



Peninsula Airport Commission  
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# General Aviation Minimum Standards

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Peninsula Airport Commission

*Newport News/Williamsburg International Airport*

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September 25, 2014

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## **1. INTRODUCTION**

### **1.1. Purpose**

1.1.1. The purpose of General Aviation Minimum Standards (Minimum Standards) is to encourage and promote: (a) the consistent provision of high quality general aviation products, services, and facilities at the Newport News/Williamsburg International Airport (Airport), (b) the development of high quality general aviation improvements at the Airport, (c) safety and security at the Airport, (d) the economic health of general aviation commercial operators (Operator) at the Airport, and (e) the orderly development of land and improvements at the airport.

1.1.1.1. To this end, all qualified and experienced entities desirous of engaging in commercial general aviation aeronautical activities (Activities) at the airport shall be accorded a reasonable opportunity, without unjust discrimination, to engage in such Activities, subject to complying with these Minimum Standards.

1.1.2. Activities may be proposed that do not fall within the commercial aeronautical activities designated herein. In such a case, appropriate standards and requirements shall be established by the Peninsula Airport Commission (Commission) on a case-by-case basis.

### **1.2. General Provisions**

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

### **1.3. Exclusive Rights**

1.3.1. In accordance with airport sponsor assurances given to the federal and/or state government by the Commission as a condition to receiving federal and/or state funds, the granting of rights or privileges to engage in commercial aeronautical activities shall not be construed in any manner as affording any entity an exclusive right to conduct Activities, other than the exclusive use of the land and/or Improvements that may be leased to an entity and then only to the extent provided in an agreement.

1.3.2. The Commission will utilize the Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5190-6 Exclusive Rights at Federally-Obligated Airports and FAA Order 5190.6B Airport Compliance Manual as guidance on any exclusive rights issue.

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

- 1.3.3.1. The opportunity to engage in Activities shall be made available to those entities complying with the standards set forth in these Minimum Standards and as space may be available at the Airport to support such Activities provided such use is consistent with the current and planned uses of land and improvements at the Airport and is in the best interests of the Commission and the public, as determined by the Commission in its sole discretion.
- 1.3.4. If the FAA determines that any provision of these Minimum Standards, any provision of any agreement, or any practice constitutes a grant of a prohibited exclusive right, such provision(s) shall be deemed null and void and such practice shall be discontinued immediately.

#### **1.4. Applicability**

- 1.4.1. These Minimum Standards specify the standards and requirements which must be complied with by any Operator who is approved to engage in Activities at the Airport.
  - 1.4.1.1. Any required determinations, interpretations, or judgments regarding what constitutes an acceptable standard or requirement, or regarding compliance with such standard or requirement, shall be made by the Commission.
  - 1.4.1.2. Any Operator may exceed the applicable standards or requirements, no Operator shall be allowed to engage in Activities at the Airport under conditions that do not, in the Commission's sole discretion, comply with these Minimum Standards, unless an exemption or variance has been approved by the Commission.
- 1.4.2. These Minimum Standards shall apply to any new agreement or any amendment to any existing agreement relating to the leasing and/or occupancy of land or improvements for Activities at the Airport. If an Operator desires, under the terms of an existing agreement, to change its Activities, the Operator shall comply with these Minimum Standards, unless an exemption or variance has been granted by the Commission.
  - 1.4.2.1. These Minimum Standards shall not affect any agreement or amendment thereto properly executed prior to the date of adoption of these Minimum Standards except as provided for in such agreement, in which case, these Minimum Standards shall apply to the extent permitted by such agreement.
  - 1.4.2.2. These Minimum Standards shall not be deemed to modify any existing agreement under which an Operator is required to exceed these Minimum Standards nor prohibit the Commission from entering into or enforcing an agreement or amendment thereto that requires an Operator to exceed these Minimum Standards.
- 1.4.3. Engaging in Activities without an agreement requiring compliance with these Minimum Standards is expressly prohibited.

- 1.4.4. If these Minimum Standards are amended after an Operator enters into an agreement with the Commission, Operator shall not be required to comply with the amended Minimum Standards, except as provided for in such agreement, until:
  - 1.4.4.1. such time as Operator's existing agreement is amended to incorporate the amendments,
  - 1.4.4.2. the Commission approves an assignment to another entity acceptable to the Commission, or
  - 1.4.4.3. the Operator agrees in writing to be bound by the amendments, or
  - 1.4.4.4. Operator enters into a new agreement with the Commission, incorporating the amendments by reference.

## **2. GENERAL REQUIREMENTS**

### **2.1. Introduction**

- 2.1.1. Operator engaging in Activities at the Airport shall comply with or exceed the requirements of this Section as well as the standards and requirements applicable to the Activities, as set forth herein.

### **2.2. Experience/Capability**

- 2.2.1. Operator shall, in the judgment of the Commission, demonstrate before and throughout the term of any agreement, (i) the financial ability to pay all rents, fees, and costs owed the Commission and (ii) and technical capability in developing and maintaining Operator facilities and improvements; procuring and maintaining Operator vehicles, equipment, inventory and aircraft necessary to conduct approved Activities; employing the properly trained and adequate number of employees and in general to carry out the approved Activities.
- 2.2.2. Operator shall, in the judgment of the Commission, demonstrate before and throughout the term of any agreement, the capability of consistently providing approved general aviation products, services, and facilities and engaging in the approved Activities in a safe, secure, efficient, courteous, prompt, and professional manner in service to and to the benefit of the public.

### **2.3. Agreements**

- 2.3.1. Operator shall not engage in Activities without an agreement with the Commission.
- 2.3.2. If Operator is subleasing land and/or improvements, sublease agreements must be approved by the Commission.

### **2.4. Rents, Fees, and Costs**

- 2.4.1. Operator shall pay the rents, fees, and costs on time, as specified by the Commission for engaging in Activities.
- 2.4.2. The Commission may, at its option, enforce the payment of any rent, fee, or cost due and owing to the Commission by any legal means available to the Commission under any agreement.

### **2.5. Leased Premises**

- 2.5.1. Operator shall lease or sublease contiguous land and/or lease, sublease, or construct improvements for Activities as required in these Minimum Standards.
  - 2.5.1.1. Construction or remodel of any improvements must be approved in advance by the Commission and designed and constructed in accordance with the Design and Sustainability Guidelines.
  - 2.5.1.2. Leased premises that require public access shall have direct landside access.



- 2.5.1.3. Specialized aviation service operators (SASO) are encouraged to be sublessees of a fixed base operator (FBO); however, if suitable land or improvements are not available or cannot be secured from an FBO, SASOs may (if available): (a) sublease improvements from another SASO and/or (b) lease land and/or improvements from the Commission.
- 2.5.2. Contiguous Land
  - 2.5.2.1. All required Improvements including, but not limited to, apron, paved tiedowns, facilities, and vehicle parking shall be located on contiguous land.
  - 2.5.2.2. Operator engaging in Activities shall have adequate leased premises to accommodate Activities of Operator and all approved Sublessees, as required in these Minimum Standards.
- 2.5.3. Apron and Paved Tiedowns
  - 2.5.3.1. All required apron and paved tiedowns must be:
    - 2.5.3.1.1. constructed by Operator, leased from the Commission, and/or managed by Operator on behalf of the Commission;
    - 2.5.3.1.2. contiguous and separated by no more than a taxilane which allows entity to taxi or tow aircraft without traversing a taxiway or public roadway; and
    - 2.5.3.1.3. of adequate size and weight bearing capacity to accommodate the movement, staging, and parking of the aircraft currently and/or anticipated to utilize Operator's leased premises.
  - 2.5.3.2. If Operator utilizes a hangar for storing Operator aircraft at the Airport and Operator does not handle or store customer aircraft, tiedowns are not required.
  - 2.5.3.3. Apron associated with hangars shall be equal to 125% the square footage of the hangar (or largest hangar in the development of contiguous hangars and be able to accommodate the movement of aircraft into and out of the hangar and the staging and parking of aircraft.
  - 2.5.3.4. Apron, paved tiedowns, and hangars must be located so as to provide unimpeded movement of aircraft in and out of other hangars and/or operating to and from taxilanes or taxiways.
- 2.5.4. Vehicle Parking
  - 2.5.4.1. Paved vehicle parking shall be sufficient to accommodate all of Operator vehicles and equipment.
  - 2.5.4.2. Paved vehicle parking locations shall be approved in writing by the Commission.
  - 2.5.4.3. On-street vehicle parking is not permitted.



