

**UPPER CUMBERLAND
REGIONAL AIRPORT (SRB)
MINIMUM STANDARDS POLICY
FOR GENERAL AVIATION**

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**UPPER CUMBERLAND
REGIONAL AIRPORT (SRB)
MINIMUM STANDARDS POLICY
FOR GENERAL AVIATION**

I. STATEMENT OF PURPOSE

- A. These provisions establish and define Minimum Standards for the conduct of general aviation activities at the Upper Cumberland Regional Airport (SRB), as adopted by the Upper Cumberland Regional Airport Board (“UCRAB”). The following qualifications and criteria are the minimum requirements that must be met by Commercial and Noncommercial Operators engaged in on-Airport general aviation activities for the right to conduct those activities at SRB.
- B. It is the objective of UCRAB in promulgating this policy to promote safety in all activities at SRB, maintain a higher quality of service for airport users, protect airport users from unauthorized products and services, enhance the availability of adequate services for all airport users, and promote the orderly development of airport land at SRB. In formulating this policy, UCRAB has given due consideration, at a minimum, to all those factors recommended in FAA Advisory Circular 150/5190-6, dated January 4,, 2002, entitled “Exclusive Rights and Minimum Standards for Commercial Aeronautical Activities.”
- C. In the event of a direct conflict between these Minimum Standards and any agreement entered into prior to the Effective Date of these Minimum Standards, the agreement shall govern to the extent of such conflict. It is not intended that these Minimum Standards shall alter or change rights under any pre-existing agreement. However, if any pre-existing agreement requires the Lessee or operator to comply with UCRAB rules or regulations, then these Minimum Standards shall be incorporated into such pre-existing agreement as a result of such provision and shall apply to the Lessee or operator to the extent that such policy is not otherwise in direct conflict with the agreement

II. POLICY

- A. It is the policy of the UCRAB that these Minimum Standards be adhered to by Commercial Operators and Noncommercial Operators in order to conduct business at SRB. These Minimum Standards will be incorporated into any new agreement entered into after the Effective Date of these Minimum Standards. It is likewise the policy of the UCRAB that no person shall conduct any activity or business at or from SRB, regardless of whether such activity or business is commercial, non-commercial, or otherwise, except by contract, permit or lease with the UCRAB. Each and every request for such contract, permit or lease will be considered objectively, giving consideration to applicable sections of this policy, FAA Advisory Circular 150/5190-6, safety, and applicable federal grant assurances, at a minimum.

- B. By establishing this policy, UCRAB in no way relinquishes its authority to provide, from time to time, any or all aeronautical services required or beneficial at SRB by means of a proprietary exclusive operation.
- C. Nothing in these Minimum Standards is intended or will be construed as restricting the right of an aircraft owner/operator to self-service his/her own aircraft with his/her own employees using his/her own equipment in compliance with Federal Aviation Regulation Part 43 (Title 14, Code of Regulations §43) and subject to such standards and requirements relating to safety, environmental protection, space availability and otherwise as UCRAB may from time to time establish.

III. DEFINITIONS

As used in these Minimum Standards, the following terms will have the following meanings:

“Accident” shall mean any event or incident causing personal injury or property damage.

“Aircraft” shall mean any contrivance now known or hereafter designed, invented, or used for navigation or flight in the air or space, except a parachute or other contrivance designed for air navigation but used primarily as safety equipment.

“Airport” shall mean that certain airport designated as SRB by the FAA, as the context dictates.

“Airport Security Program” or “ASP” shall mean the written plan submitted to the Federal Aviation Administration and/or Transportation Security Administration describing the Airport’s compliance with federal security requirements.

“Airport Operations Area,” “Air Operations Areas” or “AOA” shall mean that portion of the Airport used for aircraft landing, takeoff, taxiing, parking, enplaning and deplaning of passengers, loading and unloading of cargo, and all other areas so designated by UCRAB, its designees or assignees.

“Application” means a submittal from a prospective Lessee or Operator that meets all the requirements of this Policy.

“Apron” or “Ramp” shall mean areas of the Airport designated by UCRAB for the purpose of unloading and loading passengers, baggage, freight, mail, supplies and other cargo, to and from aircraft; for the purpose of performing fueling and other ramp services; or for the purpose of parking mobile equipment actively used in connection with ramp operations, subject to reasonable rules and regulations regarding the use and operation of such equipment.

