



Truckee Tahoe Airport District
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General Aviation Minimum Standards

Truckee Tahoe Airport District

Truckee Tahoe Airport (TRK)

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1. INTRODUCTION..... 1

 1.1. Purpose..... 1

 1.2. General Provisions 1

 1.3. Exclusive Rights and Airport Sponsor Assurances 1

 1.4. Pioneering Period 2

 1.5. Applicability..... 2

2. GENERAL REQUIREMENTS..... 4

 2.1. Introduction 4

 2.2. Experience/Capability..... 4

 2.3. Agreement 4

 2.4. Payment of Rents, Fees, and Charges 4

 2.5. Leased Premises..... 4

 2.6. Products, Services, and Facilities 5

 2.7. Licenses, Permits, Certifications, and Ratings 6

 2.8. Employees 6

 2.9. Aircraft, Equipment, and Vehicles 7

 2.10. Hours of Activities 7

 2.11. Security..... 7

 2.12. Insurance 8

 2.13. Indemnification and Hold Harmless 9

 2.14. Enforcement 10

 2.15. Taxes..... 10

 2.16. Multiple Activities..... 10

3. FIXED BASE OPERATOR 11

 3.1. Introduction 11

 3.2. Scope of Activities 11

 3.3. Leased Premises..... 12

 3.4. Fuel Storage Facility 13

 3.5. Fueling Reports..... 13

 3.6. Fueling Equipment..... 14

 3.7. Equipment..... 14

 3.8. Hours of Activities 15

 3.9. Employees 15

 3.10. Standard Operating Procedures 16

 3.11. Aircraft Removal 16

4. AIRCRAFT MAINTENANCE OPERATOR (SASO)..... 17

 4.1. Introduction 17

 4.2. Leased Premises..... 17

 4.3. Employees 17

 4.4. Equipment..... 18

 4.5. Hours of Activities 18

 4.6. Defueling..... 18



5. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO) 19

5.1. *Introduction* 19

5.2. *Leased Premises* 19

5.3. *Licenses and Certifications* 19

5.4. *Employees* 20

5.5. *Equipment* 20

5.6. *Hours of Activities* 21

5.7. *Insurance Disclosure Requirement* 21

5.8. *Noise Abatement Procedures* 21

6. SAILPLANE OPERATOR (SASO) 22

6.1. *Introduction* 22

6.2. *Leased Premises* 22

6.3. *Licenses and Certifications* 22

6.4. *Employees* 22

6.5. *Equipment* 23

6.6. *Hours of Activities* 23

6.7. *Standard Operating Procedures* 23

6.8. *Insurance Disclosure Requirement* 23

7. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO) 24

7.1. *Introduction* 24

7.2. *Leased Premises* 24

7.3. *Licenses and Certifications* 25

7.4. *Employees* 25

7.5. *Equipment* 25

7.6. *Hours of Activities* 26

7.7. *Hours of Activities* 26

8. INDEPENDENT FLIGHT TRAINING OPERATOR (SASO) 27

8.1. *Introduction* 27

8.2. *Limitations* 27

8.3. *Location* 27

8.4. *Licenses and Certifications* 27

8.5. *Equipment* 27

8.6. *Noise Abatement Procedures* 27

9. COMMERCIAL SKYDIVING OPERATOR (SASO) 28

9.1. *Introduction* 28

9.2. *Leased Premises* 28

9.3. *Licenses and Certifications* 29

9.4. *Employees* 29

9.5. *Equipment* 29

9.6. *Hours of Activities* 29

9.7. *Drop Zone Requirements* 30



TABLE OF CONTENTS

| | |
|---|-----------|
| 10. OTHER COMMERCIAL AERONAUTICAL ACTIVITIES (SASO) | 31 |
| 10.1. Introduction | 31 |
| 10.2. Leased Premises | 31 |
| 10.3. Employees | 31 |
| 10.4. Equipment | 31 |
| 10.5. Hours of Activity | 31 |
| 11. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (SASO) | 32 |
| 11.1. Introduction | 32 |
| 11.2. Scope of Activity | 32 |
| 11.3. Commercial Operator Permit | 32 |
| 12. COMMERCIAL OPERATOR PERMIT | 33 |
| 12.1. Application | 33 |
| 12.2. Approved Permit | 33 |
| 12.3. Existing Operator with an Existing Agreement | 33 |



1. INTRODUCTION

1.1. *Purpose*

The purpose of these General Aviation Minimum Standards (Minimum Standards) is to encourage and promote: (a) safety and security at the Truckee Tahoe Airport (Airport), (b) the consistent provision of high quality Commercial General Aviation products, services, and facilities at the Airport, (c) the orderly development of General Aviation land and high quality General Aviation Improvements at the Airport, and (d) the economic health of General Aviation Operators at the Airport.

Commercial General Aviation Aeronautical Activities (Activities) may be proposed that do not fall within the categories designated herein. In such a case, appropriate minimum standards shall be established by the Truckee Tahoe Airport District (TTAD) on a case-by-case basis.

All qualified and experienced entities desirous of engaging in Aeronautical Activities at the Airport shall be accorded a reasonable opportunity, without unjust discrimination, to engage in such Activities, subject to complying with these Minimum Standards.

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 (if available): (a) Sublease Improvements from another SASO and/or (b) lease land and/or Improvements from the TTAD.

1.2. *General Provisions*

These Minimum Standards incorporate, by reference, Section 1 (General Provisions) of the Rules and Regulations. The terms identified by use of a capital letter in these Minimum Standards are addressed in Section 1.2 and provided in Section 9.1 Appendix to the Rules and Regulations.

1.3. *Exclusive Rights and Airport Sponsor Assurances*

In accordance with the Airport Sponsor Assurances (Assurances) given to the federal and/or state government by the TTAD as a condition to receiving federal and/or state funds, the granting of rights or privileges to engage in Activities shall not be construed in any manner as affording any entity an 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.

However, an airport sponsor may elect to provide certain Activities “directly” (i.e., products, services, and facilities can be provided by the sponsor’s Employees using the sponsor’s Vehicles, Equipment, and resources) in which case, the airport sponsor can exercise its proprietary Exclusive Right – as allowed in the Assurances. The TTAD, as the airport sponsor, declares its proprietary exclusive right to provide the following Aeronautical Activities: FBO products, services, and facilities including the sale and delivery of aviation fuels and lubricants, Aircraft ground handling services, passenger and crew services, and Aircraft storage.



Further, if the FAA determines that any of the provisions contained herein are deemed to be unreasonable or discriminatory, then such provision shall be deemed null and void.

The presence of only one Operator 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 TTAD 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 TTAD should neither expect nor request that other entities who also desire to engage in the same or similar Activities be excluded.

The opportunity to engage in Activities shall be made available to those entities complying with the standards and requirements set forth in these Minimum Standards and as land and Improvements may be available at the Airport to support such Activities provided such use is consistent with the current and planned uses of land and Improvements at the Airport and is in the best interests of the TTAD and the public, as determined by the TTAD in its sole discretion.

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

1.4. Pioneering Period

When specific Activities (e.g., product, service, or facility) are not currently being provided at the Airport, the TTAD may enter into an Agreement under terms and conditions that may be less than those outlined in the PMCDs for a limited period of time (known as the pioneering period).

1.5. Applicability

These Minimum Standards specify the standards and requirements which must be complied with by any entity desiring to engage in Activities at the Airport. Throughout these Minimum Standards, the words "standards" or "requirements" shall be understood to be modified by the word "minimum" except where explicitly stated otherwise. Any required determinations, interpretations, or judgments regarding what constitutes an acceptable standard or requirement, or regarding compliance with such standard or requirement, shall be made by the TTAD.

