

GUIDELINES
FOR
MINIMUM OPERATING STANDARDS
AT
CAPITAL AIRPORT

Revised 10/20/93

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MINIMUM STANDARDS FOR FBO AT CAPITAL AIRPORT

INTENT AND PURPOSE:

The minimum standards hereinafter set forth have been developed to protect and promote in a reasonable manner the best interests of the public concerning the competent and qualified operation of the general aviation activities upon the airport and to protect the public from irresponsible, unsafe or inadequate services. It is the intent and purpose of the Springfield Airport Authority that such minimum standards as herein set forth shall develop an equitable business situation upon the airport so that the best interests of the public can thus be promoted.

APPLICABILITY:

Although lease terms and covenants may vary, the basic provisions contained herein are applicable to all individuals or companies proposing to conduct business on Capital Airport. No exclusive right to conduct any aeronautical activity will be granted by the Springfield Airport Authority to any commercial enterprise.

The standards as herein set forth or as may be reviewed and revised in the future shall at no time be construed to be less than the applicable Federal Aviation Administration Regulations now or then in effect.

All commercial activity shall be subject to and comply with all rules and regulations established by the Springfield Airport Authority concerning the operation of the airport.

DEFINITIONS:

1. AERONAUTICAL ACTIVITY - Any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations either commercial or noncommercial. These activities are augmented in Appendix A.
2. COMMERCIAL ACTIVITY - Aeronautical activities and non-aeronautical activities (services) available to the general public at a public use airport, for which a fee is charged.
3. AIRPORT - Airport shall mean all land lying within the property boundaries depicted on an approved airport layout plan containing all landlord improvements owned by the Authority and designated by the Authority for use as a navigational facility known as Capital Airport, the facilities and boundaries of which may be modified from time to time.
4. AIRPORT AUTHORITY - Airport Authority (hereinafter "Springfield Airport Authority" or "Airport Authority") shall mean the Board of Commissioners appointed to oversee the Airport.
5. AIRPORT DIRECTOR - The person appointed by the Springfield Airport Authority to manage and supervise the operation of the Capital Airport, or in his absence, his designated representative, or the person designated as Acting Airport Director.
6. AIRPORT LAYOUT PLAN - The plan of an airport showing the layout of existing and proposed airport facilities.
7. AIRPORT OWNER - The owner of the Capital Airport is the Springfield Airport Authority.
8. APPLICANT - Any person desiring to render or engage in aeronautical service at the airport.

9. FBO - Fixed Base Operation shall mean an operation conducted at the Airport under an existing Airport Lease to furnish one or more of the following services: storage and/or tie-down of aircraft, sale, repair and/or maintenance of new and/or used aircraft, aircraft parts or equipment, radios, instruments and/or electronic equipment, aircraft charter, rental and/or lease, flight instruction, and the sale of aviation fuels and other petroleum products.
10. INDIVIDUAL - Person shall mean any individual, firm, partnership, corporation, association, company, (including any assignee, receiver, trustee or similar representative thereof) the United States of America, any foreign government or any state or political subdivision thereof.
11. MINIMUM OPERATING STANDARDS - The qualifications which may be established by an airport owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport.
12. SPECIALTY USE OPERATORS - These activities are described in Appendix B.

GENERAL PROVISIONS:

1. A Company or individual who wants to conduct any commercial aeronautical activity as described in Appendix A and/or Appendix B on Capital Airport must provide service in accordance with minimum standards.
2. The Springfield Airport Authority may determine the need for services at the airport. If such service is not being furnished by any operator, the Springfield Airport Authority then reserves the right to arrange for such a service on the airport.
3. An individual or company desiring to conduct business on the airport shall, in so far as possible, be granted leases and operational privileges. The intent of the Springfield Airport Authority in granting such leases is that no operator of an aeronautical activity shall have any preferential advantage over another operator and that the primary determinant of success shall be good and sound business practices.
4. Any individual or company desiring to conduct business on the airport shall furnish the Springfield Airport Authority with the following application procedures:

