

CENTRAL WISCONSIN JOINT AIRPORT BOARD

CENTRAL WISCONSIN AIRPORT (CWA)



MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL  
SERVICE PROVIDERS

APPENDIX B TO THE RULES AND REGULATIONS

ADOPTED BY THE CENTRAL WISCONSIN JOINT AIRPORT BOARD

November 8, 2022

**CENTRAL WISCONSIN AIRPORT (CWA)**  
**MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL SERVICE PROVIDERS**  
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## CHAPTER 1 - INTRODUCTION

### PURPOSE

The Counties of Marathon and Portage, as the owners, and the Central Wisconsin Joint Airport Board, as the operator of the Central Wisconsin Airport (CWA) have established these Minimum Standards applicable to any Person providing or seeking to provide Commercial aeronautical activities or services at the Airport.

These Minimum Standards serve to promote safety in all airport activities, protect airport users from unlicensed and unauthorized products and services, maintain and enhance the availability of adequate services for all airport users, promote the orderly development of airport land, provide a clear and objective distinction between service providers that will provide a satisfactory level of service and those that will not and prevent disputed between aeronautical provides and reduce potential complaints. Additionally, as federally obligated through its participation in the FAA's Airport Improvement Program, the Airport must comply with applicable federal grant assurances, including Grant Assurance 22 – Economic Non-Discrimination and Grant Assurance 23 – Exclusive Rights. These grant assurances serve to ensure that airports receiving federal funds are operated in a manner that benefits the public and to guarantee that a level playing field exists for companies or individuals wishing to provide Commercial aeronautical services to the public.

These Minimum Standards were developed in accordance with FAA Advisory Circular 150/5190-7, *Minimum Standards for Commercial Aeronautical Activities*, dated August 28, 2006 and other applicable FAA orders, policies and guidance documents. The Airport may amend these Minimum Standards, subject to the approval of the Airport Board and the Counties, as necessary to address changes in airport operational conditions and growth, business conditions, governmental regulations or to ensure safe and efficient Commercial aeronautical services at the Airport.

Commercial aeronautical activities or services not addressed by these Minimum Standards will be addressed by the Airport on a case-by-case basis, taking into consideration the desires of the applicant, the best interest of the Airport and the need for such services or activities at the Airport. Minimum standards will be provided in the Operator's lease, agreement or permit and/or through an amendment to these Minimum Standards.

The Airport reserves the right to exercise its proprietary right to be the exclusive provider of any or all of the Commercial Aeronautical Services needed or desired by the public at the Airport, including those described herein. Also, the Airport reserves the right, at any time, to issue a competitive solicitation for Commercial aeronautical services in accordance with applicable laws and Airport policies.

### ENFORCEMENT

The Airport intends to enforce these Minimum Standards in a consistent and uniform manner to accomplish the purpose and promote successful commercial business operations at the Airport. Chapter 1 of the Airport Rules and Regulations addresses compliance, enforcement, violations and appeals of these Minimum Standards. The Airport Director, in his or her sole discretion, may temporarily waive or suspend any of these Minimum Standards if determined to be in the best interest or welfare of the Airport.

## CHAPTER 2 – DEFINITIONS

Unless specifically defined otherwise herein, the following terms used in these Minimum Standards shall have the following definitions, whether or not such terms are capitalized. Any terms not defined in this chapter shall have the meaning set forth in applicable federal, state, and local laws.

**AERONAUTICAL SERVICES** - means any service or activity which involves, makes possible or is required for the operation of Aircraft, or which contributes to or is required for the safety of Aircraft operations. The following services/activities commonly conducted on airports are Aeronautical Activities within this definition include but are not limited to: air taxi and charter operations, pilot training, Aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising, air ambulance services, surveying, air-carrier operations, air cargo operations, Aircraft sales and services, sale of aviation petroleum products, repair and maintenance of Aircraft, sale of Aircraft parts, and any other activities that, because of their direct relationship to the operation of an Aircraft, can appropriately be regarded as an "Aeronautical Service or Activity."

**AIR OPERATIONS AREA (AOA)** – The Air Operations Area is the area of an airport, including adjacent terrain and facilities and their accesses, where aircraft movement takes place and access is controlled.

**AIRCRAFT** – Aircraft shall mean any contrivance now known or hereafter designated, invented, or used for powered or non-powered flight in the air.

**AIRPORT** – Airport shall mean the Central Wisconsin Airport including all land, buildings, improvements and infrastructure within its borders. Airport shall also mean the Administration office thereof.

**AIRPORT BOARD** – Board shall mean the Central Wisconsin Joint Airport Board as governing body of the Airport which has been authorized by Marathon and Portage Counties to exercise all powers permitted by the Wisconsin Statutes and Administrative Code and regulations of the United States.

**AIRPORT DIRECTOR** – Airport Director shall mean that person employed by the Airport Board to supervise the operation and management of the Airport and having immediate charge of the Airport or his authorized representatives.

**AIRPORT SECURITY PROGRAM (ASP)** – Airport Security Program is the procedures, programs and rules established, implemented and maintained for security purposes of the Airport pursuant to rules and regulations of the TSA. Violations of the Airport Security Program are enforceable by the Airport pursuant to the ASP and the Airport Rules and Regulations.

**COMMERCIAL** - Commercial shall mean that which relates to the exchange, trading, buying, hiring, advertising, solicitation, promotion or selling of commodities, goods, services, information or tangible or intangible property of any kind, or any revenue-producing activity at the Airport.

**COUNTIES** – Counties shall mean the Counties of Marathon and Portage, Wisconsin.

**EXCLUSIVE RIGHT** – Exclusive right shall mean a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right.

**FEDERAL AVIATION ADMINISTRATION (FAA)** – The Federal Aviation Administration is the federal agency within the United States Department of Transportation with authority to regulate and oversee all aspects of civil aviation, or such other governmental agency which may be successor thereto.

**FIXED BASE OPERATOR (FBO)** – Fixed Base Operator means a firm or Person, subject to the provisions of an agreement or permit, which provides commercial aeronautical services such as fueling, hangaring, tie-down and parking, aircraft rental, aircraft maintenance, flight instruction, etc.

**FUEL** – Fuel shall mean aviation fuels of all grades and/or petroleum products ordinarily used and required for the operation of aircraft, including turbine (jet) fuel (Jet A) and aviation gasoline (AvGas).

**MINIMUM STANDARDS** – Minimum Standards shall mean these Minimum Standards for Commercial Aeronautical Service Providers adopted by the Counties and Airport Board as may be amended from time to time, as the minimum requirements to be met as a condition for the right to provide Commercial aeronautical services at the Airport.

**INDEPENDENT OPERATOR** - An independent operator is a single individual, working alone without employees or partners, who provides a Commercial aeronautical service.

**OPERATOR** – Operator shall mean any Person providing Commercial aeronautical services at the Airport.

**PERSON** – Person shall extend and apply to natural persons, firms, corporations, associations, partnerships or other bodies politic and to all entities capable of being sued, unless plainly inapplicable.

**PRINCIPAL** – Principal shall mean all parties owning an interest in a business of greater than 5%, and each partner, director or corporate officer, and those persons who will be managing the business.

