

**Minimum Standards  
For  
Commercial Aeronautical Activities**

**HUMBOLDT COUNTY AIRPORTS**

**Arcata/Eureka Airport  
Dinsmore Airport  
Garberville Airport  
Kneeland Airport  
Murray Field Airport  
Rohnerville Airport**

*Date: August 2011*

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## SECTION 1 - PURPOSE OF MINIMUM STANDARDS

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Arcata/Eureka Airport, Dinsmore Airport, Garberville Airport, Kneeland Airport, Murray Field Airport, and Rohnerville Airport are owned and operated by Humboldt County, California (County).

These Minimum Standards provide threshold entry requirements for those Persons desiring to provide Commercial Aeronautical Activities to the public at any of the County-owned Airports and provide reasonable opportunities without unjust discrimination.

These Standards are established based upon the conditions at the Airports, the existing and planned facilities at the Airports, the current and future aviation role of the Airports. Operators are encouraged to exceed the “minimum” in terms of quality of facilities and/or services.

The purpose of these Minimum Standards is to:

- Promote safety;
- Promote the economic health of Airport businesses;
- Promote a level playing field and fair competition;
- Promote the orderly development of Airport property;
- Protect consumers by encouraging quality products, services and facilities;
- Prevent disputes between aeronautical service providers; and
- Reduce potential complaints.

## SECTION 2 - DEFINITIONS AND APPLICABILITY

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### 2.1 Definitions

The following words, terms and phrases when used herein shall have the meanings ascribed. Defined terms used are capitalized throughout the document. Terms which are neither capitalized nor listed shall be construed using the common meaning as they apply to generally know aviation standards.

1. *AC* - Advisory Circular
2. *Aeronautical Activity* (or “*Aeronautical Activities*” or “*Activity*” or “*Activities*”) - any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft, or another Aeronautical Activity, or which contributes to or is required for the safety of such operations. Aeronautical Activities include, but are not limited to, sale of Aircraft Fuel and/or lubricants; passenger, crew, pilot services, and Aircraft ground services; support and amenities; Tiedown, hangar, Aircraft parking, office, and shop rental/subleasing; Aircraft Maintenance; avionics or instrument maintenance; Aircraft Rental; Flight Training; Aircraft charter; Aircraft management, Aircraft sales; sightseeing aerial photography; aerial spraying and agriculture aviation services; aerial advertising; aerial surveying; and any other activities which in the judgment of the County, because of their direct relationship to the operation of Aircraft or the Airport, can appropriately be regarded as an “Aeronautical Activity.” For all purposes of these Minimum Standards, all products and services described herein are deemed to be “Aeronautical Activities”.
3. *Agency* – Any federal, state, or local governmental entity, unit, agency, organization, or authority.
4. *Agreement* - a written agreement executed by both parties, and enforceable by law between the County and an Entity granting a concession, transferring rights or interest in land and/or Improvements, and/or otherwise authorizing and/or prohibiting the conduct of certain Activities.

5. ***Air Charter or Air Taxi or Air Couriers*** - the commercial operation of providing air transportation of Person(s) or property for hire by either on a charter basis or as an air taxi operator.
6. ***Aircraft*** - any contrivance now known or hereafter invented which is used or designed for navigation of or flight in air, except a parachute or other contrivance designed for such navigation but used primarily for safety Equipment. This includes, but is not limited to, airplanes, airships, balloons, dirigibles, rockets, helicopters, gliders, gyrocopters, ground-effect machines, sailplanes, amphibians, and seaplanes (*See Exhibit D for Design Aircraft Information*).
7. ***Aircraft Fuel*** - all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine. To include any substance (solid, liquid, or gaseous) used to operate any engine, which shall include Aircraft or Vehicles.
8. ***Aircraft Management Operations*** – is a Commercial Operator engaged in the business of providing Aircraft flight dispatch, flight crews, or Aircraft maintenance coordination on behalf of an Aircraft Owner.
9. ***Aircraft Operation*** - an Aircraft arrival at, or departure from, the airport.
10. ***Aircraft Owner*** - a Person or Entity holding legal title to an Aircraft, or any Person having exclusive legal possession of an Aircraft.
11. ***Aircraft Parking and Storage Areas*** - those hangar and Apron locations of the Airport designated by the County for the parking and storage of Aircraft.
12. ***Aircraft Rental*** - the commercial operation of renting or leasing Aircraft to the public for compensation.
13. ***Aircraft Sales*** - the sale of new or used Aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

- 14. *Airframe and Power Plant Maintenance*** - the commercial operation of providing airframe and power plant services, which includes service, the repair, maintenance, inspection, constructing, and making of modifications and alterations to Aircraft, Aircraft engines, propellers and appliances including the removal of engines for major overhaul as defined in 14 CFR Part 43, as now or hereafter amended. This category of service also includes the sale of Aircraft parts and accessories.
- 15. *Aircraft Maintenance Technician*** -an individual who holds an Aircraft mechanic certificate with both airframe and power plant ratings issued FAA under 14 CFR Part 65, as now or hereafter amended. (Aircraft Maintenance Technicians usually refer to themselves as A&P's, for Airframe and Power plant Mechanics.)
- 16. *Airport(s)*** - airports, owned and operated by the County, and all land, Improvements, and appurtenances within the legal boundaries of the Airports as it now exist on the Airport Layout Plans as currently approved within the Master Plan and as it may be extended, enlarged, or modified.
- 17. *Airport Layout Plan (ALP)*** - the currently approved scale drawing depicting the boundaries and physical layout of the Airport and identifying the location, type, dimensions and configuration of existing and proposed infrastructure and Improvements, including but not limited to runways, taxiways, Aprons, buildings, Roadways, utilities, nav aids, as well as proposed extensions and reductions of existing Airport facilities.
- 18. *Apron*** – those paved areas of the Airports within the movement area designated by the Manager for the loading or unloading of passengers, servicing, or parking of Aircraft.
- 19. *Avionics Sales and Maintenance*** - the commercial operation of providing for the repair and service, or installation of Aircraft radios, instruments and accessories. Such operation may include the sale of new or used Aircraft radios, instruments and accessories.

- 20. *Based Aircraft*** - an Aircraft which the owner physically locates at the Airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the Aircraft to the airport for long-term storage.
- 21. *Certificate of Insurance*** –a certificate provided by and executed by an insurance company evidencing the insurance coverages and limits of the operator.
- 22. *CFR*** – Code of Federal Regulations, as codification of the general and permanent rules as published in the Federal Register, and as they are be amended from time to time.
- 23. *Commercial Aeronautical Activity*** - any activity (including Aeronautical Activities) conducted at or on the Airport by any Entity in which:
- a. the exchange, trading, buying, or selling of commodities, goods, services or property of any kind at the Airport; or
  - b. engaging in any activity (including Aeronautical Activity) on the Airport for the purpose of securing revenue, earnings, income, and/or compensation, whether or not such revenue, earnings, and/or compensation are ultimately exchanges, obtained, or transferred; or
  - c. the offering or exchange of any product, service, or facility on the Airport as a part of other revenue, earnings, income, and/or compensation producing activity on or off the Airport.
- 24. *Commercial Operator*** – an Entity engaging in an activity which involves, makes possible or is required for the operation of Aircraft, or which contributes to, or is required for the safe conduct and utility of such Aircraft Operations, the purpose of such Activity being to generate and/or secure earnings, income, compensation, and/or profit, whether or not such objectives are accomplished.
- 25. *Commercial Self-Service Fueling*** – fueling of an Aircraft by the pilot using commercial Aircraft Fuel pumps installed for that purpose. The Aircraft Fueling facility may or may not be attended by the vendor, which is a Fixed Base Operator or an airport/County that is exercising its right to sell Aircraft Fuel.