SUBMISSION REQUIREMENTS - The applicant must demonstrate that he has sufficient management experience and available personnel and equipment to provide high quality service in an efficient and workmanlike manner throughout the term in the contract. The application must be in writing in a form suitable to the Airport Authority specifying the following:

- Applicant's name and address
- Taxpayer Identification Number
- Proposed aeronautical services
- Land area and use proposed
- Names and qualifications of officers and personnel
- Copies of FAA certificates

- Proposed dates for starting each activity
- Estimated costs of structures and facilities
- Building space to be constructed or leased
- Type of aircraft to be provided
- Parking spaces proposed for customers and employees
- Hours of operation
- Itemization of insurance coverages
- Evidence of financial capability
- Plan for chemical, contaminant and toxic material storage, containment and disposal when it becomes applicable

PROCESS - Each application will be submitted to the Land Use/FBO Committee in a form and manner prescribed by the Airport Authority; decision on application will be made at the first regular meeting of the Authority following the completion of review of the application by the Land Use/FBO Committee; if two or more applicants submit proposals for the same designated area, the Airport Authority will award the lease to the applicant that, in the opinion of the Authority, is best qualified to provide the highest degree of service to the public. The Authority shall approve, modify or reject any application and so notify the applicant.

APPROVAL - The Authority will notify the applicant of its decision within 10 days of the meeting at which the application is considered.

5. Any person desiring to engage in a commercial aeronautical activity shall pay the Springfield Airport Authority for the privilege of operating on the airport and for such facilities, land or space used by the proposed aeronautical activity in accordance with the schedule of fees and rents set forth by the Springfield Airport Authority. Such schedule of fees and rents shall be negotiated with the Springfield Airport Authority and shall be commensurate with the scope of the proposed commercial activity.
6. The manager of the applicant's operation shall be a full time employee whose sole job is to manage and promote the operation and he must be located in an office on Capital Airport. In the absence of such person, these responsibilities shall be delegated to a general manager.
7. Any applicant desiring to fly aircraft for hire for the transportation of people or property shall hold a valid Air Carrier Certificate issued by the Administrator of the Federal Aviation Administration and shall comply with the regulations established in Parts 121, 123 or 135 of the Federal Aviation Regulations as applicable for air taxi operators.
8. Any applicant desiring to conduct a flight school as defined in Appendix A shall have a valid Airman Agency Certificate issued by the Administrator of the Federal Aviation Administration and shall comply with regulations stipulated in Part 61, 91 and 141 of the Federal Aviation Regulations.
9. The Springfield Airport Authority reserves at all times the right to approve the application of the proposed aeronautical activity. Such approval shall take into account the

aforementioned standards along with an analysis of the business background, financing and proposed plans for the development of an aeronautical activity. Final approval by the Springfield Airport Authority shall thus be based on an appraisal of the application in regard to the purposes and intent as set forth and based on a commonly acceptable business analysis.

AERONAUTICAL ACTIVITY

FUEL SALES AND RAMP SERVICE

A fuel sales and ramp service operator is a person(s), firm(s) or corporations who engages in the retail sales and in-to-plane delivery of recognized brands of aviation fuels, lubricants and other related petroleum products as well as providing servicing of aircraft, including ramp assistance and the parking, storage and tie-down of aircraft within its premises.

AIRCRAFT SALES

An aircraft sales operator is a person(s), firm(s) or corporations engaged in the retail or wholesale sale of new and/or used aircraft through franchises, or licensed dealership or distributorship of an aircraft manufacturer of Federal Aviation Administration certificated general aviation type aircraft; and provides such repair, services and parts as necessary to meet any guarantee or warranty of new and/or used aircraft sold.

AIRCRAFT PARTS AND SUPPLIES SALES

An aircraft parts and supplies operator is a person(s), firm(s) or corporations engaged in the inventory and retail or wholesale of airframe and power plant parts, flight instruments and other items necessary for the support of aircraft and equipping of new aircraft normally sold and/or serviced at a given airport facility.