- All entities may exceed the applicable standards or requirements.
- No entity shall be allowed to engage in Activities at the Airport under conditions that do not comply with these Minimum Standards, unless an exemption or variance has been approved by the TTAD.

These Minimum Standards shall apply to any new Agreement or any amendment to any existing Agreement relating to the leasing and/or occupancy of land or Improvements for Activities. If an Operator desires, under the terms of an existing Agreement, to change its Activities, the Operator shall comply with these Minimum Standards, unless an exemption or variance has been granted by the TTAD.



- These Minimum Standards shall not affect any Agreement or amendment thereto properly executed prior to the date of adoption 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.
- These Minimum Standards shall not be deemed to modify any existing Agreement under which an Operator is required to exceed these Minimum Standards nor prohibit the TTAD from entering into or enforcing an Agreement or amendment thereto that requires an Operator to exceed these Minimum Standards.

Any entity currently engaging in Activities without an Agreement shall have six months, from the date of adoption, to comply with these Minimum Standards.

If these Minimum Standards are amended after an Operator enters into an Agreement with the TTAD, entity shall not be required to comply with the amended Minimum Standards, except as provided for in such Agreement, until:

- such time as entity's existing Agreement is amended or renewed
- the TTAD approves an assignment to another entity, or
- entity enters into a new Agreement with the TTAD.



2. GENERAL REQUIREMENTS

2.1. *Introduction*

Operator engaging in Activities at the Airport shall comply with or exceed the standards and requirements of this section as well as the minimum standards applicable to each Activity, as set forth in subsequent sections.

2.2. *Experience/Capability*

Operator shall, in the judgment of the TTAD, demonstrate before and throughout the term of the Agreement, the financial wherewithal and technical capability of paying all rents, fees, or other charges owed the TTAD; developing and maintaining the required land and Improvements; procuring and maintaining the required Vehicles, Equipment, and/or Aircraft; employing required Employees; and engaging in the Activities.

Operator shall, in the judgment of the TTAD, demonstrate before and throughout the term of the Agreement, the capability of consistently providing the required Commercial 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*

Entity shall not engage in Activities at the Airport without an Agreement authorizing such Activities. An Agreement shall not reduce or limit Operator's obligations with respect to complying with these Minimum Standards.

2.4. *Payment of Rents, Fees, and Charges*

Operator shall pay the rents, fees, or other charges on time, as specified in the TTAD Master Rents and Fees Schedule for engaging in Activities. The TTAD may, at its option, enforce the payment of any rent, fee, or other charge due and owing to the TTAD by any legal means available to the TTAD under any Agreement and as provided by Legal Requirements.

2.5. *Leased Premises*

Operator shall lease or Sublease Contiguous land and/or lease, Sublease, or construct Improvements for the Activities as required in these Minimum Standards.

Approval – Construction of any Improvements must be approved in advance by the TTAD, in accordance with the Development Standards, and any Agency having jurisdiction.

Contiguous land – All required Improvements including, but not limited to, Ramp, Paved Tiedowns, facilities, and Vehicle parking (but excluding Fuel Storage Facilities) shall be located on Contiguous land.

Lessees shall have adequate Leased Premises to accommodate all Activities of Lessee and all approved Sublessees, as required in these Minimum Standards.



Ramp/Paved Tiedowns – Ramp associated with Hangars shall be no less than 125% of the square footage of the largest Hangar of the Contiguous development and able to accommodate the movement of Aircraft into and out of the Hangar and the staging and parking of Aircraft. Ramp/Paved Tiedowns must be:

- contiguous and separated by no more than a Taxilane which allows entity to taxi or tow Aircraft without traversing a Taxiway or public roadway;
- of adequate size and weight bearing capacity to accommodate the movement, staging, and parking of the largest Aircraft currently and/or anticipated to utilize the Operator’s Leased Premises;
- able to accommodate the Operator’s Aircraft fleet; and
- located so as to provide unimpeded movement of Aircraft in and out of other facilities and/or operating to and from Taxilanes or Taxiways.

If Operator utilizes a Hangar for storing Operator’s Aircraft fleet and Operator does not handle or store customer Aircraft, Tiedowns are not required.

Vehicle Parking – Paved Vehicle parking shall be sufficient to accommodate all Vehicles and Equipment currently utilizing the Operator’s Leased Premises on a daily basis.

- Leased Premises that require public access shall have direct Landside access.
- Paved Vehicle parking shall be located in close proximity to Operator’s primary facility and on the Leased Premises.
- On-street Vehicle parking is not permitted.

Hangars – Hangars identified throughout these Minimum Standards shall meet the following minimum door height and door width (in “feet”) requirements (for the type of Aircraft being serviced), unless otherwise stipulated in these Minimum Standards or as approved by either the General Manager or the Board.

| | Door Height | Door Width |
|----------------------|--------------------|-------------------|
| Single-engine Piston | 12 | 45 |
| Multi-engine Piston | 16 | 60 |
| Turboprop | 16 | 60 |
| Turbojet | 28 | 100 |

2.6. Products, Services, and Facilities

To ensure compliance with the Assurances, Operator shall:

- provide Commercial General Aviation products, services, and facilities on a reasonable, and not unjustly discriminatory, basis to all Airport users and
- charge reasonable, and not unjustly discriminatory, prices for each product, service, or facility.



Operator may provide reasonable discounts, rebates, or other similar types of price reductions based on the type, kind, or class of Airport user or the volume purchased. In the event of a complaint and upon request, Operator shall submit a schedule of product, service, and facility pricing to the TTAD within 14 calendar days. In addition to identifying the Operator's product, service, and facility pricing, the schedule shall identify any discounts, rebates, or other similar types of price reductions offered by Operator.

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.

2.7. Licenses, Permits, Certifications, and Ratings

Operator and Operator's employees shall obtain and comply with, at Operator's or employee's sole cost and expense, all necessary licenses, permits, certifications, and/or ratings required for the provision of Operator's Activities as required by the TTAD or any other duly authorized Agency having jurisdiction prior to engaging in Activities at the Airport.

- Operator shall keep in effect and post in a prominent place, readily accessible and/or visible to the general public, copies of all necessary or required licenses, permits, certifications, or ratings.
- Upon request, Operator shall provide copies of such licenses, permits, certifications, or ratings to the TTAD within 14 calendar days.

Operators engaged in Activities at the Airport, whether using or occupying Airport land and/or Improvements, shall adhere to the practices recommended by the FAA and shall comply with all Safety Management Systems (SMS), Legal Requirements, and directives issued by the TTAD. Operators are requested to comply with the TTAD community annoyance reduction program and the TTAD recommended noise abatement procedures for the Airport whenever practicable.

2.8. Employees

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.

- The person managing Operator's Activities shall have recent and relevant experience managing similar Activities, as determined by the General Manager.
- Operator shall give due consideration to notification from the TTAD of dissatisfaction with the on-site manager's performance and shall take all reasonable action to eliminate the cause of such dissatisfaction.

During Operator's hours of Activities, a qualified, experienced, and professional on-site supervisor shall be Readily Available and authorized to represent and act on behalf of Operator with respect to Operator's Activities. Operator shall have in its employ, on duty, and immediately available during hours of Activities, properly trained and qualified Employees in such numbers as are required to comply with these Minimum Standards and to meet the reasonable demands of customers for each of the Operator's Activities.



