

### iii. Outlines (Deliverables)

#### Minimum Standards

##### 1. INTRODUCTION

- 1.1. Purpose
- 1.2. General Provisions
- 1.3. Exclusive Rights
- 1.4. Applicability

##### 2. GENERAL REQUIREMENTS

- 2.1. Introduction
- 2.2. Experience/Capability
- 2.3. Agreement
- 2.4. Payment of Rents, Fees, and Charges
- 2.5. Leased Premises
- 2.6. Products, Services, and Facilities
- 2.7. Licenses, Permits, Certifications, and Ratings
- 2.8. Employees
- 2.9. Aircraft, Equipment, and Vehicles
- 2.10. Hours of Activity
- 2.11. Security
- 2.12. Insurance
- 2.13. Indemnification and Hold Harmless
- 2.14. Enforcement
- 2.15. Taxes
- 2.16. Multiple Activities

##### 3. FIXED BASE OPERATOR

- 3.1. Introduction
- 3.2. Scope of Activity
- 3.3. Leased Premises
- 3.4. Fuel Storage
- 3.5. Fueling Reports
- 3.6. Fueling Equipment
- 3.7. Ground Support and Service Equipment
- 3.8. Hours of Activity
- 3.9. Employees
- 3.10. Licenses and Certifications
- 3.11. Aircraft Removal

##### 4. AIRCRAFT MAINTENANCE OPERATOR (SASO)

- 4.1. Introduction
- 4.2. Leased Premises
- 4.3. Licenses and Certification
- 4.4. Employees
- 4.5. Equipment
- 4.6. Defueling

**5. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)**

- 5.1. Introduction
- 5.2. Leased Premises
- 5.3. Licenses and Certifications
- 5.4. Employees
- 5.5. Equipment

**6. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)**

- 6.1. Introduction
- 6.2. Leased Premises
- 6.3. Licenses and Certifications
- 6.4. Employees
- 6.5. Equipment
- 6.6. Hours of Activity
- 6.7. Insurance Disclosure Requirement

**7. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)**

- 7.1. Introduction
- 7.2. Leased Premises
- 7.3. Licenses and Certifications
- 7.4. Employees
- 7.5. Equipment
- 7.6. Hours of Activity

**8. AIRCRAFT SALES OPERATOR (SASO)**

- 8.1. Introduction
- 8.2. Leased Premises
- 8.3. Dealership
- 8.4. Licenses and Certifications
- 8.5. Employees
- 8.6. Hours of Activity
- 8.7. Sales Guarantee or Warranty

**9. AIRCRAFT STORAGE OPERATOR (SASO)**

- 9.1. Introduction
- 9.2. Leased Premises
- 9.3. Hours of Activity

**10. OTHER COMMERCIAL AERONAUTICAL ACTIVITIES (SASO)**

- 10.1. Introduction
- 10.2. Leased Premises
- 10.3. Employees
- 10.4. Equipment
- 10.5. Hours of Activity

**11. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (SASO)**

- 11.1. Introduction
- 11.2. Scope of Activity
- 11.3. General Aviation Operator Permit

**12. GENERAL AVIATION OPERATOR PERMIT**

- 12.1. Application
- 12.2. Approved General Aviation Operator Permit
- 12.3. Existing Operator with an Existing Agreement

## **SUPPLEMENTAL (STANDALONE) DOCUMENTATION**

- a) Minimum Insurance Requirements
- b) General Aviation Operator and Lessee Application
- c) General Aviation Operator Permit

