

MINIMUM OPERATING STANDARDS

-FOR-

Aeronautical Activities

-AT THE-

Cheyenne Regional Airport



P.O. Box 2210, Cheyenne, WY 82003

4000 Airport Parkway, Cheyenne, WY 82001

- 1. INTRODUCTION, **page 1**
 - 1.1 Purpose and Scope.....1
 - 1.2 General Provisions and Definitions.....1
 - 1.3 Exclusive Rights.....1
 - 1.4 Applicability.....2

- 2. GENERAL REQUIREMENTS, **page 3**
 - 2.1 Introduction.....3
 - 2.2 Experience/Capability.....3
 - 2.3 Agreement or Permit Approval.....3
 - 2.4 Payment of Rents, Fees, and Charges.....3
 - 2.5 Leased Premises.....3
 - 2.6 Facility Maintenance.....4
 - 2.7 Products, Services, and Facilities.....4
 - 2.8 Non-Discrimination.....4
 - 2.9 Licenses, Permits, Certifications, and Ratings.....5
 - 2.10 Personnel.....5
 - 2.11 Aircraft, Equipment, and Vehicles.....5
 - 2.12 Hours of Activity.....5
 - 2.13 Security.....6
 - 2.14 Insurance.....6
 - 2.15 Indemnification and Hold Harmless.....7
 - 2.16 Taxes.....8
 - 2.17 Multiple Activities.....8

- 3. FIXED BASE OPERATOR (FBO), **page 9**
 - 3.1 Introduction.....9
 - 3.2 Scope of Activity.....9

3.3 Leased Premises.....	10
3.4 Fuel Storage.....	11
3.5 Fueling Equipment.....	12
3.6 Equipment.....	13
3.7 Personnel.....	13
3.8 Hours of Activity.....	14
3.9 Aircraft Removal.....	14
3.10 Insurance.....	14
4. SELF-SERVE FUELING STATION OPERATOR, page 15	
4.1 Introduction.....	15
4.2 Scope of Activity.....	15
4.3 Leased Premises.....	15
4.4 Fuel Storage.....	15
4.5 Fueling Equipment.....	16
4.6 Equipment.....	16
4.7 Hours of Activity.....	17
4.8 Insurance.....	17
5. AIRCRAFT MAINTENANCE OPERATOR (SASO), page 18	
5.1 Introduction.....	18
5.2 Leased Premises.....	18
5.3 Licenses and Certification.....	18
5.4 Personnel.....	18
5.5 Equipment.....	19
5.6 Hours of Activity.....	19
5.7 Insurance.....	19
6. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO), page 20	
6.1 Introduction.....	20

6.2 Leased Premises.....	20
6.3 Licenses and Certifications.....	20
6.4 Personnel.....	20
6.5 Equipment.....	21
6.6 Hours of Activity.....	21
6.7 Insurance.....	21
7. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO), page 22	
7.1 Introduction.....	22
7.2 Leased Premises.....	22
7.3 Licenses and Certifications.....	22
7.4 Personnel.....	23
7.5 Equipment.....	23
7.6 Hours of Activity.....	23
7.7 Insurance.....	23
8. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO), page 25	
8.1 Introduction.....	24
8.2 Leased Premises.....	24
8.3 Licenses and Certifications.....	24
8.4 Personnel.....	25
8.5 Equipment.....	25
8.6 Hours of Activity.....	25
8.7 Insurance.....	25
9. AIRCRAFT SALES OPERATOR (SASO), page 26	
9.1 Introduction.....	26
9.2 Leased Premises.....	26
9.3 Dealership.....	26
9.4 Licenses and Certifications.....	26

9.5 Personnel.....	27
9.6 Equipment.....	27
9.7 Hours of Activity.....	27
9.8 Insurance.....	27
10. AIRCRAFT STORAGE OPERATOR (SASO), page 28	
10.1 Introduction.....	28
10.2 Leased Premises.....	28
10.3 Hours of Activity.....	28
10.4 Insurance.....	28
11. OTHER COMMERCIAL AERONAUTICAL ACTIVITIES (SASO), page 29	
11.1 Introduction.....	29
11.2 Leased Premises.....	29
11.3 Licenses and Certifications.....	30
11.4 Personnel.....	30
11.5 Equipment.....	30
11.6 Hours of Activity.....	30
11.7 Insurance.....	30
12. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR, page 31	
12.1 Introduction.....	31
12.2 Scope of Activity.....	31
12.3 Commercial Aeronautical Activity Permit.....	31
12.4 Licenses and Certifications.....	31
12.5 Insurance.....	32
13. COMMERCIAL AERONAUTICAL ACTIVITY PERMIT, page 33	
13.1 Application.....	33
13.2 Approved Commercial Aeronautical Activity Permit.....	33
13.3 Existing Operator with an Existing Agreement or Permit.....	33

- 13.4 *Non-Commercial Operators*.....34
- 14. **NON-COMMERCIAL HANGAR OPERATOR, page 35**
 - 14.1 *Introduction*.....35
 - 14.2 *Leased Premises*.....35
 - 14.3 *Ownership Structure*.....35
 - 14.4 *Insurance*.....36
- 15. **NON-COMMERCIAL SELF-FUELING PERMITTEE, page 37**
 - 15.1 *Introduction*.....37
 - 15.2 *Permit/Approval*.....37
 - 15.3 *Reporting*.....37
 - 15.4 *Fuel Storage*.....37
 - 15.5 *Fueling Equipment*.....38
 - 15.6 *Limitations*.....38
 - 15.7 *Emergency Public Service*.....39
 - 15.8 *Insurance*.....39
- 16. **PRIVATE FLYING CLUB, page 40**
 - 16.1 *Introduction and General Requirements*.....40

1. INTRODUCTION

1.1 *Purpose and Scope*

The purpose of these General Aviation Minimum Standards, henceforth noted as Minimum Standards, is to encourage, promote and ensure:

1. The delivery of high quality general aviation products, services and facilities to the patrons of the Cheyenne Regional Airport, hereafter called the Airport, in Cheyenne, Wyoming
2. The design and development of quality general aviation improvements and facilities at the Airport
3. General aviation safety and security
4. The economic health of general aviation airport businesses
5. The orderly development of airport property for general aviation purposes

To this end, all entities desiring to engage in general aviation aeronautical activities at the Airport shall be granted reasonable opportunities, without unjust discrimination, to engage in such activities, subject to complying with these Minimum Standards.

Aeronautical activities may be proposed that do not fall within the categories designated herein. In such cases, appropriate Minimum Standards shall be established by the Cheyenne Regional Airport Board, hereafter referenced by the Board, on a case-by-case basis and incorporated into the Operator's Agreement or Permit.

Specialized Aviation Service Operators (SASO) are encouraged to be sublessees of a Fixed Base Operator (FBO). However, if suitable land or improvements are not available or an agreement with an FBO cannot be reached, SASOs may, if space is available, lease improvements from the Board.

1.2 *General Provisions and Definitions*

These Minimum Standards incorporate, by reference, the General Provisions and Definitions.

1.3 *Exclusive Rights*

In accordance with the airport assurances given by the Federal and/or State Government to the Airport as a condition to receiving federal and/or state funds, the granting of rights or privileges to engage in commercial aeronautical activities at the Airport shall not be construed in any matter as granting any operator any exclusive right, other than the exclusive use of the land and/or improvements that may be leased to the operator, and then only to the extent provided in an agreement or permit.

The presence on the Airport of only one operator engaged in a particular commercial aeronautical activity does not, in and of itself, indicate that an exclusive right has been granted. It is the policy of the Board not to enter into or promote an understanding, commitment, or express agreement to exclude other qualified entities. Accordingly, those who desire to enter into an agreement or permit with the Board should neither expect nor request that the Board exclude others who also desire to engage in the same or similar activities. The opportunity to engage in a commercial aeronautical activity shall be made available to those entities complying with the qualifications and requirements set forth in the Minimum Standards and as space may be available at the

Airport to support such activity provided such use is consistent with the current and planned uses of Airport land and improvement and is in the best interest of the Board.

If the Federal Aviation Administration (FAA) determines that any provision of these Minimum Standards or any agreement or permit or any practice constitutes a grant of a prohibited exclusive right, such provision or agreement or permit shall be deemed null and void and such practice shall be discontinued immediately. The remainder of the Minimum Standards shall remain in full force and effect.

1.4 Applicability

These Minimum Standards specify the standards and requirements that must be complied with by any person desiring to engage in general aviation aeronautical activities at the Airport.

Throughout these Minimum Standards, the words "standards" or "requirements" shall be understood to be modified by the word "minimum" except where explicitly stated otherwise. Any required determinations, interpretations, or judgments regarding what constitutes an acceptable minimum standard, or regarding compliance with such standard, shall be made by the Board. **All entities are encouraged to exceed the applicable Minimum Standards.** No person shall be allowed to engage in aeronautical activities at the Airport under conditions that do not meet these Minimum Standards unless an exemption has been approved by the Board.

These Minimum Standards shall apply to any new agreement or any amendment to any existing agreement relating to the occupancy or use of Airport land or improvements for engaging in general aviation aeronautical activities. If a person desires, under the terms of an existing agreement, to materially change its aeronautical activities, the Board shall, as a condition of its approval of such change, require the person to comply with these Minimum Standards unless an exemption has been approved by the Airport Board.

These Minimum Standards shall not affect any agreement or permit or amendment to such agreement or permit properly executed prior to the date of promulgation of these Minimum Standards except as provided for in such agreement or permit, in which case these Minimum Standards shall apply to the extent permitted by such agreement or permit.

Upon execution of a new agreement or permit or amendment to or assignment of, an existing agreement or permit, operator shall be required to comply with these Minimum Standards unless an exemption has been approved by the Board.

These Minimum Standards shall not be deemed to modify any existing agreement or permit under which an operator is required to exceed these Minimum Standards, nor shall they prohibit the Board from entering into or enforcing an agreement or permit that requires an operator to exceed the Minimum Standards. If these Minimum Standards are amended after an operator enters into an agreement or permit with the Board, the operator shall not be required to increase operator's leased premises or construct any additional improvements in order to comply with the amended Minimum Standards until such time as operator's existing agreement or permit is amended or an assignment is made to another person acceptable to the Board or the operator enters into a new agreement or permit with the Board.

