

Workshop Agenda

October 18, 2021

Call to Order – 4:00pm

- Call to Order – Chairman
- Pledge of Allegiance
- Workshop Items –
 - Policy Amendment – Lease Policy
 - Policy Amendment – Minimum Commercial Aviation Operating Standards
- Adjournment

Lease Policy and Procedures

**St. Augustine - St. Johns County
Airport Authority**



June 2020

Lease Policy — Suggested Revisions

5. COMPLIANCE WITH AIRPORT MASTER PLAN

It shall be the Policy of the Airport Authority that proposed leases of airport property shall be in general accordance with the approved Airport Master Plan or Airport Layout Plan depicted use.

Implementation Procedures

1. Proposed leases and/or developments intended for lease or sub-lease shall be reviewed for compliance with the then current FAA approved and Airport Authority adopted Airport Master Plan and/or Airport Layout Plan.
2. Proposed property uses which do not conform to the approved Airport Layout Plan will not be approved until which time as appropriate revisions to the plan are made and approved by the FAA and the Airport Authority.
3. The Airport Master Plan divide airport property into four distinct operational areas each with common development and operational parameters. The intent is to assure long-term compatibility with comparable aircraft owners and operators consistent with safety, airfield and building geometry, activity levels and on and off-airport considerations, as follows:
 - a. **Airline Terminal Area** – Due to the unique operating and security requirements associated with scheduled air carrier service (FAR Part 135 and FAR Part 121) a distinct airport area is required. The area is roughly defined as located along US Highway 1 (western edge); Taxiway B-2 (eastern edge); Runway 2-20 (southern edge); and Northrop Grumman (northern edge).
 - b. **FBO** – Due to the high activity level and largely transient nature of aircraft activity associated with the FBO, a separate operational area is herein established for the purposes of this policy. The FBO Area is roughly described as bordered by US Highway 1 (western edge); Runway 2-20 (southern edge); Airline Terminal Area (eastern edge); and Terminal Access Road (northern edge).
 - c. **Corporate and Commercial Areas** – Nearly all aircraft stored and based in this area are corporate jet-type. Commercial activities in this area include aerobatic aircraft training, charter, and aircraft maintenance business enterprises. The Corporate and Commercial Area is roughly described as Taxiway A (western edge); Gun Club Road (northern edge); Hawkeye View Lane (eastern edge); and NGC "North 40 Complex" (southern edge).
 - d. **Light General Aviation Area** – This area is generally utilized by single-engine and light twin-engine piston-driven aircraft of a type and character that would typically occupy I-hanger and small box-style hangars of less than 4,000sf of floor space per unit. Other uses include primary and advanced flight training activities, maintenance and related businesses that cater to or use this type of aircraft. Limited capacity in this area also allows for the storage or very low activities of some site-specific larger piston driven and smaller turbo-prop aircraft operators. Due to the predominant use of this area by smaller piston-driven aircraft, the area is considered generally incompatible with high activity uses, jet operators, as well as, most larger turbo-prop aircraft. The Light General Aviation Area is roughly described as the area within Taxiway D (northern edge); Taxiway F and the Conference Center Access Road (southern edge); Casa Cola Road (western edge); and Estrella Avenue (west of Gate 5S); and the Estrella Avenue Aircraft Wash Rack.

ADMINISTRATIVE: Reference is made to the Airport Master Plan. This document is available for review on the Airport's Website: FlyNF.com or in the Airport Administration Office.