**2.5.5. Hangars**

2.5.5.1. Hangars identified throughout these Minimum Standards shall meet the following minimum door height and door width (in “feet”) requirements for the type of aircraft being serviced, unless otherwise stipulated in these Minimum Standards.

	Door Height	Door Width
Single-engine Piston	15	45
Multi-engine Piston	20	80
Turboprop	28	100
Turbojet	32	110

2.5.5.2. Hangar door heights and door widths may be less than the requirements stipulated in Section 2.5.5.1. if the hangars are single structures of not less than 7,500 square feet, subdivided and configured (although each unit shall not be less than 1,250 square feet) to accommodate individual bays for storage of single-engine piston aircraft.

**2.6. Products, Services, and Facilities**

2.6.1. To ensure compliance with the airport sponsor assurances, Operator shall:

2.6.1.1. provide products, services, and facilities on a reasonable, and not unjustly discriminatory, basis to all Airport users and

2.6.1.2. charge reasonable, and not unjustly discriminatory, prices for each product, service, or facility.

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

2.6.1.2.2. In the event of a complaint, Operator shall submit a schedule of product, service, and facility pricing to the Commission within 14 calendar days of Commission request. In addition to identifying the Operator’s product, service, and facility pricing, the schedule shall identify any discounts, rebates, or other similar types of price reductions offered by Operator.

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

**2.7. Licenses, Permits, Certifications, and Ratings**

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

- 2.7.1.1. Operator shall keep in effect and post in a prominent place, readily accessible and/or visible to the general public, all necessary or required licenses, permits, certifications, or ratings.
- 2.7.1.2. Upon request, Operator or its employees shall provide copies of such licenses, permits, certifications, or ratings to the Commission within 14 calendar days of Commission request.
- 2.7.2. Operators engaged in any Activities at the Airport shall adhere to the practices required or recommended by the FAA and shall comply with all Safety Management Systems (SMS) regulations or directives issued by the Commission.

### **2.8. Employees**

- 2.8.1. Operator shall employ a qualified, experienced, and professional on-site manager who shall be fully responsible for the day-to-day management of Operator Activities.
  - 2.8.1.1. The person managing Operator Activities shall have experience managing similar Activities at a comparable airport in a comparable market.
  - 2.8.1.2. Operator shall give due consideration to any written notification from the Commission of the Commission's dissatisfaction with the on-site manager's performance and shall take all reasonable action to address the cause of such dissatisfaction.
- 2.8.2. During Operator hours of Activities, a qualified, experienced, and professional on-site supervisor shall be readily available and authorized to represent and act for and on behalf of Operator with respect to Operator Activities.
- 2.8.3. Operator shall have in its employ, on duty, and immediately available during hours of operation, properly trained and qualified employees in such numbers as are required to comply with these Minimum Standards and to meet the reasonable demands of customers for all Activities being conducted by Operator.
- 2.8.4. Operator shall control the conduct, demeanor, and appearance of Operator's employees. It shall be the responsibility of Operator to maintain close supervision over its employees to ensure high quality products, services, and facilities are consistently provided in a safe, secure, efficient, courteous, prompt, and professional manner.

### **2.9. Aircraft, Equipment, and Vehicles**

- 2.9.1. Operator aircraft, equipment, and vehicles required by these Minimum Standards must be fully operational and available at all times, in compliance with applicable regulatory measures, and capable of providing all required products and services in a manner consistent with the intended use.
  - 2.9.1.1. Aircraft, equipment, and vehicles may be unavailable, from time to time, on a temporary basis, for a reasonable period of time, due to routine or emergency maintenance as long as:

- 2.9.1.1.1. appropriate measures are being taken to return the aircraft, equipment, or vehicle to service as soon as possible and
- 2.9.1.1.2. at least one required aircraft, equipment, and/or vehicle in a fully operational manner is available at all times.

## **2.10. Hours of Operations**

- 2.10.1. Hours of operation and contact information for after hours service shall be clearly posted in public view using appropriate and professional notices.
- 2.10.2. Unless otherwise stated in these Minimum Standards, Operator's services shall be continuously offered and available to meet reasonable demand of customers for all Activities eight hours per day between the hours of 0600 to 1800, Monday through Friday, excluding holidays.

## **2.11. Security**

- 2.11.1. Operator shall comply with the Commission's security requirements and/or best practices as applicable to Operator's leased premises and Activities and Operator's use of the Airport.
- 2.11.2. Operator shall designate a responsible person for the coordination of all security procedures and communications and provide point-of-contact information to the Commission including the name of the primary and secondary contacts and a 24-hour telephone number for both individuals.
- 2.11.3. Operator shall develop and maintain a security plan.
  - 2.11.3.1. A security plan shall be submitted to the Commission for review no later than 30 calendar days before Operator is scheduled to commence Activities at the Airport and it shall be resubmitted any time changes are made to the Security Plan.
  - 2.11.3.2. Upon request, an Operator that is required to comply with a TSA security program must demonstrate written compliance with all relevant and applicable TSA requirements to the Commission within 14 calendar days of Commission request.
- 2.11.4. Operator must comply with applicable reporting requirements as established by the Commission, FAA, DHS, TSA, and any other agencies.
- 2.11.5. Fencing, doors, gates, lighting, and locks which are part of an Operator's leased premises or have been installed by the Operator must be maintained by the Operator and kept in working condition at all times. Perimeter fencing and associated doors, gates, lighting, and locks will be maintained by the Commission.

## **2.12. Insurance**

- 2.12.1. Operator shall procure, maintain, and pay all premiums throughout the term of an agreement for the applicable insurance coverages and amounts required by regulatory measures and set forth in Attachment A (Minimum Insurance Requirements) of these Minimum Standards for all Activities conducted. The insurance company or companies underwriting the required policies shall be authorized to write such insurance in the Commonwealth of Virginia (with a Best rating of A or above) or be approved in writing by the Commission.

- 2.12.1.1. When coverages or amounts set forth in Attachment A (Minimum Insurance Requirements) are not commercially available, appropriate replacement coverages or amounts must be approved in writing at least 60 calendar days in advance by the Commission.
- 2.12.1.2. The Commission reserves the right to require more or different types of insurance coverage based on the risks associated with Operator's Activities.
- 2.12.2. When Operator engages in multiple Activities, the minimum coverages and amounts shall be established by the Commission and may vary depending upon the nature of the Activities or a combination of Activities, but shall not necessarily be cumulative.
- 2.12.3. All insurance, which Operator is required to carry and keep in full force and effect, shall name the Commission and its Commissioners, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers as additional insured.
- 2.12.4. Liability policies shall contain, or be endorsed with, the following provisions.
  - 2.12.4.1. "Peninsula Airport Commission and its Commissioners, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers are covered as additional insured with respect to: liability arising out of activities performed by or on behalf of the insured; premises owned, leased, occupied, or used by the insured; or vehicles, equipment, or aircraft owned, leased, hired, borrowed, or operated by the insured. Such insurance shall provide primary coverage and shall not seek any contribution from any insurance or self-insurance carried by agent or the Peninsula Airport Commission."
  - 2.12.4.2. "Such insurance, as to the interest of the Commission only, shall not be invalidated by any act or neglect or breach of contract of the insured. Any failure to comply with reporting or other provisions of the policies, including any breach of warranty, shall not affect coverage provided to Peninsula Airport Commission and its Commissioners, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers. The insured's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the aggregate limits of the insurer's liability."
  - 2.12.4.3. "Coverage shall not be suspended, voided, or cancelled by either party or reduced in coverage or in limits except after 30 calendar days prior written notice, 14 calendar days prior written notice for cancellation for non-payment of premium, by certified mail, return receipt requested, has been given to the Peninsula Airport Commission 900 Bland Boulevard, Suite G Newport News, Virginia 23602."
- 2.12.5. Companies issuing the insurance policy or policies shall have no recourse against the Commission for payment of premiums or assessments for any deductibles that are the sole responsibility and risk of the Operator.