AIRCRAFT RENTAL-LEASE

An aircraft renter or lessor is a person(s), firm(s) or corporations engaged in the rental or leasing of properly equipped, airworthy aircraft of U.S. registry to the public.

INSTRUCTION: FLIGHT/GROUND

A flight/ground training operator is a person(s), firm(s) or corporations engaged in instructing pilots in solo and dual flight training, in fixed and/or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check ride for the category or categories of pilot's licenses and ratings involved.

AIR TAXI/COMMUTER OPERATIONS

An air taxi and/or commuter operator is a person(s), firm(s) or corporations engaged in holding out to the public for hire, either on-demand and/or scheduled air taxi service pursuant to Part 135 of the Federal Air Regulations and part 298 of the Civil Aeronautic Board's Economic Regulations.

AIRCRAFT MAINTENANCE

An aircraft maintenance operator is a person (s), firm (s) or corporation (s) providing one, or a combination of airframe and power plant overhaul and repair services.

AVIONICS MAINTENANCE

An avionics maintenance operator is a person(s), firm(s) or corporations engaged in a business capable of providing a shop for the repair, installation and/or sale of new and/or used aircraft radio equipment.

INSTRUMENT SHOP

An instrument shop is a person(s), firm(s) or corporations engaging in a business capable of providing a shop for the repair, installation and/or sale of new and/or used aircraft instruments.

PROPELLER SHOP

A propeller shop is a person(s), firm(s) or corporations engaging in a business capable of providing a shop for the repair, installation and/or sale of new and/or used propellers.

PAINT AND/OR UPHOLSTERY SHOP

A paint and/or upholstery shop is a person(s), firm(s) or corporations engaging in a business capable of providing a shop for painting of aircraft and/or upholstery of aircraft interiors.

SPECIAL USE

A special use operator is a person(s), firm(s) or corporations engaged in air transportation for hire for the purpose of providing the use of aircraft for the activities listed below:

1. Non-stop sightseeing flights that begin and end at the same airport within a 25 mile radius of the airport.
2. Agricultural application such as dusting, spraying and seeding.
3. Banner towing and aerial advertising.
4. Aerial photography and survey.
5. Fire fighting.
6. Power line or pipe line patrol.
7. Any other operation specifically excluded from Part 135 of the Federal Aviation Regulations.
8. Air ambulance service.

BASIC REQUIREMENTS

FUEL PARK

All aircraft fuels (100LL & jet) shall be stored in the area on the airport designated by the Authority as the "fuel farm." Each Person or persons having a lease for this farm will have the right to dispense or sell aircraft fuel and pay a fuel flowage fee. Fuel flowage fees to be as follows: 4% per 2/16/94 Board Meeting delivered to the fuel farm, with the exception of the airlines.

REFUELER

The operator must provide a vehicle to transport fuel from the fuel farm to the designated aircraft fueling areas. The trucks shall be of a type and design acceptable to the Authority and equipped with approved filtering and metering devices. The trucks must comply with Part 139 regulations and the Illinois Department of Transportation. The operator will provide adequate grounding devices and fire extinguishers at all fueling locations and will ensure that all personnel engaged in fueling operations have been fully instructed and trained in proper fuel procedures as required by Part 139 and NATA standards.

RAMP

A ramp is a paved or adequately hard surface area of sufficient size and stress-tested to accommodate the weight and/or volume of aircraft normally anticipated at the airport.

HANGAR (MAINTENANCE)

A maintenance hangar facility should be sufficient in size to accommodate a multiplicity of aircraft of a size common to the airport, having facilities appropriate for the climate wherein it is located, to ensure good, safe operations.

Any person desiring to engage in aircraft maintenance must provide at least one full-time FAA certified airframe and powerplant mechanic with ratings appropriate for the work to be performed, a hangar as described in the above paragraph, normal hours of operation, Monday - Friday, a plan satisfactory to the Authority for the storage, and disposal of contaminants and other toxic materials.

