

COLUMBUS AIRPORT
Columbus, Georgia
MINIMUM STANDARDS FOR AERONAUTICAL SERVICE PROVIDERS
Section 1: Introduction and Policy Statement

A. Purpose and Scope

The Columbus Airport Commission, as the owner/operator of Columbus Airport, does hereby establish the following policy concerning the minimum standards for conducting aeronautical related business on the Airport. These Standards (as defined herein) replace and supersede previous minimum standards adopted by the Commission in their entirety.

A fair and reasonable opportunity, without discrimination, shall be accorded to all applicants to qualify, or otherwise compete, for available Airport facilities to provide any aeronautical services subject to the Minimum Standards for Aeronautical Service Providers (“Standards” or “Minimum Standards”) set forth herein. These Standards are intended to be the threshold requirements (qualifications, levels of service, facilities, insurance) for those wanting to provide, or continuing to provide, aeronautical services to the public and to ensure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition. These Standards were developed taking into consideration the aviation role of the Columbus Airport, facilities that currently exist, services being currently offered, and the future development and aviation services planned for the Airport.

The Standards were developed using the following sources:

1. FAA Order 5190.6b, *Airport Compliance Manual*.
2. FAA Advisory Circular 150/5190-7, *Minimum Standards for Commercial Aeronautical Activities*.
3. Aircraft Owners and Pilots Association (AOPA): *Minimum Standards for Commercial Aeronautical Activities*.
4. Airport Cooperative Research Program Report 47, *Guidebook for Developing and Leasing Airport Property*.
5. Sample documents from other Airports.
6. Experience of Airport staff.

The intention of the Commission in development of these Standards is to encourage, promote and ensure:

1. the delivery of high-quality General Aviation products, services and facilities to Airport users;
2. the design and development of quality General Aviation improvements and facilities at the Airport;
3. safety and security;
4. the economic health of General Aviation Airport businesses; and
5. the orderly development of Airport property.

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The uniform application of these standards relates primarily to the public interest in discouraging substandard entrepreneurs, and mandating insurance coverage levels, thereby protecting the Commission, Airport patrons and established Aeronautical Activities.

The Commission reserves the right to amend these Minimum Standards from time to time with proper advance notice to the operators at the Commission's sole discretion.

Contingent upon their qualifications, meeting the established minimum standards, the execution of a written Agreement with the Commission, the payment of the prescribed rentals, fees and charges, and presentation of applicable insurance, an Operator shall have the privilege of engaging in and conducting the activity or activities selected by them on the Airport as specified by the written Agreement and in accordance with these Standards. The Commission reserves the right to designate the specific Airport areas in which one or a combination of aeronautical services may be conducted. Such designation shall give consideration to the nature and extent of the operation and the lands available for such purpose, consistent with the orderly and safe operation of the Airport. Operators are not allowed to use any leased Premises for activities outside the scope of their Agreements with the Commission.

The Commission has the right to develop the Airport in a way that the Commission determines best serves the public and that makes the Airport self-sustaining. The Commission reserves the right to make changes to its development plan and strategy to fulfil its obligations as Airport Sponsor (as defined by the FAA).

B. Commission's Proprietary Rights

As the owner and operator of the Columbus Airport, the Commission holds for itself rights to perform certain functions on the Airport. Such functions include but are not limited to:

1. Commercially dispensing aviation Fuels and Aircraft lubricants.
 2. Providing General Aviation passenger, crew, and Aircraft ground services, support, and amenities.
 3. Managing Aircraft parking, tie down, hangar, storage, office, and shop rental areas.
- This list may be amended by the Commission at any time at its sole discretion.

C. Exclusive Rights

In accordance with the grant assurances required by the Federal and/or State Government to the Commission as a condition to receiving federal and/or state funds; the granting of rights or privileges to engage in commercial Aeronautical Activities at the Airport shall not be construed in any matter as granting any Operator any Exclusive Right, other than the exclusive use of the land and/or improvements that may be leased to the Operator, and then only to the extent provided in a Lease or Permit. The presence on the Airport of only one Operator engaged in a particular commercial Aeronautical Activity does not, in and of itself, indicate that an Exclusive Right has been granted. It is the policy of the Commission not to enter into or promote an understanding, commitment, or express Agreement to exclude other

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qualified entities. Accordingly, those who desire to enter into an Agreement or Permit with the Commission should neither expect nor request that the Commission exclude others who also desire to engage in the same or similar activities. The opportunity to engage in a commercial Aeronautical Activity shall be made available to those entities complying with the qualifications and requirements set forth in these Standards and as space may be available at the Airport to support such activity provided such use is consistent with the current and planned uses of Airport land and improvement and is in the best interest of the Commission. If the Federal Aviation Administration (FAA) determines that any provision of these Standards or any Agreement or Permit or any practice constitutes a grant of a prohibited Exclusive Right, such provision or Agreement or Permit shall be deemed null and void and such practice shall be discontinued immediately. The remainder of the Standards shall remain in full force and effect.

The exclusive rights prohibition does not apply to services provided by the Columbus Airport Commission. The Columbus Airport Commission may elect to provide any or all of the aeronautical services at its airport, and to be the exclusive provider of those services. Columbus Airport Commission may exercise – but may not grant – the exclusive right to provide any aeronautical service. This exception is known as the airport’s “proprietary exclusive” right. The Columbus Airport Commission may exercise a proprietary exclusive right provided the Columbus Airport Commission engages in the aeronautical activity as a principal using its own employees and resources. The Columbus Airport Commission may not designate an independent commercial enterprise as its agent. In other words, the Columbus Airport Commission may not rely on a third party or a management company to provide the services under its proprietary

D. Applicability

This document specifies the standards that must be complied with by any Person desiring to engage in commercial General Aviation Aeronautical Activities at the Airport.

Throughout this document, 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 minimum standard, or regarding compliance with such standard, shall be made by the Commission. All entities are encouraged to exceed the applicable Standards when doing so complies with the Standards and the Commission’s development plan for the Airport. No Person shall be allowed to engage in Aeronautical Activities at the Airport under conditions that do not meet these Standards unless an exemption has been approved by the Commission in a written Agreement as provided for herein.

These Standards shall apply to any new Agreement, existing Agreement, or any amendment to any existing Agreement relating to the occupancy or use of Commission land or improvements for engaging in commercial General Aviation Aeronautical Activities. If a Person desires, under the Terms of an existing Agreement, to materially change its Aeronautical Activities pursuant to a proper Application, the Commission shall, as a condition of its approval of such change, require the Person to comply with these Standards

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unless an exemption has been approved by the Commission.

These Standards shall apply to all existing Agreements where compliance with the Minimum Standards is required. Upon execution of a new Agreement or amendment to or assignment of, an existing Agreement or Permit, Operator shall be required to comply with these Standards unless an exemption has been approved by the Commission. These Standards shall not be deemed to modify any existing Agreement under which an Operator is required to exceed these Standards, nor shall they prohibit the Commission from entering into or enforcing an Agreement that requires an Operator to exceed the Standards.

The Standards prescribed herein are intended to provide definition to the various types and levels of aeronautical services that may be engaged on the Airport. These Standards are to be used in concert with the most current version of the Commission's Airport Rules and Regulations (ARR) as well as the approved Airport Certification Manual (ACM) and Airport Security Plan (ASP) that establish minimum requirements and procedures for all activities on the Airport. Should these Standards be in conflict with the ARR, ACM, ASP, an existing Lessor any federal, state, or local regulation; the provisions of the conflicting document shall take precedence over these Standards however, a provision of this document being overruled by another regulatory document does not negate any other provisions herein.