**RULES AND REGULATIONS** – Rules and Regulations shall mean the Rules and Regulations developed by the Airport that govern Airport operations, including any future amendments or supplements to the existing document.

**SPECIALIZED AVIATION SERVICE OPERATIONS (SASO)** – Specialized aviation service operations or SASOs are sometimes known as single-service providers or special FBOs performing less than full services. These types of companies differ from a full service FBO in that they typically offer only a specialized aeronautical service such as aircraft sales, flight training, aircraft maintenance, or avionics services.

**TRANSPORTATION SECURITY ADMINISTRATION (TSA)** - The Transportation Security Administration is the federal agency within the Department of Homeland Security, and any federal agency succeeding to its duties and powers.

## CHAPTER 3 – GENERAL STANDARDS AND REQUIREMENTS

### AGREEMENT REQUIRED

No Person shall provide Commercial aeronautical services or engage in Commercial aeronautical activities on the Airport, without first obtaining a written contract, agreement, lease, permit, license or other form of written authorization therefore from the Airport. Persons seeking such authorization must contact the Airport and complete an application, as provided in Exhibit A. Independent Operators may not operate at the Airport unless they are operating under an approved Operator meeting these Minimum Standards. The Independent Operator must be covered by the Operator's required insurance coverages.

### INSURANCE REQUIREMENTS

Each Person conducting Commercial aeronautical activities at the Airport shall obtain and maintain at all times during its operations at or occupancy of any portion of the Airport, minimum insurance coverages as described below or other such insurance as may be required pursuant to any agreement with the Airport. In event of a conflict between these standards and the agreement, the insurance requirements of the agreement shall prevail. The Airport maintains the right, based on commercially reasonable standards, to modify, delete, alter or change these requirements with thirty (30) days' prior written notice to all Operators.

Each Person shall provide a certificate of insurance or other documentation satisfactory to the Airport, no less frequently than annually, as evidence of the required insurance coverages. Such insurance policies shall be with insurance companies authorized to do business in the State of Wisconsin and having at least an "A" rating from A. M. Best and covering all operations under the lease, agreement, permit or other authorization from the Airport, whether performed by the Operator or by its contractors. Without exception, all insurance certificates and the policies they represent shall name the Airport, Airport Board, Counties, and their officials, officers, employees and agents as additional named insureds, on a primary, non-contributory basis for any liability arising directly or indirectly from the operations.

Non-fulfillment of the insurance conditions may constitute a violation, and the Airport retains the right to terminate the Operator's activities until proper evidence of insurance is provided. All policies of insurance, excluding the insurance required of the Operator's contractors, shall provide for a minimum of thirty (30) days prior written notice to be given to the Airport in the event coverage is substantially changed, canceled, or non-renewed.

### MINIMUM INSURANCE COVERAGE

The limits stipulated herein represent the minimum coverage and policy limits that shall be maintained by Operators. Operators are encouraged to secure higher policy limits. If an Operator secures higher limits and/or broader coverage, the Airport, Airport Board, and Counties require and must be entitled to such higher limits and/or broader coverage. The minimum requirements hereunder in no way represents or guarantees that the types and limits are adequate to protect the Operator's interests and liabilities.

Each Commercial Operator shall purchase or otherwise acquire the following basic insurance policies at the stated minimums:

Comprehensive commercial general and aircraft liability insurance in the minimum amount of \$5,000,000 (for FBOs) or \$3,000,000 (for all SASOs) combined single limit for each occurrence for all personal and bodily injury (including passengers), death and/or property damage.

Hangar Keeper's liability insurance in the minimum amount of \$2,500,000 for any one aircraft and in the amount of \$5,000,000 for any one occurrence, subject to deductible of not more than \$25,000 for any one occurrence. For an FBO, such coverage shall be extended to cover the FBO's operation of any and all hangars, in addition to the FBO's premises. If an FBO accommodates turbine powered aircraft with a wingspan greater than 49 feet, higher minimums will apply (up to \$10,000,000) based on the actual aircraft values as determined by the Airport. Lower limits for SASOs may be allowable for piston engine aircraft and single engine turbine aircraft, which limits will be determined on a case-by-case basis by the Airport. This requirement does not apply to Commercial Operators that do not lease, sublease, or provide hangar space as part of their activities.

Automobile comprehensive liability insurance at a combined single limit coverage of not less than \$1,000,000 (bodily injury and property damage) per occurrence. Coverage shall be extended to include any vehicles used by the Commercial Operator in the provision of its Commercial Aeronautical Service(s), whether or not owned by the Commercial Operator. This requirement is waived if the Commercial Operator does not operate any vehicles in the course of its provision of Commercial Aeronautical Service(s).

Product liability insurance at a \$1,000,000 combined single limit for the following Commercial Operators: (1) Airframe and Engine Maintenance and Repair Operators; (2) Specialized Aircraft Repair Service Station Operators; and (3) FBOs.

Environmental liability insurance at a \$2,000,000 combined single limit for each accident/occurrence. This minimum may be raised for Commercial Operators deemed to have higher risk operations by the Airport on a case-by-case basis.

Aircraft and Passenger Liability Insurance. Commercial Operators providing Aircraft Lease and Rental Services, Flight Training, Aircraft Charter, Aircraft Sales, and some other SASOs shall be required to acquire aircraft and passenger liability insurance of \$1,000,000 (combined single limit – each occurrence) for piston powered aircraft, \$5,000,000 (combined single limit – each occurrence) for turbine powered aircraft, and \$10,000,000 (combined single limit – each occurrence) for turbine powered aircraft with a wingspan 79 feet or greater. This insurance shall include bodily injury, personal injury, and property damage (excluding aircraft hull) for students and renters of aircraft.

Student and renter liability insurance for Commercial Operators providing Aircraft Lease and Rental Services and/or Flight Training in the amount of \$100,000 (combined single limit – each occurrence) and CFI Professional Liability insurance (for Operators that employ flight instructors) in the amount of \$100,000 (combined single limit – each occurrence). This insurance shall include bodily injury and property damage not only during flight instruction, but also after instruction has been given.

All Risk Property Insurance

Operator shall obtain an "All Risk Property" policy, including improvements and betterments covering damage to building, machinery, equipment or supplies in the amount of full replacement value of the property within the premises. Operator shall be responsible for all loss or damage to personal property (including but not limited to material, equipment, tools and supplies), owned or rented by Operator.

When Operator undertakes any improvement, construction or repair project on or to the premises, an "All Risk Blanket Builders Risk Insurance" shall be provided by Operator to cover at replacement cost the materials, supplies, equipment, machinery and fixtures that are or will be part of the permanent facility. Coverage extensions shall include the following: right to partial occupancy, material stored off-site and in transit, earthquake, faulty workmanship or materials, extra expense, loss of revenue, and loss of use of property. The Airport, Airport Board, and Counties shall be named as loss payee on said policy or policies of insurance.

Workers Compensation Insurance

Each Person conducting a Commercial aeronautical activity on the Airport shall maintain, at all times, Workers' Compensation Insurance for its employees employed or providing service(s) upon the Airport in amounts as prescribed under Wisconsin law.

Fueling Supply Contractors:

When an operation involves fueling services, Operator shall be named as an additional insured on its fuel supplier's policy or policies of liability (personal injury and property damage) coverage with respect to the fuel supplied by said supplier to Operator.

