



Routt County  
Yampa Valley Regional Airport  
P.O. Box 1060  
Hayden, Colorado 81639  
970.276.5001

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# Minimum Standards

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YAMPA VALLEY REGIONAL AIRPORT

*Routt County, Colorado*

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July 11, 2023



**TABLE OF CONTENTS**

**1. INTRODUCTION ..... 1**

**1.1. Purpose ..... 1**

**1.2. PMCD General Provisions..... 1**

**1.3. PMCD Definitions..... 1**

**1.4. Exclusive Rights ..... 1**

**1.5. Pioneering Period..... 2**

**1.6. Applicability..... 2**

**1.7. Amendments ..... 2**

**2. GENERAL REQUIREMENTS ..... 3**

**2.1. Introduction..... 3**

**2.2. Experience/Capability ..... 3**

**2.3. Agreement..... 3**

**2.4. Payment of Rents, Fees, and Charges ..... 3**

**2.5. Leased Premises ..... 3**

**2.6. Airport Sponsor Assurances..... 5**

**2.7. Licenses, Permits, Certifications, and Ratings..... 5**

**2.8. Employees ..... 5**

**2.9. Aircraft, Equipment, and Vehicles ..... 6**

**2.10. Hours ..... 6**

**2.11. Snow Removal ..... 6**

**2.12. Environmental..... 6**

**2.13. Security ..... 6**

**2.14. Insurance..... 7**

**2.15. Indemnification and Hold Harmless ..... 8**

**2.16. Enforcement ..... 8**

**2.17. Taxes..... 9**

**2.18. Multiple Activities..... 9**

**3. FIXED BASE OPERATOR ..... 10**

**3.1. Introduction..... 10**

**3.2. Scope of Activities..... 10**

**3.3. Leased Premises ..... 11**

**3.4. Fuel Storage Facility (General Aviation, Government and Military)..... 11**

**3.5. Fueling Reports ..... 12**

**3.6. Fueling Equipment..... 12**

**3.7. Air Carrier Into-Plane Fueling..... 12**

**3.8. Equipment..... 13**

**3.9. Hours ..... 13**

**3.10. Employees ..... 14**

**3.11. Standard Operating Procedures..... 14**

**3.12. Aircraft Removal ..... 14**

**4. AIRCRAFT MAINTENANCE OPERATOR (SASO)..... 15**

**4.1. Introduction ..... 15**

**4.2. Leased Premises ..... 15**

**4.3. Employees ..... 15**

**4.4. Equipment..... 15**

**4.5. Defueling ..... 16**



TABLE OF CONTENTS

5. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)..... 17
5.1. Introduction..... 17
5.2. Leased Premises ..... 17
5.3. Licenses and Certifications ..... 18
5.4. Employees ..... 18
5.5. Equipment..... 18
6. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)..... 19
6.1. Introduction ..... 19
6.2. Leased Premises ..... 19
6.3. Licenses and Certifications ..... 19
6.4. Employees ..... 19
6.5. Equipment..... 20
6.6. Hours ..... 20
6.7. Insurance Disclosure Requirement ..... 20
7. AIRCRAFT STORAGE OPERATOR (SASO)..... 21
7.1. Introduction ..... 21
7.2. Leased Premises ..... 21
7.3. Hours ..... 21
8. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO) ..... 22
8.1. Introduction ..... 22
8.2. Leased Premises ..... 22
8.3. Licenses and Certifications ..... 22
8.4. Employees ..... 22
8.5. Equipment..... 23
8.6. Hours ..... 23
9. INDEPENDENT AIRCRAFT MAINTENANCE OPERATOR (SASO) ..... 24
9.1. Introduction ..... 24
9.2. Limitations ..... 24
9.3. Location ..... 24
9.4. Licenses and Certifications ..... 24
10. INDEPENDENT FLIGHT TRAINING OPERATOR (SASO) ..... 25
10.1. Introduction ..... 25
10.2. Limitations ..... 25
10.3. Location ..... 25
10.4. Licenses and Certifications ..... 25
10.5. Insurance Disclosure Requirement ..... 25
11. OTHER COMMERCIAL AERONAUTICAL ACTIVITIES (SASO) ..... 26
11.1. Introduction ..... 26
11.2. Leased Premises ..... 26
11.3. Employees ..... 26
11.4. Equipment..... 26
11.5. Hours ..... 26



**TABLE OF CONTENTS**

**12. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (SASO)..... 27**

    12.1. *Introduction*..... 27

    12.2. *Scope of Activity* ..... 27

    12.3. *Limitations*..... 27

    12.4. *Commercial Operator Permit*..... 27

**13. AIR CARRIER GROUND HANDLING SERVICE OPERATOR..... 28**

    13.1. *Introduction*..... 28

    13.2. *Scope of Activities*..... 28

    13.3. *Leased Premises* ..... 28

    13.4. *Equipment*..... 28

    13.5. *Hours* ..... 29

    13.6. *Employees* ..... 29

**14. COMMERCIAL OPERATOR PERMIT ..... 30**

    14.1. *Introduction*..... 30

    14.2. *Application*..... 30

    14.3. *Approved Permit*..... 30

    14.4. *Existing Operator with an Existing Agreement* ..... 31

**15. ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS)..... 32**



### 1. INTRODUCTION

#### 1.1. Purpose

The purpose of these Minimum Standards (Minimum Standards) is to encourage and promote: (a) the consistent provision of high quality Commercial Aeronautical Activities (Activities) at the Yampa Valley Regional Airport (Airport); (b) the orderly development of Commercial Aeronautical land and high quality Commercial Aeronautical Improvements at the Airport; (c) the safety, security, and efficiency at the Airport, and (d) the economic health of Operators at the Airport.

These Minimum Standards specify the standards and requirements which must be complied with by any entity desiring to engage in Activities at the Airport. Throughout these Minimum Standards, the words "standards" or "requirements" shall be understood to be modified by the word "minimum" except where explicitly stated otherwise. Any required determinations, interpretations, or judgments regarding what constitutes an acceptable standard or requirement, or regarding compliance with such standard or requirement, shall be made by the Airport Department or County.

#### 1.2. PMCD General Provisions

These Minimum Standards incorporate, by reference, the Primary Management Compliance Documents (PMCDs) General Provisions set forth in *Appendix A* of the Rules and Regulations.

#### 1.3. PMCD Definitions

These Minimum Standards incorporate, by reference the defined words and acronyms identified in *Appendix B (Definitions and Acronyms)* of the Rules and Regulations and are capitalized whenever used in these Minimum Standards. Words or acronyms that are not defined or identified shall be construed consistent with common meaning or as generally understood throughout the aviation industry.

#### 1.4. Exclusive Rights

Granting rights or privileges to engage in Activities shall not be construed in any manner as affording any entity an Exclusive Right, other than the exclusive use of the land and/or Improvements that may be leased to an entity and then only to the extent provided in an Agreement in accordance with the Airport Sponsor Assurances (Assurances) given to the federal and/or state government by the County as a condition to receiving federal and/or state funds.

However, the County may elect to exercise its proprietary Exclusive Right, consistent with and as allowed by the Assurances, to provide certain Activities directly with the Airport Department's Employees, vehicles, Equipment, and resources.

The presence of only one Operator engaged in a particular Activity does not, in and of itself, indicate that an Exclusive Right has been granted. It is the policy of the County not to enter into or promote an understanding, commitment, or express Agreement to exclude other reasonably qualified and experienced entities. Accordingly, those entities who desire to enter into an Agreement should neither expect nor request that other entities be excluded who also desire to engage in the same or similar Activities and are willing to meet these Minimum Standards.

The opportunity to engage in Activities shall be made available to those entities willing and able to comply with these Minimum Standards and as land and Improvements may be available at the Airport to support such Activities provided such use is consistent with the current and planned uses of land and Improvements at the Airport and is in the best interests of the County and the public, as determined by the County in its sole discretion.



### ***1.5. Pioneering Period***

When specific Activities (e.g., product, service, or facility) are not currently being provided at the Airport, the County may enter into an Agreement under terms and conditions that may be less than those outlined in the Minimum Standards for a limited period of time (known as the pioneering period).

### ***1.6. Applicability***

Unless provided for herein or within an Agreement, no entity shall be allowed to engage in Activities at the Airport under conditions that do not comply with these Minimum Standards, unless an exemption or variance has been approved by the County consistent with *Appendix A-17 (Variance or Exemption)* of the Rules and Regulations.