- 26. *Contiguous Land*** – land that is sharing an edge or boundary or is separated by no more than a Taxilane.
- 27. *Employee(s)*** – any individual employed by an Entity or employment agency where by said Entity or employment agency collects and pays all associated taxes on behalf of Employee (i.e., social security and Medicare).
- 28. *Entity(or “Entities”)*** – include a Person; Persons; firm; partnership; limited liability; partnership or corporation; Agency: unincorporated proprietorship, association, or group; or corporation other than the Airport, and includes any trustee, receiver, assignee, or other similar representative.
- 29. *Equipment*** – all property and machinery, together with the necessary supplies, tools, and apparatus for the proper conduct of the Activity being performed.
- 30. *Exclusive Right*** - a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An Exclusive Right can be conferred either by express Agreement, Contract, License, Lease, and Permit or by the imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more Entities, but excluding others from enjoying or exercising a similar right or right would be an Exclusive Right.
- 32. *FAA*** – Federal Aviation Administration
- 33. *Fixed Base Operator (FBO)*** - a full service Commercial Operator who is authorized to engage in the sale of products, services, and facilities to Aircraft operators including at a minimum, the following Aeronautical Activities at the Airport:
- a.** Aircraft refueling to include AvGas, and Aircraft lubricants with the option to provide Jet Fuel
  - b.** Aircraft Line Services
  - c.** Airframe and Power Plant Maintenance
  - d.** Aircraft storage/hangar rentals and Tiedowns
  - e.** Passenger, Crew, and Aircraft ground services, support and amenities

*f.* FBOs may also provide optional services as approved by the County, which may include Flight Training, Aircraft Rental, Aircraft Charter or Air Taxi, Avionics Sales and Service.

**34. *Flight Instructor*** – a Person who holds a current flight instructor certificate issued by FAA under 14 CFR Part 61 as now or hereafter amended. (Also know as a "Certificated Flight Instructor" or CFI)

**35. *Flight Training*** - the commercial operation of instructing pilots in dual and solo flight, in fixed or rotary wing Aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots licenses and ratings, or any form of proficiency training including flight reviews and transition training. Training shall also include any portion of a flight between two or more airports or other destinations where the primary purpose is to increase or maintain pilot or crew member proficiency.

**36. *Flying Club*** – a non-commercial and nonprofit Entity organized for the purpose of providing its members with any number of Aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the Flying Club owners on a pro-rata share, and the club may not derive greater revenue from the use of the Aircraft than the cost to operate, maintain, and replace the Aircraft.

**37. *Fuel Storage Area*** - any portion of the Airport designated temporarily or permanently by the County as an area in which aviation or motor Vehicle gasoline or any other type of Aircraft Fuel or fuel additives may be stored or loaded.

**38. *Fueling or Fuel Handling*** - the transportation, sale, delivery, dispensing, storage, or draining of Fuel or Fuel waste products to or from Aircraft, Vehicles, or Equipment.

**39. *General Aviation*** - all of aviation with the exception of Aircraft manufacturing, military aviation, and scheduled commercial air carrier operations. General Aviation Aircraft are utilized for commercial and non-commercial uses including business/corporate, recreational/pleasure, charter/air taxi, instructional and industrial/special purposes.

- 40. *Ground Carriers*** - establishments primarily engaged in the delivery of individually addressed letters, parcels, and packages (generally under 100 pounds), except by means of air transportation or by the United States Postal Service. Delivery is usually made by street or highway within a local area or between cities.
- 41. *Hazardous Material*** - any oil, petroleum products, flammable substances, explosives, radioactive materials, hazardous waste, toxic waste, or substances or any other waste, materials or pollutants which may pose a threat to the health and safety of the owners, occupants, or any persons on entering the Leased Premises or properties adjacent to it and/or cause the property to be in violation of any regulatory measure.
- 42. *Improvements*** – all buildings, structure and facilities including pavement, concrete, fencing, signs, lighting, and landscaping constructed, installed or placed on, under or above any land on the Airport.
- 43. *Lease*** - a written contract between the County and a Commercial Operator (Lessee) specifying the terms and conditions under which an Operator may occupy and operate from certain Airport facilities and/or property.
- 44. *Leased Premises*** – the land and/or Improvements leased by the Commercial Operator from the County for the conduct of Operator’s Activities.
- 45. *Lessee*** – an Entity that has entered into an Agreement with the County to occupy, use, and/or develop land and/or Improvements and engage in Aeronautical Activities.
- 46. *Manager*** – the Airport Manager of a Humboldt County Airport or such other Employee of the Airport as the Manager may from time to time designate in writing to carry out the duties of the Manager.

- 47. *Minimum Standards*** - qualifications, standards, and criteria, as established by the Airport owner, the County, as the minimum requirements that shall be met by businesses engaged in Commercial Aeronautical Activities for the right to conduct those Activities.
- 48. *Non-Commercial Operator*** – an Entity that either owns or leases and operates Aircraft for personal or recreational purposes. In the case of a business, the operation of Aircraft must be an ancillary Activity to support the businesses proposes by providing transportation for the exclusive use of its Employees, agents, and/or customers. In all cases, the Non-Commercial Operator neither offers nor engages in Commercial Aeronautical Activities.
- 49. *Permit*** - administrative approval issued by the County to a Person or company to conduct an Aeronautical Activity, and provide such services, to based and transient Aircraft, only from facilities and locations where such services are authorized.
- 50. *Person*** - an individual, corporation, firm, partnership, association, organization, and any other group acting as an Entity, to conduct business on a Airport. Person includes a trustee, receiver, assignee or similar representative.
- 51. *Preventive Aircraft Maintenance*** - maintenance that is not considered a major Aircraft alteration or repair and does not involve complex assembly operations as listed in 14 CFR Part 43, as now or hereafter amended, except for Item 22 in the Regulation. Item 22 involves the replacement of prefabricated Aircraft Fuel lines, and shall, for purposes of these regulations, be considered a major Aircraft repair.
- 52. *Roadway*** - any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground Vehicles.
- 53. *Rules and Regulations*** – the Airport Rules and Regulations, as they currently exist and as may they be amended from time to time, or any successor ordinance, rule, or regulation adopted by Humboldt County.

- 54. *Self-Service*** – Aircraft refueling, repair, preventive maintenance, towing, adjustment, cleaning, and general services performed by an Aircraft owner or his/her Employees on his/her Aircraft with resources supplied by the Aircraft Owner. Cooperative (Co-op) activities, the sharing of Vehicles, Employees, and resources is not considered Self-Service and is not permitted.
- 55. *Specialized Aviation Service Operation (SASO)*** – a Commercial Operator that is authorized to provide any one or a combination of the following Activities
- a. Airframe and/or Power Plant Maintenance
  - b. Avionics Sales and Maintenance
  - c. Aircraft Rental, Flying Club, or Flight Training
  - d. Aircraft Charter, Air Taxi or Aircraft Management
  - e. Aircraft storage or hangars
  - f. Aircraft Sales
  - g. Specialized aviation service other than those listed above
  - h. Temporary specialized aviation service other than those listed above
- 56. *Specialized Flying Services*** - providing specialized commercial flying services such as non-stop sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, and other air transportation operations specifically excluded from 14 CFR Part 135, as now or hereafter amended.
- 57. *SOP*** – Standard Operating Procedures.
- 58. *Sublease*** - a written Agreement, approved by the County, stating the terms and conditions under which a third party Commercial Operator leases space from a Lessee for the purpose of providing Aeronautical Activity at the Airport.
- 59. *Taxilane*** - the portion of the Airport Apron area, or any other area, used for access between taxiways and Aircraft parking or storage area.
- 60. *Taxiway*** - a defined path established for the taxiing of Aircraft from one part of the Airport to another.