2. GENERAL REQUIREMENTS

2.1 Introduction

All operators engaging in aeronautical activities at the Airport shall meet or exceed the requirements of this section as well as the Minimum Standards applicable to the operator's activities, as set forth in subsequent sections.

2.2 Experience/Capability

Operator shall, in the judgment of the Board, demonstrate before and maintain throughout the term of the agreement or permit the following:

- The capability of consistently providing the proposed products, services and facilities and engaging in the proposed activities in a safe, secure, efficient, courteous, prompt and professional manner in service to and in order to benefit the public.
- The financial and technical responsibility, capability, and integrity to develop and maintain improvements; procure and maintain required vehicles, equipment, and/or aircraft; employ required personnel and engage in the activity.

2.3 Agreement or Permit Approval

No person shall engage in an activity unless the person has an agreement or permit with the Board authorizing such activity or the person has received prior approval from the Board to sublease land or improvements from an authorized operator and engage in the activity at the Airport.

An agreement or permit shall not reduce or limit operator's obligations with respect to meeting these Minimum Standards.

2.4 Payment of Rents, Fees, and Charges

The operator shall pay rents, fees, or other charges specified by the Board for engaging in activities.

The operator's failure to remain current in the payment of any and all rents, fees, charges and other sums due to the Board shall be grounds for revocation of the agreement, permit, or Board's approval authorizing the conduct of activities at the Airport.

2.5 Leased Premises

Operator shall lease or sublease sufficient contiguous land and/or lease, sublease, or construct sufficient improvements for the activity as required in these Minimum Standards.

Improvements shall comply with regulatory measures including, but not limited to, drainage, building and other setbacks, and vehicle parking.

Construction of any improvements must be approved in advance by the Board and any necessary federal, state, and local agencies.

Leased premises that are used for commercial purposes and require public access shall have direct public street side access.

Paved tiedowns (if required) must be of adequate size and weight bearing capacity to accommodate the movement, staging, and parking of operator's, operator's sublessees', and customers' aircraft without interfering with the movement of aircraft in and out of other facilities and the movement of aircraft operating to/from/on taxi lanes or taxiways.

Paved vehicle parking shall be sufficient to accommodate all of operator's and operators' sublessees' customers', employees', visitors', vendors' and suppliers' vehicles on a daily basis. The sufficiency of vehicle parking shall be determined in conjunction with the Board.

Paved vehicle parking shall be on operator's leased premises and/or located in close proximity to operator's main facility.

On-street parking is not allowed, unless approval is received by both the Board and the City of Cheyenne prior to operations commencing.

2.6 Facility Maintenance

Operator shall maintain the leased premises (including all related and associated appurtenances, landscaping, paved areas, installed equipment and utility services, and security lighting) in a clean, neat, orderly, and fully functional condition, unless otherwise stated in agreement or permit.

Operator shall provide all necessary cleaning services for its leased premises, including janitorial and custodial services, trash removal services, removal of foreign objects/debris, and any related services necessary to maintain the improvements in good, clean, neat, orderly, and fully functional condition unless otherwise agreed upon with the Board. Normal wear and tear is acceptable.

Operator shall replace in like kind any property damaged by its employees, patrons, sublessees, contractors, et. al., or operator's activities in accordance with their lease with the Board.

2.7 Products, Services, and Facilities

Products, services, and facilities shall be provided on a reasonable, and not unjustly discriminatory, basis to all Airport users.

Operator shall charge reasonable, and not unjustly discriminatory, prices for each product, service, or facility. Operator may provide reasonable discounts, rebates, or other similar types of price reductions.

Operator shall conduct its activities on and from the leased premises in a safe, secure, efficient, courteous, prompt, and professional manner consistent with the degree of care and skill exercised by experienced operators providing comparable products, services, or facilities and engaging in similar activities from similar leased premises in like markets.

2.8 Non-Discrimination

Operator shall not discriminate against any person or class of persons by reason of race, creed, color, national origin, sex, age, sexual orientation, gender identity or physical handicap in providing any products or services or in the use of any of its facilities provided for the public, or in any manner prohibited by applicable Regulatory Measures including without limitation Part 21 of the Rules and Regulations of the Office of the Secretary of Transportation effectuating Title VI of the Civil Rights Act of 1964, as amended or reenacted.

2.9 Licenses, Permits, Certifications and Ratings

Operator and operator's personnel shall obtain and comply with, at operator's sole cost and expense, all necessary licenses, permits, certifications, or ratings required for the conduct of operator's activities at the Airport as required by the Board or any other duly authorized agency prior to engaging in any activity at the Airport.

Operator shall keep in effect and post in a prominent place, readily accessible to the public, all necessary or required licenses, permits, certifications, or ratings.

Upon request, operator shall provide copies of such licenses, permits, certifications, or ratings to the Airport no less than ten (10) business days prior to operating under, or receipt of, applicable licenses, permits, certifications or ratings.

Revocation of any license, permit, certification or rating by the applicable issuing authority must be reported to the Director of Aviation within one (1) business day of notification if loss of permit will result in discontinuation of operator's activities.

2.10 Personnel

The person managing the operator's activities shall have, and be able to demonstrate, experience managing comparable activities.

Operator shall provide a responsible person on the leased premises to supervise activities and such person shall be qualified and authorized to represent and act on behalf of the operator during all hours of activity with respect to the method, manner, and conduct of the operator and operator's activities. When such responsible person is not on the leased premises, such individual shall be immediately available by telephone.

Operator shall have in its employ, on duty, and on the leased premises during hours of activity, properly trained, qualified, and courteous personnel in such numbers as are required to meet these Minimum Standards and to meet the reasonable demands of consumers for each activity being conducted in a safe, secure, efficient, courteous, prompt and professional manner.

Operator shall control the conduct, demeanor, and appearance of their employees. It shall be the responsibility of the operator to maintain close supervision over aforementioned operator's employees in order to ensure that a high standard of products, services, and facilities are provided in a safe, secure, efficient, courteous, prompt and professional manner.

2.11 Aircraft, Equipment, and Vehicles

All required aircraft, equipment and vehicles must be fully operational, functional, and available at all times and capable of providing all required and necessary products and services. Aircraft, equipment and vehicles may be unavailable, from time to time, on a temporary basis, as long as appropriate measures are taken to return the aircraft, equipment or vehicle to service as soon as possible. Operator shall have at least one required aircraft, equipment, and/or vehicle in a fully operational and functional condition at all times.

The operator is responsible for notifying the public whenever products and services are not available.

2.12 Hours of Activity

Hours of activity shall be clearly posted in public view using appropriate and professional signage.

2.13 Security

Operator shall fully comply with the Airport's approved and designated Airport Security Plan (ASP).

Operator shall designate a responsible person for the coordination of all security procedures and communications and provide point-of-contact information to the Airport Security Coordinator (ASC) including the name of the primary and secondary contacts and 24-hour telephone numbers.

Fencing, doors, gates, lighting, and locks which are part of the operator's leased premises or have been installed by the operator shall be maintained by the operator and kept in good condition at all times. Perimeter fencing and associated doors, gates, lighting, and locks will be maintained by the Board unless otherwise stipulated.

Operator must comply with all applicable reporting requirements as established by the Board, Local Government, Federal Aviation Administration, Transportation Security Administration, and law enforcement agencies. The ASC will be notified of any security concerns, issues, violations and any contact with the aforementioned entities regarding security issues.

2.14 Insurance

Operator shall procure, maintain, and pay premiums during the term of its agreement or permit for insurance policies required by regulatory measures and the types and minimum limits set forth in *Attachment A* of these Minimum Standards for each activity conducted. The insurance company or companies underwriting the required policies shall be licensed and currently hold a Best rating of A or greater. The underwriting insurance company shall be authorized to write such insurance in the State of Wyoming. When coverage or limits set forth in *Attachment A* are not commercially available, the Board may establish appropriate replacement coverage or limits.

When operator engages in more than one activity, the minimum limits shall be established by the Board and may vary depending upon the nature of each activity or combination of activities, but shall not necessarily be cumulative. While it may not be necessary for operator to carry insurance policies for the combined total of the minimum requirements of each activity, operator shall procure and maintain insurance for all exposures in amounts at least equal to the greatest of the required minimum or as established by the Board.

All insurance, which operator is required by the Board to carry and keep in force, shall name the Cheyenne Regional Airport Board as additional insured.

Liability policies shall contain, or be endorsed to contain, the following provisions:

1. "The Cheyenne Regional Airport Board is to be covered as additional insured with respect to: liability arising out of activities performed by or on behalf of operator; products and services of operator; premises owned, leased, occupied, or used by operator; or vehicles, equipment, or aircraft owned, leased, hired, or borrowed by operator. Any insurance or self-insurance maintained by the Board shall be excess of operator's and shall not contribute with it."

2. “Any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect the coverage’s provided to the Board. Operator’s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the aggregate limits of the insurer’s liability.”
3. “Coverage’s shall not be suspended, voided, or cancelled by either party or reduced in coverage’s or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been presented to the Board.”

Certificates of insurance for the insurance required by regulatory measures and set forth by these Minimum Standards for each activity shall be delivered to the Board upon execution of any agreement, permit, or approval. Operator shall furnish additional Certificates of Insurance thirty (30) days prior to any changes in coverage’s. Insurance coverage’s shall remain in full force and effect through the term of the agreement, permit, or approval and Certificates of Insurance shall be kept current with the Director.

The limits stipulated herein for each activity represent the minimum coverage’s and policy limits that shall be maintained by the operator to engage in activities at the Airport. **Operators are encouraged to secure higher policy limits.**

Any self-insured operator shall furnish evidence of such self-insurance and shall defend, indemnify, save, protect, and hold harmless the Cheyenne Regional Airport, and the Airport Board individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers from any and all claims, demands, damages, fines, obligations, suits, judgments, penalties, causes of action, losses, liabilities, administrative proceedings, arbitration, or costs at any time received, incurred, or accrued by Local Government, the Airport, and the Board, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers as a result of, or arising out of operator’s activities, actions, or inactions. Such evidence shall be reviewed and approved in writing by the Board.

