

Minimum Standards For Commercial Aeronautical Activities

**Springfield Airport Authority
Abraham Lincoln Capital Airport
Springfield, Illinois**

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SECTION 1 PURPOSE OF MINIMUM STANDARDS

Preamble and Policy

It is the intent of the Springfield Airport Authority (Authority), the owner and operator of the Abraham Lincoln Capital Airport (Airport), to accomplish specific goals through the establishment of Minimum Standards. These goals include: developing aviation as an integral part of the transportation network, creating and implementing strategies to protect and improve the aviation system, encouraging aviation-related economic development, supporting aviation safety and education, and increasing commercial air service and general aviation activity at the Airport.

Minimum Standards are established to provide the minimum requirements for those Persons desiring to provide Commercial Aeronautical Activities and Activities to the public at the Airport. These Minimum Standards are based upon the present conditions at the Airport, the existing and planned facilities at the Airport, and the current and future aviation role of the Airport. The prospective Commercial Aeronautical Operator shall agree to offer the described minimum level of services in order to obtain an Agreement, License or Lease to operate at the Airport. All Operators are encouraged to exceed the “minimum” in terms of quality of facilities and services.

The development of Minimum Standards:

- Promotes safety in all Airport activities
- Encourages a high quality of service for Airport users
- Protects the Airport, the Public and the Airport’s Operators

Minimum Standards protect the Airport by:

- Ensuring that the Airport is in compliance with Federal Grant Assurances
- Ensuring that the Airport is in compliance with the Federal Aviation Administration’s policy on exclusive rights.
- Establishing threshold entry requirements for services and their quality
- Promoting the orderly and efficient development of Airport land

Minimum Standards protect the Public by:

- Requiring that each provider of any Commercial Aeronautical Service be authorized to provide that service and that they be qualified, certificated, and insured to do so.

Minimum Standards protect the Airport’s Operators by:

- Preventing unfair competition.
- Providing for fair and equal treatment.
- Preventing unjust discriminatory treatment to both prospective and existing tenants.

Administration and Policy Oversight

These Minimum Standards are established specifically for Abraham Lincoln Capital Airport, KSPI. While the Springfield Airport Authority Board of Commissioners is responsible for the administration of the Airport and has the ultimate policy-making authority in this regard, the Authority's Executive Director is delegated the authority to interpret and enforce these Minimum Standards.

Effective Date

These Minimum Standards shall be effective on May 20, 2025 and shall remain in effect until such time that they are repealed, revised, or amended.

Minimum Standards Review, Revisions and Amendments

At a minimum interval of every (3) years, the Authority will conduct a review of these Minimum Standards to recommend and adopt revisions or amendments due to changes in the Airport business and regulatory environment. However, the Authority may make revisions and amendments to the Minimum Standards at any time necessary to comply with FAA regulations.

Enforcement

The Authority has established these fair, practical and reasonable Minimum Standards for the Airport. The Minimum Standards are susceptible to challenge if not enforced properly and uniformly. Any Commercial Aeronautical Operator who is making an investment at the Airport deserves the continuity of fair and uniform enforcement. It is the intent of the Springfield Airport Authority to provide consistent, uniform, and fair enforcement of these Minimum Standards to accomplish the Airport's goals and promote successful commercial business operations.

Violations

In addition to any remedies under the Agreement, the Authority reserves the right to prohibit any Operator from using the Airport in connection with any of such Operator's Aeronautical Activities upon determination that such Operator has not complied with these Minimum Standards or has otherwise jeopardized the safety and security of Persons utilizing the Airport or the property or operations of the Airport.

SECTION 2 DEFINITIONS AND APPLICABILITY

2.1 Definitions

All definitions contained in this section apply to the Abraham Lincoln Capital Airport Minimum Standards, rules and regulations, and leasing policies. Definitions are taken from the Federal Aviation Regulations, Federal Aviation Administration Advisory Circulars, U.S. Department of Transportation Aeronautical Information Manual, and other sources as appropriate.

Aeronautical Activity/Aeronautical Services/Aeronautical Use - any activity, service or use that involves, makes possible, facilitates, is related to, assist in, or is required for the operation of Aircraft, or which contributes to or is required for the safety of such operations. These Activities include, but are not limited to, Air Carrier Operations (passenger and cargo), Aircraft Charter or Aircraft Management Operations, Aircraft Fueling, Aircraft Line Services, Aircraft Storage, Flight Training, Aircraft Rental, Aircraft Sales, and Airframe and Power Plant maintenance.

Agreement - the written Agreement between the Springfield Airport Authority and a Person/business enterprise specifying the terms and conditions under which the entity may conduct Aeronautical Services. All entities shall be required to obtain a license from the Authority to conduct any activity on the Airport property.

Aircraft - any contrivance used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, balloon, or blimp.

Aircraft Charter or Taxi Operations - any commercial operation that provides air transportation of persons or property to the general public for hire, on an unscheduled basis, or as defined in FAR Parts 119 and 135.

Aircraft or Aviation Fuel / Fuel - all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating internal combustion, jet, or turbine engine, which meet the standards of ASTM D910-latest (AVGAS) and ASTM D1655-latest (JET A); and, all evolving aircraft fuel that are being developed and introduced for aircraft consumption such as Sustainable Aviation Fuel (SAF), hydrogen and unleaded aviation fuels such G100UL and UL91.

Aircraft Line Service – providing the necessary equipment, supplies and trained personnel for Aircraft assistance, towing, recovery parking, and tie downs.

Aircraft Management Operations – a commercial operator engaged in the business of providing Aircraft flight dispatch, flight crews, or Aircraft maintenance coordination on behalf of an Aircraft owner.

Aircraft Owner - any entity holding legal title to an Aircraft, or any entity having exclusive legal possession of an Aircraft.

Aircraft Rental - the commercial activity of renting or leasing Aircraft to the public for compensation.

Aircraft Sales - the sale of new or used Aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

Air Carrier Fueling Operations (scheduled passenger-carrying) - the commercial operation of providing into-plane Aircraft fueling and on-call Aircraft maintenance services to a scheduled passenger airline that utilizes the Airport passenger terminal through a written Lease or Agreement with the Authority.

Air Carrier Ground Handling Operations (scheduled passenger - carrying) - the commercial operation of providing ground handling services to a passenger airline that utilizes the Airport passenger terminal through a written Lease or Agreement with the Authority. The services include, but are not limited to passenger processing and ticketing, baggage loading/unloading, lavatory service, ground power and air-start, de-icing, and hangar storage.

Airframe and Power Plant Maintenance - the commercial activity of providing Airframe and Power Plant services, which includes, but is not limited to any of the following: the repair, maintenance, inspection, constructing, and making modifications and alterations to Aircraft, Aircraft engines, propellers and appliances including the removal of engines for major overhaul. This category of service also includes the sale of Aircraft parts and accessories

Airport - Abraham Lincoln Capital Airport, KSPI, and all land, improvements, and appurtenances within the legal boundaries of the Airport as it now exists on the Airport Layout Plan and as it may be extended, enlarged, or modified.

