

FINAL REPORT

MINIMUM STANDARDS



DUTCHESS COUNTY AIRPORT WAPPINGERS FALLS, NEW YORK

WILLIAM R. STEINHAUS
COUNTY EXECUTIVE

PREPARED BY:



DECEMBER 2007



TABLE OF CONTENTS

Section 1 – Preamble and Policy 1

 1.1 Purpose 1

 1.2 Applicability 1

 1.3 Administration and Policy Oversight 1

 1.4 Appeal Process 2

 1.5 Variance 2

Section 2 – Fixed Based Operator 3

Section 3 – Specialized Aviation Service Operators (SASO) 5

 3.1 Introduction 5

 3.2 Aircraft Sales 6

 3.3 Aircraft Airframe and Power Plant Repair and
 Maintenance Operator 7

 3.4 Aircraft Rental 8

 3.5 Flight Training 9

 3.6 Air Taxi or Air Charter 10

 3.7 Avionics, Instrument, and/or Propeller Repair Operator 11

 3.8 Specialized Commercial Flight Services 12

Section 4 – Flying Clubs 13

Section 5 – Non-Commercial Aviation Fuel Usage 14

Section 6 – Application Process 16

 6.1 Application 16

 6.2 Processing, Denial 17

 6.3 Appeal Process 18

APPENDICIES

Appendix A – Minimum Insurance Requirements





Section 1 – Preamble and Policy

1.1 Purpose

The airport sponsor (Dutchess County) as the owner of a federally-obligated airport may institute Minimum Standards. These Standards are recommended by the FAA to comply with Grant Assurance 22a which imposes the obligation on the Airport operator to make the airport available for public use on fair and reasonable terms and without unjust discrimination to all types, kinds, and classes of aeronautical use. It is therefore incumbent upon the Airport operator, in early stages of the airport development, to establish Minimum Standards to be met by individuals or companies wishing to come onto the airport to provide commercial aeronautical services to the public. The FAA fully supports the early development and continual updating of the Minimum Standards.

These Minimum Standards are the threshold entry requirements for those wishing to provide commercial aeronautical services to the public and are meant to insure that those who are currently providing commodities and services, as approved, are not exposed to unfair or irresponsible competition. These Minimum Standards were developed taking into consideration the following:

1. Role of the Airport
2. Products, services, and facilities provided at the Airport
3. Needs of aviation consumers and the public at the Airport
4. Development of the Airport

The uniform application of these Minimum Standards, containing the minimum levels of service that must be offered by the commercial aeronautical service providers, relates primarily to the public interest and discourages substandard entrepreneurs, thereby conserving competent aviation and aeronautical activity and protecting Dutchess County Airport users.

1.2 Applicability

These minimum standards shall apply to all persons and businesses engaged in commercial activity at the Dutchess County Airport. All persons and businesses shall be in compliance with these minimum standards within six months of adoption by the County.

1.3 Administration and Policy Oversight

While the County is responsible for the administration of the Airport and ultimately sets Airport policy, the Airport Director shall interpret and enforce these Minimum Standards. A Rules and Standards Committee will be established and meet on a quarterly basis to assist the Airport Director in issues related to the Minimum Standards.



EFFECTIVE DATE

These Minimum Standards shall be effective on _____, 2007 and shall remain in effect until such time that these Minimum Standards are either repealed or amended.

AMENDMENT OF STANDARDS

In adopting these Minimum Standards, the County expressly acknowledges that these Minimum Standards are subject to change by amendment or cancellation, in whole or in part, from time to time, by the current or any future County Legislature and that no rights shall accrue to any Fixed Based Operator (FBO), Specialized Aviation Service Operator (SASO), or third party by virtue of adoption of these Minimum Standards.

SEVERABILITY

In the event any covenant, condition, or provision herein contained is held to be invalid by any court of competent jurisdiction, such invalidity shall in no way affect any other covenant, condition, or provision herein contained.

ENFORCEMENT

The uniform application (and enforcement) of these Minimum Standards is considered essential to achieving the stated purpose and underlying objectives of these Minimum Standards. As such, the Airport Director has been given the authority by the County to interpret and enforce these Minimum Standards and may call upon the County's resources to assist the Airport Director, from time to time, as required.