Operator with known environmental contamination exposures shall be required to secure appropriate environmental liability insurance with coverage limits appropriate for the type and level of environmental contamination exposure risk, as determined by the Board.

2.15 Indemnification and Hold Harmless

Operator shall defend, indemnify, save, protect, and hold harmless the Cheyenne Regional Airport, and the Airport Board individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers from any and all claims, demands, damages, fines, obligations, suits, judgments, penalties, causes of action, losses, liabilities, administrative proceedings, arbitration, or costs at any time received, incurred, or accrued by the Airport, and the Board, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers as a result of, or arising out of operator’s activities, actions, or inactions. In the event a party indemnified hereunder is in part responsible for the loss, the indemnitor shall not be relieved of the obligation to indemnify; however, in such a case, liability shall be shared in accordance with Wyoming principles of comparative fault.

Operator shall accept total responsibility and defend, indemnify, save, protect, and hold harmless the Cheyenne Regional Airport, and the Airport Board individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers in the event of an environmental contaminating accident or incident caused by operator, its employees, its vendors or any other personnel used by the operator to maintain operator’s facilities, vehicles, equipment, or aircraft.

Nothing herein shall constitute a waiver of any protection available to the Airport, and the Board, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers under the Wyoming governmental immunity act or similar statutory provision.

2.16 Taxes

Operator shall, at its sole cost and expense, pay all taxes, fees, and other charges that may be levied, assessed, or charged by any duly authorized entity associated with operator's leased premises, operator's improvements on leased premises, and/or operator's activities.

2.17 Multiple Activities

When more than one activity is conducted at the Airport, the Minimum Standards shall be established by the Director.

Depending upon the nature of the combined activities, the Minimum Standards shall not be:

- Less than the highest standard for each element (e.g. land, hangar, office, shop, etc.) within the combined activities, or
- Greater than the cumulative standards for all combined activities

3. FIXED BASE OPERATOR (FBO)

3.1 Introduction

A Fixed Base Operator (FBO) is a commercial operator engaged in the sale of products, services, and facilities to include, at a minimum, the following activities at the Airport:

- Aviation fuels and aircraft lubricants (Jet Fuel and Avgas)
- Passenger, crew, and aircraft ground services, support, and amenities
- Aircraft maintenance
- Aircraft parking, tiedown, hangar, office, and shop rental

In addition to the General Requirements set forth in *Section 2*, each FBO at the Airport shall comply with the following Minimum Standards set forth in this section.

3.2 Scope of Activity

Unless otherwise stated in these Minimum Standards, all products and services shall be provided by the FBO's employees using the FBO's vehicles and equipment.

Use of Airport owned equipment may be authorized, with prior consent, under the understanding that the equipment is non-proprietary. Nominal fees may be assessed by the Airport for use of Airport owned equipment.

The FBO's products and services shall include the following:

- Aviation fuels and aircraft lubricants (Jet Fuel and Avgas)
 - ❖ The FBO shall deliver and dispense, upon request, Jet Fuel, Avgas, and aircraft lubricants into all general aviation and commercial aircraft frequenting the Airport.
 - ❖ The FBO shall provide a response time of no more than fifteen (15) minutes during required hours of activity except in circumstances that are beyond the control of the FBO.
- Passenger, crew, and aircraft ground services, support, and amenities
 - ❖ The FBO shall meet, direct, and park all aircraft arriving on the FBO's leased premises with exception of aircraft having a designated parking or tiedown space.
 - ❖ The FBO shall provide courtesy, on airport transportation, utilizing the FBO's vehicles, for passengers, crew, and baggage, as necessary and appropriate.
 - ❖ The FBO shall provide parking and tiedown of aircraft upon the FBO's leased premises.
 - ❖ The FBO shall provide hangar storage for aircraft upon the FBO's leased premises including aircraft in-out (towing) service.
 - ❖ The FBO shall provide crew and passenger baggage handling and other related arrival and departure services.
 - ❖ The FBO shall provide oxygen and compressed air services.
 - ❖ The FBO shall provide lavatory services and aircraft cleaning services.
 - ❖ The FBO shall provide aircraft ground power.
 - ❖ The FBO shall be able to make available crew and passenger ground transportation arrangements (i.e., limousine, shuttle, and rental car as necessary).
 - ❖ The FBO shall be able to make aircraft catering arrangements.
 - ❖ The FBO shall be capable of removing snow from apron area.

- ❖ The FBO shall provide aircraft deicing services. At a minimum, services shall be available in a capacity sufficient enough to meet the demands of the largest aircraft routinely utilizing FBO services (i.e., diversions are not routine operations).
- Aircraft maintenance
 - ❖ The FBO shall provide aircraft maintenance, as defined by 14 CFR Part 43, for Group I and Group II piston and turboprop aircraft.
 - ❖ The FBO shall be able to provide aircraft line maintenance for aircraft up to Group IV turbojet aircraft.
 - ❖ The FBO can meet this requirement by arrangement and agreement with an authorized sublessee who meets Minimum Standards for an Aircraft Maintenance Operator and operates from the FBO's leased premises.
 - ❖ Services may be contracted provided that the aircraft maintenance contractor is approved by the Board and meets the aforementioned criteria.
 - ❖ In the event that aircraft maintenance is not currently being offered on the Airfield, the Airport Board, at its sole discretion, may permit temporary (TSASO) maintenance providers on an as needed basis in accordance with applicable TSASO permit requirements as defined in Section 12 of these Minimum Standards.
- Aircraft storage
 - ❖ The FBO shall develop, own, and/or lease facilities for the purpose of subleasing, to the public, aircraft storage facilities and associated office or shop space, depending upon the presence of public demand for such a facility, to entities engaging in commercial or non-commercial aeronautical activities.

3.3 Leased Premises

Operator engaging in this activity shall have, under agreement with the Board or another operator and/or under permit with the Board, adequate land and improvements, paved tiedown areas, (see *Section 2.5*), facilities, and vehicle parking (see *Section 2.5*) in order to accommodate all activities of the operator and all approved sublessees.

Contiguous Land – No less than four (4) acres (174,240 square feet), upon which all required improvements including paved tiedown, facilities, and vehicle parking shall be located.

Paved Tiedown – Adequate to accommodate the number, type, and size of based aircraft and transient aircraft requiring tiedown service at the FBO's Leased Premises, but not less than eight (8) paved tiedown spaces.

Facilities:

- Terminal space amounting to 4,000 total square feet. Customer area shall have at least 2,000 dedicated total square feet to include adequate space for crew and passenger lounge(s), flight planning room, conference room and restrooms. Administrative area shall be provided for employee offices, work areas, and storage.
- Maintenance space amounting to 12,000 total square feet. Maintenance customers shall have immediate access to the FBO's customer lounge, and restrooms. Administrative area shall be provided for employee offices, work areas, and storage. Maintenance area shall have at least 750 dedicated total square feet to include adequate space for maintenance employee work areas, shop areas, and storage of aircraft parts and

equipment. Maintenance hangar area shall not be less than 10,000 total square feet and a door height of 18 feet and a door width of 110 feet, or large enough to accommodate the largest aircraft undergoing maintenance, whichever is greater.

- Aircraft storage area amounting to a total of 15,000 square feet. At least one (1) hangar shall have a door height of 18 feet and a door width of 110 feet. No single hangar shall be less than 1,000 total square feet.

3.4 Fuel Storage

The FBO shall construct and install, lease and maintain, or otherwise have access to via an agreement with the Board, an on Airport fuel storage facility on no less than 10,000 square feet of land, unless otherwise authorized or required, in a location consistent with the Airport Master Plan, Airport Layout Plan, or any other Land Use Plan and approved by the Board.

Fuel storage facility shall have total capacity for three days peak supply of aviation fuel for aircraft serviced by the FBO. In no event shall the total storage capacity be less than:

- 10,000 gallons for Jet Fuel storage
- 10,000 gallons for Avgas storage
- The FBO shall have adequate storage capacity for waste fuel or test samples, or the capability to recycle the same
- The FBO shall demonstrate the capability of expanding its fuel storage capacity within a reasonable time period if demand is expected to exceed current facilities.

The FBO shall, at its sole cost and expense, maintain the fuel storage facility, all improvements thereon, and all appurtenances thereto, in a clean, neat, orderly, and fully functional condition consistent with good business practice and equal or better than in appearance and character to the other similar improvements to the Airport.

The FBO shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier/distributor for the delivery of aviation fuels in the quantities that are necessary to meet the requirements set forth herein or the reasonable demands of consumers, whichever is greater. The FBO is responsible for ensuring delivery personnel are familiar with the fueling facility's security and spill procedures, and will ensure all deliveries are supervised by said employees.

Prior to engaging in fueling activities at the Airport which includes transporting, or arranging for the transport of, fuel onto the Airport, the FBO shall provide the Director with a written Spill Prevention, Control, and Countermeasures Plan (SPCC Plan) that meets regulatory measures for applicable fuel storage facilities and the FBO's activities. An updated copy of the SPCC Plan shall be filed with the Director at least thirty (30) days prior to any changes in operations.

Fuel suppliers utilized by the operator must meet all applicable federal, state and local regulations.

Fuel delivered/dispensed by the FBO shall meet quality specifications as outlined in ASTM D 1655 (Jet A) and ASTM D 1910 (Avgas). Ensuring the quality of the dispensed fuel is the sole responsibility of the FBO.

The FBO shall maintain records that identify the number of gallons of:

1. Aviation fuel purchased by the FBO, organized by fuel type

2. Fuel delivered to the FBO's fuel storage facility, organized by fuel type
3. Fuel delivered to the FBO's customer aircraft and/or dispensed by the FBO at the Airport, organized by fuel type
4. All fuel deliveries will be reported to the Airport no later than the last day of each month utilizing the report form provided by the Airport.

The FBO shall pay the appropriate fees and charges due to the Board at the Airport administrative office when invoiced by the Board.

Records and meters shall be made available for audit by the Board or its designated representative. In the case of a discrepancy between the amount of fuel purchased by and/or delivered to the FBO and the amount of fuel delivered to customer aircraft and/or dispensed by the FBO at the Airport, the FBO shall promptly pay all additional fees and charges due to the Board at the Airport administrative office, plus annual interest on the unpaid balance at the maximum rate allowable by law from the original due date.

