

Minimum Standards
for
Aeronautical Services
at
SYRACUSE HANCOCK INTERNATIONAL AIRPORT



Approved June 12, 2015, Resolution #11

TABLE OF CONTENTS

| | <u>Page</u> |
|--|-------------|
| SECTION 1 GENERAL INFORMATION..... | 1 |
| SECTION 2 APPLICATION PROCEDURES..... | 3 |
| SECTION 3 GENERAL REQUIREMENTS..... | 6 |
| SECTION 4 FIXED BASE OPERATOR..... | 9 |
| SECTION 5 SPECIALIZED AERONAUTICAL SERVICES OPERATOR AIR CARRIER FUELING | 16 |
| SECTION 6 SPECIALIZED AERONAUTICAL SERVICES OPERATOR AIR CARRIER LINE MAINTENANCE..... | 18 |
| SECTION 7 SPECIALIZED AERONAUTICAL SERVICES OPERATOR AIRCRAFT REPAIR STATION | 20 |
| SECTION 8 SPECIALIZED AERONAUTICAL SERVICES OPERATOR AIR CARRIER PASSENGER/RAMP SERVICES | 22 |
| SECTION 9 SPECIALIZED AERONAUTICAL SERVICES OPERATOR AIR CARGO SERVICES..... | 24 |
| SECTION 10 SPECIALIZED AERONAUTICAL SERVICES OPERATOR AIRCRAFT CHARTER/AIR TAXI..... | 27 |
| SECTION 11 SPECIALIZED AERONAUTICAL SERVICES OPERATOR FLIGHT TRAINING | 29 |
| SECTION 12 SPECIALIZED AERONAUTICAL SERVICES OPERATOR MINOR AND SPECIALIZED AIRCRAFT MAINTENANCE AND REPAIR..... | 30 |
| SECTION 13 SPECIALIZED AERONAUTICAL SERVICES OPERATOR AIRCRAFT MANAGEMENT SERVICES | 32 |
| SECTION 14 SPECIALIZED AERONAUTICAL SERVICES OPERATOR OTHER AERONAUTICAL SERVICES | 33 |
| SECTION 15 SPECIAL RULES FOR A SASO CONDUCTING MULTIPLE AERONAUTICAL SERVICES | 34 |

SECTION 16 RECOGNITION AND REGULATION OF SELF-SERVICE
AND SELF-FUELING RIGHTS 35

SECTION 17 SPECIALIZED AERONAUTICAL SERVICES OPERATOR
NON-COMMERCIAL ACTIVITY – FLYING CLUB 40

APPENDIX “A” DEFINITIONS.....A-1

APPENDIX “B” INSURANCE REQUIREMENTS..... B-1

SECTION 1

GENERAL INFORMATION

A. PURPOSE

These regulations prescribe the Minimum Standards that must be met by any person or entity that provides or seeks to provide commercial or non-commercial aeronautical services (other than certificated air carrier passenger or cargo services) (an "Operator") at the Syracuse Hancock International Airport (the "Airport"). Each Operator must have a written agreement with the Syracuse Regional Airport Authority (the "Authority").

The purpose of these Minimum Standards is to establish reasonable threshold entry requirements for any person or entity wishing to provide aeronautical services to the public; to prevent irresponsible, unsafe or inadequate services; to prevent unfair competition; and to make the Airport as financially self-sustaining as possible. The establishment of these Minimum Standards does not imply any right to provide any services at the Airport.

The adoption and enforcement of these Minimum Standards is intended to ensure that each Operator is reasonably fit, willing and able to perform the services it seeks to provide at the Airport. These Minimum Standards are designed to promote good service and fair competition at the Airport and to discourage unqualified applicants.

It is the Authority's policy to extend the opportunity to provide aeronautical services to any person or entity meeting the Authority's Minimum Standards for such services at the Airport, subject to availability of suitable space at the Airport to accommodate such activities. The Airport's Airport Layout Plan provides the basis for determining whether suitable space is available.

These Minimum Standards are subordinate and subject to the provisions of any agreement between the Authority and the United States relating to the operation or maintenance of the Airport, the execution of which has been, or in the future may be, required as a condition precedent to the transfer of federal rights or property to the Authority for airport purposes; the expenditure of federal funds for the development of the Airport; or the collection of passenger facility charges for Airport projects.

Capitalized terms are defined in **Appendix "A"** to these Minimum Standards.

B. APPLICABILITY

These Minimum Standards apply to any person or entity that provides aeronautical services at the Airport other than an Air Carrier and except as follows:

- a. No provision of these Minimum Standards shall be deemed to prohibit any person from performing aeronautical services with respect to that person's own aircraft.
- b. No provision of these Minimum Standards shall be deemed to prohibit any Air Carrier from servicing itself with its own employees or from using any Fixed Base Operator that is authorized by the Authority to serve Air Carriers at the Airport.

C. EFFECTIVE DATE

These Minimum Standards shall become effective on June 15, 2015 (the "Effective Date"). Each and every Operator conducting any aeronautical activity at the Airport on or after the Effective Date must hold either (a) a current and valid Lease with the Authority which specifies that the Operator's aeronautical activities are a permitted use or (b) a Non-Exclusive License from the Authority authorizing the Operator to engage in such aeronautical activity. Any such Lease or Non-Exclusive License shall be in a form prescribed by the Authority that specifies which types of aeronautical services the Operator is authorized to provide; requires the payment of fees to the Authority; and imposes insurance, indemnification, and/or environmental obligations.

D. RIGHT TO AMEND STANDARDS

The Authority reserves the right from time to time to amend these Minimum Standards as the Authority determines may be necessary or desirable to meet the needs of the Airport, to improve the quality of services, to enhance competition or as otherwise deemed to be reasonable by the Authority.

E. WAIVERS

The Executive Director may, in his or her sole discretion, waive any requirement imposed by these Minimum Standards for the benefit of any governmental entity providing non-profit services to the aviation industry, performing law enforcement, emergency medical, or rescue services to the public by means of aircraft or performing fire prevention or firefighting or emergency medical operations. The Executive Director may also waive any of the Minimum Standards for non-governmental Operators if the Executive Director, in his or her sole discretion, deems such a waiver to be in the best interest of the Airport.

F. CATEGORIES OF AERONAUTICAL SERVICE OPERATORS

The following categories of Operators may provide aeronautical services at the Airport:

1. Fixed Base Operator ("FBO")
2. Specialized Aeronautical Services Operator ("SASO")
 - a. Air Carrier Fueling Services

- b. Air Carrier Line Maintenance Services
- c. Aircraft Repair Station
- d. Air Carrier Passenger/Ramp Services
- e. Air Cargo Services
- f. Aircraft Charter and Air Taxi Services
- g. Flight Training Services
- h. Minor and Specialized Aircraft Maintenance and Repair
- i. Aircraft Management Services
- j. Other Aeronautical Services
- k. Non-Commercial Activity – Flying Club

SECTION 2

APPLICATION PROCEDURES

1. An application to perform aeronautical services at the Airport must be made in accordance with these Minimum Standards. The application must be signed by an authorized person and include the name, address and telephone number of the applicant and the following information:
 - a. For all applicants - the name, address and telephone number of each person with a controlling interest in the applicant.
 - b. For a corporation - the name, address and telephone number of the corporation's officers and directors.
 - c. For a partnership or joint venture - the name, address and telephone number of each partner or member of the venture.
 - d. Whether any officer, director, partner or person with a controlling interest in the applicant is also an officer, director, partner or person holding a controlling interest in any other commercial aeronautical service Operator at the Airport.

2. The application, together with all required supporting documentation, shall be submitted to:

Syracuse Regional Airport Authority
Office of the Executive Director
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212

3. An applicant shall furnish the following supporting documents as evidence of its organizational and financial capability to provide the proposed aeronautical services:

- a. Business Plan - a written proposal detailing the nature of the proposed aeronautical service to be provided, the applicant's space and facility requirements, and the proposed location on the Airport. This plan should show specifically how the applicant will meet the Minimum Standards for the proposed activity.
 - b. Financial Statement - a current financial statement (for a corporation or for all principals of a partnership or joint venture) prepared in accordance with generally accepted accounting principles by a certified public accountant.
 - c. Credit Report - a current credit report (for a corporation or for all partners/members of a partnership or joint venture) covering all business activities in which the applicant has participated within the past ten years.
 - d. Personnel - a list, with resumes, of key personnel to be assigned to the Airport along with a description of their duties and responsibilities.
 - e. Licenses and permits - copies of all licenses, certifications and permits possessed by the applicant or its key employees to be based at the Airport that are required to perform the proposed services.
 - f. Evidence of insurance that meets the applicable requirements as set forth in Section 3 of these Minimum Standards.
 - g. Where applicable, a copy of any written agreement between the applicant and an Air Carrier currently serving the Airport, together with a written statement from such Air Carrier to the Authority that the applicant meets the Air Carrier's standards for the services to be provided to such Air Carrier.
 - h. Such other information as the Executive Director may from time to time require.
4. The Executive Director may deny any application to provide aeronautical services at the Airport if, in his or her sole discretion, the Executive Director determines that:
- a. the applicant does not meet any applicable provisions of these Minimum Standards;
 - b. the applicant has supplied the Authority, or any other person, with false or misleading information or has failed to make full disclosure in its application or in its supporting documents;
 - c. there is no appropriate, adequate or available space on the Airport to accommodate the applicant at the time of application;

- d. the proposed activity would conflict with the Airport's approved Airport Layout Plan or create a safety hazard;
- e. the proposed activity would require the Authority to spend funds or to supply materials or manpower that the Authority would prefer not to spend or supply;
- f. the proposed activity would require existing Operators without their consent to reduce the amount of Airport property they use to provide aeronautical services, result in congestion anywhere within the Airport or interfere with the orderly activities of existing Operators;
- g. the proposed service activities could be detrimental to the Airport;
- h. the applicant has violated any of these Minimum Standards or any other regulations of the Authority, the standards or regulations of any other airport, or any other statutes, regulations, ordinances, laws or orders applicable to the Airport or any other airport;
- i. the applicant is currently in default, or has been in default in the past, in the performance of any lease or other agreement with the Authority;
- j. the applicant's financial statement or credit report contains information that creates doubt as to the applicant's abilities to provide the proposed services or meet its obligations to the Authority;
- k. the applicant does not have or cannot demonstrate access to the operating capital necessary to conduct the proposed operation;
- l. the applicant is unable to obtain sufficient insurance, financial sureties or guarantors to protect the interests of the Authority or other appropriate governmental entities;
- m. the applicant has been convicted of any felony (or with respect to any applicant that is a corporation or other legal entity, any officers, directors, managers, partners or members have been convicted of a felony);
- n. the applicant's proposal is not in the best interest of the health, safety, welfare or convenience of the traveling public;
- o. the applicant is unable to qualify for unescorted access to Airport Security Areas as required by 49 CFR Pts. 1542.209 and 1544.229 (including criminal history records checks); or

- p. approval of the proposed activity would be inconsistent with the Authority's obligations under assurances contained in its grant agreements with the FAA.
5. Upon the written request of a Signatory Airline, the Executive Director, or his or her designated representative, may, in his or her sole discretion, permit an Operator to provide commercial aeronautical services to the Signatory Airline on a temporary basis before the Operator's application required by this Section 2 has been submitted to and approved by the Executive Director if (a) the Signatory Airline certifies to the Executive Director in writing that there is an exigent need for the Operator's services; (b) the Operator submits an application in accordance with these Minimum Standards within seven (7) days of the Signatory Airline's request; and (c) the Signatory Airline provides (or has provided through another contract or lease with the Authority) indemnification to the Authority for any loss or damage caused by the Operator at the Airport. Temporary approval for an Operator to provide services to a Signatory Airline before an Operator's application has been submitted to and approved by the Executive Director shall not extend for more than thirty (30) days.