- Formally Creates and Describes 4 Distinct Airport Operational Areas
 - Airline Terminal
 - FBO
 - Corporate and Commercial
 - Light General Aviation

Lease Policy — Suggested Revisions

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2. Proposed property uses which do not conform to the approved Airport Layout Plan will not be approved until such time as appropriate revisions to the plan are made and approved by the FAA and the Airport Authority.
3. The Airport Master Plan divide airport property into four distinct operational areas each with common development and operational parameters. The intent is to assure long-term compatibility with common development and operational parameters and to ensure consistency with existing and planned geometry, activity levels and on and off-airport considerations, as follows:

- a. **Airline Terminal Area** – Due to the unique operating and security requirements associated with scheduled air carrier service (FAR Part 135 and FAR Part 121) a distinct airport area is required. The area is roughly defined as located along US Highway 1 (western edge); Taxiway B-2 (eastern edge); Runway 2-20 (southern edge); and Northrop Grumman (northern edge).
- b. **FBO Area** – Due to the high activity level and largely transient nature of aircraft activities associated with the FBO's, a distinct airport area is required. The FBO Area is roughly described as bordered by US Highway 1 (western edge); Runway 2-20 (southern edge); Airline Terminal Area (eastern edge); and Terminal Access Road (northern edge).
- c. **Corporate and Commercial Areas** – Nearly all aircraft stored and based in this area are corporate jet-type. Commercial activities in this area include aerobatic aircraft training, charter, and aircraft maintenance business enterprises. The Corporate and Commercial Area is roughly described as: Taxiway A (western edge); Gun Club Road (northern edge); Hawkeye View Lane (eastern edge); and NGC "North 40 Complex" (southern edge).
- d. **Light General Aviation Area** – This area is generally utilized by single-engine and light twin-engine piston-driven aircraft of a type and character that would typically occupy t-hanger and small box-style hangars of less than 4,000sf of floor space per unit. Other uses include primary and advanced flight training activities, maintenance and related businesses that cater to or use this type of aircraft. Limited capacity in this area also allows for the storage of very low activities of some site-specific larger piston driven and smaller turbo-prop aircraft operators. Due to the predominant use of this area by smaller piston-driven aircraft, the area is considered generally incompatible with high activity uses, jet operators, as well as most larger turbo-prop aircraft. The Light General Aviation area is roughly described as the area within Taxiway D (northern edge); Taxiway F and the Conference Center Access Road (southern edge); Casa Cola Road (western edge); and Estrella Avenue (west of Gate 53) and the Estrella Avenue Aircraft Wash Rack.

ADMINISTRATIVE: Reference is made to the Airport Master Plan. This document is available for review on the Airport's Website: lyft.com or in the Airport Administration Office.

- Airline Terminal Area -
 - Airline Use
 - Scheduled FAR Part 135 & 121
 - SIDA Level Security
 - Strict TSA Observance
 - Required Isolation

- a. **Airline Terminal Area** – Due to the unique operating and security requirements associated with scheduled air carrier service (FAR Part 135 and FAR Part 121) a distinct airport area is required. The area is roughly defined as located along US Highway 1 (western edge); Taxiway B-2 (eastern edge); Runway 2-20 (southern edge); and Northrop Grumman (northern edge).

Lease Policy — Suggested Revisions

5. COMPLIANCE WITH AIRPORT MASTER PLAN

It shall be the Policy of the Airport Authority that proposed leases of airport property shall be in general accordance with the approved Airport Master Plan or Airport Layout Plan depicted used.

