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1. INTRODUCTION

1.1. *Purpose and Scope*

1.1.1. The purpose of these General Aviation Minimum Standards (Minimum Standards) is to encourage, promote, and ensure: (a) the consistent provision of high quality General Aviation products, services, and facilities at the Napa County Airport (Airport), (b) the development of high quality General Aviation Improvements at the Airport; (c) safety and security at the Airport, (d) the economic health of General Aviation Commercial Operators at the Airport, and (5) the orderly development of Airport land and/or Improvements for General Aviation purposes.

1.1.1.1. To this end, all qualified and experienced entities desirous of engaging in General Aviation Aeronautical Activities (Activities) at the Airport shall be accorded a reasonable opportunity, without unjust discrimination, to engage in such Activities, subject to fully complying with these Minimum Standards.

1.1.2. Aeronautical Activities may be proposed that do not fall within the categories designated herein. In any such cases, appropriate minimum standards shall be established by Napa County (County) on a case-by-case basis for such Activities and incorporated into Lessee's Agreement.

1.1.3. 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 cannot be secured from an FBO, SASOs may: (a) Sublease Improvements (if available) from another SASO, (b) lease Improvements (if available) from the County, or (c) lease land (if available) from the County to develop Improvements on such land.

1.2. *General Provisions*

1.2.1. These Minimum Standards incorporate, by reference, the General Provisions.

1.3. *Exclusive Rights*

1.3.1. In accordance with the Airport Assurances given to the federal and/or state government by the County as a condition to receiving federal and/or state funds, the granting of rights or privileges to engage in Commercial or Non-Commercial Aeronautical Activities shall not be construed in any manner as affording any entity any Exclusive Right, other than the exclusive use of the land and/or Improvements that may be leased to an entity and then only to the extent provided in an Agreement.

1.3.1.1. The presence on the Airport of only one entity engaged in a particular Activity does not, in and of itself, indicate that an Exclusive Right has been granted. It is the policy of the County not to enter into or promote an understanding, commitment, or express Agreement to exclude other reasonably qualified and experienced entities. Accordingly, those entities who desire to enter into an Agreement with the County should neither expect nor request that the County exclude other entities who also desire to engage in the same or similar Activities.



- 1.3.1.2. If the FAA determines that any provision of these Minimum Standards or any Agreement constitutes a grant of a prohibited Exclusive Right, such provision or Agreement shall be deemed null and void.

1.4. Applicability

- 1.4.1. These Minimum Standards specify the standards and/or requirements that must be fully complied with by any entity desirous of engaging in General Aviation Aeronautical Activities at the Airport.
 - 1.4.1.1. 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 requirement, or regarding compliance with such minimum standard or requirement, shall be made by the County. All entities are encouraged to exceed the applicable minimum standards or requirements. No entity shall be allowed to engage in General Aviation Aeronautical Activities at the Airport under conditions that do not, in the County's sole discretion, comply with these Minimum Standards.
- 1.4.2. 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 General Aviation Aeronautical Activities. If entity desires, under an existing Agreement, to change its Aeronautical Activities, the County shall, as a condition of its approval of such change, require the entity to fully comply with these Minimum Standards.
 - 1.4.2.1. These Minimum Standards shall not affect any Agreement properly executed prior to the date of promulgation of these Minimum Standards except as provided for in such Agreement, in which case these Minimum Standards shall apply to the extent permitted by such Agreement.
 - 1.4.2.2. These Minimum Standards shall not be deemed to modify any existing Agreement under which an entity is required to exceed these Minimum Standards, nor prohibit the County from entering into or enforcing an Agreement that requires an entity to exceed these Minimum Standards.
- 1.4.3. Any entity currently engaging in Commercial Activities without an Agreement with the County will have six months from the date of promulgation of these Minimum Standards to fully comply with these Minimum Standards.
- 1.4.4. If these Minimum Standards are amended after an entity enters into an Agreement with the County, entity shall not be required to comply with the amended Minimum Standards until such time as entity's existing Agreement is amended (or the County approves an assignment to another entity acceptable to the County in accordance with the General Aviation Leasing/Rents and Fees Policy) or entity enters into a new Agreement with the County.



2. GENERAL REQUIREMENTS

2.1. Introduction

2.1.1. All entities engaging in Aeronautical Activities at the Airport shall fully comply with or exceed the requirements of this Section as well as the minimum standards applicable to entity's Activities, as set forth in subsequent sections.

2.2. Experience/Capability

2.2.1. All entities shall, in the judgment of the County, demonstrate before and throughout the term of the Agreement, the financial and technical capability of developing and maintaining the required Improvements; procuring and maintaining the required Vehicles, Equipment, and/or Aircraft; employing required Employees; and engaging in the Activity.

2.2.2. All Operators shall, in the judgment of the County, demonstrate before and throughout the term of the Agreement, the capability of consistently providing the required General Aviation products, services, and facilities and engaging in the required Activities in a safe, secure, efficient, courteous, prompt, and professional manner in service to and to the benefit of the public.

2.3. Agreement

2.3.1. No entity shall engage in an Activity unless the entity has an Agreement authorizing such Activity.

2.3.2. An Agreement shall not reduce or limit entity's obligations with respect to these Minimum Standards.

2.4. Payment of Rents, Fees, and Charges

2.4.1. Entity shall pay the rents, fees, or other charges specified by the County for engaging in Activities.

2.4.2. Entity's failure to remain Current in the payment of rents, fees, charges, and other sums due and owing to the County shall be grounds for revocation of entity's Agreement authorizing the conduct of Activities at the Airport.

2.4.2.1. The County may, at its option, enforce payment of any rent, fee, or other charge due and owing to the County by any legal means available to the County provided by Regulatory Measures.

2.5. Leased Premises

2.5.1. Entity shall lease or Sublease sufficient Contiguous Land and/or lease, Sublease, or construct sufficient Improvements for the Activity as required in these Minimum Standards.

2.5.1.1. Improvements shall fully comply with all applicable Regulatory Measures including, but not limited to, drainage, setbacks, and Vehicle Parking.

2.5.1.2. Construction of any Improvements must be approved in advance by the County, in accordance with the Development Guidelines, and any Agency having jurisdiction.

2.5.1.3. Leased Premises that are used for Commercial purposes that require public access shall have direct streetside access.



- 2.5.2. Contiguous Land
 - 2.5.2.1. All required Improvements including Apron, Paved Tiedowns, facilities, and Vehicle Parking shall be located on Contiguous Land.
 - 2.5.2.2. Lessees engaging in any Activity shall have adequate Leased Premises to accommodate all Activities of Lessee and all approved Sublessees, but not less than 21,780 square feet, unless otherwise stipulated in these Minimum Standards.
- 2.5.3. Apron/Paved Tiedowns
 - 2.5.3.1. Aprons/Paved Tiedowns, if required, must be:
 - 2.5.3.1.1. contiguous and separated by no more than a Taxilane which allows entity to taxi or tow Aircraft without traversing a public roadway or Taxiway.
 - 2.5.3.1.2. adequate size and weight bearing capacity to accommodate the movement, staging, and Parking of the largest Aircraft currently and/or anticipated to be utilizing the Leased Premises (including having the capacity to accommodate the number, type, size, and weight of the Aircraft) without interfering with the movement of Aircraft: (a) in and out of other facilities and/or (b) operating to, from, or on Taxilanes or Taxiways.
 - 2.5.3.1.3. Hangars (excluding facilities designed for storage of Single Engine Piston Group I Aircraft) shall have access to Apron equal to one and one-half times the Hangar square footage and be able to accommodate the movement of Aircraft into and out of the Hangar and the staging and parking of Aircraft without interfering with the movement of Aircraft: (a) in and out of other facilities and/or (b) operating to, from, or on Taxilanes or Taxiways. If these conditions cannot be met, additional Apron, as determined by the County, will be required.
- 2.5.4. Vehicle Parking
 - 2.5.4.1. Paved Vehicle Parking shall be sufficient to accommodate all Vehicles and Equipment currently or anticipated to be utilizing the Leased Premises on a daily basis.
 - 2.5.4.2. Paved Vehicle Parking shall be on the Leased Premises and/or located in close proximity to Operator's or Non-Commercial Lessee's primary facility.
 - 2.5.4.3. On-street Vehicle parking is not permitted.
- 2.5.5. Hangars
 - 2.5.5.1. Hangar requirements utilized throughout these Minimum Standards shall have the following minimum door height and door width requirements, unless otherwise identified.
 - 2.5.5.2. The following table identifies the requirements for applicable Aircraft Design Group and type of Aircraft by the door height/door width.



	Single-Engine Piston (feet)	Multi-Engine Piston (feet)	Turboprop (feet)	Turbojet (feet)
Group I	15 / 50	18 / 55	18 / 55	20 / 55
Group II	N/A	N/A	18 / 80	28 / 85
Group III	N/A	N/A	N/A	28 / 110

2.5.5.2.1. Single structures of not less than 7,500 square feet, subdivided and configured (although each unit shall not be less than 1,250 square feet) to accommodate individual bays for storage of Single Engine Piston Group I Aircraft may be less than these hangar door height and door width requirements, as approved by the County.

2.6. Facility Maintenance

2.6.1. Operator or Non-Commercial Lessee, at its sole cost and expense, shall:

2.6.1.1. maintain the Leased Premises (including all land and Improvements and related or associated appurtenances, landscaping, Paved areas, installed equipment and utility services, oil/water separators, and security improvements) in a clean, neat, orderly, and fully operational condition consistent with best practices and equal or better in appearance and character to other similar Improvements on the Airport, normal wear and tear excepted.