Such additional coverage or other insurance in amounts as the Airport deems advisable for protection against claims, liabilities and losses arising out of or connected with the operation of the Commercial Operator's premises.

COMPLIANCE WITH LAWS

Operators shall observe and comply with the Airport Rules and Regulations; applicable federal, state and local laws; and all applicable requirements of the FAA, TSA and all other duly-constituted public authorities governing its conduct on and its operations at the Airport. It is the Operator's responsibility to keep informed of all such laws and requirements. The Airport reserves the right to request documentation of any required licenses, certificates or permits.

SECURITY REQUIREMENTS

Any Person operating a Commercial aeronautical activity at the Airport shall comply with the provisions of the ASP and the security requirements described in Chapter 4 of the Airport's Rules and Regulations.

NON-EXCLUSIVITY

The rights granted to any Person to conduct Commercial aeronautical activities or services at the Airport are not Exclusive Rights. The Airport reserves the right to grant similar rights and privileges to other Persons engaged or seeking to engage in such Commercial aeronautical activities or services at the Airport.



### APPLICATION PROCESS

Any Person seeking to commence provision of Commercial Aeronautical Services at the Airport shall apply to the Airport in writing. The application shall be in substantially the form provided in Exhibit A with sufficient detail to discern the complete qualification of the applicant to perform the proposed services or activities, and shall be signed by an authorized representative of the entity seeking to operate at the Airport. Each application shall contain, at minimum, the following:

**Business Plan** - A written proposal detailing the nature of the proposed Commercial Aeronautical Services to be provided, space and facility requirements, and the proposed location at the Airport should accompany the application. It should also include anticipated staffing including key personnel, proposed date of commencement, the number and type of aircraft to be utilized (if applicable), and any other information relevant to the proposed operations. If the applicant is proposing to utilize subcontractors to perform any of the required minimum services, the business plan should include the qualifications of the subcontractor and the proposed agreement between the applicant and the subcontractor to perform such services.

**Qualifications and References** - The application should include a statement of the qualifications of all Principals of the applicant including any key personnel, and summary of past experience in providing the proposed services. Three references from individuals familiar with the applicant's ability to perform such services should also be provided.

**Financial Statements** - If the applicant is a current business, the application should include current financial statements and three previous year's financial statements prepared in accordance with generally accepted accounting principles prepared by a certified public accountant, if available, and otherwise certified as correct by the applicant's chief financial officer. If the applicant is not an operating business, the applicant shall provide a pro forma financial statement and evidence of the applicant's financial ability to provide the Commercial Aeronautical Services for which it is proposing to provide at the Airport. The application should include information related to any and all bankruptcies relating to the applicant and the applicant's principals. The Airport shall be entitled to consider the financial statements and financial history in evaluating the applicant's financial ability to provide reasonable, safe and adequate Commercial Aeronautical Services to the public.

**Credit Report/References** – In addition to the required financial statements, the Airport may request current credit report or references covering all business activities in which the applicant has participated within the past five (5) years. If requested, the applicant shall also submit a report for all Principals of the applicant.

**Assets** – The application should include listing of assets owned or being purchased or leased by applicant which will be used to provide the Commercial Aeronautical Services at the Airport. Applicant shall also provide preliminary plans, drawings and specifications and a preliminary construction schedule for any construction or improvements which the applicant intends to make on the Airport in connection with its operations. Applicant shall comply with the Airport's review and approval procedures for such plans and specifications.

**Insurance** – The application should include evidence of insurance, or the ability to obtain such insurance,

with policy coverages and limits that comply with the requirements of these Minimum Standards.

Licenses, Certificates and Permits – The application should include copies of all licenses, certificates and permits required by federal, state and/or local law for the conduct of the proposed business, including any such licenses, certificates and permits required for any personnel who will manage, operate or perform any services in connection with the proposed business. This includes all certifications, ratings or licenses issued by the FAA. The application should disclose any and all documented violations by the applicant and/or the applicant's principals of FAA regulations.

The Airport reserves the right to request a deposit and/or charge a fee with the submittal of the application to indicate good faith intentions by the applicant and/or to off-set any costs incurred by the Airport in the consideration of the application. The Airport also reserves the right to request any such additional information as it deems necessary to establish to the satisfaction of the Airport that the applicant can satisfy and will comply with the Minimum Standards.

The applicant must provide the Airport with any information reflecting a material change in the information submitted with an application while the application is under review and pending action by the Airport. Such information includes, but is not limited to, a change in ownership of the applicant, a filing of bankruptcy petition, the addition or subtraction of principals, any felony or misdemeanor convictions which would result in the loss of airport identification media, and any federal fines and/or violations imposed on the applicant or its principals. The applicant must also provide any new, updated or amended FAA certificates or ratings of the applicant, principals or personnel and any revocations of such certificates or ratings.

#### REVIEW AND ACTION ON APPLICATIONS

Submitted applications will be reviewed by the Airport Director. The Airport may deny any application if, in its opinion, it finds any one or more of the following:

- The applicant does not meet the qualifications, standards and requirements established by these Minimum Standards.
- The applicant has supplied the Airport, or any other Person, with false or misleading information or has failed to make full disclosure in its application or in the supporting documents.
- There is no appropriate, adequate or available space at the Airport to accommodate the applicant at the time of application.
- The proposed activity conflicts with the Airport's FAA-approved airport layout plan, or will create a safety or security hazard as determined by the Airport, the TSA or the FAA.
- The proposed activity requires the Airport to expend funds or to supply materials or manpower that the Airport is unwilling to expend or supply, or the operations will result in a financial loss to the Airport.
- The proposed activity will result in depriving existing Operators, without their consent, of portions of the area in which they are operating; will result in congestion of Aircraft or buildings; or will unduly interfere with the operations of present Operators, or prevent free access to such operations.
- The proposed activity or operations have been or could be detrimental to the Airport.
- The applicant or any Principal of the applicant has a record of violating any of these

Minimum Standards and/or the Rules and Regulations, or the minimum standards or regulations of any other airport, or any other Laws.

- The applicant or any Principal of the applicant is currently in default in the performance of any lease or other agreement with the Airport or the Counties, or was previously a party to an agreement with the Airport or the Counties that was terminated for cause and/or was evicted from the Airport.
- The applicant or any Principal of the application is currently delinquent in the remittance of any Counties, state or federal taxes.
- The applicant's financial statements or credit report/references contain information that would indicate inadequate financial resources or responsibility to undertake and conduct the proposed operations.
- The applicant does not have, or cannot demonstrate access to, the operating capital necessary to conduct the proposed operation.
- The applicant is unable to obtain sufficient insurance, financial sureties or guarantors to protect the interests of the Airport, the FAA or other appropriate governmental entities.
- The applicant or any Principal of the applicant has been convicted of any felony, or violated any Counties or Airport ordinance, or applicable law which the Airport believes is relevant to the proposed operation.
- The applicant or any Principal of the applicant is unable to qualify for access to the Security Areas as required by TSA regulations. These include criminal history records checks.

#### SELF-FUELING AND OTHER SELF-SERVICE ACTIVITIES

Self-fueling and other self-service activities are not commercial activities. Therefore, they are addressed in the Airport Rules and Regulations, Chapter 5 "Aircraft Operations, Fueling and Handling."