3.5 Fueling Equipment

The FBO shall have at least one (1) jet fuel refueling vehicle having a capacity of at least 3,000 gallons.

The FBO shall have at least one (1) avgas refueling vehicle having a capacity of at least 750 gallons. A fixed avgas refueling (self-fueling) system can be substituted for an avgas refueling vehicle. If substituted for an avgas refueling vehicle, the fixed avgas self-serve fueling system shall:

1. Be constructed or installed in a location specified by the Director
2. Be limited to a maximum capacity of 10,000 gallons
3. Be available and maintained by the FBO for public commercial use
4. Have detailed and readily accessible instructions for the proper and safe operation of the system and a fully functional telephone, emergency shut-off, properly rated fire extinguisher, and fuel spill kit
5. Have an approved Spill Prevention, Control and Countermeasure (SPCC) plan developed and approved by a Professional Engineer ("PE") and provided to the airport.

In addition to the requirements listed above, an FBO providing services via a fixed refueling system shall also comply with all applicable requirements enumerated in Sections 4.3 – 4.6 and 4.8.

Aircraft refueling vehicles shall be equipped with metering devices that meet regulatory measures. One refueling vehicle dispensing jet fuel shall have over-the-wing and single point aircraft servicing capabilities. All refueling vehicles shall be bottom loaded.

Each refueling vehicle and all fueling equipment shall be equipped and maintained to comply with all applicable regulatory measures including, without limitation, those prescribed by:

- State of Wyoming Fire Code
- City of Cheyenne Fire Code
- National Fire Protection Association (NFPA) Codes
- 14 CFR Part 139, Airport Certification, Section 139.321: "Handling/Storing of Hazardous Substances and Materials"

- Applicable FAA Advisory Circulars (AC) including AC 00-34: “Airport Ground Handling and Servicing” and AC 150/5210-5: “Painting, Marking, and Lighting of Vehicles Used On An Airport”

3.6 Equipment

The FBO shall have the following equipment:

- Adequate equipment for recharging or energizing discharged aircraft batteries
- Adequate wheel chocks for aircraft parking in or on open apron areas and equipment for securing aircraft in or on permanent tiedowns including ropes, chains, wheel chocks, and other types of aircraft restraining devices which are required to safely secure aircraft as described in FAA AC 20-35C
- One (1) oxygen cart and one (1) compressed air unit
- Courtesy vehicle(s), capable of accommodating four passengers, to provide transportation of passengers, crews, and baggage between the FBO’s terminal building and aircraft
- One (1) four-wheel vehicle capable of removing light to moderate snowfall from the apron area
- Two (2) aircraft towing vehicles, coupled with tow bars, with at least one (1) having a rated draw bar capacity sufficient to meet the towing requirement of the heaviest General Aviation aircraft frequenting the Airport
- One (1) ground power units capable of providing electricity to direct current (DC) powered aircraft
- One (1) lavatory service cart
- Spill kits including one mobile unit per continuous apron area with the necessary equipment and materials to contain a fuel spill and keep it from flowing into drains or other areas
- Adequate number of approved and regularly inspected dry chemical fire extinguisher units shall be maintained within all hangars, on apron areas, at fuel storage facilities, and on all ground handling and refueling vehicles
- If applicable, all equipment reasonably necessary for the proper performance of aircraft maintenance in accordance with applicable FAA regulations and manufacturers’ specifications

3.7 Personnel

Personnel, while on duty, shall be clean, neat in appearance, courteous, and, at all times, properly uniformed. Uniforms shall identify the name of the FBO and shall be clean, neat, professional, and properly maintained at all times. Management and administrative personnel shall not be required to be uniformed.

The FBO shall develop and maintain Standard Operating Procedures (SOP) for fueling and ground handling and shall ensure compliance with standards set forth in FAA AC 00-34A: “Aircraft Ground Handling and Servicing.” The FBO’s SOP shall include a training plan, fuel quality assurance procedures and associated record keeping, and emergency response procedures to fuel spills and fires. The FBO’s SOP shall also address regular safety inspections, bonding and fire protection, public protection, control of access to fuel storage facilities and refueling vehicles, and marking and labeling of fuel storage tanks and refueling vehicles. The FBO’s SOP shall be submitted to the Director no later than thirty (30) days before the FBO commences activities at the Airport, and it shall be resubmitted any time changes are planned.

The FBO shall have one (1) properly trained and qualified line service technician on each shift, with exception of the hours of 10:00pm local time to 6:00am local time, providing aircraft fueling, parking, and ground services and support. The FBO shall have one (1) supervisory line service technician trained in an FAA approved fire safety program corresponding with 14 CFR Part 139.321.

The FBO shall have one (1) properly trained and qualified fuel delivery employee available on each shift. The fuel delivery employee shall maintain an on-call status for after hour requests.

The FBO shall have one (1) properly trained and qualified customer service representative employed on each shift, except during the hours mentioned above, in order to provide customer service and support. A line service technician may fulfill the responsibilities of the customer service representative unless the line service technician is performing duties off-premises.

The FBO (or authorized sublessee – Aircraft Maintenance Operator) shall have one (1) Airframe and Powerplant Mechanic properly trained and qualified to provide aircraft maintenance on aircraft frequenting the Airport.

3.8 Hours of Activity

Aircraft fueling and passenger, crew, and aircraft ground handling services, support, and amenities shall be continuously offered and available to meet reasonable demands of consumers for this activity between the hours of 6:00am local time and 10:00pm local time seven (7) days a week, including holidays. These services shall also be available all other times, including after reasonable operating hours, on-call, with a response time not to exceed one (1) hour (60 minutes).

3.9 Aircraft Removal

Recognizing that aircraft removal is the responsibility of the aircraft owner/operator, the FBO shall be prepared to lend assistance within 30 minutes upon request by either the Director or the aircraft owner in order to maintain the operational readiness of the Airport. The FBO shall prepare an aircraft removal plan and either possess or have access to the equipment that is necessary to remove the general aviation aircraft.

3.10 Insurance

The FBO shall maintain, at a minimum, the coverage's and limits of insurance set forth in *Attachment A- Minimum Insurance Requirements*.

4. SELF-SERVE FUELING STATION OPERATOR (SASO)

4.1 Introduction

A self-serve fueling station operator is a commercial operator engaged in the sale of jet fuel and/or avgas through a fixed self-service fueling station. At Cheyenne Regional Airport, a self-serve fueling station operator must also serve as a FBO as defined in *Section 3*. Non-FBO self-serve fueling station operators **may** be permitted to provide service, at the discretion of the Board, only during those times that are outside of the normal operating hours of the FBO. Prior to the granting of a Self Service Fueling Station Operator permit, the Board shall give any FBO (as defined in *Section 3*) presently serving the Airport a right of first refusal to match the level and type of service being proposed.

In addition to the General Requirements set forth in *Section 2*, each self-serve fueling station operator at the Airport shall comply with *Section 3* (if operator is an FBO) and the minimum standards set forth in this section.

4.2 Scope of Activity

If the self service fueling station operator is not an FBO, the operator shall only sell fuel to the public through the operator's fixed self-service fueling station at times permitted by the Board.

4.3 Leased Premises

Operator engaging in this activity shall have, under agreement with the Board or another operator, adequate land and improvements, paved tiedown areas, (see *Section 2.5*), facilities, and vehicle parking (see *Section 2.5*) in order to accommodate all activities of the operator and all approved sublessees, which are not cumulative. Operator shall have access to no less than 1,000 total square feet of office dedicated to space for crew and passenger lounges, public use telephones, and restrooms. Facilities shall be located in close proximity to fixed self-service fueling station.

4.4 Fuel Storage

The operator shall construct or install and maintain an on-Airport, aboveground fuel storage facility, unless otherwise authorized or required, in a location consistent with the Airport Master Plan, Airport Layout Plan, or any other Land Use Plan and approved by the Board.

Fuel storage facility shall have total capacity for three days peak supply of aviation fuel for aircraft being serviced by the operator. In no event shall the total storage capacity be less than:

- 10,000 gallons for Jet Fuel storage
- AND/OR
- 10,000 gallons for Avgas storage
 - The operator shall have adequate storage capacity for waste fuel or test samples, or the capability to recycle the same
 - The operator shall demonstrate the capability of expanding its fuel storage capacity within a reasonable time period if demand is expected to exceed current facilities

The operator shall, at its sole cost and expense, maintain the fuel storage facility, all improvements thereon, and all appurtenances thereto, in a clean, neat, orderly, and fully

functional condition consistent with good business practice and equal or better than in appearance and character to the other similar improvements to the Airport.

The operator shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier/distributor for the delivery of aviation fuels in the quantities that are necessary to meet the requirements set forth herein or the reasonable demands of consumers, whichever is greater.

Prior to engaging in fueling activities at the Airport which includes transporting, or arranging for the transport of, fuel onto the Airport, the operator shall provide the Director with a written Spill Prevention, Control, and Countermeasures Plan (SPCC Plan) that meets regulatory measures for above ground fuel storage facilities and the operator's activities. An updated copy of the SPCC Plan shall be filed with the Director at least thirty (30) days prior to any changes in operations.

Fuel suppliers utilized by the operator must meet all applicable federal, state and local regulations.

Fuel delivered/dispensed by the operator shall meet quality specifications as outlined in ASTM D 1655 (Jet A) and ASTM D 1910 (Avgas). Ensuring the quality of the dispensed fuel is the sole responsibility of the FBO.

The FBO shall maintain records that identify the number of gallons of:

1. Aviation fuel purchased by the operator, organized by fuel type
2. Fuel delivered to the operator's fuel storage facility, organized by fuel type
3. Fuel delivered to the operator's customer aircraft and/or dispensed by the operator at the Airport, organized by fuel type

Reports shall be provided to Board no later than the last working day of each month, unless otherwise approved, in writing, by the Board.

The operator shall pay the appropriate fees and charges due to the Board at the Airport administrative office when invoiced by the Board.