Nothing further this section

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Section 2: Definitions

- A. ***Aeronautical Activity***: Any activity conducted at the Airport which involves, makes possible or is required for the operation of Aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, flight training, Aircraft Rental, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, Air Carrier operations (both airline passenger and air cargo), skydiving, ultralight operations, Aircraft sales and service, sale of aviation petroleum products, repair and maintenance of Aircraft, sale of Aircraft parts, Aircraft storage, and any other activity that, because of their direct relationship to the operation of Aircraft, can appropriately be regarded as an Aeronautical Activity.
- B. ***Aeronautical Service Provider***: Any Person, duly licensed and authorized by written Agreement with the Commission to provide specific aeronautical services at the Airport, under strict compliance with such Agreement and pursuant to these Standards and in accordance with applicable local, state, and federal regulations. A Person conducting any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft, or which contributes to or is required for the safety of such operations. Aeronautical Services include, but are not limited to, Aircraft ground services; support and amenities; Tie down, Aircraft Storage/hangar, Aircraft parking, office, and shop rental/subleasing; Airframe and Power Plant Maintenance; Avionics Sales and Maintenance; Aircraft Rental; Flight Training; Air Charter, Taxi; Aircraft Management Operations; Aircraft Sales; sightseeing aerial photography; aerial spraying and agriculture aviation services; aerial advertising; aerial surveying; skydiving, and any other Activities, which in the judgment of the Commission, because of their direct relationship to the operation of Aircraft or the Airport, can appropriately be regarded as an “Aeronautical Service”.
- C. ***Air Carrier***: The commercial operation of providing air transportation of person(s) or property for hire in Aircraft with 30 or more passenger seats. Operators in this category are generally required to meet the standards of FAR Part 121 – *Air Carrier Operations*.
- D. ***Air Charter***: The commercial operation of providing in on-demand common carriage for Persons or property (as defined in 14 CFR Part 135) or operates in private carriage under 14 CFR Part 125 with Aircraft with less than 30 passenger seats. Operators in this category are generally required to meet the standards of FAR Part 135 – *Operating Requirements: Commuter and On Demand Operations and Rules Governing Persons on board such Aircraft*.
- E. ***Air Operations Area (AOA)***: Any area used for the parking, landing, takeoff, or surface maneuvering of Aircraft.
- F. ***Aircraft (Also Airplane, Balloon, Helicopter and Ultralight)***: Any contrivance now known or hereafter invented and used for navigation and flight in air or space.

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- G. ***Aircraft Operation***; An Aircraft arrival at, or departure from, the Airport.
- H. ***Aircraft Operator***: Person who may or may not be the Aircraft Owner but physically operates the Aircraft.
- I. ***Aircraft Owner***: Person holding legal title to and/or having exclusive possession of an Aircraft.
- J. ***Aircraft Parking and Storage Areas***: Those locations of the Airport designated by the Commission for the parking and storage of Aircraft.
- K. ***Aircraft Rental***: The commercial operation of renting or leasing Aircraft to the public for compensation.
- L. ***Aircraft Sales***: The sale of new or used Aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.
- M. ***Airframe and Power Plant Maintenance***: The commercial operation of providing airframe and power plant services, which means inspection, overhaul, repair, preservation, and replacement of parts to Aircraft, Aircraft engines, as defined in 14 CFR Parts 43 and 65. This category of service may also include the sale of Aircraft parts and accessories.
- N. ***Airframe and Power Plant Major Alteration (14 CFR Part 65.81, 14 CFR Part 43 Appendix A paragraph (a))***: An alteration not listed in the Aircraft, Aircraft engine, or propeller specifications: (1) That might appreciably affect weight, balance, structural strength, performance, powerplant operation, flight characteristics, or other qualities affecting airworthiness; or (2) That is not done according to accepted practices or cannot be done by elementary operations.
- O. ***Airframe and Power Plant Major Repair (14 CFR Part 65.81, 14 CFR Part 43 Appendix A paragraph (b))***: A repair: (1) That, if improperly done, might appreciably affect weight, balance, structural strength, performance, powerplant operation, flight characteristics, or other qualities affecting airworthiness; or (2) That is not done according to accepted practices or cannot be done by elementary operations.
- P. ***Airframe and Powerplant Mechanic (A&P)*** – Person who holds an Aircraft mechanic certificate with both airframe and powerplant ratings as authorized and described in 14 CFR Part 65.
- Q. ***Airframe and Power Plant Preventive Maintenance (14 CFR Part 65.81, 14 CFR Part 43 Appendix A, paragraph (c))***: Preventive maintenance means simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations.
- R. ***Airport***: The Columbus Airport (CSG) Columbus, Georgia.

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- S. ***Airport Certification Manual (ACM)***: Manual approved by FAA outlining the Commission's measures to comply with the requirements of 14 CFR Part 139 *Certification of Airports*.
- T. ***Airport Director (Director)***: The agent or representative of the Commission having immediate charge of the Airport. The Commission may manifest all or part of its authority through the Director. Term also applies to any designee appointed by incumbent Director or Commission.
- U. ***Airport Rules and Regulations (ARR)***: ARR are adopted by the Commission to establish and promulgate the standards deemed necessary to the maintenance and promotion of the peace, health, good government, and welfare of the Columbus Airport; to provide for the best performance of the functions thereof; to promote the security of Persons using the Airport facilities; and, by such rules and regulations provide suitable penalties for the violations thereof.
- V. ***Airport Security Program (ASP)***: Manual approved by TSA outlining the Commission's measures to comply with the requirements of 49 CFR Part 1542 *Airport Security*.
- W. ***Agreement***: A written contract (Lease, Permit) between a Person and the Commission specifying the Terms and conditions under which a Person may use an asset belonging to or under the control of the Commission.
- X. ***Application***: Document submitted by a Proposer to the Commission outlining a proposed Commercial Activity at the Airport. See Section 5.
- Y. ***Apron or Ramp***: Those areas of the Airport within the AOA, but outside the movement area, designated by the Director for Aircraft surface maneuvering, parking, Fueling, and servicing as well as enplaning/deplaning Aircraft passengers.
- Z. ***Based Aircraft***: An Aircraft that the Owner/Operator physically locates at the Airport for an undetermined period, and whenever absent from the Airport, intends to return the Aircraft to the Airport for long-term storage.
- AA. ***Columbus Airport Commission (Commission)***: Entity created and existing pursuant to a 1968 Amendment to the Constitution of the State of Georgia created to own and operate the Airport.
- BB. ***Commercial Activity***: Activity undertaken as part of a commercial enterprise. Includes all types of vocations, occupations, professions, enterprises, establishments, and all other types of activities and matters, together with all devices, machines, vehicles, and equipment used therein, any of which are conducted, used, or carried on for the purpose of earning, in whole or in part, a profit or livelihood, whether or not a profit or livelihood actually is earned thereby. Business, professions, and trades shall include, without being limited thereto, trades and occupations of all and every type of calling carried on within the Airport boundaries:

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salesmen, brokers, retailers, wholesalers, vendors, suppliers, peddlers, professions, and any other type of endeavor within the Airport boundaries for the purpose of earning a livelihood or profit in whole or in part whether paid for in money, goods, labor, or otherwise, and whether or not the business, profession or trade has a fixed place of business on the Airport.

CC. **Commercial Operator (Operator):** A Person which makes possible, or is required for the operation of Aircraft, or which contributes to, or is required for the safe conduct and utility of 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.

DD. **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. The FAA prohibits the use of Exclusive Rights agreements at Airports accepting grants under the Federal Aid to Airports Program and further as specified in FAA Advisory Circular 150/5190-7 or latest revision.

EE. **FAA:** Federal Aviation Administration.

FF. **FAR:** Federal Aviation Regulation.

GG. **Fuel:** Aviation Fuels and/or petroleum products as defined in an Agreement.

HH. **Fueling or Fuel Handling:** The transportation, dispensing, storage, or draining of Fuel or Fuel waste products to or from Aircraft, vehicles, or equipment. Such handling is only allowed if granted through Agreement with of upon expressed written approval by the Commission.

II. **Fueling Operations:** The dispensing of aviation Fuel into Aircraft, Fuel storage tanks or Fueling vehicles.

JJ. **Fuel Storage Area:** Any portion of the Airport designated temporarily or permanently by the Commission as an area in which aviation or motor vehicle gasoline or any other type of Fuel or Fuel additive may be stored or loaded.

KK. **General Aviation:** All phases of aviation other than Aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial Air Carrier/taxi operations.

LL. **Hazardous Material:** Any substance, waste, or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, and is or becomes regulated as a hazardous material by any governmental authority, agency, department, commission, board, or agency.

MM. **Large Aircraft:** An Aircraft of more than 12,500 pounds, maximum certified take-off weight.

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NN. **Lease:** See Agreement.