#### THROUGH-THE-FENCE OPERATIONS

A through-the-fence operation is an operation that accesses the public landing area by Operators or aircraft owners based on land adjacent to, but not part of the Airport property. As a matter of policy, the Central Wisconsin Airport does not allow through-the-fence operations.

#### COLLECTION OF LANDING FEES AND OTHER APPLICABLE CHARGES

Each Operator shall collect on behalf of the Airport, any applicable landing fees or other charges as may be imposed by the Airport as approved by the Airport Board. No such collection is required when arrangements for payment of such fees or charges have been made in advance between the aircraft operator and the Airport. Should any Person refuse or fails to pay the Operator the applicable landing fee or other charges, the Operator shall report it as soon as is reasonably possible to Airport Administration including the name and identifying information of the Person and aircraft involved.

#### SUBCONTRACTING, SUBLEASING AND ASSIGNMENT.

These Minimum Standards may permit an Operator to sublease or subcontract to another entity to conduct a commercial aeronautical activity. In such event, the sublessee or subcontractor shall be responsible for complying with all applicable Minimum Standards; provided, however, that the Operator shall remain liable to the Airport for compliance with the Minimum Standards and the terms of an agreement, and shall be responsible for compliance with the Minimum Standards and Rules and Regulations by their sublessees and subcontractors.

Each agreement shall require the Airport's consent to any sublease or assignment. Prior to granting its consent, the Airport may require the tenant or prospective subtenant or assignee to complete an application or submit the information prescribed in this Chapter. The Airport may reject the request to sublease or assign based on the factors enumerated above.

No entity shall conduct a Commercial aeronautical activity as a sublessee of airport property that is leased or designated for a non-Commercial use, including, for example, and without limitation, a hangar leased for private, non-Commercial use.

## CHAPTER 4 – MINIMUM STANDARDS FOR FIXED BASE OPERATORS

Any Person providing or seeking to provide aeronautical services as a Fixed Base Operator (FBO) at the Airport shall be subject to the Minimum Standards set forth in this chapter.

### MINIMUM ACTIVITIES AND SERVICES

Each FBO operating at the Airport shall provide all of the following Commercial aeronautical services:

#### Aviation Fuels and Lubricants

FBO shall be capable of delivering and dispensing Jet Fuel, Avgas and aircraft lubricants into commercial and general aviation aircraft normally frequenting the Airport. The FBO shall be capable of providing a response time not to exceed ten (10) minutes during required hours of activity, excepting situations beyond the control of Operator.

#### Passenger, Crew and Aircraft Ground Services

Passenger, crew and aircraft ground services, support and amenities include:

- Aircraft marshalling and towing
- Oxygen, nitrogen and compressed air services
- Lavatory services
- Deicing services
- Ground power
- Ground transportation arrangements
- Aircraft catering arrangements

#### Aircraft Maintenance

Aircraft maintenance shall consist of routine (minor) aircraft line maintenance and maintenance associated with 50 hour, 100 hour, or annual inspections, major alteration and major repair on the airframe, power plants, and associated systems of general aviation aircraft normally frequenting the Airport.

#### Aircraft Storage

FBO shall have available hangar and tie-down space for the storage (short and long term) of general aviation aircraft.

#### Aircraft Rental and Flight Instruction Services

FBO shall provide aircraft rental and flight instruction services. Aircraft rental includes rental without any particular pattern or regularity of aircraft to a customer for a block or interval of time where the aircraft is committed to the customer under a predetermined arrangement. Flight instruction includes instructing student pilots or pilots in dual and solo operation of aircraft and related ground school instruction as may be necessary for the taking of a written examination and/or flight check ride.

The requirements for the provision of aircraft maintenance and aircraft rental and flight instruction services may be satisfied by and through an authorized subcontractor who meets these standards and operates from the Premises.

#### OPTIONAL ACTIVITIES AND SERVICES

In addition to the required minimum services described above, the following optional services may be provided by an FBO. Such services will be itemized in the FBO agreement along with any additionally required insurance coverages. Such services may include, but are not limited to:

- Specialized Aircraft Repair Services
- Aircraft Sales and Leasing Services
- Aircraft Charter, Air Taxi or Air Cargo Services
- Specialized Commercial Flying Services
- Other Aeronautical Services

#### MINIMUM RESOURCES AND EXPERIENCE

Any Person seeking to serve as an FBO at the Airport shall have demonstrated, to the Airport's satisfaction, their business capability to provide such services. This includes having adequate resources to provide each of the Commercial aeronautical services required of an FBO. New applicants wishing to pursue an FBO agreement with the Airport shall submit an application along with the required supporting documents as required by Chapter 3 of these Minimum Standards.

#### REQUIRED FACILITIES AND EQUIPMENT

Each FBO operating at the Airport shall provide adequate facilities to serve the general public and its customers and to accommodate their size of business. The FBO must lease sufficient facilities or land from the Airport to provide adequate space for hangars and other buildings, paved private automobile parking, paved Aircraft parking, paved pedestrian walkways, fuel storage facilities, and all storage, utilities and support facilities necessary to meet these Minimum Standards and to accommodate customer needs.

##### *Hangar and Apron*

Each FBO shall construct, lease or have access to at least 20,000 square feet of hangar space and at least 75,000 square feet of aircraft apron space. FBO shall provide hangar space, to the maximum extent available, for rent for the storage of aircraft. FBO shall provide a sufficient number and type of fire extinguishers as required by federal, state, and local laws and regulations and towing equipment capable of maneuvering aircraft to and from the hangar. FBO shall ensure that facilities used for aircraft storage are not utilized for non-aeronautical activities. FBO shall ensure that all sub-lessees are able to secure an Airport Identification Badge and satisfy the required background checks.

##### *Support Space*

Each FBO shall construct, lease or have access to a sufficient amount of support space, as determined by the Airport Director, for the following functions: its own office operations; a customer lobby; customer lounge space; flight planning facilities; sales counter; computer access to weather and flight planning services; flight training facilities; pilot waiting areas; snack and beverage vending services; and public restrooms. Such space shall have free wireless internet services accessible by their customers and available in all facilities, i.e., pilots lounge, apron and hangar(s).

Shop Space

Each FBO shall construct, lease or have access to adequate shop space to accommodate its level of aircraft maintenance services.

Automobile Parking Spaces

Each FBO shall provide adequate paved parking spaces to serve its customers and employees, with no fewer than twenty-five (25) parking spaces.

Mobile Dispensing Equipment

Each FBO shall provide at least two metered filter-equipped fuel dispensing motor vehicles (a "Fueling Vehicle") with a minimum capacity of at least 3,000 gallons of Jet A fuel; and either a Fueling Vehicle with a minimum capacity of at least 500 gallons of Avgas or a fixed Avgas refueling (self-service fueling pump) system with a capacity of not less than 3,000 gallons of Avgas. FBOs must be able to provide both Jet A and Avgas. One such Jet-A Fueling Vehicle shall have over-the-wing and single-point Aircraft servicing capability. All such Fueling Vehicles shall be bottom loaded and shall meet all applicable safety requirements. Spill response supplies shall be located on each vehicle. All Fueling Vehicles shall be equipped with reliable metering devices that meet all applicable federal, state and local regulatory requirements and such meters shall be subject to independent inspection. No Fueling Vehicle shall be operated at the Airport without meeting all vehicle requirements. All Fueling Vehicles shall be maintained and operated in accordance with federal, state, local, Airport and industry requirements, including without limitation National Fire Protection Association adopted standard, NFPA 407, "Standards for Aircraft Fuel Servicing" ("NFPA 407"), Occupational Safety and Health Administration ("OSHA") guidelines, FAA Advisory Circular 150/5230-4B "Aircraft Fuel Storage, Handling, Training and Dispensing" and the Rules and Regulations. If applicable to the FBO, Air Transport Association Specification 103, "Standards for Jet Fuel Quality at Airports" ("ATA 103") shall also be followed.