- 2.12.6. Certificates of insurance for the insurance coverages required by regulatory measures and set forth in these Minimum Standards for Activities shall be delivered to the Commission upon execution of any agreement, or when approval is given by the Commission to conduct Activities at the Airport. Thereafter, Operator shall provide certificates of insurance to the Commission every 12 months. In addition, Operator shall furnish a certificate of insurance if any change (e.g., changing underwriters, coverages, or amounts) occurs.
- 2.12.7. The coverages and amounts stipulated herein for each Activity represent the minimum coverages and amounts that shall be maintained by Operator, at all times, to engage in Activities at the Airport.
- 2.12.8. Any Operator with environmental contamination risks shall be required to secure appropriate environmental liability insurance with coverage amounts appropriate for the type and level of environmental contamination exposure risk, as determined by the Commission.

### **2.13. *Indemnification and Hold Harmless***

- 2.13.1. Operator shall defend, indemnify, save, protect, and hold harmless the Commission and its Commissioners, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers from and against (and reimburse the Commission) all claims, demands, damages, expenses, costs, fees (including, but not limited to attorney, accountant, paralegal, and expert fees), fines, environmental costs, and/or penalties (collectively referred to as costs) which may imposed upon, claimed against or incurred or suffered by the Commission and which, in whole or in part, directly or indirectly, arise from or are in any way connected with any of the following, (a) any act or omission of Operator or Operator's partners, officers, members, managing members, directors, agents, employees, invitees, or contractors, (b) any use or occupation, management or control of Operator's leased premises, whether or not due to Operator acts or omissions, (c) any condition created in or about the Operator's leased premises, and (d) any breach, violation, or nonperformance of the Operator obligations under any agreement or regulatory measure.
- 2.13.2. In the event of a violation of an environmental regulatory measure or an environmental contaminating accident or incident caused by Operator or Operator's employees, vendors, suppliers, contractors, or any other invitees, the following shall apply.
  - 2.13.2.1. Operator shall accept total responsibility and defend, indemnify, save, protect, and hold harmless the Commission and its Commissioners, individually and collectively, and its representatives, officers, officials, employees, agents and volunteers.
- 2.13.3. Nothing herein shall constitute a waiver of any protection available to the Commission and its Commissioners, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers under the Commonwealth of Virginia's doctrine of sovereign immunity.



**2.14. Enforcement**

2.14.1. In the event Operator fails to comply with these Minimum Standards, the Commission shall send a written violation notice to Operator at its last known address. The entity shall have 14 calendar days within which to (a) provide a statement to the Commission explaining why the violation occurred and to advise the Commission that the violation has been corrected or (b) when and how the violation will be corrected. The Commission, in its sole discretion, has the right to suspend the Operator and/or revoke Activities at the Airport, as the Commission deems until such time as the violation has been cured. The Operator shall pay for any costs incurred by the Commission in curing any violation, including but not limited to, attorney fees, expert witness fees, court costs, and other legal costs, etc.

**2.15. Taxes**

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

**2.16. Multiple Activities**

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

### **3. FIXED BASE OPERATOR**

#### **3.1. Introduction**

- 3.1.1. A Fixed Base Operator (FBO) is granted the right to operate on the Airport and provide specific commercial aeronautical products, services, and facilities in support of services to general aviation, air carrier and military aircraft, as set forth in Section 3.2.
- 3.1.2. In addition to the General Requirements set forth in Section 2 above, each FBO at the Airport shall comply with the following standards and requirements set forth in this Section.

#### **3.2. Scope of Activities**

- 3.2.1. Unless otherwise stated in these Minimum Standards, the following required products and services shall be provided by FBO employees using the FBO aircraft, vehicles, equipment, and resources.

##### **3.2.2. Aviation Fuels and Aircraft Lubricants**

- 3.2.2.1. FBO shall deliver and dispense, upon request, the following aviation fuel and lubricants into all general aviation, air carrier, and government/military aircraft using the Airport.

Aviation Fuels and Lubricants	Minimum Standard
Jet Fuel	FBO Employees and Equipment
Avgas	FBO Employees and Equipment
Lubricants	FBO Employees and Equipment
Response time: 15 minutes from time of customers' request during required hours of activities, except in circumstances or situations beyond the control of the FBO.	

- 3.2.2.2. The Commercial delivery and dispensing of aviation fuels for all general aviation, air carrier, and government/military aircraft using the Airport is reserved to an FBO.

##### **3.2.3. Passenger, Crew, and Aircraft Ground Services, Support, and Amenities**

- 3.2.3.1. FBO shall provide, upon request, the following passenger, crew, and aircraft ground services, support, and amenities for general aviation aircraft using the Airport:

Ground Services, Support, and Amenities	Minimum Standard
Aircraft marshalling	FBO employees
Aircraft parking and tiedown	FBO employees and facilities
Aircraft towing	FBO employees and equipment
Oxygen services	FBO employees or in compliance with Section 3.2.5.2
Nitrogen services	FBO employees or in compliance with Section 3.2.5.2
Deicing services	FBO employees and equipment
Compressed air services	FBO employees and equipment
Lavatory services	FBO employees and equipment



Ground Services, Support, and Amenities	Minimum Standard
Potable water service	FBO employees and equipment
Aircraft ground power (Direct Current or DC)	FBO employees and equipment
Baggage handling and related services	FBO employees and equipment
Concierge services	FBO employees
Courtesy transportation (passengers and crews to/from local area resorts, hotels, and restaurants)	FBO employees or Commission authorized third party
Ground transportation arrangements (passengers and crews)	Commission authorized taxi, shuttle, limousine, or rental car
Accommodation arrangements	FBO employees
Aircraft catering arrangements	FBO employees
Aircraft cleaning/washing service	FBO employees or Commission authorized third party

- 3.2.3.2. The commercial provision of passenger, crew, and aircraft ground services, support, and amenities for general aviation aircraft using the Airport is reserved to an FBO.
- 3.2.4. Aircraft Storage
  - 3.2.4.1. FBO shall develop, own, and/or lease facilities for the purpose of renting or subleasing aircraft storage facilities for general aviation aircraft using the Airport.
  - 3.2.4.2. Aircraft storage facility requirements are stipulated in Section 3.3.
- 3.2.5. Aircraft Rental and Flight Training
  - 3.2.5.1. FBO shall provide aircraft rental and flight training in accordance with Section 7 of these Minimum Standards.
  - 3.2.5.2. FBO can meet these requirements by arrangement (and through agreement – a copy of which must be provided to the Commission) with an authorized SASO who meets the standards and requirements for aircraft rental or flight training SASO and operates from the FBO's leased premises.
- 3.2.6. Aircraft Maintenance
  - 3.2.6.1. FBO shall provide aircraft maintenance in accordance with Section 4 of these Minimum Standards for general aviation aircraft frequenting the Airport.
  - 3.2.6.2. FBO can meet these requirements by arrangement (and through agreement – a copy of which must be provided to the Commission) with an authorized Operator who meets the standards and requirements for Aircraft Maintenance Operator and operates from the FBO's leased premises.

### **3.3. Leased Premises**

3.3.1. FBO shall have adequate land and improvements to accommodate all Activities of the FBO and all approved sublessees, but not less than the following:

3.3.1.1. Contiguous land and apron consisting of the following:

<b>Contiguous Land and Apron</b>	<b>Minimum Standard (square feet)</b>
Contiguous land (owned or leased apron)	217,800 SF
Contiguous land (managed apron) <sup>1</sup>	130,680 SF
Apron (owned, leased, or managed) <sup>2</sup>	87,120 SF
Paved tiedowns <sup>3</sup>	10

3.3.1.2. Facilities consisting of the following:

<b>Facilities</b>	<b>Minimum Standard (square feet)</b>
Terminal Building (total)	5,000 SF
Customer area <sup>4</sup>	3,750 SF
Administrative area <sup>5</sup>	750 SF
Aircraft Storage Hangar(s) <sup>8</sup>	10,000 SF
Hangar door (height/width)	20'/80'
Aircraft Maintenance (total)	13,500 SF
Customer area <sup>6</sup>	500 SF
Administrative area <sup>5</sup>	500 SF
Maintenance area <sup>7</sup>	2,500 SF
Maintenance hangar <sup>8</sup>	10,000 SF
Hangar door (height/width)	20'/80'

<sup>1</sup> If FBO does not own or lease the apron (i.e., if the FBO manages the apron on behalf of the Commission)

<sup>2</sup> Apron associated with (and located immediately adjacent to the) the FBO Terminal Building.