OO. **Lessee:** Any Person named as such in a Lease with the Commission.

PP. **Movement Area:** Means portion of the AOA consisting of the runways, taxiways, and other areas of an Airport that are used for taxiing, takeoff, and landing of Aircraft.

QQ. **Non-aeronautical Commercial Activity:** A Commercial Activity of types whose operations do not directly support an aeronautical activity as defined herein.

RR. **Operator:** Person authorized, or seeking to be authorized, by Commission to perform commercial Aeronautical Activity on the Airport.

SS. **Permit:** Agreement between the Commission and a Person for service on the Airport not involving the leasing of Airport property.

TT. **Permittee:** A Person who has a Permit with the Commission allowing said Person to provide a service for a fee on Commission property.

UU. **Person:** Shall refer to any individual, firm, partnership, corporation, company, association, joint stock association, or political body, and includes any trustee, receiver, employee, assignee, agent, or similar representatives thereof.

VV. **Premises:** That area granted a Person to engage in activity at the Airport for which the Person pays rents, commissions, or fees for such use.

WW. **Proposer:** Any Person responding to a Commission issued RFP or presenting an unsolicited proposal to conduct a Commercial Activity on the Airport.

XX. **Request for Proposal (RFP):** A solicitation, often made through a bidding process, by the Commission to procure a commodity, service or valuable asset for the Airport.

YY. **Specialized Aviation Service Operators (SASO):** Single service providers of commercial aeronautical services.

ZZ. **Self-Fueling:** The operation of an unmanned stationary Fuel tank and dispensing equipment for general use via some device such as a card reader. This includes the operations of any type of equipment to provide Fuel. Said Fuel may not for sale.

AAA. **Small Aircraft** - an Aircraft of 12,499 pounds or less, maximum certified take-off weight.

BBB. **Sublease:** A written Agreement, approved by the Commission, stating the Terms and conditions under which a third-party Operator Subleases space from a Lessee for the purpose of providing aeronautical services at the Airport.

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Section 2: Definitions

CCC. **Terms:** All Agreements, Leases and Permits will recite the terms and conditions under which the agreed activity will be conducted at the Airport including, but not limited to, duration, rents, fees, and charges to be paid; the rights and obligations of the respective parties, and required insurance.

DDD. **Transportation Security Administration (TSA):** Division of the Department of Homeland Security (DHS) tasked with security of airports.

Nothing further in this Section

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Section 3: General Provisions

A. Introduction

All Operators engaging in commercial Aeronautical Activities at the Airport shall meet or exceed the requirements of the Standards applicable to the Operator's activities as set forth in subsequent sections.

B. Proposals

All Proposers requesting to conduct commercial Aeronautical Activities with the Commission are required to submit a complete Application/proposal as defined in herein or respond to an officially issued RFP. Incomplete submissions will not be considered. All proposals must include a business plan for proposed operation (See Appendix 1). All proposals must also include required FAA Certificates, Certificate of Good Standing or Authorization to conduct business in Georgia from the Georgia Secretary of State, and insurance certificates showing proper coverage or a statement of intent to acquire coverage required by these Standards.

C. Experience/Capability

Operator shall, in the judgment of the Commission demonstrate before and maintain throughout the term of any Agreement the following:

1. The capability of consistently providing the proposed products, services and facilities and engaging in the proposed activities in a safe, secure, efficient, courteous, prompt and professional manner in service to and in order to benefit the public.
2. The financial and technical responsibility, capability, and integrity to develop and maintain improvements; procure and maintain required vehicles, equipment, and/or Aircraft; employ required personnel and engage in the activity
3. Operator shall conduct its activities in a safe, secure, efficient, courteous, prompt, and professional manner consistent with the degree of care and skill exercised by experienced Operators providing comparable products, services, or facilities and engaging in similar activities from similar leased Premises in like markets

D. Agreement Approval

No Person shall establish or engage in any commercial Aeronautical Activity on the Airport unless that Person has met the following criteria: 1) be assigned a fixed place of business on the Airport, and/or 2) has obtained from the Commission a written Agreement to conduct such activity. As such, no Person other than an approved Operator shall sell or publicly solicit the sale of merchandise, conduct or operate a business or service for hire or compensation, or advertise or solicit business or utilize Airport land area under the jurisdiction of the Commission except under the provisions of this section, and in accordance

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with established Commission policies and procedures, as well as the adopted Airport Rules and Regulations. A Lease for Aircraft storage shall not be deemed approval of the Commission to engage in commercial Aeronautical Activities. An Aircraft storage lessee seeking to offer services at the Airport must submit a proposal to the Commission as outlined in this Section.

The Commission reserves for itself the right and privilege to amend the rights assigned to any Operator as provided in the Operator's final Agreement with the Commission. The Commission also reserves the right to deny any Application, whether or not such proposal meets these Standards, if such proposed operation does not conform to the Commission's development plan as amended from time to time ("Development Plan"). The current proposed "Development Zones" are identified in Appendix 2.

E. Multiple Services

Proposers wanting to provide multiple services utilizing the same Premises are required to submit such request in their business plan with their proposal for cross-utilization of spaces for consideration (See Appendix 1). Individual standards that are not specific, e.g., "Provide suitable office space to handle forecasted customers" shall be specifically addressed by Proposers. Failure to address such standard may result in rejection of the proposal by the Commission.

F. Personnel

Operator shall have in its employ or control, on duty, properly trained, qualified, and courteous personnel in such numbers as are required to meet these Standards or to properly execute the Operator's business plan submitted to the Commission in the Operator's proposal and to meet the reasonable demands of consumers for each activity being conducted in a safe, secure, efficient, courteous, prompt, and professional manner.

G. Fees and Charges

Fees and charges shall be determined on a case by case basis at the Commission's sole discretion. Operators shall pay the fees and charges negotiated with the Commission for applicable Aeronautical Activities. Proposers are advised the Commission has adopted standards for square footage rental in its approved Fees and Charges schedule as part of the Commission's annual budget. Routinely the Commission will consider or require a percentage of sales in lieu of or in addition to rental fees. The Operator's failure to remain current in the payment of any and all rents, fees, charges, and other sums due to the Commission shall be grounds for termination of the Agreement, Permit, or Commission's approval authorizing the conduct of activities at the Airport.

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H. Insurance

Operators shall be required to provide Commission approved insurance coverage for applicable Aeronautical Activities. Failure of the Operator to provide and maintain said insurance will represent a material breach of any Agreement with the Commission and subject the Operator's agreement to termination. Certificates of insurance must be provided to Commission for all renewal periods during the term of any Agreement with Commission.

I. Licenses, Permit, Certifications and Ratings

Operator and Operator's personnel shall obtain and comply with, at Operator's sole cost and expense, all necessary licenses, permits, certifications, or ratings required for the conduct of Operator's activities at the Airport as required by the Commission or any other duly authorized agency prior to engaging in any activity at the Airport. Operator shall keep in effect and post in a prominent place, readily accessible to the public, all necessary or required licenses, permits, certifications, or ratings. Prior to the execution of any Agreement and then upon request thereafter, Operator shall provide copies of such licenses, permits, certifications, or ratings to the Airport no less than ten (10) business days prior to operating under, or receipt of, applicable licenses, permits, certifications or ratings. Revocation of any license, permit, certification, or rating by the applicable issuing authority must be reported to the Director within one (1) business day of notification if loss of permit will result in discontinuation of Operator's activities.

J. Facilities

Operators shall Lease from the Commission or permitted Sublease from another Airport tenant or otherwise provide facilities sufficient to meet these Standards and the Proposers submittal to the Commission.

Many services described herein do not have specific standards speaking to the amount and type of facilities needed to perform the function. In these cases, it shall be the sole opinion of the Commission as to the adequacy of a Proposers planned facilities to be provided based on Section 1 of these Standards and the Commissions' determination if the planned facilities meet the reasonable demands of consumers for the particular activity. Commission may determine using objective criteria that the minimum amount and type of facilities for a given user may be altered. Such discretion shall not be deemed unjust discrimination given that the objective criteria can be uniformly applied to any similarly situated user.