Implementation Procedures

1. Proposed leases and/or developments intended for lease or sub-lease shall be reviewed for compliance with site then current FAA approved and Airport Authority adopted Airport Master Plan and/or Airport Layout Plan.
2. Proposed property uses which do not conform to the approved Airport Layout Plan will not be approved until which time as appropriate revisions to the plan are made and approved by the FAA and the Airport Authority.
3. The Airport Master Plan divide airport property into four distinct operational areas each with common development and operational parameters. The intent is to assure long-term compatibility with comparable aircraft, owners and operators consistent with safety, airfield and building geometry, activity levels and on and off-airport considerations, as follows:
 - a. **Airline Terminal Area** – Due to the unique operating and security requirements associated with scheduled air carrier service (FAR Part 135 and FAR Part 121) a distinct airport area is required. The area is roughly defined as located along US Highway 1 (western edge); Taxiway 42 (eastern edge); Runway 20 (southern edge); and Hawthorn (Grumman) (northern edge).
 - b. **FBO** – Due to the high activity level and largely transient nature of aircraft activity associated with the FBO, a separate operational area is herein established for the purposes of this policy. The FBO Area is roughly described as bordered by US Highway 1 (western edge); Runway 2-20 (southern edge); Airline Terminal Area (eastern edge); and Terminal Access Road (northern edge).
 - c. **Corporate and Commercial Areas** – Nearly all aircraft stored and based in this area are corporate jets. This area is intended for use by aircraft used for executive, charter, and aircraft maintenance business enterprises. The Corporate and Commercial Area is roughly described as Taxiway A (western edge); Gun Club Road (northern edge); Hawkeye View Lane (eastern edge); and NGC "North 40 Complex" (southern edge).
 - d. **Light General Aviation Area** – This area is generally utilized by single-engine and light twin-engine piston-driven aircraft of a type and character that would typically occupy t-hangar and small box-style hangars of less than 4,000sf of floor space per unit. Other uses include primary and advanced flight training activities, maintenance and related businesses that cater to or use this type of aircraft. Limited capacity in this area also allows for the storage or very low activities of some site-specific larger piston driven and smaller turbo-prop aircraft operators. Due to the predominant use of this area by smaller piston-driven aircraft, the area is considered generally incompatible with high activity uses, jet operators, as well as, most larger turbo-prop aircraft. The Light General Aviation Area is roughly described as the area within Taxiway D (northern edge); Taxiway F and the Conference Center Access Road (southern edge); Casa Cola Road (western edge); and Estrella Avenue (west of Gate 55); and the Estrella Avenue Aircraft Wash Rack.

- FBO Area -
 - High Transient Use
 - Charters, Flight School
 - Busy Ramp
 - Fueling
 - Operating and Towing

- b. **FBO** – Due to the high activity level and largely transient nature of aircraft activity associated with the FBO, a separate operational area is herein established for the purposes of this policy. The FBO Area is roughly described as bordered by US Highway 1 (western edge); Runway 2-20 (southern edge); Airline Terminal Area (eastern edge); and Terminal Access Road (northern edge).

Lease Policy — Suggested Revisions

5. COMPLIANCE WITH AIRPORT MASTER PLAN

It shall be the Policy of the Airport Authority that proposed leases of airport property shall be in general accordance with the approved Airport Master Plan or Airport Layout Plan depicted use.

Implementation Procedures

1. Proposed leases and/or developments intended for lease or sub-lease shall be reviewed for compliance with the then current FAA approved and Airport Authority adopted Airport Master Plan and/or Airport Layout Plan.
2. Proposed property uses which do not conform to the approved Airport Layout Plan will not be approved until such time as appropriate revisions to the plan are made and approved by the FAA and the Airport Authority.
3. The Airport Master Plan divide airport property into four distinct operational areas each with common development and operational parameters. The intent is to assure long-term compatibility with commercial aircraft owners and operators consistent with safety, airfield and building geometry, activity levels and on and off-airport considerations, as follows:
 - a. **Airline Terminal Area** – Due to the unique operating and security requirements associated with scheduled air carrier service (FAA Part 135 and FAA Part 121) a distinct airport area is required. The area is roughly defined as located along US Highway 1 (western edge); Taxiway 9-2 (eastern edge); Runway 2-20 (southern edge); and Northrop Grumman (northern edge).
 - b. **FBO** – Due to the high activity level and largely transient nature of aircraft activity associated with the FBO, a separate operational area is herein established for the purposes of this policy. The FBO Area is roughly described as bordered by US Highway 1 (western edge); Runway 2-20 (southern edge); and the Airport Authority (northern edge).
 - c. **Corporate and Commercial Areas** – Nearly all aircraft stored and based in this area are corporate jet-type. Commercial activities in this area include aerobatic aircraft training, charter, and aircraft maintenance business enterprises. The Corporate and Commercial Area is roughly described as Taxiway A (western edge); Gun Club Road (northern edge); Hawkeye View Lane (eastern edge); and NGC “North 40 Complex” (southern edge).
 - d. **General Aviation Area** – This area is generally utilized by single-engine and light turbo-engine piston-driven aircraft. Other uses include primary and advanced flight training, charter, and small box-style hangars of less than 4,000sf of floor space per unit. Other uses include primary and advanced flight training activities, maintenance and related businesses that cater to or use this type of aircraft. Limited capacity in this area also allows for the storage or very low activities of some site-specific larger piston driven and smaller turbo-prop aircraft operators. Due to the predominant use of this area by smaller piston-driven aircraft, the area is considered generally incompatible with high activity uses, jet operators, as well as, most larger turbo-prop aircraft. The Light General Aviation Area is roughly described as the area within Taxiway D (northern edge); Taxiway F and the Conference Center Access Road (southern edge); Cass Cole Road (western edge); and Estrella Avenue (west of Gate 55); and the Estrella Avenue Aircraft Wash Rack.