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 high quality products, services, and facilities are consistently provided in a safe, secure, efficient, courteous, prompt, and professional manner.

2.9. Aircraft, Equipment, and Vehicles

Aircraft, Equipment, and Vehicles required in these Minimum Standards must be fully operational, in compliance with applicable Legal Requirements, and available at all times and capable of providing all required products and services in a manner consistent with the intended use. Aircraft, Equipment, and Vehicles may be unavailable, from time to time, on a temporary basis, for a reasonable period of time, due to routine or emergency maintenance as long as:

- appropriate measures are being taken to return the Aircraft, Equipment, or Vehicle to service as soon as possible and
- at least one of the required Aircraft, Equipment, and/or Vehicle is available at all times in a fully operational manner.

TTAD may require within an Agreement, consistent with Legal Requirements, appropriate Aircraft or Vehicle modifications for safety or community purposes.

2.10. Hours of Activities

Operator's hours of Activities and contact information for after-hours shall be clearly posted in public view using appropriate and professional signage. Unless otherwise stated in these Minimum Standards, Operator's Activities shall be continuously offered and available to meet reasonable demand of customers for a minimum of eight hours per day between the hours of 6:00 a.m. to 6:00 p.m. Monday through Friday or as otherwise specified in an Agreement or Commercial Operations Permit.

2.11. Security

Operator shall designate a responsible person for the coordination of all security procedures and communications and provide point-of-contact information to the TTAD including the name of the primary and secondary contacts. One of the contacts shall be available (by telephone) on a 24-hour basis.

Operator shall develop and maintain a Security Plan that meets TTAD requirements for Operator's Leased Premises and Activities.

- Security Plan shall be submitted to the TTAD for review no later than 30 calendar days before Operator is scheduled to commence Activities and it shall be resubmitted any time changes are made.
- 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 TTAD within 14 calendar days.

Operator must comply with applicable reporting requirements as established by the TTAD, FAA, DHS, TSA, and any other Agencies.



2.12. Insurance

Operator shall procure, maintain, and pay all premiums throughout the term of the Agreement for the applicable insurance coverages and limits required by Legal Requirements and set forth in these Minimum Standards and in the limits specified in the adopted TTAD Minimum Insurance Requirements schedule for Operator's Activities. 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 or above) or be approved in writing by the TTAD.

- When coverages or limits set forth in these Minimum Standards and/or in the TTAD Minimum Insurance Requirements schedule are not commercially available, appropriate replacement coverages or limits must be approved in writing at least 60 calendar days in advance by the TTAD.
- The TTAD reserves the right to require more or different types of insurance coverage based on entity's individual risks or exposures associated with Operator's Activities.

When Operator engages in more than one Activity, the minimum coverages and limits shall be established by the TTAD and may vary depending on the nature of each Activity or combination of Activities, but shall not necessarily be cumulative.

- While it may not be necessary for Operator to procure and maintain insurance for the combined total of the minimum requirements of each Activity, Operator shall procure and maintain insurance for all exposures in limits at least equal to the greatest of the required minimum or as established by the TTAD.

All insurance policies, which Operator is required to carry and keep in full force and effect, shall contain, or be endorsed to contain, the following provisions.

- "Truckee Tahoe Airport District and/or the Board of Directors, individually and collectively, and its 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, borrowed, or operated by entity. Such insurance shall provide primary coverage and shall not seek any contribution from any insurance or self-insurance carried by agent or the Truckee Tahoe Airport District."
- "Such insurance, as to the interest of the Truckee Tahoe Airport District only, shall not be invalidated by any act or neglect or breach of contract of entity. Any failure to comply with reporting or other provisions of the policies, including any breach of warranty, shall not affect coverage provided to Truckee Tahoe Airport District and/or the Board of Directors, individually and collectively, and its 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."



- “Coverage shall not be suspended, voided, or canceled by either party or reduced in coverage or in limits except after 30 calendar days prior written notice, 14 calendar days prior written notice for cancelation for non-payment of premium, by certified mail, return receipt requested, has been given to Truckee Tahoe Airport District.”

Companies issuing required insurance policies shall have no recourse against the TTAD for payment of premiums or assessments for any deductibles that are the sole responsibility and risk of the Operator. Certificates of Insurance for the insurance coverages required by Legal Requirements and set forth in these Minimum Standards shall be delivered to the TTAD upon execution of any Agreement, or when approval is given by the TTAD to conduct Activities. Thereafter, Operator shall provide Certificates of Insurance to the TTAD every 12 months. In addition, Operator shall furnish a Certificate of Insurance if any change (e.g., changing underwriters, coverages, or limits) occurs.

- The coverages and limits stipulated herein represent the minimum coverages and limits that shall be maintained by Operator, at all times, to engage in Activities at the Airport.

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

2.13. Indemnification and Hold Harmless

Operator shall defend, indemnify, save, protect, and hold harmless the TTAD and Board, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers from and against (and reimburse the TTAD for) any and all actual or alleged claims, demands, damages, expenses, costs, fees (including, but not limited to, attorney, accountant, paralegal, expert, and escrow fees), fines, environmental costs, and/or penalties (collectively referred to as costs) which may imposed upon, claimed against or incurred or suffered by the TTAD and which, in whole or in part, directly or indirectly, arise from or are in any way connected with any of the following, except to the extent resulting from the TTAD’s negligence or willful misconduct:

(a) any act, omission, or negligence of Operator or Operator’s partners, officers, directors, agents, employees, invitees, or contractors, (b) any use or occupation, management or control of the Operator’s Leased Premises, whether or not due to Operator or Operator’s own act or omission, (c) any condition created in or about the Operator’s Leased Premises after the effective date, and (d) any breach, violation, or nonperformance of the Operator or the Operator’s obligations under any Agreement.

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.



In the event of an environmental law violation or an environmental contaminating accident or incident caused by Operator or Operator's employees, vendors, suppliers, contractors, or any other entity associated with Operator or in the event any of these entities violates any environmental law, the Operator shall accept total responsibility and defend, indemnify, save, protect, and hold harmless the TTAD and Board, individually and collectively, and its representatives, officers, officials, employees, agents and volunteers.

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

2.14. Enforcement

In the event an entity fails to comply with these Minimum Standards, the TTAD shall send a written statement of violation to such entity at its last known address. The entity shall have 14 calendar days within which to (a) provide a written statement to the TTAD explaining why the violation occurred and to advise the TTAD that the violation has been corrected or (b) when and how the violation will be corrected. The TTAD, in its sole discretion, has the right to suspend the entity's Activities and/or revoke the entity's privileges at the Airport, as the TTAD deems necessary in order to obtain a correction of the violation. In addition, any such violations shall be considered any time the entity submits an application, seeks permission, or requests approval from the TTAD. The entity shall pay for any costs incurred by the TTAD, including but not limited to, attorney fees, expert witness fees, court costs, and other legal costs, etc.

2.15. Taxes

Operator shall, at its sole cost and expense, pay all taxes, fees, and other charges, that may be levied, assessed, or charged by any duly authorized Agency, relating to the Operator's Activities conducted at the Airport.

2.16. Multiple Activities

When more than one Activity is conducted by an Operator at the Airport, the minimum standards or requirements for the combined Activities shall be established by the TTAD.

The minimum standards or requirements for combined Activities shall not be:

- less than the highest standard or requirement for each element (e.g., land, facilities, etc.) within the combined Activities, or
- greater than the cumulative standards or requirements for all of the combined Activities.



