of "minimum" shall be from the Airport Manager's point of view as the operator of the Airport. All Operators are encouraged to exceed the "minimum" in terms of quality of facilities or services. No Operator will be allowed to occupy an area or conduct Activities at the Airport under conditions less than the "minimum."

Notwithstanding the above, the City may temporarily or permanently modify, waive, delete, or amend any of the requirements herein with respect to a particular person or entity upon a showing of good cause. The intent of this provision is to provide the City with the reasonable flexibility to address individual concerns and issues and to recognize those instances where a rigid adherence to these minimum standards may not be in the City's best interest. Amendments, deletions, modifications or waivers of specific provisions of these minimum standards shall be accomplished by the City.

B. Statement of Policy

It is the intent of the City to plan, manage, operate, finance, and develop the Lawrence Municipal Airport for the long-term financial health and safety of the airport using accepted practices and following applicable Federal, State, and local policies and regulations. All applicants performing Activities at the Airport shall be accorded a fair and reasonable opportunity, without unlawful discrimination, to qualify and to compete to occupy available facilities at the Airport and to provide appropriate Aeronautical Activities; subject, however, to the Minimum Standards as established by the City.

The granting of rights and privileges to engage in Aeronautical Activities shall not be construed in any manner as affording an Operator exclusive right of use of the premises and/or facilities at the Airport, other than those premises which may be leased exclusively to Operator, and then only to the extent provided in a written lease, license, and/or permit. The City reserves and retains the right for the use of the Airport by others who may desire to use the same, pursuant to

applicable Federal, State, and Local laws, ordinances, codes, and other regulatory measures pertaining to such use. The City further reserves the right to designate specific areas on the Airport in accordance with the current Airport Layout Plan (ALP) for the airport. Such designation shall give consideration to the nature and extent of the operation, the land and improvements available for such purpose, and shall be consistent with the orderly and safe operation of the Airport.

Many types of Aeronautical Activities may exist which are too varied to reasonably permit the establishment of specific Minimum Standards for each activity. When specific Aeronautical Activities are proposed for conduct at the Airport which does not fall within the categories heretofore documented, Minimum Standards will be developed on a case-by-case basis, taking into consideration the desires of the applicant, the Airport, and the public demand for such services.

These Minimum Standards may be supplemented, amended, or modified by the City, from time to time, and in such a manner and extent as is deemed appropriate by the City. The City will utilize the recommendations and comments from the Aviation Advisory Board in deliberations regarding Minimum Standards.

C. Severability Clause

If one (1) or more clauses, sections, or provisions of these Minimum Standards shall be held to be unlawful, invalid, or unenforceable by final judgement of any court of competent jurisdiction, the invalidity of such clauses, sections, or provisions shall not in any way affect any other clauses, sections, or provisions of these Minimum standards.

D. Violations

The City reserves the right to prohibit any Operator from using the Airport in connection with any of such Operator's Aeronautical Activities upon determination that such Operator has not complied with these Minimum Standards or has otherwise jeopardized the safety of persons utilizing the Airport or the property or operations of the Airport.

II. GENERAL REQUIREMENTS

A. General Requirements

The following General Requirements shall apply to all Aeronautical Activities at the Airport. An Operator engaging in an Aeronautical Activity, or Activities, at the Airport must comply with the General Requirements of this section plus the Minimum Standards for each specified Aeronautical Activity.

Operating Standard:	Acceptable Minimum:
1. Approved Activities	➔ Activities not explicitly discussed and/or identified in these Minimum Standards are prohibited at the Airport, unless written authorization is provided by the Airport Manager.
2. Authorization to Conduct Aeronautical Activity	➔ No Operator shall conduct, or allow an Entity to conduct, an Aeronautical Activity unless a valid Agreement authorizing such Activity has been entered into by the Operator and the City. ➔ No Entity shall conduct an Aeronautical Activity within an existing leasehold unless the lessee is authorized to conduct such Activity and the Airport Manager gives written authorization to the lessee, and lessor, for the Operator to conduct such Activity. The Airport Manager may request such information necessary to determine lessee's ability to conduct such Activity; however he may not modify, waive, delete, or amend any of the requirements herein without approval from the City, which approval must be granted in a public meeting.
3. Application Process to Conduct Aeronautical Activities	➔ Any individual and/or entity wishing to conduct an Aeronautical Activity must submit an application to the City of Lawrence as presented in Chapter V of these Minimum Standards. ➔ The Airport Manager and the Aviation Advisory Board for the Lawrence Municipal Airport will evaluate applications for the Aeronautical Activity and submit recommendation to the City Manager and City Commission. The City will respond through written communications to Applicant of its acceptance or rejection of the application no later than 30 days from the received application. If approved, Applicant must respond in writing within five (5) business days of their intent to accept approval and be bound by all regulations contained in these Minimum Standards and applicable FAA Regulations.

Operating Standard:	Acceptable Minimum:
4. Fees and Charges	➔ Any information relative to fees and charges applicable to the Aeronautical Activity described herein will be made available to the prospective Operator by the Airport Manager at the time of application or contract negotiations regarding an Agreement. ➔ As part of its ongoing Risk Management Program, the City of Lawrence may incur additional higher premiums for Aeronautical Activities at the Lawrence Municipal Airport. The City can require the Operator to reimburse the City the additional insurance expense as a cost of providing services at the Airport.
5. Leased Premises	➔ Operator shall lease and/or sublease (or construct) sufficient ground space, facilities, and accommodations for the proposed Aeronautical Activity as stipulated in the Minimum Standards. When more than one (1) Activity is proposed or when Operator will be conducting the Activity from an FBO leasehold, as an authorized sub-lessee, it may not be necessary to duplicate facilities where one facility is sufficient to meet more than one requirement. ➔ If new facility construction is required, Applicant will meet the City's requirements for new construction, including site plans, A&E construction sets, all required building permits, etc. ➔ If Applicant is sub-leasing facility space, an approved lease will be submitted to the City of premises to be leased and any proposed improvements to said property with engineering estimates of said improvements.

Operating Standard:	Acceptable Minimum:
6. Facility Construction	➔ When an Operator or prospective Operator desires to build and finance the construction of a new facility, a full description and conceptual drawing shall be provided to the Airport Manager showing the location of the ground space and proposed facilities/improvements and a schedule of development. ➔ When an Operator or prospective Operator desires to build a facility financed partly or in whole through a public financing mechanism, the Airport Manager should be contacted for application procedures. ➔ Prior to construction of any new building, hangar, or other facility leasehold or major modifications of an existing structure, all construction plans must be submitted through the Airport Manager for approval by the City. The Operator or prospective Operator must gain approval from the City before seeking approval from any other governmental entity having jurisdiction. ➔ Approval by the City of any plans or specifications or receipt thereof by the Airport Manager shall not be deemed or implied to constitute approval of said plans and specifications for any purpose whatsoever, specifically including without limitation, compliance with local, state, and federal agencies having jurisdiction. The City, by approving any such plans and specifications, assumes no liability or responsibility whatsoever for any defect in any structure or improvement constructed or modified according to such plans and specifications. ➔ Prior to construction of any new building, hangar, or other facility on a leasehold or major modifications of an existing structure, all construction plans must be submitted through the Airport Manager for approval by the City. The Operator or prospective Operator must gain approval from the City before seeking approval from any other governmental entity having jurisdiction. ➔ All plans, specifications, construction, and alterations must be in accordance with Federal, State, and local regulatory standards. The Operator will be responsible for obtaining and complying with any and all building permits required by any government agency having jurisdiction. ➔ The Operator is responsible for preparing and submitting the necessary FAA Form 7460-1, Notice of Proposed Construction. A copy of the notice shall be sent to the Airport Manager. Any changes, modifications, or restrictions the FAA may require must be complied with by the Operator. The Operator is responsible for reimbursement to the City for all updates to the Airport Layout Plan (ALP) with any approved facility.

	➔ The City is under no obligation to construct and provide aprons and/or taxiways for commercial and/or noncommercial use facilities. If the facility location requires the construction of either aprons or taxiways, these pavements shall meet all FAA standards for the largest aircraft type anticipated to use the facility. ➔ The Operator will not place or cause to be placed any temporary, mobile, or modular structures on the leased premises, except those that are directly related to approved construction or alterations. No Aeronautical Activity may be performed from temporary or mobile structures without prior approval from the Airport Manager.
7. Facility Maintenance	➔ Operators shall maintain the leased premises in a neat and orderly condition. Necessary personnel must be provided to perform continuing maintenance upon leased facilities, including related appurtenances, landscaping, paved areas, installed equipment, and grass cutting. ➔ Operators shall provide all necessary apron cleaning services for the leased premises, janitorial and custodial services, trash removal services, and any and all other related services necessary to maintain the facilities in good condition. While fair wear and tear is expected, the Operator will replace in like kind anything damaged by its employees, patrons, or operations. Maintenance will be at the sole expense of Operator and will be subject to general monitoring by the Airport Manager to ensure a continuing high quality of appearance and structural condition.
8. Licenses, Permits, and Certifications	➔ Operator shall obtain and comply with, at its sole expense, all necessary licenses and permits required for the conduct of Operator's Activities at the Airport as required by the City, FAA, or any other duly authorized governmental agency having jurisdiction.
9. Personnel	➔ Operator may be required to have in its employ, and on duty during operating hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth herein. ➔ Operator may be required to provide a responsible person in the office to supervise the operations on the leased premises and such person shall be authorized to represent and act for and on behalf of Operator during all business hours. ➔ All persons are required to hold the appropriate FAA certificates and ratings to the extent required for the Operator's Activities.