Airport Layout Plan - the plan of an airport showing the layout of existing and proposed airport facilities which has been approved by the FAA.

Avionics Sales and Maintenance - the commercial activity of providing for the repair and maintenance of Aircraft radios, instruments and accessories. Such operation may include, but is not limited to the sale of new or used Aircraft radios, instruments and accessories.

Commercial Activity - the conduct of any aspect of a business, concession, operation, or agency in order to provide goods or services to any person for compensation, barter-profit or hire. An activity is not considered a Commercial Activity if the business is nonprofit, charitable, or tax-exempt.

Commercial Operator / Operator - a Person, firm, corporation, or other entity conducting Commercial Aeronautical Services or Activities at the Airport for compensation or hire.

Employee(s) - any individual employed by an entity whereby said entity collects and pays all associated taxes on behalf of Employee (i.e., social security and Medicare). The determination of status between “employee” and “contractor” shall be made according to then current Internal Revenue Service standards.

Exclusive Right - a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An Exclusive Right can be conferred either by express agreement, by the imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties, but excluding others from exercising a similar right or rights, would be an Exclusive Right.

Note: Granting an Exclusive Right to conduct activities on an airport developed or improved with federal funds is expressly prohibited by law; however, the Authority may reserve such Exclusive Rights unto itself.

FAA – the Federal Aviation Administration

Fixed Base Operator (FBO) - a full-service Commercial Operator who engages in the primary activities of Aircraft Fueling Services and Sales, Aircraft Line Services, Pilot and Passenger Services and Concessions, Aircraft Storage Hangar(s), Air Carrier (scheduled passenger-carrying) Fueling Operations and On-Call Maintenance, and a minimum of three (3) of the following secondary activities: Airframe and Power Plant Maintenance, Flight Training and Instruction, Aircraft Rental, Aircraft Sales, Aircraft Charter, Air Taxi Operations and/or Aircraft Management Operations.

Flight Training - the commercial operation of instructing pilots in dual and solo flights in any Aircraft, and related ground school instruction, as necessary, to complete an FAA written pilot's examination and flight check ride for various categories of pilots' certificates and ratings.

Flying Club - a non-commercial and nonprofit entity organized for the purpose of providing its members with any number of Aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the Flying Club owners on a pro-rata basis, and the club may not derive greater revenue from the use of the Aircraft than the cost to operate, maintain, and replace the Aircraft.

Fuel Storage Area - any portion of the Airport designated temporarily or permanently by the Authority as an area in which Aircraft Fuel or any other type of Fuel may be stored or loaded.

Fuel Handling or Fueling - the transportation, sale, delivery, dispensing, or draining of Fuel or Fuel waste products to or from Aircraft.

General Aviation - all aviation with the exception of Aircraft manufacturing, military aviation, and scheduled air carrier operations. General aviation Aircraft are utilized for commercial and non-commercial purposes including business/corporate, recreational/pleasure, charter/taxi, industrial/special purpose, and instructional.

Hazardous Material - any substance, waste, or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, and is or becomes regulated by any governmental authority, agency, department, commission, board agency or instrumentality of the United States, the State of Illinois, or any political subdivision thereof, and the presence of which requires investigation, removal,

and/or remediation.

Lease - the written contract between the Springfield Airport Authority and a Person/business enterprise specifying the terms and conditions under which a Person/business may occupy and operate from certain Airport facilities and/or property.

Mobile Service Provider (MSP) - a Person or entity who provides Aeronautical Services on Airport property but does not operate out of owned or leased property on the Airport.

Roadway - any street or road, whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

Self-Service Fueling – A commercial aircraft fueling activity accomplished by the pilot of an Aircraft at a facility designed for the sale and dispensing of aviation fuel that is approved and authorized by the Authority to conduct Self-Service Fueling. Joint or cooperative self-fueling arrangements (Co-op Fueling) are prohibited.

Specialized Aviation Service Operation / Operator (SASO) – a commercial operator that offers a single or multiple services, not including Aircraft fueling. Examples of a SASO include, but are not limited to: flight training, Aircraft Rental Aircraft Sales, Air Ambulance, Avionics Sales and Maintenance, Propeller and/or Aircraft Accessory repair and sales, Aircraft upholstery, Aircraft painting, and specialized flying services.

Sublease - the written agreement stating the terms and conditions under which a third-party Person leases space from a lessee of the Authority with an Agreement authorizing that lessee to sublease for the purpose of providing Aeronautical Activities at the Airport.

Taxiway - a defined path established for the taxiing of Aircraft from one part of the Airport to another.

Through-the-Fence Operations / Operator – Commercial activities permitted by the Authority through an agreement allowing access to the public landing area to a licensed and insured Person (Operator) or entity offering Aeronautical Activities or Services and does not commercially operate out of owned or leased property on the Airport's premises.

Note: These Minimum Standards do not address non-commercial operations relating to off-airport residential owners of aircraft based on land adjacent, but not part of, the airport property. Current conditions and existing infrastructure are not suitable for such activity. The Authority reserves the right to address this subject in the future.

Vehicle Parking Area - any portion of the Airport designated and made available temporarily or permanently by the Airport for the parking of vehicles.

2.2 Application of Minimum Standards

2.2.1 Commercial Activity Authorization

All Persons conducting commercial Aeronautical Activities at the Airport shall, as a condition of conducting such activities, comply with all the requirements set forth in these Minimum Standards. The Minimum Standards are deemed to be part of each Commercial Operator's Lease, License, or Agreement with the Authority. The mere omission of any particular Minimum Standard in a Lease or Agreement shall not constitute a waiver or modification of the standard unless the document expressly states that the Authority waives application of that standard.

2.2.2 Existing Operators and Agreements

These Minimum Standards will not affect any Agreement entered into by the Authority prior to the effective date of these Minimum Standards, except as otherwise provided for in such Agreement, in which case these Minimum Standards shall apply to the extent permitted by such Agreement. These Minimum Standards shall not be deemed to modify any existing Agreement under which a Commercial Operator is required to exceed these Minimum Standards, nor shall they prohibit the Authority from entering into or enforcing an Agreement that requires a Commercial Aeronautical Operator to exceed these Minimum Standards. If a Commercial Operator desires to modify an existing Agreement, The Authority shall require compliance with these Minimum Standards as a condition of its approval.

2.2.3 Multiple Services

When a Commercial Aeronautical Operator conducts multiple activities pursuant to one Lease, License, or Agreement with the Authority and the Minimum Standards for one of the Commercial Aeronautical Operator's activities are inconsistent with the Minimum Standards for another of the Commercial Aeronautical Operator's activities then the Minimum Standards which are more stringent, and/or which are most protective of the public's health, safety, and welfare shall apply. When one or more activity is conducted, the minimum requirements may vary depending on the nature of each activity or combination of activities, but shall not necessarily be cumulative.

