



Minimum Standards  
For  
Commercial Aeronautical Activities

Date: March 3, 2022

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## SECTION 1 - PURPOSE OF MINIMUM STANDARDS

Douglas County, Nevada (County) owns and operates the Minden-Tahoe Airport. The Airport Minimum Standards were developed to provide the minimum threshold entry requirements for those Persons desiring to provide Commercial Aeronautical Activities to the public at the Airport and provide reasonable opportunities without discrimination. These Minimum Standards are established based upon the condition of the Airport, the existing and planned facilities at the Airport, and the current and future aviation role of the Airport. Any prospective Commercial Operator will be required to provide the described threshold requirements to operate on the Airport. In summary, these Minimum Standards establish the minimum requirements to be met by individuals and companies for the privilege of providing Commercial Aeronautical Activities at the Airport. All operators are encouraged to exceed the “minimum” in terms of quality of facilities and/or services. The purpose of these Minimum Standards is to:

- Promote safety;
- Promote the economic health of Airport businesses;
- Promote fair and equitable services without unjust discrimination;
- Protect the investment of providers of aeronautical services to meet minimum standards from competition not making a similar investment;
- Promote the orderly development of Airport property; and
- Encourage high quality products, services and facilities to Airport users.

## SECTION 2 - DEFINITIONS AND APPLICABILITY

### 2.1 Definitions

The following words, terms and phrases when used herein shall have the meanings ascribed below:

- 1) **AC** - Advisory Circular
- 2) **Aeronautical Activity (or “Aeronautical Activities” or “Activity” or “Activities”)** - Any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft, or another Aeronautical Activity, or which contributes to or is required for the safety of such operations. Aeronautical Activities include, but are not limited to, sale of Aircraft Fuel and/or lubricants; passenger, crew, pilot services, and Aircraft ground services; support and amenities; Tiedown, hangar, Aircraft parking, office, and shop rental/subleasing; Aircraft Maintenance; avionics or instrument maintenance; Aircraft Rental; Flight Training; Aircraft charter; Aircraft management, Aircraft sales; sailplane and/or glider services; sightseeing aerial photography; aerial spraying and agriculture aviation services; aerial advertising; aerial surveying; and any other activities that in the judgment of the County, because of their direct relationship to the operation of Aircraft or the Airport, can appropriately be regarded as an “Aeronautical Activity.” For purposes of these Minimum Standards, all products and services described herein are deemed to be “Aeronautical Activities.”
- 3) **Agency** – Any Federal, state, or local governmental entity, unit, agency, organization, or authority.
- 4) **Agreement** - A written agreement executed by both parties, and enforceable by law between the County and an Entity granting a concession, transferring rights or interest in land and/or improvements, and/or otherwise authorizing and/or prohibiting the conduct of certain activities.
- 5) **Air Charter or Taxi** - The commercial operation of providing air transportation of Person(s) or property for hire either on a charter basis or as an air taxi operator as defined in 14 CFR Part 135.

- 6) **Aircraft** - Any thing now known or hereafter invented which is used or designed for navigation of or flight in air, except a parachute or other thing designed for such navigation but used primarily for safety Equipment. This includes, but is not limited to, airplanes, airships, balloons, dirigibles, helicopters, gliders, gyrocopters, ground-effect machines, sailplanes, amphibians, and seaplanes.
- 7) **Aircraft Fuel** - All flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine. This shall include any substance (solid, liquid, or gaseous) used to operate any engine, which shall include Aircraft or Vehicles.
- 8) **Aircraft Management Operations** – A Commercial Operator engaged in the business of providing Aircraft flight dispatch, flight crews, or Aircraft maintenance coordination on behalf of an Aircraft Owner.
- 9) **Aircraft Operation** - An Aircraft arrival at, or departure from, the airport.
- 10) **Aircraft Owner** - A Person or Entity holding legal title or interest to an Aircraft, or any Person having exclusive legal possession of an Aircraft.
- 11) **Aircraft Parking and Storage Areas** - Those hangar and Apron locations of the Airport designated by the County for the parking and storage of Aircraft.
- 12) **Aircraft Rental** - The commercial operation of renting or leasing Aircraft to the public for compensation.
- 13) **Aircraft Sales** - The sale of new or used Aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.
- 14) **Airframe and Power Plant Maintenance** - The commercial operation of providing airframe and power plant services, which includes service, the repair, maintenance, inspection, constructing, and making of modifications and alterations to Aircraft, Aircraft engines, propellers and appliances including the removal of engines for major overhaul

as defined in 14 CFR Part 43, as now or hereafter amended. This category of service also includes the sale of Aircraft parts and accessories.