K. Taxes

Operators at their own expense shall pay any and all taxes, which now or in the future may be assessed against the leasehold land, improvements thereto, personal property or otherwise assessed upon its operations. Failure of the Operator to pay said taxes will represent a material breach of any Agreement with the Commission and subject the Operator's agreement to termination.

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L. Startup Operators

The Commission, understanding the challenges of start-up commercial activities will entertain proposals for services that do not meet the Standards herein with the understanding that such proposals must:

1. Be for aeronautical services not currently offered at the Airport.
2. Include specific actions and timelines the Proposer will commit to in writing for the proposed Commercial Activity to come into alignment with these standards or suffer termination of any Agreement.

M. Itinerant Operators

Although the specific Aeronautical Activities addressed herein require use of Airport facilities normally secured by a leasehold interest, the Commission recognizes that in some cases a valid need does exist for the user public to obtain service from a purveyor on a temporary basis who does not possess a leasehold interest on the Airport. In such cases, Commission may attempt to address that need, while addressing the objective of fairness and equitability of competition, by entering into a Commercial Activity Agreement (Permit) with the purveyor, which shall require:

1. Availability of an assignable area to conduct said business consistent with adopted Airport Layout Plan, and reasonably consistent with applicable minimum standards contained herein for that particular Commercial Activity.
2. Meeting the same performance-related minimum standards required of incumbent Commercial Operators, pursuant to the minimum standards contained herein for the particular Commercial Activity.
3. Payment of equivalent fees, including percentage of gross revenue where applicable, and provision of equivalent insurance and other guarantees which may be required of on-Airport businesses under the Airport schedule of rates and fees currently in force at that time.

N. Enforcement

In the event an approved commercial operator fails to comply with the conditions herein the Commission will notify the operator in writing of such violations. The operator shall have fourteen (14) days to correct such violations. If the operator fails to correct the violations the Commission will make a full determination of the appropriate actions up to and including removal of the operator from the airport. The Director may order all operations to cease until a full determination by the Commission is made on the operator's actions.

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Section 4: Aeronautical Services and Activities

This section applies to any activity conducted on Airport which involves, makes possible or is required for the operation of Aircraft, or which contributes to or is required for the safety of such operations. These Standards are written with the intent that Operators will function as a Specialized Aviation Service Operation (SASO) as defined in FAA Advisory Circular 150-5190-7 or as updated unless otherwise approved by the Commission as a Fixed-Base Operator (FBO).

Each section below provides minimum standards for the conduct of the specified business activity. These are only minimum standards – intended to protect the public and the Airport economy, as described previously herein.

Additional administrative and regulatory provisions are contained in the current Airport Rules and Regulations. It is intended that the provisions of this document be coordinated with those regulations.

A. AIRCRAFT CHARTER

Definition

An Aircraft charter Operator is engaged in the business of providing on-demand common carriage for Persons or property to the public for hire under Part 135 of Federal Aviation Regulations.

In addition to the general requirements set forth in Section 3, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

Minimum Standards

The Aircraft Charter Operator shall provide:

1. Either owned or under written Agreement, sufficient facilities to execute the business plan presented in Operator's Application. Said facilities shall include:
 - a. Area capable of holding the passenger load for type Aircraft used and meeting applicable fire code re: occupancy load.
 - b. Adequate facilities for baggage and check-in.
 - c. Access to restroom facilities.
 - d. Adequate vehicle parking spaces for passengers and employees available in close proximity to the passenger waiting area.

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2. Minimum of two Aircraft, either owned or under written agreement, the type, class, size intended to be used by the Operator and which meet the requirements to execute the Aircraft charter operation presented in the Operator's Application. All Aircraft shall be IFR equipped
3. At least one pilot available during business hours, fully current under FAA regulations and in compliance with all laws and procedures to conduct Air Charter operations.
4. All current and applicable FAA licenses/certificates.
5. Adequate ground handling equipment for the type of Aircraft being operated.
6. Have a valid certificate of insurance, naming the Airport Commission as an additional insured. SASO's insurance carrier must be licensed to do business in Georgia and be acceptable to the Commission. Coverages and limits are set forth in Paragraph L *Minimum Insurance Requirements*.
7. Possess a valid business license issued by the State of Georgia.
8. Service to be available 8 hours/day, 5 days a week.

B. AIRFRAME AND POWERPLANT REPAIR SERVICES

1. Aircraft Maintenance Operator

Definition

An Aircraft maintenance Operator is limited to providing routine and/or preventive maintenance on airframe, engine and accessories as defined herein for Aircraft other than those owned, leased, and/or operated by, and under the full and exclusive control of the Operator, in addition to selling Aircraft parts, accessories, and related components.

In addition to the general requirements set forth in Section 3, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

Minimum Standards

The Aircraft Maintenance Operator shall provide:

- a. Sufficient equipment, supplies, manuals, and availability of parts equivalent to that required by the FAA.

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- b. Sufficient number of personnel to carry out the Operator's activity in a safe, secure, efficient, courteous, prompt, and professional manner while meeting the reasonable customer demands for this activity. Possess a valid Airframe & Powerplant Mechanics Certificate issued by the FAA. Operators providing 100 hour, annual, or phase inspections shall employ an Airframe and Power Plant mechanic certified as an Inspection Authority (IA).
 - c. Have a valid certificate of insurance, naming the Airport Commission as an additional insured. SASO's insurance carrier must be licensed to do business in Georgia and be acceptable to the Commission. Coverages and limits are set forth in Paragraph L *Minimum Insurance Requirements*.
 - d. Adequate provisions for the removal/disposal of solutions, solvents, cleaning agents, lubricants, and other wastes in compliance with federal, state and Commission regulations.
 - e. Service to be available on demand 8 hours/day, 5 days/week.
 - f. Possess a valid business license issued by the State of Georgia.
 - g. An Aircraft Maintenance Operator that performs maintenance in its customers' leased Premises does not need to meet a minimum square footage requirement so long as maintenance performed on customers' leased Premises is done in compliance with FARs and is conducted in a safe, clean, and organized manner.
2. Aircraft Major Repair/Alteration Operator

Definition

An Aircraft major repair/alteration Operator provides all the services of the Aircraft maintenance Operator as well as providing major alteration and major repair services as defined herein for Aircraft other than those owned, leased, and/or operated by, and under the full and exclusive control of the Operator, in addition to selling Aircraft parts, accessories, and related components.

In addition to the general requirements set forth in Section 3, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

Minimum Standards

The Aircraft Major Repair/Alteration Operator shall provide:

- a. Sufficient equipment, supplies, manuals, and availability of parts equivalent to that required by the FAA.

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- b. At least two persons on site currently certificated by the FAA who hold an airframe, power plant, with inspector rating or shall be an FAA Certified Repair Station with appropriate ratings for the work being performed.
- c. A minimum on-Airport area of 6,000 sq. ft. hangar and sufficient inside or outside Aircraft storage spaces available. No work may be performed outside of the hangar other than that which is normally allowed to be performed on the Aircraft tie down areas, as allowed in Airport Rules & Regulations. Facilities shall include sufficient space for offices, customer areas and rest rooms. The Commission has established this hangar space requirement to ensure maintenance facilities have adequate space to conduct operations in a safe, clean, and organized manner.
- d. Adequate provisions for the removal/disposal of solutions, solvents, cleaning agents, lubricants and other wastes in compliance with federal, state and Commission regulations.
- e. Have a valid certificate of insurance, naming the Airport Commission as an additional insured. SASO's insurance carrier must be licensed to do business in Georgia and be acceptable to the Commission. Coverages and limits are set forth in Paragraph L *Minimum Insurance Requirements*.
- f. Service to be available 8 hours/day, 5 days/week.
- g. Possess a valid business license issued by the State of Georgia.
- h. Commission reserves the right to alter the hangar space requirement of this Section based upon Commissioner's decision based on objective criteria that the proposed operation can meet the requirements of subsection (c) with a smaller space. Such criteria include, but is not limited to, the number of Aircraft being serviced and type and nature of repairs or maintenance.

C. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR

Definition

An Avionics or Instrument Maintenance Operator is a Commercial Operator engaged in the business of maintenance or alteration of one or more of the items described in 14 CFR Part 43, Appendix A, for example, Aircraft radios, electrical systems, or instruments.