2.3 Activities Not Covered in Minimum Standards

Any Commercial Aeronautical Activities for which there are no specific Minimum Standards established will be addressed by the Authority on a case-by-case basis and set forth in such Commercial Operator's written Lease, License, or Agreement.

2.4 Waivers or Modifications

The Authority may waive or modify any portion of these Minimum Standards for the benefit of a governmental agency performing non-profit public services, fire protection or emergency response operations. The Authority may waive or modify any portion of these Minimum Standards when it is determined that such waiver is

in the best interest of the public and the Authority and will not result in unjust discrimination against other Commercial Operators at the Airport. Any waiver or modification approved by the Authority shall only apply to the special conditions or unique circumstances of the particular case under which they are granted and shall not serve to amend or alter these Minimum Standards.

2.5 Pioneering Period

When a specific product, service, or facility is not currently provided at the Airport, the Authority may enter into an Agreement with an FBO or SASO with terms and conditions that are less than those outlined in these Minimum Standards (e.g., lower Minimum Standards, etc.) only for a limited time period up to a maximum of one year. (i.e., pioneering period). The duration of the pioneering period shall be specified in the agreement and shall only be valid during that specific period of time unless extraordinary conditions require an adjustment to the agreed upon period.

2.6 Conflicting Standards

If a provision in these Minimum Standards is found to be in conflict with any other provision of these Minimum Standards, the provision that establishes the higher standard shall prevail.

Section 3 Business Operations

3.1 Employee Conduct and Customer Service Emphasis

The Authority works diligently to provide high quality services addressing the needs of the public. The Authority requires its Airport Commercial Operators, businesses, and tenants to do likewise. The goal of this emphasis is straight-forward: offer the tenants and users of the Airport high quality customer service by meeting or exceeding customer needs through consistent, responsive, and professional service. Commercial Operator shall be responsible for the conduct, demeanor, and appearance of its officers, agents, employees and representatives. Each employee will conduct themselves in a professional manner at all times. Upon receipt of a written objection from the Authority concerning the conduct or demeanor of any of Operator's representatives, Operator shall promptly eliminate the basis for the objection and shall take any action reasonably necessary to prevent a recurrence of the same or similar conduct or demeanor. Employees not adhering to the above requirements, in the opinion of the Authority, will be asked to immediately comply or leave the Airport until such time they are in full compliance.

3.2 Management Control and Supervision

Each Commercial Operator is required to employ the necessary quantity of trained, on-duty management and supervisors to provide for the efficient, safe, and orderly compliance with its Lease, Agreement, or License obligations.

3.3 Personnel Training and Certification

All Commercial Operator Personnel shall be fully qualified and trained to provide a high-quality standard of courteous, efficient, and safe service to the public. Personnel shall meet all federal, state, and local training, licensing, permitting and certification requirements applicable to their individual duties and company services.

3.4 Environmental Compliance

All Commercial Operators shall at all times and in all respects comply with local, state, and federal laws and ordinances, regulations, and orders relating to environmental protection, industrial hygiene, and or the use, generation, manufacture, storage, disposal, or transportation of hazardous materials on, about, or from the Airport. Operators shall ensure all of its representatives have been properly trained in the handling, storage and disposal of hazardous materials that are used to sustain the commercial operation. Operator shall ensure all applicable permits are current and readily available for inspection. Operators shall maintain a spill prevention, recovery and cleanup plan to include periodic training for personnel and maintenance of equipment and materials necessary to execute the plan. All personnel training and certifications, and regulatory agency directives and correspondence shall be made available for

3.5 Airport Safety, Security and Regulatory Measures

All Commercial Operators shall at all times and in all respects comply with federal, state, local and Airport, laws, codes, ordinances, policies, rules, and regulations, including, without limitation, those of the United States Department of Transportation, the United States Department of Homeland Security, the Transportation Security Administration, the Federal Aviation Administration, the National Fire Protection Association, the Environmental Protection Agency, the United States Department of Labor Occupational Safety and Health Organization, and all as may be in existence, hereafter enacted, and amended from time to time.

3.6 Economic Non-Discrimination

In any Agreement, Lease, or other arrangement under which a right or privilege at the Airport is granted to any person, firm, or corporation to conduct or to engage in any Aeronautical Activity for furnishing services to the public at the Airport, the Authority will insert and enforce provisions requiring the contractor to:

1. Furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof; and,
2. Charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

Section 4 Minimum Standards for Fixed Base Operators

4.1 Required Aeronautical Activities

A Fixed Base Operator (FBO) is an entity engaged in the business of providing multiple services to Aircraft users which must include fueling services. For the privilege of providing retail fueling services at the Airport, FBOs shall, at a minimum, provide the primary activities of Aircraft Fueling Services and Sales, Aircraft Line Services, Pilot and Passenger Services and Concessions, Aircraft Storage Hangar(s), Air Carrier (scheduled passenger-carrying) Fueling and On-Call Maintenance Operations; and, a minimum of three (3) of the following secondary activities: Airframe and Power Plant Maintenance, Flight Training, Aircraft Rental, Aircraft Sales, Aircraft Charter, Air Taxi Operations and/or Aircraft Management Operations.

Each FBO may subcontract or use third party operators to provide any secondary Aeronautical Services but shall not subcontract any primary services to include Aircraft Fueling Services and Sales. The FBO shall be responsible for ensuring subcontractors or third-party Operators meet all minimum standards for the activity or service provided.

Each FBO shall conduct its business and activities on and from the leased/assigned premises in a professional manner consistent with the degree of care and skill exercised by experienced FBOs providing comparable products, services, and activities from similar airports in like markets. Any subcontracted or third party operators shall be subtenant(s) of the FBO's leased/assigned premises with a sublease or use agreement that shall be approved by the Authority.

Each FBO shall acquire aviation Fuel for the FBO's own use or for FBO's customers exclusively from the Airport Authority's approved and authorized fuel supplier through an Aviation Grade Fuel Concession Agreement with the Authority in addition to any other Lease or Agreement with the Authority. The Authority owns and operates the aviation Fuel storage facility and reserves the Exclusive Right to do so. The Authority developed and implemented the present configuration of the Airport's aviation Fueling operation to accomplish specific goals for the benefit of all of the parties involved with aviation Fueling. These goals included: limiting current and future exposure to environmental regulation and liability, to collectively bargain with Fuel Suppliers for the operators of the Airport, to ensure fair and equitable treatment to each FBO with the opportunity to dispense aviation Fuel, providing access to an important commodity with a reasonable investment, and to provide the Airport user with aviation fuel of the highest quality through stringent standards and inspections.