“Airport Manager” or “Manager” shall mean the Manager or Acting Manager of the SRB or his or her duly authorized designee.

“At All Times” means seven (7) days a week, twenty-four hours a day.

“Commercial” shall mean any activity of, relating to, or connected with the actual or proposed sale, gift, exchange, or solicitation of goods, services, productions, or property rights of any kind, whether for profit or not. Notwithstanding the foregoing, a sale or exchange shall not be deemed commercial if the sale or exchange is made by or on behalf of an organization which is a federally tax exempt organization to which contributions are deductible in determining taxable income for federal tax purposes, and if the sale or exchange is made pursuant to said organization’s tax exempt purposes and if the transaction is in compliance with other applicable sections of these Minimum Standards.

“Commercial Activity” shall mean an activity of a Commercial nature.

“Commercial Lease” means a Lease wherein the Lessee engages in one or more activities that involves or makes possible the offering for sale of an aviation service for the purpose of obtaining earnings, revenue, income, compensation, or profit, whether or not such an objective is accomplished.

“Commercial Operator” means a person engaging in a general aviation activity that involves or makes possible the exchange, trading, buying, hiring, or selling of commodities, goods, services, or property of any kind, or any revenue producing activity conducted on SRB, whether or not such objective is accomplished.

“Effective Date” shall mean the Effective Date of this Minimum Standards Policy, which is the 7th day of March, 2005.

“Equipment” means all machinery, together with the necessary supplies, tools, and apparatus necessary for the proper conduct of the activity being performed.

“Federal Aviation Administration” or “FAA” shall mean the administrative agency of the Federal Department of Transportation authorized to regulate aeronautical activities, or any successor agency.

“Fixed Base Operator” means a Commercial Operator that is required to offer for sale to the public the general aviation services and products as hereinafter described.

“Hours of Operation” means 7 a.m. local time, to 7 p.m., seven days per week

“Lease” means a lease of real property at SRB.

“Leased Premises” shall mean the entirety of the ground area leased to a Person together with all buildings and improvements.

“Lessee” means a person that has entered into a direct Lease with UCRA, or that has leased all or substantially all of the Leased Premises under a Lease for premises at SRB.

“Minimum Services” means those services required of a Fixed Base Operator and enumerated in Section V.A.1. of these Minimum Standards.

“Minimum Service Standards” means those service standards required of a Fixed Base Operator and enumerated in Section V.A.2. of these Minimum Standards.

“Minimum Standards” means, as applicable, the Minimum Standards for Upper Cumberland Regional Airport, as set forth in these Minimum Standards and as amended by UCRAB from time to time.

“Noncommercial Lease” means a Lease wherein the Lessee maintains an aviation facility or provides an aviation service solely for its own benefit and not for the benefit of the public. Such Noncommercial Leases do not offer aviation products or services for sale to others.

“Noncommercial Operator” shall mean a Person that maintains an aviation facility or provides aviation services solely for its own benefit and does not engage in any exchange, trading, buying, hiring, or selling of commodities, goods, services, or property of any kind, or any revenue producing activity. Such Noncommercial Operators are specifically prohibited from offering aviation products or services for sale to others.

“Person” shall mean any individual, firm, partnership, corporation, company, association, joint stock association, or body politic and includes any trustee, receiver, committee, assignee, or other representative or employee thereof.

“Public Area” or “Public Areas” shall mean the area or areas of the Airport under the exclusive control and supervision of UCRAB, to which or into which members of the general public have uninhibited access subject only to these Minimum Standards.

“Repair Station” shall mean a facility used to repair aircraft, including repairs to airframes, power plants, propellers, avionics, instruments, and accessories, that has been approved by the Federal Aviation Administration.

“Specialized Aviation Service Operator” or “SASO” is an aeronautical business that offers a single or limited service, such as, but not limited to: aircraft flying clubs; flight training; aircraft, airframe, and power plant repair/maintenance; aircraft charter, air taxi or air ambulance; aircraft sales; avionics, instrument or propeller services; or other specialized commercial flight support business.