Operating Standard:	Acceptable Minimum:
10. Laws, Rules, and Regulations	➔ Operator shall engage in Aeronautical Activities only in accordance with Minimum Standards, Lawrence Municipal Airport Rules and Regulations, and all applicable Federal, State, and Local laws and regulations, as amended.
11. Payment of Rents and Fees	➔ Operator's failure to remain current in the payment of all rents, fees, or other sums accruing to the City under any and all Agreements will be grounds for revocation of Agreement authorizing the conduct of Aeronautical Activities at the Airport.
12. Insurance	➔ Operator shall keep and maintain all insurance required in its Agreement with the City and in any applicable law including, for example and without limitation, insurance required by workers compensation laws of the State of Kansas. ➔ Operator shall procure, maintain, and pay premiums during the term of the Agreement for insurance of the types and minimum limits set forth by the City for each activity as stated in the Appendix of this Minimum Standards. The insurance company underwriting the required policy(s) shall be licensed to write such insurance in the State of Kansas. ➔ When more than one (1) Aeronautical Activity is proposed, the minimum limits will vary (depending upon the nature of each Activity), but will not necessarily be cumulative in all instances. It will not be necessary for the Operator to carry insurance policies providing the aggregate or combined total of the minimum requirements of each Activity; however, Operator will be required to obtain insurance for all exposures. ➔ All insurance which Operator is required by the City to carry and keep in force shall name the City of Lawrence, its representatives, officials, officers, employees, and agents as additional insureds. ➔ Operator shall furnish the City proper certificates that such insurance is in force and will furnish additional certificates upon any changes in insurance. In the event of cancellation or any modification of coverage, 30 days prior written notification shall be conveyed to the City by the underwriter. ➔ The limits of liability for each stipulated Aeronautical Activity represent the minimum required to operate at the Airport. The City strongly recommends that all Operators secure higher limits of liability coverage. ➔ As part of its ongoing Risk Management Program, the City of Lawrence may incur additional premiums for Aeronautical Activities at the Airport. The City can require the activity provider to reimburse the City the additional insurance expense as a cost of providing services at the Airport.

Operating Standard:	Acceptable Minimum:
13. Assignment and Subletting	➔ All assignments and subletting of Agreements between an authorized Operator and another Entity must receive prior written approval from the Airport Manager. In reviewing a request for such written approval, the Airport Manager may request such information necessary to determine the prospective sub lessee's ability to conduct such Activity. However the Airport Manager may not modify, waive, delete, or amend any of the requirements herein without approval from the City, which approval must be granted in a public meeting. ➔ This written approval requirement does not apply to Activities provided for under the terms of an existing Agreement, including rental of Tie-downs and hangar space for the storage of aircraft.
14. Taxes	➔ Operator shall, at its sole cost and expense, pay any and all taxes for which it is responsible or which may be assessed against it.
15. Signage	➔ Operator shall not erect, maintain, or display any sign on the leased premises or elsewhere on the Airport without the prior written consent of the Airport Manager. At a minimum, all signage must meet City of Lawrence requirements and standards.
16. Environmental Compliance	➔ All Operators, specifically including without limitation all Operators who dispense fuel, store fuel, and perform Aircraft Maintenance, shall strictly comply with all Federal, State, and local laws, rules, and regulations concerning the handling, use, and storage of fuel, oil, solvents, chemicals, and other hazardous materials. ➔ Operators shall not engage in, or permit on the leased premises, the stripping and/or painting of Aircraft or any other vehicle, except following review by and prior written permission from the Airport Manager. This does not include painting of minor Aircraft parts and assemblies required as part of a maintenance or repair procedure.
17. Safety of Property, Others	➔ All Aeronautical Activities shall at all times be conducted with due consideration of the property of others located at or about the Airport and the safety of all Airport users.
18. Suspension, Revocation of Privileges	➔ The City reserves the right to suspend or revoke Airport privileges, on a temporary or permanent basis, for any Operator failing to abide by these Minimum Standards or any applicable Federal, State, or local law, rule, regulation, ordinance, or

	standard governing the Airport or any applicable Aeronautical Activity. ➔ The City of Lawrence reserves the right to deny an application or revoke the approval to use the airport and terminate the airport premises lease agreement with the applicant upon finding any of the following: • The information on the application was false, inaccurate, or incomplete. • The City has determined that the applicant does not have the financial capability to meet the minimum standards prescribed herein. • The applicant has failed to pay the rates and charges that are owed to the City of Lawrence in accordance with the terms of their lease agreement or these minimum standards. • The applicant fails to maintain the required amount of insurance. • The applicant does not comply with the terms of their lease agreement or with these Minimum Standards for parachute operations as set forth herein.
19. Notices, Requests for Approval, Applications, and other Filings	➔ Any notice, request for approval, application, or other filing required or permitted to be given or filed with the City and any notice of communication required or permitted to be given or filed with any Operator or prospective Operator pursuant to these Minimum Standards shall be in writing, signed by the party giving such notice, and may be personally served, sent by overnight courier or by United States mail, and shall be deemed to have been given when delivered in person, or one (1) day after delivery to the office of such overnight courier service, or 30 (30) days after depositing the same in the United States Mail, postage fees prepaid, properly addressed to Operator or prospective Operator at its principal place of business (or such other address as it may have provided to the City) or, as the case may be, to the City at the following address: Airport Manager City of Lawrence P.O. Box 708 Lawrence, Kansas 66044 Telephone: (785) 832-3400

III. FIXED BASE OPERATIONS

A. Fixed Base Operator

Definition: A Fixed Base Operator (FBO) is an Entity engaged in the business of providing multiple services to Aircraft. Such services shall include, at a minimum, the sale of aviation fuel/lubricants; Aircraft Tie-downs, hangar space, and parking; Aircraft Maintenance; and, ancillary ground services and support.

In addition to the General Requirements set forth in Section II hereof, each Fixed Base Operator at the Airport shall comply with the following Minimum Standards.

Operating Standard:	Acceptable Minimum:
1. Scope of Activity	→ FBO shall conduct its FBO business and Activities on and from the leased premises in a first class manner which shall be consistent with the degree of care and skill usually exercised by experienced FBOs providing comparable products, services, and engaging in similar Activities from similar facilities in like markets.
2. Required Services	FBO Products and Services shall include, at a minimum, the following: → Aircraft Fueling: 1. The FBO shall be capable of delivering and dispensing aviation fuel into all types of aircraft normally frequenting the Airport. 2. The FBO shall be capable of providing a response time not to exceed 15 minutes during regular hours of operation. → Tie-down, Hangar Space, and Parking: 1. The FBO shall comply with the minimums identified in Leased Premises. → Aircraft Maintenance: 1. The FBO shall comply with the minimum standards identified under Aircraft Airframe and Power Plant Repair and Maintenance Operator. 2. The FBO can remain in compliance with these Minimum Standards for the provision of Aircraft Maintenance through an authorized sub lessee operating from the FBO's leased premises. → Ancillary Ground Services and Support: 1. Towing of Aircraft 2. Ground Power Services 3. Aircraft Recovery Services

A. Fixed Base Operator (Continued)

Operating Standard:	Acceptable Minimum:
3. Leased Premises	➔ A suitable ground area must be leased or under an approved use agreement upon which all required improvements for facility, ramp area, vehicle parking, roadway access, and landscaping will be located. ➔ Paved aircraft apron adequate to accommodate all Activities of the FBO and all approved sub lessee(s), with aircraft movement and Tie-down facilities for a minimum of 20 aircraft, and access to taxiways. ➔ At least 10,000 sq.ft. of conventional hangar space, of which no less than 2,000 sq.ft. must be utilized for an Aircraft Maintenance operation. ➔ At least 3,000 sq.ft. of space that is properly heated, air conditioned, and lighted for administration offices, customer lounge, restrooms, and public telephone. ➔ Sufficient paved vehicle parking space to accommodate FBO and tenant customers, passengers, and employees on a daily basis, but not less than 20 spaces.
4. Fuel Storage Facility and Equipment	➔ Construct (or install), maintain, or have access to an on-Airport fuel storage facility in a location approved by the Airport Manager. Said fuel storage facility shall have a minimum total capacity for three (3) days supply of aviation fuel for Aircraft being serviced by FBO. However, in no event shall the minimum total capacity be less than 10,000 gallons each for each grade of fuel. ➔ The design and construction of the fuel storage facility shall comply with all applicable Federal, State, and local rules, regulations, and laws. ➔ FBO shall demonstrate that satisfactory arrangements have been made with a recognized aviation petroleum distributor for the delivery of fuel in such quantities as are necessary to meet the requirements set forth herein. ➔ The FBO shall provide at least two (2) mobile dispensing single product trucks for dispensing the minimum requirement of two (2) grades of fuel. In the alternative, FBO may utilize a stand-alone self-service dispensing unit (approved by the Airport Manager) in place of one (1) of the mobile dispensing trucks. The Avgas truck shall have a minimum capacity of 750 gallons and the Jet fuel truck shall have a minimum capacity of 2,000 gallons.