1.4 Appeal Process

The Airport Director's determinations may be appealed by the aggrieved party in writing to the Commissioner of Public Works. The Commissioner of Public Works shall issue a written decision on the appeal within twenty (20) business days of receipt of a fully submitted appeal.

1.5 Variance

Relief from the literal requirements of these Minimum Standards may be granted by the Airport Director when strict enforcement would result in practical difficulty or unnecessary hardship. Any such relief may be subject to reasonable conditions necessary to maintain the safety of flight operations, fulfill the intent of the Minimum Standards, and protect the public interest.



Section 2 - Fixed Based Operator

DEFINITION: A Fixed Based Operator (FBO) is an Entity engaged in the sale of products, services, and facilities to aircraft operators that must include the following activities at the airport:

- Aircraft fueling
- Based and/or transient aircraft parking, tie-down, and hangaring.

An FBO may provide the following services:

- Airframe and powerplant maintenance
- Flight training
- Air taxi or air charter
- Aircraft rental
- Avionics maintenance and sales
- Any other County-approved aeronautical service.

MINIMUM AREA

Land: Adequate to provide space for transient aircraft parking, buildings, parking and storage of aircraft and ground equipment, permanent above ground storage tanks, and fueling systems.

Building: An area of 1,000 square feet that is properly lighted and heated to provide for office space, flight planning, customer lounge, rest rooms, and public telephone.

FUEL STORAGE FACILITY AND EQUIPMENT

FBO shall comply with the following:

FBO shall demonstrate that satisfactory arrangements have been made with the County for the delivery, purchase, and/or storage of aviation fuel in the County-owned and operated fuel storage facility.

The FBO shall provide at least two mobile dispensing single-product trucks for dispensing the minimum requirements of two (2) grades of fuel. The Avgas truck shall have a minimum capacity of 750 gallons and the Jet A fuel truck shall have a minimum capacity of 2,000 gallons.

Fuel dispensing units must be equipped with metering devices which meet all applicable legal requirements. The mobile unit dispensing Jet A fuel must have over-the-wing and single-point aircraft-fueling capability.



Each mobile dispensing truck shall be so equipped and maintained as to comply at all times with all applicable safety and fire prevention requirements or standards.

EQUIPMENT

FBO shall comply with the following:

The FBO shall provide adequate tie-down equipment including ropes, chains, and other types of restraining devices and wheel chocks, which are required to safely secure tie-down aircraft.

The FBO shall provide one tug with a variety of tow bars to safely and efficiently move aircraft.

The FBO shall have equipment for repairing and inflating aircraft tires, servicing oleo struts, changing oil, washing aircraft and aircraft windows, and recharging or energizing discharged aircraft batteries and starters.

The FBO shall have other additional equipment required to service aircraft normally frequenting the Airport.

PERSONNEL

The FBO shall have at least one properly trained and fully qualified employee during hours of activity (from 7:00 a.m. to 9:30 p.m.) to provide fueling, line (ground) services and support, parking, tie-down, and hangar access. The FBO shall have at least one properly trained and fully qualified employee during hours of activity (from 7:00 a.m. to 9:30 p.m.) to provide customer service and support.

All personnel engaged in fueling operations shall be fully instructed and trained in proper fueling procedures as required by current or future NFPA, FAA Advisory Circulars, EPA, and other federal, state, or local authority (and any other applicable) standards.

HOURS OF OPERATION

FBO shall make provisions for fueling, line (ground) services and support, parking, tie-down, and hangaring to be available from 7:00 a.m. to 9:30 p.m., local time, seven days a week, including holidays, and available all other times (after hours), on-call, with a response time not to exceed 60 minutes.

Aircraft recovery (removal) services shall be provided within 30 minutes of notification that such services are required.

INSURANCE

The FBO shall procure and maintain the minimum insurance stipulated in its Agreement with the County and/or the minimum insurance coverages contained in Appendix A, whichever is greater.



Section 3 - Specialized Aviation Service Operators (SASO)

3.1 Introduction

A SASO is a Commercial Operator that engages in any one or a combination of the following aeronautical activities, as authorized (permitted) by the County:

- Aircraft sales
- Aircraft Airframe and Power Plant Repair and Maintenance
- Aircraft rental
- Flight training
- Air taxi or air charter
- Avionics, instrument, and/or propeller repair
- Specialized commercial flight services.