**New Operators and Agreements** – These Minimum Standards shall apply to any new Operator desirous of engaging in Activities at the Airport and new Agreements (with new or existing Operator’s) relating to the leasing and/or occupancy of land or Improvements for the purposes of engaging in Activities.

- Any entity currently engaging in Activities without an Agreement shall have six months from the date of adoption, to comply with these Minimum Standards.

**Existing Operators and Agreements** – These Minimum Standards shall not apply to any Agreement or amendment thereto properly executed prior to the date of adoption of these Minimum Standards except as provided for in such Agreement, in which case, these Minimum Standards shall apply to the extent permitted by such Agreement.

- If an existing Operator desires, under the terms of an existing Agreement, to engage in additional Activities, the existing Operator shall comply with these Minimum Standards.
- These Minimum Standards shall not be deemed to modify any existing Agreement under which an Operator is required to exceed these Minimum Standards nor prohibit the County from entering into or enforcing an Agreement or amendment thereto that requires an Operator to exceed these Minimum Standards.

### ***1.7. Amendments***

If these Minimum Standards are amended after an Operator enters into an Agreement, Operator shall not be required to comply with the amended Minimum Standards, except as provided for in Operator’s Agreement or until:

- such time as Operator’s existing Agreement is amended,
- the County approves an assignment of Operator’s Agreement to another entity, or
- Operator enters into a new Agreement.



## 2. GENERAL REQUIREMENTS

### 2.1. Introduction

Operator engaging in Activities at the Airport shall comply with or exceed the standards and requirements of this section as well as the minimum standards applicable to each Activity, as set forth in subsequent sections.

### 2.2. Experience/Capability

Operator shall, in the judgment of the Airport Department, demonstrate before and throughout the term of the Agreement the following:

- the capability of consistently providing the required Commercial Aeronautical Activities (e.g., products, services, and facilities) and engaging in the required Activities in a safe, secure, efficient, courteous, prompt, and professional manner in service to and to the benefit of the public with the degree of care and skill exercised by qualified and experienced operators providing similar products, services, and facilities at comparable airports, and
- the financial wherewithal and technical capability of paying all rents, fees, or other charges owed the County; developing and maintaining the required land and Improvements; procuring and maintaining the required vehicles, Equipment, and/or aircraft; employing required Employees; and engaging in the Activities.

### 2.3. Agreement

Entity shall not engage in Activities at the Airport without an Agreement authorizing such Activities. Agreement shall not reduce or limit Operator's obligations with respect to complying with these Minimum Standards.

### 2.4. Payment of Rents, Fees, and Charges

Operator shall pay the rents, fees, or other charges on time, as specified by the County for engaging in Activities. The County may, at its option, enforce the payment of any rent, fee, or other charge due and owing to the County by any legal means available to the County under any Agreement and as provided by Legal Requirements.

### 2.5. Leased Premises

Operator shall lease or Sublease Contiguous land and/or lease, Sublease, construct, or have immediate access to Improvements for the Activities as required in these Minimum Standards.

Specialized Aviation Service Operators (SASOs) are encouraged to be Sublessees of a Fixed Base Operator (FBO); however, if suitable land or Improvements are not available or cannot be secured from an FBO, SASOs may (if available): (a) Sublease land or Improvements from another SASO or (b) lease land or Improvements from the County.

**Approval** – Construction of any Improvements must be approved in advance by the Airport Department, in accordance with the Development Standards and any Agency having jurisdiction.

**Contiguous Land** – All required Improvements including, but not limited to, Apron, paved Tiedowns, facilities, and vehicle parking (but excluding fuel storage facilities) shall be located on Contiguous land.

Lessees shall have adequate Leased Premises to accommodate all Activities of Lessee and all approved Sublessees, as required in these Minimum Standards.



## GENERAL REQUIREMENTS

**Apron/Paved Tiedowns** – Apron associated with hangars shall be no less than 135% of the square footage of the largest hangar of the Contiguous development and able to accommodate the movement of aircraft into and out of the hangar and the staging and parking of aircraft. Apron (including paved Tiedowns) must be:

- contiguous and separated by no more than a Taxilane which allows entity to taxi or tow aircraft without traversing a Taxiway or public roadway;
- of adequate size and weight bearing capacity to accommodate the movement, staging, and parking of the largest aircraft currently and/or anticipated to utilize the Operator’s Leased Premises;
- able to accommodate the Operator’s aircraft fleet; and
- located so as to provide unimpeded movement of aircraft in and out of other facilities and/or operating to and from Taxilanes or Taxiways.

If Operator utilizes a hangar for storing Operator’s aircraft fleet and Operator does not handle or store customer aircraft, Tiedowns are not required.

**Vehicle Parking** – Paved vehicle parking shall be sufficient to accommodate all customer and employee vehicles currently utilizing the Operator’s Leased Premises on a daily basis.

- Leased Premises that require public access shall have direct Landside access.
- Paved vehicle parking shall be located in close proximity to Operator’s primary facility and on the Leased Premises.
- On-street vehicle parking is not permitted.

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

	Door Height	Door Width
Group I aircraft with tail heights less than 12 feet and wingspans less than 45 feet	12	45
Group I aircraft with tail heights less than 16 feet	16	60
Group I aircraft with tail heights less than 18 feet	18	60
Group II aircraft with tail heights less than 28 feet	28	110

Hangar door heights and door widths may be less if the hangars are subdivided and configured to accommodate individual bays for storage of single-engine piston aircraft.

**Self-Service Maintenance** – The following minimum standards are for Operators engaged in Self-Service maintenance on aircraft owned, leased, and/or operated by (under the full and exclusive control of) Operator. If Operator provides Aircraft Maintenance on other aircraft, Operator shall comply with the minimum standards for an Aircraft Maintenance Operator (see Section 4 of these Minimum Standards).

Leased Premises (square feet)	Standard	Notes
Maintenance area	500	Shall include dedicated space for employee work areas, shop areas, and storage for aircraft parts and Equipment.
Hangar	3,600	Shall be at least equal to the square footage stipulated or large enough to accommodate the largest aircraft maintained by the Operator, whichever is greater.





### **2.6. Airport Sponsor Assurances**

To ensure County's compliance with the Assurances, Operator shall (1) provide products, services, and facilities on a reasonable, and not unjustly discriminatory, basis to all Airport users and (2) charge reasonable, and not unjustly discriminatory, prices for each product, service, or facility.

Operator may provide reasonable discounts, rebates, or other similar types of price reductions based on the type, kind, or class of Airport user or the volume purchased. In the event of a complaint and upon request, Operator shall submit a schedule of product, service, and facility pricing to the Airport Department within 14 calendar days. In addition to identifying the Operator's product, service, and facility pricing, the schedule shall identify any discounts, rebates, or other similar types of price reductions offered by Operator.

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

Prior to engaging in Activities at the Airport, Operator and Operator's employees shall obtain and comply with, at Operator's or employee's sole cost and expense, all necessary licenses, permits, certifications, and/or ratings required for the provision of Operator's Activities as required by the County or any other duly authorized Agency having jurisdiction prior to engaging in Activities at the Airport.

- Operator shall keep in effect and post in a prominent place, readily accessible and/or visible to the general public, copies of all licenses, permits, certifications, or ratings that are required to be posted.
- Upon request, Operator shall provide copies of such licenses, permits, certifications, or ratings to the Airport Department within 14 calendar days.

Operators engaged in Activities at the Airport, whether using or occupying Airport land and/or Improvements, shall adhere to the practices recommended by the FAA and shall comply with all Safety Management Systems (SMS) Legal Requirements and directives issued by the Airport Department.

Entities engaged in Activities defined herein shall obtain a Commercial Operator Permit (Permit) as outlined in Section 14 of these Minimum Standards prior to engaging in Activities.

Entities not based at the Airport and conducting occasional Activities at the Airport including, but not limited to, aircraft charter, flight training, and aerial photography, are not required to obtain a Permit unless further required by these Minimum Standards.

### **2.8. Employees**

Operator shall employ and designate a qualified, experienced, and professional on-site manager who shall be fully responsible for the day-to-day management of Operator's Activities, Employees, and Leased Premises.

- This designated person shall have at least five years recent and relevant experience managing similar Activities at a comparable airport, as determined by the Director.
- Operator shall give due consideration to notification from the Airport Director of dissatisfaction with the designated person's performance and shall take all reasonable action to eliminate the cause of such dissatisfaction.

