

**SANDUSKY COUNTY
REGIONAL AIRPORT
SANDUSKY COUNTY, OHIO**

**Minimum Standards
for
Commercial Operations**

NOVEMBER 6, 2013

TABLE OF CONTENTS

INTRODUCTION

PART I General Requirements

SECTION	I	Preliminary Application
	II	Personnel Requirements
	III	Contractual and Lease Requirements
	IV	Building Requirements
	V	Site Development
	VI	Compliance with Federal, State, and Local Laws, and Airport Rules & Regulations
	VII	Insurance
	VIII	Warranty
	IX	Modification of Standards

PART II Aeronautical Services

SECTION	I	Aviation Fuels and Oil Dispensing Service
	II	Aircraft/Engine/Propeller Servicing, Maintenance, and Repair (Including Avionics/Instruments Sales Installation & Repair Service)
	III	Aircraft Painting and Interior
	IV	Aircraft Washing, Polishing & Interior Cleaning Services
	V	Air Taxi Service (Air Charter) and Air Ambulance
	VI	Flight Training/Instruction
	VII	Aircraft Rental
	VIII	Aircraft Sales
	IX	Aerial Photography
	X	Aerial Advertising
	XI	Aerial Applicator (Agricultural Spraying)
	XII	Static Aircraft Displays/Demonstration Flights
	XIII	Skydiving
	XIV	Ultra-lights
	XV	Self-Fueling
	XVI	Flying Clubs

PART III Non-Aeronautical Services

SECTION	I	Automobile Rental & Leasing
	II	In-Flight Catering
	III	Restaurant

PART IV Through-the-Fence Operations

INTRODUCTION

The Sandusky County Regional Airport, in Sandusky County, Ohio (“Airport”) has promulgated and adopted the following Minimum Standards for Commercial Operations applicable to the Airport and its facilities in their entirety, by any commercial venture engaged in an activity, aeronautical or non-aeronautical in nature, involving the Airport (“Operator”). For the purposes of this instrument, aeronautical activity shall mean any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. Such activity shall include but not be limited to charter operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and service, sale of aviation petroleum products whether or not conducted in conjunction with other included activities, repair and maintenance of aircraft, sales of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can appropriately be regarded as an “aeronautical activity”. For the purposes of this instrument, non-aeronautical activity shall mean any activity which does not involve, make possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. Such activity shall include but not be limited to automobile rental or leasing, catering, restaurants, and any other commercial activities not directly related to the operation of aircraft.

PART I GENERAL REQUIREMENTS

SECTION I: PRELIMINARY APPLICATION

Any person, firm, corporation, or entity intending to conduct, perform, or engage in any commercial activity upon or involving the Airport shall submit to The Sandusky County Regional Airport Authority (SCRAA), its written application for lease, license agreement, contract, or permit, describing the scope and nature of the activity proposed, and specifying with particularity the following:

1. The services to be offered by the applicant;
2. The amount of land area required and to be leased by the applicant;
3. The building area and space proposed to be constructed or leased by the applicant;
4. The cost of any proposed improvements to be made to leased land;
5. The number of aircraft to be provided by applicant;
6. The minimum number of persons in its employment;
7. The proposed hours of operation of applicants business;
8. Description, type and limits of insurance coverage to be maintained by applicant;
9. Appropriate written evidence of financial responsibility and capability of the applicant to conduct, perform, provide and maintain operations, services and facilities required by the proposal or proposals.

SECTION II: PERSONNEL REQUIREMENTS

All personnel engaged in commercial activities that require Certificates and Licenses shall hold said Certificates and Licenses throughout their tenure of employment at the Airport. Evidence of appropriate Certificates and Licenses shall be furnished to the Airport Manager upon request.

SECTION III: CONTRACTUAL AND LEASE REQUIREMENTS

Any person, firm, or corporation which shall intend to engage in any commercial activity upon or involving the Airport, prior to any such activity, shall have executed an appropriate written lease, license agreement, contract, or permit with SCRAA, pertaining to its use for such purposes, and designating the land area, parcel or building to be used by such person, firm or corporation upon the Airport.

SECTION IV: BUILDING REQUIREMENTS

Any proposed building to be constructed by the applicant, or permanent or temporary improvements to be made to Airport property, shall be situated in the designated building areas indicated on the Airport Master Plan, or as accepted by the Airport Manager, and shall conform to all applicable Federal, State, County, City, and Township Building Codes, and be approved by the SCRAA Board of Directors.

Building space or minimum area requirements for any category of commercial activity shall be met and provided by the applicant with a single building, attached buildings or separate buildings, constructed and maintained by the applicant or by any other lessee of the Airport with appropriate, adequate, and available building, space and/or areas sub-let to the applicant under a lease or sub-lease.