- 61. *Tiedown*** – an area paved or unpaved suitable for parking and mooring of Aircraft wherein suitable fixed points are located to prevent aircraft movement when used with appropriate restraints.
- 62. *Transportation Security Administration*** - a component of the Department of Homeland Security and is responsible for security of the nation's transportation systems.
- 63. *UNICOM*** - a two-way communication system operated by a non-governmental Entity and that may provide airport advisory information.
- 64. *Vehicle*** – any device that is capable of moving itself, or being moved from place to place on wheels; but does not include any device designed to be moved by human muscular power or designed to move primarily through the air.
- 65. *Vehicle Parking Area*** - any portion of the Airport designated and made available temporarily or permanently by County for the parking of Vehicles.

## **2.2 Application of Minimum Standards**

- 2.2.1 Except as otherwise provided for herein, all Persons conducting Commercial Aeronautical Activities at the Airport shall, as a condition of conducting such activities, comply with all requirements set forth in these Minimum Standards and any amendments thereto. These Minimum Standards are the “minimum” requirements to do business on the Airport, and all Persons are encouraged to exceed such Minimum Standards in conducting their activities.
- 2.2.2 These Minimum Standards shall not affect any Agreement entered into by the Airport prior to the effective date of these Minimum Standards, except as otherwise provided for in such Agreement, in which case these Minimum Standards shall apply to the extent permitted by such Agreement. These Minimum Standards shall not be deemed to modify any existing Agreement under which a Commercial Operator is required to exceed these Minimum

Standards, nor shall they prohibit the County from entering into or enforcing an Agreement that requires a Commercial Operator to exceed these Minimum Standards. If a Commercial Operator desires to modify an existing Agreement, the County may require compliance with these Minimum Standards as a condition of its approval.

- 2.2.3 Whenever a SASO conducts multiple activities pursuant to one Lease, license, Permit or Agreement with the County, such Commercial Operator shall comply with the Minimum Standards established for each separate activity or SASO being conducted. If the Minimum Standards for one of the Commercial Operator's activities are inconsistent with the Minimum Standards for another of the Commercial Operator's activities, then the Minimum Standards which are more stringent, and/or which are most protective of the public's health, safety and welfare, shall apply. When one or more activity is conducted, the minimum requirements shall vary depending on the nature of each activity and/or combination of activities, but shall not necessarily be cumulative.

### **2.3 Activities Not Covered by Minimum Standards**

- 2.3.1 Any activities for which there are no specific Minimum Standards established will be addressed by the Manager on a case-by-case basis and set forth in such commercial operator's written Lease, license, Permit or Agreement with the County.

### **2.4 Variance or Exemption**

- 2.4.1 The Manager may approve variances to these Minimum Standards when a specific clause, section, or provision does not seem justified in a particular case because of special conditions and unique circumstances.
- 2.4.2 Any variance or exception approved by the Manager shall apply only to the special conditions or unique circumstances of the particular case under which the variance or exemption is granted and shall not serve to amend, modify, or alter these Minimum Standards.

- 2.4.3 When a specific product, service, or facility is not currently being provided at the Airport, the County may enter into an Agreement with an FBO or SASO with terms and conditions that are less than those outlined in these Minimum Standards (e.g., lower Minimum Standards, etc.), only for a limited time period (i.e., pioneering period). The duration of the pioneering period shall be specified in the Agreement and shall only be valid during that specific period of time.
- 2.4.4 The County may provide (or arrange for the provision of) Commercial Aeronautical Activities without meeting these Minimum Standards, when the County is temporarily fulfilling some or all of the obligations of an Operator in default.
- 2.4.5 The County is under no obligation to provide financing and/or make any enhancements to land and/or improvements at the Airport to facilitate any development or consummate any Agreement proposed by a current or prospective FBO or SASO.
- 2.4.6 The County is under no obligation to pursue federal, state, or other funds to contribute to development of a leasehold.

## **2.5 Conflicting Standards**

- 2.5.1 If a provision in these Minimum Standards is found to be in conflict with any other provision of these Minimum Standards, the provision that establishes the higher standard shall prevail.
- 2.5.2 The County reserves the right to take such actions as it may deem necessary, appropriate, and/or in the best interest of the County to preserve and protect the assets of the County, to protect the safety and security of the people who visit and work at the Airport, and to maintain the integrity of the Airports' mission, values, goals, or objectives.

## SECTION 3 - BUSINESS OPERATIONS

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### 3.1 Employee Conduct and Customer Service Emphasis

The County works diligently to provide quality services to the growing needs and requests of airport users. As such, the County requires its Commercial Operators, businesses, and tenants to do the same. Consequently, the goal of the Airport is straight-forward: ensure that the tenants and users of the Airports receive quality customer service from the County and its Commercial Operators that meets or exceeds customer needs and expectations through consistent, responsive, and professional service.

### 3.2 Management Control and Supervision

Each Commercial Operator is required to employ the necessary quantity staff of trained, on-duty management and supervisors to provide for the efficient, safe, and orderly compliance with its Lease, Agreement, sublease or Permit. In addition, each operator is required to control the conduct and demeanor of its personnel and subtenants, as well as to conduct its business operations in a safe, orderly, efficient and proper manner so as not to unreasonably disturb, endanger or offend any customers, tenants, or competitive operators.

### 3.3 Personnel Training and Certification

All Commercial Operator personnel shall be fully qualified and trained or be in training with supervision, to provide a high quality standard of courteous, efficient, and safe service to the general public, customers, and airport users. Personnel shall meet all Federal, State, and local training and certification requirements applicable to their individual duties and company services.

### **3.4 Corporate Identification Requirement**

#### 3.4.1 Personnel

All personnel employed by the operator to perform Aeronautical Activities on the Airport are required to be appropriately dressed and identifiable while on duty. The Commercial Operator's business name shall be included in the means of identification on each Person.

#### 3.4.2 Buildings, Vehicles, and Equipment

Each building, Vehicle, and piece of mobile or vehicular Equipment used on the Airport in conjunction with the commercial activity shall bear the operator's identification in the form of a company logo, sign, emblem, or other means to designate the operator to whom the building, Vehicle, or Equipment is assigned. Identification shall be legible on a contrasting background and shall be displayed in a manner that is acceptable to the Manager.

## SECTION 4 - MINIMUM STANDARDS FOR FIXED BASE OPERATORS

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### 4.1 Required Aeronautical Activities

4.1.1 An FBO is a full service Commercial Operator who is authorized to engage in the sale of products, services, and facilities to Aircraft operators including at a minimum, the following Aeronautical Activities and optional Aeronautical Activities at the Airport:

- a.* Aircraft refueling to include AvGas, and Aircraft lubricants with an option to provide Jet Fuel,
- b.* Aircraft Line Services
- c.* Airframe and Power Plant Maintenance
- d.* Aircraft storage/hangars rentals and Tiedowns
- e.* Passenger, Crew, and Aircraft ground services, support and amenities
- f.* FBOs may also provide optional services as approved by the County, which may include Flight Training, Aircraft Rental, Aircraft Charter or Air Taxi, Avionics Sales and Service.

4.1.2 Only FBOs or the County shall be permitted to provide commercial Aircraft Fueling services, self-service fueling systems, and operate any/all types of retail Aircraft Fueling facilities at the Airport.

