

**MINIMUM STANDARDS  
FOR COMMERCIAL  
AERONAUTICAL SERVICE PROVIDERS  
AT  
JACKSON COUNTY AIRPORT  
JEFFERSON, GEORGIA**

Approved by the Jackson County Airport Authority on: October 16, 2012

## TABLE OF CONTENTS

SECTION		PAGE
A.	Preamble	4
B.	Definitions	4
C.	Minimum Standards for Specialized Aviation S Service Operations (SASO)	9
D.	Independent Operator	9
E.	Application and Qualifications	10
F.	Action on Application	10
G.	Fixed Base Operator	12
H.	Aircraft Sales	14
I.	Aircraft Airframe, Engine and Accessory, Maintenance & Repair	15
J.	Aircraft and/or Ultralight Vehicle Lease and Rental	16
K.	Flight Training	16
L.	Avionics, Instruments or Propeller Repair Stations	17
M.	Aircraft Charter and Air Taxi	18
N.	Aircraft Storage	18
O.	Specialized Commercial Flying Services	19
P.	Multiple Services	20
Q.	Flying Clubs	21

<b>R.</b>	<b>SASOs Subleasing from another Commercial SASO</b>	<b>21</b>
<b>S.</b>	<b>Environmental</b>	<b>21</b>
	<b>APPENDIX I - Minimum Insurance Policy Limits</b>	<b>22</b>
	<b>APPENDIX II - Application</b>	<b>23</b>

## **SECTION A - Preamble**

These Minimum Standards for Commercial Aeronautical Service Providers have been formulated and adopted by the Jackson County Airport Authority or the Jackson County Airport, hereinafter referred to as "Airport".

These Minimum Standards are intended to be the minimum threshold entry requirements for those wishing to provide commercial aeronautical services to the public and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition. These Minimum Standards were developed taking into consideration the aviation role of the Jackson County Airport (Airport), the future development planned for the Airport and to promote fair competition. The uniform application of these Minimum Standards, containing the minimum levels of service that must be offered by the prospective service provider, protects Airport patrons and enhances the public interest by both encouraging growth of business at the Airport and discouraging substandard operations.

These standards were developed in accordance with the Federal Aviation Administration (FAA) Advisory Circular 150-5190-7. The Airport will regularly update this document as necessary as required by activities on the Airport or as regulations are changed.

## **SECTION B - Definitions**

### **A. Aircraft**

- (1) Aircraft - any device used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, balloon, or blimp.
- (2) Air Charter or Taxi - 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.
- (3) 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.
- (4) Aircraft Operation - an aircraft arrival at, or departure from, the airport.
- (5) Aircraft Owner - a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.
- (6) Aircraft Parking and Storage Areas - those hangar and apron locations of the Airport designated by the Airport Manager for the parking and storage of aircraft.
- (7) Aircraft Rental - the commercial operation of renting or leasing aircraft to the public for compensation.

(8) Aircraft Sales - the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

(9) Airport Reference Codes – FAA Advisory Circular 150/5300-13 Airport Design defines the Airport Reference Code (ARC) as “a coding system used to relate airport design criteria to the operational and physical characteristics of the airplanes intended to use the airport.” The ARC is used to determine design dimensions for the various separation and safety standards, Runway Protection Zones and Object Free Zones dimensions, surface gradients, and threshold standards.

(10) 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.

## **B. General**

(1) Aeronautical Activity - any activity or service conducted at the Airport that 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, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance, and any other activities, which because of their relationship to the operation of aircraft can appropriately be regarded as an “aeronautical activity.”

(2) 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. This category of service also includes the sale of aircraft parts and accessories.

(3) Airframe and Powerplant Mechanic (A&P) – A person who holds an aircraft mechanic certificate with both airframe and powerplant ratings as authorized and described in 14 CFR Part 65.

(4) Airport - Jackson County Airport, and all of the Airport-owned or leased real or personal property, buildings, facilities and improvements within the boundaries of said Airport, as it presently exists or as it may exist when it is hereafter modified, expanded, or developed. “Airport” includes all of its facilities as shown on the most current Airport Layout Plan.

(5) ALP - the currently approved Airport Layout Plan depicting the physical layout of the airport and identifying the location and configuration of current runways, taxiways, buildings, roadways, utilities, nav aids, etc.