4.2 Leased Premises Size

A suitable ground area must be leased from the Authority or under an approved use agreement for subcontracted third party operators of an FBO upon which all required improvements for facility, apron/ramp area, vehicle parking, roadway access, and landscaping will be located. Ground area (to meet primary requirement) shall be contiguous and a minimum of 2.5 acres. FBO may be permitted to have additional non-contiguous land for its operations. The Authority is under no obligation to construct and provide aprons, ramps and/or taxiways for Commercial and/or Non-commercial use facilities.

The FBO will not place or cause to be placed any temporary, mobile, or modular structures on the leased premises, except those that are directly related to approved construction or alterations. No Aeronautical Activity may be performed from temporary or mobile structures without prior approval from the Authority.

All points of access to the FBO facilities shall conform to criteria specified in the Americans with Disabilities Act.

4.2.1 Buildings/Facilities

The FBO shall lease from the Authority, or construct on the property, a public-use building with floor space of at least two thousand five hundred (2,500) sq. feet that is properly heated, air conditioned, and lighted to accommodate the following: customer/passenger lobby, vending/concessions, pilot's lounge, flight planning and weather briefing area, public restrooms, and an administrative area having adequate and dedicated space for employee's offices, work areas, and storage.

The FBO shall lease or construct on the property a minimum of twelve thousand five hundred (12,500) sq. feet of conventional hangar space for an Aircraft Maintenance operation and Aircraft storage.

4.2.2 Vehicle Parking

The FBO shall provide sufficient paved parking space to accommodate the FBO and tenant customers, passengers, and employees on a daily basis, with a minimum requirement of 40 spaces in an area of no less than fourteen thousand (14,000) sq. feet. A paved walkway shall also be provided to accommodate pedestrian access to the public-use building on the leased property.

4.2.3 Aircraft Parking

The FBO shall provide property for an Aircraft operating area (ramp), independent of any building area or vehicle parking area. This Aircraft operating area shall provide transient Aircraft Parking. The tie-down ramp area shall be adequate to support all of the activities of the FBO and all approved subtenants with a minimum requirement of one hundred thousand (100,000) sq. feet.

4.2.4 Hours of Operation

The FBO shall be open and services (other than fueling and line services) shall be available to meet the reasonable demands of the public for these Activities generally during the hours of 7:00 a.m. – 9:00 p.m.) seven (7) days a week.

Fuel and line services shall be available 24 hours per day including holidays. The FBO may not require fueling/line service personnel to be on-site during the hours of 10:00p.m. and 5:00 a.m., provided that such personnel are available after hours, on-call, with a response time not to exceed 30 minutes.

Aircraft Maintenance and Aircraft recovery/removal services shall be available 24 hours per day including holidays. The FBO may not require maintenance/recovery personnel to be on-site during the hours of 5:00 p.m. and 7:00 a.m., provided that such personnel are available after hours, on-call, with a response time not to exceed 60 minutes.

If multiple FBOs are providing Fueling and line services on the Airport, a mutually agreeable schedule can be developed to meet the after-hours on-call requirement upon written approval of the Authority.

The Authority reserves the right to require that the FBO facilities be open and staffed during other times based upon the public benefit and/or need.

4.3 Staffing and Employee Qualifications

Each FBO shall employ and have on duty during the required hours of operation a number of properly trained and qualified Personnel necessary to meet the Minimum Standards for each aeronautical service provided. However, multiple responsibilities may be assigned to employees where feasible. Each FBO shall have at least two (2) employees on duty at all times during hours of operation, and provide to the Authority, and keep current, a written statement of names, addresses, and contacts for all Personnel responsible for the operation and management of the FBO. In addition, the Authority shall be provided a point-of-contact with phone numbers for emergency situations. Personnel shall at all times be properly uniformed which, at a minimum, must identify the FBO's company name or logo. Personnel uniforms shall at all times be professional, and properly maintained.

4.4 Minimum Insurance Policy Requirements

Each FBO shall demonstrate to the Authority's satisfaction, evidence of its ability to acquire insurance coverage as stipulated for each type of operation. An FBO should make its own analysis to determine if more is needed. However, such policies of insurance shall be maintained in full force and effect during all terms of existing leases, agreements of business licenses or renewals or extensions thereof with a 30-calendar day notice of cancellation to the Authority. Such policies shall meet the statutory requirements of applicable governmental agencies and be approved in writing by the Authority. Each FBO shall comply with the following insurance requirements.

4.4.1 Comprehensive General Liability

Limits of liability shall apply on each occurrence with no aggregate limit. Limit of liability is \$5,000,000 per occurrence covering bodily injury and property damage liability for products and completed operations. Limit of liability is \$1,000,000 per occurrence covering bodily injury and property damage liability.

4.4.2 Workman's Compensation and Employer's Liability

Statutory Workers' Compensation and Employer's Liability coverages, for the limit of \$100,000 Bodily Injury by Accident, \$500,000 by Disease Policy Limit

and \$100,000 Bodily Injury each employee.

4.4.3 Comprehensive Automobile Liability

Business Auto Policy including loading and unloading with limits of \$1,000,000 combined single limit. Coverage shall include all owned vehicles and hired or leased vehicles (including coverage for contractual liability).

4.5 Required FBO Services

4.5.1 Aircraft Fueling Services and Sales

Each FBO shall acquire aviation Fuel for its own requirements and that of its customers exclusively from the Fuel Supplier designated and authorized by the Authority. All aviation Fuel shall be stored in the Authority owned bulk Fuel storage facility (Fuel farm) or any portion of the Airport designated temporarily or permanently by the Authority as an area in which Aircraft Fuel or any other type of Fuel may be stored or loaded. Each FBO shall provide the necessary self-propelled equipment designed and built for the purpose of Fueling Aircraft with sufficient capacity for all types of Aircraft frequenting the Airport. Each FBO shall provide or comply with the following minimum standards:

- (1) FBOs providing Avgas 100LL or other fuel types such as G100UL and UL91 to only accommodate piston powered aircraft are not required to provide Jet A service.
- (2) FBOs providing Jet A service are required to provide both Jet A and Avgas 100LL or other fuel types such as G100UL and UL91 to only accommodate piston powered aircraft.
- (3) Provide at least two (2) Jet A refuelers sized - 2000 gallon minimum capacity, 5000 gallon maximum capacity.
- (4) Provide at least one (1) Avgas refueler sized - 500 gallon minimum capacity, 1500 gallon maximum capacity.
- (5) All FBO Fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of aviation Fuels. The FBO shall develop and maintain written Standard Operating Procedures (SOP) for Aircraft Fueling and Ground Handling Operations and shall ensure compliance with standards set forth in FAR Part 139.321, National Fire Protection Association Standard 407, and Air Transport Association Specification 103. The SOP shall address bonding and fire protection, public protection, control of access to the Fuel Storage Area, and marking and labeling of Fuel storage tanks and Fuel dispensing equipment. The SOP shall be submitted to the Authority no later than thirty (30) days prior to the FBO commencing Fueling activities. Additionally, the FBO shall comply with Airport rules and regulations, and all other applicable laws related to Aircraft Fuel Handling, dispensing and storage. Each FBO shall obtain all applicable Fueling certifications and permits, and receive periodic recurrent training as required. The Authority, FAA and/or the Fuel Supplier may periodically conduct inspections of the FBO Aircraft Fueling activities and equipment to ensure compliance with laws, regulations, and Minimum Standards.