Fueling Equipment Requirements

All fuel transport and dispensing tanks and associated equipment shall comply with all applicable laws regarding the transportation, dispensing and storage of flammable liquids. Refer to Chapter 5 of the Airport Rules and Regulations.

Fuel Storage Facilities

Each FBO shall provide or have access to fuel storage facilities located at the Airport with a capacity which will provide an inventory of Jet A and Avgas sufficient to fully service the FBO's anticipated demand for Jet A and Avgas; but in no event shall the total storage capacity for Jet A be less than 40,000 gallons and for Avgas be less than 10,000 gallons. The FBO shall ensure that such facilities comply with all applicable laws and Airport requirements. If an FBO contracts with another party that maintains on-Airport fuel storage facilities for fuel storage, that party must have entered into an agreement with the Airport granting such party the right to locate fuel storage facilities at the Airport, and the FBO must have entered into an agreement with such party granting the FBO the right to store sufficient fuel to meet the requirements of these Minimum Standards.

Aircraft Service Equipment

Each FBO shall procure and maintain tugs and towing equipment having a rated draw bar capacity sufficient to meet the towing requirements of the heaviest aircraft based at or regularly using the FBO, ground power units, nitrogen cart, fire extinguishers, lavatory servicing equipment, mobile passenger stairs, chocks, ropes, tie-down supplies, crew and passenger courtesy transportation vehicles and a "Follow-Me" vehicle, as appropriate and necessary for the servicing of aircraft types normally expected to use the FBO facilities.

FBO shall maintain an aircraft deicing vehicle and provide aircraft deicing services to meet the requirements of aircraft up to an aircraft design group C-III. FBO must maintain a sufficient inventory of aircraft deicing fluid to manage the anticipated demand for deicing services.

FBO shall provide or have readily available all necessary parts, manuals, tools, equipment and accessories necessary to carry out its maintenance operations.

FBO shall have available for rent, either owned or leased, at least two (2) Aircraft properly certificated to satisfy the anticipated demand for rental. At least one (1) of the Aircraft shall be certificated for IFR flight.

The requirements of this section shall be satisfied if the FBO owns, leases or otherwise has sufficient access to the equipment to provide the applicable services promptly on demand and without causing any flight delays or other operational impacts on aircraft or the Airport.

MINIMUM STAFFING REQUIREMENTS

An adequate number of qualified and, where applicable, licensed employees shall be on duty at all times to provide a high level of service to FBO customers. The FBO shall have:

- No fewer than one (1) fully trained and qualified fuel service personnel (as required by federal regulations) shall be on duty at all times the FBO is required to be open.
- At least one (1) Airframe & Power Plant Mechanic (A&P) shall be available every day within two (2) hours of request.
- At least one (1) employee shall be an Airframe & Power Plant Mechanic with Inspection Authority (A&P – IA).
- At least one (1) person on call to response to after-hours service requests.
- In its employ, or under agreement as independent contractors, and on duty during its business hours, pilots holding current FAA certificates with appropriate ratings for flight instruction in the aircraft utilized by the FBO in sufficient numbers as are required to meet the demands of students expected to engage in flight training, but never less than one.
- At least one (1) flight instructor should be a Certified Flight Instructor – Instrument (CFII).

An FBO may arrange for acceptable mechanic's services by subcontracting with another Operator authorized to provide this Commercial Aeronautical Service at the Airport.

Each FBO shall establish a written training program to ensure that all employees are thoroughly trained and qualified to perform the tasks to which they are assigned. The training program shall contain detailed instruction in proper operating procedures for each job classification. All fuel service personnel



shall successfully complete and remain current under an approved safety course that complies with the Airport's Airport Certification Manual, including NFPA training.

Personnel while on duty shall be clean, neat in appearance, and courteous. All non-management FBO employees in the AOA shall be suitably uniformed, and the uniform shall identify the name of the FBO providing the service.

All activities of each FBO shall be conducted under the guidance and supervision of a full-time manager. Such person must be a qualified and experienced FBO manager vested with full power and authority in respect of the method, manner and conduct of the FBO operation. Such FBO manager shall be assigned to the Airport where he or she shall be available during normal business hours.

Hours of Operation

Each FBO shall be available to provide aircraft fueling and passenger, crew and aircraft ground handling services, support and amenities seven (7) days a week for at least fourteen (14) hours per day, and with on-call service provided during the remaining hours of each day, with response time for on-call fueling service not to exceed one (1) hour and on-call aircraft maintenance not to exceed two (2) hours. Any special closures, including holiday hours, must be coordinated and approved in advance with the Airport Director and must be conspicuously posted with sufficient advance notice. When closed, each FBO shall post a 24-hour contact telephone number to request after-hours services.

## CHAPTER 5 – MINIMUM STANDARDS FOR SPECIALIZED AVIATION SERVICE OPERATORS

### GENERAL REQUIREMENTS

Each Specialized Aviation Aeronautical Service Operator (SASO) shall comply with the requirements of Chapter 3 of these Minimum Standards as well as the requirements set forth in this Chapter for the service being provided. Aircraft maintenance activities shall only be performed in hangars or outside in maintenance areas only if approved by the Airport and if appropriate measures are taken to collect and store any fluids that may be released. Preventive maintenance may be performed on Aircraft located on tie downs and in T-hangars if appropriate measures are taken to collect and store any fluids that may be released.

Any Person seeking to serve as an SASO at the Airport shall have demonstrated, to the Airport's satisfaction, their business capability to provide such services. This includes having adequate resources to provide each of the aeronautical services offered. New applicants wishing to pursue operations as a SASO at the Airport shall submit an application along with the required supporting documents as required by Chapter 3.

### AIRFRAME AND ENGINE MAINTENANCE AND REPAIR SERVICES

#### Scope of Services

An Operator is engaged in providing maintenance, repair, rebuilding, overhaul, alteration or inspection of the airframe, engine(s) and accessories of an Aircraft. This scope of services also includes the sale of Aircraft parts and accessories.

#### Premises/Facilities/Equipment

Operator shall construct, lease or have access to a hangar or shop facilities of at least 5,000 square feet of floor space, including an office, shop, customer lounge and restrooms. Such space shall meet any code requirements for repair and shop activities and shall provide enough space for aircraft, equipment, and parts storage. It shall also include adequate paved private automobile parking to accommodate its clients and employees; at least 20,000 square feet of paved Aircraft parking Apron; a paved taxilane connecting to the Airport taxiway system; and all necessary storage facilities.