- 15) **Airframe and Powerplant Mechanic (A&P)** – A Person who holds an Aircraft mechanic certificate with both airframe and powerplant ratings issued by the FAA under the provisions of 14 CFR Part 65, as now or hereafter amended.
- 16) **Airport(s)** - The Minden-Tahoe Airport, owned and operated by Douglas County, and all land, Improvements, and appurtenances within the legal boundaries of the Airports as it now exist on the Airport Layout Plans as currently approved within the Master Plan and as it may be extended, enlarged, or modified.
- 17) **Airport Layout Plan (ALP)** - The currently approved scale drawing depicting the boundaries and physical layout of the Airport and identifying the location, type, dimensions and configuration of existing and proposed infrastructure and Improvements, including but not limited to runways, taxiways, Aprons, buildings, Roadways, utilities, nav aids, as well as proposed extensions and reductions of existing Airport facilities.
- 18) **Apron** – Those paved areas of the Airport within the movement area designated by the Airport Manager for the loading or unloading of passengers, servicing, or parking of Aircraft.
- 19) **Avionics Sales and Maintenance** - The commercial operation of providing for the repair and service, or installation of Aircraft radios, instruments and accessories. Such operation may include the sale of new or used Aircraft radios, instruments and accessories.
- 20) **Based Aircraft** - An Aircraft which the owner or lessee physically locates at the Airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the Aircraft to the airport for long-term storage.
- 21) **Certificate of Insurance** – A certificate provided by and executed by an insurance company evidencing the insurance coverages and limits of the operator.
- 22) **CFR** – Code of Federal Regulations, as codification of the general and permanent rules as published in the I Register, and as they may be amended from time to time.



- 23) **Commercial Aeronautical Activity** - Any activity (including Aeronautical Activities) conducted at or on the Airport by any Entity in which:
- a. the exchange, trading, buying, or selling of commodities, goods, services or property of any kind occurs at the Airport; or
  - b. the engaging in any activity (including Aeronautical Activity) occurs on the Airport for the purpose of securing revenue, earnings, income, and/or compensation, whether or not such revenue, earnings, and/or compensation are ultimately exchanged, obtained, or transferred; or
  - c. the offering or exchange of any product, service, or facility occurs on the Airport as a part of other revenue, earnings, income, and/or compensation producing activity on or off the Airport.
- 24) **Commercial Operator** – An Entity engaging in an activity which involves, makes possible or is required for the operation of Aircraft, or which contributes to, or is required for the safe conduct and utility of such Aircraft Operations, the purpose of such Activity being to generate and/or secure earnings, income, compensation, and/or profit, whether or not such objectives are accomplished.
- 25) **Commercial Self-Service Fueling** – Fueling of an Aircraft by the pilot using commercial Aircraft Fuel pumps installed for that purpose. The Aircraft Fueling facility may or may not be attended by the vendor, which is a Fixed Base Operator or a Limited Fixed Base Operator.
- 26) **Contiguous Land** – Land that is sharing an edge or boundary or is separated by no more than a Taxilane or Taxiway.
- 27) **Employee(s)** – Any individual employed by an Entity or employment agency whereby said Entity or employment agency collects and pays all associated taxes and benefits on behalf of Employee (i.e., social security and Medicare).
- 28) **Entity (or “Entities”)** – Includes a Person; Persons; firm; partnership; limited liability; partnership or corporation; Agency: unincorporated proprietorship, association, or group; or corporation other than the Airport, and includes any trustee, receiver, assignee, or other similar representative.

- 29) **Equipment** – All property and machinery, together with the necessary supplies, tools, and apparatus for the proper conduct of the Activity being performed.
- 30) **Exclusive Right** - A power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An Exclusive Right can be conferred either by express Agreement, Contract, License, Lease, and Permit or by the imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more Entities, but excluding others from enjoying or exercising a similar right or right would be an Exclusive Right.
- 31) **FAA** – Federal Aviation Administration.
- 32) **Fixed Base Operator (FBO)** - A full service Commercial Operator authorized to engage in the sale of products, services, and facilities to Aircraft operators as described in Section 4.
- 33) **Limited Fixed Base Operator (LFBO)** - A limited service Commercial Operator authorized to engage in the sale of products, services, and facilities to Aircraft operators as described in Section 5.
- 34) **Flight Training** - The commercial operation of instructing pilots in dual and solo flight, in fixed or rotary wing Aircraft, and related ground school instruction as necessary to complete an FAA written pilot's examination and flight check ride for various categories of pilots licenses and ratings. Flight Training shall also include any portion of a flight between two or more airports or other destinations where the primary purpose is to increase or maintain pilot or crew member proficiency.
- 35) **Flying Club** – A non-commercial and nonprofit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the Flying Club owners on a pro-rata share, and the club may not derive greater revenue from the use of the Aircraft than the cost to operate, maintain, and replace the Aircraft.