3. FIXED BASE OPERATOR

3.1. Introduction

Fixed Base Operator (FBO) – Operator engaged in the sale and delivery of products and services and the Subleasing of facilities including, at a minimum, the following Activities:

| Activities | Standard | Notes |
|-----------------------------------|----------|---|
| Aviation fuels and lubricants | Yes | TTAD is currently exercising proprietary Exclusive Right for the sale and delivery of aviation fuels. |
| Aircraft ground handling services | Yes | TTAD is currently exercising proprietary Exclusive Right. |
| Passenger and crew services | Yes | TTAD is currently exercising proprietary Exclusive Right. |
| Aircraft storage | Yes | TTAD is currently exercising proprietary Exclusive Right. |

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

3.2. Scope of Activities

Unless otherwise stated in these Minimum Standards, all required products and services shall be provided by FBO’s Employees using the FBO’s Aircraft, Vehicles, Equipment, and resources.

Aviation Fuels and Lubricants – FBO shall sell, deliver, and/or dispense, upon request, the following aviation fuels and lubricants into all General Aviation, government, and military Aircraft using the Airport.

| Aviation Fuels and Lubricants | Standard | Notes |
|-------------------------------|----------|--|
| Jet Fuel | Yes | |
| Avgas | Yes | |
| Lubricants | Yes | |
| Response time (minutes) | 30 | From time of customers’ request during required hours of Activities, except in circumstances or situations beyond the control of the FBO |

Aircraft Ground Handling Services – FBO shall provide, upon request, the following Aircraft ground handling services for General Aviation, government, and military Aircraft using the Airport:

| Aircraft Ground Handling Services | Standard | Notes |
|---|----------|---|
| Marshalling arriving and departing Aircraft | Yes | |
| Parking and tiedown | Yes | |
| Towing | Yes | |
| Compressed air | Yes | |
| Lavatory service | Yes | |
| Potable water | Yes | |
| Ground power (DC) | Yes | |
| Cleaning/washing service (largest Aircraft) | Optional | General Aviation Aircraft frequenting the Airport |
| Assistance to Disabled Aircraft | Optional | To be provided in compliance with Section 3.11 |



Passenger and Crew Services – FBO shall provide, upon request, the following passenger and crew services for General Aviation, government, and military Aircraft using the Airport:

| Passenger and Crew Services | Standard | Notes |
|------------------------------------|-----------------|--|
| Concierge services | Optional | |
| Cabin services | Optional | Includes ice, coffee, newspapers, and other cabin supplies |
| Baggage handling | Optional | |
| Ground transportation arrangements | Optional | Includes limousine, shuttle, rental car, and/or taxi |
| Catering arrangements | Optional | |

Aircraft Storage – FBO shall develop, own, and/or lease facilities for the purpose of Subleasing Aircraft storage facilities. Aircraft storage facility requirements are stipulated in Section 3.3. Leased Premises.

3.3. Leased Premises

FBO shall have adequate land and Improvements to accommodate all Activities of the FBO and all approved Sublessees, but not less than the following:

| Contiguous Land and Ramp (square feet) | Standard | Notes |
|---|-----------------|---|
| Contiguous land (<i>square feet</i>) | 261,360 | To include owned, leased, or managed Ramp |

| Improvements (square feet) | Standard | Notes |
|-----------------------------------|-----------------|---|
| Terminal Building (total) | 5,000 | |
| <i>Customer area</i> | 2,000 | Shall include passenger lounge, conference room, crew lounge, crew sleep/quiet room, flight planning room, kitchen, vending, and restrooms. |
| <i>Line/customer service area</i> | 500 | Shall include adequate space for line/customer service work areas and storage. |
| <i>Sublease office area</i> | 500 | Shall be available to accommodate offices, work areas, and storage for Sublessees. |
| Common Use Hangars (total) | 50,000 | |
| Ramp (<i>square feet</i>) | 174,240 | Ramp, which can be owned, leased, or managed by the FBO, shall be associated with and located immediately adjacent to the FBO Terminal Building. |
| <i>Paved Tiedowns (number)</i> | 15 | Adequate to accommodate the number, type, and size of General Aviation, government, and military Aircraft (Based Aircraft and Transient Aircraft) requiring Tiedown space on the Leased Premises. |



3.4. Fuel Storage Facility

FBO shall own or lease an above ground Fuel storage facility at the Airport in a location approved by the TTAD. Fuel storage facility shall have total capacity for five days peak supply (excluding special events) of Fuels for Aircraft being serviced by FBO. In no event shall the total storage capacity be less than:

| Fuel Storage Facility Capacity (gallons) | Standard | Notes |
|---|-----------------|--|
| Jet Fuel (minimum total storage capacity) | 24,000 | |
| <i>Number of tanks</i> | 2 | FBO shall be capable of expanding facility capacity within a reasonable period of time if unable to meet demand. |
| <i>Size of each tank</i> | 12,000 | |
| Avgas (minimum total storage capacity) | 12,000 | |
| <i>Number of tanks</i> | 1 | FBO shall be capable of expanding facility capacity within a reasonable period of time if unable to meet demand. |
| <i>Size of each tank</i> | 12,000 | |
| Mogas (minimum total storage capacity) | 1,000 | For Vehicles and Equipment |
| <i>Number of tanks</i> | 1 | |
| Waste Fuel | | FBO shall have adequate and proper storage for waste Fuel or test samples. |

FBO shall demonstrate that satisfactory arrangements have been made with a reputable Fuel supplier for the delivery of Fuels in the quantities necessary to meet the requirements set forth herein or the reasonable peak demands of customers. FBO shall provide the TTAD with a written Spill Prevention, Control, and Countermeasures (SPCC) Plan that meets Legal Requirements for FBO’s Fuel storage facilities and Activities.

An updated copy of the SPCC Plan shall be filed with the TTAD at least 30 calendar days prior to any scheduled changes in operations. Fuel delivered, stored, or dispensed by FBO shall comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D 1655 (Jet Fuel) and ASTM D 1910 (Avgas). Ensuring the quality of the Fuel is the sole responsibility of FBO.

3.5. Fueling Reports

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

Upon request, records and meters shall be made available for review by the TTAD 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 TTAD, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.



3.6. Fueling Equipment

FBO shall have the following Fueling Equipment and associated capacities:

| Fueling Equipment | Standard | Notes |
|---|-----------------|--------------|
| Jet Fuel | | |
| <i>Refueling Vehicle(s)</i> | 2 | |
| <i>Capacity of 1st Refueling Vehicle (gallons)</i> | 3,000 | |
| <i>Capacity of 2nd Refueling Vehicle (gallons)</i> | 3,000 | |
| Avgas | | |
| <i>Refueling Vehicle(s)</i> | 1 | |
| <i>Capacity of Refueling Vehicle (gallons)</i> | 2,200 | |
| <i>Fixed self-serve Fueling system (gallons)</i> | 12,000 | |

The fixed Avgas self-serve Fueling system shall: (a) be constructed or installed in a location specified and approved by the TTAD, (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.