During Operator's hours of Activities, a qualified, experienced, and professional on-site supervisor(s) shall be Readily Available and authorized to represent and act on Operator's behalf with respect to Operator's Activities. It shall be the responsibility of Operator to maintain close supervision over Operator's employees to ensure high quality products, services, and facilities are consistently provided in a safe, secure, efficient, courteous, prompt, and professional manner.



Operator shall have in its employ, on duty, and be immediately available during hours of Activities, properly trained and qualified Employees in such numbers as are required to comply with these Minimum Standards and to meet the reasonable demands of customers for each of the Operator's Activities. Operator shall control the conduct, demeanor, and appearance of Operator's employees.

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

Aircraft, Equipment, and vehicles required in these Minimum Standards must be fully operational, in compliance with applicable Legal Requirements, and available at all times and capable of providing all required products and services in a manner consistent with the intended use. Aircraft, Equipment, and vehicles may be unavailable, from time to time, on a temporary basis, for a reasonable period of time, due to routine or emergency maintenance so long as:

- appropriate measures are being taken to return the aircraft, Equipment, or vehicle to service as soon as possible and
- fully operational back-up aircraft, Equipment, or vehicle is available within a reasonable period of time to provide the required product or service.

### ***2.10. Hours***

Operator's hours that products, services, and facilities are available and contact information for after-hours services shall be clearly posted in public view using appropriate and professional signage and be available on the Operator's website. Unless otherwise stated in these Minimum Standards, Operator's Activities shall be continuously offered and available to meet reasonable demand of customers for a minimum of eight hours per day between the hours of 6:00 a.m. to 6:00 p.m. Monday through Friday, excluding holidays or as otherwise specified in an Agreement. Unless otherwise stated in these Minimum Standards, Operator's Activities shall be available all other times (after-hours), on-call, with response time not to exceed one hour.

### ***2.11. Snow Removal***

The Airport Department will remove snow on pavements within the AOA to within 4 feet of all improvements unless Operator has provided the Airport Department with a snow removal plan.

The Airport Department bears no responsibility to clear the snow, ice, or water from any part of the leased premises on the landside or private road leading to the facilities. Operator shall maintain equipment and personnel sufficient to clear snow, ice, or water from the landside portion of the leased premises. No independent snow removal operator will be allowed on the Airport without prior written approval of the Director and inspection of equipment by Airport Department personnel prior to operation on the Airport.

The Airport Department shall prioritize all adjacent snow removal activities. The Operator shall remove snow from all leased premises areas within 24 hours of the end of the snowfall event.

### ***2.12. Environmental***

Operator must comply with the requirements of the Airport's Storm Water Management Plan (SWMP).

### ***2.13. Security***

Operator shall designate a responsible person for the coordination of all security procedures and communications and provide point-of-contact information to the Airport Department including the name of the primary and secondary contacts and a 24-hour telephone number for both individuals.



## GENERAL REQUIREMENTS

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Operator shall develop and maintain a Security Plan for Operator's Leased Premises and Activities.

- Security Plan shall be submitted to the Airport Department for review no later than 30 calendar days before Operator is scheduled to commence Activities and it shall be resubmitted any time changes are made.
- Upon request, Operators that are required to comply with a Transportation Security Administration's (TSA) security programs must demonstrate written compliance with all relevant and applicable TSA requirements to the Airport Department within 14 calendar days.

Operator must comply with applicable reporting requirements as established by the Airport Department, FAA, TSA, and any other Agencies.

### **2.14. Insurance**

Operator shall procure, maintain, and pay all premiums throughout the term of Agreement for the insurance minimum coverages and limits required by Legal Requirements and set forth in Airport's *Minimum Insurance Requirements* for Operator's Activities.

- The insurance company(ies) underwriting the required policies shall be authorized to write such insurance in the State of Colorado (with a Best rating of A or above) or be approved in writing by the County.
- When coverages or limits set forth in the Airport's *Minimum Insurance Requirements* are not commercially available, appropriate replacement coverages or limits must be approved in writing by the County at least 30 calendar days before Operator is scheduled to commence Activities.
- The County reserves the right to require more or different types of insurance coverage based on entity's individual risks or exposures associated with Operator's Activities.

All insurance policies, which Operator is required to carry and keep in full force and effect, shall contain, or be endorsed to contain, the following provisions.

- "Routt County and/or the Board of County Commissioners, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers are to be covered as additional insured with respect to: liability arising out of activities performed by or on behalf of entity; premises owned, leased, occupied, or used by entity; or vehicles, equipment, or aircraft owned, leased, hired, borrowed, or operated by entity. Such insurance shall provide primary coverage and shall not seek any contribution from any insurance or self-insurance carried by agent or the Routt County."
- "Such insurance, as to the interest of the Routt County only, shall not be invalidated by any act or neglect or breach of contract of entity. Any failure to comply with reporting or other provisions of the policies, including any breach of warranty, shall not affect coverage provided to Routt County and/or the Board of County Commissioners, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers. Entity's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the aggregate limits of the insurer's liability."
- "Coverage shall not be suspended, voided, or canceled by either party or reduced in coverage or in limits except after 30 calendar days prior written notice, 14 calendar days prior written notice for cancellation for non-payment of premium, by certified mail, return receipt requested, has been given to Routt County."



Companies issuing required insurance policies shall have no recourse against the County for payment of premiums or assessments for any deductibles that are the sole responsibility and risk of the Operator. Certificates of insurance for the insurance coverages required by Legal Requirements and set forth in these Minimum Standards shall be delivered to the Airport Department upon execution of any Agreement, or when approval is given by the Airport Department to conduct Activities. Thereafter, Operator shall provide certificates of insurance to the Airport Department every 12 months. In addition, Operator shall furnish a certificate of insurance if any change (e.g., changing underwriters, coverages, or amounts) occurs.

### ***2.15. Indemnification and Hold Harmless***

Operator shall defend, indemnify, save, protect, and hold harmless the County and the Board, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers from and against (and reimburse the County or Board for) any and all actual or alleged claims, demands, damages, expenses, costs, fees (including, but not limited to, attorney, accountant, paralegal, expert, and escrow fees), fines, environmental costs, and/or penalties (collectively referred to as costs) which may imposed upon, claimed against or incurred or suffered by the County or Board and which, in whole or in part, directly or indirectly, arise from or are in any way connected with any of the following, except to the extent resulting from the County's or the Board's negligence or willful misconduct: (a) any act, omission, or negligence of Operator or Operator's partners, officers, directors, agents, employees, invitees, or contractors; (b) any use or occupation, management, or control of the Operator's Leased Premises, whether or not due to Operator's own act or omission; (c) any condition created in or about the Operator's Leased Premises after the effective date; and (d) any breach, violation, or nonperformance of the Operator's obligations under any Agreement.

In the event a party indemnified hereunder is responsible, in part, for the loss, the indemnitor shall not be relieved of the obligation to indemnify; however, in such a case, liability shall be shared in accordance with the State of Colorado's principles of comparative fault.

In the event of an environmental law violation or an environmental contaminating accident or incident caused by Operator or Operator's employees, vendors, suppliers, contractors, or any other entity associated with Operator or in the event any of these entities violates any environmental law, the Operator shall accept total responsibility and defend, indemnify, save, protect, and hold harmless the County and Board, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers.

Nothing herein shall constitute a waiver of any protection available to the County and the Board, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers under the State of Colorado's governmental immunity act or similar statutory provision.

### ***2.16. Enforcement***

In the event an entity fails to comply with these Minimum Standards, the Airport Department shall send a written statement of violation to such entity at its last known address. The entity shall have 14 calendar days within which to (a) provide a written statement to the Airport Department explaining why the violation occurred and to advise the Airport Department that the violation has been corrected or (b) when and how the violation will be corrected. The Airport Department, in its sole discretion, has the right to suspend the entity's Activities and/or revoke the entity's privileges at the Airport, as the Airport Department deems necessary in order to obtain a correction of the violation. In addition, any such violations shall be considered any time the entity submits an application, seeks permission, or requests approval from the Airport Department. The entity shall pay for any costs incurred by the County, including but not limited to, attorney fees, expert witness fees, court costs, and other legal costs, etc.



### **2.17. Taxes**

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

### **2.18. Multiple Activities**

When Operator engages in more than one Activity at the Airport, the minimum standards and requirements (including the insurance coverages and limits) for the combined Activities shall be established by the Airport Department. The minimum standards and requirements for the combined Activities shall not be:

- less than the highest standard or requirement for each element (e.g., land, facilities, employees, vehicles, Equipment, aircraft, etc.) within the combined Activities, or
- greater than the cumulative standards or requirements for all of the combined Activities.