SECTION 3

GENERAL REQUIREMENTS

These Minimum Standards establish certain requirements to be met by every Operator providing aeronautical services at the Airport. Such Operators must, in addition to complying with all applicable Minimum Standards, comply with all other applicable laws, regulations, ordinances, rules, building codes, or other provisions, including contracts, relating to their operations at the Airport.

In addition to the Minimum Standards applicable to each specific category of commercial service operation set forth below, every Operator providing aeronautical services at the Airport must meet the following general requirements.

1. **Property/Facilities.** Unless exempted from this requirement by the Executive Director in his or her sole discretion, each Operator must either lease the property or facilities required for the services it renders directly from the Authority, sublease such property or facilities at the Airport from another Airport tenant, subject to approval by the Executive Director of such sublease in accordance with the provisions of any applicable lease, or use the property or facilities of another Airport tenant that is a direct corporate affiliate of the Operator.
2. **Hangars and Other Buildings.** If required by these Minimum Standards, the Operator shall lease or construct a hangar for aircraft storage and shall lease or construct sufficient buildings to support its activities at the Airport.

3. Aircraft Parking Apron. If required by these Minimum Standards, the Operator shall lease or construct sufficient paved aircraft parking apron within its leasehold premises to meet the requirements of its aeronautical activity and shall provide any paved taxiways necessary for access to the Airport's taxiway system.
4. Snow Removal. The Operator shall be responsible for the prompt and thorough removal of snow and ice from all areas leased or under the exclusive control of the Operator to areas at the Airport designated by the Authority for the placement of snow and ice.
5. Equipment.
 - a. The Operator must demonstrate that it owns, leases or otherwise has sufficient access to all equipment required to provide the applicable aeronautical services promptly on demand without causing any flight delays or other operational impacts on aircraft at the Airport. All equipment must be maintained in good operating condition and good appearance and must be in compliance with all applicable safety standards and regulations. The equipment must be painted in a uniform manner with the company name and logo prominently displayed.
 - b. A Specialized Aviation Services Operator applicant shall submit a letter obtained from each Air Carrier the Operator will be contracted to, specifying the equipment to be furnished and including a statement from the Air Carrier that the Air Carrier concurs that the specified equipment is satisfactory.
 - c. All vehicles driven on Airport property must have any required permits and registrations, including permits for operation in the AOA, and must be operated by persons with appropriate licenses or permits.
 - d. All Operator-owned (or leased) vehicles being driven on Airport property shall be clearly designated with the name of the Operator on the vehicle.
6. Personnel and Training.
 - a. All non-management personnel in the AOA shall be suitably uniformed, with the name of the Operator prominently displayed. All personnel in the AOA shall display security badges at all times as required by Airport Security.
 - b. An adequate number of qualified and, where applicable, licensed employees shall be on duty at all times to provide services consistent with these Standards.

- c. At least one qualified supervisor shall be on duty when any aeronautical services are being performed by any Operator.
- d. Each Operator shall establish a written training program to ensure that all employees are thoroughly trained and qualified to perform the tasks to which they are assigned. The training program shall contain detailed instruction in proper operating procedures for each job classification. Upon request, the Operator shall submit a copy of its written training program to the Authority.
- e. All personnel who will operate a vehicle on the AOA must successfully complete the Authority's initial training course on driving on the AOA and any refresher training that may be required by the Authority.
- f. Each Operator shall provide to the Airport Security Office a list of company officials and 24 hour contact information. This list shall include:
 - i. The Operator's local representative with administrative, operational and fiscal authority over the aircraft/facility involved.
 - ii. The Operator's corporate representative with administrative, operational and fiscal authority over the aircraft/facility involved.
 - iii. The Operator's public affairs spokesperson.
 - iv. The designated internal control area (e.g., ops center) within the Operator's facility for coordination and communications to the Airport Emergency Operations Center.
 - v. The Operator's point of contact for emergency/security incidents.

7. Insurance Requirements.

- a. Prior to commencement of service, all Operators shall procure and maintain continuously in effect throughout the term of their activities upon the Airport, at the Operator's sole expense, insurance of the types and in at least such minimum amounts as are set forth in **Appendix "B"** to these Minimum Standards, which may be revised from time to time by the Authority, through the Executive Director.
- b. In his or her sole discretion, the Executive Director may waive, reduce or otherwise modify any of the insurance requirements set forth in these Minimum Standards including, but not limited to, reducing required policy limits, waiving certain coverage requirements or authorizing larger self-insured retentions.

8. Airport Security. All Operators shall comply with all applicable security requirements adopted by the Authority, the FAA, or the Transportation Security Administration for the Airport, and shall comply with the directives of any law enforcement officer or other security personnel implementing these

requirements. The Authority reserves the right in its sole discretion at any time to impose additional security requirements, applicable to all similarly-situated Operators.

9. Subcontracting. A SASO may not subcontract any of the services it is authorized to provide.
10. Subleasing. An Operator can meet its obligation to lease if it has a sublease that has been approved by the Executive Director.
11. Combination of Space Requirements. In his or her sole discretion, to reduce the overall amount of space required, the Executive Director may adjust or combine the minimum space requirements set forth for each type of aeronautical service if more than one type of service will be provided by a SASO from the same premises.
12. Required Fees and Payments. The fees and payments to be made to the Authority by each Operator will be set forth in the Operator's Lease or Non-Exclusive License and shall be reasonable and not unjustly discriminatory.

SECTION 4

FIXED BASE OPERATOR

This section sets forth the minimum standards for a Fixed Base Operator at the Airport.

A. STATEMENT OF CONCEPT

An FBO provides a wide range of aeronautical services to the public. An FBO must provide all of the following products and services at its premises at the Airport:

1. Storage of aviation fuel and other petroleum products.
2. Aircraft and engine maintenance and repair service directed towards the general aviation, executive general aviation, corporate, commercial aviation and governmental market.
3. Tie-down services.
4. Shuttle service for passengers of chartered, private and executive aircraft.
5. Arrange car rental, luxury car services or taxi-cab services for customers.
6. Arrange catering services for customers.
7. Marshalling and parking of aircraft.

8. De-icing and wet-washing of aircraft at locations designated by the Authority from time to time.
9. Maintenance of the Airport Landing Fee Log and other statistical data concerning the FBO's activities on the Airport.
10. Automotive maintenance for ground support equipment at the Airport.
11. Aviation maintenance and repair service with a full time licensed airframe and power plant mechanic at the Airport.
12. Gate service for aircraft such as, but not limited to, passenger ramp service baggage handling, and interior cleaning of aircraft.
13. Towing service for disabled aircraft. For larger aircraft (over 30,000 lbs) the FBO may arrange with other qualified contractors to provide this service.
14. Incidental cargo handling services, which shall include loading and unloading cargo carried incidental to a passenger flight, or carried on an aircraft primarily used to carry passengers, which cargo is not maintained on the airport premises for more than 24 hours and is transported directly to or from the airport from its point of origin or final destination.
15. Retail or contract deliveries of petroleum products into aircraft.
 - a. Aviation fuels (including both jet fuel and AvGas) and lubricating oils shall be stored and dispensed by an FBO in accordance with all local, state and federal laws, regulations, rules and other requirements, as same may be amended, regarding the sale and storage of such fuels and oils, including without limitation any rules, regulations or minimum standards that are established by the Authority.
 - b. Prior to commencement of the operations of dispensing and selling fuels, an FBO shall submit to the Authority, for review and comment, the FBO's Spill Prevention Control and Countermeasure Plan and Pollution Incident and Prevention Plan.
16. Retail sale of fuel and lubricants.
17. Collection of Landing Fees, Parking Fees, Terminal Use, Shared Use and Common Use Fees and International Facilities Use Fees from Airport Users on behalf of the Authority, provided that an FBO shall not be entitled to collect such fees from any Signatory Airline or from any Non-Signatory Airline from which the Authority, through the Executive Director, determines to collect such fees directly.
18. Other Services.
 - a. An FBO may provide other specialized aeronautical services on its premises subject to the approval of the Authority, through the Executive Director, including the sale of new or used aircraft; the sale or rental of all

types of consumer products normally related to the ownership or operation of aircraft; and any other services normally performed by similar FBOs at other airports in the United States. These requests will be reviewed and approved on a case-by-case basis. If the Authority has established a Minimum Standard for the requested activity then the FBO must meet the requirements of the applicable Minimum Standard in order for approval to be granted.

- b. An FBO may provide other specialized aeronautical services to Air Carriers at the terminal gates and cargo areas subject to the approval of the Authority, through the Executive Director, and provided the FBO meets the requirements of the applicable Minimum Standards for each such activity.
 - c. FBOs may be given the option of providing “into-plane” or contract fueling elsewhere within the Airport and may provide contract fueling services to Air Carriers at the terminal gates provided the FBO meets the requirements of Section 5 of these Minimum Standards, SASO - Air Carrier Fueling.
19. Subcontracting. An FBO shall not subcontract any fueling services or other services that it is authorized or required to provide without the prior written approval of the Executive Director. Subcontracting of services shall not relieve FBO of any of its obligations or liabilities under these Minimum Standards or its Lease or Operating Agreement with the Authority.
20. Prohibited Activities. Each FBO is expressly prohibited from engaging in any of the following activities:
- a. Provision of terminal facilities for passenger operations, other than those covered by Federal Aviation Regulations 14 CFR Parts 91 and 135 or charter operations covered by Federal Aviation Regulations 14 CFR Part 121.
 - b. Operation of a restaurant, coffee shop, or cafeteria.
 - c. Sale or dispensing of alcoholic beverages.
 - d. Sale of non-aviation products excepting products branded with the name/logo of the FBO and sold primarily for promotional purposes.
 - e. Air shows, meets, displays or other public gatherings without approval of the Executive Director or his or her designee.
 - f. Any service prohibited by law or not related to aviation.
 - g. Advertising of any kind of aeronautical services unrelated to services the FBO is permitted to provide at the Airport.