Records and meters shall be made available for audit by the Board or its designated representative. In the case of a discrepancy between the amount of fuel purchased by and/or delivered to the operator and the amount of fuel delivered to customer aircraft and/or dispensed by the operator at the Airport, the operator shall promptly pay all additional fees and charges due to the Board at the airport administrative office, plus annual interest on the unpaid balance at the maximum rate allowable by law from the original due date.

4.5 Fueling Equipment

The self-service fueling station shall:

1. Be constructed or installed in a location specified by the Director
2. Have the capability to accept all major credit cards
3. Be available and maintained by the operator for public commercial use
4. Have detailed and readily accessible instructions for the proper and safe operation of the system and a fully functional telephone, emergency shut-off, properly rated fire extinguisher, and fuel spill kit
5. Be equipped with metering devices that meet regulatory measures

6. Be equipped and maintained to comply with all applicable Regulatory Measures including, without limitation, those prescribed in *Section 3.5* of these Minimum Standards

4.6 Equipment

Operator shall have the following equipment readily available on operator's leased premises:

- Adequate wheel chocks for aircraft parking in and on open apron areas
- Spill kits with the necessary equipment and materials to contain a fuel spill and keep it from flowing into drains or other areas
- Adequate number of approved and regularly inspected dry chemical fire extinguisher units shall be maintained at the self-service fuel station

4.7 Hours of Activity

Hours and availability must be coordinated with the FBO, if a non FBO provider, and approved by the Airport Board.

4.8 Insurance

The FBO shall maintain, at a minimum, the coverage's and limits of insurance set forth in *Attachment A- Minimum Insurance Requirements*.

5. AIRCRAFT MAINTENANCE OPERATOR (SASO)

5.1 Introduction

An Aircraft Maintenance Operator is a commercial operator engaged in providing aircraft maintenance on airframes and power plants, as defined in 14 CFR Part 65, for aircraft other than those owned, leased, and/or operated by, and under the full and exclusive control of the operator, in addition to selling aircraft parts, accessories, and related components.

In addition to the General Requirements set forth in *Section 2*, each operator at the Airport shall comply with the following minimum standards set forth in this section.

SASO- Aircraft Maintenance Operator, shall comply with the Minimum Standards set forth in *Section 3* associated with aircraft maintenance.

5.2 Leased Premises

Operator engaging in this activity shall have, under agreement with the Board or another operator and/or under permit with the Board, adequate land and improvements, paved tiedown areas, (see *Section 2.5*), facilities, and vehicle parking (see *Section 2.5*) in order to accommodate all activities of the operator and all approved sublessees, which are not cumulative.

The minimum facility requirements identified in the table that follows are based upon the largest Aircraft Design Group serviced by the operator.

<i>Facilities</i>	<i>Group I: Piston and Turboprop Aircraft</i>	<i>Group II: Piston and Turboprop Aircraft</i>	<i>Groups I & II: Turbojet Aircraft</i>	<i>Group III: Turbojet Aircraft</i>
Customer Area (Lessee)	400 Square Feet	400 Square Feet	400 Square Feet	400 Square Feet
Customer Area (Sublessee)	Immediate Access	Immediate Access	Immediate Access	Immediate Access
Maintenance Area	900 Square Feet	900 Square Feet	1,000 Square Feet	1,500 Square Feet
Hangar	5,000 Square Feet	6,500 Square Feet	7,500 Square Feet	15,000 Square Feet

All required improvements, including facilities and vehicle parking, shall be located on contiguous land. Facilities shall comply, at all times, with regulatory measures pertaining, but not limited to, drainage, building setbacks, and vehicle parking. Customer area shall include adequate space for (in the case of a sublessee, immediate access to) customer lounge, and restrooms. Administrative area shall be provided for employee offices, work areas, and storage. Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts and equipment. Hangar area shall be at least equal to the square footage required for the type of aircraft maintenance being provided or large enough to accommodate the largest aircraft undergoing maintenance (other than preventative maintenance as described in 14 CFR Part 43), whichever is greater.

5.3 Licenses and Certification

Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings for the work being performed.

5.4 Personnel

Operator shall provide a sufficient number of personnel, including airframe and power plant mechanics and customer service representatives, to carry out the operator's activity in a safe, secure, efficient, courteous, prompt, and professional manner while also meeting the reasonable demands of consumers for this activity. Operator shall employ two (2) airframe and power plant mechanics and one (1) customer service representative as employees who shall be available during required hours of activity as described in *Section 5.6*. An airframe and power plant mechanic may fulfill the responsibilities of the customer service representative unless the airframe and power plant mechanic is performing duties off of Airport property.

Operators providing 100 hour, annual, or phase inspections shall employ an airframe and power plant mechanic certified as an Inspection Authority (IA).

5.5 Equipment

Operator shall maintain sufficient equipment and supplies to safely accommodate the largest aircraft serviced.

5.6 Hours of Activity

Operator shall be open and services shall be available to meet the reasonable demands of consumers for this activity at least five (5) days per week and no less than eight (8) hours per day and available after hours, on-call, with response time not to exceed one (1) hour (60 minutes).

5.7 Insurance

The SASO shall maintain, at a minimum, the coverage's and limits of insurance set forth in *Attachment A- Minimum Insurance Requirements*.

6. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

6.1 Introduction

An Avionics or Instrument Maintenance Operator is a commercial operator engaged in the business of maintenance or alteration of one or more of the items described in 14 CFR Part 43, Appendix A, for example, aircraft radios, electrical systems, or instruments.

In addition to the general requirements set forth in *Section 2*, each operator at the Airport shall comply with the following minimum standards set forth in this section.

6.2 Leased Premises

Operator engaging in this activity shall have, under agreement with the Board or another operator and/or under permit with the Board, adequate land and improvements, paved tiedown areas, (see *Section 2.5*), facilities, and vehicle parking (see *Section 2.5*) in order to accommodate all activities of the operator and all approved sublessees, which are not cumulative. For operators performing services beyond bench work (i.e. removal and replacement services are being performed), the minimum facility requirements are described in the table below.

Facilities	Size
Customer Area (Lessee)	100 Square Feet
Maintenance Area	400 Square Feet
Hangar	1,500 Square Feet

Facilities shall comply at all times with regulatory measures pertaining, but not limited to, drainage, building setbacks, and vehicle parking. Customer area shall include adequate space for (in the case of a sublessee, immediate access to) customer lounge, and restrooms. Administrative area shall be provided for employee offices, work areas, and storage. Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts and equipment. Hangar area shall be 1,500 square feet or large enough to accommodate the largest aircraft undergoing maintenance (other than preventative maintenance as described in 14 CFR Part 43), whichever is greater.

6.3 Licenses and Certifications

Operator performing avionics or instrument maintenance shall be properly certificated and comply with all applicable regulatory measures.

Personnel shall be properly certificated by the FAA and the Federal Communications Commission (FCC), current, and hold the appropriate ratings for the work being performed.

6.4 Personnel

Operator shall provide a sufficient number of personnel, including avionics technicians and/or instrument technicians and customer service representatives, to carry out this activity in a safe, efficient, courteous, prompt, and professional manner while also meeting reasonable demands of consumers for this activity. Operator shall employ one (1) avionics and/or instrument technician and one (1) customer service representative as employees who shall be available during required hours of activity (see *Section 6.6*). An avionics and/or instrument technician may fulfill the

responsibilities of the customer service representative unless the avionics and/or instrument technician is performing duties off of airport property.

6.5 Equipment

Operator shall maintain sufficient equipment and supplies to safely accommodate the largest aircraft serviced.

6.6 Hours of Activity

Operator shall be open and services shall be available to meet the reasonable demands of consumers for this activity at least five (5) days per week and no less than eight (8) hours per day and available after hours, on-call, with response time not to exceed one (1) hour (60 minutes).

6.7 Insurance

The SASO shall maintain, at a minimum, the coverage's and limits of insurance set forth in *Attachment A- Minimum Insurance Requirements*.

7. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

7.1 Introduction

An Aircraft Rental Operator is a commercial operator engaged in the rental of aircraft to the public.

A Flight Training Operator is a commercial operator engaged in providing certified flight instruction to the public. A person holding a current FAA flight instructor's certificate, who provides occasional flight instruction to an owner of an aircraft in the owner's aircraft and is not compensated by the aircraft owner or any other party shall not be deemed a commercial activity.

In addition to the General Requirements set forth in *Section 2*, each operator at the Airport shall comply with the following minimum standards set forth in this section.

7.2 Leased Premises

Operator engaging in this activity shall have, under agreement with the Board or another operator and/or under permit with the Board, adequate land and improvements, paved tiedown (see *Section 2.5*), facilities, and vehicle parking (see *Section 2.5*) in order to accommodate all activities of the operator and all approved sublessees, but not less than the following:

- Paved tiedowns (lessee only) shall be adequate to accommodate one (1) aircraft having a minimum wingspan of forty (40) feet or all of the aircraft in the operator's fleet, whichever is greater. If operator utilizes a hangar for storing all aircraft in the operator's fleet of aircraft at the Airport, paved tiedowns are not required.
- Facilities shall include customer service and administrative areas. Maintenance and hangar areas are required if operator is conducting aircraft maintenance on aircraft owned, leased, and/or operated by, and under the full and exclusive control of, said operator. If operator provides aircraft maintenance on other aircraft, operator shall meet Minimum Standards for an Aircraft Maintenance Operator as defined in Section 5 of these Minimum Standards.
 - ❖ Customer area (for a lessee) shall be at least 800 square feet and shall include adequate space for a customer lounge, class/training rooms and restrooms.
 - ❖ Customer area (for a sublessee) shall be at least 400 square feet and shall include adequate space for class/training rooms. Operator's customers shall have immediate access to customer lounge, public use telephone and restrooms.
 - ❖ Administrative area shall be provided for employee offices, work areas, and storage.
 - ❖ Hangar area (for a lessee), if required, shall be at least 2,500 square feet or large enough to accommodate the largest aircraft in operator's fleet at the Airport maintained by the operator, whichever is greater.
 - ❖ Hangar area (for a sublessee), if required, shall be large enough to accommodate the largest aircraft in operator's fleet at the Airport maintained by the operator.
 - ❖ Maintenance area, if required, shall be at least 250 square feet to include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts and equipment.