4.5.2 Aircraft Line Services

Each FBO shall provide necessary Aircraft ground support equipment and trained personnel based upon that required to support the Aircraft normally frequenting the FBO. In regard to line service activities, each FBO shall provide:

- (1) Towing equipment (tugs and tow bars) to safely and efficiently move Aircraft.
- (2) Equipment for repairing and inflating Aircraft tires.
- (3) Lavatory service equipment
- (4) Ground power unit.
- (5) Oxygen and nitrogen service.
- (6) Equipment for recharging or energizing discharged Aircraft batteries.
- (7) Tie-down equipment including ropes, chains, and other types of restraining devices and wheel chocks to safely secure Aircraft.
- (8) Equipment, devices and tools necessary to recover, tow, relocate a disabled aircraft from the a runway or taxiway to safe location.

4.5.3 Pilot and Passenger Services and Concessions

As part of the primary services requirement, each FBO shall provide the following services and concessions inside their main building.

- (1) Customer service area stocked with basic pilots' supplies.
- (2) Public lounge, waiting area, and indoor restrooms.
- (3) Flight planning area with a weather briefing communication link.
- (4) Public Wi-Fi access.
- (5) Snack foods and beverage machines.
- (6) Crew/courtesy vehicles and local ground transportation contacts.
- (7) Contracted or third party food catering services.
- (8) Pilot lounge and rest area

4.5.4 Aircraft Storage Hangar(s)

Each FBO engaging in Aircraft storage hangar activities shall meet the following minimum standards:

- (1) Lease the necessary amount of land to accommodate the proper quantity and required size of hangars. The minimum land area shall be at the sole discretion of the Authority and shall be dependent upon the number and size of hangars proposed.
- (2) Each Aircraft hangar must provide a minimum of ten thousand (10,000) square feet for aircraft parking and storage and one thousand five hundred (1,500) square feet of office and storage area.
- (3) Provide contact name and phone numbers, hangar availability, and rental rates to prospective customers via posted informational sign inside each FBO terminal and on the FBO's website.
- (4) Provide a listing of all Aircraft stored within the FBO's or sub lessee's hangar facilities to the Authority semi-annually.

- (5) Ensure that hangar tenants only perform preventive maintenance within the hangar on their own Aircraft to the extent permitted in 14 CFR Part 43, as now or hereafter amended. Painting, welding, and any type of Hazardous Material storage shall not be permitted within the Aircraft storage hangars unless authorized specifically by the Authority in writing. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property shall not be permitted.
- (6) Provide a waste oil receptacle within the immediate vicinity of the hangar. This receptacle shall be capable of holding a minimum of fifty (50) gallons, have secondary containment protection and be emptied at regular intervals and be in compliance with all regulatory requirements as now or hereafter amended.

4.5.5 Air Carrier (scheduled passenger-carrying) Fueling and On-Call Maintenance Operations

FBOs providing into-plane Aircraft Fueling and on-call Aircraft maintenance services to a scheduled passenger airline shall:

- (1) Employ and make available one (1) FAA certified Airframe and Power plant mechanic with ratings appropriate to the work being performed as required by the written Agreement between the FBO and airline.
- (2) Employ and make available a sufficient number of properly trained and certified personnel and necessary equipment to dispense aviation Fuel as required by the written Agreement between the FBO and airline.
- (3) Comply with section 4.6.1 Aircraft Fueling Services.

4.6 Secondary FBO Services

The FBO must provide at least three (3) of the following secondary services at the stated Minimum Standards. The FBO is encouraged to provide additional services at a minimum level of professional standards appropriate for that business.

4.6.1 Airframe and Power Plant Maintenance

Each FBO providing Airframe and Power Plant Maintenance shall provide services for single and multi-engine piston driven propeller Aircraft, turbo-propeller Aircraft, or turbine Aircraft, which includes any of the following: the repair, maintenance, inspection, constructing, and making of modifications and alterations to Aircraft, Aircraft engines, propellers and appliances, or the removal of engines for major overhaul. This category of service includes the sale of Aircraft parts and accessories in addition to the maintenance services described above. Each FBO shall:

- (1) Operate the service from a ventilated shop and Aircraft storage space of at least ten thousand (10,000) square feet and capable of accommodating at least one Aircraft within the FBO leasehold.

- (2) Have on-duty a minimum of two (2) FAA-certified technicians who both possess an airframe and power plant certificate, one of which that holds an Inspection Authorization (IA) as specified in 14 CFR Part 65, or the Aircraft Maintenance facility shall be FAA certified under and satisfy all the requirements as specified in 14 CFR Part 145.
- (3) Provide equipment, tooling, supplies and parts required for general Aircraft airframe and power plant inspection, maintenance and repair.

4.6.2 Flight Training and Instruction

Each FBO or sub lessee of FBO providing the Commercial Operation of training pilots in dual and solo flight in any Aircraft, and related ground school instruction, as necessary, to complete an FAA written pilot's examination and flight check ride for various categories of pilots' certificates and ratings shall meet the following minimum requirements:

- (1) Operate the service from a minimum of 500 sq. feet within the FBO's leased premises to provide a professional classroom teaching and learning environment, office space, and immediate access to restrooms, pilot lounge area, and snack and beverage machines.
- (2) Employ and make available at least two (2) or more FAA-certified Flight Instructors necessary to meet the Flight Training demand and schedule requirements of the public at a minimum of 8:00 a.m. – 5:00 p.m., six (6) days a week.
- (3) Operator shall have available either owned or under written lease and under the full and exclusive control of Operator, at least two (2) properly certified and airworthy Aircraft.

4.6.3 Aircraft Rental

Each FBO or sub lessee of FBO providing the Commercial Operation of renting or leasing Aircraft to the public for compensation shall meet the following minimum requirements:

- (1) Operate the service from a minimum of 500 sq. feet of office space within the FBO's leased premises and have immediate access to restrooms, pilot lounge area, and snack and beverage machines.
- (2) Employ and make available at least one (1) or more FAA-certified Flight Instructor(s) to provide any necessary competency checks, check rides and/or transition training associated with Aircraft Rental Activities at a minimum of 8:00 a.m. – 5:00 p.m., six (6) days a week.
- (3) Operator shall have available either owned or under written lease and under the full and exclusive control of Operator, at least two (2) properly certified and airworthy Aircraft.