**3. FIXED BASE OPERATOR**

**3.1. Introduction**

A **Fixed Base Operator (FBO)** is engaged, at a minimum, in each of the following Activities (which are defined further in Section 3.2 of these Minimum Standards):

Activities	Notes
Aviation fuels and lubricants	May only be provided by an FBO
Aircraft ground handling services	General Aviation, government, and military services may only be provided by an FBO. If FBO desires to provide Air Carrier aircraft ground handling services, FBO shall comply with the minimum standards set forth in Section 13.
Passenger and crew services	General Aviation, government, and military services may only be provided by an FBO.
Aircraft parking and storage	General Aviation, government, and military services transient aircraft parking and storage may only be provided by an FBO

In addition to the General Requirements set forth in Section 2 of these Minimum Standards, FBO shall comply with the following minimum standards set forth in this Section.

**3.2. Scope of Activities**

Unless otherwise stated in these Minimum Standards, all required products and services shall be provided by FBO’s Employees using the FBO’s aircraft, vehicles, Equipment, and resources.

**Aviation Fuels** – FBO shall sell, deliver, and/or dispense, upon request, the following aviation fuels and lubricants into all General Aviation, Air Carrier, government, and military aircraft using the Airport.

Aviation Fuels and Lubricants	Notes
Jet fuel	Shall comply with the quality specifications outlined in ASTM D 1655 (Jet fuel)
Avgas	Shall comply with the quality specifications outlined in ASTM D 1910 (Avgas)
Lubricants	Including engine oils, hydraulic fluids, etc.
Response time	Fifteen (15) minutes from time of customers’ request during required hours, except in circumstances or situations beyond the control of the FBO

**Aircraft Ground Handling Services** – FBO shall provide, upon request, the following aircraft ground handling services for General Aviation, government, and military aircraft using the Airport:

Aircraft Ground Handling Services	Notes
Marshalling	For all arriving and departing aircraft utilizing the FBO Terminal Building
Towing	
Oxygen and nitrogen	
Compressed air	
Lavatory service	
Potable water	
Ground power	Direct Current (DC)
Interior cleaning	
Assistance to disabled aircraft	To be provided in compliance with Section 3.12



## FIXED BASE OPERATOR

**Passenger and Crew Services** – FBO shall provide, upon request, the following passenger and crew services for General Aviation, government, and military aircraft using the Airport:

Passenger and Crew Services	Notes
Concierge services	Ground transportation (limousine, shuttle, rental car, taxi, etc.), accommodations, and catering arrangements
Cabin services	Includes ice, coffee, newspapers, cabin supplies, etc.
Baggage handling	To and from vehicles and aircraft
Courtesy transportation	For passengers, crews, and baggage to the Passenger Terminal Building

**Aircraft Parking and Storage** – FBO shall develop, own, and/or lease aircraft parking and storage facilities, consistent with the requirements stipulated in Section 3.3 of these Minimum Standards, for the purpose of subleasing to Based Aircraft and overnight parking and storage of Transient Aircraft.

### 3.3. *Leased Premises*

FBO shall have adequate land and Improvements to accommodate all FBO Activities and all approved Sublessees Activities, but not less than the following:

Land and Improvements	Standard	Notes
<b>Land (owned or leased Apron)</b>	435,600	Includes owned or leased Apron
<b>Terminal Building (total)</b>	5,000	Wi-Fi to be available throughout the facility
Customer area	3,000	Shall include lobby, customer lounge, conference room, crew lounge and sleep/quiet room, kitchen/vending, and restrooms
Line/customer service area	500	Shall include adequate space for line/customer service work areas and storage
<b>Community hangar (total)</b>	25,000	Clear span (on a standalone basis or within another structure) and completely enclosed
Community hangar door	28'/110'	Height/width
<b>Apron</b>	217,800	Apron, which can be owned or leased by the FBO, shall be located immediately adjacent to the FBO Terminal Building and Wi-Fi availability
Paved Tiedowns (number)	10	Adequate to accommodate the number, type, and size of General Aviation Based Aircraft and Transient Aircraft requiring Tiedown space on the Leased Premises

### 3.4. *Fuel Storage Facility (General Aviation, Government and Military)*

FBOs engaged in the sale and delivery of aviation fuels to General Aviation, government, and military aircraft only shall own or lease an above ground fuel storage facility, in a location on the Airport approved by the Airport Department, with a total storage capacity not less than the following:

Fuel Storage Facility	Standard	Notes
Jet fuel (gallons)	40,000	Or 3 days peak supply (excluding special events), whichever is greater.
Number of tanks / Size of each tank	2 / 20,000	
Avgas (gallons)	10,000	FBO shall be capable of expanding fuel storage facility capacity within a reasonable period of time to meet demand
Number of tanks / Size of each tank	1 / 10,000	
Mogas (number of tanks / gallons)	1 / 500	For vehicles and Equipment
Waste fuel		FBO shall have adequate and proper storage for waste fuel



FBO shall demonstrate that satisfactory arrangements have been made with a reputable fuel supplier for the delivery of fuels in the quantities necessary to meet the requirements set forth herein or the reasonable peak demands of customers, whichever is greater. FBO shall provide the Airport Department with a written Spill Prevention, Control, and Countermeasures (SPCC) Plan that meets Legal Requirements for FBO’s fuel storage facilities and Activities. An updated copy of the SPCC Plan shall be filed with the Airport Department at least 30 calendar days prior to any scheduled changes in operations. Ensuring the quality of the fuel is the sole responsibility of FBO.

**3.5. Fueling Reports**

On or before the 15th calendar day of the subsequent month, FBO shall: (a) provide a summary report to the Airport Department identifying the number of gallons of aviation fuel by fuel type: (i) purchased by FBO, (ii) delivered to FBO’s fuel storage facility, and (iii) dispensed by FBO at the Airport to FBO and customer aircraft and (b) pay the associated fees due to the County.

Upon request, records and meters shall be made available for review by the Airport Department or its designated representative. In the case of a discrepancy between the amount of aviation fuel purchased, delivered, or dispensed, the greater amount shall prevail and the FBO shall promptly pay all additional fees due and owing the County, plus interest on the unpaid balance at an annual rate (identified in Airport’s Rates and Charges Schedule) from the date originally due.

**3.6. Fueling Equipment**

FBO shall have the following fueling Equipment and associated capacities:

Fueling Equipment	Standard	Notes
<b>Jet fuel</b>		Equipped with metering devices that meet applicable Legal Requirements and bottom loading capabilities
Number of Refueling Vehicle (Number)	2	One Refueling Vehicle shall have over-the-wing and single point aircraft servicing capability
Capacity of 1 <sup>st</sup> and 2 <sup>nd</sup> Refueling Vehicle	5,000 / 2,000	Gallons
<b>Avgas</b>		Equipped with metering devices that meet applicable Legal Requirements and bottom loading capabilities
Refueling Vehicle (number / gallon capacity)	1 / 750	
Fixed self-serve fueling system	Optional	Shall: (a) be constructed or installed in a location approved by the Airport Department, (b) be available for public Commercial use, and (c) have detailed and accessible instructions for the proper and safe operation and a fully operational and accessible telephone, emergency shut-off, properly rated fire extinguisher, and fuel spill kit.