<sup>3</sup> Adequate to accommodate the number, type, and size of based and transient aircraft requiring tiedown space, including ropes, chains, and/or other types of aircraft restraining devices and wheel chocks which are required to safely secure aircraft as described in AC 20-35C.

<sup>4</sup> Customer/common area shall include customer service counter, customer lounge, flight planning room, kitchen and vending, conference room, crew sleep/quiet room, and restrooms.

<sup>5</sup> Administrative area shall include adequate space for employee offices, work areas, and storage.

<sup>6</sup> If customers have immediate access to FBO's customer area, additional customer area square footage is not required.

<sup>7</sup> Maintenance area shall include adequate space for work/shop areas and storage of aircraft parts and equipment.

<sup>8</sup> Clear span (on a standalone basis or within another structure) and completely enclosed.

### **3.4. Fuel Storage Facility**

- 3.4.1. FBO shall own or lease an above ground fuel storage facility at the Airport in a location consistent with the Master Plan, ALP, and/or Land Use Plan and as approved by the Commission.
- 3.4.2. Fuel storage facility shall have total capacity for three days peak supply of aviation fuels (excluding special events) for aircraft being serviced by FBO. In no event shall the total storage capacity be less than:

Fuel Storage Facility		Minimum Standard
Jet Fuel		
Number of tanks		3
Total capacity (gallons)		60,000
Avgas		
Number of tanks		1
Total capacity (gallons)		12,000
Mogas (for vehicles and equipment)		
Number of tanks		1
Total capacity (gallons)		500

- 3.4.2.1. FBO shall have adequate and proper storage for waste fuel and test samples.
- 3.4.2.2. FBO shall be capable of expanding the fuel storage facility capacity within a reasonable time period.
- 3.4.3. FBO shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier for the delivery of aviation fuels in the quantities necessary to meet the requirements set forth herein or the reasonable peak demands of customers.
- 3.4.4. FBO shall provide the Commission with a written Spill Prevention, Control, and Countermeasures (SPCC) Plan that meets regulatory measures for FBO's fuel storage facilities and Activities. An updated copy of the SPCC Plan shall be filed with the Commission at least 30 calendar days prior to any scheduled changes in operations.
- 3.4.5. Fuel delivered, stored, or dispensed by FBO shall comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D 1655 (Jet Fuel) and ASTM D 1910 (Avgas) and API requirements for fueling, fuel storage and the associated facilities and equipment. Ensuring the quality of the fuel is the sole responsibility of FBO.
- 3.4.6. If FBO is delivering, storing, or dispensing aviation Mogas, FBO shall comply with the quality specification outlined in ASTM D4814 without ethanol and API requirements for fueling, fuel storage and the associated facilities and equipment. Ensuring the quality of the fuel is the sole responsibility of FBO.

### **3.5. Fuel Reports**

- 3.5.1. On or before the 10th calendar day of the subsequent month, FBO shall: (a) provide a summary report to the Commission identifying the number of gallons of aviation fuel: (i) purchased by FBO by fuel type) (ii) delivered to FBO's fuel storage facility by fuel type, and (iii) dispensed by FBO at the Airport, to FBO and customer aircraft, and (b) pay the appropriate fees due to the Commission at the Airport administrative offices.
- 3.5.2. Upon request, records and meters shall be made available for review by the Commission or its designated representative. In the case of a discrepancy between the amount of fuel purchased by and/or delivered to FBO and the amount of fuel dispensed by FBO, the greater amount shall prevail and the FBO shall promptly pay all additional fees due and owing the Commission at the Airport administrative offices, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

### **3.6. Refueling Vehicles and Equipment**

- 3.6.1. FBO shall have the following refueling vehicles and equipment and associated capacities:

Refueling Vehicles and Equipment	Minimum Standard
Jet fuel	
Number of refueling vehicle(s)	3
Capacity of 1 <sup>st</sup> and 2 <sup>nd</sup> refueling vehicle	5,000 gallons
Capacity of 3 <sup>rd</sup> refueling vehicle	2,000 gallons
Fixed self-serve fueling system	Optional
Avgas	
Number of refueling vehicle(s)	1 <sup>1</sup>
Capacity of refueling vehicle	750 gallons
Fixed self-serve fueling system	Optional

- 3.6.1.1. A fixed Avgas self-serve fueling system can be substituted for one Avgas refueling vehicle. If so, the system shall: (a) be constructed or installed in a location specified and approved by the Commission, (b) be available and maintained by FBO for public commercial use, and (c) have detailed and readily accessible instructions for the proper and safe operation of the system and a fully operational and readily accessible telephone, emergency shut-off, properly rated fire extinguisher, and fuel spill kit.
- 3.6.2. Refueling vehicles and equipment shall be equipped with metering devices that meet applicable regulatory measures. One refueling vehicle dispensing jet fuel shall have over-the-wing and single point aircraft servicing capability. All refueling vehicles shall be bottom loaded.

<sup>1</sup> If Airport has only one FBO, a minimum of two (2) Avgas Refueling Vehicles are required or a fixed self-service fueling system on the FBO's Leased Premises may provide back-up too one (1) Avgas Refueling Vehicle.

### **3.7. Ground Support Equipment**

3.7.1. FBO shall have the following ground support equipment:

<b>Ground Support Equipment</b>	<b>Minimum Standard</b>
One (1) oxygen cart	FBO equipment or in compliance with Section 3.2.5.2
One (1) nitrogen cart	FBO equipment or in compliance with Section 3.2.5.2
Two (2) compressed air units	FBO equipment
One (1) lavatory service cart	FBO equipment
One (1) potable water unit	FBO equipment or Commission authorized Operator
One (1) ramp marshalling vehicle	FBO equipment
One (1) courtesy vehicle (with a minimum 5 passenger/crew capacity)	FBO equipment or Commission authorized third party
One (1) crew car(s)	FBO equipment or Commission authorized third party
One (1) aircraft towing vehicle <sup>2</sup>	FBO equipment
Tow bars/heads (as required)	FBO equipment
Two (2) aircraft ground power unit (DC)	FBO equipment
One (1) passenger loading stairs (up to a Boeing 737 and/or Airbus 319/320)	FBO equipment or Commission authorized third party
One (1) baggage conveyor belt (up to a Boeing 737 and/or Airbus 319/320)	FBO equipment or Commission authorized third party
Spill kits <sup>3</sup>	FBO equipment
Dry chemical fire extinguisher units <sup>4</sup>	FBO equipment
One (1) deice truck	FBO equipment or Commission authorized third party

<sup>2</sup> Having a rated draw bar capacity sufficient to meet the towing requirements of the heaviest general aviation aircraft normally frequenting the Airport

<sup>3</sup> Including necessary equipment and materials to contain and restrict a fuel spill and restrict fuel or other hazardous materials from flowing into drains and other areas, in compliance with the Operator's SPCC Plan.

<sup>4</sup> Approved and regularly inspected dry chemical fire extinguisher units shall be maintained within all hangars, on all apron areas, at all fuel storage facilities, on all ground support equipment, and all refueling vehicles and equipment.

### **3.8. Hours of Operations**

- 3.8.1. Aircraft fuels and lubricants; passenger, crew, and aircraft ground services, support, and amenities; and aircraft storage shall be continuously offered and available to meet reasonable demands of customers as follows:

Hours of Operations	Minimum Standard
Hours / days per week	0600 - 2400 / 7
Holidays	Yes
After hours on-call response time	1 hour

- 3.8.2. Aircraft rental and flight training shall be continuously offered and available to meet reasonable demands of the public as outlined in Section 7.6 of these Minimum Standards.
- 3.8.3. Aircraft maintenance shall be continuously offered and available to meet reasonable demands of the public as outlined in Section 2.11 of these Minimum Standards.