A. Fixed Base Operator (Continued)

Operating Standard:	Acceptable Minimum:
4. Fuel Storage Facility and Equipment (Continued)	➔ Fuel dispensing units must be equipped with metering devices which meet all applicable legal requirements. The mobile unit dispensing Jet fuel must have over-the-wing and single point Aircraft fueling capability. ➔ Each mobile dispensing truck and self-service dispensing unit shall be so equipped and maintained as to comply at all times with all applicable safety and fire prevention requirements or standards, including without limitation, those prescribed by: 1. These Minimum Standards and any other rules and regulations of the City and the Airport, as amended. 2. State of Kansas Fire Codes and Fire Marshall's Codes. 3. National Fire Protection Association (NFPA) Codes. 4. 14 CFR Part 139, Airport Certification, Section 139.321, Handling/Storing of Hazardous Substances and Materials. 5. Applicable FAA Advisory Circulars (AC), including AC 00-34, "Aircraft Ground Handling and Servicing", and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport". ➔ All FBO mobile dispensing units shall be painted and marked in a professional manner in such a way that it is easily recognized as being owned by the FBO.
5. Equipment	➔ Adequate Tie-down Equipment including ropes, chains, and other types of restraining devices and wheel chocks which are required to safely secure Tie-down Aircraft. ➔ Adequate Equipment for recharging or energizing discharged Aircraft batteries. ➔ One (1) Aircraft tug with rated draw bar capacity of not less than 5,000 pounds and standard universal tow bar of sufficient capacity to meet the towing requirements of the general aviation Aircraft normally frequenting the Airport. ➔ Fire apparatus: An adequate number of approved and currently inspected dry chemical fire extinguisher units shall be maintained within all hangars, buildings, on ramp/apron areas, at fuel storage facilities, and on all fueling trucks. ➔ Compressed Air Unit: At least one (1) compressed air unit for inflating tires shall be readily available at all times. ➔ All equipment necessary for the proper performance of repair and maintenance services on airframe and power plant in accordance with applicable FAA regulations and Manufacturers' specifications. Such Equipment shall comply with airport rules and regulations, NFPA codes, and other applicable governmental safety regulations.

Operating Standard:	Acceptable Minimum:
6. Personnel	➔ Personnel shall at all times be properly uniformed which, at a minimum, must identify the FBO's company name. Personnel uniforms shall at all times be professional and properly maintained. ➔ Personnel engaged in dispensing Aircraft fuels, accepting fuel shipments, and aircraft ground-handling operations shall be properly trained in all associated safety procedures and shall conform to the best practices of such operations. This includes, but is not limited to, meeting the standards of FAA Advisory Circular 150/5230-4, Appendix 7, Minimum Standards for Fuel Storage, Handling, and Dispensing on Airports, Paragraph 4. Fueling Personnel, Subparagraphs b. and c. and all other applicable laws, rules, and regulations. ➔ In accordance with applicable laws, regulations, and appropriate industry practices, the FBO shall develop and maintain Standard Operating Procedures (SOP) for fueling and ground handling operations and shall insure compliance with standards set forth in FAA Advisory Circular 00-34A, entitled "Aircraft Ground Handling and Servicing." The FBO's SOP shall include a training plan, fuel quality assurance procedures and record keeping, and emergency response procedures to fuel fires and spills, bonding and fire protection, control of access to fuel storage areas, and marking and labeling fuel storage tanks and trucks. The FBO's SOP shall be made available to airport management when requested. ➔ The FBO shall have on premises during operating hours properly trained and qualified employees in such numbers, but not less than one (1), as are required to meet the Minimum Standards set forth in this category for services in an efficient manner. ➔ The FBO shall have on premises (either employed or through an approved sub lessee) a minimum of one (1) FAA licensed Airframe and Power Plant mechanic that is properly trained and qualified to perform maintenance services on general aviation Aircraft frequenting the Airport.

A. Fixed Base Operator (Continued)

Operating Standard:	Acceptable Minimum:
7. Hours of Operation	➔ The FBO shall be open daily for aircraft fueling and oil dispensing services during the hours of 8:00 a.m. to 8:00 p.m., CDT; or posted as seasonal business volumes require.
8. Insurance	➔ Operator shall maintain, at a minimum, the following coverage and limits of insurance (see Attachment A- Schedule of Minimum Insurance Requirements): 1. Comprehensive General Liability: bodily injury, personal injury, and property damage, including products, operations, and contractual liability. 2. Vehicle Liability: bodily injury and property damage on all vehicles used by Operator. 3. Hangar keeper's Liability: An amount adequate to cover the replacement cost of any non-owned property in the care, custody, or control of Operator.

IV. SPECIALIZED AVIATION SERVICE OPERATORS

A. Aircraft Airframe and Power Plant Repair and Maintenance Operator

Definition: An Aircraft Airframe and Power Plant Repair and Maintenance Operator is an Entity engaging in the business of providing airframe and Power Plant repair and maintenance services which include the sale of Aircraft parts and accessories.

In addition to the General Requirements set forth in Section II hereof, each Aircraft Airframe and Power Plant Repair and Maintenance Operator at the Airport shall comply with the following Minimum Standards:

Operating Standard:	Acceptable Minimum:
1. Scope of Activity	➔ Operator shall conduct Airframe and Power Plant repair and maintenance services and Activities on and from the leased premises in a first class manner which shall be consistent with the degree of care and skill usually exercised by experienced Operators providing comparable products, services, and Activities from similar sized facilities in like markets.
2. Leased Premises	➔ Operator (other than an FBO) engaging in Aeronautical Activities as authorized by Agreement directly with the City shall adhere to the following leased premises requirements: 1. A minimum ground area of 20,000 sq.ft. upon which all required improvements for facility, ramp area, vehicle parking, roadway access, and landscaping will be located. 2. Paved aircraft apron adequate to accommodate all Activities of the Operator, with aircraft movement and Tie-down facilities for a minimum of three (3) aircraft, and access to taxiways. 3. At least 5,000 sq.ft. of conventional hangar space. 4. At least 500 sq.ft. of space that is properly heated, air conditioned, and lighted for administrative offices, customer lounge, restrooms, and public telephone. 5. Sufficient paved vehicle parking spaces to accommodate customers and employees on a daily basis, following City requirements. ➔ Operator engaging in Aeronautical Activities as a sub lessee of an authorized Commercial Operator shall adhere to the following leased premises requirements: 1. Appropriate conventional hangar space. 2. Paved aircraft apron adequate to accommodate movement of aircraft into and out of hangar space and storage of aircraft scheduled for maintenance or having just completed maintenance.

	3. Appropriate space that is properly heated, air conditioned, and lighted for administrative offices, shop space, customer lounge, restrooms, and public telephone. Operator may utilize common areas of Commercial Operator if located in same building and in close proximity to Operator's facility. However, an appropriate amount of space must be "dedicated" to Aircraft maintenance activities.
3. Licenses and Certifications	➔ Operator will comply with all applicable FAA, Federal, State and Local regulations.
4. Personnel	➔ Personnel shall at all times be properly uniformed which, at a minimum, must identify the Operator's company name. Personnel uniforms shall at all times be professional and properly maintained. ➔ Operator shall provide a sufficient number of personnel on the premises, which at a minimum shall be one (1) FAA certified A&P mechanic and one (1) other person not necessarily rated, to adequately and safely carry out airframe and powerplant repair and maintenance services in a courteous, prompt, and efficient manner and meeting the reasonable demands of the public. ➔ Operator shall employ sufficient repair personnel who are current and properly certified by the FAA with ratings appropriate to the work being performed and who hold A&P and/or Aircraft inspector ratings.
5. Equipment	➔ Operator shall provide sufficient shop space, Equipment, supplies, and availability of parts equivalent to that required for certification by the FAA as an approved repair station.
6. Hours of Operation	➔ Operator shall make provision for personnel to be in attendance in its office at all times during normal business hours (Mon. - Fri., 8a.m. - 5p.m.) or shall have an answering service, page system, or other acceptable method for the public to contact Operator.
7. Insurance	➔ Operator shall maintain, at a minimum, the following coverage and limits of insurance (see Attachment A- Schedule of Minimum Insurance Requirements): 1. Comprehensive General Liability: bodily injury, personal injury, and property damage, including products, operations, and contractual liability. 2. Vehicle Liability: bodily injury and property damage on all vehicles used by Operator. 3. Hangar keeper's Liability: An amount adequate to cover the replacement cost of any non-owned property in the

	care, custody, or control of Operator, or waiver of subrogation.
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B. Aircraft Rental / Commercial Flying Club Operator

Definition: An Aircraft Rental Operator is an Entity engaging in the business of renting Aircraft to the Public. A Commercial Flying Club Operator is an Entity comprised of an association or group of individuals jointly owning or leasing an Aircraft to its members (where payment is made to the club for the operating time of the aircraft) but which does not meet the requirements established for Exempt Flying Clubs.