- Corporate & Commercial Area -
 - High Corporate Jet Utilization
 - Business Operations
 - Maintenance, Charter, FLANG
 - Specialized Flight Instruction

- c. Corporate and Commercial Areas – Nearly all aircraft stored and based in this area are corporate jet-type. Commercial activities in this area include aerobatic aircraft training, charter, and aircraft maintenance business enterprises. The Corporate and Commercial Area is roughly described as Taxiway A (western edge); Gun Club Road (northern edge); Hawkeye View Lane (eastern edge); and NGC “North 40 Complex” (southern edge).

Lease Policy — Suggested Revisions

d. Light General Aviation Area – This area is generally utilized by single-engine and light twin-engine piston-driven aircraft of a type and character that would typically occupy t-hangar and small box-style hangars of less than 4,000sf of floor space per unit. Other uses include primary and advanced flight training activities, maintenance and related businesses that cater to or use this type of aircraft. Limited capacity in this area also allows for the storage or very low activities of some site-specific larger piston driven and smaller turbo-prop aircraft operators. Due to the predominant use of this area by smaller piston-driven aircraft, the area is considered generally incompatible with high activity uses, jet operators, as well as, most larger turbo-prop aircraft. The Light General Aviation Area is roughly described as the area within Taxiway D (northern edge); Taxiway F and the Conference Center Access Road (southern edge); Casa Cola Road (western edge); and Estrella Avenue (west of Gate 4S); and the Estrella Avenue Aircraft Wash Rack

5. COMPLIANCE WITH AIRPORT MASTER

It shall be the Policy of the Airport Authority that propose general accordance with the approved Airport Master Plan or Airport