### **3.9. Employees**

- 3.9.1. FBO shall have properly trained and qualified employees to provide required products, services, and facilities, as follows:

Employees	Minimum Standard
Line service technicians <sup>1</sup>	
During hours of operations (per shift)	2
Customer service representatives	
During hours of operations (per shift)	1 <sup>2</sup>
Aircraft rental and flight training	
During hours of operations	See Section 7 of these Minimum Standards
Aircraft maintenance	
During hours of operations	See Section 4 of these Minimum Standards

- 3.9.2. Employees, while on duty, shall be clean, neat in appearance, and at all times, properly uniformed. Uniforms shall identify the name of the FBO.

- 3.9.2.1. Management and administrative employees shall not be required to be uniformed.

### **3.10. Licenses and Certification**

- 3.10.1. FBO shall comply with the licenses and certification requirements for all Activities as identified in Section 2.7 of these Minimum Standards.

<sup>1</sup> FBO shall have at least one supervisory line service technician (FBO employee) trained in an FAA approved fire safety program (14 CFR Part 139.321).

<sup>2</sup> A line service technician may fulfill the responsibilities of the customer service representative unless the line service technician is performing duties off the leased premises.

### **3.11. Standard Operating Procedures**

- 3.11.1. FBO shall develop and maintain standard operating procedures (SOP). FBO SOP shall include, at minimum, a training plan, fuel quality assurance procedures and associated record keeping, emergency response procedures to fuel spills and fires, and aircraft ground handling procedures. FBO SOP shall also address: (a) regular safety and security inspections, (b) bonding and fire protection, (c) public protection, and (d) marking and labeling of (and controlling access to) fuel storage facilities and refueling vehicles and equipment.
  - 3.11.1.1. FBO SOP shall be submitted to the Commission no later than 30 calendar days before the FBO Activities are scheduled to commence and it shall be resubmitted any time changes are made to the SOP.
- 3.11.2. Fuel storage facility and refueling vehicles and equipment shall be equipped and maintained to and FBO SOP shall comply with applicable regulatory measures and industry best practices including, without limitation, those prescribed by:
  - 3.11.2.1. Commonwealth of Virginia;
  - 3.11.2.2. Rules and Regulations of the Commission;
  - 3.11.2.3. applicable National Fire Protection Association (NFPA) codes and standards including NFPA 407;
  - 3.11.2.4. 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials";
  - 3.11.2.5. applicable Advisory Circulars including AC 00-34 "Aircraft Ground Handling and Servicing", AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport", and AC 150/5230-4A "Aircraft Fuel Storage, Handling, and Dispensing on Airports";
  - 3.11.2.6. applicable Air Transportation Association Specifications including 103 "Standard for Jet Fuel Quality Control at Airports" and Airport Fuel Facility Operations and Maintenance Guidance Manual; and,
  - 3.11.2.7. applicable National Air Transportation Association Safety 1<sup>st</sup> programs including Professional Line Service Training and Management System for Ground Operations.

### **3.12. Aircraft Removal**

- 3.12.1. Recognizing that aircraft removal is the responsibility of the aircraft owner or aircraft operator, FBO shall be prepared to lend assistance within 30 minutes from the time a request is made by the Commission or the aircraft owner or aircraft operator in order to maintain the operational readiness of the Airport. FBO shall prepare an aircraft removal plan and have the equipment readily available necessary to remove up to and including the Group 3 general aviation aircraft.



### 4. AIRCRAFT MAINTENANCE OPERATOR (SASO)

#### 4.1. Introduction

- 4.1.1. An Aircraft Maintenance Operator is granted the right to operate on the Airport and provide commercial aircraft maintenance for general aviation aircraft.
- 4.1.2. In addition to the General Requirements set forth in Section 2 above, each Operator at the Airport shall comply with the following standards and requirements set forth in this Section.

#### 4.2. Leased Premises

- 4.2.1. Operator engaged in this activity shall have adequate land and Improvements to accommodate all Activities of Operator and all approved sublessees, but not less than the following, which are not cumulative.

Leased Premises	Minimum Standard (square feet)
Contiguous land – lessee only	43,560 SF
Customer area <sup>1</sup>	
Lessee	500 SF
Sublessee	Immediate access
Administrative area <sup>2</sup>	500 SF
Maintenance area <sup>3</sup>	
Single-engine piston	500 SF
Multi-engine piston	1,000 SF
Turboprop	1,500 SF
Turbojet	2,500 SF
Hangar <sup>4</sup>	
Single-engine piston	3,600 SF
Multi-engine piston	6,400 SF
Turboprop	10,000 SF
Turbojet	10,000 SF

#### 4.3. Licenses and Certification

- 4.3.1. Operator engaged in aircraft maintenance for turboprop or turbojet aircraft shall be properly certificated by the FAA as a Repair Station (as defined by 14 CFR Part 145).

<sup>1</sup> Customer area shall include adequate space for customer service counter, customer lounge, and restrooms.

<sup>2</sup> Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.

<sup>3</sup> Maintenance area shall include adequate and dedicated space for employee work/shop areas and storage for aircraft parts, accessories, related components, and equipment.

<sup>4</sup> Hangar area shall be at least equal to the square footage stipulated for the type of service being provided (as identified above) or large enough to accommodate the largest general aviation aircraft being serviced, whichever is greater.

### 4.4. Employees

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

Employees	Minimum Standard
A & P mechanic(s)	1
Customer service representative(s) <sup>1</sup>	1

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

### 4.5. Equipment

- 4.5.1. Operator shall have all reasonably necessary equipment for the proper provision of Activities being provided in accordance with the manufacturer's specifications and applicable FAA regulations.

### 4.6. Defueling

- 4.6.1. Operator may defuel aircraft if necessary for aircraft maintenance purposes only. Additionally, Operator may refuel the defueled aircraft following provision of required aircraft maintenance.
- 4.6.2. Defueling and refueling shall not be construed to permit an Operator to engage in the commercial delivery and dispensing of aviation fuels as this Activity is specifically reserved for an FBO (see Section 3 of these Minimum Standards).
- 4.6.3. Operator conducting defueling and refueling of aircraft shall have adequate and proper fuel storage facilities and refueling vehicles and equipment approved by the Commission.
- 4.6.4. Prior to engaging in defueling and refueling of aircraft, Operator shall conform to Section 3.4.4, Section 3.4.5, Section 3.5, Section 3.6.2, and Section 3.11 of these Minimum Standards.
- 4.6.4.1. If the gallons defueled from an aircraft are equal to or greater than the gallons refueled in the aircraft, compliance with Section 3.5 of these Minimum Standards is not applicable.

<sup>1</sup> An A & P Mechanic may fulfill the responsibilities of the customer service representative unless the A & P Mechanic is performing duties off the Leased Premises.

## **5. AIR CARRIER AIRCRAFT LINE MAINTENANCE OPERATOR (SASO)**

### **5.1. Introduction**

- 5.1.1. An Air Carrier Aircraft Line Maintenance Operator is granted the right to operate on the Airport and provide commercial aircraft line maintenance for air carrier aircraft.
- 5.1.2. In addition to the General Requirements set forth in Section 2 above, each Operator at the Airport shall comply with the following standards and requirements set forth in this Section.

### **5.2. Leased Premises**

- 5.2.1. Operator engaged in this activity shall have adequate land and improvements to accommodate all Activities of Operator and all approved sublessees, but not less than the following, which are not cumulative.

Leased Premises	Minimum Standard (square feet)
Contiguous land – lessee only	43,560 SF
Administrative area <sup>1</sup>	500 SF
Maintenance area <sup>2</sup>	500 SF

### **5.3. Licenses and Certification**

- 5.3.1. Employees shall be property certificated by the FAA and the FCC, current, and hold the appropriate ratings for the work being performed.

### **5.4. Employees**

- 5.4.1. Operator shall, at a minimum, employ the following number of employees who shall be available during the required hours of operations as follows:

Employees	Minimum Standard
A & P mechanic(s)	2

### **5.5. Equipment**

- 5.5.1. Operator shall have all reasonably necessary equipment for the proper provision of Activities being provided in accordance with the manufacturer's specifications and applicable FAA regulations.

<sup>1</sup> Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.

<sup>2</sup> Maintenance area shall include adequate and dedicated space for employee work/shop areas and storage for aircraft parts, accessories, related components, and equipment.