In addition to the general requirements set forth in Section 3, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

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Minimum Standards

1. Sufficient equipment, supplies, manuals, and availability of parts equivalent to that required by the FAA.
2. Establish and maintain FAA Repair Station certification with proper Radio Repair Ratings for the types of equipment planned to be serviced and/or installed.
3. Operator performing avionics or instrument maintenance shall be properly certificated and comply with all applicable regulatory measures. Personnel shall be properly certificated by the FAA and the Federal Communications Commission (FCC), current, and hold the appropriate ratings for the work being performed.
4. Operator shall provide a sufficient number of personnel, including avionics technicians and/or instrument technicians and customer service representatives, to carry out this activity in a safe, efficient, courteous, prompt, and professional manner while also meeting reasonable demands of consumers for this activity. Operator shall employ one (1) avionics and/or instrument technician and one (1) customer service representative as employees who shall be available during required hours of activity. An avionics and/or instrument technician may fulfill the responsibilities of the customer service representative.
5. A minimum on-Airport area of 6,000 sq. ft. hangar and sufficient inside or outside Aircraft storage spaces available. No work may be performed outside of the hangar other than that which is normally allowed to be performed on the Aircraft tie down areas, as allowed in Airport Rules & Regulations. Facilities shall include sufficient space for offices, customer areas and rest rooms. The Commission has established this hangar space requirement to ensure maintenance facilities have adequate space to conduct operations in a safe, clean, and organized manner.
6. Adequate provisions for the removal/disposal of solutions, solvents, cleaning agents, lubricants, and other wastes in compliance with federal, state and Commission regulations.
7. Have a valid certificate of insurance, naming the Airport Commission as an additional insured. Operator's insurance carrier must be licensed to do business in Georgia and be acceptable to the Commission. Coverages and limits are set forth in Paragraph L *Minimum Insurance Requirements*.
8. Service to be available 8 hours/day, 5 days/week.
9. Possess a valid business license issued by the State of Georgia.
10. Commission reserves the right to alter the hangar space requirement of this Section based upon Commissioner's decision based on objective criteria that the proposed operation can meet the requirements of subsection (c) with a smaller space. Such criteria include, but is not limited to, the number of Aircraft being serviced and type and nature of repairs or maintenance.

Adopted:
Amended:

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D. AIRCRAFT RENTAL

Definition

An Aircraft Rental Operator engages in the rental of Aircraft to the public.

In addition to the general requirements set forth in Section 3, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

Minimum Standards

The Aircraft Rental Operator shall:

1. Either owned or under written Agreement, sufficient facilities to execute the business plan presented in Operator's Application. Said facilities shall include:
 - a. Area capable of holding the passenger load for type Aircraft used and meeting applicable fire code re: occupancy load.
 - b. Adequate facilities for administrative processing of forecasted customers.
 - c. Access to restroom facilities.
 - d. Adequate vehicle parking spaces available for passengers and employees in close proximity to the administrative area.
2. Have available for rental, either owned or under written Lease to Operator at least two certified and currently airworthy Aircraft available for rental to qualified customers
3. Aircraft fleet must consist of at least one aircraft certified for IFR operations.
4. Have a properly certificated pilot capable of conducting flight checks of prospective renters available.
5. Provide adequate facilities for servicing the Aircraft or enter into an agreement with an Aircraft maintenance Operator to provide this service.
6. Provide permanently assigned tie down or inside storage area for Aircraft.
7. Have a valid certificate of insurance, naming the Airport Commission as an additional insured. Operator's insurance carrier must be licensed to do business in Georgia and be acceptable to the Commission. Coverages and limits are set forth in Paragraph L *Minimum Insurance Requirements*.
8. Remain open during the hours approved by the Director.

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9. Possess a valid business license issued by the State of Georgia.

E. FLIGHT INSTRUCTION

1. Flight School

Definition

A Flight School Operator engages in the Commercial Activity 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. Flight 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. In addition to the general requirements set forth in Section 3, each Operator at the Airport shall comply with the following minimum standards set forth in this section. Flight School Standards may differ from Standards for an Independent Flight Instructor due to the Flight School operating multiple Aircraft and the different levels of service described in these Standards. It is anticipated that the Flight School will have a higher volume of customers and Aircraft available for instruction during business hours.

Minimum Standards

A Flight School Operator shall:

- a. Either owned or under written Agreement, sufficient facilities to execute the business plan presented in Operator's Application. Said facilities shall include:
 - i. Area capable of holding the passenger load for type Aircraft used and meeting applicable fire code re: occupancy load.
 - ii. Adequate facilities for administrative processing of forecasted customers.
 - iii. Access to restroom facilities.
 - iv. Adequate vehicle parking spaces available in close proximity to the administrative area for passengers and employees.
- b. Have available for use in flight training, either owned or under written lease to Operator, two (2) properly certificated airworthy Aircraft, one of which must be equipped for instrument flight instruction.
- c. Operator shall provide a sufficient number of personnel to carry out flight training activities in a safe, efficient, courteous, prompt, and professional manner while

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also meeting reasonable demands of consumers for this activity.

- d. Operator shall employ at least one (1) flight instructor and one (1) customer service representative as employees who shall be available during required hours of activity. A flight instructor may fulfill the responsibilities of the customer service representative.
 - e. Flight Training Operators shall have available a properly certificated ground school instructor capable of providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for private pilot, commercial pilot, and instruments ratings.
 - f. Maintain all current certificates and rating, as required by the FAA for flight instruction.
 - g. Provide adequate facilities for servicing the Aircraft or enter into an agreement with an Aircraft maintenance Operator to provide this service.
 - h. Provide permanently assigned tie down or inside storage area for Aircraft.
 - i. Have a valid certificate of insurance, naming the Airport Commission as an additional insured. Operator's insurance carrier must be licensed to do business in Georgia and be acceptable to the Commission. Coverages and limits are set forth in Paragraph L *Minimum Insurance Requirements*.
 - j. Remain open during the hours approved by the Director.
 - k. Possess a valid business license issued by the State of Georgia.
2. Independent Flight Instructor

Definition

An Independent Flight Instructor engages the Commercial Activity 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. Flight 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. An Independent Flight Instructor provides a different level of service than a Flight School. It is anticipated by these Standards that the Independent Flight Instructor will have a lower volume of customers and will not require as much space for instruction or safe operation of and around Aircraft.

In addition to the general requirements set forth in Section 3, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

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Minimum Standards

An Independent Flight Instructor shall meet the following Standards:

- a. Provide copies proper and current FAA licenses and certificates.
- b. Provide copy of a valid business license issued by the State of Georgia.
- c. Receive an Independent Flight Instructors Permit form the Commission.
- d. Have a valid certificate of insurance, naming the Airport Commission as an additional insured. Operator's insurance carrier must be licensed to do business in Georgia and be acceptable to the Commission. Coverages and limits are set forth in Paragraph L *Minimum Insurance Requirements*.
- e. Ground training or business activities will not be conducted in the public areas of the Airport terminal building, FBO, or leased spaces of other tenants without written approval of the Commission.

F. AIRCRAFT SALES AND BROKERAGE,

Definition

New Aircraft Sales: An Aircraft sales Operator engages in the sale of new Aircraft through franchises or licensed dealerships (if required by local, Commission or state authority) or distributorship (either on a retail or wholesale basis) of an Aircraft manufacturer or used Aircraft; and provides such repair, services, and parts as necessary to meet any guarantee or warranty on Aircraft sold.

Used Aircraft Sales: Many companies engage in the purchasing and selling of used Aircraft. This is accomplished through various methods including matching potential purchasers with an Aircraft, assisting a customer in the purchase or sale of an Aircraft, or purchasing used Aircraft and marketing them to potential purchasers. In many cases these Operators also provide such repair, services, and parts as necessary to meet any guarantee or warranty on Aircraft sold. Some requirements may not be appropriate to the sale of used Aircraft because of each Aircraft's unique operational history.