Implementation Procedures

1. Proposed leases and/or developments intended for lease compliance with the current FAA approved and Airport and/or Airport Layout Plan.
2. Proposed property uses which do not conform to the approved until which time as appropriate revisions to the and the Airport Authority.
3. The Airport Master Plan divide airport property into four common development and operational parameters. The is with comparable aircraft owners and operators consistent geometry, activity levels and on and off-airport considerat
 - a. Airline Terminal Area – Due to the unique operati with scheduled air carrier service (FAR Part 135 an insured, the area is roughly defined as located a Runway B-2 (eastern edge); Runway 2-20 (southe (northern edge).
 - b. FBO – Due to the high activity level and largely transient nature of aircraft activity associated with the FBO, a separate operational area is herein established for the purposes of this policy. The FBO Area is roughly described as bordered by US Highway 1 (western edge); Runway 2-20 (southern edge); Airline Terminal Area (eastern edge); and Terminal Access Road (northern edge).
 - c. Corporate and Commercial Areas – Nearly all aircraft stored and based in this area are corporate jet-type. Commercial activities in this area include aerobatic aircraft training, charter, and aircraft maintenance business enterprises. The Corporate and Commercial Area is roughly defined as Runway A (western edge); Runway 2-20 (northern edge); Hangar view Lane (eastern edge); and NSG "North 40 Complex" (southern edge).
 - d. Light General Aviation Area – This area is generally utilized by single-engine and light twin-engine piston-driven aircraft of a type and character that would typically occupy t-hangar and small box-style hangars of less than 4,000sf of floor space per unit. Other uses include primary and advanced flight training activities, maintenance and related businesses that cater to or use this type of aircraft. Limited capacity in this area also allows for the storage or very low activities of some site-specific larger piston driven and smaller turbo-prop aircraft operators. Due to the predominant use of this area by smaller piston-driven aircraft, the area is considered generally incompatible with high activity uses, jet operators, as well as, most larger turbo-prop aircraft. The Light General Aviation Area is roughly described as the area within Taxiway D (northern edge); Taxiway F and the Conference Center Access Road (southern edge); Casa Cola Road (western edge); and Estrella Avenue (west of Gate 4S); and the Estrella Avenue Aircraft Wash Rack

ADMINISTRATIVE: Reference is made to the Airport Master Plan. This document is available for review on the Airport's Website: flync.com or in the Airport Administration Office.

- Light General Aviation Area -
 - Single and Twin Piston Aircraft
 - Small Aircraft Pavement Geometry
 - Lower Activity Levels
 - Businesses Catering to Small Aircraft

Lease Policy and Procedures

Minimum Commercial Aviation Operating Standards

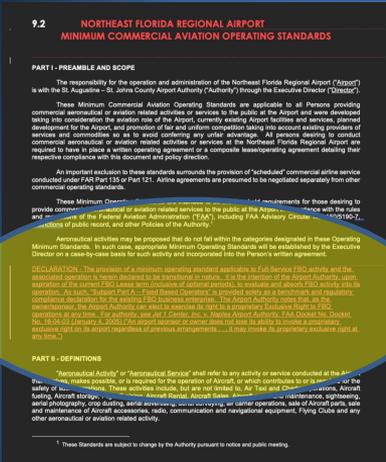
St. Augustine - St. Johns County
Airport Authority



June 2020

Minimum Operating Standards Policy – Suggested Revisions

- Preamble -
 - Declares Authority Intention
 - Does Not Commit or Decide
 - Expiration of FBO Lease is 2036
 - May Force Decision Making Earlier Should Interest in 2nd FBO Exist



DECLARATION - The provision of a minimum operating standard applicable to Full-Service FBO activity and the associated operation is herein declared to be transitional in nature. It is the intention of the Airport Authority, upon expiration of the current FBO Lease term (inclusive of optional periods), to evaluate and absorb FBO activity into its operation. As such, "Subpart Part A – Fixed Based Operators" is provided solely as a benchmark and regulatory compliance declaration for the existing FBO business enterprise. The Airport Authority notes that, as the owner/sponsor, the Airport Authority can elect to exercise its right to a proprietary Exclusive Right to FBO operations at any time. For authority, see *Jet 1 Center, Inc. v. Naples Airport Authority*, FAA Docket No. Docket No. 16-04-03 (January 4, 2005) ("An airport sponsor or owner does not lose its ability to invoke a proprietary exclusive right on its airport regardless of previous arrangements . . . it may invoke its proprietary exclusive right at any time.")

Why Would Authority Consider Being FBO?