In addition to the General Requirements set forth in Section II hereof, each Aircraft Rental / Commercial Flying Club Operator at the Airport shall comply with the following Minimum Standards:

Operating Standard:	Acceptable Minimum:
1. Scope of Activity	➔ Operator shall conduct aircraft rental services and Activities on and from the leased premises in a first class manner which shall be consistent with the degree of care and skill usually exercised by experienced Operators providing comparable products, services, and Activities from similar sized facilities in like markets.
2. Leased Premises	➔ Operator (other than an FBO) engaging in Aeronautical Activities as authorized by Agreement directly with the City shall adhere to the following leased premises requirements: 1. Suitable ground area upon which all required improvements for facility, ramp area, vehicle parking, roadway access, and landscaping will be located. 2. Paved aircraft apron adequate to accommodate all Activities of the Operator with aircraft movement and Tie-down facilities for a minimum of 1 aircraft, and access to taxiways. 3. Appropriate conventional hangar space. 4. Appropriate space that is properly heated, air conditioned, and lighted for administrative offices, customer lounge, restrooms, and public telephone. 5. Sufficient paved vehicle parking spaces to accommodate customers and employees on a daily basis, per City requirements. ➔ Operator engaging in Aeronautical Activities as a sub lessee of an authorized Commercial Operator shall adhere to the following leased premises requirements: 1. Sufficient hangar and/or paved apron space equal to number of Aircraft in Operator's fleet but not less than the space required to accommodate one (1) Aircraft. Such space shall be adjacent to or within close proximity to Operator's facility. 2. Appropriate space that is properly heated, air conditioned, and lighted for administrative offices, customer lounge, re-

	strooms, and public telephone. Operator may utilize common areas of Commercial Operator if located in same building and in close proximity to Operator's facility. However, an appropriate amount of space must be "dedicated" to Aircraft rental activities.
3. Licenses and Certificates	➔ Operator shall have in its employ at least one (1) person having current FAA certified flight instructor ratings and which is current in all Aircraft models offered for rental.
4. Personnel	➔ Operator shall provide a sufficient number of personnel to adequately and safely carry out Aircraft Rental services and Activities in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public.
5. Equipment	➔ Operator shall have available for rental, either owned by or under written lease to Operator and under the exclusive control of Operator, at least one (1) certified and currently airworthy Aircraft.
6. Hours of Operation	➔ Operator shall make provision for personnel to be in attendance in its office at all times during normal business hours (Mon. - Fri., 8a.m. - 5p.m.) or shall have an answering service, page system, or other acceptable method for the public to contact Operator.
7. Insurance	➔ Operator shall maintain, at a minimum, the following coverage and limits of insurance (see Attachment A): 1. Comprehensive General Liability: bodily injury, personal injury, and property damage, including products, operations, and contractual liability. 2. Vehicle Liability: bodily injury and property damage on all vehicles used by Operator. 3. Aircraft Liability: on all owned or operated Aircraft or additional waiver of subrogation.

Operating Standard:	Acceptable Minimum:
8. Exempt Flying Club	➔ To be exempt from the commercial flying club requirements, the following conditions must exist: 1. The club shall be a non-profit Entity organized for the express purpose of providing its members with Aircraft for personal use and enjoyment. 2. Each member must be a bona fide owner of the Aircraft or a shareholder, member, or director of the non-profit Entity. 3. The club may not derive profit from the operation, maintenance, and/or replacement of its Aircraft. 4. Flight instruction may be given in club Aircraft to club members, provided such instruction is given by an authorized Flight Training Operator or by a properly certified instructor who is a bona fide club member and who shall not receive any compensation for such services. 5. Aircraft will not be used by other than bona fide members and by no one for commercial operations.

C. Flight Training Operator

Definition: A Flight Training Operator is an Entity engaging in instructing pilots in fixed or rotary wing Aircraft operations and providing such related ground school instruction as is necessary and preparatory to taking a written examination and flight check ride for the category or categories of pilot's licenses and rating involved. In addition to the General Requirements set forth in Section II hereof, each Flight Training Operator at the Airport shall comply with the following Minimum Standards:

Operating Standard:	Acceptable Minimum:
1. Scope of Activity	➔ Operator shall conduct flight training services and Activities in a first class manner which shall be consistent with the degree of care and skill usually exercised by experienced Operators providing comparable products, services, and Activities from similar sized facilities.
2. Licenses and Certificates	➔ Operator shall employ at least 1 flight instructor who is properly certified by the FAA to provide all types of training offered and shall comply with all applicable FAA, Federal, State and Local regulations.
3. Personnel	➔ Operator shall provide a sufficient number of personnel to adequately and safely carry out Flight Training services and Activities in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.
4. Equipment	➔ Operator shall have available for use in flight training, either owned by or under written lease to Operator and under the exclusive control of Operator, at least one (1) certified and currently airworthy Aircraft, which must be equipped for dual operation. ➔ Training equipment shall include, at a minimum, adequate mock-ups, pictures, slides, filmstrips, videotapes, or other training aids necessary to provide proper and effective ground school instruction. All materials, supplies, and training methods must meet FAA requirements for the training offered.
6. Hours of Operation	➔ Operator shall make provision for personnel to be in attendance in its office at all times during normal business hours (Mon. - Fri., 8a.m. - 5p.m.) or shall have an answering service, page system, or other acceptable method for the public to contact Operator.

Operating Standard:	Acceptable Minimum:
7. Insurance	➔ Operator shall maintain, at a minimum, the following coverage and limits of insurance (see Attachment A- Schedule of Minimum Insurance Requirements): 1. Comprehensive General Liability: bodily injury, personal injury, and property damage, including products, operations, and contractual liability. 2. Vehicle Liability: bodily injury and property damage on all vehicles used by Operator. 3. Aircraft Liability: on all owned or operated Aircraft.

D. Aircraft Charter, Air Taxi, and/or Air Ambulance Operator

Definition: An Aircraft Charter, Air Taxi, and/or Air Ambulance Operator is an Entity engaged in the business of providing air transportation (for persons or property) to the general public for hire, either on a charter basis or as an Air Taxi Operator, as defined in the Federal Aviation Regulations.

In addition to the General Requirements set forth in Section II hereof, each Aircraft Charter, Air Taxi, and/or Air Ambulance Operator at the Airport shall comply with the following Minimum Standards:

Operating Standard:	Acceptable Minimum:
1. Scope of Activity	➔ Operator shall conduct its Aircraft Charter, Air Taxi, and/or Air Ambulance services and Activities on and from the leased premises in a first class manner which shall be consistent with the degree of care and skill usually exercised by experienced Operators providing comparable products, services, and Activities from similar sized facilities in like markets.
2. Leased Premises	➔ Operator (other than an FBO) engaging in Aeronautical Activities as authorized by Agreement directly with the City shall adhere to the following leased premises requirements: 1. Suitable ground area upon which all required improvements for facility, ramp area, vehicle parking, roadway access, and landscaping will be located. 2. Paved aircraft apron adequate to accommodate all Activities of the Operator, with aircraft movement and Tie-down facilities for aircraft, and access to taxiways. 3. Suitable conventional hangar space. 4. Appropriate space that is properly heated, air conditioned, and lighted for administrative offices, customer lounge, restrooms, and public telephone. 5. Sufficient paved vehicle parking spaces to accommodate customers and employees on a daily basis, following City requirements. ➔ Operator engaging in Aeronautical Activities as a sub lessee of an authorized Commercial Operator shall adhere to the following leased premises requirements: 1. Sufficient hangar and/or paved apron space equal to number of Aircraft in Operator's fleet. Such space shall be adjacent to or within close proximity to Operator's facility. 2. Appropriate space that is properly heated, air conditioned, and lighted for administrative offices, customer lounge, restrooms, and public telephone. Operator may utilize common areas of Commercial Operator if located in same building and in close proximity to Operator's facility. However, an appropriate amount of space must be "dedicated" to the administration and provision of Aircraft Char-

	ter, Air Taxi, and/or Air Ambulance Activities.
3. Licenses and Certificates	➔ Operator must be certified to the extent required by the FAA to conduct all Aircraft Charter, Air Taxi, and/or Air Ambulance services and Activities. Said certificates must be displayed in a public area in Operator's place of business.
4. Personnel	➔ Personnel shall at all times be properly uniformed which, at a minimum, must identify the Operator's company name. Personnel uniforms shall at all times be professional and properly maintained. ➔ Operator shall provide a sufficient number of personnel to adequately and safely carry out Aircraft Charter, Air Taxi, and/or Air Ambulance services and Activities in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public. ➔ Operator shall have in its employ a sufficient number of qualified Commercial and/or Airline Transport rated pilots.
5. Equipment	➔ Operator shall provide, either owned by or under written lease to Operator and under the exclusive control of Operator, at least one (1) certified and continuously airworthy Aircraft. Fixed wing aircraft must also be certified for flight under instrument conditions.
6. Hours of Operation	➔ Operator shall make provision for personnel to be in attendance in its office at all times during normal business hours (Mon. - Fri., 8a.m. - 5p.m.) or shall have an answering service, page system, or other acceptable method for the public to contact Operator.
7. Insurance	➔ Operator shall maintain, at a minimum, the following coverage and limits of insurance (see Attachment A- Schedule of Minimum Insurance Requirements): 1. Comprehensive General Liability: bodily injury, personal injury, and property damage, including products, operations, and contractual liability. 2. Vehicle Liability: bodily injury and property damage on all vehicles used by Operator. 3. Aircraft Liability: on all owned or operated Aircraft or additional waiver of subrogation.