“Terminal” shall mean the terminal facility or associated Airport facilities, at SRB including Aircraft parking apron, landside facilities, and all roadways and parking facilities associated therewith, including any expansion or improvements thereto serving the terminal.

“Through the Fence Operator” shall have the meaning ascribed to this term as set forth in Section V.B. of these Minimum Standards.

“Tie-down” means an area on the Airport, paved or unpaved, designated by UCRAB and suitable for the parking of aircraft, wherein tie-down points have been located.

“Transportation Security Administration” or “TSA” shall mean the entity appointed by the United States Department of Transportation, or successor agency, to be responsible for airport security and the inspecting of persons and property carried by aircraft operators.

“UCRAB” shall mean the Upper Cumberland Regional Airport Authority Board. Wherever the term “UCRAB” is used, it shall mean the Board of the Upper Cumberland Regional Airport Authority, or its authorized agent, designee, or assignee, unless otherwise stated.

IV. MINIMUM INSURANCE REQUIREMENTS

Insurance coverage for Commercial and Noncommercial Operators at SRB shall be as required by UCRAB and other applicable county, state, federal or local requirements or as otherwise stated herein.

V. MINIMUM OPERATING STANDARDS

A. Fixed Base Operators

Any fixed Base Operators at SRB shall be subject to minimum services and service standards, minimum management and staffing standards, and minimum facility requirements, as follows:

- 1. Minimum Services for Fixed Base Operators.** A Fixed Base Operator is required to provide, either directly or by sublease/subcontract, all of the following Minimum Services:

- Aircraft guidance on the ramp;
- Aircraft parking and tie-down services;
- Retail aviation fuel and lubricant sales;
- Line services;
- Aircraft hangar storage when available;
- Aircraft maintenance;
- Flight planning and flight service facilities;
- Public amenities; and
- Assistance with the removal of disabled aircraft.

Additional service standards for the activities listed above may be specified individually in the Commercial Lease between the Fixed Base Operator and UCRAB.

- 2. Minimum Service Standards for Fixed Base Operators.**

In the case of the following activities, the following minimum service standards shall apply, as well as any that may be specified in a particular Commercial Lease.

- a. **Aircraft Guidance, Aircraft Parking, and Tie-Down Service.** A Fixed Base Operator shall meet the following minimum service standards in providing aircraft guidance, aircraft parking and tie-down services during the Hours of Operation:
- (1) Personnel and equipment to service aircraft to meet demand, with never less than one person on duty during Hours of Operation;
 - (2) Aircraft parking and tie down facilities and equipment, including ropes, chains, wheel chocks, and any other type of restraining devices suitable to accommodate at least ten (10) aircraft;
 - (3) Providing ramp personnel to direct aircraft to refueling, tie-down and hangar areas for directional convenience and safety of transient and local based aircraft;
 - (4) Complying with Federal Aviation Administration Advisory Circular 00-34A, 7/29/74, "Aircraft Ground Handling and Servicing" in aircraft servicing and operations in subject areas;
- b. **Retail Aviation Fuel and Lubricant Sales.** A Fixed Base Operator shall meet the following minimum service standards in providing retail aviation fuel and lubricant sales during the Hours of Operation:
- (1) Retail aviation fuel sales including a fully trained and qualified staff person to dispense aviation fuels and lubricants;
 - (2) Operation and maintenance of at least one metered, filter-equipped fueling truck for dispensing aviation fuel;
 - (3) In addition, a Fixed Base Operator shall:
 - i. Constantly monitor, inventory, and order sufficient quantities Jet A Fuel, AvGas, and lubricants to service those types and numbers of aircraft that are based at SRB and that routinely operate to and from SRB;
 - ii. Ensure that all UCRAB-provided fuel facilities and fueling operations are maintained and conducted in accordance with all applicable state, federal and local laws, rules, and regulations;
 - iii. Secure and maintain all licenses and permits required by state, federal and local laws, rules, and regulations for storing,

dispensing, and transporting fuel. Copies of all such required licenses and permits shall be submitted to UCRAB upon request; and

- iv. Ensure that each fuel storage tank and fuel transporting vehicle is registered and complies with all applicable local, state, and federal regulations and are equipped with adequate and appropriate filtering and monitoring devices.