SECTION V: SITE DEVELOPMENT

SCRAA approval shall be obtained prior to the beginning of any construction, development and/or improvements located on Airport property. All construction, development and/or improvements require adequate premises to accommodate future planned improvements and must conform to the Sandusky County Regional Airport Master Plan. Prior to any construction, development and/or improvements at the Airport, an appropriate application must have been received and the appropriate lease, license agreement or contract must have been issued by Airport management. Aspects of construction, development and/or improvements approval by SCRAA shall include, but not be limited to, exterior color, skirting, method of extending utilities, finishes, landscaping, signage, and impact to existing conditions.

SECTION VI: COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS, AND AIRPORT RULES & REGULATIONS

Any lease, license agreement or contract pertaining to the conduct of any commercial activity upon or involving the Airport shall contain provisions and conditions required by the Federal Aviation Administration, including conditions and provisions required of the Airport as a sponsor under any federal grant agreement and/or Sponsor's assurance agreement issued in compliance with federal, state or local law. SCRAA approval of proposed development shall be conditioned, among other things, on its confidence that the Operator will adhere to all federal, state, and local laws, to include

Airport Rules & Regulations. Reference checks and due diligence shall be performed on the part of SCRAA, in advance of development approval, to determine whether the Operator and any vendors or contractors of the Operator have any history of statutory noncompliance, which shall include a review of compliance with Occupational Safety and Health Administration (OSHA) criteria. Instances of noncompliance or violation of any federal, state, or local law, or known and/or persistent violation of Airport Rules & Regulations, by either the Operator or the Operator’s proposed vendors or contractors, shall be basis for denial of proposed development approval.

SECTION VII: INSURANCE

All aircraft based at the Airport shall be covered by liability insurance per the schedule below, which shall be amended and revised by SCRAA from time to time, for bodily injury. Proof of insurance coverage shall be kept current with the Airport Manager of the Airport at all times.

All Operators shall insure their workmen and hold the Airport, SCRAA, its Board of Directors, and Sandusky County, along with all employees, blameless of all damage to life and limb incurred at the Airport.

All Operators shall maintain in force at all times property, product and premises liability insurance per the schedule below, which shall be amended and revised by SCRAA from time to time.

Aeronautical Services

Aircraft Servicing, Maintenance, and Repair	CGL	\$1,000,000
	Premises Liability	\$1,000,000
	Products Liability	\$1,000,000
Aircraft Washing, Polishing, & Interior Cleaning Services	CGL	\$1,000,000
	Premises Liability	\$1,000,000
	Products Liability	\$1,000,000
Air Taxi Service (Air Charter)	CGL	\$1,000,000
	Premises Liability	\$1,000,000
Piston-Engine	Aircraft Liability	\$2,000,000
Turbine-Engine	Aircraft Liability	\$5,000,000
Flight Training	CGL	\$1,000,000
	Premises Liability	\$1,000,000
	Product Liability	\$5,000,000
Aircraft Rental	CGL	\$1,000,000
	Premises Liability	\$1,000,000
	Product Liability	\$5,000,000
Aircraft Sales	CGL	\$1,000,000

Non-Aeronautical Services

Restaurant	CGL	\$1,000,000
	Premises Liability	\$1,000,000
Taxi-cabs	Automobile	\$1,000,000
	CGL	\$1,000,000
Rent-A-Car	Automobile	\$1,000,000
	CGL	\$1,000,000
Shuttle bus	Automobile	\$1,000,000
	CGL	\$1,000,000
Small Concessionaires	CGL	\$1,000,000
	Premises Liability	\$1,000,000

All insurance policies described in this Section shall name the SCRAA, its Board, and Sandusky County as additional insured.

Operator’s liability and property damage insurance must cover loss or damage to any aircraft while in the Operator's care for services related to this agreement. The Operator's insurance shall also be extended to include the operation of vehicles and equipment on the Airport premises.

The Operator shall furnish the Airport Manager a Certificate of Insurance from Operator's insurance carrier showing that the Operator's insurance has been extended to cover the Hold Harmless Agreement for the Operator's acts under this agreement, to include the Operator's vehicle(s) and equipment operated on the Airport premises.

The Operator shall give written notice to the Airport Manager two weeks in advance of any change, alteration or cancellation of any insurance required by this agreement.

Failure by the Airport to obtain a certificate of insurance will not constitute a waiver of such insurance.

SECTION VIII: WARRANTY

The Operator shall guarantee all services performed on the Airport are to the satisfaction of each individual customer.

SECTION IX: MODIFICATION OF STANDARDS

SCRAA reserves the right to modify these standards at any time and from time to time, promulgate reasonable rules and regulations for the conduct of commercial activities at the Airport, particularly when these modifications are made in the interest of safety.