4.1.3 The County may exercise its right to have a Proprietary Exclusive on all commercial fueling operations on County-owned Airports.

4.1.4 An FBO, upon approval by the County, may subcontract or use third-party operators to provide any of the required FBO services, other than the primary Fueling and Aircraft line services, which must be provided directly by the FBO and its Employees. Subcontractors and third-party operators shall meet all Minimum Standards applicable to such services when performed by an FBO and operate from the primary FBO Leasehold premises

4.1.5 Each FBO shall conduct its business and activities on and from the Leased Premises in a safe and professional manner consistent with the degree of care and skill exercised by experienced FBOs providing comparable products, services, and activities from similar airports in like markets.

**4.2 Aircraft Design Group Serviceability**

Each FBO shall provide the personnel, Equipment, and facilities required to service all types of Aircraft normally frequenting the Airport. The FBOs are required to have equipment to service the Design Aircraft per AC150-5300-13 as identified both now and as amended in the future. (See Exhibit D for Design Aircraft Information)

**4.3 Leasehold Size**

4.3.1 Minimum Leasehold Requirements for FBOs at Murray Field Airport. All other County Airports fuel operations are managed by the County. Therefore, commercial operations at other Airports would be SASOs by definition.

<b>Buildings &amp; Leasehold</b>	<b>Minimum Standard</b>
Total Leasehold	2 Acres (contiguous)
FBO Terminal	3,000 square feet
Maintenance Hangar	8,000 square feet
Maintenance Hangar Offices	1,500 square feet
Aircraft Storage Hangar	8,000 square feet
Ramp	30,000 square feet
Fuel Storage Area	1,500 square feet

4.3.2 Buildings and FBO Leaseholds

Each Murray Field Airport FBO shall Lease from the County a minimum of three (3) acres of Contiguous Land area. Each FBO shall lease or construct, on the Leasehold Premises, a public

use terminal building with a minimum of three thousand (3,000) square feet of floor space for customer lobby, office, pilot's lounge, flight planning and weather briefing area, and public rest rooms.

#### 4.3.3 Vehicle Parking

Each FBO shall provide parking as required by the County or as required by other applicable local laws.

#### 4.3.4 Aircraft Parking

Each FBO shall lease from the County sufficient Airport property for its Aircraft operating area (ramp), independent of any building area, Vehicle parking area, and Aircraft Fuel Storage Area. This paved ramp area shall be a minimum of 30,000 square feet and adequate to support all the activities of the FBO and all approved subtenants and shall be constructed to engineering standards for the current Airport Design Aircraft per AC150-5300-13 as defined in the existing Airport Master Plan.

#### 4.3.5 Hours of Operation

Each FBO is required to be open for business and provide Aircraft Fueling and line services a minimum of 10 hours per day, seven (7) days per week, except as otherwise approved in writing by the Manager. Business hours must be posted in such a manner as to be visible by the public at all times. Business hours and holiday schedules must be provided to the Airport Manager no less than thirty (30) days in advance of the event.

Airframe and Power Plant Maintenance must be open not less than five (5) days per week, eight hours per day. FBO optional service hours are listed in their specific categories in Section 4 E, (4).

#### **4.4 Staffing and Employee Qualifications**

##### 4.4.1 Staffing

During the required hours of operation, each FBO shall employ and have on duty sufficient staff to meet the Minimum Standards for each Aeronautical Activity provided. However, multiple responsibilities may be assigned to Employees where feasible. Each FBO shall have at least one (1) Employee on duty at all times during hours of operation, and provide to the Manager a current written statement of the names, addresses, telephone numbers and other necessary contact information for all personnel responsible for the operation and management of the FBO. In addition, the Manager shall be provided a FBO point-of-contact with phone numbers for emergency situations.

##### 4.4.2 Employee Qualifications

All FBO Aircraft Fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of Aircraft Fuels. Training shall be NATA Safety 1<sup>st</sup> program or another nationally recognized training program.

#### **4.5 Insurance Requirements**

Each FBO shall maintain the types and amounts of insurance required by the County's Risk Management Department. Except as otherwise required by the County's Risk Management Department, each FBO shall at all times maintain, at a minimum, the types of insurance in the amounts set forth in Exhibit "B".

#### **4.6 Required FBO Services**

Each FBO shall be required to provide, at a minimum, the following services at the Airport:

##### **A. Aircraft Fueling**

- (1) Each FBO must provide the sale and into-plane delivery of common and recognized brands of Aircraft Fuels, lubricants and other aviation petroleum products. Each FBO shall provide, store, and dispense 100LL/Avgas and **have the option to provide Jet-A** Aircraft Fuel. All Equipment used for the storage and/or dispensing of Aircraft Fuel must meet all applicable Federal, State, local laws, rules and regulations. The location of the Aircraft Fuel storage facility shall be in conformance with the Airport's Master Plan and shall be approved by the County. The quantity of fuel on hand shall at no time be less than a 3-day supply.
- (2) Each FBO shall manage and provide a stationary Aircraft Fuel storage facility with safety features and filtration systems to ensure Aircraft Fuel quality. Each FBO shall ensure that all Aircraft Fuel is delivered clean, bright, pure and free of microscopic organisms, water, or other contaminants. Ensuring the quality of the Aircraft Fuel is the sole responsibility of the FBO.
- (3) The 100LL and Jet-A Aircraft Fuel storage facility tanks shall each be a minimum of ten thousand (10,000) gallon capacity, and the FBO shall also provide adequate mobile or stationary dispensing Equipment and **one (1)** or more personnel on duty 24-hours per day, seven (7) days a week, or provide on-call fueling (if approved by Manager) to serve the Airport's Aircraft Fuel demand. Filter-equipped Aircraft Fuel dispensers with separate dispensing pumps and meter systems for each grade of Aircraft Fuel shall be provided. All metering devices must be inspected, checked and certified annually by appropriate local and State agencies. Aircraft Fuel storage facility tanks shall meet all applicable Federal, State and local laws

and regulatory requirements and all system, components and dispensing equipment must be permitted and approved by County.

- (4) Each FBO shall, at its own expense, maintain the Aircraft Fuel storage facility, all improvements thereon, and all appurtenances thereto, in a presentable condition consistent with good business practices and in accordance with the appropriate rules, regulations and requirements at the time of construction and any mandated upgrades.
- (5) Each FBO shall have the option to provide 24 hour self service pumps, assisted self service pumps or fuel truck services. Each Aircraft Fueling Vehicle/Service shall be equipped with metering devices that meet all applicable Federal, State, local laws, rules and regulations.
- (6) Each FBO shall operate an Aircraft Fuel storage facility designed in accordance with all EPA regulations including proper Aircraft Fuel spill prevention features and containment capabilities. In addition, each FBO shall provide a current copy of their Aircraft Fuel spill prevention, countermeasures, and control plan (SPCCC) to the County thirty (30) days prior to commencing operations. Aircraft Fuel inventories will be monitored in accordance with current EPA standards and inventory details will be provided to the County when requested including total of gallons delivered by type and date.
- (7) Each FBO shall conduct the lawful, sanitary, and timely handling and disposal of all solid waste, regulated waste, and other materials including, but not limited to, sump Aircraft Fuel, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property is not permitted upon the Leased Premises.
- (8) The FBO shall develop and maintain SOP for refueling and ground handling operations and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34, Aircraft Ground Handling and Servicing. The SOP shall address

bonding and fire protection, public protection, control of access to the Aircraft Fuel storage facility, and marking and labeling of Aircraft Fuel storage tanks and Fuel dispensing Equipment, and shall be submitted to the County prior to the FBO commencing fueling activities.