2.6.1.2. provide all necessary cleaning services for its Leased Premises, including janitorial and custodial services, trash removal services, removal of foreign objects/debris, removal of spent oils or other fluids, cleaning of oil/water separators, and any related services necessary to maintain the Improvements in good, clean, neat, orderly, and fully operational condition consistent with best practices, normal wear and tear excepted.

2.6.1.3. replace (or in the County’s sole discretion reimburse), in like kind, any Property damaged by Operator or Non-Commercial Lessee, its activities, Sublessees, customers, employees, visitors, vendors, suppliers, or contractors.

2.7. Products, Services, and Facilities

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

2.7.2. Operator shall charge reasonable, and not unjustly discriminatory, prices for each product, service, or facility.

2.7.2.1. Operator may provide reasonable discounts, rebates, or other similar types of price reductions to volume purchasers.

2.7.2.1.1. Upon request, Operator shall submit a schedule of rents and fees to the County within 10 business day. In addition to identifying the rents and fees for Operator’s products, services, and facilities, the schedule shall identify any



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discounts, rebates, or other similar types of price reductions offered by Operator.

2.7.2.1.2. Operator shall post its schedule of rents and fees in a prominent place readily accessible and/or visible to the general public.

2.7.3. Operator shall engage in its Activities in a safe, secure, efficient, courteous, prompt, and professional manner consistent with the degree of care and skill exercised by qualified and experienced operators providing similar products, services, and facilities at comparable airports (in comparable markets).

2.7.3.1. Operator shall maintain a customer service feedback program, to be reviewed and commented on by the County, which monitors the range, level, and quality of products, services, and facilities provided by Operator.

2.7.3.1.1. Operator shall provide information, data, and/or documentation relating to the program as the County may request from time to time.

2.7.3.2. Operator shall promptly respond to any customer complaints and/or disputes and resolve the complaint and/or dispute to the satisfaction of the County.

2.8. Non-Discrimination

2.8.1. Operator shall not discriminate against any person or class of persons by reason of race, creed, color, national origin, sex, age, 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 49 CFR Part 21 Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, as amended or reenacted.

2.9. Licenses, Permits, Certifications, and Ratings

2.9.1. Operator shall obtain and require that employees obtain, at Operator's or Employee's sole cost and expense, and comply with all necessary licenses, permits, certifications, or ratings required for the conduct of Operator's Activities as required by the County or any other duly authorized Agency prior to engaging in any Activity at the Airport. Upon request, Operator shall provide copies of such licenses, permits, certifications, or ratings to the County within 10 business days.

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

2.9.2. If required and applicable, employees shall be properly certificated by the FAA and Federal Communications Commission, current, and hold the appropriate ratings and medical certification for the Activity, Aircraft, and/or training provided.

2.10. Employees

2.10.1. Operator shall employ a qualified, experienced, and professional on-site manager who shall be fully responsible for the day-to-day management of Operator's Activities.



- 2.10.1.1. The person managing Operator's Activities shall have at least five years recent experience managing a similar Activity at a comparable airport (in a comparable market).
- 2.10.1.2. Operator shall give due consideration to notification from the County of the County's dissatisfaction with the on-site manager's performance and shall take all reasonable action to eliminate the cause of such dissatisfaction.
- 2.10.2. Operator shall provide a responsible person to supervise Operator's Activities and such person shall be qualified and authorized to represent and act for and on behalf of Operator during all hours of Activities with respect to the method, manner, and conduct of Operator and Operator's Activities. When such person is not on the Leased Premises, such person shall be promptly available by telephone.
- 2.10.3. Operator shall have in its employ, on duty, and immediately available during hours of Activity, properly trained and qualified employees in such numbers as are required to fully comply with these Minimum Standards and to meet the reasonable demands of customers for each Activity being conducted by Operator.
- 2.10.4. Operator shall control the conduct, demeanor, and appearance of Operator's employees. It shall be the responsibility of Operator to maintain close supervision over its employees to ensure that high quality products, services, and facilities are provided in a safe, secure, efficient, courteous, prompt, and professional manner.

2.11. Aircraft, Equipment, and Vehicles

- 2.11.1. All required Aircraft, Equipment, and Vehicles must be fully operational and available at all times and capable of providing all required products and services.
 - 2.11.1.1. Aircraft, Equipment, and Vehicles may be unavailable, from time to time, on a temporary basis, due to routine or emergency maintenance as long as: (a) appropriate measures are being taken to return the Aircraft, Equipment, or Vehicle to service as soon as possible and (b) fully operational back-up Aircraft, Equipment, and Vehicles are available at all times.

2.12. Hours of Activity

- 2.12.1. Operator hours of activity and contact information for after hours service shall be clearly posted in public view using appropriate and professional signage approved in advance by the County.
- 2.12.2. Unless otherwise stated in these Minimum Standards, Operator services shall be continuously offered and available to meet reasonable demand of customers for the Activity between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.
- 2.12.3. Unless otherwise stated in these Minimum Standards, Operator services shall be available all other times (after hours), on-call, with response time not to exceed one hour.



2.13. Security

- 2.13.1. Operator and Non-Commercial Lessee shall fully comply with the County's security requirements and/or best practices as applicable to Leased Premises and Activities.
- 2.13.2. Operator or Non-Commercial Lessee shall designate a responsible person for the coordination of all security procedures and communications and provide point-of-contact information to the County including the name of the primary and secondary contacts and a 24-hour telephone number for both individuals.
- 2.13.3. Operator or Non-Commercial Lessee shall develop and maintain a Security Plan.
 - 2.13.3.1. Security Plan shall be submitted to the County for review no later than 30 calendar days before Operator or Non-Commercial Lessee is scheduled to commence Activities at the Airport and it shall be resubmitted any time changes are made.
 - 2.13.3.2. Upon request, Operators that are required to comply with a TSA security program must demonstrate written compliance with all relevant and applicable TSA requirements to the County within 10 business days.
- 2.13.4. Fences, doors, gates, lighting, and locks which are part of the Leased Premises or have been installed by Operator or Non-Commercial Lessee must be maintained by entity and kept in good condition, consistent with best practices, at all times.
- 2.13.5. Operator or Non-Commercial Lessee is required to keep an active log of keys, access cards, and other media issued that allows access to the Leased Premises or identifies authorized persons. Upon request, the log shall be made available to the County upon request. Any lost or stolen keys, access cards, and other media shall be reported to the County immediately.
- 2.13.6. Operator or Non-Commercial Lessee must comply with all applicable reporting requirements as established by the County, FAA, DHS, TSA, and any other Agencies.

2.14. Insurance

- 2.14.1. Operator or Non-Commercial Lessee shall procure, maintain, and pay all premiums throughout the term of its Agreement for the insurance coverages and amounts required by Regulatory Measures and set forth in Attachment A (Minimum Insurance Requirements) of these Minimum Standards for each Activity conducted. The insurance company or companies underwriting the required policies shall be authorized to write such insurance in the State of California (with a Best rating of A:II or better) or be approved in writing by the County.
 - 2.14.1.1. When coverages and/or the amounts set forth in Attachment A (Minimum Insurance Requirements) are not commercially available, appropriate replacement coverages and/or amounts must be approved at least 60 calendar days in advance by the County.



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- 2.14.2. When Operator engages in more than one Activity, the minimum coverages and amounts shall be established by the County and may vary depending upon the nature of each Activity or combination of Activities, but shall not necessarily be cumulative.
- 2.14.2.1. While it may not be necessary for Operator to procure and maintain insurance for the combined total of the minimum requirements of each Activity, entity shall procure and maintain insurance for all exposures in amounts at least equal to the greatest of the required minimum or as stipulated by the County.
- 2.14.3. All insurance, which Operator or Non-Commercial Lessee is required to carry and keep in full force and effect, shall name the County and the Board, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers as additional insured.
- 2.14.4. Liability policies shall contain, or be endorsed to contain, the following provisions:
- 2.14.4.1. "Napa County and the County Board of Supervisors, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers are to be covered as additional insured with respect to: liability arising out of activities performed by or on behalf of entity; premises owned, leased, occupied, or used by entity; or vehicles, equipment, or aircraft owned, leased, hired, or operated by entity. Any insurance or self-insurance maintained by Napa County and the County Board of Supervisors, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers shall be excess of entity's and shall not contribute with it."
- 2.14.4.2. "Any failure to comply with reporting or other provisions of the policies, including any breach of warranty, shall not affect coverage provided to Napa County and the County Board of Supervisors, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers. Entity'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."
- 2.14.4.3. "Coverage shall not be suspended, voided, or cancelled by either party or reduced in coverage or in limits except after 30 calendar days prior written notice, by certified mail, return receipt requested, has been given to Napa County."
- 2.14.5. Certificates of Insurance for the insurance coverages required by Regulatory Measures and set forth in these Minimum Standards for each Activity shall be delivered to the County upon execution of any Agreement, or when approval is given by the County to conduct any Activity at the Airport. Thereafter, Operator or Non-Commercial Lessee shall provide Certificates of Insurance to the County every 12 months. In addition Operator or Non-Commercial Lessee shall furnish a Certificate of Insurance if any change (e.g., changing underwriters, coverages, or amounts) occurs.