**3.7. Air Carrier Into-Plane Fueling**

FBOs engaged in providing into-plane fueling services to Air Carrier aircraft shall have the following additional fuel storage capacity and fueling equipment:

Fuel Storage Capacity / Fueling Equipment	Standard	Notes
Jet fuel (gallons)	40,000	
Number of Refueling Vehicle (Number)	2	
Capacity of Refueling Vehicles	5,000	Gallons





**3.8. Equipment**

FBO shall have the following aircraft ground handling services Equipment:

<b>Aircraft Ground Handling Services</b>	<b>Standard</b>	<b>Notes</b>
Apron marshalling vehicle(s)	1	
Marshalling wands	As required	
Equipment for securing aircraft on the Apron	Yes	Including ropes, chains, and/or other types of aircraft restraining devices and wheel chocks which are required to safely secure aircraft as described in AC 20-35 series
Towing vehicle(s)	2	With tow bars /heads having a rated draw bar capacity sufficient to meet the towing requirements of the heaviest General Aviation aircraft normally frequenting the Airport
Oxygen / nitrogen cart(s)	1	
Compressed air unit(s)	1	
Lavatory service cart(s)	1	
Potable water unit(s)	1	
Ground power (Direct Current)	2	
Spill kits	As required	Includes necessary materials to contain and restrict a fuel spill and other Hazardous Materials from flowing into drains and other areas, in compliance with the FBO's SPCC Plan.
Dry chemical fire extinguisher units	As required	Approved and regularly inspected units shall be maintained within hangars, on Apron areas, at fuel storage facilities, and on Equipment and Refueling Vehicles

FBO shall have the following passenger and crew services Equipment:

<b>Passenger and Crew Services</b>	<b>Standard</b>	<b>Notes</b>
Apron transportation vehicle(s)	1	For transportation of passengers, crew, and baggage to and from aircraft to FBO Terminal Building or vehicle parking
Courtesy vehicle(s)	1	To be operated by FBO and must be able to transport up to 5 passengers

**3.9. Hours**

FBO Activities (except for Aircraft Maintenance) shall be continuously offered and available to meet reasonable demands of customers for these Activities, but not less than the following:

<b>Hours</b>	<b>Standard</b>	<b>Notes</b>
Hours (per day) / Days (per week)	0500-2000 / 7	Open during holidays. After-hours response time of 1 hour



**3.10. Employees**

Employees, while on duty, shall be clean, neat in appearance, and always properly uniformed. Uniforms shall identify the name of the FBO. Management and administrative employees shall not be required to be uniformed but shall wear Airport Department approved identification.

FBO shall have the following properly trained and qualified Employees (on each shift) to provide aircraft fueling, aircraft ground handling services, and passenger and crew services, as follows:

FBO Employees	Standard	Notes
Line service technicians (LSTs)	3	At least one supervisory LST must be trained in an FAA approved fire safety program (14 CFR Part 139.321)
Customer Service Representatives (CSRs)	1	An LST may fulfill CSR responsibilities unless the LST is performing duties off the Leased Premises.

**3.11. Standard Operating Procedures**

FBO shall develop and maintain standard operating procedures (SOP) that shall include, at a minimum, a training plan, fuel quality assurance procedures and associated record keeping, emergency response procedures to fuel spills and fires, and aircraft ground handling procedures.

FBO's SOP shall also address: (a) regular safety and security inspections, (b) bonding and fire protection, (c) public protection, and (d) marking and labeling of (and controlling access to) Refueling Vehicles, fueling Equipment, and fuel storage facilities.

FBO's SOP shall be submitted to the Airport Department no later than 30 calendar days before the FBO's Activities are scheduled to commence and shall be resubmitted any time changes are made.

Fuel storage facilities and Refueling Vehicles shall be equipped and maintained to FBO's SOP and shall comply with applicable Legal Requirements and industry best practices including, without limitation, those prescribed by:

- National Fire Protection Association (NFPA) Codes;
- 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials"; and
- applicable Advisory Circulars (ACs) including AC 00-34 series *Aircraft Ground Handling and Servicing*, AC 150/5210 series *Painting, Marking and Lighting of Vehicles Used on an Airport*, and AC 150/5230 series *Aircraft Fuel Storage, Handling, and Dispensing on Airports*.

**3.12. Aircraft Removal**

Recognizing that aircraft removal is the responsibility of the Aircraft Owner or Aircraft Operator, FBO shall be prepared to lend assistance within 30 minutes from the time a request is made by the Operations Center, the Aircraft Owner, or Aircraft Operator in order to maintain the operational readiness of the Airport. FBO shall prepare an aircraft removal plan and have the necessary Equipment Readily Available.



## AIRCRAFT MAINTENANCE OPERATOR (SASO)

### 4. AIRCRAFT MAINTENANCE OPERATOR (SASO)

#### 4.1. Introduction

An **Aircraft Maintenance Operator** is engaged in providing Aircraft Maintenance for aircraft other than those owned, leased, and/or operated by (under the full and exclusive control of) Operator.

In addition to the General Requirements set forth in Section 2 of these Minimum Standards, Operator shall comply with the following minimum standards set forth in this Section.

#### 4.2. Leased Premises

Operator shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessees Activities, but not less than the following based on the type of aircraft, which are not cumulative.

Leased Premises (square feet)	SE Piston	ME Piston	Turboprop	Turbojet
<b>Land (Lessee only)</b>	21,780	21,780	32,670	43,560
<b>Customer, Administrative, and Maintenance area</b>	Administrative area shall include dedicated space for employee offices, work areas, and storage. Maintenance area shall include dedicated space for employee work areas, shop areas, and storage for aircraft parts, accessories, related components, and Equipment.			
As a Lessee / Sublessee	1,200 / 700	1,600 / 1,100	2,000 / 1,500	2,000 / 1,500
<b>Customer area</b>	Customer area is a subset of the Customer, Administrative, and Maintenance area and shall include space for lounge and restrooms.			
As a Lessee	500	500	500	500
As a Sublessee	Must have immediate access to a customer lounge and restrooms			
<b>Hangar</b>	Shall be at least equal to the following square footage for the type of service (as identified above) or large enough to accommodate the largest General Aviation aircraft being serviced, whichever is greater.			
As a Lessee or Sublessee	3,600	6,400	10,000	10,000

#### 4.3. Employees

Operator shall, at a minimum, employ the following number of Employees who shall be available during the required hours of activity as follows:

Employees	Standard	Notes
A & P Mechanics	1	An A & P Mechanic may fulfill the responsibilities of the customer service representatives unless the A & P Mechanic is performing duties off the Leased Premises.
Customer Service Representatives	1	

If Operator is not certificated as a Repair Station and is providing annual or phase inspections, one A & P Mechanic shall have Inspection Authorization.

#### 4.4. Equipment

Operator shall have necessary Equipment for the performance of services being provided in accordance with the manufacturer's specifications.



## AIRCRAFT MAINTENANCE OPERATOR (SASO)

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### ***4.5. Defueling***

Operator may only defuel customer's aircraft if necessary, for Aircraft Maintenance purposes. Employees engaged in defueling and refueling shall be trained in an FAA approved fire safety program per 14 CFR Part 139.321. Additionally, Operator may refuel the defueled aircraft following provision of required Aircraft Maintenance. Defueling and refueling shall not be construed to permit Operator to engage in the sale or dispensing of fuels as this Activity is specifically reserved for an FBO (see Section 3 of these Minimum Standards).

Operator conducting defueling and refueling of aircraft shall have adequate and proper fuel storage, provide the Airport Department with an SPCC Plan for defueling, refueling, and fuel storage, and conform with Sections 3.5 and 3.10 of these Minimum Standards.



## AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

### 5. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

#### 5.1. Introduction

An **Avionics or Instrument Maintenance Operator** is engaged in the maintenance or alteration of one or more of the items described in 14 CFR Part 43 – Appendix A (i.e., aircraft radios, electrical systems, or instruments) for aircraft other than those owned, leased, and/or operated by (under the full and exclusive control of) Operator.

In addition to the General Requirements set forth in Section 2 of these Minimum Standards, Operator shall comply with the following minimum standards set forth in this Section.

#### 5.2. Leased Premises

Operator shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessees Activities, but not less than the following based on the type of aircraft, which are not cumulative.

For Operators performing benchwork only (i.e., no removal or replacement services are being performed), the minimum Leased Premises requirements, which are not cumulative, are as follows.

Leased premises (square feet)	Standard	Notes
<b>Land (Lessee only)</b>	10,890	
<b>Customer, Administrative, and Maintenance area (Lessee / Sublessee)</b>	1,000 / 500	Administrative area shall include dedicated space for employee offices, work areas, and storage. Maintenance area shall include dedicated space for employee work areas, shop areas, storage for aircraft parts and related components, and Equipment.
<b>Customer area</b>		Customer area is a subset of the Customer, Administrative, and Maintenance area
<i>Lessee</i>	500	Shall include space for lounge and restrooms
<i>Sublessee</i>	Must have immediate access to a customer lounge and restrooms	

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

Leased Premises (square feet)	SE Piston	ME Piston	Turboprop	Turbojet
Land (Lessee only)	21,780	21,780	32,670	43,560
<b>Customer, Administrative, and Maintenance area</b>	Administrative area shall include dedicated space for employee offices, work areas, and storage. Maintenance area shall include dedicated space for employee work areas, shop areas, and storage for aircraft parts, accessories, related components, and Equipment.			
As a Lessee / Sublessee	860 / 610	1,140 / 890	1,250 / 1,000	1,500 / 1,250
<b>Customer area</b>	Customer area is a subset of the Customer, Administrative, and Maintenance area and shall include space for lounge and restrooms.			
As a Lessee	250	250	250	250
As a Sublessee	Must have immediate access to a customer lounge and restrooms			
<b>Hangar</b>	Shall be at least equal to the following square footage for the type of service (as identified above) or large enough to accommodate the largest General Aviation aircraft being serviced, whichever is greater.			
As a Lessee or Sublessee	3,600	6,400	7,500	10,000



**5.3. Licenses and Certifications**

Operator shall be properly certificated by the FAA as a Repair Station. Employees shall be properly certificated by the FAA and the Federal Communications Commission, current, and hold the appropriate ratings for the work being performed.