PART II

AERONAUTICAL SERVICES

Any person, firm corporation, or entity engaging in any commercial aeronautical activity at or on The Sandusky Regional Airport shall provide and maintain minimum facilities for the conduct, use and accommodation of its commercial or business operations, as set forth and provided for each classification of aeronautical activity hereinafter delineated.

SECTION I: AVIATION FUELS AND OIL DISPENSING SERVICE

SCRAA, as Airport sponsor, has exercised its proprietary right to provide retail Aviation Fuels and Oils at the Airport on an exclusive basis.

All aviation fuels stored at the Airport shall be placed directly into tanks owned and operated by the Airport. Any entity or individual desiring to dispense aviation fuels into their own aircraft shall enter into self-fueling agreement covered under Section XV of this Part, and either purchase fuel from the Airport at a mutually agreed-upon price, or store their own fuel from an approved vendor and pay a fuel system use fee as published in the Airport's Schedule of Rates and Charges that may be amended by SCRAA from time to time. All fuel purchased from the Airport by any entity or individual wishing to dispense aviation fuels into their own aircraft shall be transferred directly from the Airport's tanks into a mobile refueler that meets the standards set forth by the Air Transport Association. Mobile refuelers shall only be stored in locations authorized for such use by the Airport. The employees of any entity or individual wishing to dispense aviation fuels into their own aircraft shall meet all fuel handling, fire, and spill prevention training as prescribed by National Air Transportation Association (NATA) through its Safety 1st program and by the individual fuel manufacturers, including annual recurrent training. Copies of training certificates shall be on file with the Airport.

SECTION II: AIRCRAFT/ENGINE/PROPELLER SERVICING, MAINTENANCE, AND REPAIR (INCLUDING AVIONICS/INSTRUMENTS SALES INSTALLATION & REPAIR SERVICE)

The following Standards and Requirements shall apply to those firms, or individuals, who wish to provide "minor" Aircraft Servicing, Maintenance, and Repair (Incl. Avionics/Instruments Sales Installation & Repair Service) on Airport property.

Operation, Equipment & Materials

The Operator shall provide all equipment, materials and supplies required to perform the services offered, including all appropriate equipment to diagnose and repair equipment in accordance with the manufacturer's recommendations and satisfy the requirements for authorized dealer services for products sold and/or serviced, and in accordance with Title 14 Code of Federal Regulations Part 145.

Personnel

The Operator shall employ adequate full-time and part-time employees properly licensed or certificated by the Federal Aviation Administration and/or Federal Communications Commission in accordance with the privileges of the repair station. Employees shall be trained

by the Operator in the techniques and safe practices required when working in and around aircraft with tools and equipment used for performing the services. Copies of all licenses and certificates shall be on file with the Airport Manager.

Hours of Operation

All services must be posted for the benefit of the aviation community, and generally performed between the hours of 7:00 AM and 10:00 PM daily.

Work Area

Provide, by renting, leasing, or constructing, a hangar with floor space of not less than 2,000 square feet, including public restrooms and office space. All buildings or structures to be constructed or modified must be approved by the Airport Manager as to location, design, and type of construction, and comply with all local building codes and permit requirements.

Scheduling

The Operator must provide a means for customers to contact the Operator, at a minimum, during normal business hours (8:00 AM - 5:00 PM, Monday - Friday) to schedule work.

Rates & Charges

All Operators who provide services on the Airport must maintain on file with the office of the Airport Manager, a copy of their current rates and charges for the services offered.

SECTION III: AIRCRAFT PAINTING AND INTERIOR

The following Standards and Requirements shall apply to those firms, or individuals, who wish to provide aircraft painting and interior refurbishment on Airport property.

Operation, Equipment & Materials

The Operator shall provide all equipment, materials and supplies required to perform the services offered.

Personnel

The Operator shall employ adequate full-time and part-time employees properly licensed or certificated by the Federal Aviation Administration in accordance with the privileges of the repair station. Employees shall be trained by the Operator in the techniques and safe practices required when working in and around aircraft with tools and equipment used for performing the services. Copies of all licenses and certificates shall be on file with the Airport Manager.

Hours of Operation

All services must be posted for the benefit of the aviation community, and generally performed between the hours of 7:00 AM and 10:00 PM daily.

Work Area

Provide, by renting, leasing, or constructing, a hangar with floor space of not less than 2,000 square feet, including public restrooms and office space. All buildings or structures to be constructed or modified must be approved by the Airport Manager as to location, design, and type of construction, and comply with all local building codes and permit requirements.