A SASO is NOT permitted to sell, provide (barter, trade, or exchange), or dispense fuel (aviation or otherwise) to aviation consumers, the public, or any other entity.



3.2 Aircraft Sales

DEFINITION

An Aircraft Sales Operator is an Entity engaged in the sale of new and/or used aircraft.

In addition to the General Requirements set forth in Section 2 hereof, each Aircraft Sales Operator must lease or provide as a minimum the following:

MINIMUM AREA

Land: Adequate to provide space for buildings, storage of aircraft, aircraft display, and employee and customer parking.

Building: An area that is properly lighted and heated for administrative offices, customer lounge, restrooms and public telephone.

PERSONNEL

The Operator shall provide one or more persons holding a current pilot certificate and ratings appropriate for the type of aircraft to be demonstrated.

EQUIPMENT

Necessary and satisfactory arrangements for repair and servicing of aircraft shall be provided in accordance with any sales guarantee or warranty period.

HOURS OF OPERATION

Operator shall make provision for personnel to be in attendance in its office at all times during normal business hours (Mon. – Fri., 8 a.m. – 5 p.m.) or shall have an answering service, page system, or other acceptable method for the public to contact the Operator.

INSURANCE

Operator shall maintain, at a minimum, the coverage and limits of insurance contained in Appendix A.



3.3 Aircraft Airframe and Power Plant Repair and Maintenance Operator

DEFINITION

An Aircraft Airframe and Power Plant Repair and Maintenance Operator is an Entity engaging in the business of providing airframe and power plant repair and maintenance services which include the sale of Aircraft parts and accessories.

In addition to the General Requirements set forth in Section 2 hereof, each Aircraft Airframe and Power Plant Repair and Maintenance Operator at the Airport shall comply with the following:

MINIMUM AREA

Land: Adequate to provide space for buildings, parking and storage of aircraft, and employee and customer parking.

Building: An area adequate to provide shop space for airframe and power plant overhaul and repair services and a properly lighted and heated space for administrative offices, customer lounge, restrooms and public telephone.

PERSONNEL

The Operator shall provide a minimum of one FAA-certified technician who possesses an airframe and powerplant (A&P) certificate with inspection authorization, or conduct operations as a certified repair station pursuant to 14 CFR Part 145.

EQUIPMENT

The Operator shall provide equipment, supplies, and parts required for general aircraft A&P inspection, maintenance, and repair.

HOURS OF OPERATION

The Operator shall make provision for personnel to be in attendance in its office at all times during normal business hours (Mon. – Fri., 8 a.m. – 5 p.m.) or shall have an answering service, page system, or other acceptable method for the public to contact the Operator.

INSURANCE

The Operator shall maintain, at a minimum, the coverage and limits of insurance contained in Appendix A.



3.4 Aircraft Rental

DEFINITION

An Aircraft Rental Operator is an Entity engaging in the business of renting aircraft to the public. A commercial flying club operator is an Entity comprised of an association or group of individuals jointly owning or leasing an aircraft to its members (where payment is made to the club for the operating time of the aircraft) but which does not meet the requirements established for Exempt Flying Clubs.

In addition to the General Requirements set forth in Section 2 hereof, each Aircraft Rental/Commercial Flying Club Operator at the Airport shall comply with the following:

MINIMUM AREA

Land: Adequate to provide space for buildings, parking aircraft, and employee and customer parking.

Building: An area that is properly lighted and heated for administrative offices, customer lounge, restrooms and public telephone.

PERSONNEL

The Operator shall have in its employ at least one (1) person having current FAA-certified flight instructor ratings and which is current in all aircraft models offered for rental.

EQUIPMENT

The Operator shall have available for rental, either owned by or under written lease to Operator and under the exclusive control of Operator, at least one (1) certified and currently airworthy aircraft.

HOURS OF OPERATION

The Operator shall make provision for personnel to be in attendance in its office at all times during normal business hours (Mon. – Fri., 8:00 a.m. – 5:00 p.m.) or shall have an answering service, page system, or other acceptable method for the public to contact Operator.

INSURANCE

The Operator shall maintain, at a minimum, the coverage and limits of insurance contained in Appendix A.