- 36) **Fuel Storage Area** - Any portion of the Airport designated temporarily or permanently by the County as an area in which aviation or motor Vehicle gasoline or any other type of Aircraft Fuel or fuel additives may be stored or loaded.
- 37) **Fueling or Fuel Handling** - The transportation, sale, delivery, dispensing, storage, or draining of Fuel or Fuel waste products to or from Aircraft, Vehicles, or Equipment.
- 38) **General Aviation** - All of aviation with the exception of Aircraft manufacturing, military aviation, and scheduled commercial air carrier operations. General Aviation Aircraft are utilized for commercial and non-commercial purposes including business/corporate, recreational/pleasure, charter/air taxi, industrial/special purpose, and instructional.
- 39) **Hazardous Material** - Any oil, petroleum products, flammable substances, explosives, radioactive materials, hazardous waste, toxic waste, or substances or any other waste, materials or pollutants which may pose a threat to the health and safety of the owners, occupants, or any persons on entering the Leased Premises or properties adjacent to it and/or cause the property to be in violation of any regulatory measure.
- 40) **Improvements** – All buildings, structure and facilities including pavement, concrete, fencing, signs, lighting, and landscaping constructed, installed or placed on, under or above any land on the Airport.
- 41) **Lease** - A written contract between the County and a Commercial Operator (Lessee) specifying the terms and conditions under which an Operator may occupy and operate from certain Airport facilities and/or property.
- 42) **Leased Premises** – The land and/or Improvements leased by the Commercial Operator for the conduct of Operator’s Activities for a specified period of time.
- 43) **Lessee** – An Entity that has entered into an Agreement with the County to occupy, use, and/or develop land and/or Improvements and engage in Aeronautical Activities.
- 44) **Manager** – The Airport Manager or such other Employee of the Airport as the Manager may from time to time designate to carry out the duties of the Airport Manager.

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

activities, the sharing of Vehicles, Employees, and resources is not considered Self-Service and is not permitted.

- 53) **Specialized Aviation Service Operation (SASO)** - A Commercial Operator that is authorized to provide any one or combination of the activities listed in the SASO section of this Minimum Standards.
- 54) **Specialized Flying Services** - Providing specialized commercial flying services such as non-stop sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, and other air transportation operations specifically excluded from 14 CFR Part 135, as now or hereafter amended.
- 55) **SOP** – Standard Operating Procedures.
- 56) **Sublease** - A written Agreement, approved by the County, stating the terms and conditions under which a third party Commercial Operator leases space from a Lessee for the purpose of providing Aeronautical Activity at the Airport.
- 57) **Taxilane** - The portion of the Airport Apron area, or any other area, used for access between taxiways and Aircraft parking or storage area.
- 58) **Taxiway** - A defined path established for the taxiing of Aircraft from one part of the Airport to another.
- 59) **Tiedown** – An area paved or unpaved suitable for parking and mooring of Aircraft wherein suitable Tiedown points are located.
- 60) **UNICOM** - A two-way communication system operated by the governmental Entity or their designee that may provide airport advisory information.
- 61) **Vehicle** – Any device that is capable of moving itself, or being moved from place to place on wheels; but does not include any device designed to be moved by human muscular power or designed to move primarily through the air.

62) **Vehicle Parking Area** - Any portion of the Airport designated and made available temporarily or permanently by the County for the parking of Vehicles.