Scheduling

The Operator must provide a means for customers to contact the Operator, at a minimum, during normal business hours (8:00 AM - 5:00 PM, Monday - Friday) to schedule work.

Rates & Charges

All Operators who provide services on the Airport must maintain on file with the office of the Airport Manager, a copy of their current rates and charges for the services offered.

SECTION IV: AIRCRAFT WASHING, POLISHING & INTERIOR CLEANING SERVICES

The following Standards and Requirements shall apply to those firms, or individuals, who wish to provide aircraft washing, polishing and/or interior cleaning services on Airport property.

Operation, Equipment & Materials

The Operator shall provide all equipment, materials and supplies required to perform the services offered.

All detergents and chemicals used shall be proven non-corrosive and safe for use on aircraft metals, finishes and various glass, Plexiglas and acrylics used on aircraft. Detergents and chemicals utilized must be of a type that can be flushed into sanitary sewer systems in accordance with the Environmental Protection Agency and/or OSHA Standards. Chemicals that are considered unsafe/toxic when used in enclosed or poorly ventilated areas shall not be permitted without special approval. Material Safety Data Sheets shall be provided to the Airport Manager for all chemicals used by the Operator in accordance with the OSHA, Health Communications Standard. Operators must also provide evidence that they are in compliance with the Health Communications Standard with regard to employee training and information.

Personnel

The Operator shall employ adequate full-time and part-time employees properly licensed or certificated. Employees shall be trained by the Operator in the techniques and safe practices required when working in and around aircraft with equipment used for performing the services.

Hours of Operation

All services must be posted for the benefit of the aviation community, and generally performed between the hours of 8:00 AM and 11:00 PM daily.

Work Area

The work area for each operation shall be coordinated with the Airport Manager or his/her designee in advance of the work. When assigning a work area consideration shall be given to:

1. Type of aircraft.
2. Type of work to be performed.
3. Equipment to be used to perform the work.
4. Proximity of other aircraft or equipment.
5. Weather conditions.

Work areas may be assigned in hangars or outdoors at the discretion of the Airport Manager.

The Operator shall restore the work area to clean and dry conditions after washing operations are completed. The work area shall be left free of debris and chemical residue shall be flushed away.

Scheduling

The Operator must provide a means for customers to contact the Operator, at a minimum, during normal business hours (8:00 AM - 5:00 PM, Monday - Friday) to schedule work.

Rates & Charges

All Operators who provide services on the Airport must maintain, on file with the office of the Airport Manager, a copy of their current rates and charges for the services offered.

SECTION V: AIR TAXI SERVICE (AIR CHARTER) AND AIR AMBULANCE

The following Standards and Requirements shall apply to those firms, or individuals, who wish to provide air taxi or air ambulance services to and/or from the Airport.

Operation, Equipment & Materials

The Operator shall operate air charter/air ambulance services in accordance with Title 14 Code of Federal Regulations, Part 135.

The Operator shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations and all applicable advisory circulars.

Personnel

The Operator shall employ a minimum of one employee possessing current Federal Aviation Administration certificates and ratings appropriate to the duties to be performed as Pilot in Command of an aircraft operating and certified under Title 14 Code of Federal Regulations, Part 135. Copies of all licenses and certificates shall be on file with the Airport Manager.

Hours of Operation

The Operator shall be able to conduct charter services 24-hours per day / 7-days per week.

Work Area

Provide, by renting, leasing, or constructing, indoor space with access to sufficient, adequately heated and lighted office space; aircraft storage; luggage handling; ground transportation; and a public waiting area that includes a check-in and ticketing counter, and restroom facilities. The leaseholder shall contain sufficient land to provide space for lessee's buildings, aircraft, paved apron, paved access from hangar to taxiway, paved customer and employee parking area, and access walkway. All buildings or structures to be constructed or modified must be approved by the Airport Manager as to location, design, and type of construction, and comply with all local building codes and permit requirements.

Scheduling

The Operator must provide a means for customers to contact the Operator, at a minimum, during normal business hours (8:00 AM - 5:00 PM, Monday - Friday) to schedule flights.

Rates & Charges

All Operators who provide services on the Airport must maintain, on file with the office of the Airport Manager, a copy of their current rates and charges for the services offered.

SECTION VI: FLIGHT TRAINING / INSTRUCTION

The following Standards and Requirements shall apply to those firms, or individuals, who wish to provide flight-training and flight instruction services on Airport property.

Operation, Equipment & Materials

The Operator shall provide all equipment, materials and supplies required to operate a flight school in accordance with Title 14 Code of Federal Regulations, under either Part 61 or Part 141.

The Operator shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations and all applicable advisory circulars.