3.5 Flight Training

DEFINITION

A Flight Training Operator is an Entity engaging in instructing pilots in fixed or rotary wing aircraft operations and providing such related ground school instruction as is necessary and preparatory to taking a written examination and flight check ride for the category or categories of pilot's licenses and rating involved.

In addition to the General Requirements set forth in Section 2 hereof, each Flight Training Operator at the Airport shall comply with the following:

MINIMUM AREA

Land: Adequate to provide space for building, parking and storage of aircraft, and employees and customers parking.

Building: An area that is properly lighted and heated to provide for office space, flight planning, pilot supply sales, customer lounge, restrooms, and public telephone.

PERSONNEL

The Operator shall employ at least one (1) flight instructor who is properly certified by the FAA to provide all types of training offered and shall comply with all applicable FAA, federal, state, and local regulations.

EQUIPMENT

The Operator shall have available for use in flight training, either owned by or under written lease to Operator and under the exclusive control of Operator, at least one (1) certified and currently airworthy aircraft, which must be equipped for dual operation.

The training equipment shall include, at a minimum, adequate mockups, pictures, slides, filmstrips, videotapes, or other training aids necessary to provide proper and effective ground school instruction. All materials, supplies, and training methods must meet FAA requirements for the training offered.

HOURS OF OPERATION

Operator shall make provision for personnel to be in attendance in its office at all times during normal business hours (Mon. – Fri., 8:00 a.m. – 5:00 p.m.) or shall have an answering service, page system, or other acceptable method for the public to contact Operator.

INSURANCE

Operator shall maintain, at a minimum, the coverage and limits of insurance contained in Appendix A.



3.6 Air Taxi or Air Charter

DEFINITION

An Aircraft Taxi or Air Charter Operator is an Entity engaged in the business of providing air transportation (for persons or property) to the general public for hire, either on a charter basis or as an Air Taxi Operator, as defined in the Federal Aviation Regulations.

In addition to the General Requirements set forth in Section 2 hereof, each Aircraft Charter or Air Taxi Operator at the Airport shall comply with the following:

MINIMUM AREA

Land: Adequate to provide space for buildings, aircraft, and vehicle parking.

Building: An area that is properly lighted and heated for office space, flight planning, customer lounge area, rest rooms and public telephone.

PERSONNEL

The Operator shall provide a minimum of one (1) FAA-certified commercial pilot appropriately rated to conduct air service offered and additional personnel as required to attend office during normal working hours.

EQUIPMENT

Operator shall provide, either owned by or under written lease to Operator and under the exclusive control of Operator, at least one (1) certified and continuously airworthy aircraft. Fixed wing aircraft must also be certified for flight under instrument conditions.

HOURS OF OPERATION

Operator shall make provision for personnel to be in attendance in its office at all times during normal business hours (Mon. – Fri., 8:00 a.m. – 5:00 p.m.) or shall have an answering service, page system, or other acceptable method for the public to contact Operator.

INSURANCE

Operator shall maintain, at a minimum, the coverage and limits of insurance contained in Appendix A.

LICENSES AND CERTIFICATES

Operator must be certified to the extent required by the FAA to conduct all aircraft charter or air taxi services and activities. Said certificates must be displayed in a public area in Operator's place of business.



3.7 Avionics, Instrument, and/or Propeller
Repair Operator

DEFINITION

An Avionics, Instrument, and/or Propeller Repair Operator is an Entity engaged in the business of repairing aircraft radios, electrical systems, propellers, instruments, and/or accessories. This category includes the sale of new or used aircraft radios, propellers, instruments, and/or accessories.

In addition to the General Requirements set forth in Section 2 hereof, each Avionics, Instrument, and/or Propeller Repair Operator at the Airport shall comply with the following:

MINIMUM AREA

Land: Adequate to provide space for building and aircraft parking.

Building: An area adequate to provide floor space for at least one (1) aircraft with associated, repair and maintenance area and a properly lighted and heated space for offices, customer lounge, restrooms and public telephone.

PERSONNEL

The Operator shall provide a minimum of one person who are currently and properly certified by the FAA with ratings appropriate to the work being performed.

EQUIPMENT

Operator shall provide sufficient equipment, supplies, and availability of parts equivalent to that required for certification by the FAA as an approved repair Operator.