c. **Line Services.** A Fixed Base Operator shall meet the following minimum service standards in providing line services during the Hours of Operation:

- (1) Providing equipment for performing minor maintenance, such as repairing and inflating aircraft tires, changing oil, recharging aircraft batteries, window cleaning, and interior cleaning;
- (2) Making available transportation for transient passengers and pilots (e.g., calling a taxi or shuttle service, providing a crew car or arranging for a rental car) and;
- (3) Providing ground support equipment for turnaround of aircraft, including energizers and starters, ground-power units, and fire extinguishers.
- (4) Uniformed and trained personnel in sufficient numbers to meet the above requirements.

e. **Aircraft Maintenance.** A Fixed Base Operator shall meet the following Minimum Service Standards in providing aircraft maintenance and repair station services during the Hours of Operation:

- (1) Equipment, supplies, and spare parts in accordance with FAR Parts 43 and 91, and amendments thereto and other applicable rules and regulations;
- (2) Uniformed and Trained personnel in sufficient numbers to meet demand for the maintenance services offered from 8am to 4pm Monday through Friday; (added) never less than one (1) person certificated by the FAA as both an airframe and engine mechanic.
- 3. Making available an FAA certified mechanic who shall be on call and available to respond to emergency customer services around the clock seven (7) days per week.
- 4. All Maintenance shall be performed in a timely and efficient manner.
Timely and efficient manner means aircraft regularly returned

on a time schedule as originally estimated to the customer, barring extenuating circumstances.

- f. **Flight Planning and Flight Service Facilities.** A Fixed Base Operator shall meet the following Minimum Service Standards in providing flight planning and flight service facilities services during the Hours of Operation:
 - (1) A flight planning facility equipped with direct telephone communication to an FAA Flight Service Station.
 - (2) A sales counter to offer a variety of pilot supplies, navigation and flight planning materials; and
 - (3) Access to weather information via computer.
- g. **Public Amenities.** A Fixed Base Operator shall meet the following Minimum Service Standards in making public amenities available during the Hours of Operation:
 - (1) Providing a conveniently located, heated and air-conditioned lounge and separate sanitary restroom facilities for men and women;
 - (2) Making public telephones available; and
 - (3) Making snack and/or beverage vending services available.
- h. **Removal of Disabled Aircraft.** A Fixed Base Operator shall assist with removal of disabled aircraft from the Airport Operations Area.
- i. **Optional And/Or Special Services.** Miscellaneous aeronautical activities and special services, not herein provided for, may be conducted by a Fixed Base Operator upon application to and prior approval by UCRA. Reasonable terms and conditions for the privilege of engaging in these other services will be commensurate with the nature and scope of the activities/services proposed, with consideration given to all applicable factors recommended in FAA AC 150/5190-6 *Exclusive Rights at Federally-Obligated Airports*.

Such operations may include, but are not limited to, the following:

- (1) Flight Training, Part 61 or Part 141;
- (2) Aerial photography or survey;

- (3) Power line or pipeline patrol;
- (4) Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations; and
- (5) Aircraft sales.

Nothing in these minimum standards is to be considered as restricting or prohibiting UCRAB from leasing land or available fixed improvements, or from granting operating rights to one or more firms engaged in providing Fixed Base Operator services or special services to aircraft owners and users of SRB. Examples of special facility shops without limiting the nature and number thereof include aircraft upholstery, painting, avionics, contract maintenance, overhaul and modification, etc.

3. Minimum Management and Staffing Standards. A Fixed Base Operator shall meet the following Minimum Management and Staffing Standards in providing Minimum Services during the Hours of Operation, and where otherwise indicated, at all times:

- a. The activities of a Fixed Base Operator shall be supervised by a full-time, on-site manager or supervisor who shall be responsible for adhering to the standards specified herein and in the Fixed Base Operator's Lease.
- b. The Fixed Base Operator shall provide, at a minimum, the number of staff as specified in these Minimum Standards to conduct the services offered.
- c. All staff shall be trained and qualified to perform the duties for which they are employed.
- d. All staff shall wear uniforms and protective clothing and equipment, as appropriate.
- e. Additional minimum management and staffing standards may be specified individually in the Commercial Lease between the Fixed Base Operator and UCRAB.