## 2.2 Application of Minimum Standards

- 2.2.1 Except as otherwise provided for herein, all Persons conducting Commercial Aeronautical Activities at the Airport shall, as a condition of conducting such activities, comply with all requirements set forth in these Minimum Standards and any amendments thereto. These Minimum Standards are the “minimum” requirements to do business on the Airport, and all Persons are encouraged to exceed such Minimum Standards in conducting their activities.
- 2.2.2 These Minimum Standards shall not be deemed to modify any existing Agreement under which a Commercial Operator is required to exceed these Minimum Standards, nor shall they prohibit the County from entering into or enforcing an Agreement that requires a Commercial Operator to exceed these Minimum Standards. If a Commercial Operator desires to modify or assign an existing Agreement, the County will require compliance with these Minimum Standards as a condition of its approval.
- 2.2.3 Whenever a SASO conducts multiple activities pursuant to one Lease, license, Permit or Agreement with the County, such Commercial Operator shall comply with the Minimum Standards established for each separate activity or SASO being conducted. If the Minimum Standards for one of the Commercial Operator’s activities are inconsistent with the Minimum Standards for another of the Commercial Operator’s activities, then the Minimum Standards which are more stringent, and/or which are most protective of the public’s health, safety and welfare, shall apply. When one or more activity is conducted, the minimum requirements shall vary depending on the nature of each activity and/or combination of activities, but shall not necessarily be cumulative.
- 2.2.4 If the Airport Manager finds an FBO, LFBO or other SASO in non-compliance with the Minimum Standards, the Airport Manager may issue a temporary

suspension of the Commercial Aeronautical Activity for up to twenty-one (21) days. Before imposing the temporary suspension, the Airport Manager shall notify the Commercial Aeronautical Activity in writing of the deficiency and give that party 48 hours to respond or become compliant. In the event the non-compliance threatens the health safety or welfare of the Airport or its users, the 48 hour response requirement does not apply. If the noncompliance issue is not resolved within the twenty-one (21) day temporary suspension, The Board of County Commissioners will then review the suspension for a continued suspension or to revoke the Commercial Aeronautical Activity privilege. Only a termination or revocation of the Commercial Aeronautical Activity by the Board of County Commissioners shall constitute a final decision for judicial review.

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

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

## **2.4 Variance or Exemption**

- 2.4.1 The County may approve variances to these Minimum Standards when a specific clause, section, or provision does not seem justified in a particular case because of special conditions and unique circumstances.
- 2.4.2 Any variance or exception approved by the County shall apply only to the special conditions or very unique circumstances of the particular case under which the variance or exemption is granted and will be for a specified time period only not to exceed 24 months, and shall not serve to amend, modify, or alter these Minimum Standards.

- 2.4.3 When a specific product, service, or facility is not currently being provided at the Airport, the County may enter into an Agreement with an FBO, LFBO or SASO with terms and conditions that are less than those outlined in these Minimum Standards (e.g., lower Minimum Standards, etc.), only for a limited time period (i.e., pioneering period). The duration of the pioneering period shall not exceed a 24 month period.
- 2.4.4 The County may provide (or arrange for the provision of) Commercial Aeronautical Activities without meeting these Minimum Standards, when the County is temporarily fulfilling some or all of the obligations of an Operator in default.
- 2.4.5 The County is under no obligation to provide financing and/or make any enhancements to land and/or improvements at the Airport to facilitate any development or consummate any Agreement proposed by a current or prospective FBO, LFBO or SASO.
- 2.4.6 The County is under no obligation to pursue Federal, state, or other funds to contribute to development of a leasehold.

## 2.5 Conflicting Standards

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



## **SECTION 3 - BUSINESS OPERATIONS**

### **3.1 Employee Conduct and Customer Service Emphasis**

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

### **3.2 Management Control and Supervision**

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

### **3.3 Personnel Training and Certification**

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

### **3.4 Corporate Identification Requirement**

#### 3.4.1 Personnel

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

#### 3.4.2 Buildings, Vehicles, and Equipment

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

## SECTION 4 - MINIMUM STANDARDS FOR FIXED BASE OPERATORS

### 4.1 Required Aeronautical Activities

- 4.1.1 An FBO is a full service Commercial Operator who is authorized to engage in the sale of products, services, and facilities to Aircraft operators including at a minimum, the following Aeronautical Activities and optional Aeronautical Activities at the Airport:
- a. Aircraft refueling to include Jet Fuel, AvGas
  - b. Aircraft lubricants
  - c. Aircraft Line Services
  - d. Airframe and Power Plant Maintenance
  - e. Aircraft storage/hangars rentals and Tiedowns
  - f. Passenger, Crew, and Aircraft ground services, support and amenities
  - g. FBOs may also provide optional services as approved by the County, which may include Flight Training, Aircraft Rental, Aircraft Charter or Air Taxi, Avionics Sales and Service.
- 4.1.2 Only FBOs or the Airport shall be permitted to provide Jet-A commercial Aircraft Fueling services, self-service fueling systems, and operate any/all types of retail Aircraft Fueling facilities at the Airport.
- 4.1.3 The County may exercise its right to have Proprietary Exclusive on all commercial aircraft fueling operations at the County Airport.
- 4.1.4 An FBO, upon approval by the County, may subcontract or use third-party operators to provide any of the required FBO services, other than the primary Fueling and Aircraft line services, and hangar storage, which must be provided directly by FBO and its direct Employees. Subcontractors and third-party operators shall meet all Minimum Standards applicable to such services when performed for an FBO and operate from the primary FBO Leasehold premises