In addition to the general requirements set forth in Section 3, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

Minimum Standards

The Aircraft Sales Operator shall:

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1. Either owned or under written Agreement, sufficient facilities to execute the business plan presented in Operator's Application. Said facilities shall include:
 - a. Adequate facilities for administrative processing of forecasted customers.
 - b. Access to restroom facilities.
 - c. Adequate vehicle parking spaces available in close proximity to the administrative area for passengers and employees.
2. Provide necessary and satisfactory arrangements for repair and servicing of Aircraft, but only for the duration of any sales guarantee of warranty.
3. Provide and maintain any and all licenses as required by other governmental agencies.
4. Provide a minimum inside or outside assigned display area sufficient for proper advertisement.
5. Have a valid certificate of insurance, naming the Airport Commission as an additional insured. Operator's insurance carrier must be licensed to do business in Georgia and be acceptable to the Commission. Coverages and limits are set forth in Paragraph L *Minimum Insurance Requirements*.
6. Service to be available 8 hours/day, 5 days/week.
7. Possess a valid business license issued by the State of Georgia.

Aircraft Owners wishing to sell their own Aircraft, and are exempt from state sales licensing requirements, are considered exempt from these requirements.

G. COMMERCIAL SKYDIVING,

Definition

A Skydiving Operator engages in the transportation of Persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment.

In addition to the general requirements set forth in Section 3, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

Minimum Standard

The Skydiving Operator shall:

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1. Either owned or under written Agreement, sufficient facilities to execute the business plan presented in Operator's Application. Said facilities shall include:
 - a. Area capable of holding the passenger load for type Aircraft used and meeting applicable fire code re: occupancy load.
 - b. Adequate facilities for administrative processing of forecasted customers.
 - c. Access to restroom facilities.
 - d. Adequate vehicle parking spaces available in close proximity to the administrative area for passengers and employees.
 - e. Adequate facilities for safe and orderly packing of parachutes.
2. Have available for skydiving, either owned or under written lease at least one properly certificated Aircraft properly configured for skydiving.
3. Meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR 105, and related FAA Advisory Circulars. The jump plane pilot must hold a FAA commercial pilot certificate and appropriately rated for the Aircraft being operated,
4. Carry the same insurance coverage and limits as any other Operator on the Airport. The Commission reserves the right, from time to time, to require supplemental insurance if it determines, in its discretion, that liability is greater than other Operator activities/services. Have a valid certificate of insurance, naming the Airport Commission as an additional insured. Operator's insurance carrier must be licensed to do business in Georgia and be acceptable to the Commission. Coverages and limits are set forth in Paragraph L *Minimum Insurance Requirements*.
5. Remain open during the hours approved by the Director.
6. Possess a valid business license issued by the State of Georgia.

Note: Should the conduct of a skydiving operation impact the cost of annual insurance acquired by the Commission for the Airport, the Operator will be expected to remit to the Commission the difference between said premiums in addition to any other Lease, Permit or concession fees.

H. SPECIALIZED AVIATION MAINTENANCE SERVICES,

Definition

A specialized aviation service includes Aircraft modifications (STCs), Aircraft paint, Aircraft upholstery, Aircraft propeller service, Aircraft engine component overhaul, Aircraft major rehabilitation/ reconstruction and helicopter repair (exclusive of fixed wing).

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In addition to the general requirements set forth in Section 3, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

Minimum Standards

The Specialized Aviation Service Operator shall:

1. Either owned or under written Agreement, sufficient facilities to execute the business plan presented in Operator's Application. Said facilities shall include:
 - a. Adequate facilities for administrative processing of forecasted customers.
 - b. Access to restroom facilities.
 - c. Adequate vehicle parking spaces available in close proximity to the administrative area.
2. Provide and maintain the required FAA certification for type work.
3. Provide a minimum on-Airport hangar area of 1,000 sq. ft. for business requiring inside Aircraft storage for Aircraft being serviced.
4. Assure that no work may be performed outside of the hangar other than that normally allowed to be performed on the Aircraft tie down area, as allowed by Airport Rules & Regulations.
5. Operate from an on-Airport office/hangar or commercial building space.
6. Meet all federal mandated requirements for environmental protection as required for any service.
7. Have a valid certificate of insurance, naming the Airport Commission as an additional insured. Operator's insurance carrier must be licensed to do business in Georgia and be acceptable to the Commission. Coverages and limits are set forth in Paragraph L Minimum Insurance Requirements.
8. Service to be available 8 hours/day, 5 days/week.
9. Possess a valid business license issued by the State of Georgia.
10. Adequate provisions for the removal/disposal of solutions, cleaning agents, lubricants, and other wastes in compliance with federal, state and Commission regulations.

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I. SPECIALIZED COMMERCIAL FLYING SERVICES,

Definition

A specialized commercial flying service Operator engages in air transportation for hire for the purpose of providing the use of Aircraft for the following activities:

- Banner towing and aerial advertising
- Aerial application and Agricultural Support operations
- Firefighting
- Non-stop sightseeing flights that begin and end at the Airport
- Aerial photography or survey
- Power line or pipeline patrol
- Any other operations not specifically addressed by FAA Regulations, and not otherwise addressed in this document

In addition to the general requirements set forth in Section 3, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

Minimum Standards

The Specialized Commercial Flying Service Operator shall:

1. Procure facilities sufficient to accommodate all activities and operations proposed by Operator. The minimum areas in each instance shall be subject to the approval of the Commission.
2. Assure the availability of Aircraft suitably equipped for the particular type of operation to be performed.
3. Regarding crop dusting, provide suitable arrangements for the safe storage and containment of registered chemical materials. No poisonous or flammable materials shall be stored or kept in close proximity to other facilities at the Airport. Also, suitable arrangements must be made for servicing the Aircraft with adequate safeguards against spillage on to operational areas of the Airport.
4. Have a valid certificate of insurance, naming the Airport Commission as an additional insured. Operator's insurance carrier must be licensed to do business in Georgia and be acceptable to the Commission. Coverages and limits are set forth in Paragraph L *Minimum Insurance Requirements*.
5. Possess a valid business license issued by the State of Georgia.
6. Commission reserves the right to require minimum space based on individual proposals and specific operations using objective criteria including, but not limited to, number of Aircraft, number of customers anticipated, and the degree of risk related to

Adopted:
Amended:

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the proposed operation.

J. AIRCRAFT CLEANING SERVICES.

1. Aircraft Cleaning Operator

Definition

An Aircraft Cleaning Operator engages in the Commercial Activity of cleaning the exterior and interior of an aircraft to restore it to like-new condition. Services such as cleaning, washing, waxing, and detailing aircraft may be provided. In addition to the general requirements set forth in Section 3, each Operator at the Airport shall comply with the following minimum standards set forth in this section. Aircraft Cleaning Operator Standards may differ from Standards for an Independent Aircraft Cleaner due to the Aircraft Cleaning Operator providing different levels of service described in these Standards. It is anticipated that the Aircraft Cleaning Operator will have a higher volume of customers and Aircraft available for cleaning during business hours.

Minimum Standards

An Aircraft Cleaning Operator shall:

- a. Adequate facilities for administrative processing of forecasted customers.
- b. Adequate vehicle parking spaces available in close proximity to the administrative area for customers and employees.
- c. A minimum on-Airport area of 1,500 sq. ft. hangar and sufficient inside or outside Aircraft storage spaces available. No work may be performed outside of the hangar other than that which is normally allowed to be performed on the Aircraft tie down areas, as allowed in Airport Rules & Regulations. The Commission has established this hangar space requirement to ensure Aircraft Cleaning Operators have adequate space to conduct operations in a safe, sanitary, and organized manner.
- d. Adequate provisions for the removal/disposal of solutions, solvents, cleaning agents, lubricants and other wastes in compliance with federal, state and Commission regulations.
- e. Have a valid certificate of insurance, naming the Airport Commission as an additional insured. SASO's insurance carrier must be licensed to do business in Georgia and be acceptable to the Commission. Coverages and limits are set forth in Paragraph L *Minimum Insurance Requirements*.
- f. Commission reserves the right to alter the hangar space requirement of this Section based upon Commissioner's decision based on objective criteria that the

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proposed operation can meet the requirements of subsection (c) with a smaller space. Such criteria include, but is not limited to, the number of Aircraft being serviced and type and nature of cleaning