## **6. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)**

### **6.1. Introduction**

- 6.1.1. An Avionics or Instrument Maintenance Operator is granted the right to operate on the Airport and provide commercial avionics or instrument maintenance for all general aviation, air carrier, government/military aircraft.
- 6.1.2. In addition to the General Requirements set forth in Section 2 above, each Operator at the Airport shall comply with the following standards and requirements set forth in this Section.

### **6.2. Leased Premises**

- 6.2.1. Operator engaging in this activity shall have adequate land and improvements to accommodate all Activities of Operator and all approved sublessees, but not less than the following, which are not cumulative.

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

<b>Leased Premises</b>	<b>Minimum Standard (square feet)</b>
Contiguous land - lessee only	43,560 SF
Customer area <sup>1</sup>	
Lessee	500 SF
Sublessee	Immediate access
Administrative area <sup>2</sup>	250 SF
Maintenance area <sup>3</sup>	500 SF

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

<b>Leased premises</b>	<b>Minimum Standard (square feet)</b>
Contiguous Land – lessee only	43,560 SF
Customer area <sup>1</sup>	
Lessee	500 SF
Sublessee	Immediate access
Administrative area <sup>4</sup>	250 SF
Maintenance area <sup>5</sup>	
Single-engine piston	500 SF

<sup>1</sup> Customer area (for a Lessee) shall include adequate space for (or in the case of a sublessee, immediate access to) customer service counter, customer lounge, and restrooms.

<sup>2</sup> Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.

<sup>3</sup> Maintenance area shall include adequate and dedicated space for employee work/shop areas and storage for aircraft parts and equipment.

<sup>4</sup> Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.

<sup>5</sup> Maintenance area shall include adequate and dedicated space for employee work/shop areas and storage for aircraft parts and equipment.

Leased premises	Minimum Standard (square feet)
Multi-engine piston	500 SF
Turboprop	500 SF
Turbojet	500 SF
Hangar <sup>1</sup>	
Single-engine piston	3,600 SF
Multi-engine piston	6,400 SF
Turboprop	10,000 SF
Turbojet	10,000 SF

### **6.3. Licenses and Certifications**

- 6.3.1. Operator shall be properly certificated by the FAA as a Repair Station, as defined by 14 CFR Part 145.
- 6.3.2. Employees shall be properly certificated by the FAA and the FCC, current, and hold the appropriate ratings for the work being performed.

### **6.4. Employees**

- 6.4.1. Operator shall employ the minimum number of employees as required by 14 CFR Part 145.

### **6.5. Equipment**

- 6.5.1. Operator shall provide sufficient shop space, equipment, supplies, and availability of parts as defined by 14 CFR Part 145.

<sup>1</sup> Hangar shall be at least equal to the square footage stipulated for the type of service being provided (as identified above) or large enough to accommodate the largest general aviation aircraft being serviced, whichever is greater.

## **7. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)**

### **7.1. Introduction**

- 7.1.1. An Aircraft Rental Operator is granted the right to operate on the Airport and provide commercial aircraft rental or flight training.
- 7.1.2. A Flight Training Operator is granted the right to operate on the Airport and provide commercial flight instruction.
  - 7.1.2.1. A person holding a current FAA Certified Flight Instructor certificate, who provides occasional flight training to an aircraft owner in the owner's aircraft and is not compensated by the aircraft owner or any other party and does not make flight training available to the public, shall not be deemed a Flight Training Operator.
- 7.1.3. In addition to the General Requirements set forth in Section 2 above, each Operator at the Airport shall comply with the following standards and requirements set forth in this Section.

### **7.2. Leased Premises**

- 7.2.1. Operator engaging in this activity shall have adequate land and improvements to accommodate all Activities of Operator and all approved sublessee(s), but not less than the following, which are not cumulative.

<b>Leased Premises</b>	<b>Minimum Standard (square feet)</b>
Contiguous land – lessee only	43,560 SF
Customer area	
Lessee <sup>1</sup>	500 SF
Sublessee <sup>2</sup>	100 SF
Administrative area <sup>3</sup>	250 SF
Self-maintenance <sup>4</sup>	
Maintenance area <sup>5</sup>	500 SF
Hangar <sup>6</sup>	6,400 SF

- 7.2.1.1. If Operator provides aircraft maintenance on other aircraft, Operator shall comply with the standards and requirements for an aircraft maintenance operator (see Section 4 of these Minimum Standards).

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<sup>1</sup> Customer area shall include adequate space for customer service counter, customer lounge, class/training rooms and restrooms.

<sup>2</sup> Customer area shall include adequate space for customer service counter, class/training rooms and immediate access to customer lounge and restrooms.

<sup>3</sup> Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.

<sup>4</sup> Only for Operators engaged in self-maintenance.

<sup>5</sup> Maintenance area shall include adequate and dedicated space for employee work/shop areas and storage for aircraft parts and equipment.

<sup>6</sup> Hangar shall be at least equal to the square footage stipulated (as identified above) or large enough to accommodate the largest aircraft in Operator's fleet at the Airport maintained by the Operator, whichever is greater.

### **7.3. Licenses and Certifications**

7.3.1. Employees performing aircraft proficiency checks and/or flight training shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certifications for the aircraft being utilized and/or flight training being provided.

7.3.1.1. Flight Training Operator shall have available a properly certificated ground school instructor capable of providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for commercial pilot and instrument rating.

### **7.4. Employees**

7.4.1. Operator shall employ the following number of employees who shall be available during required hours of operations.

Employees	Minimum Standard
Aircraft Rental Operator	
Employee(s)	1
Customer service representative(s) <sup>1</sup>	1
Flight Training Operator	
Flight instructor(s)	1
Certificated ground school instructor(s) <sup>2</sup>	1
Customer service representative(s) <sup>3</sup>	1

### **7.5. Equipment**

7.5.1. Operator shall have the following number of properly certified and airworthy aircraft available for rental or use in flight training, as applicable. All aircraft shall be owned or leased by Operator (and operated under the full and exclusive control of Operator).

Equipment	Minimum Standard
Aircraft Rental Operator aircraft	
Fixed wing: single-engine	2 <sup>4</sup>
Flight Training Operator aircraft	
Fixed wing: single-engine	2 <sup>5</sup>

7.5.2. Flight Training Operator shall provide adequate training aids necessary to provide proper and effective ground school instruction.

<sup>1</sup> An employee may fulfill the responsibilities of the customer service representative unless the employee is performing duties off the leased premises.

<sup>2</sup> Ability of providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for commercial pilot rating may be fulfilled by a properly certified flight instructor.

<sup>3</sup> A flight instructor may fulfill the responsibilities of the customer service representative unless the flight instructor is performing duties off the leased premises.

<sup>4</sup> One aircraft must be IFR capable and four place.

<sup>5</sup> One aircraft must be IFR capable unless Flight Training Operator is only providing sport pilot training.



**7.6. Hours of Operations**

- 7.6.1. Operator shall be open and services shall be available to meet the reasonable demands of customers for this activity as follows:

Hours of Operations	Minimum Standard
Hours	8 hours per day
Days per week	6
Holidays	No
After hours	Prior arrangement

**7.7. Insurance Disclosure Requirement**

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

## **8. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)**

### **8.1. Introduction**

- 8.1.1. An Aircraft Charter Operator is granted the right to operate on the Airport and provide commercial aircraft charter (including on-demand common carriage for persons or property, as defined in 14 CFR Part 135, or private carriage, as defined in 14 CFR Part 125).
- 8.1.2. An Aircraft Management Operator is granted the right to operate on the Airport and provide commercial aircraft management including, but not limited to, flight dispatch, flight crews, or aircraft maintenance coordination.
- 8.1.3. In addition to the General Requirements set forth in Section 2 above, each Operator at the Airport shall comply with the following standards and requirements set forth in this Section.

### **8.2. Leased Premises**

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

Leased Premises	Minimum Standard (square feet)
Contiguous land – lessee only	43,560 SF
Customer area <sup>1</sup>	
Lessee	500 SF
Sublessee	Immediate access
Administrative area <sup>2</sup>	250 SF
Self-maintenance <sup>3</sup>	
Maintenance area <sup>4</sup>	500 SF
Hangar <sup>5</sup>	6,400 SF

- 8.2.1.1. If Operator provides aircraft maintenance on other aircraft, Operator shall comply with the standards and requirements for an Aircraft Maintenance Operator (see Section 4 of these Minimum Standards).