GENERAL REQUIREMENTS

- 2.14.6. The coverages and amounts stipulated herein for each Activity represent the minimum coverages and amounts that shall be maintained by Operator or Non-Commercial Lessee, at all times, to engage in Activities at the Airport. Operator or Non-Commercial Lessee is encouraged to secure higher amounts.
- 2.14.7. Any self-insured Operator or Non-Commercial Lessee shall furnish evidence of such self-insurance and shall defend, indemnify, save, protect, and hold harmless the County in the event of any claims or litigation arising out of the Activities at the Airport. Such evidence shall be reviewed and approved in writing by the County.
- 2.14.8. Operator or Non-Commercial Lessee shall, at its sole cost and expense, cause all Improvements on the Leased Premises to be kept insured to the full insurable value (current replacement cost with no depreciation) thereof against the perils of fire, lightning, wind, hail, earthquake, tornado, flood, extended coverage, and/or vandalism. The proceeds of any such insurance paid on account for any of the aforementioned perils, shall be used to defray the cost of repairing, restoring, or reconstructing said Improvements to the condition and location existing prior to the casualty causing the damage or destruction, unless a change in design or location is approved, in writing, in advance, by the County.
- 2.14.9. Operator or Non-Commercial Lessee with known environmental contamination exposures shall be required to secure appropriate environmental liability insurance with coverage amounts appropriate for the type and level of environmental contamination exposure risk, as determined by the County.

2.15. Indemnification and Hold Harmless

- 2.15.1. Operator or Non-Commercial Lessee shall defend, indemnify, save, protect, and hold harmless the County and the County Board of Supervisors, 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 County and the County Board of Supervisors, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers as a result of, or arising out of Operator's or Non-Commercial Lessee's action(s) or inaction(s). In the event a party indemnified hereunder is responsible, in part, 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 the State of California's principles of comparative fault.
- 2.15.2. Operator or Non-Commercial Lessee shall accept total responsibility and defend, indemnify, save, protect, and hold harmless the County and the County Board of Supervisors, 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 or Non-Commercial Lessee, its employees, its vendors, its suppliers, its contractors, or any other entity or if the event that entity, its



employees, its vendors, its suppliers, its contractors, or any other entity violates any environmental law.

- 2.15.3. Nothing herein shall constitute a waiver of any protection available to the County and the County Board of Supervisors, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers under the State of California's governmental immunity act or similar statutory provision.

2.16. Taxes

- 2.16.1. Operator or Non-Commercial Lessee 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 Agency, relating to Leased Premises or Activities at the Airport.

2.17. Multiple Activities

- 2.17.1. When more than one Activity is conducted by an Operator at the Airport, the minimum standards or requirements shall be established by the County.
- 2.17.2. The minimum standards or requirements for combined Activities shall not be:
- 2.17.2.1. less than the highest standard or requirement for each element (e.g., land, facilities, etc.) within the combined Activities, or
 - 2.17.2.2. greater than the cumulative standards or requirements for all of the combined Activities.



3. FIXED BASE OPERATOR

3.1. Introduction

3.1.1. A Fixed Base Operator (FBO) is a Commercial Operator engaged in the sale of products and services and/or subleasing of facilities to Aircraft Operators including, at a minimum, the following Activities at the Airport: sale of aviation Fuels (Jet Fuel and Avgas) and Aircraft lubricants; passenger, crew, and Aircraft ground services, support, and amenities; Aircraft Maintenance; Aircraft Rental and Flight Training or Aircraft Charter and Aircraft Management; and Aircraft Parking, Hangar, office, and shop.

3.1.2. In addition to the General Requirements set forth in Section 2, each FBO shall fully comply with the following minimum standards set forth in this Section.

3.2. Scope of Activity

3.2.1. Unless otherwise stated in these Minimum Standards, all required products and services shall be provided by FBO's Employees using Aircraft, Vehicles, Equipment, and resources that are owned, leased, or operated by FBO.

3.2.2. FBO's products and services shall include the following:

3.2.2.1. Aviation Fuels and lubricants:

3.2.2.1.1. FBO shall deliver and dispense, upon request, Jet Fuel, Avgas, and lubricants into all General Aviation Aircraft normally frequenting the Airport.

3.2.2.1.2. FBO shall provide a response time of no more than 15 minutes during required hours of activity except in circumstances and/or situations beyond the control of the FBO.

3.2.2.2. Passenger, crew, and Aircraft ground services, support, and amenities:

3.2.2.2.1. FBO shall meet, direct, and park all Aircraft arriving on FBO's owned, leased, or managed Apron with exception of Aircraft having a designated parking (Tiedown or Hangar) space.

3.2.2.2.2. FBO shall provide courtesy transportation for passengers, crew, and baggage, as necessary and appropriate.

3.2.2.2.3. FBO shall provide parking and Tiedown of Aircraft upon the FBO's owned, leased, or managed Apron.

3.2.2.2.4. FBO shall provide Hangar storage of Aircraft upon the FBO's Leased Premises, to include in-out (Aircraft towing) service.

3.2.2.2.5. FBO shall provide crew and passenger baggage handling and other related Aircraft arrival and departure services.

3.2.2.2.6. FBO shall provide oxygen, nitrogen, and compressed air services.

3.2.2.2.7. FBO shall provide lavatory services, potable water services, and Aircraft cleaning services.

3.2.2.2.8. FBO shall provide Aircraft ground power (AC and DC).



- 3.2.2.2.9. FBO shall be able to make crew and passenger ground transportation (e.g., Limousine, shuttle, rental car, etc.) and accommodation arrangements.
- 3.2.2.2.10. FBO shall be able to make Aircraft catering arrangements.
- 3.2.2.3. Aircraft Storage
 - 3.2.2.3.1. 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 (if such space is desired by the public) to entities engaging in Commercial or Non-Commercial Aeronautical Activities.
- 3.2.2.4. Aircraft Maintenance
 - 3.2.2.4.1. FBO shall provide Aircraft Maintenance (as defined in 14 CFR Part 43) in accordance with Section 4 of these Minimum Standards for Group I and Group II Piston, Turboprop, and Turbojet Aircraft (excluding Contiguous Land).
 - 3.2.2.4.2. FBO shall be able to provide Aircraft Line Maintenance for General Aviation Aircraft up to Group III Turbojet Aircraft not exceeding 100,000 pounds maximum gross takeoff weight.
 - 3.2.2.4.3. FBO shall be able to provide wheel, brake, and battery service. FBO can meet these requirements by arrangement (and through agreement) with an authorized Sublessee who meets the Minimum Standards for Aircraft Maintenance Operator and operates from the FBO's Leased Premises.
- 3.2.2.5. Aircraft Rental and Flight Training or Aircraft Charter
 - 3.2.2.5.1. FBO shall provide Aircraft Rental and Flight Training or Aircraft Charter (in accordance with Section 6 or Section 7, respectively, of these Minimum Standards).
 - 3.2.2.5.2. FBO can meet these requirements by arrangement (and through agreement) with an authorized Sublessee who meets the Minimum Standards for Aircraft Rental or Flight Training Operator and operates from the FBO's Leased Premises.

3.3. Leased Premises

- 3.3.1. FBO shall have adequate land and improvements to accommodate all Activities of the FBO and all approved Sublessees, but not less than the following:
 - 3.3.1.1. Contiguous Land – three acres (130,680 square feet), upon which all required Improvements including Apron (if the FBO owns or leases the Apron), facilities, and Vehicle Parking shall be located. If the FBO does not own or lease the Apron (i.e., if the FBO manages the Apron on behalf of the County), the FBO shall have one and one-half acres (65,340 square feet) of Contiguous Land, upon which all required Improvements including facilities and Vehicle Parking shall be located.



- 3.3.1.2. Apron – one and one-half acres (65,340 square feet) of contiguous Apron (which can be owned, leased, or managed by the FBO) located immediately adjacent to the FBO’s primary facility.
- 3.3.1.3. Paved Tiedown – adequate to accommodate the number, type, and size of Based Aircraft and Transient Aircraft requiring Tiedown space at the FBO’s Leased Premises, but not less than 10 Paved Tiedown spaces.
- 3.3.1.4. FBO facilities consisting of the following:
 - 3.3.1.4.1. Terminal Building – 5,000 square feet
Customer area shall be at least 3,000 dedicated square feet to include adequate space for crew and customer lounge(s), flight planning room, kitchen and vending, conference room, public use telephones, and restrooms.
Administrative area shall be at least 1,000 dedicated square feet to include adequate space for Employee offices, work areas, and storage.
 - 3.3.1.4.2. Aircraft storage – 30,000 square feet
At least one community Hangar not less than 12,500 square feet clear span (on a standalone basis or within another structure) completely enclosed with a door height of at least 20 feet and door width of 100 feet.
The remaining Hangars shall be (a) single structures of not less than 2,500 square feet, completely enclosed, designed in accordance to the requirements in Section 2.5.5.2. for Multi-engine Group I Aircraft or (b) single structure of not less than 7,500 square feet, subdivided and configured (although each unit shall not be less than 1,250 square feet) to accommodate individual bays for the storage of Aircraft designed in accordance to the requirements in Section 2.5.5.2. for Single-Engine Piston Group I Aircraft.

3.4. Fuel Storage

- 3.4.1. FBO shall develop, own, and/or lease an above ground Fuel storage facility at the Airport in a location approved by the County.
- 3.4.2. Fuel storage facility shall have total capacity for three days peak supply (excluding special events) of aviation Fuel for Aircraft being serviced by FBO. In no event shall the total storage capacity be less than:
 - 3.4.2.1. 20,000 gallons for Jet Fuel storage
 - 3.4.2.2. 10,000 gallons for Avgas storage
 - 3.4.2.3. FBO shall have adequate and proper storage for waste Fuel or test samples (or the capability to recycle same);
 - 3.4.2.4. FBO shall also demonstrate the capability of expanding its Fuel storage facility capacity within a reasonable time period.
- 3.4.3. 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 necessary to meet the requirements set forth herein or the reasonable demands of customers, whichever is greater.
- 3.4.4. Upon request, FBO shall provide the County with a written Spill Prevention, Control, and Countermeasures (SPCC) Plan that meets Regulatory



Measures for Fuel storage facilities and FBO Activities. An updated copy of the SPCC Plan shall be filed with the County at least 30 calendar days prior to any scheduled changes in operations.