- g. Operator shall provide a sufficient number of personnel to carry out aircraft cleaning activities in a safe, efficient, courteous, prompt, and professional manner while also meeting reasonable demands of consumers for this activity.
 - h. Operator shall employ at least one (1) aircraft cleaner and one (1) customer service representative as employees who shall be available during required hours of activity. An aircraft cleaner may fulfill the responsibilities of the customer service representative.
 - i. Operator shall use the cleaners, methods, techniques, and practices prescribed in the current manufacturer's maintenance manual. For manufacturers without instructions, other methods, techniques, and practices acceptable to the FAA and EPA may be acceptable.
 - j. Have a valid certificate of insurance, naming the Airport Commission as an additional insured. Operator's insurance carrier must be licensed to do business in Georgia and be acceptable to the Commission. Coverages and limits are set forth in Paragraph L *Minimum Insurance Requirements*.
 - k. Service to be available 8 hours/day, 5 days/week.
 - l. Possess a valid business license issued by the State of Georgia.
 - m. Adequate provisions for the removal/disposal of solutions, cleaning agents, lubricants, and other wastes in compliance with federal, state and Commission regulations.
2. Independent Aircraft Cleaner

Definition

An Independent Aircraft Cleaner engages in the Commercial Activity of cleaning the exterior and interior of an aircraft to restore it to like-new condition. Services such as cleaning, washing, waxing, and detailing aircraft may be provided. In addition to the general requirements set forth in Section 3, each Operator at the Airport shall comply with the following minimum standards set forth in this section. An Independent Aircraft Cleaner provides a different level of service than an Aircraft Cleaning Operator. It is anticipated by these Standards that the Independent Aircraft Cleaner will have a lower volume of customers and will not require as much space for cleaning or safe operation around Aircraft.

In addition to the general requirements set forth in Section 3, each Operator at the Airport

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shall comply with the following minimum standards set forth in this section.

Minimum Standards

An Independent Aircraft Cleaner shall meet the following Standards:

- a. Provide copy of a valid business license issued by the Columbus Consolidated Government.
- b. Receive an Independent Aircraft Cleaning Permit form the Commission.
- c. Operator shall use the cleaners, methods, techniques, and practices prescribed in the current manufacturer's maintenance manual. For manufacturers without instructions, other methods, techniques, and practices acceptable to the FAA and EPA may be acceptable.
- d. Have a valid certificate of insurance, naming the Airport Commission as an additional insured. Operator's insurance carrier must be licensed to do business in Georgia and be acceptable to the Commission. Coverages and limits are set forth in Paragraph L *Minimum Insurance Requirements*.
- e. An Independent Aircraft Cleaner that performs aircraft cleaning in its customers' leased Premises does not need to meet a minimum square footage requirement so long as cleaning performed on customers' leased Premises is done in compliance with FARs, the Columbus Airport Commission SWPPP, and is conducted in a safe, sanitary, and organized manner.

K. FLYING CLUBS

Statement of Concept

A flying club must be a non-profit membership entity that has received a determination letter of its federal tax-exempt status from the Internal Revenue Service.

In addition to the general requirements set forth in Section 3, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

Minimum Standards

The club may not derive greater revenue from the use of its Aircraft than the amount necessary for the actual cost of operation, maintenance, and replacement of its Aircraft. The club must keep current a complete list of the club's membership on file with the Airport, and a record of club finances, which it will make available to the Commission upon request.

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1. The ownership of Aircraft must be vested in the name of the flying club.
2. The club shall not conduct charter, air taxi, or rental operations.
3. The club's Aircraft will not be used by other than bona fide members or by anyone for hire, charter, or air taxi. One club member may give flight instruction in the club Aircraft to another club member, as long as both the instructor providing instruction and person receiving instruction are members of the club owning the aircraft, or when the instruction is given by a lessee based on the airport who provides flight training and the person receiving the training is a member of the flying club. In either circumstance, a flight instructor may receive monetary compensation for instruction or may be compensated by credit against payment of dues or flight time; however, that individual may not receive both compensation and waived or discounted dues or flight time concurrently. The person giving flight instruction must meet the minimum qualifications of an Independent Flight Instructor contained herein relating to licenses and ratings. Otherwise, an authorized Independent Flight Instructor or Flight School Operator with a current Agreement with the Commission must give flight instruction.
4. A qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club may perform maintenance work on aircraft owned by the club. The mechanic may receive monetary compensation for such maintenance work or may be compensated by credit against payment of dues or flight time; however, that individual may not receive both compensation and waived or discounted dues or flight time concurrently. Such maintenance may only take place in Commission approved locations. The person performing maintenance must meet the minimum qualifications of an Aircraft Maintenance Operator contained herein relating to licenses and ratings. Otherwise, an authorized Aircraft Maintenance Operator or Aircraft Major Repair/Alteration Operator with a current Agreement with the Commission must perform maintenance.
5. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any Person or firm other than a member of such club at the Airport except that said flying club may sell or exchange its capital equipment.
6. The flying club, with its initial Application, shall furnish the Commission: a copy of its charter and by-laws; articles of association, partnership agreement and other documentation supporting its existence; a current roster, including names of officers and directors; a certificate of insurance in the minimum amounts specified in the Rent and Fee schedule, with hold harmless clause in favor of the Commission, its officers, agents, representatives and employees (thirty days prior cancellation shall be filed with the Commission); number and type of Aircraft; evidence that ownership is vested in the club; and operating rules of the club. Evidence of insurance will be submitted to the Director on an annual basis during the renewal month of the policy. The books and other records of the club shall be available for review at any reasonable time by the Commission and/or Director.

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7. Flying Clubs may not hold themselves out to the public as fixed based operators, a specialized aviation service operation, maintenance facility or a flight school and are prohibited from advertisements as such or be required to comply with the appropriate airport minimum standards.
8. Flying Clubs may not indicate in any form of marketing and/or communications that they are a flight school, and Flying Clubs must not indicate in any form of marketing and/ or communications that they are a business where people can learn to fly.
9. A flying club shall comply with all federal, state, and local laws, ordinances, regulations and these regulations and standards.

L. Minimum Insurance Requirements

1. AIRCRAFT CHARTER
 - a. \$1,000,000-\$10,000,000 Aircraft Hull & Liability Policy (depending on aircraft type utilization)
2. AIRFRAME AND POWERPLANT REPAIR SERVICES
 - a. Aircraft Maintenance Operator
 - i. \$500,000-\$10,000,000 Aviation General Liability policy to include coverage for Products & Completed Operations (depending on aircraft type serviced)
 - b. Aircraft Major Repair/Alteration Operator
 - i. \$1,000,000-\$20,000,000 Aviation General Liability Policy to include coverage for Products & Completed Operations \$1,000,000-\$20,000,000 (depending on aircraft type serviced)
3. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR
 - a. \$500,000-\$10,000,000 Aviation General Liability Policy to include coverage for Products & Completed Operations (depending on aircraft type serviced)
4. AIRCRAFT RENTAL
 - a. \$500,000-\$1,000,000 Aviation General Liability Policy to include coverage for Products & Completed Operations (depending on aircraft type offered)
5. FLIGHT INSTRUCTION
 - a. Flight School
 - i. \$500,000-\$1,000,000 (depending on aircraft type offered) Aviation General Liability Policy to include coverage for Products & Completed Operations (for negligence of instruction)
 - b. Independent Flight Instructor

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- i. \$500,000-\$1,000,000 CFI non-owned aircraft liability at minimum or be named as additional insured on the aircraft owners policy.

6. AIRCRAFT SALES AND BROKERAGE

- a. \$500,000-\$10,000,000 Aviation General Liability Policy to include coverage for Products & Completed Operations \$500,000-\$10,000,000 (depending on aircraft type sold)

7. SPECIALIZED AVIATION MAINTENANCE SERVICES

- a. \$500,000-\$10,000,000 Aviation General Liability Policy to include coverage for Products & Completed Operations \$500,000-\$10,000,000 (depending on aircraft type serviced)

8. SPECIALIZED COMMERCIAL FLYING SERVICES

- a. \$500,000-\$1,000,000 Aircraft Hull & Liability Policy (depending on aircraft type utilization)

9. AIRCRAFT CLEANING SERVICES

- a. Aircraft Cleaning Operator
 - i. \$500,000-\$10,000,000 Aircraft Hull & Liability Policy (depending on aircraft type serviced)
- b. Independent Aircraft Cleaner
 - i. \$500,000-\$10,000,000 Aircraft Hull & Liability Policy (depending on aircraft type serviced)

10. FLYING CLUBS

- a. \$500,000-\$1,000,000 Aircraft Hull & Liability Policy (depending on aircraft type utilization)

Nothing further in this Section

COLUMBUS AIRPORT
Columbus, Georgia

MINIMUM STANDARDS FOR AERONAUTICAL SERVICE PROVIDERS
Section 5: Application

A. General

A prospective Operator (Proposer) not responding to a Request for Proposals issued by the Commission shall submit, in written form, to the Commission, at the time of their Application or proposal, the following information and such additional information as may be requested by the Commission. A format for submission can be found in Appendix 1.