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

## 4.2 Aircraft Design Group Serviceability

Each FBO shall provide the personnel, Equipment, and facilities required to service all types of Aircraft normally frequenting the Airport. The FBOs are required to have equipment to service the design aircraft as identified both now and as amended in the future.

## 4.3 Leasehold Size

- 4.3.1 Minimum Leasehold Requirements for FBOs at Minden-Tahoe Airport.

Buildings & Leasehold	Minimum Standard
Total Leasehold Area	4 acres (contiguous)
FBO Terminal	4,000 square feet
Maintenance Hangar	5,000 square feet
Aircraft Storage Hangar	16,000 square feet
Ramp	40,000 square feet
Fuel Storage Area	2,500 square feet

- 4.3.2 Buildings and FBO Leaseholds

Each FBO shall Lease from the County a minimum of four (4) acres of Contiguous Land area. Each FBO shall lease or construct, on the Leasehold Premises, a public use terminal building with a minimum of four thousand (4,000) square feet of floor space for customer lobby, office, pilot's lounge, flight planning and weather briefing area, and public rest rooms.

#### 4.3.3 Vehicle Parking

Each FBO shall provide parking as required by the County or as required by other applicable local laws. Auto parking is not permitted in Aircraft movement areas.

#### 4.3.4 Aircraft Parking

Each FBO shall lease from the County sufficient Airport property for its Aircraft operating area (ramp), independent of any building area, Vehicle parking area, and Aircraft Fuel Storage Area. This paved ramp area shall be a minimum of 40,000 square feet and adequate to support all the activities of the FBO and all approved subtenants and shall be constructed to engineering standards for the current Airport design Aircraft as defined in the existing Airport Master Plan.

#### 4.3.5 Hours of Operation

Each FBO is required to be open for business and provide Aircraft Fueling and line services a minimum of 8 hours per day, seven (7) days per week, except as otherwise approved in writing by the Airport Manager. Business hours must be posted in such a manner as to be visible by the public at all times. Business hours and holiday schedules must be provided to the Airport Manager no less than thirty (30) days in advance of the event.

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

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

##### **4.4.1 Staffing**

During the required hours of operation, each FBO shall employ and have on duty sufficient staff to meet the Minimum Standards for each Aeronautical Activity provided. However, multiple responsibilities may be assigned to Employees where feasible. Each FBO shall have at least two (2) Employees on duty at all times during hours of operation, and provide to the Airport Manager a current written statement of the names, addresses, telephone numbers and other necessary contact information for all personnel responsible for the operation and management of the FBO. In addition, the Airport Manager shall be provided a point-of-contact with phone numbers for emergency situations.

##### **4.4.2 Employee Qualifications**

All FBO Aircraft Fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of Aircraft Fuels. Training shall be NATA Safety 1st program or another nationally recognized training program or training as provided by nationally recognized fuel companies. Training records for all employees must be maintained by the FBO and provided upon the request of the Airport Manager.

#### **4.5 Insurance Requirements**

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

## 4.6 Required FBO Services

### A. Aircraft Fueling

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

- 1) Each FBO must provide the sale and into-plane delivery of common and recognized brands of Aircraft Fuels, lubricants and other aviation petroleum products. Each FBO shall provide, store, and dispense 100LL/Avgas and Jet-A Aircraft Fuel. All Equipment used for the storage and/or dispensing of Aircraft Fuel must meet all applicable Federal, State, local laws, rules and regulations. The location of the Aircraft Fuel storage facility shall be in conformance with the Airport's Master Plan and must be approved by the Airport Manager. The quantity of fuel on hand shall at no time be less than a 3-day supply.
- 2) Each FBO shall manage and provide a stationary Aircraft Fuel storage facility with safety features and filtration systems to ensure Aircraft Fuel quality. Each FBO shall ensure that all Aircraft Fuel is delivered clean, bright, pure and free of microscopic organisms, water, or other contaminants. Ensuring the quality of the Aircraft Fuel is the sole responsibility of the FBO.
- 3) The 100LL/AvGas and Jet-A Aircraft Fuel storage facility tanks shall each be a minimum of twelve thousand (12,000) gallon capacity, and the FBO shall also provide adequate mobile or stationary dispensing Equipment and two (2) or more personnel on duty 8-hours per day, seven (7) days a week, or provide on-call fueling (if approved by Airport Manager) to serve the Airport's Aircraft Fuel demand. On-call response time shall be no longer than four(4) hours. Filter-equipped Aircraft Fuel dispensers with separate dispensing pumps and meter systems for each grade of Aircraft