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

3.7. Equipment

FBO shall have the following Aircraft ground handling services Equipment:

| Ground Handling Services Equipment | Standard | Notes |
|--|-----------------|--|
| Ramp marshalling Vehicle(s) | 2 | |
| Marshalling wands | Yes | To meet the current demand |
| Equipment for securing Aircraft on the Ramp | Yes | Including ropes, chains, and/or other types of Aircraft restraining devices and wheel chocks which are required to safely secure Aircraft as described in AC 20-35C |
| Towing Vehicle(s) | 2 | Equipment to be provided by FBO with at least one having a rated draw bar capacity sufficient to meet the towing requirements of the heaviest General Aviation Aircraft normally frequenting the Airport |
| Tow bars/heads | As required | |
| Compressed air unit | 1 | |
| Lavatory service cart | 1 | |
| Potable water unit | 1 | |
| Aircraft ground power (Direct Current or DC) | 1 | |



| Ground Handling Services Equipment | Standard | Notes |
|--------------------------------------|-------------|---|
| Spill kits | As required | Includes necessary Equipment and materials to contain and restrict a Fuel spill and restrict Fuel or other Hazardous Materials from flowing into drains and other areas, in compliance with the FBO's SPCC Plan. |
| Dry chemical fire extinguisher units | As required | Approved and regularly inspected dry chemical fire extinguisher units shall be maintained within all Hangars, on all Ramp areas, at all Fuel storage facilities, and on all ground handling and Refueling Vehicles and equipment. |

FBO shall have the following passenger and crew services Equipment:

| Passenger and Crew Services Equipment | Standard | Notes |
|---------------------------------------|----------|---|
| Ramp transportation Vehicle(s) | 2 | To be utilized by FBO for transportation of passengers, crew, and baggage to and from destinations on the Ramp to the FBO Terminal Building and/or Vehicle parking area(s). |

3.8. Hours of Activities

FBO Activities shall be continuously offered and available to meet reasonable demands of customers for these Activities, but not less than the following:

| Hours of Activities | Standard | Notes |
|-----------------------------------|-----------|-------|
| Hours | 0700-2100 | |
| Days per week | 7 | |
| Holidays | Yes | |
| After-hours on-call response time | 1 hour | |

3.9. Employees

Employees, while on duty, shall be clean, neat in appearance, and at all times, properly uniformed. Uniforms shall identify the name of the FBO. Management and administrative employees shall not be required to be uniformed but shall possess TTAD approved identification at all times.

FBO shall have properly trained and qualified Employees to provide Aircraft Fueling, Aircraft ground handling services, and passenger and crew services, as follows:

| FBO Employees | Standard | Notes |
|------------------------------------|----------|---|
| Line service technician(s) | | All line service technicians who provide Aircraft Fueling services (FBO Employee) must be trained in an FAA approved fire safety program (14 CFR Part 139.321). |
| <i>During 1st Shift</i> | 2 | |
| <i>During 2nd Shift</i> | 2 | |
| <i>3rd Shift</i> | 0 | One (1) line service technician shall be on-call |



| FBO Employees | Standard | Notes |
|------------------------------------|----------|--|
| Customer Service Representative(s) | | A line service technician may fulfill the responsibilities of the customer service representative unless the line service technician is performing duties off-Airport. |
| <i>During first shift</i> | 1 | |

3.10. Standard Operating Procedures

FBO shall develop and maintain standard operating procedures (SOP). FBO's SOP shall include, at a minimum, a training plan, Fuel quality assurance procedures and associated record keeping, and emergency response procedures to Fuel spills and fires, and Aircraft ground handling procedures.

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, Fueling Equipment, and Fuel storage facilities.

FBO's SOP shall be submitted to the TTAD no later than 30 calendar days before the FBO's Activities are scheduled to commence and shall be resubmitted any time changes are made.

Fuel storage facilities and Fueling Equipment shall be equipped and maintained to FBO's SOP and shall comply with applicable Legal Requirements and industry best practices including, without limitation, those prescribed by:

- National Fire Protection Association (NFPA) Codes;
- 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials"; and
- applicable Advisory Circulars (ACs) including AC 00-34 "Aircraft Ground Handling and Servicing", AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport", and AC 150/5230-4A "Aircraft Fuel Storage, Handling, and Dispensing on Airports".

3.11. Aircraft Removal

Recognizing that Aircraft removal is the responsibility of the Aircraft Owner or Aircraft Operator, FBO shall be prepared to lend assistance within 30 minutes from the time a request is made by the TTAD or the Aircraft Owner or Aircraft Operator in order to maintain the operational readiness of the Airport. FBO shall prepare an Aircraft removal plan and have the necessary Equipment Readily Available to remove the Aircraft normally frequenting the Airport.



AIRCRAFT MAINTENANCE OPERATOR (SASO)

4. AIRCRAFT MAINTENANCE OPERATOR (SASO)

4.1. Introduction

Aircraft Maintenance Operator – Operator engaged in providing Aircraft Maintenance for Aircraft other than those owned, leased, and/or operated by (under the full and exclusive control of) Operator.

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

4.2. Leased Premises

Operator shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessees, but not less than the following based on the type of Aircraft, which are not cumulative.

| Leased Premises (square feet) | Single Engine Piston | Multi Engine Piston | Turboprop | Turbojet |
|--|--|---------------------|------------------|------------------|
| Contiguous land (Lessee only) | 21,780 | 21,780 | 21,780 | 32,670 |
| Customer, Administrative, and Maintenance area | 1,200 | 1,200 | 1,200 | 2,000 |
| Note | Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage. Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts, accessories, related components, and Equipment. | | | |
| Customer area | | | | |
| Note | Customer area is a subset of the Customer, Administrative, and Maintenance area and shall include adequate space for customer lounge and restrooms. | | | |
| Lessee | 500 | 500 | 500 | 500 |
| Sublessee | Immediate access | Immediate access | Immediate access | Immediate access |
| Hangar | 3,600 | 4,800 | 4,800 | 10,000 |
| Note | 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 General Aviation Aircraft being serviced, whichever is greater. | | | |

4.3. Employees

If Operator is not certificated as a Repair Station (as defined by 14 CFR Part 145), Operator shall, at a minimum, employ the following number of Employees who shall be available during the required hours of activity as follows:

| Employees | Standard | Notes |
|------------------------------------|----------|---|
| A & P Mechanic(s) | 1 | An A & P Mechanic may fulfill the responsibilities of the customer service representative unless the A & P Mechanic is performing duties off the Leased Premises. |
| Customer Service Representative(s) | 1 | |



AIRCRAFT MAINTENANCE OPERATOR (SASO)

If Operator is not certificated as a Repair Station (as defined in 14 CFR Part 145) and is providing annual or phase inspections, one A & P Mechanic shall have Inspection Authorization (IA).

4.4. *Equipment*

Operator shall have necessary Equipment for the performance of services being provided in accordance with the manufacturer's specifications and applicable FAA regulations.

4.5. *Hours of Activities*

Operator shall be open and services shall be available to meet reasonable demands of customers for these Activities, but not less than the following:

| Hours of Activities | Standard | Notes |
|---------------------|-------------------|-------|
| Hours | 8 hours per day | |
| Days per week | 5 | |
| Holidays | no | |
| After-hours | Prior arrangement | |

4.6. *Defueling*

Operator may only defuel Aircraft if necessary for Aircraft Maintenance. Employees engaged in defueling and refueling shall be trained in an FAA approved fire safety program per 14 CFR Part 139.321. Additionally, Operator may refuel the defueled Aircraft following provision of required Aircraft Maintenance. Defueling and refueling shall not be construed to permit Operator to engage in the sale of Fuels as this Activity is specifically reserved for an FBO (see Section 3).

Operator conducting defueling and refueling of Aircraft shall have adequate and proper Fuel storage, provide the TTAD with a SPCC Plan for defueling, refueling, and fuel storage, and conform with Section 3.4, Section 3.5, and Section 3.10.



5. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

5.1. Introduction

Aircraft Rental Operator – Operator engaged in the rental of Aircraft to the public.

Flight Training Facility Operator – Operator engaged in providing flight instruction to the public from a facility leased or developed on the Airport by Operator.