4.6.4 Aircraft Charter, Air Taxi and/or Aircraft Management Operations

Each FBO or sub lessee of FBO providing the Commercial Operation that provides air transportation of Persons or property to the general public for hire, either on a scheduled or unscheduled basis as defined under FAR Part 135 or operates under a private carriage under FAR Part 125 shall meet the following minimum requirements:

- (1) Operate the service from a minimum of 500 sq. feet of office space within the FBO's leased premises and have immediate access to restrooms, pilot lounge area, and snack and beverage machines.
- (2) Employ and make available at least two (2) employees who are appropriately certified and rated to permit the flight activity offered by the operator or the minimum number of persons required to operate the Aircraft being flown, whichever is greater at a minimum of 8:00 a.m. – 5:00 p.m., five (5) days a week. After hours on-call response time to customer inquiries shall not exceed one (1) hour.
- (3) Own or lease or manage at least two (2) properly certified and airworthy Aircraft.
- (4) 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 and consulting.

4.6.5 Aircraft Sales

Each FBO or sub lessee of FBO providing the Commercial Operation of the sale of two (2) or more new and/or used Aircraft during a twelve month period through brokerage, ownership, franchise, distributorship, or licensed dealership shall meet the following minimum standards:

- (1) Operate the service from a minimum of 500 sq. feet of office space within the FBO's leased premises and have immediate access to restrooms, pilot lounge area, and snack and beverage machines.
- (2) Employ and make available at least one (1) qualified Aircraft salesperson and access to a demonstration pilot that has a current commercial pilot certificate with appropriate Aircraft type ratings at a minimum of 8:00 a.m. – 5:00 p.m., five (5) days a week.
- (3) Provide for the necessary and satisfactory arrangements of the repair and servicing of Aircraft in accordance with any sales guarantee or warranty period.

Section 5 Minimum Standards for Specialized Aviation Service Operations

5.1 General Requirements

5.1.1 Compliance

In addition to the general requirements set forth in Sections 2 and 3, SASOs leasing Airport property directly from the Authority shall be required to comply with applicable Minimum Standards set forth in this Section 5. A SASO leasing Airport property as a sub lessee of an FBO shall be required to comply with all the Minimum Standards set forth in Section 4 above in addition to the general requirements set forth in Sections 2 and 3. SASOs shall not be permitted to provide commercial Aircraft Fueling services. The specific SASO services described in this section are not meant to be an exclusive list of SASO services, but rather to clearly indicate the Minimum Standards that those particular services must meet to qualify for a SASO Agreement or license at the Airport.

5.1.2 Leased Space Requirement

Each SASO shall operate out of a building located on the Airport. The building shall be of an appropriate size as determined by the Authority to accommodate the services being offered, be accessible to those requiring the service, and be marked with appropriate external signage. Each SASO shall provide paved auto parking area appropriate for the needs of the business.

5.1.3 Responsible Personnel

Each SASO shall have at least two (2) employees on duty at all times during hours of operation and provide to the Authority, and keep current, a written statement of names, addresses, and contacts of all personnel responsible for the operation and management of the SASO.

5.1.4 Insurance Requirements

Each SASO shall meet all Authority insurance requirements in accordance with the Authority's Insurance Policy, as such may change from time to time, and shall name the Authority as additional insured in the policy.

5.2 Flight Training

SASOs providing Aircraft dual and solo ground and flight instruction necessary to complete the written examination and flight check for any category of pilot certificate or rating shall meet the following minimum requirements:

- (1) Lease not less than one (1) acre of land for offices, apron, Aircraft parking, auto parking and green space.
- (2) Provide a facility with a minimum of one thousand five hundred (1,500)

square feet of classroom and office space to conduct a professional classroom teaching and learning environment. The facility must, at minimum, provide heated and air conditioned classroom areas, inside restrooms, and a pilot lounge area with snack and beverage machines.

- (3) Employ and make available at least two (2) or more FAA-certified Flight Instructors necessary to meet the Flight Training demand and schedule requirements.
- (4) Provide two (2) or more properly maintained and equipped Aircraft to accomplish the services offered.
- (5) Keep premises open and services available a minimum of eight (8) hours a day, six (6) days a week.

5.3 Airframe and Power Plant Maintenance

SASOs providing Airframe and Power Plant Maintenance services shall:

- (1) Lease not less than one (1) acre of land for offices, apron, Aircraft parking, auto parking and green space.
- (2) Operate the service from a minimum of ten thousand (10,000) square feet of ventilated hangar and shop space and one thousand five hundred (1,500) square feet of office space on the Airport and provide a customer lounge and restrooms.
- (3) Employ and have on-duty a minimum of two (2) FAA-certified technicians who both possess an airframe and power plant certificate, one of which that holds an Inspection Authorization (IA) as specified in 14 CFR Part 65, or the Aircraft Maintenance facility shall be FAA certified under and satisfy all the requirements as specified in 14 CFR Part 145.
- (4) Provide equipment, supplies and parts required for Aircraft airframe and power plant inspection, maintenance and repair.
- (5) Keep premises open and services available a minimum of eight (8) hours a day, five (5) days per week. A technician shall also be available on-call twenty-four (24) hours, seven (7) days a week for emergency purposes only. If more than one (1) maintenance facility is located on the Airport the on-call responsibility may be rotated on a mutually agreeable schedule.

5.4 Aircraft Charter, Air Taxi and/or Aircraft Management Operations

SASOs engaging in Aircraft Charter or Air Taxi or Aircraft Management Operations shall:

- (1) Lease not less than one (1) acre of land for offices, apron, Aircraft parking, auto parking and green space.
- (2) Operate the service from a minimum of one thousand five hundred (1,500) square feet of office space on the Airport and provide a customer lounge and restrooms.
- (3) Employ and make available at least two (2) employees who are appropriately certified and rated to permit the flight activity offered by the operator or the minimum number of persons required to operate the Aircraft being flown, whichever is greater at a minimum of 8:00 a.m. – 5:00

p.m., five (5) days a week. After hours on-call response time to customer inquiries shall not exceed one (1) hour.

5.5 Aircraft Rental

SASOs engaging in the Aircraft Rental services shall:

- (1) Lease not less than one (1) acre of land for offices, apron, Aircraft parking, auto parking and green space.
- (2) Operate the service from a minimum of one thousand five hundred (1,500) square feet of office space on the Airport and provide a customer lounge and restrooms.
- (3) Employ and have on duty at least two (2) employees having a commercial pilot certificate with appropriate ratings including instructor rating.
- (4) Keep premises open and services available a minimum of eight (8) hours a day, six (6) days a week.
- (5) Have available for rental, a minimum of two (2) owned or leased, certified, and airworthy Aircraft.