7.3 Licenses and Certifications

Personnel performing aircraft proficiency checks and/or flight training shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certification for the

aircraft being utilized and/or flight training being provided. Flight Training Operators shall have at least one (1) flight instructor with the appropriate ratings and medical certification to provide the type and level of flight instruction desired by the public and/or mandated by the FAA.

7.4 Personnel

Operator shall provide a sufficient number of personnel to carry out rental and/or flight training activities in a safe, efficient, courteous, prompt, and professional manner while also meeting reasonable demands of consumers for this activity. Operator shall employ at least one (1) flight instructor and one (1) customer service representative as employees who shall be available during required hours of activity (see *Section 7.6*). A flight instructor may fulfill the responsibilities of the customer service representative unless the flight instructor is performing duties off of Airport property.

Flight Training Operators shall have available a properly certificated ground school instructor capable of providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for private pilot, commercial pilot, and instruments ratings.

7.5 Equipment

Operator providing primary flight training shall have available for rental or use in flight training, either owned by or underwritten lease to operator and under the full and exclusive control of operator, at least one (1) properly certified and currently airworthy two-place aircraft which shall be equipped for and fully capable of flight under instrument conditions.

Operators providing primary flight training shall provide, at a minimum, adequate mock-ups, still pictures, videos, computer based training or other training aids necessary to provide proper and efficient ground school instruction.

Operators providing aerobatic flight training or sport or recreational flight training only shall not be required to have available for rental or use aircraft which are equipped for and fully capable of flight under instrument conditions.

7.6 Hours of Activity

Operator shall be open and services shall be available to meet the reasonable demands of consumers for this particular activity.

7.7 Insurance

The SASO shall maintain, at a minimum, the coverage's and limits of insurance set forth in *Attachment A- Minimum Insurance Requirements*.

Disclosure Requirement:

Any operator conducting aircraft rental, sales, or flight training shall post a notice and incorporate within the rental and instruction agreements the coverage and limits provided to the renter or student by operator, as well as a statement advising that additional coverage is available to such renter or student through the purchase of an individual non-ownership liability policy. Operator shall provide a copy of such notice to the Director.

8. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

8.1 Introduction

An Aircraft Charter Operator is a commercial operator engaged in on-demand common carriage for persons or property (as defined in 14 CFR Part 135) or operates in private carriage under 14 CFR Part 125.

An Aircraft Management Operator is a commercial operator engaged in the business of providing aircraft management including, but not limited to, flight dispatch, flight crews, or aircraft maintenance coordination to the public.

In addition to the General Requirements set forth in *Section 2*, each operator at the Airport shall comply with the following minimum standards set forth in this section.

8.2 Leased Premises

Operator engaging in this activity shall have, under agreement with the Board or another operator and/or under permit with the Board, adequate land and improvements, paved tiedown areas, (see *Section 2.5*), facilities, and vehicle parking (see *Section 2.5*) in order to accommodate all activities of the operator and all approved sublessees, but not less than the following:

- Paved tiedowns (lessee only) shall be adequate to accommodate three (3) aircraft having a minimum wingspan of forty (40) feet or all of the aircraft in the operator's fleet, whichever is greater. If operator utilizes a hangar for storing all aircraft in the operator's fleet of aircraft at the Airport, paved tiedowns are not required.
- Facilities shall include customer service and administrative areas. Maintenance and hangar areas are required if operator is conducting aircraft maintenance on aircraft owned, leased, and/or operated by, and under the full and exclusive control of, said operator. If operator provides aircraft maintenance on other aircraft, operator shall meet Minimum Standards for an Aircraft Maintenance Operator as defined in Section 5 of these Minimum Standards.
 - ❖ Customer area (for a lessee) shall be at least 800 square feet and shall include adequate space for a customer lounge, class/training rooms and restrooms.
 - ❖ Customer area (for a sublessee) shall be at least 800 square feet and shall include adequate space for class/training rooms. Operator's customers shall have immediate access to customer lounge and restrooms.
 - ❖ Administrative area shall be provided for employee offices, work areas, and storage.
 - ❖ Hangar area (for a lessee), if required, shall be at least 6,000 square feet or large enough to accommodate the largest aircraft in operator's fleet at the Airport maintained by the operator, whichever is greater.
 - ❖ Hangar area (for a sublessee), if required, shall be large enough to accommodate the largest aircraft in operator's fleet at the Airport maintained by the operator.
- Maintenance area, if required, shall be at least 400 square feet to include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts and equipment.

8.3 Licenses and Certifications

Aircraft Charter Operators shall have and provide copies to the Director of all appropriate certifications and approvals, including, without limitation, the Pre-application Statement of Intent

(FAA Form 8400-6), the Registrations and Amendments under Part 298 (OST Form 4507), and/or FAA issued operating certificate(s). Any time certifications or approvals are modified, the updated documentation shall be immediately provided to the Director.

Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings in the aircraft utilized and medical certifications necessary and/or mandated for activity.

8.4 Personnel

Operator shall provide a sufficient number of personnel to carry out rental and/or management activities in a safe, efficient, courteous, prompt, and professional manner while also meeting reasonable demands of consumers seeking such services. Operator shall employ one (1) chief pilot and one (1) customer service representative as employees who shall be available during required hours of activity (see *Section 8.6*). The chief pilot may fulfill the responsibilities of the customer service representative unless the chief pilot is performing duties off of Airport property.

8.5 Equipment

Operator shall provide, either owned or underwritten lease to operator and under the full and exclusive control of operator, no less than one (1) aircraft with sufficient number of passenger seats to meet both demand and the hours set forth in paragraph 8.6.

8.6 Hours of Activity

Operators shall be open and services shall be available to meet the reasonable demands of consumers for this activity. After hours, on-call response time to customer inquiries shall not exceed one (1) hour (60 minutes), a trip quote shall be provided to the customer within one (1) hour (60 minutes) of that time, and not withstanding circumstances beyond the operator's control, the operator shall be able to initiate the flight within two (2) hours of the time the trip quote was provided to the customer.

8.7 Insurance

The SASO shall maintain, at a minimum, the coverage's and limits of insurance set forth in *Attachment A- Minimum Insurance Requirements*.

9. AIRCRAFT SALES OPERATOR (SASO)

9.1 Introduction

An Aircraft Sales Operator is a commercial operator engaged in the sale of three (3) or more new and/or used aircraft during a 12-month period.

In addition to the General Requirements set forth in *Section 2*, each operator at the Airport shall comply with the following minimum standards set forth in this section.

9.2 Leased Premises

Operator engaging in this activity shall have, under agreement with the Board or another operator and/or under permit with the Board, adequate land and improvements, paved tiedown (see *Section 2.5*), facilities, and vehicle parking (see *Section 2.5*) in order to accommodate all activities of the operator and all approved sublessees, but not less than the following:

- Paved tiedowns (lessee only) shall be adequate to accommodate one (1) aircraft having a minimum wingspan of forty (40) feet or all of the aircraft in the operator's fleet, whichever is greater. If operator utilizes a hangar for storing all aircraft in the operator's fleet of aircraft at the Airport, paved tiedowns are not required.
- Facilities shall include customer service and administrative areas. Maintenance and hangar areas are required if operator is conducting aircraft maintenance on aircraft owned, leased, and/or operated by, and under the full and exclusive control of, said operator. If operator provides aircraft maintenance on other aircraft, operator shall meet Minimum Standards for an Aircraft Maintenance Operator as defined in *Section 5* of these Minimum Standards.
 - ❖ Customer area (for a lessee) shall be at least 400 square feet and shall include adequate space for a customer lounge, class/training rooms and restrooms.
 - ❖ Customer area (for a sublessee) shall be at least 400 square feet and shall include adequate space for class/training rooms. Operator's customers shall have immediate access to customer lounge and restrooms.
 - ❖ Administrative area shall be provided for employee offices, work areas, and storage.
 - ❖ Hangar area (for a lessee), if required, shall be at least 2,500 square feet or large enough to accommodate the largest aircraft in operator's fleet at the Airport maintained by the operator, whichever is greater.
 - ❖ Hangar area (for a sublessee), if required, shall be large enough to accommodate the largest aircraft in operator's fleet at the Airport maintained by the operator.
 - ❖ Maintenance area, if required, shall be at least 250 square feet to include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts and equipment.

9.3 Dealership

An operator which is an authorized factory sales franchise, dealer, or distributor, either on a retail or wholesale basis, shall have available or shall make available (with reasonable notice) at least one (1) current model demonstrator of aircraft in each of its authorized product lines.

9.4 Licenses and Certifications

Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certification for providing flight demonstration in all aircraft offered for sale.

9.5 Personnel

Operator shall provide a sufficient number of personnel to carry out activity in a safe, efficient, courteous, prompt, and professional manner while also meeting reasonable demands of consumers seeking such services. Operator shall employ one (1) private pilot and one (1) customer service representative as employees who shall be available during required hours of activity (see *Section 9.7*). The private pilot may fulfill the responsibilities of the customer service representative unless the private pilot is performing duties off of Airport property.

9.6 Equipment

Operator shall provide necessary and satisfactory arrangements for aircraft maintenance in accordance with any sales guarantee or warranty period.

9.7 Hours of Activity

Operator shall be able and available to meet the reasonable demands of consumers for this activity.

9.8 Insurance

The SASO shall maintain, at a minimum, the coverage's and limits of insurance set forth in *Attachment A- Minimum Insurance Requirements*.

10. AIRCRAFT STORAGE OPERATOR (SASO)

10.1 Introduction

An Aircraft Storage Operator is a commercial operator that develops and/or owns an aircraft storage facility and/or associated office and/or shop space and sells and/or subleases such space to entities engaging in commercial or non-commercial aeronautical activities at the Airport.

An Aircraft Storage Operator may also be a commercial operator that leases aircraft storage facilities and/or associated office and/or shop space from the Board and subleases such space to entities engaging in commercial or non-commercial aeronautical activities.

In addition to the General Requirements set forth in *Section 2*, each operator at the Airport shall comply with the following minimum standards set forth in this section.