4. Insurance. A Fixed Base Operator shall meet the following insurance requirements:

a. Coverages:

- Public Liability - \$2,000,000 per accident
- Personal injury - \$1,000,000 per accident \$1,000,000 per person
- Property damage - \$1,000,000 per accident
- Product liability included as part of personal liability and property damage

- Hangar keepers - \$500,000
- Other - Aircraft liability - \$2,000,000 single limit
- Contractual liability as part of public liability
- Automobile Liability - \$1,000,000

- b. Requirements.** All insurance policies shall; 1) contain a severability of interest or cross-liability provisions endorsement in a form acceptable to UCRAB; 2) name UCRAB, its Board of Directors, officers, and employees as additional insured related to or arising out of the Fixed Base Operator's operations and/or related to or arising out of Fixed Base Operator's lease and occupancy of the Leased Premises; and 3) provide for a thirty (30) day written notice of cancellation or alteration.
- c. Property Damage.** All insurance policies shall provide fire and extended insurance coverage on all buildings and permanent improvements on the Leased Premises in an amount equal to ninety percent (90%) of the full insurable value thereof. All buildings and permanent improvements shall be appraised by Fixed Base Operator operator(s) every five (5) years and the amount of insurance adjusted accordingly
- d. Primary Insurance.** All insurance provided by Fixed Base Operator operator(s) must provide that the Fixed Base Operator's insurance policy is considered primary insurance as respects any insurance, self insured retention or deductible possessed by UCRAB.
- e. Evidence of Compliance.** Fixed Base Operator operator(s) shall provide evidence of compliance with these insurance requirements as requested by UCRAB. At a minimum, Fixed Base Operator operator(s) shall provide a certificate of insurance completed to show compliance with all insurance obligations. The actual limits of insurance to be required shall be set forth in writing and revised from time to time by UCRAB.
- f. UCRAB Reservation of Rights.** UCRAB reserves the right to:
- (1)** Change the types and limits of insurance, if required by UCRAB's insurers, with no adjustment to any rentals or fees required of Fixed Base Operator operator(s). However, should any such change in coverage or limits result in a dramatic cost increase on the part of the FBO, UCRAB will work in good faith in conjunction with the FBO to find an affordable alternative and will consider reasonable alternatives proposed by the FBO. Notwithstanding the above, UCRAB's determination shall be final.

- (2) Deny approval of Fixed Base Operator operator's use of an insurance company based upon its Best rating or other financial indicators;
- (3) Impose a surcharge equal to ten percent (10%) of the monthly rental and/or fees required of Fixed Base Operator operator(s) for failure to respond to UCRAB's request for evidence of insurance;
- (4) Obtain insurance for Fixed Base Operator operator(s), and to recoup the costs so incurred through additional rentals, for failure to maintain insurance;
- (5) If required insurance cannot be obtained, for any reason, UCRAB may require that all operations covered by such insurance be cancelled or may terminate its agreement with Fixed Base Operator operator(s).

5. Minimum Facility Requirements. A Fixed Base Operator shall meet the following Minimum Facility Requirements at all times:

- a. Lease a minimum ground area as designated by UCRAB and which is sufficient for anticipated operations.
- b. Construct (or provide on-site) and maintain, at a minimum, the following facilities (unless geographical or regulatory requirements require a different standard):
 - (1) An aircraft maintenance hangar adequate to provide the required services.
 - (2) An administration area adequate to accommodate an office, public lounge, telephone, and restroom facilities;
 - (3) Paved apron area not less than that determined by UCRAB for the anticipated operation; and
 - (4) Paved automobile parking outside the AOA, but within the Leased Premises, for a minimum number of automobiles as specified by applicable governmental requirements.
- c. Operate and maintain fuel facilities sufficient to meet the requirements of this publication.

- d. Where existing building facilities are to be leased or an existing Lease is renegotiated, the foregoing criteria will be used as a general measure of the adequacy of the facilities;
- e. Construct all improvements in compliance with these Minimum Standards or such other standards as required by UCRAB; and
- f. Additional minimum facility standards may be specified individually in the Commercial Lease between the Fixed Base Operator and UCRAB.