- (9) Additionally, each FBO shall comply with the California Fire Prevention Code, FAA Advisory Circular 150/5230-4, Aircraft Fuel Storage, Handling, and Dispensing on Airports, Airport Rules and Regulations, and all other applicable Federal, State and local laws related to Aircraft Fuel handling, dispensing, sale and storage. Each FBO shall obtain all applicable Aircraft Fueling certifications and Permits, and receive periodic refresher training as required. The County and/or the State or FAA may periodically conduct inspections of the FBO activities and facilities to ensure compliance with all applicable laws and regulations, and these Minimum Standards.
- (10) Each FBO shall provide an adequate supply of properly located, type, size and operable fire extinguishers and other safety Equipment. All fire extinguisher certifications must be current. Fire extinguishers shall be maintained within all hangars, on Apron areas, at Aircraft Fuel storage facilities, and on all ground handling and refueling Vehicles as required by appropriate fire codes for the type of operations conducted.
- (11) Each FBO shall provide quarterly Aircraft Fuel inventory reconciliation reports to the County listing the total amounts of Aircraft Fuel delivered to the site.

## **B. Commercial Self-Service Fueling**

- (1) An FBO may provide Commercial Self-Service Fueling Equipment in addition to the required Fuel Equipment set forth in Sections 4.6, A.1-11 with the prior written consent of the Manager. Commercial Self-Service Fueling Equipment must be in compliance with all applicable Federal, State, local laws, rules and regulations and cannot be substituted for the required full-service Aircraft Fueling Equipment set forth in Sections 4.6.A.1-11.
- (2) The Manager may authorize an FBO to provide and operate Commercial Self-Service Fueling Equipment if airport activity, market demand, and safety criteria, justify such an operation.
- (3) Any FBO authorized to provide Commercial Self-Service Fueling services at the Airport shall provide, at a minimum, 100LL aviation gasoline. The products and Equipment must meet all applicable Federal, State, and local laws, rules, regulations, and requirements.
- (4) The Aircraft Fuel storage areas are the locations on the Airport designated temporarily or permanently by the Manager as the only areas in which Aircraft Fuels may be stored.
- (5) The Aircraft Fuel storage and dispensing Equipment shall meet all applicable Federal, State, local laws, rules, regulations and requirements, including, but not limited to, the California Fire Prevention Code and **FAA AC 150/5230-4**, as now or hereafter amended.
- (6) Each FBO providing the Commercial Self-Service Fueling services shall be knowledgeable of and comply with all Federal, State, local environmental laws, and rules and regulations. Each FBO shall provide the County with a current Fuel spill prevention, countermeasures, and control plan (SPCCC) that contains

methods and procedures to prevent, control, and clean up an Aircraft Fuel spill on Airport property.

- (7) Each FBO authorized to install and maintain a Commercial Self-Service Fueling system shall provide quarterly Aircraft Fuel inventory reconciliation reports to the County listing the total amounts of Aircraft Fuel delivered to the site.

### **C. Aircraft Line Services**

Each FBO shall provide necessary Equipment, supplies, and trained personnel for Aircraft ramp assistance, towing, parking, and tie downs, within the leased Premises. Equipment shall be sufficient to facilitate service for Aircraft up to the Airport's **Design Aircraft per AC 150-5300-13.**

In the event of an incident or accident the County recognizes that Aircraft removal is the responsibility of the Aircraft owner/operator, however, the FBO shall be prepared to lend assistance within 30 minutes upon request in order to maintain the operational readiness of the Airport. The FBO shall prepare an Aircraft removal plan and have the equipment available that is necessary to remove the General Aviation Aircraft normally frequenting the Airport.

### **D. Pilot Services and Concessions**

Each FBO shall provide the following services and concessions inside the FBO terminal building located within the Leased Premises:

- (1) Customer service counter stocked with basic pilots supplies;
- (2) Public lounge and waiting area;
- (3) Flight planning work area with Flight Service Station and weather service communication links;

- (4) Public telephones; accessible 24 hours
- (5) Snack food and beverage machines; and
- (6) Local ground transportation contacts.

#### **E. Airframe and Power Plant Maintenance**

Each FBO or sublessee engaging in Airframe and Power Plant Maintenance activities shall provide services within the leased Premises sufficient to facilitate service for Aircraft up to the Airport's **Design Aircraft per AC 150-5300-13** including:

- (1) Operate the service from a minimum **five thousand (5,000)** square feet of ventilated shop space and have immediate access to customer lounge, public telephones, and restrooms.
- (2) Have an additional one thousand one hundred fifty (1,150) square feet for management, record keeping (750 SF) and reception (400 SF) areas. *See appendix B*
- (3) Employ and have on-duty a minimum of one (1) FAA certified technician who possess an airframe, power plant, or Aircraft inspector rating as specified in 14 CFR Part 65, or the maintenance facility shall be certified under and satisfy all the requirements as specified in 14 CFR Part 145, as now or hereafter amended.
- (4) Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week. **A technician shall also be available twenty-four (24) hours, seven (7) days on-call for emergencies.** If more than one (1) Air Frame and Power Plant facility is located on the Airport, this responsibility may be rotated on a mutually agreeable rotating on-call schedule.

- (5) Provide Equipment, supplies and parts required for Aircraft airframe, power plant, inspection, tire, battery, oxygen, and other routine Aircraft maintenance functions appropriate for the type of Aircraft serviced.

**F. Aircraft Storage Hangars**

Each FBO or sublessee engaging in Aircraft Storage Hangars activities shall:

- (1) Lease the necessary amount of land to accommodate the proper quantity and required size of hangars sufficient to facilitate service for Aircraft up to the Airport's **Design Aircraft per AC 150-5300-13**. Each community Aircraft hangar must be a minimum of seven thousand five hundred (7,500) square feet.  
*See Appendix B*
- (2) Provide contact name and phone numbers, hangar availability, and rental rates known to prospective customers via posted informational sign inside each FBO terminal.
- (3) Ensure that each T-hangar is occupied by only Aircraft, and provide a listing, to include aircraft type, tail number, and aircraft owner, of all Aircraft stored within the FBO's or sublessee's hangar facilities to the Manager semi-annually.
- (4) Ensure that hangar tenants only perform preventive Aircraft maintenance within the hangar on their own Aircraft to the extent permitted in 14 CFR Part 43, as now or hereafter amended. Painting, welding, and any type of Hazardous Material storage shall not be permitted within Aircraft hangars unless authorized specifically by the Manager in writing. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property (including non-aviation property) shall not be permitted.

#### 4.7 **Optional FBO Services**

Each FBO may provide Aeronautical Activities at the Airport in addition to the required FBO services, with the written consent of the County, which may include, but are not necessarily entitled to, the services listed below. Any FBO providing optional FBO services, either directly or through a sublessee or subcontractor, shall comply with the standards set forth in this Section 4.7.

<b>Type of Activity</b>	<b>Office Space (Sq. Ft.)</b>	<b>Hangar Space (Sq. Ft.)</b>
Flight Training	550	Not required
Aircraft Charter Air Taxi Aircraft Management	550	Not required
Aircraft Rental Aircraft Sales	550	Not required
Avionics or Instrument Maintenance	1,150	1,500

##### **A. Flight Training**

Each FBO or FBO sublessee engaging in Flight Training Services shall:

- (1) Operate the service from a minimum of five hundred and fifty (550) square feet of classroom and office space within or adjacent to the FBO's Leased Premises and have immediate access to customer lounge, public telephones, and restrooms.
- (2) Employ and make available at least one (1) or more FAA certified flight instructors as necessary to meet the Flight Training demand and schedule requirements.