10.2 Leased Premises

Operator engaging in this activity shall have, under agreement with the Board or another operator and/or under permit with the Board, adequate land and improvements, paved tiedown areas, (see *Section 2.5*), facilities, and vehicle parking (see *Section 2.5*) in order to accommodate all activities of the operator and all approved sublessees, but not less than the following:

Facilities	Group I: Piston and Turboprop Aircraft Hangar Storage	Group II: Piston and Turboprop Aircraft Hangar Storage	Group I: Turbojet Aircraft Hangar Storage	Group II: Turbojet Aircraft Hangar Storage	Group III: Turbojet Aircraft Hangar Storage
Hangar	2,500 Sq. Ft. Undivided 5,000 Sq. Ft. Divided	6,500 Square Feet	7,500 Square Feet	7,500 Square Feet	15,000 Square Feet

All required improvements including facilities and vehicle parking shall be located on contiguous land.

The development of hangar(s) shall be limited to the following types of hangar structures:

- Single structures, no less than 2,500 square feet, completely enclosed
- Single structures of no less than 5,000 square feet, subdivided and configured to accommodate individual bays for the storage of aircraft, although each unit shall not be less than 1,000 square feet.

10.3 Hours of Activity

Operator shall ensure that facilities are available and readily accessible for use by owners and sublessees seven (7) days per week, including holidays, and open no less than 24 hours per day.

10.4 Insurance

The SASO shall maintain, at a minimum, the coverage’s and limits of insurance set forth in *Attachment A- Minimum Insurance Requirements*.

11. OTHER COMMERCIAL AERONAUTICAL ACTIVITIES (SASO)

11.1 Introduction

This section pertains to other commercial aeronautical SASOs engaging in limited aircraft services and support activities, miscellaneous commercial services and support activities, or other air transportation services for hire activities.

Limited Aircraft Services and Support – Defined as limited aircraft, engine, or accessory support (for example, cleaning, washing, waxing, painting, upholstery, propeller repair) or other related aircraft services and support activities.

Miscellaneous Commercial Services and Support – Defined as ground school, simulator training, scheduling and dispatching, or any other related commercial services and support activities.

Other Air Transportation Services for Hire – Defined as non-stop sightseeing flights (flights which begin and end at the Airport and are conducted within a 25 statute mile radius of the Airport); flights for aerial photography or survey, fire fighting, and power line, underground cable, or pipeline patrol; helicopter operations relating to construction or repair work; or, other related air transportation services for hire.

In addition to the General Requirements set forth in *Section 2*, each SASO, as described in *Section 11.1*, at the Airport shall comply with the following minimum standards set forth in this section.

11.2 Leased Premises

Operator engaging in this activity shall have, under agreement with the Board or another operator and/or under permit with the Board, adequate land and improvements, paved tiedown areas, (see *Section 2.5*), facilities, and vehicle parking (see *Section 2.5*) in order to accommodate all activities of the operator and all approved sublessees, but not less than the following:

- Paved tiedowns (lessee only) shall be adequate to accommodate one (1) aircraft having a minimum wingspan of forty (40) feet or all of the aircraft in the operator's fleet, whichever is greater. If operator utilizes a hangar for storing all aircraft in the operator's fleet of aircraft at the Airport, paved tiedowns are not required.
- Facilities shall include customer service and administrative areas. Maintenance and hangar areas are required if operator is conducting aircraft maintenance on aircraft owned, leased, and/or operated by, and under the full and exclusive control of, said operator. If operator provides aircraft maintenance on other aircraft, operator shall meet Minimum Standards for an Aircraft Maintenance Operator as defined in Section 5 of these Minimum Standards.
 - ❖ Customer area (for a lessee) shall be at least 250 square feet and shall include adequate space for a customer lounge, class/training rooms, public use telephone, and restrooms.
 - ❖ Customer area (for a sublessee) shall be at least 250 square feet and shall include adequate space for class/training rooms. Operator's customers shall have immediate access to customer lounge and restrooms.
 - ❖ Administrative area shall be provided for employee offices, work areas, and storage.

- ❖ Hangar area (for a lessee), if required, shall be at least 2,500 square feet or large enough to accommodate the largest aircraft in operator's fleet at the Airport maintained by the operator, whichever is greater.
- ❖ Hangar area (for a sublessee), if required, shall be large enough to accommodate the largest aircraft in operator's fleet at the Airport maintained by the operator.
- ❖ Maintenance area, if required, shall be at least 250 square feet to include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts and equipment.

11.3 Licenses and Certifications

Operator shall have and provide evidence, to the Director, of all activity licenses and certificates that are required to conduct activity at the Airport.

11.4 Personnel

Operator shall provide a sufficient number of personnel in order to carry out activity in a safe, efficient, courteous, prompt, and professional manner while meeting the reasonable demands of consumers seeking such services.

11.5 Equipment

Operator shall have, based at the Airport, either owned or underwritten lease to, and under the full and exclusive control of operator, sufficient vehicles, equipment, and, if appropriate, one (1) properly certified and currently airworthy aircraft shall be readily accessible.

11.6 Hours of Activity

Operator shall be open and services shall be available during hours maintained by experienced entities providing comparable services (i.e. engaging in the same and/or similar activities). Operator's services shall be available to meet the reasonable demands of consumers for the activity.

11.7 Insurance

The SASO shall maintain, at a minimum, the coverage's and limits of insurance set forth in *Attachment A- Minimum Insurance Requirements*.

12. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (TSASO)

12.1 Introduction

The Board recognizes that aircraft operators using the Airport may, from time to time, have specialized service requirements such as aircraft maintenance and/or flight training. When specialized assistance is required, but is not available at the Airport through existing operators due to the specialized nature of the service requirements and/or existing operators are unable to provide the services being requested within a reasonable timeframe, the Director may allow an aircraft operator to solicit and utilize the services of a qualified person to provide the aforementioned services.

Aircraft operator shall initiate the process by informing the Director about the desired specialized services, timeframe for the execution of the specialized services, and the Temporary Specialized Aviation Service Operator (TSASO) to provide the service.

Aircraft operator is responsible for assuring compliance of regulatory measures by the TSASO while on the Airport.

In addition to the general requirements set forth in *Section 2*, each operator at the Airport shall comply with the following minimum standards set forth in this section.

12.2 Scope of Activity

TSASO shall conduct activity on and from the leased premises of the aircraft operator in a safe, efficient, courteous, prompt, and professional manner consistent with the degree of care and skill exercised by experienced operators providing comparable products and services and engaging in similar activities. TSASO must comply with any and all restrictions identified in the lease for the leased premises, if applicable. If necessary, due to the nature of the work being conducted, the TSASO may request hangar space on a first come, first served basis, subject to present day hangar rental rates on the airfield.

12.3 Commercial Aeronautical Activity Permit

Aircraft operator must submit a written request to the Director on behalf of the TSASO.

Prior to engaging in activity on the Airport, the TSASO shall obtain a Commercial Aeronautical Activity Permit approved by the Director for a specific period of time which is typically no more than thirty (30) days. Commercial Aeronautical Activity permits are covered fully in Section 13 of the Minimum Standards. Renewal of the permit shall be subject to the TSASO's compliance with all terms and conditions of the approved Commercial Aeronautical Activity Permit.

The TSASO shall comply with all requirements for the permitted activities and limit service provided to the person(s), area(s), and timeframe identified in the approved Commercial Aeronautical Activity Permit.

Aircraft operators requiring after hour or weekend service by a TSASO must notify Airport Administration prior to the operator engaging in activities at or on the Airport.

12.4 Licenses and Certifications

The TSASO shall have and provide evidence to the Director of all agency licenses and certificates that are required to conduct the activity at the Airport.

12.5 Insurance

The TSASO shall maintain, at a minimum, the coverage's and limits of insurance set forth in *Attachment A- Minimum Insurance Requirements*.

13. COMMERCIAL AERONAUTICAL ACTIVITY PERMIT

13.1 *Application*

Any person desiring to engage in any other commercial aeronautical activity that has not been previously defined shall submit a written application to the Director for a Commercial Aeronautical Activity Permit, henceforth referenced as Permit.

The prospective operator shall submit all of the pertinent information on the written application and thereafter shall submit any additional information that may be required or requested by the Director in order to properly and fully evaluate the application and facilitate an analysis of the prospective operation. The written application shall include a basic business plan comprised of, but not be limited to, the following information:

- 1) Name and Contact Information (Address, Phone, Email)
- 2) Comprehensive description of proposed activity
- 3) Desired start date
- 4) Anticipated hours of operation
- 5) Verifiable qualifications and experience
- 6) Past and current financial results and/or performance, condition and capacity (as evidenced by historical and current financial statements)
- 7) References.

No application will be deemed complete that does not provide the Director with the information necessary to allow the Director and/or the Board to make a meaningful assessment and determination that the applicant's prospective operation will comply with the regulatory measures and be compatible with all approved, current airport planning documents, including, but not limited to, Airport Layout Plan and Airport Master Plan.

Following review and approval by the Director and, if needed, the Board, the Permit will be signed by the Director. A copy of the signed and approved Permit will be provided to the applicant.

13.2 *Approved Commercial Aeronautical Activity Permit*

The approved permit will be valid for the time period indicated on the permit as long as the operator meets the following requirements:

- The information submitted in the application is current. The operator shall notify the Director, in writing, within three (3) business days of any change to the information submitted in the application.
- The operator is in compliance with regulatory measures and the terms and conditions of the approved Permit.

The approved Permit may not be assigned or transferred and shall be limited solely to the approved activity(s).

For lessees, the approved Permit shall be appended to their agreement and become a material part thereof. The breach of any portion of the approved Permit by operator, including the application incorporated by reference thereto, shall be deemed a material breach of any associated agreement allowing the Board the option to terminate the approved Permit and/or the agreement.

13.3 Existing Operator with an Existing Agreement or Permit

If there is a change in the scope of activities, the operator, prior to engaging in any activity not permitted under the original agreement or permit or expanding the scope of activities permitted under the original agreement or permit, shall submit a completed application for a Commercial Aeronautical Activity Permit to the Director prior to conducting activity(s) not permitted under the agreement or permit.

14. NON-COMMERCIAL HANGAR OPERATOR

14.1 Introduction

A Non-Commercial Hangar Operator is a person that develops and constructs and/or owns an aircraft storage facility for the purpose of storing aircraft owned, leased, and/or operated by, and under the full and exclusive control of, the operator for non-commercial purposes only.