3.4.5. FBO shall be liable and shall defend, indemnify, save, protect, and hold harmless the County for all leaks, spills, or other damage that may result through the handling, storage, and/or dispensing of Fuel.

3.4.6. Fuel delivered, stored, or dispensed by FBO shall fully comply with the quality specifications outlined in ASTM D 1655 (Jet A) and ASTM D 1910 (Avgas). Ensuring the quality of the Fuel is the sole responsibility of FBO.

3.5. Fuel Reporting

3.5.1. On or before the 10th day of the subsequent month, FBO shall: (a) provide a summary report to the County identifying the number of gallons of aviation Fuel: (i) purchased by FBO (by Fuel type), (ii) delivered to FBO's Fuel storage facility (by Fuel type), and (iii) dispensed to FBO customer Aircraft and/or dispensed by FBO at the Airport (by customer type) and (b) pay the appropriate fees due to the County.

3.5.2. Upon request, records and meters shall be made available for review by the County or its designated representative. In the case of a discrepancy between the amount of Fuel purchased by and/or delivered to FBO and the amount of Fuel dispensed by FBO, the greater amount shall prevail and the FBO shall promptly pay all additional fees due and owing the County, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

3.6. Fueling Equipment

3.6.1. FBO shall have two Jet Fuel Refueling Vehicles with one having a capacity of at least 3,000 gallons and the other having a capacity of at least 2,200 gallons.

3.6.2. FBO shall have two Avgas Refueling Vehicles having a capacity of at least 750 gallons.

3.6.2.1. A fixed Avgas Self-Service Fueling system can be substituted for an Avgas Refueling Vehicle. If so, the system shall: (a) be constructed or installed in a location specified and approved by the County, (b) be available and maintained by FBO for public Commercial use, and (c) have detailed and readily accessible instructions for the proper and safe operation of the system and a fully operational and readily accessible telephone, emergency shut-off, properly rated fire extinguisher, and Fuel spill kit.

3.6.3. Refueling Vehicles shall be equipped with metering devices that meet all applicable Regulatory Measures. One Refueling Vehicle dispensing Jet Fuel shall have over-the-wing and single point Aircraft servicing capability. All Refueling Vehicles shall be bottom loaded.

3.6.4. Refueling Vehicle and all Fueling Equipment shall be equipped and maintained to comply with all applicable Regulatory Measures including, without limitation, those prescribed by:

3.6.4.1. National Fire Protection Association (NFPA) Codes;



- 3.6.4.2. 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials".
- 3.6.4.3. Applicable ACs including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport".

3.7. Ground Support and Service Equipment

- 3.7.1. FBO shall have the following Equipment:
 - 3.7.1.1. adequate wheel chocks for Aircraft parking on Aprons and Equipment for securing Aircraft
 - 3.7.1.1.1. For Aircraft Tiedowns, FBO shall have ropes, chains, and other types of Aircraft restraining devices which are required to safely secure Aircraft as described in AC 20-35C.
 - 3.7.1.2. one oxygen cart, one nitrogen cart, and one compressed air unit
 - 3.7.1.3. one Courtesy Vehicle (capable of accommodating seven passengers) to provide transportation of passengers, crews, and baggage to and from destinations on the Airport and local area resorts, hotels, and restaurants
 - 3.7.1.4. one crew car available for use by crews utilizing the FBO
 - 3.7.1.5. one ramp marshalling Vehicle and one utility Vehicle
 - 3.7.1.6. two Aircraft towing Vehicles (and tow bars/heads) with at least one having a rated draw bar capacity sufficient to meet the towing requirement of the heaviest General Aviation Aircraft normally frequenting the Airport
 - 3.7.1.7. two ground power units capable of providing electricity to direct current (DC) powered Aircraft and one ground power unit capable of providing electricity to auxiliary current (AC) powered Aircraft
 - 3.7.1.8. one lavatory service cart, one cabin service cart, and one potable water unit
 - 3.7.1.9. FBO shall own, lease, or have an agreement to utilize an Aircraft wash rack
 - 3.7.1.10. spill kits including one mobile unit per contiguous Apron area (owned, leased, and/or managed by the FBO) with the necessary Equipment and materials to contain a Fuel spill and restrict it from flowing into drains or other areas
 - 3.7.1.11. adequate number of approved and regularly inspected dry chemical fire extinguisher units shall be maintained within all Hangars, on all Apron areas, at all Fuel storage facilities, and on all ground handling and Refueling Vehicles and Equipment

3.8. FBO Employees

- 3.8.1. Employees, while on duty, shall be clean, neat in appearance, and at all times, professionally uniformed. Uniforms shall identify the name of the FBO and the employee.
 - 3.8.1.1. Management and administrative employees shall not be required to be uniformed.



- 3.8.2. FBO shall develop and maintain SOP for Fueling and ground handling and shall ensure compliance with standards set forth in AC 00-34A "Aircraft Ground Handling and Servicing." 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. FBO's SOP shall also address: (a) regular safety and security inspections, (b) bonding and fire protection; (c) public protection; and, (d) marking and labeling of (and controlling access to) Refueling Vehicles, and Fuel storage facilities. FBO's SOP shall be submitted to the County no later than 30 calendar days before the FBO's Activities are scheduled to commence and it shall be resubmitted any time changes are planned.
- 3.8.3. FBO shall have three properly trained and qualified line service technicians (FBO Employees), on each shift to provide Aircraft Fueling, Parking, and ground services and support.
 - 3.8.3.1. FBO shall have one supervisory line service technician (FBO Employee) trained in an FAA approved fire safety program (14 CFR Part 139.321).
 - 3.8.3.2. FBO shall have one properly trained and qualified customer service representative (FBO Employee), on each shift (except from the hours of 10:00 p.m. to 6:00 a.m) to provide customer service and support.

3.9. *FBO Hours of Activity*

- 3.9.1. Aircraft Fueling, Parking, and passenger, crew, and Aircraft ground services, support, and amenities shall be continuously offered and available to meet reasonable demands of customers for this Activity between the hours of 6:00 a.m. and 10:00 p.m., 7 days a week including holidays.
 - 3.9.1.1. These services shall be available all other times (after hours), on-call, with response time not to exceed one hour.

3.10. *Aircraft Removal*

- 3.10.1. 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 of the County or the Aircraft Owner/Operator in order to maintain the operational readiness of the Airport. The FBO shall prepare an Aircraft removal plan and have the Equipment Readily Available that is necessary to remove up to and including Group III Aircraft.



AIRCRAFT MAINTENANCE OPERATOR (SASO)

4. AIRCRAFT MAINTENANCE OPERATOR (SASO)

4.1. Introduction

4.1.1. An Aircraft Maintenance Operator is a Commercial Operator engaged in providing Aircraft Maintenance, parts, accessories, and related components (as defined in 14 CFR Part 43) for Aircraft other than those owned, leased, and/or operated by (and under the full and exclusive control of) Operator on the Airport.

4.1.2. In addition to the General Requirements set forth in Section 2, each Operator shall fully comply with the following minimum standards set forth in this Section.

4.2. Leased Premises

4.2.1. Operator engaging in this Activity shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessees, but not less than the following, which are not cumulative.

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

	Group I Piston and Turboprop Aircraft (SF)	Group II Piston and Turboprop Aircraft (SF)	Group I Turbojet Aircraft (SF)	Group II Turbojet Aircraft (SF)	Group III Turbojet Aircraft (SF)
Contiguous Land (Lessee only)	32,670	32,670	32,670	32,670	43,560
Customer area (Lessee)	500				
Customer area (Sublessee)	Immediate access				
Administrative area	500				
Maintenance area	360	640	750	1,000	1,500
Maintenance Hangar	7,500	7,500	7,500	10,000	15,000

4.2.2.1. All required Improvements including Apron, facilities, and Vehicle parking shall be located on Contiguous Land.

4.2.2.2. Facilities shall include customer, administrative, maintenance, and Hangar areas.

4.2.2.2.1. Customer area (for a Lessee) shall include adequate space for (or in the case of a Sublessee, immediate access to) customer lounge, public use telephone, and restrooms.

4.2.2.2.2. Administrative area shall include adequate and dedicated space for Employee offices, work areas, and storage.

4.2.2.2.3. Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts, accessories, related components, and equipment.

4.2.2.2.4. Hangar area shall be at least equal to the square footage required for the type of Aircraft Maintenance being provided (as identified in the table in Section 4.2.2.) or large enough to accommodate the largest Aircraft undergoing Aircraft Maintenance, whichever is greater.



AIRCRAFT MAINTENANCE OPERATOR (SASO)

4.3. Employees

- 4.3.1. Operator shall employ two A & P Mechanic and one customer service representative as Employees who shall be available during the required hours of activity.
 - 4.3.1.1. An A & P Mechanic may fulfill the responsibilities of the customer service representative unless the A & P mechanic is performing duties off Airport.
- 4.3.2. Operators providing 100 hour, annual, or phase inspections shall employ one A & P Mechanic having Inspection Authorization (IA).



AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

5. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

5.1. Introduction

5.1.1. 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 (i.e., Aircraft radios, electrical systems, or instruments) for Aircraft other than those owned, leased, and/or operated by (and under the full and exclusive control of) Operator on the Airport.

5.1.2. In addition to the General Requirements set forth in Section 2, each Operator shall fully comply with the following minimum standards set forth in this Section.

5.2. Leased Premises

5.2.1. Operator engaging in this Activity shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessees, but not less than the following, which are not cumulative.