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

5.2. Leased Premises

Operator 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.

| Leased Premises (square feet) | Standard | Notes |
|-------------------------------|----------|---|
| Contiguous land (Lessee only) | 21,780 | |
| Customer area | | |
| <i>Lessee</i> | 250 | Shall include adequate space for customer lounge, class/training rooms, and restrooms. |
| <i>Sublessee</i> | 100 | Shall include adequate space for class/training rooms and immediate access to customer lounge and restrooms. |
| Customer service area | 250 | Shall include adequate and dedicated space for customer service work areas and storage. |
| Self-maintenance | | Only for Operators engaged in self-maintenance. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall comply with the minimum standards for an Aircraft Maintenance Operator (Section 4). |
| <i>Maintenance area</i> | 360 | Shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment. |
| <i>Hangar</i> | 4,800 | Shall be at least equal to the square footage stipulated or large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by the Operator, whichever is greater. |

5.3. Licenses and Certifications

Employees performing Aircraft proficiency checks and/or Flight Training shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certifications for the Aircraft being utilized and/or Flight Training being provided.

Flight Training Facility 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.



5.4. Employees

At a minimum, Operator shall employ the following number of Employees who shall be available during required hours of activities.

| Employees | Standard | Notes |
|---|-----------------|---|
| Aircraft Rental Operator | | |
| <i>Employee(s)</i> | 1 | |
| <i>Customer Service Representative(s)</i> | 1 | An employee may fulfill the responsibilities of the customer service representative unless the employee is performing duties off the Leased Premises. |
| Flight Training Facility Operator | | |
| <i>Flight Instructor(s)</i> | 1 | May be fulfilled through agreement with Independent Flight Training Operators |
| <i>Certificated ground school instructor(s)</i> | 1 | Capable of providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for commercial pilot and instrument rating. May be fulfilled by a properly certified Flight Instructor. |
| <i>Customer Service Representative(s)</i> | 1 | A flight instructor may fulfill the responsibilities of the customer service representative unless the flight instructor is performing duties off the Leased Premises. |

5.5. Equipment

Operator shall have the following number Aircraft available for rental or Flight Training, as applicable. All Aircraft shall be owned or leased by Operator (and operated under the full and exclusive control of Operator).

| Equipment | Standard | Notes |
|--|-----------------|---|
| Aircraft Rental Operator Aircraft | | |
| <i>Fixed wing: single-engine</i> | 2 | One Aircraft must be IFR capable and four place. |
| Flight Training Facility Operator Aircraft | | |
| <i>Fixed wing: single-engine</i> | 2 | One Aircraft must be IFR capable and four seats unless Flight Training Operator is only providing sport pilot training. |

Flight Training Facility Operators shall provide training aids necessary to provide ground school instruction.



5.6. Hours of Activities

Operator shall be open and services shall be available to meet reasonable demands of customers for these Activities, but not less than the following:

| Hours of Activities | Standard | Notes |
|----------------------------|-------------------|--------------|
| Hours | 8 hours per day | |
| Days per week | 6 | |
| Holidays | Yes | |
| After-hours | Prior arrangement | |

5.7. Insurance Disclosure Requirement

Any Operator conducting Aircraft rental or Flight Training shall post a notice (and incorporate within its rental and instruction agreements) that: (a) identifies the insurance coverages provided to the renter or student by Operator, (b) discusses when and how the insurance coverages apply, (c) indicates where additional information can be obtained, and (d) advises the renter or student that additional insurance coverage is available (i.e., that the renter or student can purchase an individual non-ownership liability policy). Operator shall provide a copy of such notice to the TTAD.

5.8. Noise Abatement Procedures

Any Operator conducting Aircraft rental or Flight Training shall be versed and instruct renters and/or students in TTAD noise abatement procedures.



6. SAILPLANE OPERATOR (SASO)

6.1. Introduction

Sailplane Operator – Operator engaged in the sale and delivery of products and services and the Subleasing of facilities including, at a minimum, the following Activities:

| Activities | Standard | Notes |
|---------------------------|----------|-------|
| Sailplane Rental | Yes | |
| Sailplane tow services | Yes | |
| Sailplane Flight Training | Yes | |
| Sailplane storage | Yes | |

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

6.2. Leased Premises

Operator shall have adequate land and Improvements to accommodate all Activities of Operator, but not less than the following, which are not cumulative.

| Leased Premises (square feet) | Standard | Notes |
|-------------------------------|----------|--|
| Contiguous land | 174,240 | |
| Customer area | 250 | Shall include adequate space for customer lounge, class/training rooms, and restrooms. |

6.3. Licenses and Certifications

Employees performing Sailplane proficiency checks, Flight Training, or sightseeing flights (flights which begin and end at the Airport and are conducted within a 25 statute mile radius of the Airport) shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certifications for the Sailplane being utilized and/or Flight Training or sightseeing flight being provided.

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 glider rating.

6.4. Employees

At a minimum, Operator shall employ the following number of Employees who shall be available during required hours of activities.

| Employees | Standard | Notes |
|------------------------------------|----------|---|
| Customer Service Representative(s) | 1 | An employee may fulfill the responsibilities of the customer service representative unless the employee is performing duties off the Leased Premises. |
| Flight Instructor(s) | 1 | May be fulfilled through agreement with Independent Flight Training Operator |



SAILPLANE OPERATOR (SASO)

| Employees | Standard | Notes |
|---|----------|--|
| <i>Certificated ground school instructor(s)</i> | 1 | Capable of providing on-demand ground school instruction sufficient to enable students to pass applicable FAA written examination. May be fulfilled by a properly certified Flight Instructor. |

6.5. Equipment

Operator shall have the following number of Sailplane and Aircraft available, as applicable. All Sailplane and Aircraft shall be owned or leased by Operator (and operated under the full and exclusive control of Operator).

| Equipment | Standard | Notes |
|----------------------------------|----------|-------|
| Rental/Flight Training Sailplane | | |
| <i>Sailplane</i> | 2 | |
| Tow Aircraft | | |
| <i>Single Engine</i> | 1 | |

Operator shall provide training aids necessary to provide ground school instruction.

6.6. Hours of Activities

Operator shall be open and services shall be available during the approved season to meet reasonable demands of customers for these Activities, but not less than the following:

| Hours of Activities | Standard | Notes |
|---------------------|-----------------|-------|
| Hours | 8 hours per day | |
| Days per week | 6 | |
| Holidays | No | |

6.7. Standard Operating Procedures

Operator shall develop and maintain standard operating procedures (SOP). Operator's SOP shall include, at a minimum, operational protocols and safety measures to be followed by Operator and members of the general public.

Operator's SOP shall be submitted to the TTAD no later than 30 calendar days before the Activities are scheduled to commence and shall be resubmitted any time changes are made.

6.8. Insurance Disclosure Requirement

Operator conducting Sailplane rental or Flight Training shall post a notice (and incorporate within its rental and instruction agreements) that: (a) identifies the insurance coverages provided to the renter or student by Operator, (b) discusses when and how the insurance coverages apply, (c) indicates where additional information can be obtained, and (d) advises the renter or student that additional insurance coverage is available (i.e., that the renter or student can purchase an individual non-ownership liability policy). Operator shall provide a copy of such notice to the TTAD.



7. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

7.1. Introduction

Aircraft Charter Operator – Operator, with Based Aircraft, 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).

Aircraft Management Operator – Operator, with Based Aircraft, engaged in the business of providing Aircraft management including, but not limited to, flight dispatch, flight crews, or Aircraft Maintenance coordination to the public.