- h. Storage of Hazardous Materials, liquid industrial waste or any other regulated waste that does not fully comply with all applicable environmental laws.
- i. Constructing or operating a fuel farm without the express written approval of the Executive Director.
- j. Heavy maintenance on an aircraft on a parking apron or any other area not designated by the Executive Director or leased for aircraft maintenance. This does not apply to routine line maintenance of aircraft.
- k. Parking, storing, or allowing the parking or storage of any vehicles on the Premises that are not used in the daily operation of the general aviation business permitted to be conducted on the Premises.
- l. Entering into any contractual arrangement with any rental car company except an authorized on-airport concessionaire rental car company. Limousine and taxi concessionaires authorized by the Authority shall be allowed free ingress to and egress from the Premises to serve the public, and an FBO shall not operate any competing service.

B. MINIMUM STANDARDS

1. Experience. An Operator proposing to operate as an FBO shall have a minimum of 5 years experience as an FBO, including the fueling of aircraft. If the Operator proposes to service Air Carrier aircraft at the Airport, the Operator must be conducting at least one other fueling operation at a medium or large hub airport at the time of its application to the Authority.
2. Land. Each FBO must lease enough land 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 FBO. The minimum area required is not less than four contiguous acres or 174,240 square feet.
3. Hangars and Other Buildings.
 - a. Each FBO must lease or construct a hangar to provide a minimum of 25,000 square feet for aircraft storage with door openings of least 100 feet in width and 25 feet in height.
 - b. In addition to the hangar, each FBO must lease or construct facilities to provide 4,000 additional square feet of lounge (for crew and passengers), offices, flight planning facilities, pilot waiting areas, and public restrooms.
 - c. Each FBO must lease or construct an additional 2,000 square feet of shop and spare parts storage to support its Aircraft Maintenance Services..

4. Aircraft Parking. Each FBO must provide paved aircraft parking of a minimum of 48,000 square feet.
5. Automobile Parking. Each FBO must provide a minimum of 20 paved private automobile parking spaces excluding employee parking.
6. Fuel Storage Facilities.
 - a. Each FBO shall establish its own fuel farm with the advance approval of the Executive Director in writing. The following requirements will apply:
 - i. The FBO shall lease sufficient land, as determined by the Executive Director, for installation of above-ground fuel storage tanks to be constructed and operated on the FBO's leased premises in compliance with all applicable environmental requirements.
 - ii. Total storage capacity shall consist of at least two (2) 10,000 gallon storage tanks for jet fuel and one (1) 10,000 gallon storage tank for aviation gasoline to assure adequate supplies of fuel at all times.
 - iii. The fuel storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel spill containment and countermeasures control plan, and shall be improved and upgraded as necessary to meet all current EPA requirements for spill prevention, containment and mitigation as they may be revised from time to time.
 - iv. The FBO shall be required to undertake at its own expense any environmental testing of its fuel facilities which the Authority may reasonably request from time to time, on or off the Airport, and to take any remedial actions determined to be necessary or appropriate as a result of such testing.
 - b. The requirements of section (a) may be satisfied by leasing equivalent capacity from another FBO which is licensed to operate a fuel farm at the airport.
 - c. The right is reserved to the Executive Director to disapprove installation of a new FBO fuel farm if the facility would have an adverse effect on safety or otherwise in the judgment of the Executive Director not be in the interest of a safe and efficient airport operation.
7. Mobile Dispensing Equipment.

- a. Each FBO shall provide at least two (2) metered filter-equipped mobile dispensing trucks for dispensing AvGas and jet fuel, with separate dispensing pumps and meters required for each type of fuel.
 - b. At least one (1) of the mobile dispensing trucks must be used for jet fuel and have a minimum capacity of at least 3,000 gallons.
 - c. At least one (1) of the mobile dispensing truck shall be for AvGas with a capacity of at least 750 gallons.
 - d. All dispensers must have bottom-refilling capabilities and turbine fuel dispensers must have single point refueling capabilities.
 - e. All dispensers shall meet all applicable safety requirements, with reliable metering devices subject to independent inspection.
 - f. All equipment shall be maintained and operated in accordance with Federal, State and industry requirements, including ATA 103, NFPA 407 and OSHA guidelines.
8. Aircraft Service Equipment. Each FBO shall procure and maintain tools, jacks, tugs, towing equipment, tire repairing equipment, ground power units, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies, fire extinguishers, mobile passenger stairs, chocks, ropes, tie-down supplies, crew and passenger courtesy transportation vehicles, and any other equipment appropriate and necessary for the servicing of all aircraft types normally expected to use the FBO facilities.
9. Hours of Operation. Each FBO shall provide aircraft fueling and line services twenty-four (24) hours daily, every day, including holidays, either by being open for business or on-call, unless mutually agreed upon in writing by the Executive Director and the FBO. Each FBO shall be open from 6:00 a.m. until 10:00 p.m. every day, seven days a week.
10. Personnel and Training. In addition to the general personnel and training requirements in Section 3 of these Minimum Standards:
- a. Full-Time Manager: All activities of the FBO shall be conducted under the guidance and supervision of a full-time FBO Manager. Such person must be an outstanding, highly qualified and experienced FBO Manager vested with full power and authority to direct and conduct the FBO operation. The FBO Manager must be approved in advance by the Authority, which approval may be denied for any reason. Such FBO Manager shall be assigned to the Airport and shall be available during normal business hours.

- b. Line Service: At least two (2) fully trained and qualified fuel service personnel shall be on duty at all times while the facility is conducting fueling operations. One must be a responsible and qualified supervisor trained in accordance with 14 CFR §§ 139.321(b)(6) and (e)(1).
 - c. Maintenance: At least one (1) FAA-licensed aircraft mechanic shall promptly be available upon request. The FBO can meet this requirement by contracting with a Specialized Aeronautical Service Operator authorized to conduct Aircraft Maintenance at the Airport.
 - d. All fuel and line service personnel shall be suitably uniformed with the name of the FBO prominently displayed.
 - e. There shall be at least one person on duty at least from 6:00 a.m. until 10:00 p.m. every day, seven days a week to act as supervisor, customer service representative, ramp attendant, landing/parking fee collector and dispatcher for General Aviation activity, unless otherwise agreed in writing by the Authority.
 - f. All fuel service personnel shall have successfully completed an approved line technician safety course. A National Aviation Transportation Association (NATA) course or equivalent is acceptable.
 - g. Supervisors and all other personnel dispensing fuel must have received initial and required recurrent training in accordance with 14 CFR § 139.321. Training records for all personnel providing fueling services must be maintained on file at the Airport and be available for inspection by the Authority.
11. Insurance Requirements. Each FBO shall provide evidence of insurance coverage in the types and with the limits specified by Section 3 of these Minimum Standards and its Lease with the Authority.
12. Airport Security. Each FBO shall comply with all security requirements specified by Section 3 or otherwise applicable as a matter of law.
13. Required Fees and Payments.

Lease: The FBO shall enter into a lease agreement providing for the payment of rent for leased space and facilities.

Fuel Flowage: In addition to the rent to be paid under its lease with the Authority, the FBO shall pay the Authority any fuel flowage fees or other fees that are specified in its lease.

SECTION 5

SPECIALIZED AERONAUTICAL SERVICES OPERATOR - AIR CARRIER FUELING

A. STATEMENT OF CONCEPT

An Air Carrier Fueler is an Operator acting as the “Into-Plane Agent” of Signatory Airlines at passenger and air cargo terminal facilities. An Air Carrier Fueler provides the following services:

- a. The into-plane delivery and quality control of contract aviation fuel of all grades ordinarily used and required by Signatory Airlines serving the Airport; and,
- b. The delivery of aviation oils and lubricants of all types and grades ordinarily required by Signatory Airlines utilizing the Airport.

An Air Carrier Fueler is prohibited from selling aircraft fuel to all airport users, including Non-Signatory Carriers, charter carriers, and transient and locally based non-commercial aircraft, as such functions are reserved solely to FBOs as set forth in Section 4, Fixed Base Operator.

B. MINIMUM STANDARDS

1. Experience. Except as may otherwise be approved by the Executive Director in his or her sole discretion based on the prior experience of the Operator’s personnel, an Operator proposing to engage in Air Carrier fueling shall have a minimum of 5 years experience fueling Air Carrier aircraft at either small, medium or large hub airports and, at the time of application, must be conducting at least one other fueling operation at a small, medium or large hub airport. A contracting Air Carrier may require additional experience as a condition of its contract with an Air Carrier Fueler.
2. Facilities.
 - a. An Operator performing Air Carrier fueling shall have executed an Operating Agreement with the lessee/operator of an approved fuel storage facility and shall maintain under its control at all times an amount of fuel equal to four-days supply for each of its contracting air carriers.
 - b. An Operator will be required to lease or sublease space at the Airport in support of its activities. The type and amount of required space will be dependent on the size of the operation. An example of the type of space required to be leased is: office area, operations and breakroom area. In addition, additional space away from the terminal area must be leased to park, store and maintain equipment when it is not being used.

3. Equipment. An Operator performing Air Carrier fueling shall maintain equipment in sufficient quantities and of sufficient types to service all aircraft handled by the Operator. This equipment shall include the following:
 - a. Metered filter-equipped mobile dispensing trucks for dispensing of turbine fuel, with each having a minimum capacity of at least 3,000 gallons, with bottom-refilling and single point refueling capabilities.
 - b. All equipment shall be maintained and operated in accordance with OSHA and local and State industrial codes.
 - c. A dedicated fuel spill team consisting of a minimum of two properly trained individuals with a sufficient supply of absorbent materials and the vehicular means to transport this material for the immediate containment and subsequent clean up of a fuel spill and proper disposal of any hazardous waste created by any fuel spill. The training requirements, methods of disposal and clean up are all subject to approval by the Authority through the Executive Director.
 - d. The Executive Director may, upon request, waive any of the requirements of this Section.
4. Hours of Operation. The Operator shall provide services in a timely manner during the hours specified in each of the Operator's Air Carrier contracts.
5. Personnel and Training. In addition to the general personnel and training requirements in Section 3 of these Minimum Standards:
 - a. The Operator shall have in its employ, and on duty during appropriate business hours, sufficient trained personnel to meet Air Carrier requirements.
 - b. The Operator shall have a duly appointed supervisor during business hours with the authority to represent and act for and on the behalf of the Operator.
 - c. All employees will be in uniform with the name of the company prominently displayed.
6. Insurance Requirements. Each Air Carrier Fueler shall provide evidence of insurance coverage in the types and with the limits specified by Section 3 of these Minimum Standards and its Lease with or Non-Exclusive License from the Authority.
7. Airport Security. Each Air Carrier Fueler shall comply with all security requirements specified by Section 3 or otherwise applicable as a matter of law.