The Operator shall provide or have readily available all necessary parts, manuals, tools, equipment and accessories necessary to carry out its operations. Operator shall inventory or have access to an inventory of adequate supply parts necessary to perform repairs.

#### Personnel/Training/Certification

The Operator must obtain and maintain at all times, as a minimum, the repair station certificates required by the FAA that are applicable to the services being provided. If the Operator is not a FAA certified repair station, at least one (1) employee must be an Airframe & Power Plant Mechanic with Inspection Authority (A&P – IA).

An Operator providing airframe and engine maintenance and repair services shall have in its employ, and on duty during operating hours, trained personnel in such numbers as are required to meet the Minimum Standards in a safe and efficient manner, including not less than one (1)

person currently certified by the FAA for the work being performed. The Operator shall maintain, during operating hours, a responsible person in charge to supervise operations and with authorization to act on behalf of the Operator.

Hours of Operation

The Operator shall have the premises open and services available 8 hours a day, 5 days per week. Standard hours shall be posted. Holiday hours shall be at the Operator's discretion but must be conspicuously posted with sufficient advance notice. When closed, each Operator shall post a 24-hour contact telephone number to request after-hours services (for emergency purposes only). The Operator shall provide on call-services during the hours it is not open with a response time not to exceed two (2) hours. If more than one maintenance facility is located at the Airport, the on-call responsibility may be rotated on a mutually agreeable schedule. A written on call program must be approved in writing by the Airport Director.

SPECIALIZED AIRCRAFT REPAIR SERVICES

Scope of Services

An Operator providing specialized aircraft repair services is engaged in providing for the repair of Aircraft radios, propellers, instruments, and accessories for general aviation aircraft as permitted through FAA certification. This operation includes the sale of new and/or used aircraft radios, propellers, instruments and accessories.

Premises/Facilities/Equipment

Operator shall construct, lease or have access to a hangar or shop facilities of at least 3,500 square feet of floor space, including an office, shop, customer lounge and restrooms. Such space shall meet any code requirements for repair and shop activities and shall provide enough space for aircraft, equipment, and parts storage. It shall also include adequate paved private automobile parking to accommodate its clients and employees; at least 15,000 square feet of paved Aircraft parking Apron to accommodate its customers; a paved taxi lane connecting to the Airport taxiway system; and all necessary storage facilities.

The Operator shall provide or have readily available all necessary parts, manuals, tools, equipment and accessories necessary to carry out its operations.

Personnel/Training/Certification

The Operator must obtain and maintain at all times, as a minimum, the repair station certificates required by FAA that are applicable to the operation or operations contemplated as well as any certification which may be required by the Federal Communications Commission (FCC). The Operator may furnish one or any combination of the scope of services described.

An Operator providing specialized aircraft repair services shall have in its employ, and on duty during operating hours, trained personnel in such numbers as are required to meet the Minimum Standards in a safe and efficient manner, including not less than one (1) person currently certified by the FAA and FCC (if required) for the work being performed. The Operator shall maintain, during operating hours, a responsible person in charge to supervise operations and with authorization to act on behalf of the Operator.

Hours of Operation

The Operator shall have the premises open and services available 8 hours a day, 5 days per week. Standard hours shall be posted. Holiday hours shall be at the Operator's discretion but must be conspicuously posted with sufficient advance notice.

AIRCRAFT SALES

Scope of Services

An Operator providing aircraft sales is engaged in the sale of new and/or used Aircraft through franchises, or licensed dealerships or distributorships (either on a retail or wholesale basis) of an aircraft manufacturer and provides such repair, services and parts as necessary to meet any guarantee or warranty on new and/or used Aircraft sold by the Operator. Aircraft sales also includes providing brokering services, assisting customers with the sale or acquisition of Aircraft, or purchasing used Aircraft for resale.

Premises/Facilities/Equipment

Operator shall construct, lease or have access to adequate office space, lounge, and restrooms. It shall provide sufficient hangar space of at least 3,500 square feet for the Aircraft for display or sale in its operations. It shall also include adequate paved private automobile parking to accommodate its clients and employees; a paved taxiway connecting to the Airport taxiway system; and all necessary storage facilities.

Operator shall inventory or have access to an inventory of adequate supply parts and servicing facilities to provide maintenance service as necessary to meet any guarantee or warranty for the type(s) of Aircraft for which sales privileges are granted. The Operator shall provide necessary and satisfactory arrangements for the repair and servicing of Aircraft, for the duration of any sales guarantee or warranty period. Such necessary servicing facilities may be provided through a written agreement with another Operator at the Airport.

Personnel/Training/Certification

An Operator providing Aircraft sales shall have in its employ, and on duty during operating hours, trained personnel in such numbers as are required to meet the Minimum Standards in a safe and efficient manner, including not less than one (1) person holding a current FAA pilot certificate and ratings appropriate for the type of Aircraft to be demonstrated and an instructor rating. The Operator shall maintain, during operating hours, a responsible person in charge to supervise operations and with authorization to act on behalf of the Operator.

Hours of Operation

The Operator shall have the premises open at hours that will provide adequate service to its customers, which hours of operation shall be subject to the approval of the Airport Director. When closed, the Operator shall post a contact telephone number.

### AIRCRAFT RENTAL AND LEASING SERVICES

#### Scope of Services

An Operator providing aircraft rental and leasing services is engaged in the service of providing Aircraft for rental to the public. This would include rental or leasing without any particular pattern or regularity with respect to the user or the lease to a customer of a block or interval of time where the Aircraft is committed to the user under a predetermined arrangement.

#### Premises/Facilities/Equipment

Operator shall construct, lease or have access to adequate office space, flight planning area, and restrooms and shall include telephone and computer equipment for use in flight planning, weather briefings or other flight related uses. It shall include sufficient hangar or tie-down space for the Aircraft utilized in rental and leasing operations. It shall also include adequate paved private automobile parking to accommodate its clients and employees; a paved taxi lane connecting to the Airport taxiway system; and all necessary storage facilities.

The Operator shall have available for rental, either owned or leased, at least two (2) Aircraft properly certificated to satisfy the anticipated demand for rental. At least one (1) of the aircraft shall be certificated for IFR flight.

#### Personnel/Training/Certification

Operator shall employ and have on duty during operating hours, personnel in such a number as are required to meet the Minimum Standards in a safe and efficient manner to dispatch the rented aircraft, supervise operations and act on behalf of the Operator. The Operator must also employ or have under agreement, pilots with appropriate FAA certifications and ratings to fly the Aircraft available for lease and provide for an Aircraft check-ride, but never less than one. This supervisory staff person may be the same individual who holds the pilot instructor rating or may be an additional member of the Operator's personnel.

#### Hours of Operation

The Operator shall have the premises open at hours that will provide adequate service to its customers, which hours of operation shall be subject to the approval of the Airport Director. When closed, the Operator shall post a contact telephone number.

### FLIGHT INSTRUCTION SERVICES

#### Scope of Services

An Operator providing flight instruction services is engaged in instructing student pilots or pilots in dual and solo operation of Aircraft and includes related ground school instruction as may be necessary for the taking of a written examination and/or flight check ride.