Personnel

Instructors shall maintain current certificates, ratings and endorsements appropriate to, and compatible with, the training being conducted as required by Title 14 Code of Federal Regulations, in order to provide sufficient competent staff to allow the office to remain continuously attended during the required hours of operation. Copies of all licenses and certificates shall be on file with the Airport Manager.

Hours of Operation

All services must be posted for the benefit of the aviation community, and generally include hours of operation over a minimum of six days per week.

Work Area

Provide, by renting, leasing, or constructing a building which will provide access to sufficient, adequately heated and lighted office space, classroom space, aircraft storage, and a public waiting area that includes restroom facilities. The leasehold shall contain sufficient land to provide space for lessee's buildings, aircraft, parking apron, and paved access between buildings and taxiway, paved customer and employee parking area, and access walkway.

Scheduling

The Operator must provide a means for customers to contact the Operator during hours of operation to schedule services.

Rates & Charges

All Operators who provide services on the Airport must maintain, on file with the office of the Airport Manager, a copy of their current rates and charges for the services offered.

SECTION VII: AIRCRAFT RENTAL

The following Standards and Requirements shall apply to those firms, or individuals, who wish to provide aircraft rental services on Airport property.

Operation, Equipment & Materials

The Operator shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped, and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations and all applicable advisory circulars.

Personnel

The Operator shall employ a minimum of one employee possessing a current FAA commercial pilot certificate and second-class medical certificate and have sufficient staff to allow the office to remain continuously attended during the required hours of operation.

Hours of Operation

Hours of operation shall be a reasonable number of hours per day during a minimum of six days per week.

Work Area

Provide, by renting, leasing, or constructing, a building which will provide access to sufficient, adequately heated and lighted office space, aircraft storage, a public waiting area

that includes restroom facilities. The leasehold shall contain sufficient land to provide space for lessee's buildings, aircraft, apron space, paved access from hangar to taxiway, paved customer and employee parking area, and access walkway.

Scheduling

The Operator must provide a means for customers to contact the Operator during hours of operation to schedule services.

Rates & Charges

All Operators who provide services on the Airport must maintain, on file with the office of the Airport Manager, a copy of their current rates and charges for the services offered.

SECTION VIII: AIRCRAFT SALES

The following Standards and Requirements shall apply to those firms, or individuals, who wish to provide aircraft sales on Airport property.

Operation, Equipment & Materials

A dealer of new aircraft shall have available, and be capable of demonstrating, at least one model aircraft which has been manufactured and issued air-worthiness certificate no more than 24 months prior to any demonstration flight. Such dealer shall hold a dealership license, permit or certificate, if required. Dealer shall also provide an adequate supply of parts and service to customers during aircraft and parts warranty periods. All aircraft for sale shall be in current airworthy condition in accordance with all applicable regulations as promulgated by Title 14 Code of Federal Regulations.

The Operator shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations and all applicable advisory circulars.

Personnel

The Operator shall employ a minimum of one employee possessing a current FAA commercial pilot certificate and second class medical with appropriate ratings and endorsements needed to demonstrate a particular aircraft. The Operator shall also have sufficient staff to allow the office to remain continuously attended during the required hours of operation.

Hours of Operation

Hours of operation shall be a reasonable number of hours per day during a minimum of six days per week.

Work Area

Provide, by renting, leasing, or constructing, a building which will provide access to sufficient, adequately heated and lighted office space, aircraft storage, and a public waiting

area that includes indoor restroom facilities. The leasehold shall contain sufficient land to provide space for lessee's buildings, aircraft, parking apron, paved access from hangar to taxiway, paved customer and employee parking area, and access walkway.

Scheduling

The Operator must provide a means for customers to contact the Operator during hours of operation to schedule services.

Rates & Charges

All Operators who provide services on the Airport must maintain, on file with the office of the Airport Manager, a copy of their current rates and charges for the services offered.

SECTION IX: AERIAL PHOTOGRAPHY

The following Standards and Requirements shall apply to those firms, or individuals, who wish to initiate aerial photography services from Airport property.

Operation, Equipment & Materials

The Operator shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations and all applicable advisory circulars.

Personnel

The Operator shall employ a minimum of one employee possessing a current FAA commercial pilot certificate and second-class medical certificate and have sufficient staff to allow the office to remain continuously attended during the required hours of operation.

Hours of Operation

Hours of operation shall be a reasonable number of hours per day during a minimum of six days per week.

Work Area

Provide, by renting, leasing, or constructing, a building which will provide access to sufficient, adequately heated and lighted office space, aircraft storage, and a public waiting area that includes indoor restroom facilities. The leasehold shall provide for aircraft parking, paved access from hangar to taxiway, paved customer and employee parking area, and access walkway.

Scheduling

The Operator must provide a means for customers to contact the Operator during hours of operation to schedule services.