HOURS OF OPERATION

Operator shall make provision for personnel to be in attendance in its office at all times during normal business hours (Mon. – Fri., 8:00 a.m. – 5:00 p.m.) or shall have an answering service, page system, or other acceptable method for the public to contact Operator.

INSURANCE

Operator shall maintain, at a minimum, the coverage and limits of insurance contained in Appendix A.



3.8 Specialized Commercial Flight Services

DEFINITION

A Specialized Commercial Flight Operator is an Entity engaged in specialized commercial air activities including but not limited to the following: Aerial photography or survey, fire fighting or fire patrol, power line or pipeline patrol.

In addition to the General Requirements set forth in Section 2 hereof, each Specialized Commercial Flight Operator shall comply with the following:

MINIMUM AREA

Land: Adequate to provide space for parking aircraft and employee and customer parking.

Building: An area that is properly lighted and heated for office, space, flight planning, and restrooms.

PERSONNEL

The Operator shall provide a minimum of one person who is currently and properly certified by the FAA with ratings appropriate to the work being performed.

HOURS OF OPERATION

Operator shall make provision for personnel to be in attendance in its office at all times during normal business hours (Mon. – Fri., 8:00 a.m. – 5:00 p.m.) or shall have an answering service, page system, or other acceptable method for the public to contact Operator.

EQUIPMENT

The Operator shall have at least one (1) certified and currently airworthy aircraft either owned by or under written lease to the Operator and under the exclusive control of the Operator.

INSURANCE

Operator shall maintain, at a minimum, the coverage and limits of insurance contained in Appendix A.



Section 4 – Flying Clubs

DEFINITION

According to FAA Order 5190.6A, Airport Compliance Requirements, Section 3.9 (g), a private flying club is a nonprofit, entity (corporation, association or partnership) organized for the express purpose of providing its members with an aircraft or aircraft for their personal use.

In addition to the General Requirements set forth in Section 2 hereof, each Flying Club shall comply with the following:

MINIMUM STANDARDS

Each club must be registered as a non-profit corporation, association or partnership.

Each member must be a bona fide co-owner of the aircraft or stockholder in the corporation.

The ownership of the aircraft, or aircraft, must be vested in the name of the flying club (or owned ratable by all its members).

The club may not derive greater revenue from the use of its aircraft than the amount for the operation, maintenance, and replacement of its aircraft.

The club will file and keep current with the Airport Director a complete list of the club's membership and investment share held by each member.

The club's aircraft will not be used by other than bona fide members for rental and will not be used by anyone for commercial operation.

Student instruction can be given in club aircraft to club members provided such instruction, if done at the airport, is given by a lessee based at the Airport who provides flight instruction, or by an instructor who shall not operate for a profit in any manner for such service.

Aircraft maintenance performed by the club shall be limited to only that maintenance that does not require a certified mechanic. All other maintenance, if done at the airport, must be provided by a lessee based at the Airport who provides such services, or by a properly certified mechanic who shall not operate for a profit in any manner for such service.

INSURANCE

Operator shall maintain, at a minimum, the coverage and limits of insurance contained in Appendix A.



Section 5 – Non-Commercial Aviation Fuel Usage

INTRODUCTION

This section sets forth the standards and prerequisites to an entity desirous or engaging in Non-Commercial Self-Service Fueling at the Airport. Any entity engaging in such activities shall also be required to comply with all applicable NFPA requirements pertaining to such activities.

An Operator may fuel and otherwise service its own aircraft provided the Operator does so himself (or his/her employees do so) using his/her own vehicles, equipment, and resources (fuel) and such fueling shall be performed in accordance with all applicable regulatory measures.

AGREEMENT/APPROVAL

No entity shall engage in self-service fueling activities except those persons who have a written agreement with the County.

The Operator shall provide the Airport Director with evidence of ownership or lease of any aircraft being operated (under the full and exclusive control of) and fueled by the Operator.

REPORTING

The Operator shall report all fuel delivered to the approved Operator's fuel storage facility during each calendar month and submit a summary report along with appropriate fuel flowage fees and/or other charges due on or before the 10th day of the subsequent month.

The Operator shall, during the term of the agreement and for three years thereafter, maintain records identifying the total number of fuel gallons purchased and delivered. Records (and meters) shall be made available to the Airport Director for review and audit.