8. Air Carrier Customer Agreements.
 - a. An Air Carrier Fueler may contract directly with and provide services to any Signatory Airlines at the Airport.
 - b. Each Air Carrier Fueler shall provide the Authority with a copy of every written agreement it has to provide fuel services to any Air Carrier at the Airport.
 - c. Each Air Carrier Fueler shall within five (5) working days advise the Authority in writing of any changes in any of its agreements with any Air Carrier at the Airport.

9. Required Fees and Payments.
 - a. An Air Carrier Fueler may be required to pay a privilege fee to the Authority for the right to dispense fuel at the terminal gates.
 - b. The Authority shall waive or reduce such privilege fee if required to do so by the terms of the then current Airport Use and Lease Agreement with Signatory Airlines at the Airport.
 - c. Other required fees and payments will be specified in the Air Carrier Fueler's Lease, if any, with the Authority or its Non-Exclusive License.

SECTION 6

SPECIALIZED AERONAUTICAL SERVICES OPERATOR – AIR CARRIER LINE MAINTENANCE

A. STATEMENT OF CONCEPT

An Aircraft Line Maintenance Operator provides routine and non-routine line maintenance for aircraft in accordance with an Air Carrier's instructions and procedures. These Operators are mobile and often provide their services from a truck or step van that serves as a mobile workshop.

B. MINIMUM STANDARDS

1. Facilities. Actual facilities required will depend on services rendered to Air Carriers and the availability of space at the Airport. Equipment parking needs will likewise be handled individually. However, due to limited space for equipment and vehicles parked on the AOA, all vehicles are to be removed from the AOA between service calls.

2. Equipment.

- a. The Operator shall have all tools and equipment required to perform services described in the Operator's agreement with each Air Carrier, unless they are to be provided by the Air Carrier.
 - b. The Operator will provide to the Authority written certifications from each of its Air Carrier customers that the Operator is qualified, equipped and properly trained to perform the agreed-upon services.
3. Hours of Operation. The Operator shall provide services in a timely manner during hours specified by each Air Carrier contracting for the services.
4. Personnel and Training. In addition to the general personnel and training requirements in Section 3 of these Minimum Standards:
 - a. The Operator shall have in its employ, and on duty during appropriate business hours, sufficient trained personnel to meet the requirements of its Air Carrier customers.
 - b. The Operator shall have a duly appointed supervisor during business hours with the authority to represent and act for and on the behalf of the Operator.
 - c. All employees will be in uniform with the name of the Operator prominently displayed.
5. Insurance Requirements. Each Specialized Aeronautical Service Operator shall provide evidence of insurance coverage in the types and with the limits specified by Section 3 of these Minimum Standards and its Lease with or Non-Exclusive License from the Authority.
6. Airport Security. Each Specialized Aeronautical Service Operator shall comply with all security requirements specified by Section 3 or otherwise applicable as a matter of law.
7. Air Carrier Customer Agreements.
 - a. The Operator may contract directly with and provide line maintenance services to any Signatory Airline at the Airport.
 - b. Each Operator shall provide the Authority with a copy of every written agreement it has to provide line maintenance services to any Air Carrier at the Airport.
 - c. Each Operator shall within five (5) working days advise the Authority in writing of any changes in any of its agreements with any Air Carrier at the Airport.

8. Required Fees and Payments.

- a. The Operator may be required to pay a privilege fee to the Authority for the right to conduct an aeronautical business on the Airport.
- b. The Authority shall waive or reduce such privilege fee if required to do so by the terms of the then current Airport Use and Lease Agreement with Signatory Airlines at the Airport.
- c. Other required fees and payments will be specified in the Operator's Lease with or Non-Exclusive License from the Authority.

SECTION 7

**SPECIALIZED AERONAUTICAL SERVICES OPERATOR –
AIRCRAFT REPAIR STATION**

A. STATEMENT OF CONCEPT

An Aircraft Repair Station Operator provides maintenance, repair, rebuilding, alteration or inspection of aircraft or any of their component parts. An Aircraft Repair Station must be certificated by the Federal Aviation Administration under FAR Part 145 to perform aircraft maintenance and shall provide only those maintenance and inspection services permitted by its FAA certification. An Aircraft Repair Station Operator may also sell aircraft parts and accessories on a non-exclusive basis.

B. MINIMUM STANDARDS

1. Land. The Operator shall lease enough land to provide space for all buildings and support facilities, including a hangar and aircraft apron; paved private auto parking; paved aircraft parking apron (if required); a paved taxiway connecting to the airport taxiway system (if needed); a paved pedestrian walkway; and all storage facilities associated with the service.
2. Hangars and Shops. The Operator shall lease or construct a hangar/shop facility of at least 28,000 (25,000 hanger, 3,000 shop) square feet to conduct its business.
3. Aircraft Apron. The Operator shall lease or construct at least 50,000 square feet of paved aircraft parking and storage area to support its activities, unless the Authority agrees in writing to a lesser leased area.

The requirements of subparagraphs 1 through 3 above may be satisfied by a sublease of space from an FBO.

4. Aircraft Service Equipment.
 - a. The Aircraft Repair Station Operator shall at all times maintain an adequate supply of all necessary parts, equipment and accessories with a minimum value of \$100,000.
 - b. If the Operator is involved with moving aircraft, the Operator shall have or lease at least one aircraft tug of sufficient power or braking weight to handle any Air Carrier aircraft that the Operator is permitted to service under the Operator's FAA certificate.
 - c. The Operator shall own, lease or otherwise have available all of the tools and equipment required under the Operator's FAA certificate.
5. Hours of Operation.
 - a. The Repair Station shall be open and have services available 8a-5p, weekdays.
 - b. The Operator shall provide for services during off-hours through an "on-call" system.
6. Personnel and Training. In addition to the general personnel and training requirements in Section 3 of these Minimum Standards:
 - a. The Operator shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet contract requirements and FAA regulations, in a safe and efficient manner, but never less than one (1) person currently certified by the FAA with ratings appropriate to the work being performed, and who holds an airframe, power plant or an aircraft inspector rating, plus one (1) additional person not necessarily rated.
 - b. During business hours, the Operator shall maintain a responsible person in charge to supervise its operations on the Airport who has authority to represent and act for and on behalf of the Operator.
 - c. All employees will be in uniform with the name of the Operator prominently displayed.
7. Insurance Requirements. Each Specialized Aeronautical Service Operator shall provide evidence of insurance coverage in the types and with the limits specified by Section 3 of these Minimum Standards and its Lease with or Non-Exclusive License from the Authority.

8. Airport Security. Each Specialized Aeronautical Service Operator shall comply with all security requirements specified by Section 3 or otherwise applicable as a matter of law.
9. Required Fees and Payments.
 - a. The Operator may be required to pay a privilege fee to the Authority for the right to conduct an aeronautical business on the Airport.
 - b. The Authority shall waive or reduce such privilege fee if required to do so by the terms of the then current Airport Use and Lease Agreement with Signatory Airlines at the Airport.
 - c. Other required fees and payments will be specified in the Operator's Lease with or Non-Exclusive License from the Authority.

SECTION 8

SPECIALIZED AERONAUTICAL SERVICES OPERATOR - AIR CARRIER PASSENGER/RAMP SERVICES

A. STATEMENT OF CONCEPT

A Ramp Services Operator may provide some or all of the following services to Air Carriers at terminal facilities. The actual services to be provided will vary from Air Carrier to Air Carrier. This list is merely illustrative and is not intended to be all-inclusive.

- Passenger ticketing and baggage check
- Passenger gate services
- Aircraft Marshalling
- Aircraft Parking
- Ramp to Flight Deck Communication
- Loading and Unloading of Passengers or Baggage
- Deicing of Aircraft
- Starting of Aircraft
- Moving of Aircraft
- Exterior Cleaning
- Interior Cleaning
- Lavatory Service
- Water Service
- Cooling and Heating
- Cabin Equipment and In-flight Entertainment Material
- Storage of Cabin Material
- Flight Operations and Crew Administration
- Baggage Handling

- Freight Handling

B. MINIMUM STANDARDS

1. Facilities.
 - a. The Operator shall lease space or otherwise obtain permission in writing from another Airport tenant to provide for storage of ramp equipment when it is not in use.
 - b. The Operator shall provide access to an area designated as a “Flight Planning Room” for crews of Air Carriers serviced by the Operator if required by the Air Carrier. This room shall be available 24 hours per day, seven days per week and shall include:
 - i. Area for weather service, flight planning and filing sufficient to meet the needs of the commercial flight crew, but not less than 75 square feet.
 - ii. Access to men and women’s rest rooms for the use of the commercial flight crew.
 - iii. Public telephones, SITA or comparable telex equipment and dedicated direct line or automatic dial FAA/FSS telephone.
 - iv. A crew lounge, if required by the Air Carrier
2. Equipment.
 - a. If required equipment is not provided by an Air Carrier, the Operator shall maintain equipment in sufficient quantities and type to provide the services desired by each Air Carrier customer to service all aircraft used by such Air Carrier at the Airport.
 - b. Tugs and other equipment used by the Operator on the AOA shall be of sufficient power and capacity to avoid undue delay of other aircraft and vehicle operations on the AOA.
3. Hours of Operation. The Operator shall have services available as required by each Air Carrier customer.
4. Personnel. In addition to the general personnel and training requirements in Section 3 of these Minimum Standards:
 - a. The Operator shall have one General Manager, with a minimum of five (5) years experience, on duty during regular business hours and assigned to the Airport 40 hours a week. At least one Supervisor, with a minimum of two (2) years experience, shall be on duty when a customer’s aircraft is on the ground.

- b. All personnel shall be properly uniformed with the Operator's name prominently displayed.
5. Insurance Requirements. Each Specialized Aeronautical Service Operator shall provide evidence of insurance coverage in the types and with the limits specified by Section 3 of these Minimum Standards and its Lease with or Non-Exclusive License from the Authority.
6. Airport Security. Each Specialized Aeronautical Service Operator shall comply with all security requirements specified by Section 3 or otherwise applicable as a matter of law.
7. Air Carrier Customer Agreements.
 - a. The Operator may contract directly with and provide ramp services to any Air Carrier at the Airport.
 - b. Each Operator shall provide the Authority with a copy of every written agreement it has to provide ramp services to any Air Carrier at the Airport.
 - c. Each Operator shall within five (5) working days advise the Authority in writing of any changes in any of its agreements with any Air Carrier at the Airport.
8. Required Fees and Payments.
 - a. The Operator may be required to pay a privilege fee to the Authority for the right to conduct an aeronautical business on the Airport.
 - b. The Authority shall waive or reduce such privilege fee if required to do so by the terms of the then current Airport Use and Lease Agreement with Signatory Airlines at the Airport.
 - c. Other required fees and payments will be specified in the Operator's Lease with or Non-Exclusive License from the Authority.