(6) Commercial Aeronautical Activity - the conduct of any aspect of a business, concession, operation, or agency providing goods or services to any person for compensation or hire, including exchange of services, whether or not such objectives are accomplished. An activity is considered a commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt. A commercial business activity that involves makes possible or is required for the operation aircraft, or which contributes to or is required for the safety of aeronautical operations.

(7) Commercial Operator (Operator) - a person, firm, corporation, or other entity, 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.

(8) 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.

(9) General Aviation - all phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial air carrier operations.

(10) 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, agency or instrumentality of the United States, the State of Georgia, Jackson County or any political subdivision thereof.

(11) Minimum Standards - the qualifications or criteria, which may be established by the Airport owner as the minimum requirements that shall be met by businesses engaged in commercial aeronautical activities for the right to conduct those activities.

### **C. Governmental**

(1) Airport Manager – The designated individual or duly authorized individual appointed by the County to administer and manage all operations of the Airport and Airport facilities, and to supervise all Airport projects.

(2) FAA - the Federal Aviation Administration as established in 1967 within the Department of Transportation of the United States government that has the responsibility of promoting safety in the air, by both regulation and education.

(3) FAR - the Federal Aviation Regulations as published by the FAA that governs the operation of aircraft, airways, and airmen, Compliance with the FARs is mandatory. In 1996, all references to the FARs were changed to “14 CFR” (Title 14 of the Code of Federal Regulations).

### **D. Fueling**

(1) 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.

(2) Fuel Storage Area - any portion of the Airport designated temporarily or permanently by the Airport as an area in which aviation or motor vehicle gasoline or any other type of fuel or fuel additive may be stored or loaded.

(3) Self-Service Fueling - the commercial operation of an unmanned stationary fuel tank and dispensing equipment for general use via a card reader. This includes the operations of anyone utilizing this type of equipment to provide fuel for sale or reuse.

## **E. Lease and Agreements**

(1) Lease - the written contract between the Airport and an Operator (Lessee) specifying the terms and conditions under which an Operator may occupy and operate from certain Airport facilities and/or property.

(2) Sublease - A written agreement, approved by the Airport, stating the terms and conditions under which a third party Operator leases space from a Lessee for the purpose of providing aeronautical services at the Airport.

(3) Agreement - the written agreement between the Airport and an Operator specifying the terms and conditions under which the Operator may conduct commercial aviation activities. Such Agreement will recite the terms and conditions under which the activity will be conducted at the Airport including, but not limited to, term of the Agreement; rents, fees, and charges to be paid; and the right and obligations of the respective parties.

(4) Permit - administrative approval issued by the Airport to a person or company to conduct a commercial aeronautical activity, and provide such services, to based and transient aircraft, only from facilities and locations where such services are authorized.

(5) Person - an individual, corporation, firm, partnership, association, organization, and any other group acting as an entity, to conduct business on the Airport. Person includes a trustee, receiver, assignee or similar representative.

## **F. Services**

(1) 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.

(2) Fixed Base Operator (FBO) - a full service commercial operator who is authorized to engage in the primary activity of aircraft refueling, aircraft storage/hangar rentals and other secondary activities such as: airframe and power plant maintenance, flight training, aircraft rental, aircraft charter or air taxi, and avionics sales and service.

(3) 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. 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.

(4) 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.

(5) 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, except for Item 22 in the Regulation. Item 22 involves the replacement of prefabricated fuel lines, and shall, for purposes of these regulations, be considered a major aircraft repair.

(6) 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.

(7) Specialized Aviation Service Operation (SASO) - a commercial aeronautical business that is authorized to offer a single or limited services according to established Minimum Standards. Examples of a SASO include, but are not limited to the following commercial aeronautical activities: flight training, aircraft maintenance, air charter or taxi, aircraft sales, avionics maintenance, aircraft rental, and sales, and aircraft storage.

## **G. Infrastructure**

(1) Aircraft Operations Area (AOA) – The AOA is considered a restricted area and is established for safety and security reasons. Except for passengers enplaning or deplaning aircraft, the general public is prohibited from the AOA unless escorted by an authorized employee of the Airport or Tenant. The general public is also prohibited from all other areas of the Airport posted as being a restricted area.