FUEL STORAGE

The Operator shall demonstrate that satisfactory arrangements have been made with the County for the delivery, purchase, and/or storage of aviation fuel in the County-owned and operated fuel storage facility.

The Operator shall provide for the lawful and sanitary handling and timely disposal away from the Airport of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and other regulated waste.

LIMITATIONS

The Operator shall not sell and/or dispense (barter, trade, or exchange) fuels to based aircraft or transient aircraft that are not owned, leased and/or operated (and under the full and exclusive control of) the Operator.



PERSONNEL

At least one properly trained and fully qualified person shall be on duty at all times when fueling operations are being conducted. Each refueling attendant will receive training regarding refueling operation, aircraft to be refueled, and proper procedures to be followed prior to, during, and after refueling operations, including fire safety and emergency procedures. This training must be documented and available for review by the Airport Director.

INSURANCE

Operator shall maintain, at a minimum, the coverage and limits of insurance contained in Appendix A.



Section 6 – Application Process

6.1 Application

Any person who desires to conduct a commercial activity on the Airport shall submit a written application to the Airport Director prior to conducting such activities. Applications shall be made on forms provided by the Airport Director. Prior to submitting a written application, the Applicant is advised to discuss all aspects of the application and proposed operation with the Airport Director.

The Airport Director shall always consider applications from entrepreneurs not meeting these minimum standards should their service be recognized as valuable within the local flying community. The Airport Director shall have the authority to waive elements of the minimum standards.

In addition to the application, the applicant shall submit the following required information or documentation:

INTENDED SCOPE OF ACTIVITIES

As part of any agreement, the prospective Operator must submit a specific, detailed description of the scope of intended activities, and the means and methods to be employed to accomplish the contemplated activities, including, but not limited to, the following:

- a. The legal name of the Entity filing the application and its business name (if different).
- b. The name, address, and telephone number of the Entity, the primary contact individual, and all owners of five percent (5%) or more of equity interest, management control, or debt of the Entity.
- c. A comprehensive listing of all activities proposed to be offered, along with copies of all applicable federal, state, or local operating certificates and licenses currently held.
- d. For proposed leases of existing structures or improvements: a description of the size, location, and proposed utilization of office, hangar, tie-downs, and/or vehicle parking areas to be utilized.
- e. For proposed leases of unimproved Airport areas: a layout (to scale) of the size, configuration, and location of the property desired to be occupied and a description and preliminary drawing of the buildings and improvements to be constructed, together with vehicle parking to be available (and required) for the proposed activities.
- f. The number of persons proposed to be employed, including the names and qualifications of key persons involved in conducting proposed activities.
- g. The number of aircraft to be utilized in connection with the activities and the make, model, passenger seating capacity, cargo capacity, aircraft registration number, and copies of applicable operating certificates for each aircraft.



- h. The tools, equipment, vehicles, and inventory proposed to be utilized in connection with the proposed activities.

FINANCIAL RESPONSIBILITY AND CAPABILITY

The prospective Operator must provide a statement, as evidence of applicant's financial responsibility, from an area bank, trust company, or from other sources as may be acceptable to the Airport Director and readily verified through normal banking channels. The prospective Operator must also demonstrate the financial capability to initiate the activities, construct the improvements proposed, and (if applicable) provide the working capital necessary to carry on the contemplated activities (once initiated). The demonstration of financial responsibility and capability shall include a cash flow and profit and loss projection for the first five (5) years of the proposed operation, a three (3) year historical profit and loss statement (if available), and a current (within 60 days) balance sheet.

EXPERIENCE

The prospective Operator shall furnish the Airport Director with a statement of its past experience in the specified aeronautical activities for which application is being made, including resumes of management individuals who will be directly responsible for the proposed operation, together with business, financial, and managerial references. The foregoing information must be presented in a form satisfactory to the Airport Director.

PERFORMANCE BOND CAPACITY

The prospective Operator shall provide evidence in a form acceptable to the Airport Director of its ability to supply a performance bond in an amount equal to the cost of constructing the proposed improvements submitted to the Airport Director for approval.