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

7.2. Leased Premises

Operator 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.

| Leased Premises (square feet) | Standard | Notes |
|-------------------------------|------------------|---|
| Contiguous land (Lessee only) | 21,780 | |
| Customer area | | |
| Lessee | 500 | Shall include adequate space for customer lounge and restrooms |
| Sublessee | Immediate access | Shall include customer lounge and restrooms |
| Customer service area | 250 | Shall include adequate and dedicated space for customer service work areas and storage |
| Self-maintenance | | Only for Operators engaged in self-maintenance. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall comply with the minimum standards for an Aircraft Maintenance Operator (Section 4). |
| Maintenance area | 360 | Shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment. |
| Hangar | 4,800 | Shall be at least equal to the square footage stipulated or large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by the Operator, whichever is greater. |



7.3. Licenses and Certifications

Aircraft Charter Operators shall have and provide copies to the TTAD 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 TTAD within three calendar days.

7.4. Employees

If certificated to engage in on-demand common carriage for persons or Property, Aircraft Charter Operator shall employ the number of Employees as required by 14 CFR Part 135. If certificated to engage in private carriage (as defined in 14 CFR Part 125).

Aircraft Charter Operator shall, at a minimum, employ the following number of Employees who shall be available during required hours of activities as follows:

| Employees | Standard | Notes |
|------------------------------------|----------|--|
| Chief Pilot | Yes | A commercial pilot may serve as the chief pilot. |
| Commercial Pilot(s) | 1 | |
| Customer Service Representative(s) | 1 | The chief pilot or a commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off the Leased Premises. |

Aircraft Management Operator shall, at a minimum, employ the following number of Employees who shall be available during required hours of activities as follows:

| Employees | Standard | Notes |
|------------------------------------|----------|---|
| Commercial Pilot(s) | 1 | If providing pilot services |
| Customer Service Representative(s) | 1 | A commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off the Leased Premises. |

7.5. Equipment

Aircraft Charter 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 Aircraft for the type of Aircraft charter service being provided which shall be equipped for and fully capable of flight under instrument conditions.



7.6. Hours of Activities

Aircraft Charter Operator shall be open and services shall be available to meet reasonable demands of customers for these Activities, but not less than the following:

| Hours of Activities | Standard | Notes |
|---------------------|----------|--------------------------------|
| Hours | 8 | Per day |
| Days | 5 | Per week |
| Holidays | Yes | |
| After-hours | Yes | Initial response within 1 hour |

For Aircraft Charter Operator, after-hours, on-call response time is as follows. Each response time is predicated upon the previous step, initialized upon customer inquiry.

| After-hours, On-Call Response Time | Standard | Notes |
|------------------------------------|----------|--|
| Response to customer inquiries | 1 hour | |
| Provision of trip quote | 1 hour | |
| Flight initiation | 2 hours | Notwithstanding circumstances beyond Operator's control (e.g., Aircraft availability, weather, etc.), Operator shall be able to initiate the flight within the time period identified. |

7.7. Hours of Activities

Aircraft Management Operator shall be open and services shall be available to meet reasonable demands of customers for these Activities, but not less than the following:

| Hours of Activities | Standard | Notes |
|---------------------|----------|--------------------------------|
| Hours | 8 | Per day |
| Days | 5 | Per week |
| Holidays | Yes | |
| After-hours | Yes | Initial response within 1 hour |

For Aircraft Management Operator, after-hours, on-call response time is as follows. Each response time is predicated upon the previous step, initialized upon customer inquiry.

| After-hours, On-Call Response Time | Standard | Notes |
|------------------------------------|----------|--|
| Response to customer inquiries | 1 hour | |
| Provision of trip quote | 1 hour | |
| Flight initiation | 2 hours | Notwithstanding circumstances beyond Operator's control (e.g., Aircraft availability, weather, etc.), Operator shall be able to initiate the flight within the time period identified. |



8. INDEPENDENT FLIGHT TRAINING OPERATOR (SASO)

8.1. *Introduction*

Independent Flight Training Operator – Operator, as an individual, providing Flight Training to the general public at (originating from) the Airport and has a contractual arrangement with an approved Aircraft Rental or Flight Training Facility Operator, but does not lease or Sublease land or Improvements at the Airport. A person holding a current FAA Certified Flight Instructor certificate, who provides occasional Flight Training to an Aircraft Owner in the Owner's Aircraft and is not compensated by the Aircraft Owner or any other party and does not make Flight Training available to the public, shall not be deemed a Commercial Activity.

In addition to the General Requirements set forth in Section 2 (excluding Section 2.5 and Section 2.10), each Independent Flight Training Operator shall comply with the following minimum standards set forth in this section.

8.2. *Limitations*

As determined by the TTAD in its sole discretion, if a Flight Training Facility Operator is fully meeting the demand for Flight Training, Independent Flight Training Operators may be prohibited at the Airport.

8.3. *Location*

Independent Flight Training Operator shall only provide ground school instruction from an Aircraft Rental or Flight Training Facility Operator's facility or in locations designated and approved in writing by the General Manager.

8.4. *Licenses and Certifications*

Independent Flight Training Operator shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certifications for the Aircraft being utilized and/or Flight Training being provided and provide proof of such certification upon demand of the General Manager.

Independent Flight Training Operator shall be properly certificated and capable of providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for the pilot rating being sought. Independent Flight Training Operator shall provide, at a minimum, adequate training aids necessary to provide proper and effective ground school instruction.

8.5. *Equipment*

Independent Flight Training Operator shall have access to one properly certified and airworthy Aircraft, which must be IFR capable (unless Independent Flight Training Operator is only providing sport pilot training) from an approved Aircraft Rental or Flight Training Facility Operator.

8.6. *Noise Abatement Procedures*

Independent Flight Training Operator shall be versed and instruct students in TTAD noise abatement procedures.



9. COMMERCIAL SKYDIVING OPERATOR (SASO)

9.1. Introduction

Commercial Skydiving Operator – Operator engaged in providing Skydiving training and services to the general public from their facility which may include leased or subleased land or Improvements at the Airport.

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

Operator shall provide the TTAD with three-weeks advance notice of its intention to start or discontinue Commercial Skydiving operations. However, if said start-up or discontinuation is not permitted or authorized under the Agreement, Operator is required to obtain an amendment to the Agreement prior to the initiation or discontinuance of said use.

9.2. Leased Premises

Operator 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.

| Leased Premises (square feet) | Standard | Notes |
|-------------------------------|----------|--|
| Contiguous land (Lessee only) | 21,780 | |
| Customer area | | |
| <i>Lessee</i> | 250 | Shall include adequate space for customer lounge, class/training rooms, and restrooms. |
| <i>Sublessee</i> | 100 | Shall include adequate space for class/training rooms and immediate access to customer lounge and restrooms. |
| Customer service area | 250 | Shall include adequate and dedicated space for customer service work areas and storage. |
| Self-maintenance | | Only for Operators engaged in self-maintenance. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall comply with the minimum standards for an Aircraft Maintenance Operator (Section 4). |
| <i>Maintenance area</i> | 360 | Shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment. |
| <i>Hangar</i> | 4,800 | Shall be at least equal to the square footage stipulated or large enough to accommodate the largest Aircraft in Operator’s fleet at the Airport maintained by the Operator, whichever is greater. Additionally, adequate space shall be set aside in the Hangar for the packing and maintenance of parachutes. |



9.3. Licenses and Certifications

Employees performing Skydiving training shall be properly certificated by United States Parachute Association and hold the appropriate ratings and medical certifications for Skydiving training being provided.