Fuel must be provided. All metering devices must be inspected, checked and certified annually by appropriate local and State agencies. Aircraft Fuel storage facility tanks shall meet all applicable Federal, State and local laws and regulatory requirements and all system, components and dispensing equipment must be permitted and approved by County.

- 4) Each FBO shall, at its own expense, maintain the Aircraft Fuel storage facility, all Improvements thereon, and all appurtenances thereto, in a presentable condition consistent with good business practices and in accordance with the appropriate rules, regulations and requirements at the time of construction and any mandated upgrades.
- 5) Each FBO shall provide two operating and fully functional Aircraft refueling trucks. Each Aircraft refueling Vehicle shall be equipped with metering devices that meet all applicable Federal, State, local laws, rules and regulations. If Jet A is provided, one Aircraft refueling Vehicle dispensing Jet-A Aircraft Fuel shall have over the wing and single point servicing capability. The aircraft refueling trucks must have a minimum fuel capacity of 500 gallons for 100LL / AVGAS, and 1,000 gallons for Jet-A.
- 6) Each FBO shall operate an Aircraft Fuel storage facility designed in accordance with all EPA regulations including proper Aircraft Fuel spill prevention features and containment capabilities. In addition, each FBO shall provide a current copy of their Aircraft Fuel spill prevention, countermeasures, and control plan (SPCCC) to the Airport Manager thirty (30) days prior to commencing operations. Aircraft Fuel inventories will be monitored in accordance with current EPA standards and inventory details will be provided to the Airport Manager when requested including total of gallons delivered by type and date.



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- 7) Each FBO shall conduct the lawful, sanitary, and timely handling and disposal of all solid waste, regulated waste, and other materials including, but not limited to, sump Aircraft Fuel, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property is not permitted upon the Leased Premises.
- 8) The FBO shall develop and maintain Standard Operating Procedures (SOP) for refueling and ground handling operations and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34, Aircraft Ground Handling and Servicing. The SOP shall address bonding and fire protection, public protection, control of access to the Aircraft Fuel storage facility, and marking and labeling of Aircraft Fuel storage tanks and Fuel dispensing Equipment, and shall be submitted to the County prior to the FBO commencing fueling activities.
- 9) Each FBO shall comply with the 2017 NFPA 407 *Standard for Aircraft Fueling* as written and amended, Nevada Administrative Code 477, Douglas County Code, FAA Advisory Circular 150/5230-4, Aircraft Fuel Storage, Handling, and Dispensing on Airports, Airport Rules and Regulations, and all other applicable Federal, State and local laws related to Aircraft Fuel handling, dispensing, sale and storage. Each FBO shall obtain all applicable Aircraft Fueling certifications and Permits, and receive periodic refresher training as required. The County, East Fork Fire Protection District and the State or FAA may periodically conduct inspections of the FBO activities and facilities to ensure compliance with all applicable laws and regulations, and these Minimum Standards.
- 10) Each FBO shall provide an adequate supply of properly located, type, size and operable fire extinguishers and other safety Equipment. All fire extinguisher certifications must be current. Fire extinguishers shall be maintained within all hangars, on Apron areas, at Aircraft Fuel storage facilities, and on all ground handling

and refueling Vehicles as required by appropriate fire codes for the type of operations conducted.

- 11) Each FBO shall provide monthly verifiable Aircraft Fuel inventory reconciliation reports to the County listing the total amounts of Aircraft Fuel delivered to the site.