5.2.1.1. For Operators performing benchwork only (i.e., no removal or replacement services are being performed), the minimum facility requirements are as follows:

	Group I Piston and Turboprop Aircraft (SF)	Group II Piston and Turboprop Aircraft (SF)	Group I Turbojet Aircraft (SF)	Group II Turbojet Aircraft (SF)	Group III Turbojet Aircraft (SF)
Contiguous Land (Lessee only)	21,780	21,780	21,780	21,780	21,780
Customer area (Lessee)	500				
Customer area (Sublessee)	Immediate access				
Administrative area	500				
Maintenance area	360	360	360	360	360

5.2.1.2. For Operators performing services beyond benchwork (i.e., removal and replacement services are being performed), the minimum facility requirements are as follows:

	Group I Piston and Turboprop Aircraft (SF)	Group II Piston and Turboprop Aircraft (SF)	Group I Turbojet Aircraft (SF)	Group II Turbojet Aircraft (SF)	Group III Turbojet Aircraft (SF)
Contiguous Land (Lessee only)	32,670	32,670	32,670	32,670	43,560
Customer area (Lessee)	500				
Customer area (Sublessee)	Immediate access				
Administrative area	500				
Maintenance area	360	640	750	1,000	1,500
Maintenance Hangar	7,500	7,500	7,500	10,000	15,000

5.2.1.3. All required Improvements including Apron, facilities, and Vehicle Parking shall be located on Contiguous Land.

5.2.1.4. Facilities shall include customer, administrative, maintenance, and Hangar (if required) areas.



AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

- 5.2.1.4.1. Customer area (for a Lessee) shall include adequate space for (or in the case of a Sublessee, immediate access to) customer lounge, public use telephone, and restrooms.
- 5.2.1.4.2. Administrative area shall include adequate and dedicated space for Employee offices, work areas, and storage.
- 5.2.1.4.3. Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and equipment.
- 5.2.1.4.4. Hangar area (if required) shall be at least equal to the square footage stipulated for the type of service being provided (as identified above) or large enough to accommodate the largest Aircraft being serviced, whichever is greater.

5.3. Licenses and Certifications

- 5.3.1. Operator shall be properly certificated by the FAA as a Repair Station, as defined by 14 CFR Part 145.

5.4. Employees

- 5.4.1. Operator shall employ two technicians and one customer service representative as Employees who shall be available during required hours of activity.
 - 5.4.1.1. Technician may fulfill the responsibilities of the customer service representative unless technician is performing duties off-Airport.

5.5. Equipment

- 5.5.1. Operator shall provide sufficient shop space, Equipment, supplies, and availability of parts as required for certification by the FAA as a Repair Station, as defined in 14 CFR Part 145.



6. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

6.1. Introduction

- 6.1.1. An Aircraft Rental Operator is a Commercial Operator engaged in the rental of Aircraft to the public on the Airport.
- 6.1.2. A Flight Training Operator is a Commercial Operator engaged in providing flight instruction to the public.
- 6.1.3. In addition to the General Requirements set forth in Section 2, each Operator shall fully comply with the following minimum standards set forth in this Section.

6.2. Leased Premises

- 6.2.1. Operator engaging in this Activity shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessee(s), but not less than the following, which are not cumulative:
 - 6.2.1.1. Contiguous Land (Lessee only) – one-half acre (21,780 square feet) upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.
 - 6.2.1.2. Apron/Paved Tiedowns (Lessee only) shall be adequate to accommodate two Aircraft having a minimum wingspan of 40 feet or all of the Aircraft in Operator’s fleet at the Airport, whichever is greater.
 - 6.2.1.2.1. If Operator utilizes a Hangar for storing all of the Aircraft in Operator’s fleet at the Airport, Paved Tiedowns are not required.
 - 6.2.1.3. Facilities shall include customer and administrative areas.
 - 6.2.1.3.1. Customer area (for a Lessee) shall be at least 500 square feet to include adequate space for customer lounge, class/training rooms, public use telephone, and restrooms.
 - 6.2.1.3.2. Customer area (for a Sublessee) shall be at least 500 square feet to include adequate space for class/training rooms. Operator’s customers shall have immediate access to customer lounge, public use telephone, and restrooms.
 - 6.2.1.3.3. Administrative area shall be at least 500 square feet to include adequate and dedicated space for employee offices, work areas, and storage.
 - 6.2.1.4. 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 Operator. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall fully comply with the minimum standards for an Aircraft Maintenance Operator.
 - 6.2.1.4.1. Contiguous Land (Lessee only) – three-quarters acre (32,670 square feet) upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.
 - 6.2.1.4.2. Maintenance area, if required, shall be at least 360 square feet to include adequate and dedicated space for employee



AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

work areas, shop areas, and storage for Aircraft parts, accessories, related components, and equipment.

- 6.2.1.4.3. Hangar area, if required, shall be at least 7,500 square feet or large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator, whichever is greater.

6.3. Licenses and Certifications

- 6.3.1. Flight Training Operators shall have at least one flight instructor with the appropriate ratings and medical certification to provide flight instruction for commercial pilot and instrument rating.

6.4. Employees

- 6.4.1. Operator shall employ two flight instructors and one customer service representative as Employees who shall be available during required hours of activity.
- 6.4.1.1. A flight instructor may fulfill the responsibilities of the customer service representative unless the flight instructor is performing duties off-Airport.
- 6.4.2. 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 commercial pilot and instrument rating.

6.5. Equipment

- 6.5.1. Operator shall have at least two properly certified and airworthy Aircraft available for rental and/or use in Flight Training. All Aircraft available for rental or use in Flight Training shall be under the full and exclusive control of Operator and shall be either owned or under written lease to Operator.
- 6.5.1.1. At least one Aircraft shall be equipped for and fully capable of flight under instrument conditions and at least one Aircraft shall be a four-place Aircraft.
- 6.5.1.1.1. Of the two required Aircraft, one four-place Aircraft equipped for and fully capable of flight under instrument conditions may fulfill the requirements in Section 6.5.1.1.
- 6.5.2. Flight Training Operators shall provide, at a minimum, adequate training aids necessary to provide proper and effective ground school instruction.

6.6. Hours of Activity

- 6.6.1. Operator shall be open and services shall be available to meet the reasonable demands of customers for this Activity six days a week, eight hours a day.

6.7. Insurance Disclosure

- 6.7.1. Disclosure Requirement: Any Operator conducting Aircraft rental or Flight Training shall post a notice (and incorporate within the rental and instruction agreements) identifying the insurance coverages provided to the renter or student by Operator, as well as a statement advising that additional insurance coverage is available to such renter or student through the



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AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

purchase of an individual non-ownership liability policy. Operator shall provide a copy of such notice to the County.



7. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

7.1. Introduction

- 7.1.1. 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 (as defined in 14 CFR Part 125) on the Airport.
- 7.1.2. 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 on the Airport.
- 7.1.3. In addition to the General Requirements set forth in Section 2, each Operator shall fully comply with the following minimum standards set forth in this Section.

7.2. Leased Premises

- 7.2.1. Operator engaging in this Activity shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessee(s), but not less than the following, which are not cumulative:
 - 7.2.1.1. Contiguous Land (Lessee only) – one-half acre (21,780 square feet) upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.
 - 7.2.1.2. Apron/Paved Tiedowns (Lessee only) shall be adequate to accommodate at least two Aircraft having a minimum wingspan of 40 feet or all Aircraft in Operator’s fleet, whichever is greater.
 - 7.2.1.2.1. If Operator utilizes a Hangar for storing all of the Aircraft in Operator’s fleet at the Airport, Paved Tiedowns are not required.
 - 7.2.1.3. Facilities shall include customer and administrative areas.
 - 7.2.1.3.1. Customer area (for a Lessee) shall be at least 500 square feet to include adequate space for (or in the case of a Sublessee, immediate access to) customer lounge, public use telephone, and restrooms.
 - 7.2.1.3.2. Administrative area shall be at least 500 square feet to include adequate and dedicated space for employee offices, work areas, and storage.
 - 7.2.1.4. 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) Operator. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall fully comply with the minimum standards for an Aircraft Maintenance Operator.
 - 7.2.1.4.1. Contiguous Land (Lessee only) – three-quarters acre (32,760 square feet) upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.
 - 7.2.1.4.2. Maintenance area, if required, shall be at least 360 square feet to include adequate and dedicated space for employee



AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

work areas, shop areas, and storage for Aircraft parts and equipment.

- 7.2.1.4.3. Hangar area, if required, shall be at least 7,500 square feet or large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator, whichever is greater.

7.3. Licenses and Certifications

- 7.3.1. Aircraft Charter Operators shall have and provide copies to the County 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 reflecting the changes shall be provided to the County within three business days.

7.4. Employees

- 7.4.1. Operator shall employ one chief pilot, one commercial pilot (who may also serve as the chief pilot), and one customer service representative as Employees who shall be available during the required hours of activity.
 - 7.4.1.1. The chief pilot or the commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off-Airport
- 7.4.2. Aircraft Management Operator shall employ one customer service representative as an Employee who shall be available during required hours of activity.

7.5. Equipment

- 7.5.1. Operator shall provide, either owned or under written lease to Operator and under the full and exclusive control of Operator, at least one certified and continuously airworthy single-engine Turboprop Aircraft or larger which shall be equipped for and fully capable of flight under instrument conditions.

7.6. Hours of Activity

- 7.6.1. Operator shall be open and services shall be available to meet the reasonable demands of customers for this Activity.
- 7.6.2. After hours, on-call response time is as follows. Each response time is predicated upon the previous step, initialized upon customer inquiry.
 - 7.6.2.1. Response to prospective customer inquiries shall not exceed one hour.
 - 7.6.2.2. A trip quote shall be provided to the prospective customer within one hour of that time.
 - 7.6.2.3. Notwithstanding circumstances beyond Operator's control, the Operator shall be able to initiate the flight within two hours of that time.