- (3) Own or Lease one (1) or more airworthy Aircraft necessary to meet the Flight Training demand and schedule requirements. One (1) Aircraft must be a minimum four (4) place aircraft equipped for instrument flight instruction.
- (4) Flight Training operations shall include adequate mock-ups, pictures, slides, filmstrips, movies, videotapes, or other training aides necessary to provide proper and effective ground school instruction.

**B. Aircraft Charter or Taxi and Aircraft Management Operations**

An FBO or FBO sub-lessee engaging in Aircraft charter or Taxi or an Aircraft Management Operator shall:

- (1) Operate the service from not less than five hundred and fifty (550) square feet of office space. This would be within the FBO's Leased Premises and shall have immediate access to customer lounge, public telephones, and restrooms.
- (2) Employ and make available at least one (1) Person who holds a current FAA commercial pilot certificates and current Class I or II medical certificates and ratings appropriate for each Aircraft listed on its operating certificate. In addition, all flight personnel shall be properly rated for the Aircraft operated. The FBO or its sublessee shall have dispatch capability within four (4) hours of a customer request. The FBO or sublessee shall be open and services available five (5) days per week, eight (8) hours per day.
- (3) Own or Lease or manage at lease one (1) certified and continuously airworthy instrument qualified Aircraft that meets and is approved under 14 CFR Part 121 or 135.
- (4) Have and display in the public office, a current 14 CFR Part 121 or 135 Air Taxi Certificate or provisional FAR Part 121 or 135 Certificate, in addition to, the Aircraft identification page from the operating specifications manual of each Aircraft listed on the certificate.

- (5) Have and display in the public office a current copy of 14 CFR Part 133 for rotorcraft operations detailing the external-loading requirements.

### **C. Aircraft Rental**

A FBO or its FBO sub-lessee engaging in Aircraft Rental services shall:

- (1) Operate the service in a minimum of five hundred fifty (550) square feet of office space within the FBO's Leased premises and have immediate access to customer lounge, public telephones, and restrooms.
- (2) Employ and have on duty at least one (1) Person having a current commercial pilot certificate with appropriate ratings, including instructor rating.
- (3) Keep the premises open and services available a minimum of eight (8) hours per day, six (6) days a week.
- (4) Have available for rental or use in Flight Training, either owned or leased and under exclusive control of operator, a minimum of two (2) owned or leased, certified, and airworthy Aircraft.

### **D. Avionics Maintenance and Sales**

An FBO or its FBO sub-lessee engaging in Avionics Maintenance Service shall:

- (1) Operate the service in a minimum of one thousand one hundred fifty (1,150) square feet of space for operations, bench testing and administration within the FBO's Leased Premises have immediate access to customer lounge, public telephones, and restrooms.
- (2) Have dedicated one thousand five hundred (1,500) square feet of hangar space to work on Aircraft.

- (3) Employ and have on duty at least one (1) trained and FAA certified technician.
- (4) Keep premises open and services available a minimum of eight (8) hours a day, five (5) days a week.
- (5) Hold the appropriate FAA repair station certificates for the types of Equipment the Commercial Operator plans to service and/or install.

**SECTION 5 - MINIMUM STANDARDS FOR  
SPECIALIZED AVIATION SERVICE OPERATIONS (SASO)**

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**5.1 General Requirements**

5.1.1 Compliance

SASOs with a direct Lease with the County shall be required to comply with all of the Minimum Standards as set forth in Section 5. A SASO acting as a sub-lessee of an FBO shall be required to comply with all applicable Minimum Standards set forth in Section 4. SASOs shall not be permitted to provide Commercial Aircraft Fueling services. SASOs requiring a direct Lease with the County shall be required to Lease the minimum land as indicated herein; however, SASOs have the option of leasing a lesser amount of space if they Lease from an approved FBO within the existing FBO Leasehold area. The County has the option, but not obligation, to make special provisions or variances to these Minimum Standards on a case-by-case basis because of special conditions or unique circumstances.

5.1.2 Leased Space Requirement

<b>Type of Activity</b>	<b>Minimum Building Size</b>	<b>Minimum Land Lease</b>
Flight Training	1,500 square feet	0.5 acre
Airframe and Powerplant Mechanic	7,150 square feet	0.5 acre
Air Charter or Taxi	550 square feet	0.5 acre
Aircraft Rental/Management	550 square feet	0.5 acre
Avionics/Instrument Maintenance	2,150 square feet	0.5 acre
Aircraft Storage or Community Hangar	7,500 square feet	0.5 acre
Aircraft Rental or Sales	550 square feet	0.5 acre
Aircraft Restoration or Refurbishing	7,500 square feet	0.5 acre
Specialized Flying Services	550 square feet	0.5 acre

### 5.1.3 Responsible Personnel

Each SASO shall have at least one (1) Employee on duty at all times during hours of operation, and provide to the Manager a current written statement of the names, addresses, telephone numbers and other necessary contact information for all personnel responsible for the operation and management of the SASO. In addition, the Manager shall be provided a point-of-contact with phone numbers for emergency situations.

### 5.1.4 Insurance Requirements

Each SASO shall maintain the types and amounts of insurance required by the County's Risk Management Department. Except as otherwise required by the County's Risk Management Department, each SASO shall at be required, at a minimum, to maintain the types of insurance in the amounts set forth in Exhibit "C".

## 5.2 **Flight Training**

SASOs engaging in Flight Training services shall:

- (1) Lease not less than **one-half acre** of land for offices, ramp, Aircraft parking, auto parking and green space.
- (2) Operate the service from a minimum of **one thousand five hundred (1,500)** square feet of classroom and office space on the Airport and have at a minimum; customer lounge, public telephones, and restrooms.
- (3) Employ and make available at least one (1) or more FAA certified flight instructors necessary to meet the Flight Training demand and schedule requirements.
- (4) Own or lease two (2) or more airworthy Aircraft necessary to meet the Flight Training demand and schedule requirements. One (1) Aircraft must be a minimum four (4) place Aircraft equipped for instrument flight instruction.

- (5) Include adequate mock-ups, pictures, slides, filmstrips, movies, videotapes, or other training aides necessary to provide proper and effective ground school instruction. All materials shall meet FAA requirements for the training offered.
- (6) Lease or Sublease space to comply with the County parking requirements.
- (7) Keep premises open and services available a minimum of eight (8) hours a day, six (6) days a week.

### **5.2.1 Independent Flight Instructors**

Flight Instructors operating independently as an SASO must:

- (1) Provide current copies of their FAA and medical certification, telephone contact information and mailing address to the Manager.
- (2) Have a current contract with the County for flight instruction.
- (3) Must conduct all instruction in accordance with applicable Federal Aviation Regulations.
- (4) Aircraft that do not meet the minimum insurance amounts set forth in Exhibit "C" require that the Flight Instructor hold a liability policy in the amount as specified in Exhibit "C" with **passenger** liability to be not less than \$1,000,000.

### **5.3 Airframe and Power Plant Maintenance**

SASOs engaging in Aircraft Airframe and Power Plant Maintenance shall:

- (1) Lease not less than **one-half acre of land for** offices, ramp, Aircraft parking, auto parking and green space.
- (2) Operate the service from a minimum of **seven thousand one hundred fifty** (7,150) square feet of ventilated hangar and shop space including office space on the Airport and provide a customer area, public telephones, and restrooms.
- (3) Employ and have on-duty a minimum of one (1) FAA certified technician who possesses an airframe, power plant, or Aircraft inspector rating as required in 14 CFR Part 65, or the maintenance facility must be certified under 14 CFR Part 145.