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

- 1) An FBO may provide Commercial Self-Service Fueling Equipment in addition to the required Fuel Equipment set forth in Section 4.6. A with the prior written consent of the Airport Manager. Commercial Self-Service Fueling Equipment must be in compliance with all applicable Federal, State, local laws, rules and regulations and cannot be substituted for the required full-service Aircraft Fueling Equipment set forth in 4.6 A.
- 2) The Airport Manager may authorize a FBO to provide and operate Commercial Self-Service Fueling Equipment if Airport activity, market demand, and safety criteria, justify such an operation.
- 3) Any FBO authorized to provide Commercial Self-Service Fueling services at the Airport shall provide, at a minimum, 100LL/AvGas aviation gasoline. The products and equipment must meet all applicable Federal, State, and local laws, rules, regulations, and requirements.
- 4) The Aircraft Fuel storage areas are the locations on the Airport designated temporarily or permanently by the Airport Manager as the only areas in which Aircraft Fuels may be stored.
- 5) The Aircraft Fuel storage and dispensing Equipment shall meet all applicable Federal, State, local laws, rules, regulations and

requirements, including, but not limited to, the Nevada Administrative Code 477, Douglas County Code, and FAA Advisory Circular 150/5230-4, as now or hereafter amended. Storage area and equipment must be maintained, keep clear of all debris, and trash. Storage tanks must be painted and clearly marked with safety labels and content details.

- 6) Each FBO providing the Commercial Self-Service Fueling services shall be knowledgeable of and comply with all Federal, State, local environmental laws, and rules and regulations. Each FBO shall provide the County with a current Fuel spill prevention, countermeasures, and control plan (SPCCC) that contains methods and procedures to prevent, control, and clean up an Aircraft Fuel spill on Airport property.
- 7) Each FBO authorized to install and maintain a Commercial Self-Service Fueling system shall provide monthly verifiable Aircraft Fuel inventory reconciliation reports to the Airport Manager listing the total amounts of Aircraft Fuel delivered to the site.

#### C. Aircraft Line Services

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

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

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

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

- 1) Customer service counter stocked with basic pilot's supplies (i.e., sectional maps, headsets, earplugs, FAA Publications, etc.);
- 2) Public lounge and waiting area;
- 3) Flight planning work area with Flight Service Station and weather service communication links;
- 4)  
  
Public telephones
- 5) Courtesy Car for flight crew;
- 6) Local ground transportation contacts.

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

Each FBO or sublessee engaging in Airframe and Power Plant Maintenance activities shall provide services within the leased Premises including:

- 1) Operate the service from a minimum five thousand (5,000) square feet of ventilated shop space and have immediate access to customer lounge, public telephones, and restrooms.
- 2) Employ and have on-duty a minimum of one (1) FAA certified technician who possess an airframe, power plant, or Inspection Authorization rating as specified in 14 CFR Part 65, or the

maintenance facility shall be certified under and satisfy all the requirements as specified in 14 CFR Part 145, as now or hereafter amended.

- 3) Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week. A technician shall also be available twenty-four (24) hours, seven (7) days on-call for emergencies. If more than one (1) Air Frame and Power Plant facility is located on the Airport, this responsibility may be rotated on a mutually agreeable rotating on-call schedule as approved by the Airport Manager.
- 4) Provide Equipment, supplies and parts required for Aircraft airframe, power plant, inspection, tire, battery, oxygen, and other routine Aircraft maintenance functions appropriate for the type of Aircraft serviced.

#### **F. Aircraft Storage Hangars**

Each FBO in Aircraft Storage Hangar activities shall:

- 1) Lease the necessary amount of land to accommodate the proper quantity and required size of hangars. The community Aircraft storage hangar must be a minimum of 16,000 square feet, with a minimum door height of 25'.
- 2) Provide contact name and phone numbers, hangar availability, and rental rates known to prospective customers via posted informational sign inside each FBO terminal.
- 3) Ensure that Hangar is used in accordance with the FAA Airport Compliance Manual Order 5190.6B, FAA Regulations, State and Local Fire Code and Regulations, as well as Airport Rules and Regulations. The FBO must provide a semi-annual listing to Airport

Management to include aircraft type, tail number, and aircraft owner of all aircraft stored within the FBO's hangar facilities.

- 4) Ensure that hangar tenants only perform preventive Aircraft maintenance within the hangar on their own Aircraft to the extent permitted in 14 CFR Part 43, as now or hereafter amended. Painting, welding, and any type of Hazardous Material storage shall not be permitted within Aircraft hangars unless authorized specifically by the Airport Manager in writing. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property is not permitted.
- 5) Hangars will be subject to periodic inspections at any time by Airport Manager or the Fire Department representative.