SECTION 9

SPECIALIZED AERONAUTICAL SERVICES OPERATOR - AIR CARGO SERVICES

A. STATEMENT OF CONCEPT

An Air Cargo Services Operator may provide either or both of the following types of air cargo services:

1. Air Cargo Handler. An Air Cargo Handler is engaged in the business of loading or unloading air cargo on or off an aircraft, excluding passenger baggage and over-the-counter items weighing less than 70 pounds and handled over the ticket counter in the passenger terminal. An owner or operator of an aircraft that uses its own employees to load or unload air cargo on or off such aircraft shall not be considered an Air Cargo Handler.
2. Cargo Warehouse Operator. A Cargo Warehouse Operator is engaged in the business of processing air cargo through a warehouse located on the Airport; exercises administrative control of air cargo; and performs the physical handling and control of such cargo on behalf of an Air Carrier, agent, customs house broker, consolidator, break bulk agent, handling agent, shipper or consignee or other party. The Cargo Warehouse Operator may also provide or arrange for the surface transportation of air cargo to and from an aircraft for a customer, but may not engage in the business of loading or unloading air cargo on or off an aircraft unless the Cargo Warehouse Operator meets the minimum standards for Air Cargo Handler to provide such service and has executed an Agreement with the Authority authorizing such service.
3. Air Cargo Transporter. An Air Cargo Transporter is engaged in the business of hauling air cargo to and from an aircraft, excluding passenger baggage, and over-the-counter items weighing less than 70 pounds and handled over the ticket counter in the passenger terminal.

B. MINIMUM STANDARDS

1. Facilities.
 - a. An Air Cargo Handler must lease or sublease adequate space and facilities at the Airport to store its equipment, to operate its business, and to accommodate its employee parking requirements. Minimum space requirements in order to service aircraft of the size described below are as follows:

| | | |
|------|--|-------------------|
| i. | Heavy (Over 200,000 lbs. MGLW) | 4,500 square feet |
| ii. | Extra Large (80,001 - 200,000 lbs. MGLW) | 3,700 square feet |
| iii. | Large (20,001 – 80,000 lbs. MGLW) | 3,000 square feet |
| iv. | Small/Medium (Up to 20,000 lbs. MGLW) | 2,000 square feet |
 - b. A Cargo Warehouse Operator must lease or sublease a minimum of 3,000 square feet of combined warehouse and office space at the Airport plus adequate space to store equipment to operate its business and to accommodate its employee parking requirements. An Operator in this category may satisfy these standards if it performs its services pursuant to a written agreement with a Signatory Airline under which the Operator has the right to use at least the minimum space required under these

standards to provide its services to a third party from the Signatory Airline's space. This agreement must be approved by the Authority.

2. Equipment.

a. The Air Cargo Handler must have the use of sufficient and appropriate equipment to serve the customer's aircraft. The following equipment list shall serve as a guideline:

1. One tug having a minimum 60,000 lb. draw bar pull or equivalent (125,000 lb. if providing service to wide-body aircraft).
2. One main deck 50,000 lb. capacity container/pallet loader.
3. One 30,000 lb. capacity container/pallet loader capable of upper and lower deck loading if providing service to wide-body aircraft.
4. 28 container/pallet dollies or equivalent equipment.
5. One belt loader.
6. One dual feed 400-hz ground power unit.
7. One dual hose air-start.
8. Non-motorized equipment, including but not limited to, aircraft tow bars, chocks, cones, mobile stairs and freight carts.

b. The Cargo Warehouse Operator must have the use of the following minimum equipment:

1. One floor scale certified by the State of New York in accordance with applicable legal requirements.
2. One forklift, having a minimum 15,000 lb. rating.
3. If surface transportation of cargo is provided between Operator's warehouse and aircraft, one tug, having a minimum 5,000 lb. draw bar pull or equivalent.

c. The Air Cargo Transporter must have sufficient and appropriate trucking equipment to efficiently move cargo between an aircraft and air cargo storage and handling facilities on or off the Airport.

3. Hours of Operation. Operators shall have services available as required by their customers.

4. Personnel and Training. In addition to the general personnel and training requirements in Section 3 of these Minimum Standards, Operators shall have trained and uniformed personnel sufficient to provide services desired by the customer.

5. Insurance Requirements. Each Operator shall provide evidence of insurance coverage in the types and with the limits specified by Section 3 of these Minimum Standards and its Lease with or Non-Exclusive License from the Authority.

6. Airport Security. Each Operator shall comply with all security requirements specified by Section 3 or otherwise applicable as a matter of law.
7. Air Carrier Customer Agreements.
 - a. The Operator may contract directly with and provide air cargo services to any Air Carrier at the Airport.
 - b. Each Operator shall provide the Authority with a copy of every written agreement it has to provide air cargo services to any Air Carrier at the Airport.
 - c. Each Operator shall within five (5) working days advise the Authority in writing of any changes in any of its agreements with any Air Carrier at the Airport.
8. Required Fees and Payments.
 - a. The Operator may be required to pay a privilege fee to the Authority for the right to conduct an aeronautical business on the Airport.
 - b. The Authority shall waive or reduce such privilege fee if required to do so by the terms of the then current Airport Use and Lease Agreement with Signatory Airlines at the Airport.
 - c. Other required fees and payments will be specified in the Operator's Lease with or Non-Exclusive License from the Authority.

SECTION 10

SPECIALIZED AERONAUTICAL SERVICES OPERATOR: AIRCRAFT CHARTER AND AIR TAXI

A. STATEMENT OF CONCEPT

An Aircraft Charter or Air Taxi Operator is a person, firm or corporation engaged in the business of providing commercial air transportation of passengers or property to the general public for hire under FAR Part 135, either on a charter basis (Commercial Operation) or as an air taxi operator (using aircraft with fewer than 60 passenger seats). This service is offered on a non-scheduled, on-demand basis.

B. MINIMUM STANDARDS

1. Facilities. The Operator shall lease from the Authority (or sublease from an FBO or other commercial aeronautical operator with the approval of the Authority) an

area of sufficient size, shape, and location as mutually agreed upon to provide at least 2,000 square feet of floor space for office, restrooms, customer lounge, and telephone facilities for customer use. All office/lounge space shall be properly heated and lighted. The Operator shall provide sufficient automobile parking space to accommodate employees and customers parking with no on-street parking. Paved walkways with all points of access conforming to the criteria specified in the Americans with Disabilities Act (ADA) as required by the act will be provided by the Operator. Adequate hard surfaced aircraft ramp must be provided within the leased area, sufficient to accommodate the Operator's activities, operations, and adequate tie-down facilities. If the Operator utilizes existing facilities, which may not meet the minimum sizes outlined in this section, the minimum square footage requirements may be determined by the availability of facilities and through written agreement with the Authority.

2. The Operator shall provide for charter one or more multi-engine aircraft, and may provide one or more single-engine aircraft. All aircraft must be equipped for and capable of use under instrument conditions, and either owned by or under written lease to Operator. All aircraft must meet the requirements of the FAA and the FAR Part 135 certificate held by the Operator.
3. The Operator shall have in its employ trained personnel in such numbers as are required to meet the minimum standards set forth in this category, but never less than two FAA currently certificated commercial pilots appropriately rated to conduct the flight activity offered by Operator. The Operator shall have available sufficient qualified personnel for checking in passengers, handling of luggage, ticketing and for furnishing or arranging for suitable ground transportation.
4. Insurance Requirements. Each Air Charter Operator shall provide evidence of insurance coverage in the types and with the limits specified by Section 3 of these Minimum Standards and its Lease with or Non-Exclusive License from the Authority.
5. Airport Security. Each Air Charter Operator shall comply with all security requirements specified by Section 3 or otherwise applicable as a matter of law.
6. Required Fees and Payments.
 - a. The Operator may be required to pay a privilege fee to the Authority for the right to conduct an aeronautical business on the Airport.
 - b. Other required fees and payments will be specified in the Operator's Lease with or Non-Exclusive License from the Authority.

SECTION 11

SPECIALIZED AERONAUTICAL SERVICES OPERATOR: FLIGHT TRAINING

A. STATEMENT OF CONCEPT

A Flight Training Operator may provide instruction to pilots in dual and solo flight training, in fixed wing or rotary wing aircraft, and any related ground school instruction as is necessary for preparation to taking an FAA written examination and flight check ride for various category or categories of pilot's licenses and ratings.

B. MINIMUM STANDARDS

1. Facilities. The Operator shall lease from the Authority (or sublease from an FBO or other Operator with the approval of the Authority) an area of sufficient size, shape, and location to provide sufficient area to accommodate the Operator's activities and operations including at least 500 square feet of floor space for training activities. The Operator shall provide at a minimum:
 - a. An office, classroom, and briefing room space as required by 14 CFR Part 141 (with adequate mockups, pictures, slides, filmstrips, and other visual aids) to support flight-training activities.
 - b. Sufficient automobile parking space to accommodate employees and customers parking with no on-street parking.
 - c. Paved walkways with all points of access conforming to the criteria specified in the Americans with Disabilities Act (ADA) as required by the act will be provided by the Operator.
 - d. Adequate hard surfaced aircraft ramp must be provided within the leased area, sufficient to accommodate the Operator's activities, operations, and adequate tie-down facilities.
 - e. A State of New York Department of Transportation – Aeronautics Flight School License.
2. Equipment. The Operator shall have available for use in flight training, either owned or under written lease to the Operator, a sufficient number of aircraft properly certificated to handle the proposed scope of its student operation, but not less than one (1) properly certificated aircraft which must be equipped for and capable of use in instrument flight instruction. The Authority reserves the right to require one (1) twin-engine aircraft in addition to the above if it feels this is necessary to ensure full training availability at the Airport.

3. Personnel. The Operator shall have on duty, on a full time basis, at least one (1) flight instructor who is currently certificated by the FAA to provide the type of flight training offered; and shall have available for call, on a part- time basis, at least one (1) flight instructor who is currently certificated by the FAA to provide the type of flight training offered; and shall provide a currently certificated ground school instructor available as needed. The Operator shall have its premises open and services available in day and night hours as necessary to meet demand for training, and shall have an employee in the facility at all times that flight or ground training is being conducted.
4. Maintenance of aircraft. The Operator may engage in the maintenance of only those aircraft either owned or under written long-term lease.
5. Insurance Requirements. Each Flight Training Operator shall provide evidence of insurance coverage in the types and with the limits specified by Section 3 of these Minimum Standards and its Lease with or Non-Exclusive License from the Authority.
6. Airport Security. Each Flight Training Operator shall comply with all security requirements specified by Section 3 or otherwise applicable as a matter of law.
7. Required Fees and Payments.
 - a. The Operator may be required to pay a privilege fee to the Authority for the right to conduct an aeronautical business on the Airport.
 - b. Other required fees and payments will be specified in the Operator's Lease with or Non-Exclusive License from the Authority.