Rates & Charges

All Operators who provide services on the Airport must maintain, on file with the office of the Airport Manager, a copy of their current rates and charges for the services offered.

SECTION X: AERIAL ADVERTISING

The following Standards and Requirements shall apply to those firms, or individuals, who wish to initiate aerial advertising services from Airport property.

Operation, Equipment & Materials

The Operator shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations and all applicable advisory circulars.

Personnel

The Operator shall employ a minimum of one employee possessing a current FAA commercial pilot certificate and second-class medical certificate and have sufficient staff to allow the office to remain continuously attended during the required hours of operation.

Hours of Operation

Hours of operation shall be a reasonable number of hours per day during a minimum of six days per week.

Work Area

The work area for all banner towing operations shall be coordinated with the Airport Manager or his/her designee in advance of the work. When assigning a work area consideration shall be given to:

1. Type of aircraft.
2. Equipment to be used to perform the work.
3. The level of traffic using the Airport at that particular time.
4. Proximity of other aircraft or equipment.
5. The time necessary to prepare for and execute the operation, and restore the site.
6. Weather conditions.

The Operator shall restore the area to pre-operational condition after work is completed.

Scheduling

The Operator must provide a means for customers to contact the Operator during hours of operation to schedule services.

Rates & Charges

All Operators who provide services on the Airport must maintain, on file with the office of the Airport Manager, a copy of their current rates and charges for the services offered.

SECTION XI: AERIAL APPLICATOR (AGRICULTURAL SPRAYING)

The following Standards and Requirements shall apply to those firms, or individuals, who wish to initiate aerial application (agricultural spraying) services from Airport property.

Operation, Equipment & Materials

The Operator shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations and all applicable advisory circulars.

Personnel

The Operator shall employ a minimum of one employee possessing a current FAA commercial pilot certificate and second-class medical certificate and have sufficient staff to allow the office to remain continuously attended during the required hours of operation.

Hours of Operation

Sufficient to meet seasonal demand.

Work Area

The work area for all aerial application activities shall be coordinated with the Airport Manager or his/her designee in advance of the work. When assigning a work area consideration shall be given to:

1. Type of aircraft.
2. Equipment to be used to perform the work.
3. The level of traffic using the Airport at that particular time.
4. Proximity of other aircraft or equipment.
5. The time necessary to prepare for and execute the operation, and restore the site.
6. Weather conditions.

The Operator shall restore the area to pre-operational condition after work is completed.

Scheduling

The Operator must provide a means for customers to contact the Operator to schedule services.

Rates & Charges

All Operators who provide services on the Airport must maintain, on file with the office of the Airport Manager, a copy of their current rates and charges for the services offered.

SECTION XII: STATIC AIRCRAFT DISPLAYS/DEMONSTRATION FLIGHTS

The following Standards and Requirements shall apply to those organizations, or individuals, who wish to locate static aircraft displays at and/or conduct demonstration flights for the public from Airport property.

Operation, Equipment & Materials

Sponsoring organizations shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing aircraft demonstrations (static or flight) solely for the enjoyment of the general public. The ownership of the aircraft must be vested in the name of the organization. The organization may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance and replacement of its aircraft, and for other general operating costs of the organization.

Sponsoring organizations may not offer or conduct charter, air taxi, or rental of aircraft operations. They may not conduct aircraft flight instruction, nor shall they permit their aircraft to be utilized for the giving of flight instruction to any person. Any qualified mechanic who is a registered member of the sponsoring organization shall not be restricted from doing maintenance work on aircraft owned by the organization, and the organization does not become obligated to pay for such maintenance.

All sponsoring organizations and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm at the Airport, except that said organization may sell promotional material and merchandise in support of their demonstration activities.

All organizations wishing to provide aircraft demonstrations, either static or flying, from the Airport must have on file with the Airport Manager a "License for use of Facilities", to be provided by the Airport.

Personnel/Members

The organization shall provide the Airport Manager a roster of all individuals assisting with the aircraft demonstration.

Hours of Operation

The hours of operation of aircraft demonstrations will be determined jointly by the Airport Manager and the sponsoring organization on a case-by-case basis, depending on the organization's needs and the aircraft requirements.

Work Area

The location for aircraft demonstrations will be assigned by the Airport Manager on a case-by-case basis, depending on the organization's needs and the aircraft requirements.

Scheduling

The sponsoring organization is solely responsible for scheduling aircraft demonstrations and relaying such information to the general public.

Rates & Charges

All sponsoring organizations that provide services on the Airport must provide the Airport Manager with a list of all current rates and charges for the services offered.