E. Avionics, Instrument, and/or Propeller Repair Operator

Definition: An Avionics, Instrument, and/or Propeller Repair Operator is an Entity engaged in the business of repairing Aircraft radios, electrical systems, propellers, instruments, and/or accessories. This category includes the sale of new or used Aircraft radios, propellers, instruments, and/or accessories.

In addition to the General Requirements set forth in Section II hereof, each Avionics, Instrument, and/or Propeller Repair Operator at the Airport shall comply with the following Minimum Standards:

Operating Standard:	Acceptable Minimum:
1. Scope of Activity	➔ Operator shall conduct Avionics, Instrument, and/or Propeller Repair services and Activities on and from the leased premises in a first class manner which shall be consistent with the degree of care and skill usually exercised by experienced Operators providing comparable products, services, and Activities from similar sized facilities.
2. Leased Premises	➔ Operator (other than an FBO) engaging in Aeronautical Activities as authorized by Agreement directly with the City shall adhere to the following leased premises requirements: 1. Suitable ground area upon which all required improvements for facility, ramp area, vehicle parking, roadway access, and landscaping will be located. 2. Adequate space that is properly heated, air conditioned, and lighted for administrative offices, repair and sales activities, customer lounge, restrooms, and public telephone. 3. Sufficient paved vehicle parking spaces to accommodate customers and employees on a daily basis, following City requirements. ➔ Operator engaging in Aeronautical Activities as a sub lessee of an authorized Commercial Operator shall adhere to the following leased premises requirements: 1. Appropriate space that is properly heated, air conditioned, and lighted for administrative offices, shop space, customer lounge, restrooms, and public telephone. Operator may utilize common areas of Commercial Operator if located in same building and in close proximity to Operator's facility. However, an appropriate amount of space must be "dedicated" to the administration and provision of Avionics, Instrument, and/or Propeller Repair Activities.
3. Licenses and Certifications	➔ Repair personnel must be currently and properly certified by the FAA with ratings appropriate to the work being performed. In the case of avionics repair, the ratings shall, at a minimum, be for Class 1 and Class 2 repairs.

Operating Standard:	Acceptable Minimum:
4. Personnel	➔ Personnel shall at all times be properly uniformed which, at a minimum, must identify the Operator's company name. Personnel uniforms shall at all times be professional and properly maintained. ➔ Operator shall provide a sufficient number of personnel to adequately and safely carry out avionics, instrument, or propeller repair services in a courteous, prompt, and efficient manner and meeting the reasonable demands of the public seeking such services. ➔ Operator shall employ sufficient repair personnel with Aircraft radio, electrical system, instruments, and propeller repair ratings, appropriate to the category of work being performed.
5. Equipment	➔ Operator shall provide sufficient shop space, Equipment, supplies, and availability of parts equivalent to that required for certification by the FAA as an approved repair Operator.
6. Hours of Operation	➔ Operator shall make provision for personnel to be in attendance in its office at all times during normal business hours (Mon. - Fri., 8a.m. - 5p.m.) or shall have an answering service, page system, or other acceptable method for the public to contact Operator.
7. Insurance	➔ Operator shall maintain, at a minimum, the following coverage and limits of insurance (see Attachment A- Schedule of Minimum Insurance Requirements): 1. Comprehensive General Liability: bodily injury, personal injury, and property damage, including products, operations, and contractual liability. 2. Vehicle Liability: bodily injury and property damage on all vehicles used by Operator. 3. Hangar keeper's Liability: An amount adequate to cover the replacement cost of any non-owned property in the care, custody, or control of Operator or waiver of subrogation.

F. Aircraft Sales Operator

Definition: An Aircraft Sales Operator is an Entity engaged in the sale of new and used Aircraft.

In addition to the General Requirements set forth in Section II hereof, each Aircraft Sales Operator at an Airport shall comply with the following Minimum Standards:

Operating Standard:	Acceptable Minimum:
1. Scope of Activity	➔ Operator shall conduct its Aircraft Sales services and Activities on and from the leased premises in a first class manner which shall be consistent with the degree of care and skill usually exercised by experienced Operators providing comparable products, services, and Activities from similar sized facilities in like markets.
2. Leased Premises	➔ Operator (other than an FBO) engaging in Aeronautical Activities as authorized by Agreement directly with the City shall adhere to the following leased premises requirements: 1. Suitable ground area upon which all required improvements for facility, ramp area, vehicle parking, roadway access, and landscaping will be located. 2. Paved aircraft apron adequate to accommodate the total number of Aircraft in the Operator's fleet or current inventory. Apron space shall be adjacent to Operator's facilities. 3. Suitable conventional hangar space. 4. Appropriate space that is properly heated, air conditioned, and lighted for administrative offices, customer lounge, restrooms, and public telephone. 5. Sufficient paved vehicle parking spaces to accommodate customers and employees on a daily basis, following City requirements. ➔ Operator engaging in Aeronautical Activities as a sub lessee of an authorized Commercial Operator shall adhere to the following leased premises requirements: 1. Sufficient hangar and/or paved apron space equal to number of Aircraft in Operator's fleet or current inventory. Such space shall be adjacent to or within close proximity to Operator's facility. 2. Appropriate space that is properly heated, air conditioned, and lighted for administrative offices, customer lounge, restrooms, and public telephone. Operator may utilize common areas of Commercial Operator if located in same building and in close proximity to Operator's facility. However, an appropriate amount of space must be "dedicated" to the administration and provision of Aircraft Sales Activities.

F. Aircraft Sales Operator (Continued)

Operating Standard:	Acceptable Minimum:
3. Dealership	➔ An Operator which is an authorized factory sales franchise, dealer, or distributor shall have available or on call at least one (1) current model demonstrator of Aircraft in its authorized product line. Demonstrations of additional models of the manufacturer for which a dealership is held shall also be available.
4. Licenses and Certificates	➔ Operator shall employ, or have available on call, a sufficient number of pilots with ratings for all models to be demonstrated.
5. Personnel	➔ Operator shall provide a sufficient number of personnel to adequately and safely carry out Aircraft Sales services and Activities in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.
6. Equipment	➔ Necessary and satisfactory arrangements for repair and servicing of Aircraft shall be provided in accordance with any sales guarantee or warranty period.
7. Hours of Operation	➔ Operator shall make provision for personnel to be in attendance in its office at all times during normal business hours (Mon. - Fri., 8a.m. - 5p.m.) or shall have an answering service, page system, or other acceptable method for the public to contact Operator.
8. Insurance	➔ Operator shall maintain, at a minimum, the following coverage and limits of insurance (see Attachment A- Schedule of Minimum Insurance Requirements): 1. Comprehensive General Liability: bodily injury, personal injury, and property damage, including products, operations, and contractual liability. 2. Vehicle Liability: bodily injury and property damage on all vehicles used by Operator. 3. Aircraft Liability: on all owned or operated Aircraft. 4. Hangar keeper's Liability: an amount adequate to cover the replacement cost of any non-owned property in the care, custody, or control of Operator or waiver of subrogation.

G. Commercial Hangar Operator

Definition: A Commercial Hangar Operator is an Entity which develops and constructs a conventional hangar structure (s) for the sole purpose of storing Aircraft.

In addition to the General Requirements set forth in Section II hereof, each Commercial Hangar Operator at the Airport shall comply with the following Minimum Standards:

Operating Standard:	Acceptable Minimum:
1. Scope of Activity	➔ Operator shall conduct its Commercial Hangar services and Activities on and from the leased premises in a first class manner which shall be consistent with the degree of care and skill usually exercised by experienced Operators providing comparable products, services, and Activities from similar sized facilities in like markets.
2. Leased Premises	➔ Operator (other than an FBO) engaging in Aeronautical Activities as authorized by Agreement directly with the City shall adhere to the following leased premises requirements: 1. Suitable ground area upon which all required improvements for facility, ramp area, vehicle parking, roadway access, and landscaping will be located. 2. Paved aircraft apron sufficient to provide reasonable Aircraft access to and from hangar. 3. Suitable conventional hangar space. 4. Appropriate space that is properly heated, air conditioned, and lighted for customer lounge, restrooms, and public telephone. 5. Sufficient paved vehicle parking spaces to accommodate customers and employees on a daily basis, following City requirements.
3. Insurance	➔ Operator shall maintain, at a minimum, the following coverage and limits of insurance (see Attachment A- Schedule of Minimum Insurance Requirements): 1. Comprehensive General Liability: bodily injury, personal injury, and property damage. 2. Vehicle Liability: bodily injury and property damage on all vehicles used by Operator. 3. Hangar keeper's Liability: an amount adequate to cover the replacement cost of any non-owned property in the care, custody, or control of Operator or waiver of subrogation.