SECTION 12

SPECIALIZED AERONAUTICAL SERVICES OPERATOR: MINOR AND SPECIALIZED AIRCRAFT MAINTENANCE AND REPAIR

A. STATEMENT OF CONCEPT

A Minor and Specialized Maintenance and Repair Operator may provide either or both of the following types of maintenance and repair services:

1. A Minor Maintenance and Repair Operator may provide aircraft airframe and engine inspection, maintenance and repair on general aviation aircraft that is not required to be performed by a Repair Station certificated under 14 CFR Part 145. Services may include minor aircraft airframe and engine inspection, maintenance and repair, and sale of incidental parts and accessories.
2. A Specialized Minor Aircraft Maintenance and Repair Operator may provide maintenance and repair of aircraft radios, propellers, instruments, and accessories for general aviation aircraft. This category shall include the sale of

new and/or used aircraft radios, propellers, instruments, and accessories on a non-exclusive basis.

B. MINIMUM STANDARDS

1. **Facilities.** The Operator shall lease or sublease adequate space and facilities at the Airport to store its equipment and operate its business, including sufficient work space for any aircraft upon which airframe or engine repairs are being performed. The Executive Director may waive this requirement if the Operator's business activities can be performed wholly within the premises leased by the operator of an aircraft for which the Operator is performing inspection, maintenance and repair services.
2. **Equipment.** The Operator shall provide sufficient equipment, supplies and parts to provide minor repairs, inspections and preventative Maintenance as defined in FAA regulations at 14 CFR Part 43, including machine tools, jacks, lifts and testing equipment.
3. **Personnel.** At all times the Operator is providing services on the Airport, the Operator shall have on duty at least one person who is an employee of the Operator and is currently certificated by the FAA, with ratings appropriate to the work being performed, and who holds an airframe and power plant (A&P) certificate and an aircraft inspection authorization.
4. **Insurance Requirements.** Each Specialized Aeronautical Service Operator shall provide evidence of insurance coverage in the types and with the limits specified by Section 3 of these Minimum Standards and its Lease with or Non-Exclusive License from the Authority.
5. **Airport Security.** Each Specialized Aeronautical Service Operator shall comply with all security requirements specified by Section 3 or otherwise applicable as a matter of law.
6. **Required Fees and Payments.**
 - a. The Operator may be required to pay a privilege fee to the Authority for the right to conduct an aeronautical business on the Airport.
 - b. Other required fees and payments will be specified in the Operator's Lease with or Non-Exclusive License from the Authority.

SECTION 13

SPECIALIZED AERONAUTICAL SERVICES OPERATOR: AIRCRAFT MANAGEMENT SERVICES

A. STATEMENT OF CONCEPT

An Aircraft Management Services Operator may provide management of specific aircraft for the aircraft owners, including the maintenance, repair, storage, charter and renting of the managed aircraft, under a long-term contract. Management contracts must be in writing and must identify each managed aircraft by registration number, type and model, and must be for a term of at least six months. Contracts must be bona fide, exclusive and comprehensive, covering all aspects of aircraft operation including, without limitation, fees and charges, insurance, inspection, maintenance and repair during the term of the contract. Management contracts may be “wet” or “dry,” and with or without crew.

B. MINIMUM STANDARDS

1. Facilities. The Operator shall lease or sublease adequate space and facilities at the Airport to store park or hangar managed aircraft, to store equipment, to operate its business, and to accommodate its employee parking requirements. Leased or subleased space must include sufficient work space for any aircraft upon which maintenance or repairs are being performed by the Operator.
2. Equipment. The Operator must have the use of sufficient and appropriate equipment to serve the types of aircraft being managed. The Operator must have computer hardware and accounting software adequate to provide comprehensive records of all revenues and expenses of aircraft management as well as required aircraft maintenance.
3. Hours of Operation. Operators shall have services available as required by their customers.
4. Personnel and Training. In addition to the general personnel and training requirements in Section 3 of these Minimum Standards, Operators shall have trained and uniformed personnel sufficient to provide services desired by contract customers.
5. Insurance Requirements. Each Operator shall provide evidence of insurance coverage in the types and with the limits specified by Section 3 of these Minimum Standards and its Lease with or Non-Exclusive License from the Authority.
6. Airport Security. Each Operator shall comply with all security requirements specified by Section 3 or otherwise applicable as a matter of law.

7. Required Fees and Payments.
 - a. The Operator may be required to pay a privilege fee to the Authority for the right to conduct an aeronautical business on the Airport.
 - b. Other required fees and payments will be specified in the Operator's Lease with or Non-Exclusive License from the Authority.

SECTION 14

SPECIALIZED AERONAUTICAL SERVICE OPERATOR – OTHER AERONAUTICAL SERVICES

A. STATEMENT OF CONCEPT

There may be other types of aeronautical services provided or to be provided at the Airport that are not covered by the Minimum Standards set forth above and they may not warrant the establishment of specific Minimum Standards at this time. Any existing provider of such services must meet the general requirements of Section 3 of these Minimum Standards.

1. Existing services not covered by specific category minimum standards.
 - a. Specialized Aeronautical Service Operators not covered by the specific minimum standards in Sections 4 through 13 must meet all the requirements of this section and Sections 3 and 14, including the requirement that they have a Non-Exclusive License to provide services at the Airport and must pay the Authority for the privilege of providing services at the Airport.
 - b. The Authority may require that the Operator lease space on the Airport, in lieu of a Non-Exclusive License.
2. Application for new specialized aeronautical service operations. If and when an applicant proposes to conduct a specialized aeronautical service that is not currently conducted at the airport and is not covered by any of Sections 4 through 13 of these Minimum Standards, the Authority may adopt applicable minimum standards for such service, taking into consideration the desires of the applicant, the needs of the Authority and the need for such service at the Airport. At a minimum, all aeronautical service providers at the Airport must comply with Section 3, General Requirements.

SECTION 15

SPECIAL RULES FOR A SASO CONDUCTING MULTIPLE AERONAUTICAL SERVICES

A. STATEMENT OF CONCEPT

This section would apply to any Specialized Aeronautical Services Operator that engages in any two (2) or more of the specialized aeronautical services for which Minimum Standards have been developed. The sale of aviation fuels and lubricants is not included in this section because only FBOs are permitted to engage in the sale of aviation fuels and lubricants.

B. MINIMUM STANDARDS

1. Land. If required by these Minimum Standards, this Operator shall lease, either from the Authority or sublease from another tenant, subject to the approval of the Authority, an area that is equal to the total area required by the sum of the minimum land areas required under the individual specialized services the Operator is providing.
2. Hangars and Other Buildings. If required by these Minimum Standards, this Operator shall lease or construct hangar facilities providing a total square footage that is equal to the total area required by the sum of the minimum hangar size required under the individual specialized services the Operator is providing. The hangar must have a door that meets the largest width and height requirements of the individualized services the Operator is providing.
3. Aircraft Apron. If required by these Minimum Standards, the Operator shall lease, and if necessary, construct, paved aircraft parking apron that provides a total square footage that is equal to the total area required by the sum of the minimum apron areas required under the individual specialized services the Operator is providing.
4. Hours of Operation. The Operator shall maintain the longest hours of operation required elsewhere in these Minimum Standards for any of the aeronautical services it provides.
5. Personnel. In addition to the general personnel and training requirements in Section 3 of these Minimum Standards, the Operator shall have in its employ and on duty during the appropriate business hours, uniformed, trained personnel in such numbers as are required to meet these Minimum Standards for the aeronautical services to be provided. Multiple responsibilities may be assigned to meet the personnel requirements for each specialized aeronautical service being performed.

6. Equipment. The Operator shall provide all of the facilities, equipment and services required to meet the Minimum Standards for each of the aeronautical services it provides.
7. Insurance. The Operator shall obtain, as a minimum, that insurance coverage which is equal to the highest single coverage requirement of all the aeronautical services being performed by the Operator.
8. Required Fees and Payments. A Specialized Aeronautical Service Operator engaged in more than one category of aeronautical activity shall pay all fees applicable to each and every service that it provides at the Airport.
9. Applicability of Specific Provisions. The provision of multiple types of services by a SASO shall not exempt the SASO from any of the requirements otherwise applicable to each of the services provided.

SECTION 16

RECOGNITION AND REGULATION OF SELF-SERVICE AND SELF-FUELING RIGHTS

A. RIGHT TO SELF-SERVICE AND SELF-FUELING

An aircraft owner may perform services, including Self-Fueling, on the owner's Own Aircraft utilizing the aircraft owner's Own Employees and Own Equipment. A Person may not perform such services for others, whether for compensation or not, unless rights for such services have been granted to such Person by the Authority in a Lease or Non-Exclusive License.

In the interests of safety and fairness, a Person desiring to Self-Fuel must hold a current Non-Commercial Self-Fueling Permit from the Authority or be granted Self-Fueling rights by the Authority in a Lease or Non-Exclusive License. Any Person not party to a Lease or Non-Exclusive License granted by the Authority may only have permission to Self-Fuel such Person's Owned Aircraft if such Person holds a valid and current Non-Commercial Self-Fueling Permit from the Authority and is in and continues to be in compliance with all Authority, state and federal requirements applicable to aircraft fuel handling practices.

If an aircraft owner does not exercise the right to Self-Fueling, that owner's aircraft may be fueled or otherwise serviced at the Airport only by those Operators authorized to provide such services at the Airport under a Lease or Non-Exclusive License approved by the Authority.

B. NON-COMMERCIAL SELF-FUELING PERMIT

1. General

A Person desiring to Self-Fuel that Person's Owned Aircraft, and not holding Self-Fueling rights under a Lease or Non-Exclusive License, shall have a reasonable opportunity to qualify for and receive a Non-Commercial Self-Fueling Permit. Each Person conducting non-commercial Self-Fueling at the Airport shall comply with the following minimum standards.

Self-service fueling by an aircraft owner or operator at an FBO's self-service pump is not Self-Fueling and does not require a Self-Fueling Permit.