(2) Roadway - any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

(3) Taxilane - the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage area.

(4) Taxiway - a defined path established for the taxiing of aircraft from one part of the Airport to another.

(5) UNICOM - a two-way communication system operated by a non-governmental entity that provides airport advisory information.

(7) Vehicle Parking Area - any portion of the Airport designated and made available temporarily or permanently by Authority for the parking of vehicles.

## **SECTION C - Minimum Standards for all Specialized Aviation Service Operations (SASOs)**

The following shall apply to all prospective aeronautical service providers wishing to become a SASO at the Airport.

1. Leases shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold.
2. A person shall have such business background and shall have demonstrated his business capability to the satisfaction of, and in such manner as to meet with the approval of the Airport.
3. Any prospective entity seeking to conduct commercial aeronautical activity at the Airport should demonstrate in writing and provide financial detail satisfactory to the Authority that they have adequate resources to realize the business objectives agreed to by the Airport and the applicant.
4. All prospective SASOs shall demonstrate to the Airports satisfaction evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation. A SASO should make its own analysis to determine if more is needed. However, such policies of insurance shall be maintained in full force and effect during all terms of existing leases, agreements or business license or renewals or extensions thereof with a 30-calendar day notice of cancellation to the Airport. Such policies shall not be less than the amounts listed at APPENDIX 1; however, in all cases, must meet the statutory requirements of applicable governmental agencies and be approved in writing by the Airport.

## **SECTION D – Independent Operator**

According to FAA Advisory Circular 150/5190-7, the Authority may enter into an agreement that permits a Person access to the Airport, or portions thereof, for the purpose of conducting a commercial Aeronautical Activity event though such Person does not lease property from the Authority. For purposes of these Minimum Standards, such a Person shall be known as an “Independent Operator” and shall be subject to regulation established by the Authority.

Each Person proposing to engage in a commercial Aeronautical Activity as an Independent Operator must apply for and receive the written approval from the Authority prior to engaging in a commercial Aeronautical Activity. Each Person wishing to engage in a commercial Aeronautical Activity as an Independent Operator must also meet the same standards as an Operator engaging in the same Aeronautical Activity, except for the leasing of space at the Airport, and comply with such other requirements as the Authority may impose.

## **SECTION E - Application and Qualifications**

Demonstration of intent to conduct a business operation at the Airport shall be by application to Jackson County. The written application shall contain the minimum:

1. The propose nature of the business. A business plan may be used to express the proposed nature of the business.
2. 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, director or corporate officer and those who will be managing the business.
3. Financial information satisfactory to the Authority that applicant has adequate resources to realize the business objectives agreed to by the Airport and the applicant. Depending upon the nature of the business, and the scope of the services to be provided, this information may take the form of banking and financial references, financial statements, credit checks, and/or other information the Authority may request that it deems necessary to make this determination.
4. The Authority may request a listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.
5. Preliminary plans, specifications and dates for any improvements which 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 Airport requirements.
6. Proof of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance. Such proof may be in the form of a copy of insurance company letter of intent.
7. Such other information as the Airport may require including a local business license.

## **SECTION F - Action on Application**

All applications will be reviewed and acted upon by the Airport within sixty (60) days from the receipt of the application. Applications may be denied for one or more of the following reasons:

1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
2. The applicant's proposed operations or construction will create a safety hazard on the Airport.
3. 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 Authority.

4. There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.
5. If any of the individuals within the application cannot pass the standard FAA background check.
6. The proposed operation, Airport development or construction does not comply with the approved Airport Layout Plan.
7. 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 tenant or fixed base operator on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to an existing tenant or SASO, or will result in depriving, without the proper economic study, an existing tenant or SASO of portions of its leased area in which it is operating.
8. 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.
9. Any party applying, or having an interest in the business, has a record of violating the Rules, 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.
10. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Airport or any lease or other agreement at any other airport.
11. Any party applying, or having an interest in, the business, is not sufficiently credit worthy and responsible in the judgment of the Airport to provide and maintain the business to which the application relates and to promptly pay amounts due under the SASO lease.
12. The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.
13. The applicant has committed any crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the SASO operation applied for.