SECTION XIII: SKYDIVING

Anyone wishing to conduct skydiving activities on Airport property shall secure a waiver for such activities from the FAA Flight Standards District Office. The “Certificate of Waiver” shall be on file with the office of the Airport Manager, prior to any Skydiving operations.

SECTION XIV: ULTRA-LIGHTS

Anyone wishing to operate an ultra-light on Airport property shall secure a waiver for such activities from the FAA Flight Standards District Office. The “Certificate of Waiver” shall be on file with the office of the Airport Manager, prior to any Ultra-Light flight operations.

SECTION XV: SELF-FUELING

The following Standards and Requirements shall apply to those entities, or individuals, who wish to provide self-fueling of aircraft owned or exclusively leased by those entities/individuals on Airport property.

Operation, Equipment & Materials

The entity, or individual, shall provide all fuel filtration and mobile refueling equipment described in Section 1 of this Part, and materials and supplies sufficient to respond to an accidental release of fuel or oil

Personnel

The entity, or individual, shall employ adequate full-time and part-time employees properly trained by the entity, or individual, in the techniques and safe practices required when working in and around aircraft with tools and equipment. Copies of all training certificates shall be on file with the Airport Manager.

All employees that handle and/or are exposed to hazardous and/or flammable materials shall meet all handling, fire, and spill prevention training as prescribed by National Air Transportation Association (NATA) through its Safety 1st program and by the individual fuel manufacturers, including annual recurrent training. Copies of training certificates shall be on file with the Airport.

Work Area

The work area for self-fueling operations shall be coordinated with the Airport Manager or

his/her designee in advance of the work. When assigning a work area consideration shall be given to:

1. Type of aircraft.
2. Type of work to be performed.
3. Equipment to be used to perform the work.
4. Proximity of other aircraft or equipment.
5. Weather conditions.

Work areas may be assigned at the discretion of the Airport Manager.

The entity, or individual, shall keep the work area free of petroleum contaminants, debris and chemical residue.

Fees

The Operator shall pay fuel flowage, and any fuel system use fees per the Schedule of Rates and Charges, which may be amended from time to time by SCRAA.

SECTION XVI: FLYING CLUBS

The following Standards and Requirements shall apply to those organizations, or individuals, who wish to operate a flying club on Airport property.

Operation, Equipment & Materials

Flying clubs shall be nonprofit entities (a corporation, association or partnership) organized for the express purpose of providing its members with an aircraft, or aircraft, for their personal use and enjoyment only. The ownership of the aircraft, or aircraft, must be vested in the name of the flying club (or owned ratably by all of its members). The property rights of the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance and replacement of its aircraft.

Flying clubs may not offer or conduct charter, air taxi, or rental of aircraft operations. They may not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. No flying club shall permit its aircraft to be utilized for the giving of flight instruction to any person, including members of the club owning the aircraft, when such person pays or becomes obligated to pay for such instructions, except when instruction is given by a lessee based on the Airport and who provides flight training. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club shall not be restricted from doing maintenance work on aircraft owned by the club and the club does not become obligated to pay for such maintenance work except that such mechanics and instructors may be compensated by credit against payment of dues or flight time.

All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the Airport except that said flying club may sell or exchange its capital equipment.

Flying clubs shall provide the Airport Manager with a copy of its charter and by-laws, articles of association, partnership agreement, or other documentation supporting its existence.

Personnel/Members

The Operator shall provide the Airport Manager with a roster, or list of members, including names of officers and directors, to be revised on a semi-annual basis.

Rates & Charges

All Operators who provide services on the Airport must maintain, on file with the office of the Airport Manager, a copy of their business license, insurance certificates, and current cost of membership.

PART III NON-AERONAUTICAL SERVICES

Any person, firm, corporation, or entity engaging in any non-aeronautical commercial activity at or on Airport property shall provide and maintain minimum facilities for the conduct, use and accommodation of its commercial or business operations, as set forth and provided for each classification of non-aeronautical activity hereinafter delineated.

SECTION I: AUTOMOBILE LEASING & RENTAL

The Airport currently maintains a contract with a “preferred” automobile rental provider. The following Standards and Requirements shall apply to those other firms, or individuals, not under contract with the Airport, who wish to provide automobile leasing and rental to customers of Airport property.

Operation, Equipment & Materials

The Operators shall be responsible for delivering all vehicles to the Airport parking lot and leaving the keys to the vehicles at the Airport Customer Service Desk. The Operators shall also be responsible for retrieving all returned keys from the Airport Customer Service Desk and the vehicles from the Airport parking lot.

Hours of Operation

The Operator shall be able to provide rental vehicles 24-hours per day / 7-days per week.

Work Area

The Operator will not have a facility located at the Airport. Rather, they will deliver cars to the main parking lot and leave the keys to those cars at the customer service desk.