- (4) Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week. A technician shall also be available on-call twenty-four (24) hours, seven (7) days for emergency purposes only. If more than one (1) maintenance facility is located on airport the on-call responsibility may be rotated on a mutually agreeable schedule.
- (5) Provide Equipment, supplies and parts required for Aircraft airframe, power plant, inspection, tire, battery, oxygen, and other routine Aircraft maintenance functions.

#### **5.4 Aircraft Charter, Taxi or Aircraft Management Operations**

SASOs engaging in Aircraft Charter, Air Taxi or Aircraft Management Operations shall:

- (1) Lease or sub-lease not less than **one-half acre of land for** Apron, facilities and Vehicle Parking to accommodate all activities of the Operator and all approved sublessees.
- (2) Operate the service from **five hundred and fifty (550) square** feet of office space on the Airport and provide a customer lounge, public telephones, and restrooms. Arrange for or Lease hangar storage space or ramp Tiedown for Aircraft.
- (3) Employ and make available at least one (1) Person who holds a current FAA commercial pilot certificate, current Class I or II medical certificate and ratings appropriate for the Aircraft listed on the operator's certificate. In addition, all flight personnel shall be properly rated for the Aircraft operated. The operator shall have dispatch capability within six (6) hours of a customer request. Employ one (1) Person with experience and ability to provide charter quotes, schedule, dispatch support and customer service.

- (4) Own or lease or manage at least two (2) certified and continuously airworthy instrument qualified Aircraft.
- (5) Have and display in the public office, a current 14 CFR Part 121 or 135 Certificate or provisional 14 CFR Part 121 or 135 Certificate, in addition to, the Aircraft identification page from the operating specifications manual of each Aircraft listed on the certificate.

## **5.5 Aircraft Rental**

SASOs engaging in Aircraft Rental services shall:

- (1) Lease not **less than one-half acre of land** for offices, ramp, Aircraft parking, auto parking and green space
- (2) **Operate the service in a minimum of five hundred fifty (550) square feet of** office space on the Airport and provide a customer lounge, public telephones, and restrooms.
- (3) Employ and have on duty at least one (1) Person having a current commercial pilot certificate with appropriate ratings, including instructor rating.
- (4) Keep premises open and services available a minimum of eight (8) hours per day, six (6) days a week.
- (5) Have available for rental, a minimum of two (2) owned or leased, certified, and airworthy Aircraft. One (1) must be a minimum four (4) place Aircraft and one (1) must be instrument flight equipped.

## **5.6 Avionics Sales and Maintenance**

SASOs providing Avionics Sales and Maintenance shall:

- (1) Lease not less than **one-half acre** of land for Apron, office facilities, and Vehicle Parking to accommodate all activities for the Airport's Design Aircraft.

- (2) Operate the service in a minimum of two thousand one hundred fifty (2,150) square feet of office space on the Airport and provide a customer lounge, public telephones, and restrooms.
- (3) Employ and have on duty at least one (1) trained and FAA certified technician and one (1) administrative or customer service Person.
- (4) Provide for the sale of new or used Aircraft avionics, radios, instruments, and accessories.
- (5) Keep premises open and services available a minimum of eight (8) hours per day, five (5) days a week.
- (5) Hold the appropriate FAA repair station certificates for the types of Equipment the operator plans to service and/or install.

### **5.7 Aircraft Storage and/or Community Hangar**

SASOs engaging in the business of renting and leasing hangars storage space to Aircraft Owners or operators solely for Aircraft storage purposes shall:

- (1) Lease not less than one-half acre of land for offices, ramp Aircraft Parking, Vehicle Parking to accommodate all activities of the Aircraft Storage Operator and all approved sublessees.
- (2) Operate the business in a hangar of not less than seven thousand five hundred (7,500) square feet of office and Aircraft storage space on the Airport and provide a customer lounge, public telephones, and restrooms.
- (3) Provide SASO contact name and phone numbers, hangar availability, and rental rates known to prospective customers to Manager and have posted contact informational sign posted at the Airport.

- (4) Provide a list the Based Aircraft stored within the SASO hangar facilities to the Manager semi-annually.
- (5) Ensure that hangar tenants only perform preventive Aircraft maintenance within the hangar on their own Aircraft to the extent permitted in 14 CFR Part 43, as now or hereafter amended. Painting, welding, and any type of Hazardous Material storage shall not be permitted within Aircraft hangars unless authorized specifically by the Manager in writing. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus (including non-aviation) property shall not be permitted.

## **5.8 Aircraft Sales**

SASOs engaging in new and/or used Aircraft Sales shall:

- (1) Lease not less than **one-half acre of** land for offices, ramp, Aircraft parking, auto parking and green space.
- (2) Operate the service in a minimum of **five hundred fifty (550)** square feet of office space on the Airport and provide a customer lounge, public telephones, and restrooms.
- (3) SASO must Lease or Sublease space to comply with the Vehicle parking requirements of the County.
- (4) Employ and have on duty at least one (1) qualified Aircraft salesperson and access to a demonstration pilot that has a current commercial pilot certificate with appropriate Aircraft type ratings.
- (5) Keep premises open and services available a minimum of eight (8) hours per day, five (5) days a week.

## **5.9 Aircraft Restoration and Refurbishing**

SASOs engaging in Aircraft restoration and refurbishing of Aircraft structures, propellers, accessories, interiors, exteriors, and components shall:

- (1) Lease not less than **one-half acre of land** for offices, ramp, Aircraft parking, auto parking and green space.
- (2) Operate the service in a minimum area of **seven thousand five hundred (7,500)** square feet to accommodate all activities for the Airport's Design Aircraft to include hangar space and office area on the Airport and provide a customer lounge, public telephones, and restrooms.
- (3) Employ and have on duty at least one (1) qualified Person that has current required certificate, licenses, and ratings.
- (4) Keep premises open and services available a minimum of eight (8) hours per day, five (5) days a week.

## **5.10 Specialized Flying Services**

SASOs engaging in Specialized Flying Services shall:

- (1) Lease not less **than one-half acre of land** for offices, ramp, Aircraft parking, auto parking and green space.
- (2) Operate the service from a minimum of **five hundred fifty (550)** square feet of office space on the Airport and provide a customer lounge, public telephones, and restrooms. Need for Hangar or other space will be determined by the type of service provided.
- (3) Employ and make available at least one (1) Person who holds a current appropriate FAA pilot certificate for the activity and medical certificate with ratings appropriate for the operator's Aircraft.

- (4) Provide contact information (i.e. telephone, pager, etc.) and have services available within four (4) hours of request, and keep the premises open eight (8) hours per day, five (5) days a week.
  
- (5) Own or lease at least one (1) airworthy Aircraft.

## SECTION 6 - FLYING CLUBS

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### 6.1 Requirements

The County has the right to require a Flying Club to furnish documents such as insurance policies, Club by-laws, meeting minutes and notifications, and a current list of members to ensure that the Club remains a non-commercial and non-profit organization. Each Flying Club shall be required to provide the Manager with insurance/indemnification at the limits and types determined by County's Risk Management Department.

6.1.1 No member (owner) of a Flying Club shall receive compensation for services provided for such Flying Club or its members (owners) unless such member is an authorized Commercial Operator with the County.

6.1.2 Flying Club members' (owners') Aircraft shall not be used by non-members.

6.1.3 No member (owner) shall use Flying Club Aircraft in exchange for compensation.

6.1.4 Flying Club members (owners) shall file and keep current with the Manager a complete membership (owner) list and the investment share held by each member.