## **SECTION G - Fixed Base Operator (“FBO”)**

### **Statement of Concept**

An FBO engages in and furnishes a full range of Aeronautical Activities and services to the public.

### **Fueling**

An FBO is permitted to engage in the business of the public sale and dispensing of aviation fuels on the Airport.

### **Minimum Standards**

1. An FBO conducting aviation fuel and oil sales to the public shall be required to provide Aircraft Storage. An FBO may provide other services in compliance with the requirements set forth in these Minimum Standards. An FBO also is required to provide numerous other support services to the flying public, including, without limitation, public restrooms, pilot lounges, conference rooms, flight planning areas, weather services, pilot supplies, Wi-Fi, aircraft washing and air compressor service areas.
2. An FBO is required to provide emergency services to disabled general aviation aircraft on the Airport, which includes, without limitation, the towing or transporting of disabled aircraft having a gross landing weight not in excess of 12,500 pounds to the FBO’s Leased Premises at the request of the owner or operator of the disabled aircraft or the Authority.

3. **Land**

An FBO must lease enough land, as set forth in its business plan and approved by the Authority, to provide adequate space for hangars and other buildings, paved private auto parking, paved aircraft parking, paved pedestrian walkways, fuel storage facilities, and all storage, servicing utilities and support facilities as may be mutually agreed upon in writing by the Authority and such FBO.

4. **Hangars and Other Buildings**

An FBO must lease or construct, as set forth in its business plan and approved by the Authority, a conventional “clear-span” hangar for aircraft storage. Additionally, an FBO must lease or construct space to accommodate public waiting areas, offices, flight planning facilities, pilot waiting areas, and public restrooms.

5. **Fuel Storage Facilities**

An FBO shall lease sufficient land for installation of above-ground fuel storage tanks to be constructed and operated in accordance with all applicable environmental laws and regulations. An FBO’s total fuel storage capacity shall consist of at least two 10,000 gallon storage tanks for turbine fuel and one 10,000 gallon storage tank for AVGAS to assure adequate supplies of fuel at all times. The fuel storage system must include adequate fuel spill prevention features and

containment capabilities, together with an approved fuel spill containment; countermeasures control plan, and oil-water separator.

6. Mobile Dispensing Equipment

An FBO shall provide at least two metered filter-equipped mobile dispensing trucks or carts for dispensing the two types of fuel, with separate dispensing pumps and meters required for each type of fuel. The turbine fuel dispenser must have single point refueling capabilities. All dispensers shall meet all applicable safety requirements, with reliable metering devices subject to independent inspection. All equipment shall be maintained and operated in accordance with federal, state and industry requirements, including, without limitation, ATA 103 of the Air Transport Association, NFPA 407 or the National Fire Protection Association and OSHA guidelines.

7. Aircraft Service Equipment

An FBO shall obtain and maintain tools, jacks, tugs, towing equipment, tire repairing equipment, ground power units, emergency starting equipment, portable compressed air tanks, fire extinguishers, chocks, ropes, tie-down supplies, crew and passenger courtesy transportation vehicles, as appropriate and necessary for the servicing of aircraft types normally expected to use the Airport.

8. Hours of Operation

An FBO shall provide aircraft fueling and line services during the days and hours set forth in its business plan.

9. Personnel and Training

At least one fully trained and qualified person shall be on duty to address questions and issues regarding fuel service at all times while the FBO's facility is open for business. All fuel and line service personnel shall be suitably uniformed and the name of the FBO shall be prominently displayed on their uniforms. There shall be at least one person on-duty to act as supervisor, customer service representative, and ramp attendant for general aviation activity. All fuel service personnel shall have successfully completed an approved line technician safety course through the National Aviation Transportation Association or an equivalent sponsor.

## **SECTION H - Aircraft Sales**

### **Statement of Concept**

New Aircraft Sales: An aircraft sales SASO engages in the sale of new aircraft through franchises or licensed dealerships (if required by local, county 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 (brokering), 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 SASOs also provide such repair, services, and parts as necessary to support the operation of aircraft sold. Some of the requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique history.