### **8.3. Licenses and Certifications**

- 8.3.1. Aircraft Charter Operator shall have and provide copies to the Commission of all appropriate certifications and approvals, including without limitation, the Pre-application Statement of Intent (FAA Form 8400-6), the Registrations and Amendments under Part 298 (OST Form 4507), and/or FAA issued operating certificate(s). Any time certifications or approvals are modified, the updated

<sup>1</sup> Customer area (for a lessee) shall include adequate space for (or in the case of a sublessee, immediate access to) customer service counter, customer lounge, and restrooms.

<sup>2</sup> Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.

<sup>3</sup> Only for Operators engaged in self-maintenance.

<sup>4</sup> Maintenance area shall include adequate and dedicated space for employee work/shop areas and storage for aircraft parts and equipment.

<sup>5</sup> Hangar shall be at least equal to the square footage stipulated (as identified above) or large enough to accommodate the largest aircraft in Operator's fleet at the Airport maintained by the Operator, whichever is greater.

documentation reflecting the changes shall be provided to the Commission within three calendar days.

#### **8.4. Employees**

8.4.1. If certificated to engage in on-demand common carriage for persons or property, Aircraft Charter Operator shall employ the number of employees as required by 14 CFR Part 135.

8.4.2. If certificated to engage in private carriage (as defined in 14 CFR Part 125), Aircraft Charter Operator shall employ the following number of employees who shall be available during required hours of operations as follows:

Employees	Minimum Standard
Chief pilot <sup>1</sup>	Yes
Commercial pilot(s)	1
Customer service representative(s) <sup>2</sup>	1

8.4.3. Aircraft Management Operator shall employ the following number of employees who shall be available during required hours of operations as follows:

Employees	Minimum Standard
Commercial pilot(s) <sup>3</sup>	1
Customer service representative(s) <sup>4</sup>	1

#### **8.5. Equipment**

8.5.1. Aircraft Charter Operator shall provide, either owned or under written lease to Operator and under the full and exclusive control of Operator, at least one certified and continuously airworthy single-engine piston aircraft which shall be equipped for and fully capable of flight under instrument conditions aircraft for the type of aircraft charter service being provided which shall be equipped for and fully capable of flight under instrument conditions.

#### **8.6. Hours of Operations**

8.6.1. Operator shall be open and services shall be available to meet the reasonable demands of customers for this activity, as follows:

Hours of Operations	Minimum Standard
Hours	8 hours per day
Days per week	5
Holidays	No
After hours	Initial response within 1 hour

<sup>1</sup> A commercial pilot may serve as the chief pilot.

<sup>2</sup> The chief pilot or a commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off the leased premises.

<sup>3</sup> If providing pilot services.

<sup>4</sup> A commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off the leased premises.

## **9. AIRCRAFT SALES OPERATOR (SASO)**

### **9.1. Introduction**

- 9.1.1. An Aircraft Sales Operator is granted the right to operate on the Airport and provide commercial aircraft sales. This excludes individuals selling personally owned aircraft, unless the individual purchases aircraft for the primary purpose of resale.
- 9.1.2. In addition to the General Requirements set forth in Section 2 above, each Aircraft Sales Operator at the Airport shall comply with the following standards and requirements set forth in this Section.

### **9.2. Leased Premises**

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

<b>Leased Premises</b>	<b>Minimum Standard (square feet)</b>
Contiguous land – lessee only	43,560 SF
Customer area <sup>1</sup>	
Lessee	500 SF
Sublessee	Immediate access
Administrative area <sup>2</sup>	250 SF
Self-maintenance <sup>3</sup>	
Maintenance area <sup>4</sup>	500 SF
Hangar <sup>5</sup>	6,400 SF

- 9.2.1.1. If Operator provides aircraft maintenance on other aircraft, Operator shall comply with the standards and requirements for an aircraft maintenance operator (see Section 4 of these Minimum Standards).

### **9.3. Dealership**

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

### **9.4. Licenses and Certifications**

- 9.4.1. Employees shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certification for providing flight demonstration in all aircraft offered for sale.

<sup>1</sup> Customer area (for a Lessee) shall include adequate space for (or in the case of a sublessee, immediate access to) customer service counter, customer lounge, and restrooms.

<sup>2</sup> Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.

<sup>3</sup> Only for Operators engaged in self-maintenance.

<sup>4</sup> Maintenance area shall include adequate and dedicated space for employee work/shop areas and storage for aircraft parts and equipment.

<sup>5</sup> Hangar shall be at least equal to the square footage stipulated (as identified above) or large enough to accommodate the largest aircraft in Operator's fleet at the Airport maintained by the Operator, whichever is greater.

**9.5. Employees**

9.5.1. Operator shall employ the following number of employees who shall be available during required hours of operations.

Employees	Minimum Standard
Commercial pilot(s)	1
Customer service representatives <sup>1</sup>	1

**9.6. Hours of Operations**

9.6.1. Operator shall be open and services shall be available to meet the reasonable demands of customers for this activity as follows:

Hours of Operations	Minimum Standard
Hours	8 hours per day
Days per week	5
Holidays	No
After hours	Prior arrangement

**9.7. Sales Guarantee or Warranty**

9.7.1. Operator shall provide necessary and satisfactory arrangements for aircraft maintenance in accordance with any sales guarantee or warranty period.

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<sup>1</sup> A commercial pilot may fulfill the responsibilities of the customer service representative unless the commercial pilot is performing duties off the Leased Premises.

## **10. AIRCRAFT STORAGE OPERATOR (SASO)**

### **10.1. Introduction**

- 10.1.1. An Aircraft Storage Operator is granted the right to operate on the Airport and provide commercial aircraft storage.
- 10.1.2. In addition to the General Requirements set forth in Section 2 above, each Aircraft Storage Operator at the Airport shall comply with the following standards and requirements set forth in this Section.

### **10.2. Leased Premises**

- 10.2.1. Operator engaging in this activity shall have adequate land and improvements to accommodate all Activities of Operator and all approved sublessee(s), but not less than the following, which are not cumulative.

Leased Premises	Minimum Standard (square feet)
Contiguous land – lessee only	43,560 SF
Hangar <sup>1</sup>	10,000 SF

### **10.3. Hours of Operations**

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

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<sup>1</sup> Cumulative amount of hangar located on contiguous land limited to the following types of hangar structures: (a) single structures of not less than 2,500 square feet completely enclosed or (b) single structures of not less than 7,500 square feet subdivided and configured (although each unit shall not be less than 1,250 square feet) to accommodate individual bays for storage of aircraft designed in accordance to the requirements in Section 2.5.5 for single-engine piston aircraft.

## **11. SPECIALIZED COMMERCIAL AERONAUTICAL ACTIVITIES (SASO)**

### **11.1. Introduction**

11.1.1. This section pertains to other Operators engaging in the following specialized Activities:

11.1.1.1. **Aircraft Maintenance Services and Support** - are defined as limited aircraft, engine, or accessory services and support (e.g., cleaning, waxing, painting, upholstery, propeller repair, etc.).

11.1.1.2. **Aircraft Ground Services and Support** - are defined as ground instruction, simulator training, scheduling and dispatching, or any other specialized aircraft services and support activities.

11.1.1.3. **Air Transportation Services** - are defined as non-stop sightseeing flights (flights which begin and end at the Airport and are conducted within a 25 statute mile radius of the Airport); flights for aerial photography or survey, fire fighting, and power line, underground cable, or pipe line patrol; helicopter operations relating to construction or repair work; or any other specialized air transportation services.

11.1.2. In addition to the General Requirements set forth in Section 2 above, each of the Operators described in Section 11.1.1 at the Airport shall comply with the following standards and requirements set forth in this Section.

### **11.2. Leased Premises**

11.2.1. Operator engaging in one of these specialized commercial activities shall have adequate land and improvements, as appropriate and as agreed to by the Commission, to accommodate all Activities of Operator and all approved sublessee(s), but not less than the following, which are not cumulative.