H. Aircraft Detailing & Refurbishment Services Operator

Definition: An Aircraft Detailing & Refurbishment Services Operator is defined as an operator of limited aircraft, engine, or accessory repair and maintenance (for example, washing, painting, upholstery, etc.) or other miscellaneous activities directly related to aircraft support.

In addition to the General Requirements set forth in Section II hereof, each Aircraft Detailing & Refurbishment Services Operator at the Airport shall comply with the following Minimum Standards:

Operating Standard:	Acceptable Minimum:
1. Scope of Activity	➔ Operator shall conduct its aircraft detailing & refurbishment services and activities on and from the leased premises in a first class manner which shall be consistent with the degree of care and skill usually exercised by experienced Operators providing comparable products, services, and activities from similar sized facilities in like markets.
2. Leased Premises	➔ Operator (other than an FBO) engaging in Aeronautical Activities as authorized by Agreement directly with the City shall adhere to the following leased premises requirements: 1. Suitable upon which all required improvements for facility, ramp area, vehicle parking, roadway access, and landscaping will be located. 2. Paved aircraft apron adequate to accommodate the total number of Aircraft in the Operator's fleet. Apron space shall be adjacent to Operator's facilities. 3. Suitable conventional hangar space. 4. Appropriate space that is properly heated, air conditioned, and lighted for administrative offices, customer lounge, restrooms, and public telephone. 5. Sufficient paved vehicle parking spaces to accommodate customers and employees on a daily basis, following City requirements.
3. Aircraft	➔ Operator engaging in Aeronautical Activities as a sub lessee of an authorized Commercial Operator shall adhere to the following leased premises requirements: 1. Sufficient hangar and/or paved apron space equal to number of Aircraft in Operator's fleet. Such space shall be adjacent to or within close proximity to Operator's facility. 2. Appropriate space that is properly heated, air conditioned, and lighted for administrative offices, customer lounge, restrooms, and public telephone. Operator may utilize common areas of Commercial Operator if located in same building and in close proximity to Operator's facility. However, an appropriate amount of space must be "dedi-

	cated" to the administration and provision of Specialized Commercial Aeronautical Operator.
4. Personnel	➔ Operator shall provide a sufficient number of personnel to adequately and safely carry out its Specialized Commercial Aeronautical services and Activities in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.
5. Equipment	➔ Operator shall provide and have based at the Airport, either owned or under written lease to Operator, sufficient Equipment, supplies and availability of parts, and capable of meeting all applicable Federal, State, and local laws, rules, and regulations with respect to the Activity being performed.
6. Hours of Operation	➔ Operator shall make provision for personnel to be in attendance in its office at all times during normal business hours (Mon. - Fri., 8a.m. - 5p.m.) or shall have an answering service, page system, or other acceptable method for the public to contact Operator.
7. Insurance	➔ Operator shall maintain, at a minimum, the following coverage and limits of insurance (see Attachment A- Schedule of Minimum Insurance Requirements): 1. Comprehensive General Liability: bodily injury, personal injury, and property damage, including products, operations, and contractual liability. 2. Vehicle Liability: bodily injury and property damage on all vehicles used by Operator. 3. Aircraft Liability: on all owned or operated Aircraft or waiver of subrogation.

I. Parachute Operator

Definition: A Parachute Operator is an entity engaged in any activity which furthers, assists, engages in, promotes, or relates to parachute operations as defined by FAR 105.3, including, but not limited to: transportation of persons for parachuting, instruction and/or training in parachuting, and rental and sales of parachuting equipment.

In addition to the General Requirements set forth in Section II hereof, each Parachute Operator at the Lawrence Municipal Airport shall comply with the following Minimum Standards:

Operating Standards:	Acceptable Minimums:
1. Scope of Activity	➔ Operator shall conduct its parachute operations in a manner which shall be consistent with the degree of care and skill usually exercised by experienced operators providing comparable products, services, and activities from similar sized facilities in like markets. The City of Lawrence as adopted the current Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR PART 105, and related FAA Advisory Circulars as its standards for all Operators. The company's parachute operation shall meet or exceed these standards.
2. Leased Premises	➔ Operator (other than an FBO) engaging in Aeronautical Activities as authorized by Agreement directly with the City shall adhere to the following leased premises requirements: 1. Suitable ground area upon which all required improvements for facility (hangar), ramp area, vehicle parking, roadway access, and landscaping will be located. 2. Airport property that will be utilized as an approved Drop Zone. 3. Paved aircraft apron sufficient to provide reasonable Aircraft access to and from hangar. 4. Suitable conventional hangar space. 5. Appropriate space that is properly heated, air conditioned, and lighted for customer lounge, restrooms, and public telephone. 6. Sufficient paved vehicle parking spaces to accommodate customers and employees on a daily basis as required by City planning code.

	➔ Operator engaging in Aeronautical Activities as a sub lessee of an authorized Commercial Operator shall adhere to the following leased premises requirements: 1. Sufficient hangar and/or paved apron space equal to number of Aircraft in Operator's fleet but not less than the space required to accommodate one (1) Aircraft. Such space shall be adjacent to or within close proximity to Operator's facility.
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	2. Appropriate space that is properly heated, air conditioned, and lighted for administrative offices, customer lounge, restrooms, and public telephone. Operator may utilize common areas of Commercial Operator if located in same building and in close proximity to Operator's facility.
3. Aircraft	✈ The aircraft must be owned or leased by and controlled by the operator, properly equipped, and FAA certified for parachute jumping. The operator shall also have on hand and available for use such equipment and apparatus as would reasonable by industry best practices to be available for the training of individuals to parachute jump.
4. Licenses and Certifications	✈ Parachute instructors shall meet all applicable certification requirements of the FAA for parachute instruction, inspection, and packing, and maintain current certificates issued by the FAA and, if required, a current Airman Medical Certificate. The operator shall demonstrate the continuing ability to meet the United States Parachute Association and FAA requirements for certification of all instructor personnel and aircraft.
5. Personnel	✈ Operator shall employ at least one appropriately rated jumpmaster, one USPA Safety and Training Advisor (S&TA) and one appropriately rated commercial pilot who shall be current in all models of aircraft from which parachute activities will be done. ✈ All jump plane pilots must hold a FAA commercial pilot certificate and be appropriately rated for the aircraft being operated. ✈ In addition, Operator shall provide a sufficient number of personnel to adequately and safely carry out parachuting instruction and activities in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.
6. Operations	✈ When the operator is using a drop zone wherein any part of such drop zone is within two statute miles from the Airport, one of its employees will serve as a drop zone manager/observer at the drop zone during all parachuting activities. The drop zone manager/observer for safety purposes shall have a radio capable of transmitting on UNICOM and capable of communicating with

	the parachute operations aircraft as necessary for safety purposes. ➔ The Airport Manager shall require such safeguards as deemed necessary to protect the Airport, aircraft using the Airport and the general public. These requirements may include, but are not limited to: bonds, insurance policies, additional security personnel, facilities and waivers/authorizations to the FARs issued by the FAA. The City may establish and charge reasonable fees for this activity.
7. Hours of Operation	➔ Operator shall make provision for personnel to be in attendance in its office at all times during normal business hours (Mon. - Fri., 8a.m. - 5p.m.) or shall have an answering service, page system, or other acceptable method for the public to contact Operator.
8. Insurance	➔ Operator shall maintain, at a minimum, the following coverage and limits of insurance (see Attachment A-Schedule of Minimum Insurance Requirements): 1. Comprehensive General Liability: bodily injury, personal injury and property damage, including operations, and contractual liability. 2. Vehicle Liability: bodily injury and property damage on all vehicles used by Operator. 3. Aircraft Liability on all owned or operated Aircraft: - Each person/each accident.

J. Ultralight Operator

Definition: An Ultralight Operator is an Entity engaged in flight instruction in, or sale of new or used aircraft (sport or ultralight) through franchises or licensed dealership or distributorship (either on a retail or wholesale basis). An Ultralight Operator shall provide flight instruction, and provide repair, services, and parts as necessary to meet any guarantee or warranty on such aircraft.

In addition to the General Requirements set forth in Section II hereof, each Ultralight Operator at an Airport shall comply with the following Minimum Standards:

Operating Standard:	Acceptable Minimum:
1. Scope of Activity	➔ Operator shall conduct its ultralight training and sales or service Activities on and from the leased premises, in a first class manner which shall be consistent with the degree of care and skill usually exercised by experienced Operators providing comparable products, services, and Activities from similar sized facilities in like markets.
2. Leased Premises	➔ Operator (other than an FBO) engaging in sport and/or ultralight Activities as authorized by Agreement directly with the City shall adhere to the following leased premises requirements: 1. Suitable ground area upon which all required improvements for facility, ramp area, vehicle parking, roadway access, and landscaping will be located. 2. Paved aircraft apron adequate to accommodate the total number of Aircraft in the Operator's fleet or current inventory. Apron space shall be adjacent to Operator's facilities. 3. At least enough conventional hangar space to hangar aircraft owned by the Operator. 4. Suitable space that is properly heated, air conditioned, and lighted for administrative offices, customer lounge, restrooms, and public telephone. 5. Sufficient paved vehicle parking spaces to accommodate customers and employees on a daily basis.