B. SPECIALIZED AVIATION SERVICE OPERATORS

Specialized Aviation Service Operators at SRB are subject to the following requirements:

1. **Specialized Aviation Service Operators Authorized.** A Person can operate as a Specialized Aviation Service Operator (SASO) through a direct Lease with UCRAB or, subject to prior approval by UCRAB, through a sublease/subcontract with a Fixed Base Operator or other SASO.
2. **Minimum Service.** Activities permitted to be conducted by a SASO pursuant to Lease, sublease, or undertaken by a Fixed Base Operator at its option may include, but shall not be limited to, the following:

Aircraft maintenance and repair;
 Avionics and instrument repair;
 Propeller repair;
 Aircraft painting;
 Aircraft upholstery;
 Aerial advertising;
 Flight training school;
 Aircraft rental;
 Aircraft leasing;
 Non-scheduled and air charter services for transporting passengers, cargo, and mail;
 Aircraft sales;
 Aerial survey, photography, and mapping;
 Aerial ambulance; and
 Aircraft storage and hangar rentals.

3. **Minimum Service, Management, and Staffing Standards.**

- a. **General.** A SASO offering any of the services listed above shall have sufficient employees with appropriate ratings to perform the services required. SASO's shall provide UCRAB with proof of employee qualifications and appropriate contact information. Additional requirements

may be specified individually in the agreement between the SASO and UCRAB.

b. Insurance. SASOs shall purchase, maintain, and keep in full force and effect the following insurance coverage(s), as appropriate to the services provided:

- Continuing Public Liability and property damage insurance (aircraft maintenance and repair, avionics and instrument repair, propeller repair, flight training school, aircraft rental, aircraft leasing, aircraft sales, non-scheduled and air charter services, aerial advertising);
- Public liability - \$2,000,000 per accident;
- Personal injury - \$1,000,000 per accident/\$1,000,000 per person;
- Product liability as part of personal liability and property damage;
- Aircraft Liability (Flight training school, aircraft rental, aircraft leasing, non-scheduled and air charter services, aerial advertising). - \$2,000,000 single limit;
- Hanger Keepers Liability (aircraft maintenance and repair, avionics and instrument repair, propeller repair, aircraft painting, aircraft upholstery) - \$500,000; and
- Automobile (Any SASO operating automobiles on SRB) - \$1,000,000.

The above insurance requirements may be relaxed or increased by UCRAB depending on the individual facts and circumstances after consideration of the services provided by a given SASO.

c. Specific Requirements Applicable to SASOs.

- (1) Flight Training School.** A SASO offering flight instruction services shall be properly certificated and equipped, and shall meet the insurance requirements for SASOs.
- (2) Non-Scheduled and Air Charter Passengers, Cargo, and Mail Services.** A SASO offering non-scheduled and charter passenger, cargo, and/or mail services shall:
 - (a)** Conduct all aircraft charter and air taxi operations in accordance with and certificated under FAR Part 135 and amendments thereto and all other applicable rules and regulations; and
 - (b)** Provide services and equipment for servicing passengers and for handling freight, luggage, and ticketing. Make available

transportation for transient passengers and pilots.(e.g., calling a taxi or shuttle service).

- (3) **Aircraft Sales.** A SASO may offer to the public aircraft sales (new and used), to the public and provide for spare parts and repair service necessary to meet any warranties or warranty for the make and model of aircraft for which sales privileges are granted. The SASO, as a dealer/distributor/broker, may be authorized to represent one or more major aircraft manufacturer(s).
- (4) **Aircraft, avionics, instrument, and propeller maintenance and repair.** A SASO shall provide the following services during Hours of Operation:
 - (a) Equipment, supplies, and spare parts in accordance with FAR Parts 43 and 91, and amendments thereto and other applicable rules and regulations.
 - (b) Properly trained personnel in sufficient numbers to meet demand for the maintenance services offered.
 - (c) Repair and maintenance services for general aviation aircraft, including executive type jet aircraft and shall also provide, at a minimum, the following:
 - (1) Certification - Obtain and keep in force and effect all certifications necessary as set forth under the Federal Aviation Regulations for the type of work to be performed.
 - (2) Equipment - Sufficient equipment, supplies and parts to perform services in accordance with manufacturers' recommendations, or equivalent;
 - (3) Personnel - Qualified FAA certificated mechanics along with other properly trained personnel as may be required to adequately perform in an efficient manner the various maintenance and repairs offered; and
 - (4) Hours of Operation - A FAA certified mechanic shall be on duty or available to respond immediately during normal hours of operation..
 - (d) Radio and instrument repair services for general aviation aircraft, including executive type jet aircraft, shall provide as a minimum the following:
 - (1) Certification - Obtain and keep in force and effect all certifications necessary as set forth under the Federal Aviation

Regulations for the type of work to be performed.