**5.4. Employees**

Operator shall employ the number of Employees as required by the FAA-approved Repair Station Manual (in accordance with 14 CFR Part 145).

**5.5. Equipment**

Operator shall have necessary Equipment for the performance of services being provided in accordance with the manufacturer's specifications and the FAA-approved Repair Station Manual (in accordance with 14 CFR Part 145).



## AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

### 6. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

#### 6.1. Introduction

An **Aircraft Rental Operator** is engaged in the rental of aircraft to the public and a **Flight Training Operator** is engaged in providing flight instruction to the public. These Minimum Standards apply to Operator's that lease or Sublease land or Improvements on the Airport.

A person holding a current FAA Flight Instructor certificate who provides occasional flight training to an Aircraft Owner in the Aircraft Owner's aircraft and is not compensated by the Aircraft Owner or any other party and does not make flight training available to the public, shall not be deemed a Commercial Activity.

In addition to the General Requirements set forth in Section 2 of these Minimum Standards, Operator shall comply with the following minimum standards set forth in this Section.

#### 6.2. Leased Premises

Operator shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessees Activities, but not less than the following based on the type of aircraft, which are not cumulative.

Leased Premises (square feet)	Standard	Notes
<b>Land (Lessee only)</b>	21,780	
<b>Customer area</b>		
Lessee	250	Shall include adequate space for customer lounge, class/training rooms, and restrooms.
Sublessee	100	Shall include adequate space for class/training rooms and immediate access to customer lounge and restrooms.

#### 6.3. Licenses and Certifications

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

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

#### 6.4. Employees

At a minimum, Operator shall employ the following number of Employees who shall be available during required hours of activities.

Employees	Standard	Notes
Customer Service Representatives (CSR)	1	A Flight Instructor may fulfill the responsibilities of the CSR unless the Flight Instructor is performing duties off the Leased Premises.
<b>Flight Training Operators only</b>		
Flight Instructors	1	
Certificated instructors	1	Capable of providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for commercial pilot certificate and instrument rating.



## AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

### 6.5. Equipment

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

Equipment	Standard	Notes
Fixed wing: single-engine	2	One aircraft must be IFR capable and four-place except for Operators solely focused on sport aircraft.

Flight Training Operators shall provide training aids necessary to provide ground school instruction.

### 6.6. Hours

Operator shall be open, and services shall be available to meet reasonable demands of customers for these Activities, but not less than the following hours:

Hours	Standard	Notes
Hours (per day) / Days (per week)	8 / 6	Holiday hours not required, After-hours by prior arrangement.

### 6.7. Insurance Disclosure Requirement

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





## AIRCRAFT STORAGE OPERATOR (SASO)

### 7. AIRCRAFT STORAGE OPERATOR (SASO)

#### 7.1. Introduction

**Aircraft Storage Operator** owns (or leases) an aircraft storage facility and/or associated office or shop space and sells (or Subleases) such space to entities engaging in Commercial or Non-Commercial Aeronautical Activities.

In addition to the General Requirements set forth in Section 2 of these Minimum Standards (except Section 2.8), Operator shall comply with the following minimum standards set forth in this Section.

#### 7.2. Leased Premises

Operator shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessees Activities, but not less than the following based on the type of aircraft, which are not cumulative.

	Land (SF)	Hangar (SF)	Single Structures (SF)	Subdivided Hangar/Units (SF)
Group I aircraft with tail heights less than 12 feet and wingspans less than 45 feet	43,560	11,520	3,600	11,520/1,440
Group I aircraft with tail heights less than 16 feet	65,340	14,400	7,200	14,400/3,600
Group I aircraft with tail heights less than 18 feet	65,340	14,400	7,200	14,400/3,600
Group II aircraft with tail heights less than 28 feet	130,680	28,400	14,400	28,400 (Community)

#### 7.3. Hours

Operator shall ensure the facilities are open and available for use (and readily accessible) during the following hours:

Hours	Standard	Notes
Hours (per day) / Days (per week)	24 / 7	Including holidays



## AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

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

#### 8.1. Introduction

An **Aircraft Charter Operator** is engaged in on-demand common carriage for persons or Property (as defined in 14 CFR Part 135) or operates in private carriage (as defined in 14 CFR Part 125).

An **Aircraft Management Operator** is engaged in the business of providing aircraft management including, but not limited to, flight dispatch, flight crews, or Aircraft Maintenance coordination to the public.

In addition to the General Requirements set forth in Section 2 of these Minimum Standards, Operator shall comply with the following minimum standards set forth in this Section.

#### 8.2. Leased Premises

Operator shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessees Activities, but not less than the following based on the type of aircraft, which are not cumulative.

Leased Premises (square feet)	Standard	Notes
Land (Lessee only)	21,780	
Customer and Administrative area	Administrative area shall include dedicated space for employee offices, work areas, and storage.	
Lessee	500	Shall include adequate space for customer lounge and restrooms
Sublessee	Immediate access	Shall include customer lounge and restrooms

#### 8.3. Licenses and Certifications

Aircraft Charter Operators shall have and provide copies to the Airport Department of all appropriate certifications and approvals, including without limitation, the Pre-application Statement of Intent (FAA Form 8400-6), the Registrations and Amendments under Part 298 (OST Form 4507), and/or FAA issued operating certificate(s). Any time certifications or approvals are modified, the updated documentation reflecting the changes shall be provided to the Airport Department within three calendar days.

#### 8.4. Employees

If certificated to engage in on-demand common carriage for persons or Property, Aircraft Charter Operator shall employ the number of Employees as required by 14 CFR Part 135. If certificated to engage in private carriage (as defined in 14 CFR Part 125), Aircraft Charter Operator shall, at a minimum, employ the following number of Employees who shall be available during required hours of activities as follows:

Employees	Standard	Notes
Chief Pilot	Yes	A commercial pilot may serve as the chief pilot.
Commercial Pilot(s)	1	
Customer Service Representative (CSR)	1	The chief pilot or a commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off the Leased Premises.



## AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

Aircraft Management Operator shall, at a minimum, employ the following number of Employees who shall be available during required hours of activities as follows:

Employees	Standard	Notes
Commercial Pilot(s)	1	If providing pilot services
Customer Service Representative(s)	1	A commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off the Leased Premises.

### 8.5. *Equipment*

Aircraft Charter Operator shall provide, either owned or under written lease to Operator and under the full and exclusive control of Operator, at least one certified and continuously airworthy aircraft which shall be equipped for and fully capable of flight under instrument conditions.

### 8.6. *Hours*

Operator shall be open, and services shall be available to meet reasonable demands of customers for these Activities, but not less than the following:

Hours	Standard	Notes
Hours (per day) / Days (per week)	8 / 5	Holiday hours not required.

For Aircraft Charter Operator, after-hours, on-call response time is as follows. Each response time is predicated upon the previous step, initialized upon customer inquiry.

After-hours, On-Call Response Time	Standard	Notes
Response to customer inquiries	1 hour	
Provision of trip quote	1 hour	



## INDEPENDENT AIRCRAFT MAINTENANCE OPERATOR (SASO)

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### 9. INDEPENDENT AIRCRAFT MAINTENANCE OPERATOR (SASO)

#### 9.1. *Introduction*

**Independent Aircraft Maintenance Operator** – Operator engaged in providing limited Aircraft Maintenance for airframe and powerplant on the Airport for aircraft other than those owned, leased, and/or operated by (under the full and exclusive control of) Operator, but does not lease or sublease land or Improvements at the Airport.

In addition to the General Requirements set forth in Section 2 of these Minimum Standards (excluding Section 2.5 and Section 2.10), Operator shall comply with the following minimum standards set forth in this Section.