Rates & Charges

All Operators who provide services on Airport property in accordance with these Standards and Requirements must maintain, on file with the office of the Airport Manager, a copy of its business license, insurance certificates, and their current rates and charges for the services offered.

Commission

Operators shall pay the Airport ten percent (10%) of its gross revenues for services performed on Airport property, consistent with the Airport's Schedule of Rates and Charges which may be amended from time to time.

SECTION II: IN-FLIGHT CATERING

The following Standards and Requirements shall apply to those firms, or individuals, who wish to provide in-flight catering services on Airport property.

Operation, Equipment & Materials

Operators shall be responsible for preparing and delivering all in-flight catering orders to the Airport Customer Service Desk.

Personnel

Personnel are not to be located at the Airport, but rather at off-site locations, enough to deliver catering in a timely manner.

Hours of Operation

The Operator shall be able to provide catering services 24-hours per day / 7-days per week.

Work Area

The Operator will not have a facility located at the Airport. Rather, they will deliver all catering orders to the Airport Customer Service desk.

Scheduling

The Operator must provide a means for customers to contact the Operator, at a minimum, during normal business hours (8:00 AM - 5:00 PM, Monday - Friday) to schedule work.

Rates & Charges

All Operators who provide services on the Airport must maintain, on file with the office of the Airport Manager, a copy of their business license, insurance certificates, and current rates and charges for the services offered.

Commission

Operators shall pay the Airport a service fee in the amount of \$5.00 per order for orders up to but not including \$100.00 and \$10.00 for all orders \$100.00 and over. The fee for such service

will be included in the invoice of the visiting aircraft, and reflected in the Airport's Schedule of Rates and Charges which may be amended from time to time.

SECTION III: RESTAURANT

The following Standards and Requirements shall apply to those firms, or individuals, who wish to provide restaurant services on Airport property.

Operation, Equipment & Materials

Operators shall be responsible for preparing and delivering food orders to customer of the restaurant.

Personnel

The Operator will staff the premises with one (1) full-time manager and one (1) staff member, which are required to prepare and deliver food orders to customer of the restaurant in a timely and professional manner.

Hours of Operation

The Operator shall be open for business, at a minimum, Monday through Friday from 7:00 am to 4:00 pm, and on Saturdays from 7:30 am to 2:00 pm., or as otherwise agreed upon between the Airport Manager and the Operator, which may be seasonally adjusted.

Rates & Charges

All Operators who provide services on the Airport must maintain, on file with the office of the Airport Manager, a copy of their current menu and prices.

PART IV THROUGH-THE-FENCE OPERATIONS

SCRAA restricts, as a policy, all aeronautical activity between the Airport and adjacent private property ("Through-the-Fence") activity. In the event that Through-the-Fence activities are authorized to occur in the future, the following standards shall apply to those firms, individuals, or entities engaging in any such activity.

1. Such activity or operation shall be aviation-related in nature; and
2. No Through-the-Fence activity shall have a residential component; and
3. The Commercial Operator in question shall compensate the Airport appropriately, and compensation shall satisfy the pro rata share of the Airport's operating expenses in direct proportion to the operation's count directly attributable to customers served by the Operator; and
4. The Operator shall not sell or dispense retail fuels to the aviation public; and
5. Such activity or operation shall be approved by the Federal Aviation Administration.

Operation, Equipment & Materials

The Operator shall provide all equipment, materials and supplies required to perform the services offered.

Personnel

The Operator shall employ adequate full-time and/or part-time employees properly licensed or certificated to perform the services offered. Employees shall be trained by the Operator in the techniques and safe practices required when performing the services.

Hours of Operation

Hours of operation shall be a reasonable number of hours per day during a minimum of five (5) days per week.

Work Area

The Operator shall lease or construct a building which will provide sufficient, adequately heated and lighted office space, aircraft storage, a public waiting area that includes indoor restroom facilities, necessary to perform the services offered. The leasehold shall contain sufficient land to provide space for lessee's buildings, aircraft, paved tie down space, paved access between Operator's facilities and the Airports aircraft movement areas, paved customer and employee parking area, and access walkway.

Scheduling

The Operator must provide a means for customers to contact the Operator during normal business hours (8:00 AM - 5:00 PM, Monday - Friday) to schedule services.

Rates & Charges

Operator shall pay the Airport an annual "Facility Support Fee" for the use of the Airport, in an amount mutually agreed to between the Operator and the Airport. If the Operator performs its own fueling operations, the Operator shall purchase all aviation fuels from the Airport at a rate mutually agreed to between the Operator and the Airport, regardless of whether or not the Operator utilizes its own fueling system or that of the Airport.