6.2 Processing, Denial

The Airport Director shall be responsible for processing an application for a lease, license, or agreement to conduct activities at the Airport, subject to the approval of the County if necessary. The Airport Director may deny any application if it is determined that:

- a. The applicant does not meet the qualifications and standards set forth in these Minimum Operating Standards;
- b. The proposed activities are likely to create a safety hazard at the Airport;
- c. The activities will require the County to spend funds, or to supply labor or materials as a result of the applicant's activities, or will result in a net financial loss to the County;
- d. No appropriate space or land is available to accommodate the proposed activities;
- e. The proposed activities are not consistent with the airport master plan and/or airport layout plan;
- f. The proposed activities are likely to result in a congestion of aircraft operating areas or buildings, a reduction in airport capacity, or an undue interference with airport operations or the operations of any existing airport users on the Airport;



- g. The applicant or any of its principals has knowingly made any false or misleading statements in the course of applying for a lease, license, or agreement;
- h. The applicant or any of its principals has a record of violating the Rules and Regulations, these Minimum Operating Standards, FARs or any other applicable laws, rules or regulations;
- i. The applicant does not have the technical or financial capabilities to properly conduct the proposed activities for a minimum period of six months.

6.3 Appeal Process

The Airport Director's determinations may be appealed by the aggrieved party in writing to the Commissioner of Public Works. The Commissioner of Public Works shall issue a written decision on the appeal within twenty (20) business days of receipt of a fully submitted appeal.



Appendix A

Minimum Insurance Requirements

Minimum Insurance Requirements

	Fixed Based Operator	Aircraft Maintenance Operator	Avionics or Instrument Maintenance Operator	Aircraft Rental or Flight Training Operator	Aircraft Taxi or Charter Operator	Aircraft Sales Operator	Specialized Commercial Flight Services Operator	Flying Club or Non Commercial Operator (Leaseholders)
COMMERCIAL GENERAL LIABILITY (Combined Single Limit)								
Each Occurrence	\$5,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
VEHICULAR LIABILITY (Combined Single Limit)								
Each Occurrence	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	See Statutory Requirements
HANGAR KEEPER'S LIABILITY (Largest Aircraft Accommodated) - if applicable								
SE Piston Group I	Each Aircraft	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
	Each Occurrence	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
ME Piston Group I	Each Aircraft	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
	Each Occurrence	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Turboprop Group I	Each Aircraft	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Each Occurrence	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Turboprop Group II	Each Aircraft	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
	Each Occurrence	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000
Turbojet Group I	Each Aircraft	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
	Each Occurrence	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Rotorcraft	Each Aircraft				\$2,500,000			
	Each Occurrence				\$10,000,000			
Turbojet Group II	Each Aircraft	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
	Each Occurrence	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
Turbojet Group III	Each Aircraft	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
	Each Occurrence	\$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		
ME Piston / Group I					\$1,000,000	\$100,000 sub limit per person		
Turbopro / Group I & II					\$5,000,000	\$250,000 sub limit per person		
Turbojet / Group I					\$5,000,000	\$250,000 sub limit per person		
Turbojet / Group II					\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
Turbojet / Group III					\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
Student and Renters				\$100,000				
AIRCRAFT LIABILITY (Combined Single Limit)								
Each Occurrence								\$1,000,000
ENVIRONMENTAL LIABILITY (Combined Single Limit, Each Occurrence)								
Each Occurrence	\$1,000,000							

Commercial General Liability to include bodily injury, personal injury, and property damage for all premises, products and completed operations, unlicensed vehicles, and contractual liability.

Vehicular Liability or Business Automobile Liability to include bodily injury and property damage for all vehicles (owned, non-owned, or hired).

Hangar Keeper's Liability to include property damage for all non-owned aircraft under the care, custody, and control of the Operator.

Aircraft and Passenger Liability to include bodily injury, property damage, and passenger injury for all owned, leased, or operated aircraft.

Student and Renter Liability to include bodily injury, personal injury, and property damage (excluding aircraft hull) for students and renters of aircraft.

Environmental Liability to include injury, property damage, and environmental cleanup costs.

Statutory Automobile Insurance Requirements

Personal Injury Protection ("No Fault Insurance")	\$50,000
Bodily Injury Liability	\$25,000 per person / \$50,000 per accident
Property Damage	\$10,000
Uninsured Motorist	\$25,000 per person / \$50,000 per accident

SE = Single engine aircraft

ME = Multi engine aircraft