#### 9.2. *Limitations*

- As determined by the Airport Department in its sole discretion, if an Aircraft Maintenance Operator is meeting the minimum standards established in Section 4, an Independent Maintenance Operator will be required to meet the same minimum standards and will have the same rights and privileges.
- An Independent Maintenance Operator shall only provide Aircraft Maintenance to Based Aircraft and shall not solicit Transient Aircraft for any reason. However, at the request of an FBO or Aircraft Maintenance Operator, an Independent Aircraft Maintenance Operator may provide Aircraft Maintenance to Transient Aircraft from the FBO's or Aircraft Maintenance Operator's Leased Premises.

#### 9.3. *Location*

Independent Maintenance Operator shall only provide maintenance from an Aircraft Maintenance Operator facility or in locations designated and approved in writing by the Director. These locations (including any Improvements) must meet applicable Legal Requirements for the type of Aircraft Maintenance being provided.

#### 9.4. *Licenses and Certifications*

Independent Maintenance Operator shall be properly certificated by the FAA, current, and hold the appropriate ratings for the work being performed. Independent Maintenance Operator shall have a General Aviation Operator Permit, as required in Section 14.



## INDEPENDENT FLIGHT TRAINING OPERATOR (SASO)

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### 10. INDEPENDENT FLIGHT TRAINING OPERATOR (SASO)

#### 10.1. Introduction

An **Independent Flight Training Operator** is an individual providing flight training to the general public originating from the Airport, but does not lease or sublease land or Improvements at the Airport.

A person holding a current FAA Flight Instructor certificate, who provides occasional Flight Training to an Aircraft Owner in the Owner's aircraft and is not compensated by the Aircraft Owner or any other party and does not make flight training available to the public, shall not be deemed a Commercial Activity.

In addition to the General Requirements set forth in Section 2 of these Minimum Standards (excluding Section 2.5 and Section 2.10), Operator shall comply with the following minimum standards set forth in this Section.

#### 10.2. Limitations

- As determined by the Airport Department in its sole discretion, if a Flight Training Operator is meeting the minimum standards established in Section 6, an Independent Flight Training Operator will be required to meet the same minimum standards and will have the same rights and privileges.

#### 10.3. Location

Independent Flight Training Operator shall only provide ground school instruction from an Aircraft Rental or Flight Training Operator's facility or in locations designated and approved in writing by the Director.

#### 10.4. Licenses and Certifications

Independent Flight Training Operator shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certifications for the aircraft being utilized and/or flight training being provided.

Independent Flight Training Operator shall provide, at a minimum, adequate training aids necessary to provide proper and effective ground school instruction.

Independent Flight Training Operator shall have a General Aviation Operator Permit, as required in Section 14.

#### 10.5. Insurance Disclosure Requirement

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



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

### ***11.1. Introduction***

This Section pertains to SASOs engaged in one or more of the following Activities.

**Limited Aircraft Services and Support** is defined as limited aircraft, engine, or accessory services and support (e.g., cleaning, Aircraft sales, washing, waxing, painting, upholstery, propeller repair, etc.).

**Experimental Aircraft Services and Support** is defined as construction assistance to owners of experimental and/or amateur-built Aircraft (as defined in 14 CFR Section 21.191).

**Miscellaneous Commercial Services and Support** is defined as ground instruction, simulator training, scheduling and dispatching, or any other related Commercial services and support Activities.

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

In addition to the General Requirements set forth in Section 2 of these Minimum Standards, Operator shall comply with the following minimum standards set forth in this Section.

### ***11.2. Leased Premises***

Operator shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessees Activities as approved to by the Director.

### ***11.3. Employees***

Operator shall provide a sufficient number of Employees to carry out Activity in a safe, secure, efficient, prompt, courteous, and professional manner while also meeting the reasonable demands of customers for the Activities as approved by the Director.

### ***11.4. Equipment***

Operator shall have (based at the Airport), either owned or under written lease to (and under the full and exclusive control of) Operator, sufficient vehicles, Equipment, and, if appropriate, one certified and continuously airworthy aircraft as approved to by the Director.

Operator shall have sufficient materials and/or supplies available to support the Activities.

### ***11.5. Hours***

Operator shall be open, and services shall be available, during the hours maintained by qualified and experienced entities engaging in similar Activities at comparable airports as approved to by the Director. Operator shall be available to meet the reasonable demands of customers for the Activities.



## TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (SASO)

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

#### 12.1. Introduction

The County recognizes that Aircraft Owners or Aircraft Operators may, from time to time, have specialized aviation service requirements (i.e., Aircraft Maintenance, flight training, etc.). When specialized aviation service is required, but is not available at the Airport through existing Operators due to the specialized nature of the aviation service requirements and/or existing Operators are unable to provide the services required within a reasonable timeframe, the Airport Department may allow an Aircraft Owner or Aircraft Operator to solicit and utilize the services of a qualified and experienced entity to provide said services.

- Aircraft Owner or Aircraft Operator shall initialize the process by informing the Director of the specialized aviation service requirement, the timeframe for the provision of services, and the Temporary Specialized Aviation Service Operator to provide such services.
- Aircraft Owner or Aircraft Operator shall be responsible for assuring the Temporary Specialized Aviation Service Operator complies with all Legal Requirements while on the Airport.

In addition to the General Requirements set forth in Section 2 of these Minimum Standards (excluding Section 2.5 and Section 2.10), Operator shall comply with the following minimum standards set forth in this Section.

#### 12.2. Scope of Activity

Operator shall conduct Activities on the Leased Premises of the Aircraft Owner or Aircraft Operator or in a location approved by the Director in a safe, secure, efficient, prompt, courteous, and professional manner consistent with the degree of care and skill exercised by qualified and experienced operators providing similar services at comparable airports.

#### 12.3. Limitations

As determined by the Director in its sole discretion, if an Operator located at the Airport is fully capable of providing requested specialized aviation service(s), a Temporary Specialized Aviation Service Operator may be prohibited from providing such services at the Airport.

#### 12.4. Commercial Operator Permit

Prior to engaging in Activities at the Airport, Operator must obtain a Commercial Operator Permit from the County for a specific period of time (typically no more than 30 calendar days). Renewal shall be subject to the Operator's compliance with all terms and conditions of the approved Commercial Operator Permit.

Operator shall comply with all requirements for the permitted Activities and limit the service provided to the entity, area, and time period identified in the approved Commercial Operator Permit.

Aircraft Operators requiring after-hours or weekend service by a Temporary Specialized Aviation Service Operator must notify the Director prior to Operator engaging in Activities on the Airport.



**AIR CARRIER  
GROUND HANDLING SERVICE OPERATOR (SASO)**

**13. AIR CARRIER GROUND HANDLING SERVICE OPERATOR (SASO)**

**13.1. Introduction**

An **Air Carrier Ground Handling Service Operator** is engaged, at a minimum, the provision of aircraft ground handling services for Air Carrier aircraft only.

In addition to the General Requirements set forth in Section 2 of these Minimum Standards, Operator shall comply with the following minimum standards set forth in this Section.

**13.2. Scope of Activities**

Unless otherwise stated in these Minimum Standards, all required products and services shall be provided by Operator’s Employees using the Operator’s vehicles, Equipment, and resources.