## **Rules and Regulations**

### **1. GENERAL RULES AND REGULATIONS**

- 1.1. Purpose
- 1.2. General Provisions
- 1.3. Enforcement
- 1.4. Access To, Entry Upon, or Use of the Airport
- 1.5. Restricted Areas and Sterile Areas
- 1.6. Airport Identification Badge
- 1.7. Security
- 1.8. Commercial Activities
- 1.9. Accidents
- 1.10. Solicitation, Picketing, and Demonstrations
- 1.11. Signage and Advertisements
- 1.12. General Conduct
- 1.13. Abandoned, Derelict, or Lost Property
- 1.14. Use of Roadways and Walkways
- 1.15. Animals
- 1.16. Weapons and Explosives
- 1.17. Alcoholic Beverages
- 1.18. Use of Public Areas
- 1.19. Trash Receptacles
- 1.20. Fire and Flammable Materials
- 1.21. Hazardous Materials
- 1.22. Environmental (Hazardous Materials) Clean Up
- 1.23. Painting
- 1.24. Emergency Conditions
- 1.25. Special Events
- 1.26. Safety Management System

### **2. AIRCRAFT RULES AND REGULATIONS**

- 2.1. Regulatory Measures
- 2.2. Disabled or Non-Airworthy Aircraft
- 2.3. Based Aircraft Registration
- 2.4. Hours of Operation
- 2.5. Accidents
- 2.6. Prohibiting Use of the Airport
- 2.7. Maintenance
- 2.8. Cleaning
- 2.9. Deicing
- 2.10. Engine Operation
- 2.11. Parking and Storage
- 2.12. Security
- 2.13. Operations
- 2.14. Taxing and Towing Operations
- 2.15. Rotorcraft Operations

- 2.16. Noise Abatement Procedures
- 2.17. Restricted Activities
- 2.18. Fees

**3. PASSENGER TERMINAL BUILDING RULES AND REGULATIONS**

- 3.1. Baggage Carts
- 3.2. Public Address System
- 3.3. Vending Machines
- 3.4. Locks and Keys
- 3.5. Leased Premises
- 3.6. Baggage Conveyor System and Unclaimed Baggage
- 3.7. Airline Operations
- 3.8. Engine Operation
- 3.9. Ground Support Equipment

**4. VEHICLE RULES AND REGULATIONS**

- 4.1. Regulatory Measures
- 4.2. Licensing and Permit
- 4.3. Equipment
- 4.4. Operations
- 4.5. Air Operations Area
- 4.6. Movement Area
- 4.7. Accidents
- 4.8. Cleaning and Maintenance
- 4.9. Parking or Stopping
- 4.10. Fees

**5. COMMERCIAL VEHICLES RULES AND REGULATIONS**

- 5.1. Regulatory Measures
- 5.2. Commercial Vehicle and Operator Licensing
- 5.3. Non-Transferable
- 5.4. Insurance
- 5.5. Parking or Stopping
- 5.6. Commercial Vehicle Operator Conduct and Appearance
- 5.7. Passenger Loading or Unloading
- 5.8. Commercial Vehicle Operations
- 5.9. Commercial Vehicle Equipment and Condition
- 5.10. Fees
- 5.11. Complaints
- 5.12. Penalties

**6. OPERATOR, LESSEE, AND SUBLESSEE RULES AND REGULATIONS**

- 6.1. Security
- 6.2. Construction or Alteration of Improvements
- 6.3. Maintenance of Premises
- 6.4. Fire Prevention
- 6.5. Heating Equipment
- 6.6. Aircraft Hangars
- 6.7. Aircraft Tiedowns
- 6.8. Storage of Materials and Equipment
- 6.9. Compressed Gases
- 6.10. Lubricating Oils
- 6.11. Right of Entry
- 6.12. Non-Commercial Flying Club

## **7. AVIATION FUELING RULES AND REGULATIONS**

- 7.1. General
- 7.2. Non-Commercial Self-Fueling

### **SUPPLEMENTAL (STANDALONE) DOCUMENTATION**

- a) General Aviation Self-Fueling Permit

## **Leasing/Rents and Fees Policy**

### **1. INTRODUCTION**

- 1.1. Purpose
- 1.2. General Provisions
- 1.3. Applicability

### **2. LEASING AIRPORT LAND AND/OR IMPROVEMENTS**

- 2.1. Application
- 2.2. Approval Process
- 2.3. Competitive Process
- 2.4. Demonstrating Immediate Need
- 2.5. Public Disclosure
- 2.6. Improvement Leasing