### **Minimum Standards**

1. A SASO engaging in this activity shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period. The SASO shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The SASO who is in the business of selling new aircraft shall have available a representative example of the product.
2. A SASO shall have in his employ, on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in an efficient manner. The SASO shall also maintain, during all business hours, a responsible person in, charge to supervise the operations in the leased area with the authorization to represent and act for and on behalf of the SASO. SASO must employ, or contract with, check ride pilots for aircraft sold.
  - a. Operate the service in the amount of office space on the Airport requested in Operator's business plan, and approved by the Authority, and have immediate access to customer lounge and restrooms. If the Operator is granted the right to use public customer lounge and restrooms to meet this requirement, the Authority reserves the right to revoke this use, at any time, for any reason. Operator must lease or sublease adequate hangar or tie-down space to accommodate the aircraft authorized for sale.
  - b. Employ and have on duty at least one (1) qualified aircraft salesperson and access to a demonstration pilot with appropriate aircraft type ratings.

## **SECTION I - Aircraft Airframe, Engine and Accessory Maintenance and Repair**

### **Statement of Concept**

An aircraft airframe, engine and accessory maintenance and repair SASO provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft up to annual inspections may include all types of piston and turbine aircraft, business Jet aircraft and helicopters. This category shall also include the sale of aircraft parts and accessories.

### **Minimum Standards**

1. The SASO shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.
2. The SASO shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category of services in an efficient manner, but never less than one person currently certificated by the FAA with ratings appropriate to the work being performed and who holds an airframe and power plant rating and is an inspector authorized by the FAA.
  - a. Operate the service from the amount of ventilated hangar and shop space on the Airport requested in Operator's business plan, and approved by the Authority, and have immediate access to customer lounge, public telephones, and restrooms. If the Operator is granted the right to use public customer lounge and restrooms to meet this requirement, the Authority reserves the right to revoke this use, at any time, for any reason.
  - b. Employ and have on-duty a minimum of one (1) FAA certified technician who possesses an airframe, power plant, or aircraft inspector rating, or the maintenance facility must be certified under 14 CFR Part 145.
  - c. Keep premises open and services available during the days and hours set forth in Operator's business plan. 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.
  - d. 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 aircraft that typically frequent the Airport.

## **SECTION J - Aircraft and/or Ultralight Vehicle Lease and Rental**

### **Statement of Concept**

A SASO that engages in the rental or lease of aircraft and/or ultralight vehicles to the public.

### **Minimum Standards**

#### **Aircraft:**

1. The SASO shall have available for rental, either owned or under written lease, a certificated and currently airworthy aircraft.
  - a. Operate the service in the amount of office space on the Airport requested in Operator's business plan, and approved by the Authority, and have immediate access to customer lounge and restrooms. If the Operator is granted the right to use public customer lounge and restrooms to meet this requirement, the Authority reserves the right to revoke this use, at any time, for any reason. Arrange for or lease ramp or hangar space for aircraft.
  - b. Employ and have on duty at least a current commercial pilot with appropriate ratings.
  - c. Keep premises open and services available during the days and hours set forth in Operator's business plan.

#### **Ultralight Vehicles:**

1. The SASO shall have available for rental, either owned or under written lease to the SASO, one approved two place ultralight vehicle.
2. The SASO shall have in his employ and on duty during appropriate business hours, a minimum of one person having a current FAA commercial pilot certificate or an Advanced Flight Instructor's (AFI) rating from: the United States Ultralight Association (USUA).

## **SECTION K - Flight Training**

### **Statement of Concept**

A flight training SASO engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing aircraft, and provides such related ground school instruction as is necessary and preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

### Minimum Standards

1. The SASO shall have available for use in flight training, either owned or under written lease to SASO, a properly certificated aircraft.
2. The SASO shall have, on a full-time basis, at least one flight instructor who has been properly certificated by the FAA to provide the type of training offered.
  - a. Operate the service from the amount of classroom and office space on the Airport requested in Operator's business plan, and approved by the Authority, and have immediate access to customer lounge and restrooms. If the Operator is granted the right to use public customer lounge and restrooms to meet this requirement, the Authority reserves the right to revoke this use, at any time, for any reason.
  - b. 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. All materials shall meet FAA requirements for the training offered.