The written Application shall contain at the minimum:

1. The proposed nature of the business. A business plan may be used to express the proposed nature of the business and will be relied upon by the Commission for analyzing applicable Standards.
2. Detailed description of how Proposer will meet the Commission's Minimum Requirements for Airport Aeronautical Services.
3. Should the proposal not meet the standards of paragraph 2 above, Proposer shall provide a detailed request for variance to a particular standard indicating what they will provide at start-up and a timeline in which the Proposer will meet said standards in their entirety.
4. The signatures of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner or corporate officer and those who will be managing the business.
5. The prospective Operator must provide a statement; satisfactory to the Commission, in evidence of their financial responsibility, from a bank or trust company doing business in Columbus, GA or from such other source that may be acceptable to the Commission and readily verified through normal banking channels. The prospective Operator must show financial capability to initiate operations and for the construction of improvements and appurtenances that may be required commensurate with the concept of the proposed operation, or operations.
6. A listing of assets owned or leased which will be used in the business on the Airport.
7. A current credit report for each party owning or having a financial interest in the business and a credit report on the business itself covering all geographical areas in which it has done business in the five-year period immediately prior to such Application.
8. At Commission's discretion, an agreement to provide a bond or suitable guarantee of adequate funds to the Commission to be used to defray any expenses and fees normally paid by the Lessee for six (6) months.

Adopted:
Amended:

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MINIMUM STANDARDS FOR AERONAUTICAL SERVICE PROVIDERS

Section 5: Application

9. A written authorization from FAA, any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation business, to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.
10. Preliminary plans, specifications, and dates for any improvements that the applicant intends to make on the Airport as part of the activity for which approval is sought. Applicant must comply with appropriate review procedures and the Commission's requirements.
11. Proof (copy or insurance company letter of intent) of liability coverage for the business operation, flight operations, itinerant Aircraft and Operators and Premises insurance.
12. Such other information as the Commission may require.

B. Action on Application

1. Initial Review

All Applications will be reviewed by the Commission within 90 days following receipt of the Application. The Commission's initial review will determine if the Application will be submitted to the Commission for consideration. Commission may request further information from Proposer before a decision on the Application is made. Applications may be denied for one or more of the following reasons:

- a. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards or Proposer's plan to meet all standards is unacceptable to the Commission.
- b. The applicant's proposed operations or construction would create a safety hazard on the Airport.
- c. The granting of the Application will require the expenditure of local funds, labor or materials on the facilities described in or related to the Application, or the operation will result in a financial loss to the Commission.
- d. There is no appropriated or adequate available space or building on the Airport to accommodate the entire activity of the applicant.
- e. The proposed operation, Airport development or construction does not comply with the approved Airport layout plan or the Commission's Development Plan.

MINIMUM STANDARDS FOR AERONAUTICAL SERVICE PROVIDERS

Section 5: Application

- f. The development or use of the area requested will result in a congestion of Aircraft or buildings or will result in unduly interfering with the operations of any present fixed base operator on the Airport, such as problems in connection with Aircraft traffic or service or preventing free access and egress on the existing AOA, or will result in depriving, without the proper economic study, an existing FBO of portions of its leased area in which it is operating.
- g. Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the Application or in supporting documents, or has failed to make full disclosure on the Application.
- h. Any party applying, or having an interest in the business, has a record of violating the rules of the Columbus Airport, or the rules and regulations of any other Airport, Federal Aviation Regulations, or any other rules and regulations applicable to this or any other Airport.
- i. Any party applying, or having an interest in the business, has defaulted in the performance of any Lessor other Agreement with the Commission or any Lessor other Agreement at any other Airport.
- j. Any party applying, or having an interest in the business, is not sufficiently credit worthy and responsible, in the judgment of the Commission, to provide and maintain the business to which the Application relates to.
- k. The applicant does not appear to have adequate financial reserves/resources necessary to sustain the proposed operation for a minimum of 12 months.
- l. The applicant has committed any crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the operation applied for.
- m. The Commission determines that there is not sufficient aviation activity at the Airport to support the aeronautical services proposed in the Application.
- n. Proposers with Applications that are rejected will be notified in writing as to why the Application was rejected. The Commission encourages Proposers to modify rejected Applications for resubmission.
- o. The proposed business or operation does not conform to the Development Plan of the Commission.

MINIMUM STANDARDS FOR AERONAUTICAL SERVICE PROVIDERS

Section 5: Application

2. Accepted Applications

- a. Applications that pass the Commission's initial review will enter into negotiation for a Lessor Permit.
- b. Upon successful completion of Lessor permit negotiations any document will be submitted to the Commission for adoption.

3. Rejected Applications

- a. Applications that are rejected from consideration by the Commission will receive a written explanation as to what caused the package to be rejected.
- b. Proposers wishing to appeal the Commission's decision to the Commission must do so in writing within 10 business days of receipt of the explanation. Proposer will be placed on the agenda to a regularly scheduled Commission meeting.

C. Operators Intending to Sublet from another Tenant

Prior to finalizing any Agreement with a tenant, the lessee and sublessee shall obtain the written approval of the Commission for the business proposed. Said Sublease shall define the type of business and service to be offered by the sublessee Operator.

The sublessee Operator shall comply with the Rules and Regulations and meet all of the Minimum Standards established by the Commission for the categories of services to be furnished by the Operator. The Minimum Standards may be met in combination between lessee and sublessee. The Sublease agreement shall specifically define those services to be provided by the lessee to the sublessee that shall be used to meet the standards.

Nothing further this section

MINIMUM STANDARDS FOR AERONAUTICAL SERVICE PROVIDERS

Appendix 1: Business Plan

A. Executive Summary

B. Company Description

C. Products or Services to be provided

Addresses the primary operation(s), including the DOT, state and/or FAA authority under which the applicant will operate as necessary.

D. Intended Scope of Activities

1. Number of Aircraft to be provide if applicable
2. Cross-utilization of space if applicable

E. Minimum Standards:

Describe how your operation will meet the Minimum Standards for the services/products being proposed.

F. Facilities:

1. Land requirement
2. Facility space constructed or leased

G. Management Organization

1. Name, address, and telephone number, type of organization and the state under the laws of which it is organized.
2. The names and addresses of all officers, directors, and key management personnel of the applicant, briefly describing the certifications, expertise, and responsibilities of each.
3. The name, address, citizenship, and principal business of each Person holding 5 percent or more of applicant's total voting stock, membership interests or partnership interests general or limited, together with the amount and percentages held, and the name, address, citizenship, and principal business of any Person whose account, if other than the holder, such interest is held; if any of these people are related by blood or marriage, include the relationship.
4. Organizational Documents:
 - a. Articles of Organization
 - b. Articles of Incorporation
 - c. Bylaws
 - d. Operating Agreement
 - e. Partnership Agreement
5. If required, recent annual registration with Secretary of State of Georgia.
6. Columbus Georgia Business License.

Adopted:

Amended:

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MINIMUM STANDARDS FOR AERONAUTICAL SERVICE PROVIDERS
Appendix 1: Business Plan

- H. Staffing levels**
- I. Financial Projections**
- J. Financial Capability of Proposer to execute this plan**
- K. Other items prescribed herein**

Nothing further in this section

MINIMUM STANDARDS FOR AERONAUTICAL SERVICE PROVIDERS
Appendix 2: Development Zones

The following lettered areas correspond to the map below and represent possible Development Zones:

A: 124,385 sq. ft.

B: 112,681 sq. ft.

C: 375,198 sq. ft.