Operators shall have available a properly certificated ground school instructor capable of providing on-demand ground school instruction.

Operator shall ensure all Participants have all necessary licenses and certificates and have met all FAA and USPA requirements.

9.4. Employees

At a minimum, Operator shall employ the following number of Employees who shall be available during required hours of activities.

| Employees | Standard | Notes |
|---|----------|---|
| <i>Skydiving Instructor(s)</i> | 2 | |
| <i>Certificated ground school instructor(s)</i> | 1 | Capable of providing ground school instruction sufficient to meet student demand |
| <i>Customer Service Representative(s)</i> | 1 | An instructor may fulfill the responsibilities of the customer service representative unless the Skydiving instructor is performing duties off the Leased Premises. |

9.5. Equipment

The Operator must own, lease, or otherwise have sufficient access to equipment, including Aircraft, to conduct Commercial Skydiving without causing any significant flight delays or other operational impacts at the Airport. Operator shall have the following number of Aircraft available for Commercial Skydiving, as applicable. All Aircraft shall be owned or leased by Operator (and operated under the full and exclusive control of Operator).

| Equipment | Standard | Notes |
|----------------------------------|----------|---------------------------------------|
| Operator Aircraft | | |
| <i>Fixed wing: single-engine</i> | 1 | Aircraft must be at least four place. |

9.6. Hours of Activities

Operator shall be open and services shall be available to meet reasonable demands of customers for these Activities, but not less than the following:

| Hours of Activities | Standard | Notes |
|---------------------|-----------------|-------|
| Hours | 8 hours per day | |
| Days per week | 6 | |



9.7. Drop Zone Requirements

Operator shall adhere to the following provisions related to the use of the Drop Zone at the Airport:

- Skydive/Parachute landings shall only occur at a TTAD approved and designated Drop Zone.
- Each Operator must enter into a separate Agreement with the TTAD for the area on the Airport to be used as a Drop Zone.
- The Drop Zone shall be used exclusively for such purpose and shall not be subleased at any time when Commercial Skydiving is authorized to occur.
- Pursuant to the USPA's Basic Safety Requirements, Drop Zones must be unobstructed and conform with DOT/FAA/AR-11/30 Development of Criteria for Parachute Landing Areas on Airports.
- The Operator must install sufficient signage, and ground markings around the Drop Zone to prevent runway incursions or incursions into any OFA, OFZ, or RSA.
- The Drop Zone shall be maintained to facilitate safe landings by Participants.
- The Drop Zone must be sufficiently lighted to facilitate safe landing by Participants in all weather and at all times of day when it is safe to conduct Commercial Skydiving.



10. OTHER COMMERCIAL AERONAUTICAL ACTIVITIES (SASO)

10.1. Introduction

This Section pertains to SASOs engaging in the following Activities.

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

Experimental Aircraft Services and Support – are defined as construction assistance to owners of experimental and/or amateur-built Aircraft (as defined in 14 CFR Section 21.191).

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

Other Air Transportation Services for Hire – are defined as non-stop sightseeing flights (flights which begin and end at the Airport and are conducted within a 25 statute mile radius of the Airport); flights for aerial photography or survey, air ambulance service, firefighting, 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.

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

10.2. Leased Premises

Operator shall have adequate land and Improvements, as appropriate and as agreed to by the TTAD, to accommodate all Activities of Operator and all approved Sublessee(s).

10.3. Employees

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 the Activities.

10.4. Equipment

Operator shall have (based at the Airport), 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.

Operator shall have sufficient materials and/or supplies available to support the Activities.

10.5. Hours of Activity

Operator shall be open and services shall be available during the hours maintained by qualified and experienced entities engaging in similar Activities at comparable airports.

Operator shall be available to meet the reasonable demands of customers for the Activities.



11. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (SASO)

11.1. Introduction

The TTAD recognizes that Aircraft Owners or Aircraft Operators may, from time to time, have specialized aviation service requirements (i.e., Aircraft Maintenance, Flight Training, etc.). When specialized aviation service is required, but is not available at the Airport through existing Operators due to the specialized nature of the aviation service requirements and/or existing Operators are unable to provide the services required within a reasonable timeframe, the TTAD may allow an Aircraft Owner or Aircraft Operator to solicit and utilize the services of a qualified and experienced entity to provide said services.

- Aircraft Owner or Aircraft Operator shall initialize the process by informing the TTAD about the specialized aviation service requirement, the timeframe for the provision of services, and the Temporary Specialized Aviation Service Operator to provide such services.
- Aircraft Owner or Aircraft Operator shall be responsible for assuring the Temporary Specialized Aviation Service Operator complies with all Legal Requirements while on the Airport.

In addition to the applicable General Requirements set forth in Section 2 (which exclude Section 2.10., Hours of Activities), Operator shall comply with the following minimum standards set forth in this section.

11.2. Scope of Activity

Operator shall conduct Activities on the Leased Premises of the Aircraft Owner or Aircraft Operator or in a location approved by the TTAD 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 at comparable airports.

11.3. Commercial Operator Permit

Prior to engaging in Activities at the Airport, Operator must obtain a Commercial Operator Permit from the TTAD for a specific period of time (typically no more than 30 calendar days). Renewal shall be subject to the Operator's compliance with all terms and conditions of the approved Commercial Operator Permit.

Operator shall comply with all requirements for the permitted Activities and limit the service provided to the entity, area, and time period identified in the approved Commercial Operator Permit.

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

12. COMMERCIAL OPERATOR PERMIT

12.1. Application

Any entity desirous of engaging in a Commercial Aeronautical Activity at the Airport (Applicant) shall complete all relevant and applicable sections of the Commercial Operator and Lessee Application (Application) and submit the Application to the TTAD and obtain a Commercial Operator Permit (Permit) from the TTAD prior to engaging in the desired Activities.

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 TTAD in order to properly and fully evaluate the Application and facilitate an analysis of the prospective operation.

No Application will be deemed complete that does not provide the TTAD with the information, data, and/or documentation necessary to enable the TTAD to make a meaningful assessment of Applicant's desired Activities and determine whether or not the Applicant's desired Activities will comply with all applicable Legal Requirements and be compatible with the Airport Layout Plan.

Following review and approval by the TTAD and subject to the Applicant complying with all requirements, a Permit will be issued by the TTAD.

12.2. Approved Permit

The Permit will be valid for the time period indicated in the Permit as long as Operator meets the following requirements.

- The information submitted by Operator is and remains current. Operator shall notify the TTAD in writing within 21 calendar days of any change to the information submitted by Operator.
- Operator remains in full compliance with all applicable Legal Requirements and the terms and conditions of the Permit.

The Permit may not be assigned or transferred and shall be limited solely to the approved Activities identified in the Permit. For Lessees, the Permit shall be incorporated by reference into the Lessees' Agreement. The breach of any portion of the Permit, including the Application incorporated by reference thereto, shall be deemed a material breach of any associated Agreement allowing the TTAD the option to terminate the Permit and/or the Agreement.

12.3. Existing Operator with an Existing Agreement

No Change in Scope of Activities – Upon adoption 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 Legal Requirements.

Change in Scope of Activities – Prior to engaging in any new Activity not permitted under an existing Agreement or Permit or changing or expanding the scope of Activities permitted under an existing Agreement or Permit, Operator shall complete and submit an Application to, and receive a Permit from, the TTAD prior to conducting new Activities not permitted under an existing Agreement or Permit.