#### Premises/Facilities/Equipment

Operator shall construct, lease or have access to adequate office space, classroom and flight planning area, and restrooms and shall include telephone and computer equipment for use in flight planning, weather briefings or other flight related uses. It shall include sufficient hangar or

tie-down space for the Aircraft utilized in flight training operations. It shall also include sufficient customer and employee parking.

The Operator shall have available for use in flight training, either owned or leased, at least two (2) Aircraft properly certificated to satisfy the proposed type of training. Operator shall also provide the necessary training aides to provide proper and effective ground school instruction. All materials shall meet FAA requirements for the training being offered.

Personnel/Training/Certification

An Operator providing Flight Instruction Services shall have in its employ, or under agreement as independent contractors, and on duty during its business hours, pilots holding current FAA certificates with appropriate ratings for flight instruction in the Aircraft utilized by the Operator in sufficient numbers as are required to meet the demands of students expected to engage in flight training, but never less than one. The Operator shall maintain during hours of operation a responsible person in charge to supervise the operations and with authorization to act for and on behalf of the Operator.

Operator must satisfy all safety and security requirements imposed on flight schools by the FAA and/or TSA including but not limited to the alien flight school program.

Hours of Operation

The Operator shall have the premises open at hours that will provide adequate service to its customers, which hours of operation shall be subject to the approval of the Airport Director. When closed, the Operator shall post a contact telephone number.

AIRCRAFT CHARTER, AIR TAXI AND AIR AMBULANCE SERVICES

Scope of Services

An Operator providing aircraft charter, air taxi or air ambulances services is engaged in the business of providing air transportation of persons or property to the general public for hire, either on a charter basis, or as an air taxi/air ambulance operator, and operating under 14 CFR Part 135 and not including 14 CFR Part 121 air carriers.

Premises/Facilities/Equipment

Operator shall construct, lease or have access to a hangar of at least 5,000 square feet of floor space, including an office, customer lounge and restrooms. It shall include sufficient hangar space and Aircraft parking apron space to park and store the Aircraft utilized in its operations. It shall also include adequate paved private automobile parking to accommodate its clients and employees; a paved taxilane connecting to the Airport taxiway system; and all necessary storage facilities.

Such Operators shall at all times lease or own no less than one (1) FAA certificated and airworthy Aircraft, based at the Airport, capable of providing such services under instrument conditions that meets the requirements of the Operator's FAA certification.

Personnel/Training/Certification

The Operator shall have and maintain at all times during the terms of its tenancy at the Airport, proper licenses and certifications from the FAA to operate in conformance with FAA regulations. An Operator providing Aircraft Charter, Air Taxi or Air Ambulance Services shall have in its employ, and available as required not less than two (2) currently FAA certificated commercial pilot with ratings adequate to fly the Aircraft owned or leased by the Operator and qualified operating personnel in sufficient numbers as are required to meet the Minimum Standards in a safe and efficient manner. The Operator shall maintain, during the operating hours, a responsible person in charge to supervise operations and with authorization to act for and on behalf of the Operator. The Operator shall also have a satisfactory number of personnel for checking in passengers, handling luggage, ticketing, and/or furnishing or arranging for suitable ground transportation. The Operator shall provide reasonable assurance of a continued availability of qualified operating crews and approved Aircraft within a reasonable or specified maximum notice period.

Hours of Operation

The Operator shall have the premises open at hours that will provide adequate service to its customers, which hours of operation shall be subject to the approval of the Airport Director. When closed, the Operator shall post a contact telephone number. An Operator shall be available twenty-four (24) hours a day, seven (7) days a week on no more than (24) twenty-four hours' notice.

SPECIALIZED COMMERCIAL FLYING SERVICES

Scope of Services

A specialized commercial flying services Operator is engaged in air transportation for hire for the purpose of providing the use of Aircraft for any of the activities listed below:

- Non-stop sightseeing flights that begin and end at the same airport
- Aerial application including crop-dusting, seeding, spraying, bird chasing, etc.
- Banner towing and aerial advertising
- Aerial photography or survey
- Fire Fighting or fire patrol
- Power line or pipeline patrol
- Any other operations specifically excluded from 14 CFR Part 135.

Premises/Facilities/Equipment

An Operator providing Specialized Commercial Flying Services shall provide adequate facilities to accommodate all activities and operations proposed by the Operator, including all necessary buildings and support facilities; paved private automobile parking for its clients and employees, paved Aircraft parking apron, a paved taxilane connecting to the Airport taxiway system, and all storage facilities. The minimum areas and buildings in each instance shall be subject to the approval of the Airport Director.

In the case of operations involving aerial chemical application services, the Operator shall make suitable arrangements and have such space available on its premises for safe loading and unloading and storage and containment of noxious chemical materials, in accordance with all

requirements. The Operator is required to possess all required licenses or permits for the chemicals utilized in its operation and shall adhere to the Airport's Stormwater Pollution Prevention Plan as required in the Airport Rules and Regulations.

The Operator will own or lease at least one (1) airworthy Aircraft meeting all of the requirements of the FAA and applicable regulations and suitably equipped for the type of operation to be performed. The Operator will provide other such equipment as may be necessary for the performance of its operation.

Personnel/Training/Certification

An Operator providing Specialized Commercial Flying Services shall have in its employ during its hours of operation not less than one (1) currently FAA certificated commercial pilot with appropriate ratings for the Aircraft utilized in its operation and training for the type of operation being conducted. Operator will also provide other trained personnel in sufficient numbers as are required to meet the Minimum Standards in an efficient manner.

Hours of Operation

An Operator providing Specialized Commercial Flying Services shall be required to remain open at hours that will provide adequate service to its customers, which hours of operation shall be subject to the approval of the Airport Director. When closed, the Operator shall post a contact telephone number.

AIRCRAFT STORAGE

Scope of Services

An Operator of an Aircraft storage operation is engaged in the construction and rental of conventional and/or T-type hangars and tie-down areas to the general flying public.

Premises/Facilities/Equipment

An Operator shall lease or construct hangars appropriate for anticipated demand and size of Aircraft at the Airport. Construction of hangars or buildings shall be in accordance with design, zoning, and construction standards required and established by the Airport for the facility or activity involved and in accordance with the Airport Layout Plan.

Conventional multi-aircraft hangars shall be a minimum of 10,000 square feet; Conventional individual-aircraft hangars shall be a minimum of 2,500 square feet; T-type hangars shall have a minimum 1,400 square feet and four (4) units per building.

Operator shall provide a sufficient number and type of fire extinguishers as required by federal, state, and local laws and regulations and towing equipment capable of maneuvering aircraft to and from the hangar.

Operator shall provide sufficient customer and employee parking as required by local code and zoning requirements.

Operator shall ensure that facilities used for Aircraft Storage are not utilized for non-



aeronautical activities. Operator shall ensure that all sub-lessees are able to secure an Airport Identification Badge and satisfy the required background checks.

The lease of Airport property to an entity, or entities for the purpose of constructing and/or occupying a hangar for the non-Commercial storage of Aircraft is not considered a Commercial aeronautical activity and is not subject to these Minimum Standards. Said premises are not to be used for any business or purpose other than that authorized by the Airport. If such facilities are subsequently desired for use by a Commercial aeronautical service provider, the facilities must satisfy the Minimum Standards required for the proposed services or activities.