8. AIRCRAFT SALES OPERATOR (SASO)

8.1. Introduction

- 8.1.1. An Aircraft Sales Operator is a Commercial Operator engaged in the sale of more than three new and/or used Aircraft during a 12-month period on the Airport. This excludes individuals selling personally owned Aircraft, unless individual purchases Aircraft for the primary purpose of resale.
- 8.1.2. In addition to the General Requirements set forth in Section 2, each Aircraft Sales Operator shall fully comply with the following minimum standards set forth in this Section.

8.2. Leased Premises

- 8.2.1. Operator engaging in this Activity shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessee(s), but not less than the following, which are not cumulative:
 - 8.2.1.1. Contiguous Land (Lessee only) – one-half acre (21,780 square feet) upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.
 - 8.2.1.2. Apron/Paved Tiedowns (Lessee only) shall be adequate to accommodate at least two Aircraft having a minimum wingspan of 40 feet or all Aircraft in Operator’s fleet, whichever is greater.
 - 8.2.1.2.1. If Operator utilizes a Hangar for the storage of Operator’s entire fleet at the Airport, Paved Tiedowns are not required.
 - 8.2.1.3. Facilities shall include customer and administrative areas.
 - 8.2.1.3.1. Customer area (for a Lessee) shall be at least 500 square feet and shall include adequate space for (or in the case of a Sublessee, immediate access to) customer lounge, public use telephone, and restrooms.
 - 8.2.1.3.2. Administrative area shall be at least 500 square feet and shall include adequate and dedicated space for employee offices, work areas, and storage.
 - 8.2.1.4. 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) Operator. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall fully comply with the minimum standards for an Aircraft Maintenance Operator.
 - 8.2.1.4.1. Contiguous Land (Lessee only) – three-quarters acre (32,670 square feet) upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.
 - 8.2.1.4.2. Maintenance area, if required, shall be at least 360 square feet to include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and equipment.
 - 8.2.1.4.3. Hangar area, if required, shall be at least 7,500 square feet or large enough to accommodate the largest Aircraft in Operator’s fleet at the Airport maintained by Operator, whichever is greater.



8.3. Dealership

8.3.1. An Operator, who is an authorized factory sales franchise, dealer, or distributor either on a retail or wholesale basis, shall have available or shall make available with advance notice at least one current model demonstrator of Aircraft in each of its authorized product lines.

8.4. Licenses and Certifications

8.4.1. Employees 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.

8.5. Employees

8.5.1. Operator shall employ one commercial pilot and one customer service representative who shall be available during the required hours of activity.

8.5.1.1. The commercial pilot may fulfill the responsibilities of the customer service representative unless the commercial pilot is performing duties off-Airport.



9. AIRCRAFT STORAGE OPERATOR (SASO)

9.1. Introduction

- 9.1.1. An Aircraft Storage Operator is a Commercial Operator that owns (or leases) an Aircraft storage facility and/or associated office or shop space on the Airport and sells (or Subleases) such space to entities engaging in Commercial or Non-Commercial Aeronautical Activities.
- 9.1.2. In addition to the General Requirements set forth in Section 2, each Aircraft Storage Operator shall fully comply with the following minimum standards set forth in this Section.

9.2. Leased Premises

- 9.2.1. Operator engaging in this Activity shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessee(s), but not less than the following, which are not cumulative:

	Group I Piston and Turboprop Aircraft (SF)	Group II Piston and Turboprop Aircraft (SF)	Group I Turbojet Aircraft (SF)	Group II Turbojet Aircraft (SF)	Group III Turbojet Aircraft (SF)
Contiguous Land	32,670	32,670	43,560	43,560	43,560
Hangar	7,500	7,500	12,500	12,500	17,500

- 9.2.1.1. All required Improvements including Apron, facilities, and Vehicle parking shall be located on Contiguous Land.
- 9.2.1.2. The development of Hangar(s) shall be limited to the following types of Hangar structures:
 - 9.2.1.2.1. single structures of not less than 2,500 square feet, completely enclosed.
 - 9.2.1.2.2. single structure of not less than 7,500 square feet, subdivided and configured (although each unit shall not be less than 1,250 square feet) to accommodate individual bays for the storage of Aircraft designed in accordance to the requirements in Section 2.5.5.2. for Single-Engine Piston Group I Aircraft.

9.3. Hours of Activity

- 9.3.1. Operator shall ensure that facilities are available for use (and readily accessible) 24 hours a day, 7 days a week including holidays.



10. OTHER COMMERCIAL AERONAUTICAL ACTIVITIES (SASO)

10.1. Introduction

10.1.1. This section pertains to SASOs engaging in limited Aircraft services and support Activities (see Section 10.1.1.1), miscellaneous Commercial services and support Activities (see Section 10.1.1.2), or air transportation services for hire Activities (see Section 10.1.1.3).

10.1.1.1. **Limited Aircraft Services and Support** - are defined as limited Aircraft, engine, or accessory support (e.g., cleaning, washing, waxing, painting, upholstery, propeller repair, etc.) or other related Aircraft services and support Activities.

10.1.1.2. **Miscellaneous Commercial Services and Support** - are defined as ground instruction, simulator training, scheduling and dispatching, or any other related Commercial services and support Activities.

10.1.1.3. **Other Air Transportation Services for Hire** - are defined as non-stop sightseeing flights (flights that 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 pipe line patrol; helicopter operations relating to construction or repair work; or, other related air transportation services for hire.

10.1.2. In addition to the General Requirements set forth in Section 2, each of the SASOs described in Section 10.1.1 shall fully comply with the following minimum standards set forth in this Section.

10.2. Leased Premises

10.2.1. Operator engaging in this Activity shall have adequate land and Improvements, as appropriate and as agreed to by the County, to accommodate all Activities of Operator and all approved Sublessee(s), but not less than the following, which are not cumulative:

10.2.1.1. Contiguous Land (Lessee only) – one-half acre (21,780 square feet) upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.

10.2.1.2. Apron/Paved Tiedowns (Lessee only) shall be required and adequate to accommodate two Aircraft having a minimum wingspan of 40 feet or all of the Aircraft in Operator's feet at the Airport, whichever is greater.

10.2.1.2.1. If Operator utilizes a Hangar for the storage of Operator's entire fleet at the Airport, Paved Tiedowns are not required.

10.2.1.3. Facilities shall include customer and administrative areas.

10.2.1.3.1. Customer area (for a Lessee) shall be at least 500 square feet and shall include adequate space for (or in the case of a Sublessee, immediate access to) customer lounge, public use telephone, and restrooms.

10.2.1.3.2. Administrative area shall be at least 500 square feet or sufficient to accommodate the administrative functions associated with the Activity, whichever is greater, to include



OTHER COMMERCIAL AERONAUTICAL ACTIVITIES (SASO)

adequate and dedicated space for employee offices, work areas, and storage.

10.2.1.4. 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) Operator. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall fully comply with the minimum standards for an Aircraft Maintenance Operator.

10.2.1.4.1. Contiguous Land (Lessee only) – three-quarters acre (32,670 square feet) upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.

10.2.1.4.2. Maintenance area, if required, shall be at least 360 square feet to include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and equipment.

10.2.1.4.3. Hangar area, if required, shall be at least 7,500 square feet or large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator, whichever is greater.

10.3. Employees

10.3.1. Operator shall provide a sufficient number of Employees to carry out Activity in a safe, secure, efficient, prompt, courteous, and professional manner while also meeting the reasonable demands of customers for this Activity.

10.4. Equipment

10.4.1. Operator shall have, either owned or under written lease to (and under the full and exclusive control of) Operator, sufficient Vehicles, Equipment, and, if appropriate, one certified and continuously airworthy Aircraft.

10.4.2. Operator shall have sufficient Equipment and supplies available to support the Activity.

10.5. Hours of Activity

10.5.1. Operator shall be open and services shall be available during the hours maintained by qualified and experienced entities providing similar services and/or engaging in similar Activities at comparable airports (in comparable markets).

10.5.2. Operator's services shall be available to meet the reasonable demands of customers for the Activity.



11. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (SASO)

11.1. Introduction

11.1.1. The County recognizes that Aircraft Operators using the Airport may, from time to time, have specialized service requirements (i.e., Aircraft Maintenance, Flight Training, etc.). When specialized service 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 required within a reasonable timeframe, the County may allow an Aircraft Operator to solicit and utilize the services of a qualified and experienced entity to provide said services.

11.1.1.1. Aircraft Operator shall initialize the process by informing the County about the specialized services desired, the timeframe for the execution of said services, and the Temporary Specialized Aviation Service Operator to provide such services.

11.1.1.2. Aircraft Operator shall be responsible for assuring that the Temporary Specialized Aviation Service Operator complies with all Regulatory Measures while on the Airport.

11.1.2. In addition to the applicable General Requirements set forth in Section 2, each Temporary Specialized Aviation Service Operator at the Airport shall comply with the following minimum standards set forth in this Section.

11.2. Scope of Activity

11.2.1. Temporary Specialized Aviation Service Operator shall conduct Activity on the Leased Premises of the Aircraft Operator in a safe, secure, efficient, prompt, courteous, and professional manner consistent with the degree of care and skill exercised by qualified and experienced operators providing similar services and/or engaging in similar Activities at comparable airports (in comparable markets).

11.3. General Aviation Operator and Lessee Permit

11.3.1. Prior to engaging in Activity on the Airport, Temporary Specialized Aviation Service Operator must obtain a General Aviation Operator and Lessee Permit from the County for a specific period of time (typically no more than 30 days).

11.3.1.1. Renewal shall be subject to the Temporary Specialized Aviation Service Operator's compliance with all terms and conditions of the approved General Aviation Operator and Lessee Permit.