### **3. AGREEMENTS**

- 3.1. Introduction
- 3.2. Key Terms and Conditions
- 3.3. Other (General) Terms and Conditions

### **4. RENTS AND FEES**

- 4.1. Introduction
- 4.2. Establishment of Market Rent
- 4.3. Adjustment of Rents
- 4.4. Establishment and Adjustment of Fees
- 4.5. Payment of Rents, Fees, or Other Charges

### **5. APPENDIX**

- 5.1. Advertising Guidelines
- 5.2. Document Guidelines
- 5.3. Improvement Leasing Policy
- 5.4. Standard Sublease Form Requirements
- 5.5. Establishment of Market Value
- 5.6. Appraiser Qualifications
- 5.7. Appraisal Requirements
- 5.8. Dispute Resolution

## **Development Standards**

### **1. INTRODUCTION**

- 1.1. Purpose
- 1.2. Goal
- 1.3. General Provisions
- 1.4. Compliance
- 1.5. Applicability
- 1.6. General Requirements
- 1.7. Prohibited Uses
- 1.8. Restricted Improvements

## **2. LAND DEVELOPMENT**

- 2.1. General
- 2.2. Environmental Quality
- 2.3. Provision of Necessary Airport Land and/or Improvements
- 2.4. Manmade and Natural Hazards
- 2.5. Reuse of Resources

## **3. DESIGN CRITERIA**

- 3.1. Accessory Facilities or Structures
- 3.2. Changes, Additions and Deletions
- 3.3. Aircraft Accesses
- 3.4. Antennae
- 3.5. Ramps
- 3.6. Improvement Height
- 3.7. Doors
- 3.8. Exterior Lighting
- 3.9. Exterior Materials
- 3.10. Exterior Storage
- 3.11. Fences, Gates, and Buffers
- 3.12. Flagpoles
- 3.13. Garbage and Recycling Containers
- 3.14. Grading and Drainage
- 3.15. Landscaping
- 3.16. Loading and Service Areas
- 3.17. Open Sided Structures
- 3.18. Residence
- 3.19. Setbacks
- 3.20. Signage
- 3.21. Structure
- 3.22. Utilities
- 3.23. Vehicle Parking

## **4. PROCEDURES FOR APPROVAL**

- 4.1. Pre-Submittal Meeting
- 4.2. Concept Plan
- 4.3. Agreement
- 4.4. Development Plan
- 4.5. Requirements of the Federal Aviation Administration

## **5. CONSTRUCTION PHASE**

- 5.1. Pre-Construction Meeting
- 5.2. Permits, Licenses, Inspections, and Certifications
- 5.3. Bonds
- 5.4. Insurance
- 5.5. Clean-Up During Construction
- 5.6. Damages During Construction
- 5.7. Erosion Prevention During Construction
- 5.8. Inspections
- 5.9. Protection of Property and Work in Progress
- 5.10. As-Build Drawings

## **General Provisions**

### **1. GENERAL PROVISIONS**

- 1.1. Purpose
- 1.2. Definitions
- 1.3. Governing Body
- 1.4. Authority to Adopt
- 1.5. Statement of Policy
- 1.6. Non-Discrimination
- 1.7. Airport Management
- 1.8. Effective Date
- 1.9. Compliance with Regulatory Measures and Agreements
- 1.10. Conflicting Regulatory Measures and Agreements
- 1.11. Right to Self-Service
- 1.12. Prohibited Activities
- 1.13. Fines or Penalties
- 1.14. Severability
- 1.15. Subordination
- 1.16. Notices, Requests for Approval, Applications, and Other Filings
- 1.17. Amendments
- 1.18. Variance or Exemption
- 1.19. Pioneering Period
- 1.20. Enforcement
- 1.21. Disputes
- 1.22. Rights and Privileges Reserved
- 1.23. Possible Grounds for Rejecting Application

### **2. DEFINITIONS AND ACRONYMS**