(2) Equipment - Sufficient equipment, supplies and parts to perform installations, calibrations and services in accordance with Federal Aviation Administration, Federal Communication Commission and manufacturers requirements and recommendations.

(3) Personnel - Qualified technicians holding necessary Federal Aviation Administration mechanic and Federal Communications Commission licenses to adequately perform in an efficient manner the various radio and instrument services offered.

(4) Hours of Operation - A Federal Aviation Administration certified mechanic and/or Federal Communication Commission licensed specialist on duty or available to respond immediately during normal hours of operations.

(e) Propeller maintenance and repair for general aviation aircraft.

(1) Certification – Obtain and keep in force and effect all certifications necessary as set forth under the Federal Aviation Regulations for the type of work to be performed.

(2) Equipment – Sufficient equipment, supplies and parts to perform installations, calibrations and services in accordance with Federal Aviation Administration and manufacturers requirements and recommendations.

(3) Personnel – Qualified technicians holding necessary Federal Aviation Administration mechanic licenses to adequately perform in an efficient manner the various services offered.

(4) Hours of Operation – A FAA certified mechanic shall be on duty or available to respond immediately during normal hours of operation.

(5) **Prohibited Services-Specialized Aviation Service Operators.** Certain commercial activities of SASOs shall be prohibited as follows:

(a) A SASO shall be prohibited from the sale or dispensing of aircraft fuels and lubricants. Any person desiring to sell or dispense fuels and lubricants must enter into a Commercial Lease with the UCRAB as a Fixed Base Operator and meet the requirements of such an operator.

- (b) No commercial activity shall be conducted in any T-Hangar or any structure subject to a Non-commercial Lease.
- (c) The parking of unsightly "junk" or un-airworthy aircraft is prohibited. This provision complies with Federal Aviation Administration AC 150/5380-5B, "Debris Hazards at Civil Airports," which discusses problems of debris at airports, gives information on foreign objects, and provides guidance on how to eliminate foreign objects from operational areas.
- (d) The parking or storage of vehicles, equipment, fixtures, tools, or other items of any type or nature which are not required or appropriate for the provision of aviation services or the conduct of aviation operations on SRB or in any facility situated thereon is prohibited.
- (e) UCRAB reserves the right to prescribe additional activities to which SASOs are prohibited, all of which may be identified in the SASO Lease or agreement.

(6) Minimum Facility Requirements.

- (a) All SASO's shall operate from a physical location at SRB by lease or license agreement. In instances where there are no facilities or improvements at SRB to accommodate a SASO's proposed operation, SASOs shall construct and/or lease aircraft hangar, shops, or facilities of a size and quality acceptable to UCRAB considering among other things, the type of SASO proposed, the business nature of the SASO, and the expected need for resources to operate the SASO in a safe and prudent manner with the goal of being fair to all users of SRB. If the proposed SASO has no competition at SRB and facilities do not exist at SRB to house a SASO's proposed Commercial Activity, UCRAB may make provision for the SASO to conduct the Commercial Activity in a safe and prudent manner. Should competition exist at SRB with the proposed SASO's proposed Commercial Activity and should the requirement that the SASO construct facilities for the SASO's Commercial Activity place the SASO at an unfair economic or commercial disadvantage vis-à-vis other existing competitors under lease, contract or other arrangement with UCRAB, UCRAB may waive the physical presence and facility requirements as provided herein for the SASO and make other provisions until such time as a fair and equitable facility arrangement can be reached as between

UCRAB, the SASO and other competitors at SRB. Except as otherwise provided in these Minimum Standards, all SASOs shall be required to submit a business plan and site plan as part of the process of seeking approval from UCRAB to operate a SASO at SRB or to construct improvements necessary to accommodate a SASO's proposed Commercial Activity.