2. Permit/Approval

- a. No Person shall engage in Self-Fueling activities unless a valid Non-Commercial Self-Fueling Permit authorizing such activity has been obtained from the Authority.
- b. The Permit shall not reduce or limit Permittee's obligations with respect to these Self-Fueling minimum standards, which shall be incorporated in the Permit by reference.
- c. An applicant for a Permit shall provide evidence that any aircraft to be fueled by the applicant is an Owned Aircraft. At any time after a Permit is issued, the Permittee, upon request by the Authority, shall provide evidence that all aircraft being Self-Fueled are Owned Aircraft.
- d. The Authority will make binding determinations about whether specific aircraft qualify as Owned Aircraft for purposes of Self-Fueling.
- e. A Person seeking to Self-Fuel on the basis of a Long Term Lease for any aircraft must obtain insurance to cover all of its interest and activities with respect to the leased aircraft or be a named insured under the policy of the lessor and must attach true and correct copies of the lease and a complying certificate of insurance to such Person's application for a Non-Commercial Self-Fueling Permit, as updated by such Person before there are any changes in the aircraft such Person seeks to Self-Fuel.
- f. A Person seeking to Self-Fuel aircraft on the basis of a Long Term Management Contract for any aircraft must obtain insurance to cover all of its interests and activities with respect to the aircraft or be named as an insured under the policy of the aircraft owner and must attach true and correct copies of the management contract and a complying certificate of insurance to such Person's application for a Non-Commercial Self-Fueling Permit, as updated by such Person before there are any changes in the aircraft such Person seeks to Self-Fuel.
- g. A Person seeking to Self-Fuel using facilities or equipment that are under a Long Term Lease or other written agreement must obtain insurance to cover all of its interests and activities with respect to the subject of the

agreement or be a named insured under the policy of the equipment owner and must attach true and correct copies of the agreement and a complying certificate of insurance to such Person's application for a Non-Commercial Self-Fueling Permit as updated by that Person before there are any changes in the facilities or equipment to be used for Self-Fueling by such Person.

3. Fuel Storage and Delivery

- a. Permittee shall arrange and demonstrate that satisfactory arrangements have been made for the storage and delivery of fuel, as follows:
 - i. in the fuel farm of an authorized FBO at the Airport;
 - ii. in a fuel tank constructed by the Permittee with the prior written authorization of the Executive Director; or
 - iii. if specially approved by the Authority, by direct transfer to the Permittee's aircraft refueling vehicle from a properly licensed fuel truck, at a location approved by the Authority.

- b. Fuel Storage Facilities. A Permittee may be authorized to establish its own fuel farm with the advance written approval of the Executive Director. A Permittee authorized by the Authority to install its own fuel tank may lease land and construct or install an above-ground fuel storage facility at a location approved by the Executive Director in writing. If a request by the Permittee to use its own fuel farm is approved by the Executive Director, the following requirements will apply:
 - i. The Permittee shall lease sufficient land for installation of above-ground fuel storage tanks to be constructed and operated on the Permittee's leased premises in compliance with all applicable environmental requirements.
 - ii. All fuel storage must be above-ground. In no event shall the total storage capacity be less than 10,000 gallons for Jet Fuel or 2,500 gallons for avgas.
 - iii. The fuel storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel spill containment and countermeasures control plan, and shall be improved and upgraded as necessary to meet all current EPA requirements for spill prevention, containment and mitigation as they may be revised.
 - iv. The Permittee shall be required to undertake at its own expense any environmental testing of its fuel facilities which the Authority may reasonably request, on or off the Airport, and to take any remedial actions determined to be necessary or appropriate as a result of such testing. The right is reserved to the Executive Director to disapprove installation of a new fuel farm if the facility would have an adverse effect on safety or otherwise in the

judgment of the Executive Director not be in the interest of a safe and efficient airport operation.

- v. In no event shall fuel delivery trucks be used for fuel storage on the Airport. Vehicles used to deliver fuel to the Airport will transfer fuel to storage tanks or, if approved, directly to the Permittee's fuel dispensing trucks, and depart the Airport.
- c. Permittee shall be liable and indemnify the Authority for all leaks, spills, or other damage that may result through the handling and dispensing of fuel.
- d. Fuel delivered shall be clean, bright, pure, and free of microscopic organisms, water, or other contaminants. Ensuring the quality of the fuel is the responsibility of Permittee.

4. Reporting

- a. Permittee shall report all Fuel delivered to the approved Permittee's fuel storage facility and into Permittee's Aircraft during each calendar month and submit a summary report along with appropriate fees and charges due the Authority on or before the 10th day of the subsequent month.
- b. Permittee shall during the term of the Permit and for three (3) years thereafter maintain records identifying the total number of aviation Fuel gallons purchased and delivered. Records (and meters) shall be made available for audit to the Authority or representatives of the Authority. In the case of a discrepancy, Permittee shall promptly pay, in cash, all additional rates, fees, and charges due the Authority.

5. Fueling Equipment

- a. Permittee shall utilize a single mobile dispensing truck for each type of Fuel to be dispensed with a minimum capacity of 750 gallons. Avgas dispensing trucks shall have a maximum capacity of 1,200 gallons and jet fuel dispensing trucks shall have a maximum capacity of 3,000 gallons. All Refueling Vehicles shall be capable of bottom loading, and turbine fuel dispensers must have single point refueling capability.
- b. Each Refueling Vehicle shall be equipped and maintained to comply at all times with all applicable safety and fire prevention requirements or standards, as may be amended, including without limitation, those prescribed by:
 - i. National Fire Protection Association (NFPA) 407 and OSHA guidelines;
 - ii. 14 CFR Part 139, Airport Certification, § 139.321 "Handling/Storing of Hazardous Substances and Materials"; and

- iii. applicable FAA Advisory Circulars (AC) including AC 150/5210-20, "Ground Vehicle Operations on Airports"; and AC 150/5210-5D, "Painting, Marking and Lighting of Vehicles Used On An Airport".
6. Spill Prevention and Containment. Prior to transporting Fuel onto the Airport, the Permittee shall provide the Authority with a Spill Prevention Contingency and Control Plan (SPCC) that meets regulatory requirements for above ground Fuel storage facilities. An updated copy of such SPCC Plan shall be filed with the Authority at least ten (10) business days prior to actual implementation. Such plan shall describe, in detail, those methods that shall be used by the Permittee to clean up any potentially hazardous Fuel spills. The plan should include Equipment to be used, emergency contact personnel and their telephone numbers, and all other details as to how the Permittee would contain such a spill. This plan should also describe, in detail, what methods the Permittee intends to use to prevent any such spill from occurring.
7. Operating procedures. In accordance with all applicable Regulatory Measures and appropriate industry practices, the Permittee shall develop and maintain Standard Operating Procedures (SOP) for fueling and shall ensure compliance with standards set forth in NFPA 407. The SOP shall include a training plan, fuel quality assurance procedures, record keeping, and emergency response procedures for fuel spills and fires. The SOP shall also address the following: (1) bonding and fire protection, (2) public protection, (3) control of access to fuel dispensing vehicle storage areas, and (4) marking and labeling of fuel dispensing vehicles. The SOP shall be submitted to the Authority not later than ten (10) business days before the Permittee commences Self-Fueling at the Airport.
8. Licenses, Certifications, and Permits. Permittee shall have, and shall make available to the Authority on request, evidence of all federal, state and local licenses, certificates and permits that are required to conduct Self-Fueling.
9. Personnel
 - a. Only the Permittee's Employees may conduct Self-Fueling operations on the Permittee's aircraft. All Employees of the Permittee must be properly trained in Aircraft refueling, in compliance with 14 CFR §139.321.
 - b. There must be a minimum of two (2) trained individuals present during Self-Fueling activities.
10. Limitations on Self-Fueling Rights. A Permittee may not sell or dispense fuels to based or transient aircraft that are not Owned Aircraft of the Permittee. Any such sale or dispensing shall be grounds for immediate revocation of the Permit. Revocation upon first violation will be for a period of one (1) year. Revocation upon a second violation shall be permanent.

11. Insurance. Except as otherwise provided for in these Minimum Standards, Permittee shall maintain, at a minimum, the coverages and policy limits set forth in Appendix B – Insurance Requirements.
12. Required Fees and Payments. Fuel flowage fees and any other payments to be made to the Authority by each Permittee will be set forth in the Permittee's Non-Commercial Self-Fueling Permit and shall be reasonable and not unjustly discriminatory.

SECTION 17

SPECIALIZED AERONAUTICAL SERVICE OPERATOR – NON-COMMERICAL ACTIVITY – FLYING CLUB

A. STATEMENT OF CONCEPT

There may be other types of aeronautical services provided or to be provided at the Airport that are not conducted on a commercial basis. A Flying Club (“Club”) is defined as a not-for-profit association, recognized as a legal entity under the laws of the State of New York, organized for the express purpose of providing members with aircraft for their personal use and enjoyment only. The members of the Club are bound by a charter and by-laws for the sole purpose of engaging in non-commercial Aeronautical Activities in aircraft owned and operated exclusively in the name of the Club, or owned proportionately by all of its members.

B. MINIMUM STANDARDS

1. The Club must file a copy of its proof of organization under the laws of NY State and By-Laws, together with a list of membership, with the Authority.
2. Facilities. The Operator shall lease from the Authority (or sublease from an FBO or other Operator with the approval of the Authority) an area of sufficient size to accommodate the Operator’s activities and operations. The Operator shall provide at a minimum:
 - a. Sufficient automobile parking space to accommodate its members and guests parking with no on-street parking.
 - b. Paved walkways with all points of access conforming to the criteria specified in the Americans with Disabilities Act (ADA) as required by the act will be provided by the Operator.
 - c. Adequate hard surfaced aircraft ramp must be provided within the leased area, sufficient to accommodate the Operator’s activities, operations, and adequate tie-down facilities.
3. Maintenance of aircraft. The Operator may engage in the maintenance of only those aircraft either owned or under written long-term lease.

4. Insurance Requirements. Each Operator shall provide evidence of insurance coverage in the types and with the limits specified by Section 3 of these Minimum Standards and its Lease with or Non-Exclusive License from the Authority.
5. Airport Security. Each Operator shall comply with all security requirements specified by Section 3 or otherwise applicable as a matter of law.
6. Required Fees and Payments.
 - a. The Operator may be required to pay a privilege fee to the Authority for the right to conduct an aeronautical business on the Airport.
 - b. Other required fees and payments will be specified in the Operator's Lease with or Non-Exclusive License from the Authority.

APPENDIX "A"

DEFINITIONS

The following terms shall have the following meanings:

AERONAUTICAL ACTIVITY – Any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on airports, include, but are not limited to, the following: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled Air Carrier operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, parachute or ultralight activities, and any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities. Activities, such as model aircraft and model rocket operations, are not aeronautical activities.

AIRPORT – Syracuse Hancock International Airport (SYR).

AIRPORT LANDING FEE LOG – the log listing aggregate Approved Maximum Landing Weight for all aircraft serviced by an FBO during a certain period of time.

AIRPORT USER – a person who operates an aircraft at the Airport.

AIR CARRIER – a person or company engaged in air transportation of persons or cargo in accordance with an FAA operating certificate issued under 14 CFR Part 121 or 135 or operations specifications issued by the FAA under 14 CFR Part 129.