J. Ultralight Operator (continued)

Operating Standard:	Acceptable Minimum:
2. Leased Premises (cont.)	➔ Operator engaging in Aeronautical Activities as a sub lessee of an authorized Commercial Operator shall adhere to the following leased premises requirements: 1. Sufficient hangar and/or paved apron space equal to number of Aircraft in Operator's fleet or current inventory. Such space shall be adjacent to or within close proximity to Operator's facility. 2. Suitable space that is properly heated, air conditioned, and lighted for administrative offices, customer lounge, restrooms, and public telephone. Operator may utilize common areas of Commercial Operator if located in same building and in close proximity to Operator's facility. However, an appropriate amount of space must be "dedicated" to the administration and provision of ultralight aircraft Activities.
3. Aircraft	➔ An Operator, which is an authorized factory sales franchise, dealer, or distributor shall have available or on call at least one (1) current model demonstrator of Aircraft in its authorized product line. Demonstrations of additional models by the manufacturer for which a dealership is held shall also be available. ➔ Operator shall also have on hand and available for use at least one two-place ultralight or sport vehicle from which instruction may be given.
4. Equipment	➔ Necessary and satisfactory arrangements for repair and servicing of sport and/or ultralight Aircraft shall be provided in accordance with any sales guarantee or warranty period.

J. Ultralight Operator (continued)

Operating Standard:	Acceptable Minimum:
5. Training Operations	→ The operator shall also provide, directly or through a nominee acceptable to the City of Lawrence and its Aviation Advisory Board, such related ground school instruction as is necessary to prepare the student to take a written examination and flight check ride for a sport pilot's license or appropriate rating from the Federal Aviation Administration, if applicable. The operator shall insure that its operation will meet the continuing requirements for certification by the Federal Aviation Administration and applicable state and local requirements. The operator shall maintain at least one sport aircraft or ultra light or a sufficient number to adequately handle the number of students contemplated. The operator must be able to demonstrate to the satisfaction of the City and its Aviation Advisory Board that it has had experience in flight training. This information must be included in the statement of the operator's qualifications.
6. Personnel	→ The company shall have in its employ and on duty during appropriate business hours, a minimum of one person having a current FAA commercial pilot certificate or an Advanced Flight Instructor's (AFI) rating from the United States Ultralight Association (USUA). Operator shall provide a sufficient number of pilots with instructor ratings who shall be current in all models to be demonstrated, or in which instruction shall be given. → The operator shall employ as many additional instructors as necessary to meet the demands of the number of students engaged in such flight training. → Operator shall provide a sufficient number of personnel to adequately and safely carry out related sport or ultralight Activities in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.

V. Aeronautical Activity Application Requirements

A. Activity Application Requirements

The City reserves the right to request from a prospective Operator, in written form, at the time of and as part of the application, the following information and, thereafter, such additional information as may be required or requested by the City and/or the Airport Manager.

1. Intended Scope of Activities: As part of any Aeronautical Activity application, the prospective Operator must submit a specific, detailed description of the scope of intended Activities, and the means and methods to be employed to accomplish the contemplated Activities, which shall include, but not limited to, the following:
 - a. The legal name of the Entity filing the application and its business name (if different).
 - b. The name, address, and telephone number of the Entity, the primary contact individual, and all owners of five percent (5%) or more of equity interest, management control, or debt of the Entity. The number of persons proposed to be employed, including the names and qualifications of key persons involved in conducting proposed activities.
 - e. A comprehensive listing of all Activities proposed to be offered, along with copies of all applicable Federal, State, or local operating certificates and licenses currently held.
 - f. For proposed Leases of existing structures, a description of the size, location, and proposed utilization of office, hangar, Tie-downs, and/or vehicle parking areas to be utilized; an engineer's cost estimate for improvements.
 - g. For proposed Leases of unimproved Airport areas, a layout (to scale) of the size, site plan configuration, and location of the property desired to be occupied and a description and preliminary drawing of the buildings and improvements to be constructed, engineer's project costs estimate, together with vehicle parking to be available (and required) for the proposed Activities, as required by City planning code.
 - h. The number of Aircraft to be utilized in connection with the Activities and the make, model, passenger seating capacity, cargo capacity, Aircraft registration number, and copies of applicable operating certificates for each Aircraft.
 - i. The tools, Equipment, vehicles, and inventory proposed to be utilized in connection with the proposed Activities.
 - j. A market analysis to include a written statement addressing each of the following areas:
 - 1) Definition of target market
 - 2) Intended market share
 - 3) Promotional marketing techniques
 - 4) Description of existing competitors
 - 5) Percent of intended sales related to Aircraft based at Airport
 - 6) List of certificates and licenses to be sought (if any, as required)
 - 7) Evidence of support from potential customers, such as surveys, testimonials, and/or related documentation
 - 8) List of products to be sold or distributed (if any) and a list of manufacturer or distributor's requirements for obtaining dealership (if applicable)
 - 9) List of suppliers, subcontractors, and associates

- k. An operational plan detailing operations of the Activity and its compliance in accordance with City of Lawrence & Airport regulations and state, federal and industry regulations/best practices pertinent to the Aeronautical Activity involved.
 - l. A safety plan applicable to the Aeronautical Activity proposed will present how Applicant will engage local, state and federal regulations and industry best practices, including airport minimum standards, for maintaining a safe environment on airport property.
2. Financial Responsibility and Capability: The prospective Operator must provide a statement, as evidence of applicant's financial responsibility, from an area bank, trust company, or from other sources as may be acceptable to the City and readily verified through normal banking channels. The prospective Operator must also demonstrate the financial capability to initiate the Activities, construct the improvements proposed, and (if applicable) provide the working capital necessary to carry on the contemplated Activities (once initiated). The demonstration of financial responsibility and capability shall include a cash flow and profit and loss projection for the first five (5) years of the proposed operation, a three (3) year historical profit and loss statement (if available), and a current (within 60 days) balance sheet.
 3. Experience: Applicant will submit a statement of qualifications (SOQ) of the organizations' skills & experiences to provide the services of proposed Activity in a safe and professional environment. SOQ will document ownership and key personnel educational background(s), work experience, copies of all applicable licenses, certificates, registrations to demonstrate the organization's capability of complying with all local, state, federal regulations; and industry standards and best practices, including resumes of management individuals who will be directly responsible for the proposed operation, together with business, financial, and managerial references. The foregoing information must be presented in a form satisfactory to the City.
 4. Performance Bond Capacity: The prospective Operator shall provide evidence in a form acceptable to the City of its ability to supply a performance bond in an amount equal to the cost of constructing the proposed improvements submitted to the City for approval.
 5. A statement from the applicant that discloses any and all violations of the Federal Aviation Regulations (FARs) by the applicant's owners or key managers which could jeopardize the Grant Assurances of the Lawrence Municipal Airport. Failure to disclose, or providing erroneous information, may lead to denial of the Applicant by the City of Lawrence, or potential cancellation of any leases necessary to provide the Aeronautic Activity.
 6. A non-refundable \$50 application fee.

B. Grounds for Denial of Lease Application

The City may deny any lease application for any one (or more) of the following reasons:

1. The applicant for any reason does not meet fully the qualifications, standards, and requirements established herein. The burden of proof of compliance shall be on the prospective Operator.
2. The applicant's proposed Activities, operation, and/or construction will create a safety hazard.
3. The granting of the application will require the Airport to expend funds or supply labor or materials in connection with the proposed Activities, operation, and/or construction that the City is unwilling to spend or the operation will result in a financial loss to the Airport.
4. No appropriate, adequate, or available space or building exists at the Airport which could accommodate the entire operation of the applicant at the time of application, nor is such contemplated within a reasonable time thereafter.
5. The proposed operation, development, or construction does not comply with the Master Plan of the Airport (and/or ALP) then in effect or anticipated to be in effect within the time frame proposed by the applicant.
6. The development or use of the area requested by the applicant will result in a congestion of Aircraft or buildings or will unduly interfere with operations or Activities of any present Operator on the Airport and/or prevent adequate access to their leased area.
7. The Applicant has either intentionally or unintentionally misrepresented or omitted material fact in the application or in supporting documentation.
8. The Applicant or an officer, director, agent, representative, shareholder, or employee of Applicant has a record of violating the rules, regulations, statutes, ordinances, laws, or orders of any other Airport, civil air regulations, FAA regulations, or any other rules, regulations, statutes, ordinances, laws, or orders applicable to the Airport.
9. The Applicant has failed to make full disclosure on the application or in supporting documents.
10. The Applicant or an officer, director, agent, representative, shareholder, or employee of applicant has defaulted in the performance of any Lease or other Agreement with the City.
11. On the basis of current financial information, the applicant does not, in the sole discretion of the City, exhibit adequate financial responsibility or capacity to undertake the proposed operation and Activities.
12. The Applicant or an officer, director, agent, representative, shareholder, or employee of the applicant has been convicted of a felony or misdemeanor involving moral turpitude.
13. Applicant's Activities or operation has been or could be detrimental to the Airport.