- Flat Line Growth Over Past 25 Years
- Way Over \$1 Million Leaves Airport Annually
- Local Aviation Businesses and Users Supporting High Margins
- Additional Cash Flow Available for Re-Investment



Minimum Operating Standards Policy – Suggested Revisions

- FBO (Non-Fuel) -
 - Category Created for Taxation Purposes
 - Trial Basis
 - Codifies Existing Lease Amendment Language

- IX. Each FBO shall ensure the lawful and sanitary handling and timely disposal away from the airport, of all solid waste, regulated waste and other materials including, but not limited to, used oil, solvents and other regulated waste.
- X. Each FBO shall provide for, on a regular and ongoing basis, appropriate training programs for all personnel involved in the transport and/or dispensing of fuel in strict compliance with FAA Part 139 requirements.
- XI. Each FBO with Fuel shall have an on-site manager with a minimum of five (5) years of applicable industry experience and approved by the Airport Director. The Authority shall be notified of changes in FBO on-site management.
- XII. Each FBO with Fuel shall comply with the Authority's additional insurance requirements.

Minimum Operating Standards for Fixed Based Operators Without Fuel Sales.

The concept of Non-Fuel FBO is a concept adopted by the Airport Authority on a trial and limited basis without the ramifications being known at the time of adoption. This Section is subject to termination at any time by the Airport Authority, the category of FBO Without Fuel Sales from its Minimum Operating Standards. It being further recognized, This Section shall not be detrimentally relied upon by any party.

- a. Each FBO shall have its premises open and services available 9:00 a.m. to 5:00 p.m., 5 days a week, and shall make provision for at least one qualified and trained individual to be in attendance in the office at all times during the required operating hours. Emergency "on call" service will be provided during off duty hours.
- b. Each FBO shall provide for not less than 5,000 square feet of hangar space, provide for not less than 2,000 square feet of ramp area space, and provide for no less than 750 square feet of floor space for office, customer lounge, and permanent rest rooms.
- c. Each FBO shall provide public telephone facilities for customer use and telephone service connections to the Flight Service Station and/or the United States Weather Bureau.
- d. Each FBO shall ensure that the piling and storage of crates, boxes, barrels and other containers will not be permitted within the leased premises.
- e. Each FBO (non-fuel) shall provide, at a minimum, the following:
 - i. Aircraft Airframe, Engine or Accessory Maintenance and Repair services consistent with "Subject C" and/or a Flight Training Facility consistent with "Subject E" of these standards.
 - ii. Ground support equipment including Aircraft tugs, air compressor, battery chargers, energizers and starters, ground power units and an adequate supply of correctly maintained and economically located fire extinguishers.

3. Minimum Operating Standards for Fixed Based Operators Without Fuel Sales:

The concept of Non-Fuel FBO is a concept adopted by the Airport Authority on a trial and limited basis without the ramifications being known at the time of adoption. This Section is subject to termination at any time by the Airport Authority, the category of FBO Without Fuel Sales from its Minimum Operating Standards. It being further recognized. This Section shall not be detrimentally relied upon by any party.

Minimum Operating Standards Policy – Suggested Revisions

- FBO (Non-Fuel) -

- Currently Only Offered to Flight Schools and Maintenance Operations
- Clarifies Eligibility and Harmonizes to FBO Exemption Under Florida Statutes

- IX. Each FBO shall ensure the lawful and sanitary handling and timely disposal away from the airport, of all solid waste, regulated waste and other materials including, but not limited to, used oil, solvents and other regulated waste.
- X. Each FBO shall provide for, on a regular and ongoing basis, appropriate training programs for all personnel involved in the transport and/or dispensing of fuel in strict compliance with FAA Part 139 requirements.
- XI. Each FBO with Fuel shall have an on-site manager with a minimum of five (5) years of applicable industry experience and approved by the Airport Director. The Authority shall be notified of changes in FBO on-site management.
- XII. Each FBO with Fuel shall comply with the Authority's additional insurance requirements covering fuel related operations.