### **SECTION L - Avionics, Instruments or Propeller Repair Station**

#### Statement of Concept

An avionics, instrument, or propeller repair station SASO engages in the business of and provides a shop for the repair of aircraft avionics, propellers, instruments, and accessories for general aviation aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments, and accessories. The SASO shall hold the appropriate repair station certificates issued by FAA for the types of equipment he plans to service and/or install.

#### Minimum Standards

1. The SASO shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is a FAA rated radio, instrument or propeller repairman.
  - a. Operate the service from the amount of ventilated hangar and shop space on the Airport requested in Operator's business plan, and approved by the Authority, and have immediate access to customer lounge and restrooms. If the Operator is granted the right to use public customer lounge and restrooms to meet this requirement, the Authority reserves the right to revoke this use, at any time, for any reason.

- b. Employ and have on-duty a minimum of one (1) FAA certified technician. .
- c. Keep premises open and services available during the days and hours set forth in Operator's business plan.
- d. Provide equipment, supplies and parts required for avionics work.

## **SECTION M - Aircraft Charter and Air Taxi**

### **Statement of Concert**

An unscheduled or scheduled air charter or air taxi SASO engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis under the Federal Aviation Regulations set forth in the Code of Federal Regulations CFR 14 Part 135.

### **Minimum Standards**

1. The SASO shall provide, either owned or under written lease type, class, size and number of aircraft intended to be used by the SASO, not less than one (1) single engine four-place aircraft which must meet the requirements of the air taxi commercial certificate held by the SASO.
2. The SASO shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by SASO. This SASO shall operate from the following type facilities:
  - a. Operate the service from the amount of office space on the Airport requested in Operator's business plan, and approved by the Authority, and have immediate access to customer lounge and restrooms. If the Operator is granted the right to use public customer lounge and restrooms to meet this requirement, the Authority reserves the right to revoke this use, at any time, for any reason.

## **SECTION N - Aircraft Storage**

### **Statement of Concept**

An aircraft storage SASO engages in the rental of conventional hangars and/or multiple T-hangars.

## Minimum Standards

1. The conventional hangar SASO shall have its facilities available for the tenant's aircraft removal and storage on a continuous basis.
2. The SASO shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.
3. The SASO shall provide a 24 on call number for emergencies to the Airport and to the hangar tenants.
4. A current list of tenants will be provided to the Airport on a quarterly basis. Information will include, at a minimum the following:
  - a. Aircraft registration number
  - b. Address and phone number of aircraft owner
  - c. Emergency contact information
5. The SASO must provide, or make arrangements for, restroom facilities for their tenants.

## **SECTION O - Specialized Commercial Flying Services**

### Statement of Concept

Specialized commercial flying services SASO engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:

- a. Non-stop sightseeing flights that begin and end at the same airport.
- b. Crop dusting, seeding, spraying, and bird chasing.
- c. Banner towing and aerial advertising.
- d. Aerial photography or survey.
- e. Power line or pipe line patrol.
- f. Fire fighting.
- g. Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations.

### Minimum Standards

1. The SASO shall lease from the Airport a building sufficient to accommodate all activities and operations proposed by the SASO. The minimum, areas in each instance shall be subject to the approval of the Airport. In the case of crop dusting or aerial application, the SASO shall make suitable arrangements and have such space available in his leased area for the safe loading and unloading and storage and containment of chemical materials. All SASOs shall demonstrate that they have the availability of aircraft suitably equipped for the particular type of operation they intend to perform.
2. The Airport shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed on a case by case basis. The minimum requirements shall be applicable to all operations of a similar nature. All SASOs will, however, be required to maintain the Aircraft Liability Coverage as set forth for all SASOs.
3. The SASO shall have in his employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the Minimum Standards herein, set forth in an efficient manner.
4. The SASO must provide, by means of an office or a telephone, a point of contact for the public desiring to use the SASO's services.

### **SECTION P - Multiple Services**

#### Statement of Concept

Multiple services SASOs engages in any two or more of the aeronautical services for which Minimum Standards have been herein provided

#### Minimum Standards

1. The SASO shall comply with the aircraft requirements, including the equipment thereon for each aeronautical service to be performed except that multiple uses can be made of all aircraft owned or under lease by SASO except aircraft used for crop dusting, aerial application, or other commercial use of chemicals. When a SASO is providing multiple services, space may be used for multiple purposes if approved by the Authority.
2. The SASO shall provide the equipment and services required to meet the Minimum Standards as herein provided for all aeronautical service the SASO is performing.
3. The SASO shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all aeronautical services being performed by SASO.
4. The SASO shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards for each aeronautical service the SASO is performing as herein provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the SASO.