## SECTION 7 - EXHIBTS

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### EXHIBIT A

**A current Airport Layout Plan for each airport will be available upon request.**

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**EXHIBIT B**  
**LEASED SPACE REQUIREMENTS**

**FULL FBO SERVICES - MURRAY FIELD AIRPORT**

<b>Buildings &amp; Leasehold</b>	<b>Minimum Standard</b>
Total Leasehold	1.5 Acres (contiguous)
FBO Terminal	3,000 square feet
Maintenance Hangar	8,000 square feet
Maintenance Hangar Offices	1,500 square feet
Aircraft Storage Hangar	8,000 square feet
Ramp	30,000 square feet
Fuel Storage Area	1,500 square feet

**OPTIONAL FBO SERVICES - MURRAY FIELD AIRPORT**

<b>Type of Activity</b>	<b>Office Space (Sq. Ft.)</b>	<b>Hangar Space (Sq. Ft.)</b>	<b>Land Lease</b>
Flight Training	550	Not required	Not required
Aircraft Charter Air Taxi Aircraft Management	550	Not required	Not required
Aircraft Rental Aircraft Sales	550	Not required	Not required
Avionics/Instrument Maintenance	1,150	1,500	Not required

## SPECIALIZED AVIATION SERVICE OPERATIONS (SASO)

### FLIGHT TRAINING

Facilities	Building Space (Sq. Ft.)	Hangar Space (Sq. Ft.)	Land Lease
Office, ramp, aircraft parking auto parking, class room	1,500	Not required	0.5 acres

### AIRFRAME POWERPLANT AND MAINTENANCE MECHANIC

Facilities	Design Group I Piston and Turboprop Aircraft	Design Group II Piston and Turboprop Aircraft	Design Groups I and II Turbojet Aircraft	Design Group III Turbojet Aircraft
Customer Area (lessee)	400SF	400 SF	400 SF	400SF
Customer Area (Sub-lessee)	Immediate Access	Immediate Access	Immediate Access	Immediate Access
Administrative Area	750 SF	750 SF	750 SF	750 SF
Maintenance Area	1,000 SF	1,500 SF	2,000 SF	2,000 SF
Hangar	5,000 SF	10,000 SF	20,000 SF	20,000 SF

### AIR CHARTER OR AIR TAXI

Type of Activity	Office Space (Sq. Ft.)	Hangar Space (Sq. Ft.)	Land Lease
Aircraft Charter Air Taxi	550	Not required	0.5 acres

### AIRCRAFT RENTAL OR MANAGEMENT

Facilities	Building Space (Sq. Ft.)	Hangar Space (Sq. Ft.)	Land Lease
Aircraft Rental Aircraft Management	550	Not required	0.5 acres

### AVIONICS/INSTRUMENT MAINTENANCE OPERATOR

Facilities	Design Group I Piston and Turboprop Aircraft	Design Group II Piston and Turboprop Aircraft	Design Groups I and II Turbojet Aircraft	Design Group III Turbojet Aircraft
Customer Area (lessee)	400SF	400 SF	400 SF	400SF
Customer Area (Sub-lessee)	Immediate Access	Immediate Access	Immediate Access	Immediate Access
Administrative Area	750 SF	750 SF	750 SF	750 SF
Maintenance Area	1,000 SF	1,500 SF	2,000 SF	2,000 SF

## SPECIALIZED AVIATION SERVICE OPERATIONS (SASO)

### AVIONICS OR INSTRUMENT MAINTENCE OPERATOR BEYOND BENCH WORK

	Design Group 1 Piston and Turboprop Aircraft	Design Group II Piston and Turboprop Aircraft	Design Groups I and II Turbojet Aircraft	Design Group III Turbojet Aircraft
Customer Area (lessee)	400SF	400 SF	400 SF	400SF
Customer Area (Sub-lessee)	Immediate Access	Immediate Access	Immediate Access	Immediate Access
Administrative Area	750 SF	750 SF	750 SF	750 SF
Maintenance Area	1,000 SF	1,500 SF	2,000 SF	2,000 SF
Hangar	5,000	10,000 SF	20,000 SF	20,000 SF

### AIRCRAFT STORAGE OR COMMUNITY HANGAR

Facilities	Design Group 1 Piston and Turboprop Aircraft	Design Group II Piston and Turboprop Aircraft	Design Groups I and II Turbojet Aircraft	Design Group III Turbojet Aircraft
Hangar	7,500 SF	10,000 SF	20,000 SF	20,000 SF

### AIRCRAFT RENTAL OR SALES

Type of Activity	Office Space (Sq. Ft.)	Hangar Space (Sq. Ft.)	Land Lease
Aircraft Rental Aircraft Sales	550	Not required	0.5

### AIRCRAFT RESTORATION OR REFURBISHING

Facilities	Design Group 1 Piston and Turboprop Aircraft	Design Group II Piston and Turboprop Aircraft	Design Groups I and II Turbojet Aircraft	Design Group III Turbojet Aircraft
Hangar	7,500 SF	10,000 SF	20,000 SF	20,000 SF

### SPECIALIZED FLYING SERVICES

Type of Activity	Office Space (Sq. Ft.)	Hangar Space (Sq. Ft.)	Land Lease
Sight Seeing Tours, Banner Towing, etc.	550	To be determined	0.5

**EXHIBIT - C**  
**INSURANCE REQUIREMENTS<sup>1</sup>**

Type of Business	General Liability	Vehicular Liability	Hangar Keepers	Aircraft Passenger Liability	Environmental Liability
FBO	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Flight Training	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	
Airframe & Power Plant Mechanic	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	\$1,000,000
Air Charter or Taxi	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	
Aircraft Rental	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	
Avionics and Maintenance	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	\$1,000,000
Community Storage Hangar	\$1,000,000	\$500,000	\$2,000,000	\$1,000,000	
Aircraft Sales	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	
Aircraft Restoration	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	\$1,000,000
Specialized Flying Services	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	
Flying Club	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	
All structures/All businesses	Full replacement value				

Insurance policies shall name the County as additional insured in the manner specified by the County's Risk Management Department. The County's Risk Management Department shall have the right to modify and/or change the foregoing insurance requirements from time to time. Certificates of Insurance shall be provided to the Manager for each required policy.

<sup>1</sup> Rates shown are for combined single limit  
 8/24/2011

**EXHIBIT –D**

**Design Aircraft Information**

*Airplane Design Group (Adg)* – a grouping of airplanes based on approach speed, wingspan or tail height. Where an airplane is in two categories, the most demanding category should be used the groups are as follows per AC 150/5340-13:

Approach Category	Approach Speed Range		Design Group	Wingspan Range (FT)	
	>	<		>	<
A		< 91 kts	I		< 49
B	> 91 kts	<121 kts	II	> 49	< 79
C	>121 kts	<141 kts	III	> 79	<118
D	>141 kts	<166 kts	IV	>118	<171
E	>166 kts		V	>171	<214
			VI	>214	

**DESIGN AIRCRAFT:**

<b>AIRPORT</b>	<b>ADG</b>	<b>DESIGN AIRCRAFT</b>
Arcata/Eureka Airport	C-III	CRJ-700
Dinsmore Airport	B-1	small
Garberville Airport	B-I	Beech Baron 58, twin-engine piston aircraft
Kneeland Airport	A-1	Beech Bonanza
Murray Field Airport	B-I	Beech Baron 58, twin-engine piston aircraft
Rohnerville Airport	B-II	Beech King Air 200