5.6 Avionics Maintenance and Sales

SASOs providing Avionics services as a certified FAA repair station under 14 CFR Part 145, which includes the maintenance, repair, and installation of Aircraft avionics, radios, instruments, and accessories, and includes the sale of such equipment, shall:

- (1) Lease not less than one (1) acre of land for offices, apron, Aircraft parking, auto parking and green space.
- (2) Operate the service from a minimum of ten thousand 10,000 square feet of ventilated hangar and shop space and one thousand five hundred (1,500) square feet of office space on the Airport and provide a customer lounge and restrooms.
- (3) Employ and have on duty at least one (1) trained and FAA certified technician.
- (4) Keep premises open and services available a minimum of eight (8) hours a day, five (5) days a week.
- (5) Hold the appropriate FAA repair station certificates required for the types of services offered.

5.7 Aircraft Storage Hangars

Each SASO engaging in Aircraft storage hangar activities shall meet the following minimum standards:

- (1) Lease the necessary amount of land to accommodate the proper quantity and required size of hangars. The minimum land area shall be at the sole discretion of the Authority and shall be dependent upon the number and size of hangars proposed.

- (2) Each Aircraft hangar must be a minimum of ten thousand (10,000) square feet with one thousand five hundred (1,500) square feet of office and storage area.
- (3) Provide contact name and phone numbers, hangar availability, and rental rates know to prospective customers via posted informational sign inside each FBO terminal.
- (4) Provide a listing of all Aircraft stored within the FBO's or sub lessee's hangar facilities to the Authority semi-annually.
- (5) Ensure that hangar tenants only perform preventive maintenance within the hangar on their own Aircraft to the extent permitted in 14 CFR Part 43, as now or hereafter amended. Painting, welding, and any type of Hazardous Material storage shall not be permitted within the Aircraft hangars unless authorized specifically by the Authority in writing. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property shall not be permitted.
- (6) Provide a waste oil receptacle within the immediate vicinity of the hangar. This receptacle shall be capable of holding a minimum of fifty (50) gallons, have secondary containment protection and be emptied at regular intervals and be in compliance with all regulatory requirements as now or hereafter amended.

5.8 Aircraft Sales

SASOs engaging in the Commercial Operation of the sale of two (2) or more new and/or used Aircraft during a twelve month period through brokerage, ownership, franchise, distributorship, or licensed dealership shall meet the following minimum standards:

- (1) Lease not less than one (1) acre of land for offices, apron, Aircraft parking, auto parking and green space.
- (2) Operate the service in a minimum of one thousand five hundred (1,500) square feet of office space on the Airport and provide a customer lounge and restrooms.
- (2) Employ and make available at least one (1) qualified Aircraft salesperson and access to a demonstration pilot that has a current commercial pilot certificate with appropriate Aircraft type ratings at a minimum of 8:00 a.m. – 5:00 p.m., five (5) days a week.
- (3) Provide for the necessary and satisfactory arrangements of the repair and servicing of Aircraft in accordance with any sales guarantee or warranty period.

5.9 Aircraft Restoration, Painting, and Refurbishing

SASOs operating as a FAA certified repair station under 14 CFR Part 145 providing the restoration, painting and refurbishing of Aircraft structures, propellers, accessories, interiors, exteriors, and components shall:

- (1) Lease not less than one (1) acre of land for offices, apron, Aircraft parking, auto parking and green space.
- (2) Operate the service from a minimum of ten thousand 10,000 square feet

- of ventilated hangar and shop space and one thousand five hundred (1,500) square feet of office space on the Airport and provide a customer lounge and restrooms.
- (3) Employ and have on duty at least one (1) trained and FAA certified technician.
 - (4) Keep premises open and services available a minimum of eight (8) hours a day, five (5) days a week.
 - (5) Hold the appropriate FAA repair station certificates required for the types of services offered. Comply with all applicable FAA, Federal, State and Local rules and regulations.

5.10 Specialized Flying Services

SASOs providing specialized commercial flying services such as agricultural spraying or seeding, non-stop sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, banner towing, and other air transportation operations specifically excluded from FAR Part 135 shall:

- (1) Lease not less than one (1) acre of land for offices, apron, Aircraft parking, auto parking, and green space.
- (2) Operate the service from a minimum of one thousand five hundred (1,500) square feet of office space on the Airport and provide a customer lounge and restrooms. Have established business hours recorded with the Authority.
- (3) Employ and make available at least one (1) employee who holds a current FAA commercial pilot certificate and medical certificate with ratings appropriate for the operator's Aircraft.
- (4) Own or lease at least one (1) airworthy Aircraft.
- (5) If Operator performs aerial agricultural applications or other services involving commercial use of chemicals, the Operator shall provide a centrally drained and paved area of not less than ten thousand (10,000) square feet for Aircraft loading, washing and servicing. This area shall meet all current requirements of State, federal, and local agencies. The agricultural Operator shall also provide for the safe storage, handling, and containment of materials and equipment.
- (6) Ensure that pilots and Aircraft are in compliance with all applicable FAA, Federal, State, and Local rules and regulations.

5.11 Air Carrier Ground Handling Operations (scheduled passenger - carrying)

SASOs providing passenger processing, ticketing, and ground handling services to a scheduled passenger-carrying airline that utilizes the Airport passenger terminal through a written Lease or Agreement with the Authority shall:

5.11.1 Terminal Space Rental

- (1) Passenger Processing: Operator, or the contracting airline, must lease/rent square footage space within the terminal building of sufficient type and quantity to provide effective passenger processing. Total space

leased should include ticket counter, operations offices, bag make up space. Operators processing two or more regularly scheduled flights daily must retain a specifically designated ticket counter location for easy passenger identification. Operators processing one flight daily, or less, may rent temporary space, identified by, and at the discretion of, the Authority, on a flight/passenger basis.

- (2) Administration, Operations, Equipment Storage and Maintenance: Operator must lease space on the Airport, either in conjunction with terminal passenger processing space, or independent thereof, for the operations of its ground handling business and the storage and maintenance of its vehicles, equipment, and Hazardous Materials used in conjunction with its authorized Aircraft Ground Handling activities.

5.11.2 Personnel

Operator shall employ the staff necessary to ensure that flights are processed in a timely fashion without delay. Staff shall include supervision, ticket counter/customer service representatives, ramp agents, and boarding gate attendants. Staff must wear a uniform acceptable to the Authority and be well groomed. Staff must also be able to document that they have received some formal customer service training.

- (1) Ticket Counter: Operator shall provide for the minimum staffing of two (2) ticket counter check-in positions for Aircraft having a seat capacity of 50 seats or more, and three (3) ticket counter check-in positions for Aircraft larger than 125 seats.
- (2) Ramp Agents: Minimum staffing on the ramp to service the Aircraft includes: 2 baggage or passenger loading/unloading; 1 lavatory/water servicing and delivery of bags to bag claim; and as necessary 2 for Aircraft deicing.

5.11.3 Hours of Operation

Passenger check-in shall commence a minimum of two (2) hours prior to the scheduled departure of the flight. Staff shall remain on duty until 30 minutes after the departure in case the flight should return to the Airport or after the last passenger from that flight departs the Airport, whichever is later. Staff processing an arriving flight that will be remaining overnight (RON), shall arrive to process the flight arrival a minimum of one (1) hour prior to the scheduled arrival of the flight.