The Airport Manager and the Aviation Advisory Board for the Lawrence Municipal Airport will evaluate applications for the Aeronautical Activity and submit recommendation to the City Manager and City Commission. The City will respond through written communications to Applicant of its acceptance or rejection of the application no later than 30 days from the received application. If approved, Applicant must respond in writing within five (5) business days of their intent to accept approval and be bound by all regulations contained in these Minimum Standards and applicable FAA Regulations.

VI. Definitions

A. Definitions

As used in these regulations, the following terms shall have the following meanings:

Aeronautical Activity (or "Aeronautical Activities" or "Activities" or "Activity"): Any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft or another Aeronautical Activity, or which contributes to or is required for the safety of such operation. The following Activities, without limitations, which are commonly conducted on airports, are considered Aeronautical Activities within this definition: charter operations, pilot training, aircraft rental, sightseeing, aerial photography, aerial spraying and agricultural aviation services, aerial advertising, aerial surveying, air carrier operation (airline passenger and air cargo), aircraft sales and service, sale of aviation fuel and oil whether or not conducted in conjunction with other included Activities, repair and maintenance of aircraft, sale of aircraft parts, and any other Activity which, in the sole judgement of the Airport Manager, because of their direct relationship to the operation of the Airports, can appropriately be regarded as an "Aeronautical Activity." For all purposes of these Minimum Standards, all products and services described herein are deemed to be "Aeronautical Activities."

Agreement (or "Lease"): A contract between the City and an Entity granting a concession, transferring rights or interest in property, or otherwise authorizing the conduct of certain Activities which is in writing, executed by both parties, and enforceable by law.

Air Charter: An Entity that provides on-demand, non-scheduled passenger services and operates under the appropriate FAR with Aircraft that provide no more than 30 passenger seats.

Aircraft: Any contrivance, now known or hereafter invented, used, or designed for navigation of or flight in the air. Excluded from this definition are ultralights, gliders, and paragliders.

Aircraft Maintenance: The repair, maintenance, adjustment, or inspection of Aircraft. Major repairs include major alterations to the airframe, powerplant, and propeller as defined in Part 43 of the FARs. Minor repairs include normal, routine annual inspection with attendant maintenance, repair, calibration, or adjustment or repair of Aircraft and their accessories.

Airport: Lawrence Municipal Airport, Lawrence, Kansas.

Airport Layout Plan ("ALP"): A drawing depicting the physical layout of the individual airport and identifying the location and configuration of runways, taxiways, building, roadways, utilities, nav aids, etc.

Airport Manager: The designated individual or duly authorized representative appointed by the City Commission and/or City Manager to manage the operation and development of the Airport within policies established by the City.

Applicant: An Entity desiring to acquire the use of a portion of the Airports or to establish or use any facility at the Airport to engage in Aeronautical Activities and who shall apply in writing and in the manner or form prescribed for authorization to engage in such Activities at the Airport.

Apron (or "Ramp"): A paved area suitable for Aircraft staging and parking.

Commercial Aeronautical Activity: Any Aeronautical Activity where the purpose of such Activity is to secure earnings, income, compensation, or profit, whether or not such objectives are accomplished. Such Activities are further defined throughout these Minimum Standards.

Commercial Aviation Operator: An Entity engaging in an Activity which involves, makes possible, or is required for the operation of Aircraft, or which contributes to, or is required for the safe conduct and utility of such Aircraft operations, the purpose of such Activity being to secure earnings, income, compensation, or profit, whether or not such objectives are accomplished. A Commercial Operator may be classified as either a Fixed Base Operator (FBO) or a Specialized Aviation Service Operator.

Entity: A person, persons, firm, partnership, limited liability company, unincorporated proprietorship or association or group, or corporation other than the City.

Equipment: All personal property and machinery, together with the necessary supplies, tools, and apparatus necessary to the proper conduct of the Activity being performed.

Exclusive Right: A power, privilege, or other right excluding or preventing 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. An exclusive right to conduct an Aeronautical Activity, which is forbidden by Federal regulation, is distinguished from an exclusive right to occupy real estate, which is permitted by Federal regulation under certain conditions.

FAA: Federal Aviation Administration.

FAR: Federal Aviation Regulation.

Fixed Base Operator ("FBO"): An Entity which is authorized and required by Agreement with the City to provide, at a minimum, the following Aeronautical Activities at the Airport:

- A. Sale of Aviation Fuel and Lubricants
- B. Tie-down, Hangar Space, and Parking
- C. Aircraft Maintenance
- D. Ancillary Aircraft Ground Services and Support

Improvements: All buildings, structures, and facilities including pavement, fencing, signs, and landscaping constructed, installed, or placed on, under, or above any leased area.

Master Plan: An assembly of appropriate documents and drawings covering the development of the Airport from a physical, economical, social, and political jurisdictional perspective. The Airport Layout Plan is part of this plan.

Minimum Standards: Those qualifications, standards, and criteria set forth herein as the minimum requirements to be met as a condition for an Operator to engage in Aeronautical Activities at the Airport.

Non-Commercial Operator: An Entity that either owns or leases and operates Aircraft for personal or recreational purposes. In the case of a business, the operation of the aircraft must be an ancillary Activity or unit to support the business' purposes by providing transportation for the exclusive use of its employees or agents. In all cases, the Non-Commercial Operator neither offers nor provides Aeronautical Activities for compensation.

Operator: As used in these Minimum Standards, the term "Operator" refers to both Commercial Operators and Non-Commercial Operators.

Parachute: A parachute as a device used or intended to be used to retard the fall of a body or object through the air. (AC 105-2D).

Parachute Traffic Pattern: With a minimum parachute opening altitude of 2,500 feet above the ground (and most parachutists open much higher), parachutes are nearly always open 800 feet or more above the traffic pattern.

Repair Facility: A facility utilized for the repair and maintenance of Aircraft to include airframe, powerplant, propellers, radios, instruments, and accessories.

Specialized Aviation Service Organization ("SASO"): A Commercial Operator that provides Aeronautical Activities not included in the minimum services listed under the definition of a Fixed Base Operator. These may include any one (1) or a combination of the following:

- A. Airframe and Powerplant Repair and Maintenance
- B. Aircraft Rental Flying Club
- C. Flight Training
- D. Aircraft Charter / Air Taxi
- E. Avionics, Instrument, or Propeller Repair
- F. Aircraft Sales
- G. Parachute Operator
- H. Ultralight Operator

Student Jumper: A skydiver trainee who has not been issued a USPA "A" license.

Sublease: An agreement entered into by a lessee under a Lease with another Entity transferring rights or interests in property and/or facility (ies) and enforceable by law.

Temporary (or Mobile) Structure: A structure that has no permanent foundation and/or is capable of moving or being moved from place to place, including modular buildings constructed offsite.

Tie-Down: An area paved or unpaved suitable for parking and mooring of Aircraft wherein suitable Tie-down points have been located.

"Through-the-Fence" Rights: The right to have direct access to the Airport from private property contiguous to the Airport and/or the right to engage in Commercial Aeronautical Activities at the Airport without an approved Agreement with the City.

Tandem Jumpers: jumpers utilizing a combination of a main parachute, approved reserve parachute, and approved harness and dual parachute container, and a separate approved forward harness for a passenger parachutist.

United States Parachute Association (USPA): The United States Parachute Association (USPA) is a voluntary membership organization of individuals who enjoy and support the sport of parachuting. The association is incorporated in New York and follows the constitution and by-laws contained in the USPA Governance Manual.

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Attachment A
MINIMUM INSURANCE STANDARDS
For Conducting A Commercial Aeronautical Activity

Effective 11/23/04	Fixed Based Operator	Aircraft Maint. Operator	Aircraft Rental Flying Club	Flight Training Operator	Aircraft Charter, Taxi, Ambulance	Avionics Inst & Prop Repair	Aircraft Sales Operator	Commercial Hangar Operator	Aircraft Detailing & Refurbishment	Parachute Operation
Comprehensive General Liability										
Each accident	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Comprehensive Vehicle Liability										
Each person Each accident	\$ 500,000 \$1,000,000	\$ 500,000 \$1,000,000	\$ 500,000 \$ 1,000,000	\$ 500,000 \$1,000,000	\$ 500,000 \$1,000,000	\$ 500,000 \$1,000,000	\$ 500,000 \$1,000,000	\$ 500,000 \$1,000,000	\$ 500,000 \$1,000,000	\$ 500,000 \$ 1,000,000
Hangar Keeper's Liability										
Each accident	\$1,000,000	\$1,000,000				\$1,000,000	\$1,000,000	\$1,000,000		
Aircraft Liability										
Bodily Injury: per person each accident			\$ 250,000 \$ 1,000,000	\$ 250,000 \$1,000,000	\$ 250,000 \$ 1,000,000		\$ 250,000 \$ 1,000,000		\$ 250,000 \$ 1,000,000	\$ 250,000 \$ 1,000,000
Passenger Liability: each accident			\$ 250,000	\$ 250,000	\$ 250,000		\$ 250,000		\$ 250,000	
Property Liability: each accident			\$ 1,000,000	\$1,000,000	\$ 1,000,000		\$ 1,000,000		\$ 1,000,000	\$ 1,000,000