OFFICE

An office should be of sufficient size to conduct normal day-to-day services, clerical work and administrative and/or professional duties in connection with an approved operation(s).'

LOBBY / PUBLIC AREA / RESTROOMS

A lobby or public waiting area of a size commensurate with the type and scope of the operations (should be located at or near the main entrance of said operations). In addition, separate (male or female) restroom should be provided in a safe, convenient location directly adjacent to the lobby or public waiting area and abide by the ADA.

AIRCRAFT TIE-DOWNS

Tie-downs sufficient in number and size should be provided to accommodate the number of aircraft normally overnighing or based at the airport. Each tie-down location should have three-point tie down rings installed, with adequate means of tying the aircraft into position.

AUTOMOBILE PARKING

Automobile parking is a paved or hard surface area sufficient in size to accommodate employees and the number of transient or customer automobiles that would be normally expected to occupy parking spaces.

AIRCRAFT SUPPORT EQUIPMENT

Aircraft support equipment includes, but is not limited to, tugs of various required sizes, ground power starting and auxiliary power units and other necessary equipment items that would be required in the support of based and/or transitting aircraft.

UNICOM

Required for operators conducting aeronautical services including fuel, charter, rental and instruction.

TELEPHONE

Each operation would be required to have at least one incoming/outgoing line, with the telephone number appropriately listed in the local directory published by the telephone company.

INSURANCE

Insurance in an amount sufficient to protect the property of the Airport Authority and protect and hold the Authority harmless from any liability resulting from conduct of the aeronautical activity; minimum requirements for operations are as follows:

- Airport Premises Liability - \$1,000,000
- Workers Compensation and Employer's Liability - an amount required by State of Illinois
- Aircraft Liability - \$1,000,000 per occurrence \$100,000 per seat/\$500,000 PD
- Hangar Keepers Liability - appropriate amount of insurance for type of aircraft stored.

Product Liability - \$1,000,000

Fire and Extended Coverage - 80% of replacement value

HOURS OF SERVICE

Hours will be determined by mutual consent between the operator and the Authority.

FLYING CLUBS

All flying clubs desiring to base their aircraft and operate on the airport must comply with the applicable provisions of these Minimum Standards and the Airport Rules and Regulations. However, they shall be exempt from regular F.B.O. requirements only upon satisfactory fulfillment of the conditions state herein.

1. The club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with an aircraft for their personal use and enjoyment only. The ownership of the aircraft, must be vested in the name of the flying club (or owned ratably by all of its members). The property rights of the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operation, maintenance and replacement of the aircraft.

2. Flying clubs may not offer or conduct charter, air taxi, or rental aircraft operations. They may not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft, except for ferrying operations. No flying club shall permit its aircraft to be utilized for giving flight instruction to any person, including members of the club owning the aircraft, when such person pays or becomes obligated to pay for such instructions, except when instruction is given by a lessee based on the airport who provides flight training. Any qualified instructor who is a registered member and part owner of the aircraft may be compensated by credit against payment of dues or flight time. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club shall not be restricted from doing maintenance work on aircraft owned by the club and the club does not become obligated to pay for such maintenance work except that such a mechanic may be compensated by credit against payment of dues or flight time.

3. The club shall furnish the Airport Director a copy of its charter and bylaws, articles of association, partnership agreement or other documentation supporting its existence; a roster, or a list of members, including names of officers and directors, to be revised on a semi-annual basis; certificate of insurance in the following minimum amounts: Public Liability (\$100,000/\$500,000) per person; Public Liability (\$300,000/\$1,000,000) per accident; Property Damage (\$100,000/\$200,000), with hold harmless clause in favor of the Airport Authority, its officers and employees (30 days prior notice of cancellation shall be filed with the Airport Director); number and type of aircraft; evidence that aircraft are properly certificated; evidence that ownership is vested in the club; and operating rules of the club. The books and other records of the club shall be available for review at any reasonable time by the Airport Director or his authorized agent.