5.11.4 Equipment

Operator shall own or lease the following minimum levels of equipment for passenger/flight processing:

- (1) Computers for each passenger ticket counter check-in station
- (2) Baggage conveyors – 1
- (3) Ground power cart – 1
- (4) Tugs – 2
- (5) Baggage carts – 2

- (6) Deicing Truck – 1 (with arranged back up)
- (7) Lavatory cart – 1
- (8) Water cart – 1
- (9) Air start unit – 1
- (10) Wheel chairs - 3

5.11.5 Rules and Regulations

Ensure that all operations and personnel comply with all applicable FAA, Federal, State and Local rules and regulations.

Section 6 Mobile Service Providers

6.1 General Requirements

6.1.1 Compliance

Mobile Service Providers (MSP) are Persons or entities that provide commercial Aeronautical Services on Airport property (excluding non-based Aircraft Operations, such as Air Ambulance) but do not operate out of owned or leased property on the Airport. An MSP may provide any aeronautical service and related activities. However, an MSP may not provide Aircraft Airframe and engine maintenance or Commercial Aircraft Fueling. Examples of MSP's include, but are not limited to, Aircraft detailers, Flight Instructors, dynamic prop balancers, and mobile oil recyclers. Each MSP is required to obtain the appropriate License or Permit from the Authority for approval to conduct any Commercial Aeronautical Activities on the Airport.

6.1.2 Responsible Personnel

Each MSP shall provide to the Authority, and keep current, a written statement of names, addresses and contacts of all personnel responsible for the operation and management of the MSP.

6.1.3 Insurance Requirements

Each MSP shall meet all Authority insurance requirements and shall maintain all types and amounts of insurance as specified in the operating License Agreement.

Section 7 Commercial Self Service-Fueling

7.1 Authorization Requirements

Self-Service Fueling is the Fueling of an Aircraft by the pilot using pumps and equipment installed for that purpose. The Authority may authorize an FBO to provide and operate Commercial Self-Service Fueling Equipment if Airport activity, market demand, and safety criteria justify such an operation. An FBO may provide Commercial Self-service Equipment in addition to the required Aircraft Fuel Equipment set forth in Section 4.6.1 with the prior written consent of the Authority. Commercial Self-Service Fueling Equipment cannot be substituted for the required full-service Aircraft Fueling Equipment set forth in Section 4.6.1.

7.2 Fuel Products

Any authorized Self-Service Fueling owner/operator shall provide, at a minimum, 100LL aviation gasoline. The products and equipment must meet all applicable federal, State, and local regulations and requirements regarding safety, testing, filtering, inventory management, and quality assurance.

7.3 Fuel Storage and Dispensing Equipment

The Fuel Storage Areas are the locations on the Airport designated temporarily or permanently by the Authority as the only areas in which aviation Fuels may be stored. The Fuel storage and dispensing equipment shall meet all applicable federal, State, and local regulations and requirements, including FAA Advisory Circular 150/5230-4.

7.4 Environmental Compliance

The FBO providing the Self-Service Fueling operation shall be knowledgeable of and comply with all federal, State, and local environmental laws, ordinances, rules and regulations. The operator shall provide the Authority with a current spill prevention, countermeasures and control plan that contains methods and procedures to prevent, control, and clean up a Fuel spill on Airport property.

7.5 Reporting Requirements

Each FBO authorized to install and maintain a Self-Service Fueling system shall provide monthly Fuel inventory reconciliation reports to the Authority listing the total amounts of Fuel dispensed to all Aircraft.

Section 8 Flying Clubs

8.1 Requirements

A private Flying Club is an entity that is legally formed as a non-profit entity within the State of Illinois, operates on a non-profit basis (so as not to receive revenues greater than the costs to operate, maintain, acquire and/or replace club Aircraft), and restricts membership (i.e., does not advertise its membership availability to the general public) that is organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only.

A private Flying Club desiring to base Aircraft and operate at the Airport must comply with the applicable provisions of this section of the Minimum Standards and all other applicable Regulatory Measures including Airport Rules and Regulations. A private Flying Club shall not be required to meet the Minimum Standards for Aircraft Rental or Flight Training Operators so long as the private Flying Club complies with this section.

Flying Clubs may not indicate in any form of marketing and/or communications that they are a flight school, and Flying Clubs may not indicate in any form of marketing and/or communications that they are a business where people can learn to fly.

Flying Clubs may not hold themselves out to the public as FBOs or SASOs and are prohibited from advertisements as such or will be required to comply with the appropriate Airport minimum standards.

No member (owner) of a private Flying Club shall receive compensation (be paid) for services provided to the private Flying Club or its members (owners) except under the following circumstances:

- (1) A Flying Club may permit its Aircraft to be used for flight instruction (a) in a club-owned Aircraft as long as both the instructor providing instruction and person receiving instruction are members of the club owning the Aircraft, or (b) when the instruction is given by a lessee based on the Airport who provides flight training and the person receiving the training is a member of the Flying Club. In either circumstance, a flight instructor may receive monetary compensation for instruction or may be compensated by credit against payment of dues or flight time; however that individual may not receive both compensation and waived or discounted dues or flight time concurrently.
- (2) A qualified mechanic who is a registered member and part owner of the Aircraft owned and operated by a Flying Club may perform maintenance work on Aircraft owned by the club. The mechanic may receive monetary compensation for such maintenance work or may be compensated by credit against payment of dues or flight time; however, that individual may not receive both compensation and waived or discounted dues or flight time concurrently.

The ownership of the Aircraft shall be vested in the name of the private Flying Club or owned in equal shares by all of its members. The property rights of the members of the club shall be equal; no part of the net earnings of the club will inure to the benefit of any individual in any form, including salaries, bonuses, etc. The private Flying Club shall not derive greater revenue from the use of its Aircraft than the amount necessary for its actual operation, maintenance, and replacement or upgrade of its Aircraft. Private Flying Club Aircraft shall not be used by members for rental, or by anyone for charter or lease.

All Flying Clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the Airport, except that said Flying Club may sell or exchange its capital equipment.

Private Flying Clubs shall not offer or conduct charter, air taxi or Aircraft rental operations. They may not conduct flight instruction except for members, and only members of the private Flying Club may operate the Aircraft (including flight instructors).

The private Flying Club shall register with the Authority and upon request, furnish the Authority with a copy of its charter and bylaws, articles of association, partnership or membership agreement(s), and/or other documentation supporting its existence; a roster, or a list of officers and directors (to be revised on an annual basis); number and type of Aircraft; evidence that ownership is vested in the private Flying Club; and the operating rules of the private Flying Club. The books and other records of the private Flying Club shall be available for review at any reasonable time by the Authority or an authorized agent.