## **SECTION Q - Flying Clubs**

### **Statement of Concept**

A group of individuals that have equal and joint ownership of an aircraft(s); aircraft(s) not used for any commercial activities.

### **Minimum Standards**

The Airport 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 Director with insurance/indemnification at the limits and types determined by Sponsors.

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 Sponsor.
2. Flying Club members Aircraft shall not be used by non-members.
3. No member (owner) shall use Flying Club Aircraft in exchange for compensation.
4. Flying Club members (owners) shall file and keep current with the Sponsor a complete membership (owner) list and the investment share held by each member.

## **SECTION R - SASOs Subleasing from another Commercial SASO**

Prior to executing an agreement, the lessee and proposed sublessee shall obtain the written approval of the Authority for the business proposed. Said sublease shall define the type of business and service to be offered by the sublessee.

Any sublessee shall meet all of the Minimum Standards established by the Authority for the categories of services to be furnished. 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.

## **SECTION S - Environmental**

Any SASO, person, party, firm or corporation operating on the Airport must comply with all Federal, State and local environmental requirements.

## APPENDIX I

### Minimum Insurance Policy Limits (Risk analysis to be determined by Jackson County)

<b>Type of Insurance</b>	<b>Minimum Limits</b>	<b>When Needed</b>
Aircraft Liability	Risk Analysis	Owned or leased aircraft
Worker's Compensation	Statutory	Statutory
Non-owned Aircraft	Risk Analysis	flying non-owned aircraft
Airport Premises Liability	Risk Analysis	Airport premises are leased by tenant
Products & Completed Ops	Risk Analysis	Aircraft repair or service fuel and oil sales, aircraft sales, avionics repair, aircraft parts sales, and manufacturing.
Builder Risk	Risk Analysis	Construction projects
Contractual Liability	Risk Analysis	Hold harmless and indemnification agreement is includes in a lease.
Hangar Keepers Liability	Risk Analysis	Non-owned aircraft are in the care, custody or control of the tenant while on the ground
Property Insurance	Replacement Value	Covers physical damage of lease hold premises damage to premises leased from the airport.
Automobile Liability	Statutory minimum	Owned and non-owned licensed vehicles are driven on the airport premises.
Environmental	Risk Analysis	Investigate state and federal

Each SASO shall maintain the types and amounts of insurance as specified in the lease or agreement to adequately cover the respective categories of aeronautical services provided and to meet all Airport insurance requirements. Each SASO shall at all times maintain the following applicable types of insurance reflecting minimum coverages of \$1,000,000.00 per occurrence: commercial general liability, personal injury, contractual liability, automotive liability, aircraft liability, hangar keeper's liability, products-completed operations liability, and environmental clean-up liability insurance.

Each SASO shall maintain at all times fire and extended property coverage for all improvements and fixtures on SASO premises in an amount not less than the full replacement cost of same improvements and fixtures. In addition, each SASO shall maintain at all times the amount of workman's compensation insurance as required by State law. All insurance standards are minimums only and actual requirements may be adjusted by Jackson County according to the scope of services provided by a SASO. See Appendix I for details.

Each SASO shall provide the Airport with a proof of insurance certificate annually. All insurance policies shall contain indemnification and hold harmless language that covers Jackson County and its employees, as additional insured with respect to liability arising from activities performed by or on behalf of the SASO.