**Aircraft Ground Handling Services** – Operator shall provide, upon request, the following aircraft ground handling services for Air Carrier aircraft using the Airport:

Aircraft Ground Handling Services	Notes
Marshalling	For all arriving and departing aircraft utilizing the Passenger Terminal Building
Towing	
Crew and passenger loading	
Aircraft turn cleaning	
Baggage handling	
Lavatory service	
Potable water	
Aircraft air start	
Ground power	Direct Current (DC)
Aircraft deicing	Type 1 and Type 4 deicing fluid capabilities

**13.3. Leased Premises**

Operator shall have adequate land and Improvements to accommodate all FBO Activities and all approved Sublessees Activities, but not less than the following:

Improvements	Standard	Notes
Office	100 SF	
Apron	1,000 SF	For parking and storage of vehicles and Equipment

**13.4. Equipment**

Operator shall have the following aircraft ground handling services Equipment:

Aircraft Ground Handling Services	Standard	Notes
Marshalling wands	As required	
Towing vehicle(s)	2	With tow bars /heads having a rated draw bar capacity sufficient to meet the towing requirements of the heaviest Air Carrier aircraft normally frequenting the Airport
Air stairs	2	1 mounted on truck and 1 towable
Equipment tugs	2	
Baggage carts	Sufficient	





**AIR CARRIER  
GROUND HANDLING SERVICE OPERATOR (SASO)**

<b>Aircraft Ground Handling Services</b>	<b>Standard</b>	<b>Notes</b>
Belt loaders	2	
Air start cart	1	
Lavatory service cart(s)	1	
Potable water unit(s)	1	
Ground power (Direct Current)	2	
Aircraft deicing vehicles	2	With Type 1 and Type 4 deicing fluid capabilities
Deicing fluid storage (for each type)	5,000 gallons	Type 1 and Type 4 deicing fluids to be immediately available during deicing season

**13.5. Hours**

Operator Activities (except for Aircraft Maintenance) shall be continuously offered and available to meet reasonable demands of customers for these Activities, but not less than the following:

<b>Hours</b>	<b>Standard</b>	<b>Notes</b>
Hours (per day) / Days (per week)	4 hours/7 days	Applies for days of air carrier operations

**13.6. Employees**

Employees, while on duty, shall be clean, neat in appearance, and always properly uniformed. Uniforms shall identify the name of the Operator. Management and administrative employees shall not be required to be uniformed but shall wear Airport Department approved identification.

Operator shall have the following properly trained and qualified Employees (on each shift) to provide aircraft fueling, aircraft ground handling services, and passenger and crew services, as follows:

<b>FBO Employees</b>	<b>Standard</b>	<b>Notes</b>
Ground Handlers	3	



### 14. COMMERCIAL OPERATOR PERMIT

#### 14.1. Introduction

Any entity desirous of engaging in a Commercial Aeronautical Activity at the Airport (Applicant) shall complete all relevant and applicable sections of the Commercial Operator and Lessee Application (Application), submit the Application to the Director, and obtain a Commercial Operator Permit (Permit) from the County prior to engaging in the desired Activities.

#### 14.2. Application

Any entity desirous of engaging in a Commercial Aeronautical Activity at the Airport (Applicant) shall complete all relevant and applicable sections of the Commercial Operator and Lessee Application (Application) and submit the Application to the Director and obtain a Commercial Operator Permit (Permit) from the County prior to engaging in the desired Activities.

Applicant shall submit all the information requested in the Application and thereafter shall submit any additional information, data, and/or documentation that may be required or requested by the Director or County to properly and fully evaluate the Application and facilitate an analysis of the prospective operation.

No Application will be deemed complete that does not provide the Director or County with the information, data, and/or documentation necessary to enable the Director or County to make a meaningful assessment of Applicant's desired Activities and determine whether the Applicant's desired Activities will comply with all applicable Legal Requirements and be compatible with the Airport Layout Plan.

Following review and preliminary approval of the Application by the Director, a public hearing will be scheduled for the Yampa Valley Airport Commission's consideration for recommendation to the Board.

A public hearing on an Application does not imply or express approval by the Airport Department, Director, Commission, or County to operate on the Airport. The Airport Department, Director, Commission, and County reserves the right to deny any Application to be invalid, incomplete, or contrary to the PMCDs or best interest of the Airport and County.

Following approval by the County and subject to the Applicant complying with all requirements, a Permit will be issued by the County.

#### 14.3. Approved Permit

The Permit will be valid for the period indicated in the Permit if Operator meets the following requirements:

- The information submitted by Operator is and remains current. Operator shall notify the Director in writing within 21 calendar days of any change to the information submitted by Operator.
- Operator remains in full compliance with all applicable Legal Requirements and the terms and conditions of the Permit.

The Permit may not be assigned or transferred and shall be limited solely to the approved Activities identified in the Permit.

For Lessees, the Permit shall be incorporated by reference into the Lessees' Agreement. The breach of any portion of the Permit, including the Application incorporated by reference thereto, shall be deemed a material breach of any associated Agreement allowing the County the option to terminate the Permit and/or the Agreement.



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

**No Change in Scope of Activities** – Upon adoption of these Minimum Standards, an existing Operator with an existing Agreement may engage in the Activities permitted under the Agreement without submitting an Application provided that Operator is in full compliance with all the terms and conditions of the Agreement and all applicable Legal Requirements.

**Change in Scope of Activities** – Prior to engaging in any new Activity not permitted under an existing Agreement or Permit or changing or expanding the scope of Activities permitted under an existing Agreement or Permit, Operator shall complete and submit an Application to, and receive a Permit from, the County prior to conducting new Activity(ies) not permitted under an existing Agreement or Permit.



## ATTACHMENT A MINIMUM INSURANCE REQUIREMENTS

### 15. ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS)

YAMPA VALLEY REGIONAL AIRPORT	Fixed Base Operator	Aircraft Maintenance Operator	Independent Aircraft Maintenance Operator	Avionics or Instrument Maintenance Operator	Aircraft Rental or Flight Training Operator	Independent Flight Training Operator	Aircraft Charter or Aircraft Management Operator	Aircraft Storage Operator	Other Commercial Aeronautical Activities	Temporary Specialized Aviation Service Operator	Air Carrier Ground Handling Service Operator
<b>COMMERCIAL GENERAL LIABILITY (Combined Single Limit)</b>											
Each Occurrence	\$15,000,000	\$5,000,000 Piston/ \$10,000,000 Turboprop \$10,000,000 Turbine	\$1,000,000	\$5,000,000 Piston/ \$10,000,000 Turbine	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$15,000,000
Unlicensed Vehicles	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$2,000,000
<b>BUSINESS AUTOMOBILE LIABILITY (Combined Single Limit, Each Occurrence) *</b>											
Non-Movement Area	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Movement Area	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$2,000,000
<b>HANGAR KEEPER'S LEGAL LIABILITY (Largest Aircraft Accommodated) **</b>											
SE Piston	Each Aircraft	\$10,000,000 Each Aircraft \$15,000,000 Each Occurrence	\$250,000	\$250,000	\$250,000		\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
	Each Occurrence		\$500,000	\$500,000	\$500,000		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
ME Piston	Each Aircraft		\$500,000	\$500,000	\$500,000		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
	Each Occurrence		\$1,000,000	\$1,000,000	\$1,000,000		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Turboprop Group I	Each Aircraft		\$1,000,000	\$1,000,000	\$1,000,000		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Each Occurrence		\$2,500,000	\$2,500,000	\$2,500,000		\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
Turboprop Group II	Each Aircraft		\$2,500,000	\$2,500,000	\$2,500,000		\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
	Each Occurrence		\$5,000,000	\$5,000,000	\$5,000,000		\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Turbojet Group I	Each Aircraft		\$5,000,000	\$5,000,000	\$5,000,000		\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
	Each Occurrence		\$10,000,000	\$10,000,000	\$10,000,000		\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
Turbojet Group II	Each Aircraft		\$10,000,000	\$10,000,000	\$10,000,000		\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
	Each Occurrence		\$15,000,000	\$15,000,000	\$15,000,000		\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000
Turbojet Group III ***	Each Aircraft	\$15,000,000	\$15,000,000	\$15,000,000		\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	
	Each Occurrence	\$25,000,000	\$25,000,000	\$25,000,000		\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	
<b>AIRCRAFT AND PASSENGER LIABILITY (Each Occurrence)</b>											
SE Piston							\$1,000,000/\$100,000 sub limit per person		As required	As required	As required
ME Piston							\$1,000,000/\$100,000 sub limit per person		As required	As required	As required
Turboprop							\$5,000,000/\$250,000 sub limit per person		As required	As required	As required
Turbojet/Group I							\$5,000,000/\$250,000 sub limit per person		As required	As required	As required
Turbojet/Group II							\$10,000,000	\$10,000,000	\$10,000,000	As required	As required
Turbojet/Group III ***							\$15,000,000	\$15,000,000	\$15,000,000	As required	As required
Student and Renters							\$250,000	\$250,000			
<b>ENVIRONMENTAL LIABILITY (Combined Single Limit)</b>											
	\$2,000,000	\$1,000,000	\$1,000,000								
<b>WORKER'S COMPENSATION</b>											
Limits Based Upon Statutory Requirements											

\* If entity operates any vehicle(s)

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

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

Operator with known environmental contamination exposures shall be required to secure appropriate environmental liability insurance with coverage amounts appropriate for the type and level of environmental contamination exposure risk, as determined by the County.

### Minimum Standards

Routt County, Yampa Valley Regional Airport (07/11/2023)