- (b) Any SASO performing activities or services under a sublease shall have office space, hangar space, ramp area, tie-down area, public areas, parking spaces or other facilities and amenities adequate to support its Commercial Activity and as specified by governmental and/or UCRAB requirements.

C. THROUGH THE FENCE OPERATORS

1. **Limited Through the Fence Operators Authorized.** It is recognized that from time to time certain aeronautical or flight support services may be required by a user or Lessee of SRB that are preferable to those provided by any FBO or SASO. In that event, the user or Lessee may obtain such aeronautical or flight support service from an off-airport provider (a "Through the Fence Operator") on a case-by-case basis, conditioned upon such provider delivering his/her service in coordination with UCRAB and subject to such requirements regarding insurance coverage, safety precautions, security measures, workspace and otherwise as UCRAB may deem appropriate, consistent with these Minimum Standards, with the goal of establishing a fair and equal basis of competition for all Commercial Activities at SRB since FAA public funds have been accepted by UCRAB.
2. **Requirements of Through the Fence Operators.** All Through the Fence Operators shall only operate pursuant to a license agreement by and between the Through the Fence Operator and UCRAB. Through the Fence Operators shall: (1) pay a fee to UCRAB equal to \$25.00 per day; (2) provide proof of insurance for the type of aeronautical service being provided in the same amounts and types of coverage applicable to a SASO as set forth in Section V.B.3.b. of these Minimum Standards; (3) if space is required, enter into a license agreement with UCRAB or the FBO for space at SRB in which the service will be provided; and (4) if emergency services are required after hours, or at times when airport management is not available, the Through the Fence Operator may perform the required service but must fulfill the administrative requirements above within the next five (5) business days.

D. SELF-FUELING/MAINTENANCE REQUIREMENTS

Any Person at SRB desiring to exercise the right to self-fuel or maintain aircraft at its Leased Premises must satisfy the following Minimum Standards in addition to the requirements of Title 14, Code of Federal Regulations §43:

1. Ensuring that all fuel facilities and fueling or maintenance operations are constructed, maintained, and conducted in accordance with all applicable state, federal and local laws, rules, and regulations;
2. Providing proof of a long-term leasehold interest in, or ownership of, the aircraft to be fueled or maintained;
3. With respect to all refuelers, refueling equipment, fuel trucks, and fuel truck operators must: (i) meet NFPA 407 requirements, as amended from time to time, (ii) be approved by the UCRAB for such activities; and (iii) be subject to periodic inspections by the Fire Marshal's Office, or any successor.
4. Providing proof that the person(s) who will be transporting fuel and performing the fueling of aircraft is the owner of the aircraft or are employees of the owner of the aircraft and are properly licensed to engage in fueling operations.
5. Securing and keeping current all licenses and permits required by applicable state, federal and local laws, rules and regulations for transportation of fuel. Copies of all required certificates, permits or licenses shall be submitted to UCRAB upon request.
6. Providing insurance coverage as required by UCRAB and other applicable state, federal and local requirements.
7. Refrain from selling aircraft fuels and lubricants.
8. For any fuel farm storage facilities located at Leased Premises, the fuel farm must have a capacity with a minimum of 10,000 gallons and dispensing equipment intended for such purpose. UCRAB reserves the right to charge a fuel flow fee on all fuel dispensed at SRB.

E. SELF-SERVICE FUELING RIGHTS RESERVED TO UCRAB

The right to provide self-service fueling (i.e., an unmanned fuel pump available for general use through the use of a credit card reader) is reserved to UCRAB and its licensees.

F. MISCELLANEOUS AERONAUTICAL ACTIVITIES.

Skydiving is prohibited. A drop zone cannot be safely accommodated within the boundaries of SRB. Further, skydiving would necessarily create a safety hazard to normal operations of aircraft arriving and departing from SRB. Other aeronautical activities such as air shows, fly-ins, etc., may be allowed at SRB by application to UCRAB provided the sponsor of the event can demonstrate that the activity will be in compliance with these Minimum Standards, applicable local, state or federal law and will not pose a hazard to the general public or users of SRB.