<b>Leased Premises</b>	<b>Minimum Standard (square feet)</b>
Contiguous land – lessee only	43,560 SF
Customer area <sup>1</sup>	
Lessee	500 SF
Sublessee	Immediate access
Administrative area <sup>2</sup>	250 SF
Self-maintenance <sup>3</sup>	
Maintenance area <sup>4</sup>	500 SF
Hangar <sup>5</sup>	3,600 SF

<sup>1</sup> Customer area (for a Lessee) shall include adequate space for (or in the case of a sublessee, immediate access to) customer service counter, customer lounge, and restrooms.

<sup>2</sup> Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.

<sup>3</sup> Only for Operators engaged in self-maintenance.

<sup>4</sup> Maintenance area shall include adequate and dedicated space for employee work/shop areas and storage for aircraft parts and equipment.

<sup>5</sup> Hangar shall be at least equal to the square footage stipulated (as identified above) or large enough to accommodate the largest aircraft in Operator's fleet at the Airport maintained by the Operator, whichever is greater.



- 11.2.1.1. If Operator provides aircraft maintenance on other aircraft, Operator shall comply with the standards and requirements for an Aircraft Maintenance Operator (see Section 4 of these Minimum Standards).

**11.3. Employees**

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

**11.4. Equipment**

- 11.4.1. Operator shall have (based at the Airport), either owned or under written lease to (and under the full and exclusive control of) Operator, sufficient vehicles, equipment, and, if appropriate, one certified and continuously airworthy aircraft.
- 11.4.2. Operator shall have sufficient materials and/or supplies available to support Activities.

**11.5. Hours of Operations**

- 11.5.1. Operator shall be open and services shall be available during the hours maintained by qualified and experienced entities providing comparable services and/or engaging in similar activities at comparable airports.
- 11.5.2. Operator's services shall be available to meet the reasonable demands of customers for Activities.

## **12. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (SASO)**

### **12.1. Introduction**

12.1.1. The Commission recognizes that aircraft owners or aircraft operators using the Airport may, from time to time, have specialized service requirements (i.e., aircraft maintenance, flight training, etc.). When specialized service is required, but is not available at the Airport through existing Operators due to the specialized nature of the service requirements and/or existing Operators are unable to provide the services required within a reasonable timeframe, the Commission may allow an aircraft owner or aircraft operator to solicit and utilize the services of an approved Temporary SASO to provide said services.

12.1.1.1. Aircraft owner or aircraft operator shall initialize the process by informing the Commission about the specialized services desired, the timeframe for the execution of said services, and the Temporary SASO to provide such services.

12.1.1.2. Aircraft owner or aircraft operator shall be responsible for assuring the Temporary SASO complies with all regulatory measures while on the Airport.

12.1.2. In addition to the applicable General Requirements set forth in Section 2 above (which exclude Section 2.11., Hours of Operations), each Temporary SASO at the Airport shall comply with the following standards and requirements set forth in this Section.

### **12.2. Scope of Activity**

12.2.1. Temporary SASO shall conduct all Activities on the leased premises of the aircraft owner or aircraft operator or in an approved area designated by the Commission in a safe, secure, efficient, prompt, courteous, and professional manner consistent with the degree of care and skill exercised by qualified and experienced operators providing similar services at comparable airports.

### **12.3. General Aviation Operator Permit**

12.3.1. Prior to engaging in any Activity at the Airport, Temporary SASO must obtain an approved General Aviation Operator Permit (Permit) from the Commission for a specific period of time (typically no more than 30 calendar days).

12.3.1.1. Renewal shall be subject to the Temporary SASO's compliance with all terms and conditions of the Permit.

12.3.2. Temporary SASO shall comply with all requirements for the permitted Activities and limit the service provided to the entity, area, and time period identified in the Permit.

12.3.3. Aircraft operators requiring after-hours or weekend service by a Temporary SASO must notify the Commission prior to Operator engaging in Activities on the Airport.

### **13. GENERAL AVIATION OPERATOR PERMIT**

#### **13.1. Application**

- 13.1.1. Engaging in a commercial aeronautical activity on the Airport shall be conditioned upon the entity (Applicant) having obtained a general aviation operator permit (Permit) from the Commission prior to engaging in the desired Activities at the Airport.
- 13.1.2. Applicant shall complete an application and submit all of the information and documentation that may be required or requested by the Commission in order to properly and fully evaluate the application and facilitate an analysis of the prospective operation including, but not limited to, verifiable qualifications and experience; past and current financial performance, condition, and capability (as evidenced by historical and current financial statements); references; etc.
- 13.1.3. No application will be deemed complete that does not provide the Commission with the information and documentation necessary to enable the Commission to make a meaningful assessment of application and determine whether or not the proposed Activities will comply with all applicable regulatory measures and be compatible with the Airport's Primary Planning Documents.

#### **13.2. Approved General Aviation Operator Permit**

- 13.2.1. The Permit will be valid for the time period indicated in the Permit, as long as Operator meets the following requirements.
  - 13.2.1.1. The information submitted by Operator is and remains current. Operator shall notify the Commission in writing within 15 calendar days of any change to the information submitted by Operator.
  - 13.2.1.2. Operator remains in full compliance with all applicable regulatory measures and the terms and conditions of the Permit.
- 13.2.2. The Permit may not be assigned or transferred and shall be limited solely to the approved Activities identified in the Permit.
- 13.2.3. For lessees, the Permit shall be incorporated by reference into the lessees' agreement. The breach of any portion of the Permit, including the application, shall be deemed a material breach of any associated agreement allowing the Commission the option to terminate the Permit and/or the agreement.

#### **13.3. Existing Operator with an Existing Agreement**

- 13.3.1. No Change in Scope of Activities
  - 13.3.1.1. Upon adoption of these Minimum Standards, an existing Operator with an existing agreement may engage in the Activities permitted under the agreement without submitting an application provided that Operator is in full compliance with all the terms and conditions of the agreement and all applicable regulatory measures.
- 13.3.2. Change in Scope of Activities
  - 13.3.2.1. Prior to engaging in any new activity not permitted under an existing agreement or changing or expanding the scope of Activities permitted under an existing agreement, Operator shall complete and submit an Application to, and receive a Permit from, the Commission prior to conducting new activity.



# ATTACHMENT A MINIMUM INSURANCE REQUIREMENTS

## 14. ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS)

Newport News/Williamsburg International Airport	Fixed Base Operator	Aircraft Maintenance Operator	Avionics or Instrument Operator	Aircraft Rental or Flight Training Operator	Aircraft Charter or Management Operator	Aircraft Sales Operator	Aircraft Storage Operator	Other Commercial Activities	Temporary Specialized Aviation Service Operator
<b>COMMERCIAL GENERAL LIABILITY (Combined Single Limit)</b>									
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	\$1,000,000
Unlicensed Vehicles	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>BUSINESS AUTOMOBILE LIABILITY (Combined Single Limit, Each Occurrence) *</b>									
Outside the AOA	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
AOA	\$5,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>HANGAR KEEPER'S LEGAL LIABILITY (Largest Aircraft Accommodated) **</b>									
SE Piston	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
ME Piston	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Turboprop	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Group I	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
Group II	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Turbojet	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
Group I	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000
Group II	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000
***	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000
<b>AIRCRAFT AND PASSENGER LIABILITY (Each Occurrence)</b>									
SE Piston				\$1,000,000/\$100,000 sub limit per person				As required	As required
ME Piston				\$1,000,000/\$100,000 sub limit per person				As required	As required
Turboprop				\$5,000,000/\$250,000 sub limit per person				As required	As required
Turbojet/Group I				\$5,000,000/\$250,000 sub limit per person				As required	As required
Turbojet/Group II				\$10,000,000	\$10,000,000	\$10,000,000		As required	As required
Turbojet/Group III ***				\$10,000,000	\$10,000,000	\$10,000,000		As required	As required
Student and Renters				\$250,000					
<b>ENVIRONMENTAL LIABILITY (Combined Single Limit)</b>									
	\$1,000,000	\$1,000,000							
<b>WORKER'S COMPENSATION</b>									
Limits Based Upon Statutory Requirements									

\* If entity operates any vehicle(s)

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

\*\*\* Includes Aircraft Design Group IV, Group V, and Group VI