11.3.2. Temporary Specialized Aviation Service Operator shall fully comply with all requirements for the permitted Activities and limit service provided to the entity, area, and time period identified in the approved General Aviation Operator and Lessee Permit.

11.3.3. Aircraft Operators requiring after-hours or weekend service by a Temporary Specialized Aviation Service Operator must notify the County prior to Operator engaging in Activities on the Airport.



12. GENERAL AVIATION OPERATOR PERMIT

12.1. Application

- 12.1.1. Any entity desiring to engage in a Commercial Aeronautical Activity at the Airport (Applicant) shall complete all relevant and applicable sections and submit a General Aviation Operator and Lessee Application (Application) to the County and obtain a General Aviation Operator Permit from the County prior to conducting the desired Activity(ies) at the Airport.
- 12.1.2. Applicant shall submit all of the information requested in the Application and thereafter shall submit any additional information, data, and/or documentation that may be required or requested by the County in order to properly and fully evaluate the Application and facilitate an analysis of the prospective operation including, but not limited to, verifiable qualifications and experience; past and current financial performance, condition, and capability (as evidenced by historical and current financial statements); references; etc.
- 12.1.3. No Application will be deemed complete that does not provide the County with the information, data, and/or documentation necessary to enable the County to make a meaningful assessment of Applicant's prospective operation and determine whether or not the Applicant's prospective operation will comply with all applicable Regulatory Measures, including but not limited to Section 1.21 Grounds for Denial of the General Provisions and be compatible with the Airport's Master Plan, Airport Layout Plan, and/or Land Use Plan.
- 12.1.4. Following review and approval by the County and subject to the Applicant fully complying with all requirements, a General Aviation Operator Permit will be issued by the County.

12.2. Approved General Aviation Operator Permit

12.2.1. Commercial Aeronautical Activities

- 12.2.1.1. The General Aviation Operator Permit will be valid for the time period indicated in the General Aviation Operator Permit as long as Operator meets the following requirements:
 - 12.2.1.1.1. The information submitted by Operator is and remains current. Operator shall notify the County in writing within 15 business days of any change to the information submitted by the Operator.
 - 12.2.1.1.2. Operator is in compliance with all applicable Regulatory Measures and the terms and conditions of the General Aviation Operator Permit.
- 12.2.1.2. The General Aviation Operator Permit may not be assigned or transferred and shall be limited solely to the approved Activity(ies) identified in the General Aviation Operator Permit.



12.2.1.3. For Lessees, the General Aviation Operator Permit shall be incorporated by reference to the Lessees' Agreement. The breach of any portion of the General Aviation Operator Permit by Operator, including the Application incorporated by reference thereto, shall be deemed a material breach of any associated Agreement allowing the County the option to terminate the General Aviation Operator Permit and/or the Agreement.

12.3. Existing Operator with an Existing Agreement

12.3.1. No Change in Scope of Activities

12.3.1.1. Upon promulgation of these Minimum Standards, an existing Operator with an existing Agreement may engage in the Activities permitted under the Agreement without submitting an Application provided that Operator is in full compliance with all the terms and conditions of the Agreement and all applicable Regulatory Measures.

12.3.2. Change in Scope of Activities

12.3.2.1. Prior to engaging in any new Activity not permitted under an existing Agreement or General Aviation Operator Permit or changing or expanding the scope of Activities permitted under an existing Agreement or General Aviation Operator Permit, Operator shall complete and submit an Application to, and receive a General Aviation Operator Permit from, the County prior to conducting new Activity(ies) not permitted under an existing Agreement or General Aviation Operator Permit.



13. NON-COMMERCIAL HANGAR LESSEE

13.1. Introduction

- 13.1.1. A Non-Commercial Hangar Lessee is an entity that owns (or leases) an Aircraft storage facility on the Airport for the purpose of storing Aircraft owned, leased, and/or operated by (and under the full and exclusive control of) the entity for Non-Commercial purposes only.
- 13.1.2. Non-Commercial Hangar Lessee shall provide evidence of Aircraft ownership, lease, or full and exclusive control.
 - 13.1.2.1. If the Aircraft is being leased or operated by (and under the full and exclusive control of) entity, entity shall provide the County with a copy of the lease or operating agreement.
- 13.1.3. No Commercial Activity of any kind shall be permitted on or from the Leased Premises.
- 13.1.4. Non-Commercial Hangar Lessee shall not be permitted to Sublease any land or Improvements on the Leased Premises for any purpose or duration whatsoever.
- 13.1.5. In addition to the applicable General Requirements set forth in Section 2, each Non-Commercial Hangar Lessee shall fully comply with the following requirements set forth in this Section.

13.2. Leased Premises

- 13.2.1. Non-Commercial Hangar Lessee engaging in this Non-Commercial Activity shall have adequate land and Improvements to accommodate all Non-Commercial Activities of entity, but not less than the following, which are not cumulative:

	Group I Piston and Turboprop Aircraft (SF)	Group II Piston and Turboprop Aircraft (SF)	Group I Turbojet Aircraft (SF)	Group II Turbojet Aircraft (SF)	Group III Turbojet Aircraft (SF)
Contiguous Land	21,780	21,780	21,780	32,670	43,560
Hangar	7,500	7,500	7,500	10,000	15,000

- 13.2.1.1. All required Improvements including Apron, facilities, and Vehicle Parking shall be located on Contiguous Land.

13.3. Ownership Structure

- 13.3.1. Hangar development may be accomplished by any entity approved by the County including Associations.
 - 13.3.1.1. 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 individual Hangar, or an equal portion of the "common" Hangar area which is consistent with the total number of members/shareholders, such area not to be less than 1,250 total square feet.



NON-COMMERCIAL HANGAR LESSEE

- 13.3.1.2. All members/shareholders of the Association shall be declared to the County at the time the Application for development and Non-Commercial Activity is submitted. Thereafter, the Association and/or each member/shareholder of the Association shall be required to demonstrate ownership (as required herein) as may be requested by the County from time to time. One individual shall be appointed to represent the Association.
- 13.3.1.3. The Hangar facilities owned or leased by the Association shall be exclusively for storage of Aircraft owned by the member(s)/shareholder(s) of the Association and for no other purpose whatsoever.
- 13.3.1.4. 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.
- 13.3.1.5. Each member/shareholder of the Association shall be responsible and jointly and severally liable with all other members/shareholders for the Association's compliance with the Primary Guiding Documents and each member/shareholder of the Association shall provide appropriate written confirmation of membership status or share ownership upon request of the County.
- 13.3.1.6. All Association members/shareholders declared to the County in accordance with Section 13.3.1.2 hereof shall remain jointly and severally liable to the County for the Association's compliance with these Minimum Standards, regardless of whether the membership or ownership of the Association changes, unless a release of the liability of a former Association member is approved in writing by the County.



14. NON-COMMERCIAL (PRIVATE) FLYING CLUB

14.1. General Requirements

- 14.1.1. A Non-Commercial (Private) Flying Club is an entity that is legally formed as a non-profit entity with the State of California, operates on a non-profit basis (so as not to receive revenues greater than the costs and expenses to operate, maintain, acquire and/or replace Non-Commercial (Private) Flying Club Aircraft), and restricts membership from the public (i.e., does not advertise or make its membership available to the public).
 - 14.1.1.1. Each Non-Commercial (Private) Flying Club member (Owner) must have an ownership interest in Non-Commercial (Private) Flying Club. The property rights of the Non-Commercial (Private) Flying Club members (Owners) shall be equal.
 - 14.1.1.2. Non-Commercial (Private) Flying Club shall keep on file and available for review by the County, 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 the membership began and ended.
- 14.1.2. Non-Commercial (Private) Flying Club shall file and keep the following current with the County:
 - 14.1.2.1. copies of bylaws, articles of incorporation, operating rules, membership agreements, and the location and address of the club's registered office
 - 14.1.2.2. roster of all officers and directors including home and business addresses and phone numbers
 - 14.1.2.3. designee responsible for compliance with these Minimum Standards and applicable Regulatory Measures
- 14.1.3. Non-Commercial (Private) Flying Clubs shall not be required to meet the minimum standards stipulated for a Commercial Activity so long as the Non-Commercial (Private) Flying Club's membership is not available to the public and is not operated for Commercial purposes.
- 14.1.4. Non-Commercial (Private) Flying Clubs shall not conduct any Commercial Activity.
 - 14.1.4.1. Members (Owners) may conduct flight instruction relating to Aircraft checkout and/or currency (e.g., flight reviews, instrument proficiency checks, etc.) for members (Owners). The Non-Commercial (Private) Flying Club shall not permit its Aircraft to be utilized for flight instruction to any person, including members (Owners), when such person pays or becomes obligated to pay for such flight instruction, except when flight instruction provided by an approved Flight Training Operator on the Airport.
 - 14.1.4.2. If the Non-Commercial (Private) Flying Club is performing Aircraft Maintenance on Aircraft owned by the Non-Commercial (Private) Flying Club, maintenance and Hangar areas are required as follows.



NON-COMMERCIAL (PRIVATE) FLYING CLUB

- 14.1.4.2.1. Maintenance area shall be at least 360 square feet to include adequate and dedicated space for member (Owner) or employee work areas, shop areas, and storage of Aircraft parts, accessories, related components, and equipment.
- 14.1.4.2.2. Hangar area shall be at least 7,500 square feet or large enough to accommodate the largest Aircraft in the Non-Commercial (Private) Flying Club's fleet at the Airport, whichever is greater.
- 14.1.5. Non-Commercial (Private) Flying Club Aircraft shall only be used by members (Owners).
- 14.1.6. No member (Owner) shall use Non-Commercial (Private) Flying Club Aircraft in exchange for Compensation. This does not include reimbursement for expenses associated with the use of Non-Commercial (Private) Flying Club Aircraft.