3. Minimum Operating Standards for Fixed Based Operators Without Fuel Sales.

The concept of Non-Fuel FBO is a concept adopted by the Airport Authority on a trial and limited basis without the ramifications being known at the time of adoption. This Section is subject to termination at any time by the Airport Authority, the category of FBO Without Fuel Sales from its Minimum Operating Standards, it being further recognized, This Section shall not be detrimentally relied upon by any party.

- a. Each FBO shall have its premises open and services available 9:00 a.m. to 5:00 p.m., 5 days a week, and shall make provision for at least one qualified and trained individual to be in attendance in the office at all times during the required operating hours. Emergency "on call" service will be provided during off duty hours.
- b. Each FBO shall provide for not less than 5,000 square feet of hangar space, provide for not less than 2,000 square feet of ramp area space, and provide for no less than 750 square feet of floor space for office, customer lounge, and permanent rest rooms.
- c. Each FBO shall provide public telephone facilities for customer use and telephone service connections to the Flight Service Station and/or the United States Weather Bureau.
- d. Each FBO shall ensure that no garbage, empty oil containers, barrels and other containers will not be permitted within the leased premises.
- e. Each FBO (non-fuel) shall provide, at a minimum, the following:
 - I. Aircraft Airframe, Engine or Accessory Maintenance and Repair services consistent with "Subpart C" and/or a Flight Training Facility consistent with "Subpart F" of these standards.
 - II. Ground support equipment including Aircraft tugs, air compressor, battery chargers, de-icers and starters, ground power units and an adequate supply of properly maintained and appropriately located fire extinguishers.
 - III. Public amenities.
 - IV. Public restrooms.
- f. Each FBO shall assure the following:

e. Each FBO (non-fuel) shall provide, at a minimum the following:

I. Aircraft Airframe, Engine or Accessory Maintenance and Repair services consistent with "Subpart C" and/or a Flight Training Facility consistent with "Subpart F" of these standards

Minimum Operating Standards Policy – Suggested Revisions

- Flight Training Facility (Subpart F) –
 - Clarifies Standard to Cover Only FAR Part 141 “Schools”
 - Refers FAR Part 61 and 91 Flight Training Activities to Subpart I “Specialized Commercial Flight Activities”

SUBPART F - Flight Training Facility

1. Purpose/Objective:

To establish minimum operating standards for any Person providing a Flight Training Facility on the Airport.

2. Minimum Operating Standards for Flight Training Facility:

- Each Person providing a Flight Training Facility shall have at least two properly certificated Aircraft available for use in flight training, one of which must be a four place Aircraft, and one of which must be equipped for and capable of use in instrument flight instructions.
- Each Person providing a Flight Training Facility shall have at least one full-time flight instructor who has been properly certificated by the FAA under FAR Part 141 to provide the type(s) of training offered. Part 61 and Part 91-type flight instruction business activities shall be reviewed under the “Specialized Commercial Flight Services” Subpart I of these standards.
- Each Person providing a Flight Training Facility shall conduct its operations on a leasehold area that provides for not less than 4,000 square feet of combined office and hangar space, and provides for ramp space capable of supporting its business needs.
- Each Person providing Flight Training shall facilitate an adequate quantity of paved parking for customers and employees in accordance with all applicable airport rules, local zoning regulations and building codes.
- Each Person providing Flight Training shall maintain, continuously in effect at all times while operating within the Airport, at its sole expense, insurance with total limits in an amount not less than the amounts prescribed by the Authority and listing the Authority as additional insured; further, Broad form contractual liability will be included (see APPENDIX 1 hereto).

- Each Person providing a Flight Training Facility shall have at least one full-time flight instructor who has been properly certificated by the FAA under FAR Part 141 to provide the type(s) of training offered. Part 61 and Part 91-type flight instruction business activities shall be reviewed under the “Specialized Commercial Flight Services” Subpart I of these standards.