Operator shall provide evidence of aircraft ownership, lease, or operation. If the aircraft is being leased or operated by, under the full and exclusive control of, operator, then operator shall provide the Director with a copy of the lease or operating agreement. The Director will determine if the lease or operating agreement is for non-commercial purposes.

No commercial activity of any kind shall be permitted on or from the leased premises.

Non-Commercial Hangar Operator shall not be permitted to sublease any land or improvements on the leased premises for any purpose without the written consent of the Board.

In addition to the General Requirements set forth in *Section 2*, each operator at the Airport shall comply with the following minimum standards set forth in this section.

14.2 Leased Premises

Non-Commercial Hangar Operator engaging in this activity shall have, under agreement and/or permit with the Board, adequate land and improvements, but not less than the following square footages, which are not cumulative:

Facilities	Group I Aircraft	Group II Aircraft	Group III Aircraft
Hangar	1,500 Square Feet	2,500 Square Feet	6,400 Square Feet

All required improvements, including facilities and vehicle parking, shall be located on contiguous land and shall be of similar quality and material.

The development of hangar(s) shall be limited to the following types of hangar structures:

- Single structures of not less than 1,500 square feet, completely enclosed
- Single structures of not less than 5,000 square feet, sub-divided and configured, although each unit shall not be less than 1,000 square feet, in order to accommodate individual bays for the storage of aircraft.

14.3 Ownership Structure

Hangar development may be attempted and accomplished by any person or entity, including associations.

Association membership shall be contingent upon ownership interest in the association of a proportionate share of the non-commercial hangar facility which shall consist of not less than one (1) individual hangar, or an equal portion of the common hangar area which is consistent with the total number of member(s)/shareholder(s). Such area shall not be less than 1,000 square feet.

All member(s)/shareholder(s) of the association shall be declared to the Director at the time the application for development and activity is submitted. Thereafter, the association and/or each

member/shareholder of the association shall be required to demonstrate ownership, as required herein, as requested by the Director from time to time. Association shall appoint one (1) representative. The hangar facilities developed and utilized by the association shall be exclusively for storage of aircraft owned by the member(s)/shareholder(s) of the association.

The association may not utilize nor cause the leased premises to be utilized for speculative development of either the leased premises or the improvements located thereupon.

Each member/shareholder of the association shall be responsible and jointly liable with all other member(s)/shareholder(s) for the association's compliance with these Minimum Standards, and each member/shareholder of the association shall, upon written request by the Director, provide appropriate written confirmation of membership status or share ownership. Every association member(s)/shareholder(s) declared to the Director in accordance with this Section of these Minimum Standards shall remain liable to the Airport for the association's compliance with these Minimum Standards, regardless of whether the membership or ownership of the association changes, unless a release of liability of a former association member/shareholder is approved, in writing, by the Board.

14.4 Insurance

The Operator shall maintain, at a minimum, the coverage's and limits of insurance set forth in *Attachment A- Minimum Insurance Requirements*.

15. NON-COMMERCIAL SELF-FUELING PERMITTEE

15.1 Introduction

All entities desiring to self fuel shall be given a reasonable opportunity, without unjust discrimination, to qualify and receive a Non-Commercial Self-Fueling Permit (Permit). Those entities that have agreements granting them the rights to perform commercial fueling (e.g. an FBO) are not required to apply for a Permit as described in this Section. Each entity providing self-fueling is required to have either: a) 150,000 gallons of throughput per year or b) perform life preserving operations requiring immediate access to fuel. All entities with self-fueling must report to the Airport the number of gallons uploaded each month and remit fuel flowage fees.

This Section sets forth the standards prerequisite to a person desiring to engage in Non-Commercial Self-Fueling at the Airport. Any person engaging in such activities shall also be required to comply with Regulatory Measures pertaining to such activities.

In addition to the General Requirements set forth in *Section 2*, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

15.2 Permit/Approval

No person shall engage in self-fueling activities unless a valid Permit authorizing such activity has been obtained from the Director. Such entities shall herein be referred to as "Permittees".

The Permit shall not reduce or limit Permittee's obligations with respect to these self-fueling standards, which shall be included in the Permit by reference.

Prior to issuance and subsequently upon request by the Director, permittee shall provide evidence of ownership or lease of any aircraft being operated, under the full and exclusive control, and fueled by Permittee.

15.3 Reporting

Permittee shall maintain records and submit a summarized report to the Director by the 10th day of the subsequent month that identifies the number of gallons of:

- Aviation fuel purchased by the permittee, organized by fuel type
- Delivered to the permittee's fuel storage facility, organized by fuel type
- Delivered or dispensed to permittee aircraft at the Airport

Permittee shall pay the appropriate fees and charges due to the Board at the Airport administrative office when invoiced by the Board, including, but not limited to, lease fees and fuel flowage fees.

Records and meters shall be made available for audit and review by the Board or its designated representative. In the case of a discrepancy between the amount of fuel purchased by and/or delivered to the permittee and the amount of fuel delivered to the permittee's aircraft and/or dispensed by permittee at the Airport, permittee shall pay promptly all additional fees and charges due to the Board at the airport administrative office, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

15.4 Fuel Storage

Self-fueling permittee shall demonstrate that satisfactory arrangements have been made for the storage of fuel in a centrally located fuel storage area approved by the Director and Aircraft Rescue and Firefighting (ARFF). Operators authorized by the Board shall lease land and construct or install an above ground fuel storage facility in the centrally located fuel storage area. In no event shall the storage capacity of each tank be less than 10,000 gallons.

Fuel suppliers utilized by operator must meet all applicable Federal, State and Local regulations.

Fuel delivered/dispensed by the permittee shall meet quality specifications as outlined in ASTM D 1655 (Jet A) and ASTM D 1910 (Avgas). Ensuring the quality of the fuel is the sole responsibility of the permittee.

15.5 Fueling Equipment

In the event that mobile refuelers are needed for self-fueling operations, self-fueling permittee shall utilize a single refueling vehicle for each type of fuel to be dispensed with a minimum capacity of 750 gallons each. Avgas refueling vehicles shall have a maximum capacity of 1,200 gallons and Jet Fuel refueling vehicles shall have a maximum capacity of 3,000 gallons. All refueling vehicles shall be capable of bottom loading. Each refueling vehicle and all fueling equipment shall be equipped and maintained to comply with all applicable Regulatory Measures including, without limitation, those prescribed in *Section 3.5* of these Minimum Standards.

Prior to engaging in self-fueling activities at the Airport which includes transporting fuel onto the Airport, the self-fueling Permittee shall provide the Director with a written SPCC Plan that meets regulatory measures for above ground fuel storage facilities and the Permittee's activities. An updated copy of the SPCC Plan shall be filed with the Director at least thirty (30) days prior to any changes in operations.

Self-fueling Permittee shall develop and maintain Standard Operating Procedures (SOP) for fueling and shall ensure compliance with standards set forth in FAA AC 00-34A: "Aircraft Ground Handling and Servicing". Permittee's SOP shall include a training plan, fuel quality assurance procedures and associated record keeping and emergency response procedures for fuel spills and fires. Permittee's SOP shall also address:

- Regular safety inspections
- Bonding and fire protection
- Public protection
- Control of access to fuel storage facilities and refueling vehicles
- Marking and labeling of fuel storage tanks and refueling vehicles

Permittee's SOP shall be submitted to the Director not later than thirty (30) days before the self-fueling Permittee commences self-fueling at the Airport. Permittee's SOP shall be resubmitted anytime changes are planned.

15.6 Limitations

Self-fueling Permittees shall not sell and/or dispense fuels to based aircraft or transient aircraft that are not owned, leased, and/or operated by, and under the full and exclusive control of, self-fueling Permittee. Any such selling or dispensing shall be grounds for immediate revocation of the Permit by the Director.

First Violation – Revocation of Permit for up to a period of one (1) year.

Second Violation – Revocation to be permanent

15.7 *Emergency Public Service*

Entities providing an Emergency Public Service, including, but not limited to, National Guard, state, and local entities providing emergency services are not required to meet Minimum Standards identified in *Section 15.4*. This does not, however, exclude requirements for Standard Operating Procedures.

Storage and delivery of fuel for aircraft operated by an Emergency Public Service must be approved, in advance, by the Director.

All other Minimum Standards identified in this Section must be adhered to by the person or entity providing the Emergency Public Service.

15.8 *Insurance*

The self-fueling Permittee shall maintain, at a minimum, the coverage's and limits of insurance set forth in *Attachment A- Minimum Insurance Requirements*.

16. PRIVATE FLYING CLUB

16.1 *Introduction and General Requirements*

A Private Flying Club (PFC) is a person or organization that is legally formed as a non-profit entity with the State of Wyoming, operated on a non-profit basis (so as not to receive revenues greater than the costs and expenses to operate, maintain, acquire and/or replace PFC aircraft), and restricts membership from the public (i.e. does not advertise or make its membership available to the public). Each PFC member must have an ownership interest in the PFC. PFC shall keep on file and available for review by the Director a complete membership list and investment (ownership) share held by each member, including a record of all members, past and present, with full names, addresses, and the date of membership effectiveness and/or nullification.

PFC shall file and keep current with the Director:

- Copies of bylaws, articles of incorporation, operating rules, membership agreements, and the location and address of the PFC's registered office.
- Roster of all officers and directors including home and business addresses and phone numbers.
- Designee responsible for compliance with these Minimum Standards and other regulatory measures.

PFCs shall not be required to meet Minimum Standards stipulated for Aircraft Rental or Flight Training Operators so long as no commercial operations of any kind are being conducted.

No member of a PFC shall receive compensation for services provided for such PFC or its members unless such member is an authorized operator with the Board. This does not include the provision of flight instruction relating to aircraft checkout and/or currency (e.g. biannual flight reviews, instrument proficiency checks, etc.) provided by a PFC member, on an exclusive basis, to other PFC members.

PFC aircraft shall not be used by non members.

No member shall use the PFC aircraft in exchange for compensation. This does not include reimbursement for costs and expenses associated with the use of the PFC aircraft.