**Appendix II**

**APPLICATION**

**FIXED BASE OPERATOR or  
SPECIALIZED AERONAUTICAL SERVICES OPERATOR**

**SECTION 1 – COMPANY INFORMATION**

a.	Name:	
b.	Legal Name if a d/b/a:	
c.	Type of Entity:	
d.	State of Incorporation/Formation:	
e.	Date of Incorporation/Formation:	
f.	List of officers/partners/members:	

**SECTION 2 – PROPOSED SERVICES**

Place a check in the box provided below for the aeronautical activities as described in the Minimum Standards for Commercial Aeronautical Service Providers at Jackson County Airport that the Applicant is requesting to conduct at Jackson County Airport. Include a business plan giving details of the proposed business, as follows:

1. Details on the amount of land desired to lease.
2. Amount of building space that will be constructed or leased.
3. Number of aircraft that will be provided.
4. Equipment and special tooling to be provided.
5. Number of persons to be employed.
6. Demonstrate in writing and provide financial detail, satisfactory to the Authority, that Applicant has adequate resources to realize the business objectives in its business plan.
7. Periods (days and hours) of proposed operation.
8. Amounts and types of insurance coverage to be maintained (see requirements in Minimum Standards).
9. Financial projections for the first year of operation. The Authority may request projections for succeeding years based upon the nature of the business proposed.

- 10. Methods to be used to attract new business (advertising and incentives).
- 11. Amenities to be provided to attract business.
- 12. Plans for physical expansion, if business should warrant such expansion.

**FIXED BASE OPERATOR**

**SPECIALIZED AERONAUTICAL SERVICES:**

- Aircraft Sales
- Aircraft, Engine and Accessory, Maintenance & Repair
- Aircraft and/or Ultralight Vehicle Lease and Rental
- Flight Training
- Avionic, Instruments or Propeller Repair Stations
- Aircraft Charter and Air Taxi
- Aircraft Storage
- Specialized Commercial Flying Services (Please Specify: \_\_\_\_\_ )
- Flying Clubs

**INDEPENDENT OPERATOR** (Specify service above) :

**SECTION 3 – CONTACT INFORMATION**

a.	Principal Address:	
	Legal Notice Address:	
	Web Site:	
	Contact Person:	
	Title:	
	Phone Number:	
	Facsimile Number:	
	Cell Phone Number:	
	E-mail Address:	

b.	Local Address (if different):	
	Contact Person:	
	Title:	
	Phone Number:	
	Facsimile Number:	
	Cell Phone Number:	
	E-mail Address:	

c.	Authorized Representative:	
	Title:	
	Address:	
	Phone Number:	

**SECTION 4 – BUSINESS BACKGROUND**

a. Number of Years in business: \_\_\_\_\_

b. Where has the Applicant done business before? Indicate below the type of business and the number of years. (*e.g., FBO – 3 years, Aircraft Maintenance - 3 years, etc.*)

	<b>Type of Activity</b>	<b>Number of Years</b>	<b>Location (Airport)</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**SECTION 5 – CUSTOMER INFORMATION**

List customers with whom the Applicant has done business, the start dates and type(s) of service(s) to be provided in the space provided below. Please provide a confirmation letter from these customers.

<u>Customer</u>	<u>Start Date</u>	<u>Type of Service</u>

**SECTION 6 – REFERENCES**

Please provide the name, address and telephone number of a professional references who are familiar with the Applicant’s activities at each airport where the Applicant has operated during the past three years (*attach additional sheets as necessary*):

**Reference 1**

Contact Person:			
Company:			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone:		E-mail address:	

**Reference 2**

Contact Person:			
Company:			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone:		E-mail address:	

**Reference 3**

Contact Person:			
Company:			
Title:			
Address:			
Cell Phone:		E-mail address:	

**SECTION 7 – MANAGEMENT EXPERIENCE**

Attach resumes for the principals and key staff for the proposed business of the Applicant at Jackson County Airport. Please ensure that the resumes describe the type of experience, number of years of experience, and number of years of experience at particular airports.

**SECTION 8 – ADDITIONAL INFORMATION**

a. If the Authority approves this application, the following items must be completed prior to the start of operations by the Applicant:

- The Applicant and the Authority shall have fully executed an agreement that addresses such matters as required by the Authority;
- Any security deposit or other security for performance required by the executed agreement shall have been provided to the Authority; and
- The Authority shall have received evidence satisfactory to the Authority that the Applicant maintains the insurance coverages required by the Authority.

b. Return this completed application, along with the other items required above, to:

Airport Manager  
Jackson County Airport Authority  
500 Sky Harbor Way  
Jefferson, GA 30549

The undersigned, on behalf of the Applicant, hereby states and acknowledges that the statements made herein are true and that the undersigned is qualified and authorized to make and deliver such statements on behalf of the Applicant.

Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_