15. GENERAL AVIATION SELF-FUELING PERMITTEE

15.1. Introduction

15.1.1. This Section sets forth the standards prerequisite to an entity desirous of engaging in General Aviation Self-Fueling (Self-Fueling) at the Airport. Any entity engaging in Self-Fueling shall also be required to comply with all applicable Regulatory Measures.

15.1.1.1. An FBO who has an Agreement and a General Aviation Operator Permit with the County granting the FBO the right to perform Commercial Fueling at the Airport is not required to apply for a General Aviation Self-Fueling Permit (Self-Fueling Permit).

15.1.2. In addition to the applicable General Requirements set forth in Section 2, each entity engaging in Self-Fueling at the Airport shall fully comply with the following minimum standards set forth in this Section.

15.2. Permit/Approval

15.2.1. No entity shall engage in Self-Fueling unless a valid Self-Fueling Permit authorizing such activity has been issued by the County. Such entities shall herein be referred to as Self-Fueling Permittees.

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

15.2.3. Prior to issuance and subsequently upon request of the County, Self-Fueling Permittee shall provide evidence of ownership or lease of any Aircraft being operated (and under the full and exclusive control of) and Fueled by Self-Fueling Permittee.

15.2.3.1. If the Aircraft is being leased or operated by (and under the full and exclusive control of) Self-Fueling Permittee, Self-Fueling Permittee shall provide the County with a copy of the lease or operating agreement.

15.2.3.2. The County will determine if the lease or operating agreement demonstrates if the Self-Fueling Permittee has the full and exclusive control of the Aircraft.

15.3. Reporting

15.3.1. On or before the 10th day of the subsequent month, Self-Fueling Permittee shall: (a) provide a summary report to the County identifying the number of gallons of aviation Fuel: (i) purchased by Self-Fueling Permittee (by Fuel type), (ii) delivered to Self-Fueling Permittee's Fuel storage facility (by Fuel type), and (iii) dispensed to Self-Fueling Permittee's Aircraft at the Airport and (b) pay the appropriate fees due to the County.

15.3.2. Upon request, records and meters shall be made available for review by the County or its designated representative. In the case of a discrepancy between the amount of Fuel purchased by and/or delivered to Self-Fueling Permittee and the amount of Fuel delivered to Self-Fueling Permittee's Aircraft and/or dispensed by Self-Fueling Permittee, the greater amount shall prevail and the Self-Fueling Permittee shall promptly pay all additional fees



GENERAL AVIATION SELF-FUELING PERMITTEE

due the County, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

15.4. Fuel Storage

- 15.4.1. Self-Fueling Permittee shall demonstrate that satisfactory arrangements have been made for the storage of Fuel, as follows:
 - 15.4.1.1. through an authorized FBO at the Airport or
 - 15.4.1.2. in a centrally located Fuel storage area specified and approved by the County and Agencies having jurisdiction.
 - 15.4.1.2.1. Entities authorized by the County shall lease land and construct or install a Fuel storage facility in the centrally located Fuel storage area.
 - 15.4.1.2.2. In no event shall the total storage capacity be less than 12,000 gallons for Jet Fuel or 10,000 gallons for Avgas.
 - 15.4.1.2.3. In no event shall the annual Fuel volume of the Self-Fueling Permittee be less than 120,000 gallons.
- 15.4.2. Self-Fueling Permittee shall be liable and shall defend, indemnify, save, protect, and hold harmless the County for all leaks, spills, or other damage that may result through the handling, storage, and dispensing of Fuel.
- 15.4.3. Fuel delivered/dispensed by Self-Fueling Permittee shall fully comply with quality specifications outlined in ASTM D 1655 (Jet A) and ASTM D 1910 (Avgas). Ensuring the quality of the Fuel is the sole responsibility of Self-Fueling Permittee.

15.5. Fueling Equipment

- 15.5.1. Self-Fueling Permittee shall utilize a single Refueling Vehicle for each type of Fuel to be dispensed.
 - 15.5.1.1. Avgas Refueling Vehicle shall have a minimum capacity of 750 gallons and a maximum capacity of 1,500 gallons.
 - 15.5.1.2. Jet Refueling Vehicle shall have a minimum capacity of 2,000 gallons and maximum capacity of 3,000 gallons.
 - 15.5.1.3. Refueling Vehicle shall be capable of bottom loading.
 - 15.5.1.4. Refueling Vehicle shall be equipped and maintained to comply at all times with all applicable Regulatory Measures including without limitation, those prescribed in Section 3.6.4 of these Minimum Standards.
 - 15.5.1.5. Refueling Vehicle shall denote the Aircraft FAA N-number(s) identified on the Self-Fueling Permittee's Self-Fueling Permit with 10 inch characters on each side of the Refueling Vehicle.
- 15.5.2. Prior to engaging in Self-Fueling which includes transporting Fuel onto the Airport, Self-Fueling Permittee shall provide the County with a written SPCC Plan that meets all applicable Regulatory Measures for Fuel storage facilities and Self-Fueling Permittee's Activities. An updated copy of the SPCC Plan shall be filed with the County at least 30 calendar days prior to any planned change in operations.
- 15.5.3. Self-Fueling Permittee shall develop and maintain SOP for Fueling and shall ensure compliance with standards set forth in AC 00-34A, entitled "Aircraft



GENERAL AVIATION SELF-FUELING PERMITTEE

Ground Handling and Servicing”. Self-Fueling Permittee’s SOP shall include a training plan, Fuel quality assurance procedures and associated record keeping, and emergency response procedures to Fuel spills and fires. Self-Fueling Permittee’s SOP shall also address: (a) regular safety and security inspections; (b) bonding and fire protection; (c) public protection; and (d) marking and labeling of (and controlling access to) Refueling Vehicles, Fueling Equipment, and Fuel storage facilities. Self-Fueling Permittee’s SOP shall be submitted to the County no later than 30 calendar days before Self-Fueling Permittee is scheduled to commence Self-Fueling at the Airport and it shall be resubmitted any time changes are planned.

15.6. Limitations

15.6.1. Self-Fueling Permittee 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 and identified to the County. Any such selling or dispensing shall be grounds for immediate revocation of the Self-Fueling Permit by the County.

15.6.1.1. Revocation upon first violation will be for a period of one year.

15.6.1.2. Revocation upon a second violation shall be permanent.

15.7. Emergency/Public/Government Service

15.7.1. Entities providing an Emergency/Public/Government Service (including, but not limited to, federal, state, and local Agencies) are not required to meet the minimum standards identified in Section 15.4.1. Further, these entities are not required to meet the minimum standards identified in Sections 15.5.1 and 15.5.2 unless Fuel is being delivered to Aircraft by Refueling Vehicles.

15.7.2. Storage and delivery of Fuel for Aircraft operated by Emergency/Public/Government Service entities must be approved, in advance, by the County.

15.7.3. All other minimum standards identified in this Section 15 must be adhered to by the entity providing Emergency/Public/Government Service.



ATTACHMENT A MINIMUM INSURANCE REQUIREMENTS

16. ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS)

Napa County Airport	Fixed Base Operator	Aircraft Maintenance Operator	Avionics or Instrument Maintenance Operator	Aircraft Rental or Flight Training Operator	Aircraft Charter or Aircraft Management Operator	Aircraft Sales Operator	Aircraft Storage Operator	Other Commercial Aeronautical Activities	Temporary Specialized Aviation Service Operator	Non-Commercial Hangar Lessee (non-owned Aircraft)	Non-Commercial Hangar Lessee (owned Aircraft)	Non-Commercial (Private) Flying Club	Non-Commercial Self-Service Fueling Permittee	
COMMERCIAL GENERAL LIABILITY (Combined Single Limit)														
Each Occurrence	\$10,000,000	\$5,000,000 Piston \$10,000,000 Turboprop/Turbine	\$5,000,000	\$1,000,000	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
Unlicensed Vehicles	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$2,000,000	
VEHICULAR LIABILITY (Combined Single Limit, Each Occurrence)														
Non-Movement Area	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
Movement Area	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$2,000,000	
HANGAR KEEPER'S LIABILITY (Largest Aircraft Accommodated)*														
SE Piston	Each Aircraft	\$10,000,000 Each Aircraft \$15,000,000 Each Occurrence	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	
Group I	Each Occurrence		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	
ME Piston	Each Aircraft		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	
Group I	Each Occurrence		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
Turboprop	Each Aircraft		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
Group I	Each Occurrence		\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	
Turboprop	Each Aircraft		\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	
Group II	Each Occurrence		\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	
Turbojet	Each Aircraft		\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	
Group I	Each Occurrence		\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	
Turbojet	Each Aircraft		\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	
Group II	Each Occurrence		\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	
Turbojet	Each Aircraft		\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	
Group III	Each Occurrence		\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000	
AIRCRAFT AND PASSENGER LIABILITY (Each Occurrence)														
SE Piston/Group I					\$1,000,000/\$100,000 sub limit per person				As required	As required			\$1,000,000 Club \$100,000 sub limit per person	
ME Piston/Group I				\$1,000,000/\$100,000 sub limit per person				As required	As required					
Turboprop/Group I & II				\$5,000,000/\$250,000 sub limit per person				As required	As required					
Turbojet/Group I				\$5,000,000/\$250,000 sub limit per person				As required	As required					
Turbojet/Group II				\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	As required	As required					
Turbojet/Group III				\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	As required	As required					
Student and Renters				\$500,000										
ENVIRONMENTAL LIABILITY														
	\$5,000,000	\$5,000,000											\$5,000,000	
WORKER'S COMPENSATION														
Limits Based Upon Statutory Requirements														

* Required for Operators possessing the care, custody, and control of non-owned Aircraft