Personnel/Training/Certification

An Operator providing Aircraft Storage Services shall have in its employ during its hours of operation not less than one (1) responsible person in charge to supervise operations and with authorization to act for and on behalf of the Operator. Operator will also provide other trained personnel in sufficient numbers as are required to meet the Minimum Standards in an efficient manner.

Hours of Operation

An Operator providing Aircraft Storage Services shall be required to remain open at hours that will provide adequate service to its customers, which hours of operation shall be subject to the approval of the Airport Director. When closed, the Operator shall post a contact telephone number.

MULTIPLE SERVICES

Any Operator (other than an FBO) that engages in two (2) or more of the Commercial Aeronautical Services described in this chapter shall provide facilities which are sufficient to provide the multiple services which will not exceed the sum of the minimum space required for each of the individual services. In the event of conflicting Minimum Standards, the Operator will be required to satisfy the higher or more demanding standard. For example, the required hours of operation shall be the longest hours required of the operations individually. Multiple responsibilities may be assigned to personnel to meet the staffing requirements of each individual service.

The Airport Director may permit an Operator conducting multiple commercial aeronautical activities to satisfy a minimum standard that is less than the sum of the standards for each activity if the Airport Director finds that the difference will not affect the Operator's ability to provide the level of products and services to airport users, and will not create an unfair competitive relationship among Operators.

TEMPORARY SERVICES

The Airport recognizes that Airport users may require specialized aviation services which may not be available through an existing Operator located on the Airport. In such cases, the Airport may allow an Airport user to solicit and utilize the services of a qualified Person not based at the Airport, on a temporary basis, provided such temporary Operator comply with the following requirements.

The Airport user requiring the services must submit a written request of behalf of the potential temporary SASO to the Airport. Such request must include the name and contact information of the proposed Operator, a description of the services to be provided, documentation of the minimum

insurance requirements based on the services to be provided, and evidence of all required federal, state and local licenses and certificates required to lawfully provide such services.

If approved, the Airport will issue a temporary permit for the SASO to operate on the Airport for the requesting user. The temporary Operator must comply with all applicable Airport Rules and Regulations. The temporary Operator must conduct its activities from the leased premises of the Airport user. The temporary Operator must be escorted by the Airport user or apply for and receive an Airport-issued identification badge. Such temporary Operator will be required to pay badging fees and any other fee commensurate with their use of the Airport as provided for in their temporary Permit.

EXHIBIT A – APPLICATION FOR COMMERCIAL AERONAUTICAL SERVICE PROVIDERS

CENTRAL WISCONSIN AIRPORT

Application for Commercial Aeronautical Service Providers

Return this completed application to:

Airport Administration, Central Wisconsin Airport

Use this application form to request authorization to provide commercial aeronautical services at the Central Wisconsin Airport. Complete all blocks with the appropriate information; make blocks "N/A" when they do not apply to your request. Continue on separate sheets if additional room is required. Type or Print Application Clearly.

DATE: \_\_\_\_\_ 20\_\_\_\_

APPLICANT INFORMATION

NAME: \_\_\_\_\_
Name of individual completing this application

ADDRESS: \_\_\_\_\_
Street address or P.O. Box, City, State, Zip Code

PHONE NUMBER: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_
Work Other

EMAIL: \_\_\_\_\_

If applying as a business or other legal entity, complete the following:

NAME OF COMPANY/BUSINESS: \_\_\_\_\_

PRESIDENT/PARTNERS: \_\_\_\_\_
Name(s)

FEDERAL TAX I.D. NUMBER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_
Street address or P.O. Box, City, State, Zip Code

BUSINESS WEBSITE: \_\_\_\_\_

ADDITIONAL POINT(S) OF CONTACT REGARDING THIS APPLICATION (name and telephone): \_\_\_\_\_

DESCRIBE PRESENT BUSINESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you or any Principal in this application ever filed bankruptcy?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you or any Principal in this application ever been convicted of a felony?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

**1. PROPOSED SERVICES: Check all activities proposed to be conducted the first day of operations.**

- FIXED BASE OPERATOR (FBO) (REQUIRED SERVICES)
  - Aircraft Maintenance
  - Passenger, Crew and Aircraft Ground Services
  - Aviation Fuels and Lubricants
  - Aircraft Storage
  - Aircraft Rental and Flight Instruction Services

**FBO WITH ADDITIONAL OPTIONAL AERONAUTICAL SERVICES:**

- Specialized Aircraft Repair Services
- Aircraft Sales
- Aircraft Charter, Air Taxi or Air Ambulance Services
- Specialized Commercial Flying Services
- Other Aeronautical Services (specify the services to be provided below)

**OR:**

- SPECIALIZED AVIATION SERVICE OPERATIONS (SASO)
  - Airframe and Engine Maintenance and Repair Services
  - Specialized Aircraft Repair Services
  - Aircraft Sales
  - Aircraft Rental or Leasing Services
  - Flight Instruction Services
  - Aircraft Charter, Air Taxi or Air Ambulance Services
  - Specialized Commercial Flying Services
  - Aircraft Storage
  - Other Aeronautical Services (specify the services to be provided below)

**2. BUSINESS REQUIREMENTS:**

a. Building/Facility Requirements: State the type and size of building/facilities/office needed to conduct the business. Indicate any special consideration for equipment, drainage, lighting, etc.

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What type and size of investment does the Company/Business anticipate making at the Airport in terms of Building, Renovations, Machinery and Equipment, Furniture and Fixtures, and/or Inventory?

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**If applicable, attach a site plan and or drawings.**

b. Will any part of the operations of this business require the storage, use or transport of volatile, hazardous or toxic chemicals or waste on Airport property?  Yes  No  
(If yes, explain in detail)

c. Ownership: List all persons or companies that will own an interest in the proposed business.

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

d. Management: List the person who will be managing the operations at the Central Wisconsin Airport.

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

e. Requirement for Expenditure: Will your business require the Airport to spend funds or supply labor or materials?  Yes  No (If yes, explain in detail)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please sign and date below:**

**AUTHORIZATION TO RELEASE INFORMATION:**

I certify that I will execute such forms, releases or discharges as may be required by the FAA and all aviation and aeronautics commissions, administrators, or departments of all states in which the applicant has engaged in aviation business, to release, to the Central Wisconsin Airport and/or the Central Wisconsin Joint Airport Board, information in their files relating to the applicant or its current or proposed operation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name

**CERTIFICATION:**

I certify that I am authorized to sign this application on behalf of the individuals or the Company represented on this application. I certify that to the best of my knowledge the information provided on this application is true and factual.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name

**Please provide all information requested on the Supporting Document form.**

## SUPPORTING DOCUMENTS

Please provide a copy of all additional information below. All information that is requested should be typed or printed legibly.

- Business Plan
- Brief description of qualification and previous experience in the proposed business.
- Three (3) business references.
- Financial statements (to include balance sheet and income statement) for 1) Three previous years, and 2) Current Year-to-Date.
- Three (3) credit references (if requested).
- Listing of Assets to be used in the operation
- Site Plans or Drawings for any proposed construction or improvements (if applicable).
- Certificate of Insurance or Evidence of ability to obtain required insurance.
- Licenses, certificates or permits required to conduct this business (i.e., FAA and/or FCC Certificates and Licenses).
- Other\_\_\_\_\_