Minimum Operating Standards Policy – Suggested Revisions

- Aircraft Storage (Subpart H) -

- Adds a Reference to Existing “Airport Lease Policy” Pertaining to Use of Authority Owned Buildings
- Use of Authority Owned Building in this Manner Would Likely Constitute a “Sublease”

SUBPART F - Flight Training Facility

1. Purpose/Objective:

To establish minimum operating standards for any Person providing a Flight Training Facility on the Airport.

2. Minimum Operating Standards for Flight Training Facility:

- Each Person providing a Flight Training Facility shall have at least two properly certificated Aircraft available for use in flight training, one of which must be a four place Aircraft, and one of which must be equipped for and capable of use in instrument flight instructions.
- Each Person providing a Flight Training Facility shall have at least one full-time flight instructor who has been properly certificated by the FAA under FAR Part 141 to provide the type(s) of training offered. Part 61 and Part 91-type flight instruction business activities shall be reviewed under the “Specialized Commercial Flight Services” Subpart I of these standards.
- Each Person providing a Flight Training Facility shall conduct its operations on a leasehold area that provides for not less than 4,000 square feet of combined office and hangar space, and provides for ramp space capable of supporting its business needs.
- Each Person providing Flight Training shall facilitate an adequate quantity of paved parking for customers and employees in accordance with all applicable airport rules, local zoning regulations and building codes.
- Each Person providing Flight Training shall maintain, continuously in effect at all times while operating within the Airport, at its sole expense, insurance with total limits in an amount not less than the amounts prescribed by the Authority and listing the Authority as additional insured; further, Broad form contractual liability will be included (see APPENDIX 1 hereto).

- Each Person providing a Flight Training Facility shall have at least one full-time flight instructor who has been properly certificated by the FAA under FAR Part 141 to provide the type(s) of training offered. Part 61 and Part 91-type flight instruction business activities shall be reviewed under the “Specialized Commercial Flight Services” Subpart I of these standards.

Minimum Operating Standards Policy –

Suggested Revisions

SUBPART J - Multiple Services

1. **Purpose/Objective:**
To establish minimum standards for those instances where a person, business engages in two or more of the aeronautical services for which Minimum Operating Standards have been herein provided and where one of the services is not Aircraft Maintenance and Repair as provided in Subpart C herein.

2. **Minimum Operating Standards for Multiple Services:**

a. Each Person providing Multiple Services hereunder shall comply with the Aircraft requirements, including the equipment thereon for each aeronautical service to be performed except that multiple uses can be made of all Aircraft owned or under lease by the operator except aircraft used for aerial application of chemicals. The firm must have individuals trained and certified to provide all offered services.

b. Each Person providing Multiple Services hereunder shall provide the facilities, equipment and services required to meet the Minimum Operating Standards as herein provided for all aeronautical services that they perform.

c. Each Person providing Multiple Services hereunder shall employ and have on hand enough sufficiently trained personnel to meet these Minimum Operating Standards for each aeronautical service performed in an efficient manner. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed.

d. Each Person providing Multiple Services hereunder shall facilitate an adequate quantity of paved parking for customers and employees in accordance with all applicable airport rules, local zoning regulations and building codes

e. Each Person providing Multiple Services hereunder shall maintain, continuously in effect at all times while operating within the Airport, at its sole expense, insurance with total limits in an amount not less than the amounts prescribed by the Authority and listing the Authority as additional insured; further, Broad form contractual liability will be included (see APPENDIX 1 hereto).

- Multiple Services (Subpart J) -
 - Adds Clarifying Language to Purpose
 - Maintenance Intensive Space User and Unlikely to be Able to Cross-Utilize Hangar Space.
 - Would Simply Require a Maintenance Operator to Provide Duplicate Space for Business Activities Added.

To establish minimum standards for those instances where a person, business engages in two or more of the aeronautical services for which Minimum Operating Standards have been herein provided and where one of the services is not Aircraft Maintenance and Repair as provided in Subpart C herein.

Proposed Meeting Dates

- Regular Meeting – November 15th @ 4pm

Adjournment