AIR OPERATIONS AREA or AOA – that portion of the Airport used or intended to be used for landing, take off or surface maneuvering of aircraft including the hangar and cargo areas and aircraft parking aprons.

APRON – those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft.

AUTHORITY – the Syracuse Regional Airport Authority. The Board of the Authority may delegate its powers to the Executive Director.

BASED AIRCRAFT – An aircraft which is owned, or held by lease agreement, by an Airport User who is currently leasing the space upon which the aircraft is parked directly from the Authority or by an Airport User who is parking the aircraft in excess of thirty (30) days in an area of the Airport leased by the Authority to an approved FBO.

COMMERCIAL – conducted with the intent or purpose of generating or securing earnings, income, compensation or profit, whether or not such objectives are accomplished.

COUNTY – The County of Onondaga, New York.

EXECUTIVE DIRECTOR – the Chief Executive Officer of the Authority or the duly authorized representative of the Chief Executive Officer.

FAA – Federal Aviation Administration, or any successor agency.

FIXED BASE OPERATOR (FBO) – an operator that furnishes a full range of aeronautical activities and services to the public, including fueling and line services to General Aviation aircraft; and ramp services, fuel sales and into-plane fueling for Air Carrier aircraft.

GENERAL AVIATION – all aviation with the exception of Air Carriers (including both passenger and cargo Air Carriers and government aircraft operations).

INDIVIDUAL – An Operator’s agent, servant, employee, supplier, contractor, tenant, invitee or other party that has been granted access to the Operator’s premises.

LEASE – an agreement with the Authority for the exclusive use of designated airport land and/or facilities.

LICENSEE – an Operator conducting aeronautical services on the Airport under a Non-Exclusive License.

LONG TERM LEASE – a written lease for one or more aircraft, with adequate consideration, for a term of at least six months and terminable within six months only for cause which provides that the primary care, custody and control of the aircraft is in the Person applying to conduct Self-Fueling Operations and contains substantially all terms and conditions standard in the industry for that type of lease.

LONG TERM MANAGEMENT CONTRACT – a written management contract for specified aircraft, with adequate consideration, for a term of at least six months and terminable within six months only for cause which provides that the primary care, custody and control of the aircraft is in the Person applying to conduct Self-Fueling Operations and contains substantially all terms and conditions standard in the industry for that type of contract. The management contract must provide that the Person applying to conduct Self-Fueling Operations is responsible for all maintenance, all pilot service, and all scheduling of the aircraft that are subject to the management contract.

NON-COMMERCIAL SELF-FUELING PERMIT – a written document issued by the Authority authorizing Self-Fueling at the Airport.

NON-EXCLUSIVE LICENSE – an agreement with the Authority granting permission for the conduct of specified commercial aeronautical services on the Airport, but not granting an exclusive right to provide those services or the exclusive use of any Airport property or facilities.

NON-SIGNATORY AIRLINE – an Air Carrier that has not signed an Airport Use and Lease Agreement but which has been licensed by the Authority to operate at the Airport on a month to month basis. Non-Signatory Airlines have no long-term financial commitment to the Authority. Non-Signatory Airlines may be “Scheduled” or “Charter” as the Authority may define these from time to time.

ON-AIRPORT TERMINALLING AGREEMENT – An agreement between an Operator and the lessee of the central fueling facilities (or such lessee’s operator or manager of such facilities), providing for the Operator’s access to the facilities for purposes of filling the Operator’s fuel trucks.

OPERATING AGREEMENT – An agreement between an Air Carrier Fueling Service Operator and the lessee of the central fueling facilities, providing for the Operator’s access to the fueling facilities and responsibility for operation of those facilities on behalf of the lessee.

OPERATOR – a person or persons, firm, company, joint venture, partnership or corporation (other than an Air Carrier) providing any aeronautical service at the Airport.

OWNED AIRCRAFT – for FAA Part 121 or Part 135 operators, aircraft listed on that operator’s then-current Part 121 or Part 135 Certificate and for all other operators: aircraft used exclusively by that Person and titled and registered with the FAA in that Person’s own name; aircraft used by that Person as lessee under a Long Term Lease, or aircraft used by that Person under a Long Term Management Contract.

OWN EMPLOYEES – employees of the Person applying to conduct Self-Fueling Operations for whom all state and federal employment taxes are paid by that Person.

OWN EQUIPMENT – facilities or equipment that is used exclusively by and titled in the name of the Person applying to conduct Self-Fueling Operations or is used by that Person subject to a Long Term Lease or written purchase, financing or use agreement for such facilities or equipment, with adequate consideration, for a term of at least six months and terminable within six months only for cause which provides that the primary care, custody and control of the facilities or equipment is in the Person applying to conduct Self-Fueling Operations and contains substantially all terms and conditions standard in the industry for that type of agreement.

PERMITTEE – a Person who has been issued and holds a valid and current Non-Commercial Self-Fueling Permit.

REPAIR STATION – a facility utilized for the repair of aircraft approved and certificated by the Federal Aviation Administration under 14 C.F.R. Part 145. Activities may include repair and maintenance of airframes, power plants, propellers, radios, instruments and accessories.

SELF-FUELING – a Person’s conduct of Fueling Operations for that Person’s Own Aircraft, using that Person’s Own Equipment and conducted by that Person or the Person’s Own Employees. Self-fueling may be permitted by a Lease or Non-Exclusive License authorizing commercial services or by a Non-Commercial Self-Fueling Permit.

SIGNATORY AIRLINE – an Air Carrier that has executed an Airport Use and Lease Agreement with the Authority.

SPECIALIZED AERONAUTICAL SERVICES OPERATOR (SASO) – an Operator that is authorized to engage in one or more of the following specialized aeronautical support services:

- a. Air Carrier Fueling Services
- b. Air Carrier Line Maintenance Services
- c. Aircraft Repair Station
- d. Ramp Services
- e. Cargo Services
- f. Aircraft Charter/Air Taxi Services
- g. Flight Training Services
- h. Minor and Specialized Aircraft Maintenance and Repair Services
- i. Aircraft Management Services
- j. Other Aeronautical Services

TERMINAL GATES – the aircraft parking locations at the South Concourse and the North Concourse at the Airport.

APPENDIX "B"

INSURANCE REQUIREMENTS

Additional types of insurance coverages may be required based upon the nature of the service to be provided by an Operator which shall be determined on a case by case basis. Below are the Authority's standard insurance requirements, which will be included in all Non-Exclusive Licenses.

A. The Operator, at its expense, must take out, carry and maintain at all times insurance coverage meeting the Authority's requirements.

B. All insurance must be effected under valid and enforceable policies, issued by recognized, responsible insurers qualified to conduct business in the State of New York which are well-rated by national rating organizations. All companies providing the coverage required shall be licensed or approved by the Insurance Bureau of the State of New York and shall have a financial rating no lower than XI and a policy holder's service rating no lower than [A] as listed in A.M. Best's Key Rating Guide, current edition or interim report. Companies with ratings lower than [A] or XI will be acceptable only upon written consent of the Authority, through the Executive Director.

C. Insurance policies must name the Operator as insured, name the Authority and the City of Syracuse, New York as additional insureds with respect to general and automobile liability coverages, and must not be canceled, terminated or materially changed without at least thirty (30) days prior written notice from the Operator to the Authority. Certificates evidencing such insurance must be submitted by the Operator to the Authority prior to commencement of service at the Airport, and at least fifteen (15) days prior to the expiration dates of expiring policies.

D. All insurance policies must contain a severability of interest provision.

E. The Authority reserves the right to request complete copies of any required insurance policies if deemed necessary to ascertain the details of coverage not provided by the Certificates. Such copies shall be "Originally Signed Copies" and so designated.

F. Compliance with the insurance requirements contained herein is a continuing condition of the Operator's rights to operate at the Airport. If the Operator fails to procure and maintain such insurance, the Authority shall have the right, but not the obligation, to procure and maintain the insurance for and in the name of the Operator and the Operator shall pay the cost thereof and shall furnish all necessary information to make effective and maintain such insurance or, at the Authority's option, the Authority may offset the cost incurred by the

Authority against amounts, if any, otherwise payable to the Operator or under any concurrent, successive or future contracts between the parties.

G. The Operator waives any rights of subrogation for personal injury or property damage against the Authority, its Board members, officers, employees, and agents arising from its operations at the Airport. In the event of any payment by any insurer of the Operator, such insurer will not be subrogated to any of the Operator's rights of recovery therefor against the Authority, its Board members, officers, employees, and agents. The Operator will not execute, nor deliver any instruments or other documents, nor take any other action to secure any such rights for the Operator's insurer(s) against the Authority, its Board members, officers, employees and agents. In addition, the Operator waives any rights of recovery it may have against the Authority, its Board members, officers, employees and agents for insured losses occurring to any property insured by the Operator in accordance with these Minimum Standards and its written agreement with the Authority.

H. The Operator's insurance shall be primary without right of contribution from any other insurance carried by the Authority.

I. Unless otherwise agreed, the Operator must provide the following insurance with limits not less than indicated for the respective items:

1. Workers' Compensation Insurance, including Employer's Liability Insurance, complying with the laws of the state in which the work is to be performed or elsewhere as may be required. Employer's Liability Insurance shall be provided with a limit not less than **One Million Dollars (\$1,000,000.00)**.
2. Commercial General Liability Insurance, including Contractual Liability and Products-Completed Operations Liability as well as coverage on all the Operator's equipment (other than motor vehicles licensed for highway use) owned, hired or used in its operations at the Airport with limits not less than **Five Million Dollars (\$5,000,000.00)** – Bodily Injury and Property Damage combined each occurrence and aggregate.
3. Hangarkeepers Legal Liability coverage with a minimum limit of **One Million Dollars (\$1,000,000)**.
4. If its operations at the Airport require use of motor vehicles licensed for highway use, the Operator shall provide Automobile Liability Insurance, including Contractual Liability, concerning all motor vehicles owned, hired or used in its operations at the Airport, with limits not less than **Five Million Dollars (\$5,000,000.00)** – Bodily Injury and Property Damage combined each occurrence.

5. Fire and extended coverage on Operator's personal property, trade fixtures and equipment located in or on the Premises, in an amount equal to the full replacement value thereof.
6. For Operators with flight exposure, Aircraft Liability Insurance on any aircraft owned, leased, managed or operated by the Operator (including Non-Owned Aircraft Liability Insurance) which is in or about the Premises on an occurrence basis having a combined single limit of not less than **Twenty Million Dollars (\$20,000,000)**.

J. If, during the course of its provision of aeronautical services at the Airport, changed conditions or other pertinent factors, should in the reasonable judgment of the Authority, render inadequate the insurance limits, the Operator will furnish, on demand, such additional coverage as may reasonably be required and available under the circumstances.