#### 4.7 Optional FBO Services

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

Type of Activity	Office Space (Sq. Ft.)	Hangar Space (Sq. Ft.)
Flight Training	800	Not required
Aircraft Charter Air Taxi Aircraft Management	500	Not required
Aircraft Rental Aircraft Sales	500	Not required
Avionics and Maintenance	500	2,000

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

Each FBO or FBO sub-lessee engaging in Flight Training Services shall:

- 1) Operate the service from a minimum of one thousand (1000) square feet of classroom and office space within or adjacent to the FBO's Leased Premises and have immediate access to customer lounge, public telephones, and restrooms.
- 2) Employ and make available at least one (1) or more FAA certified flight instructors as necessary to meet the Flight Training demand and schedule requirements.
- 3) Own or Lease one (1) or more airworthy Aircraft necessary to meet the Flight Training demand and schedule requirements. One (1) Aircraft must be a minimum four (4) place Aircraft equipped for instrument flight instruction, except for sailplane training operations.
- 4) Flight Training operations shall include adequate mock-ups, pictures, slides, filmstrips, movies, videotapes, or other training aides necessary to provide proper and effective ground school instruction.

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

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

- 1) Operate the service from not less than five hundred (500) square feet of office space. This would be within the FBO's Leased Premises and shall have immediate access to customer lounge, public telephones, and restrooms.

- 2) Employ and make available at least two (2) Persons who hold current FAA commercial pilot certificates and current Class I or II medical certificates and ratings appropriate for each Aircraft listed on its operating certificate. In addition, all flight personnel shall be properly rated for the Aircraft operated. The FBO or its sub-lessee shall have dispatch capability within four (4) hours of a customer request. The FBO or sub-lessee shall be open and services available five (5) days per week, eight (8) hours per day.
- 3) Own or Lease or manage at least two (2) certified and continuously airworthy instrument qualified multi-engine Aircraft or single engine aircraft.
- 4) Have and display in the public office, a current 14 CFR Part 135 Air Taxi Certificate or provisional FAR Part 135 Certificate, in addition to, the Aircraft identification page from the operating specifications manual of each Aircraft listed on the certificate.
- 5) Have and display in the public office a current copy of 14 CFR Part 133 for rotorcraft operations detailing the external-loading requirements

### C. Aircraft Rental

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

- 1) Operate the service in a minimum of five hundred (500) square feet of office space within the FBO's Leased premises and have immediate access to customer lounge, public telephones, and restrooms.
- 2) Employ and have on duty at least one (1) Person having a current commercial pilot certificate with appropriate ratings, including instructor rating.



- 3) Keep the premises open and services available a minimum of eight (8) hours per day, six (6) days a week.
- 4) Have available for rental or use in Flight Training, either owned or leased and under exclusive control of operator, a minimum of two (2) owned or leased, certified, and airworthy Aircraft. One (1) of which must be a minimum four (4) place Aircraft, and one of which must be equipped for instrument flight conditions/training. Sailplane rental operations do not need to meet this requirement.

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

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

- 1) Operate the service in a minimum of five hundred (500) square feet of space for operations, bench testing and administration within the FBO's Leased Premises have immediate access to customer lounge, public telephones, and restrooms.
- 2) Have dedicated two thousand (2,000) square feet of hangar space to work on Aircraft.
- 3) Employ and have on duty at least one (1) trained and FAA certified technician.
- 4) Keep premises open and services available a minimum of eight (8) hours a day, five (5) days a week.
- 5) Hold the appropriate FAA repair station certificates for the types of Equipment the Commercial Operator plans to service and/or install.



## SECTION 5 - MINIMUM STANDARDS FOR LIMITED FIXED BASE OPERATORS

### 5.1 Required Aeronautical Activities

5.1.1 A Limited FBO has the privilege of providing limited fueling services and is authorized to engage in the sale of self-service 100LL/AvGas fuel and services, and to provide facilities to Aircraft operators including at a minimum, the following Aeronautical Activities and optional Aeronautical Activities at the Airport:

- a. Aircraft refueling to include Self-Service 100LL/AvGas only, and Aircraft lubricants
- b. Aircraft Line Services
- c. Airframe and Power Plant Maintenance
- d. Aircraft storage/hangars rentals and Tiedowns
- e. Passenger, Crew, and Aircraft ground services, support and amenities

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

5.1.2 Limited FBOs may be permitted to provide commercial Aircraft Fueling services - self-service fueling systems, and operate any/all types of retail self-service Aircraft Fueling facilities at the Airport that dispense 100LL/AvGas fuel.

5.1.3 The County may exercise its right to have a Proprietary Exclusive on all commercial fueling operations at the Airport.

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

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

## 5.2 Aircraft Design Group Serviceability

Each Limited FBO shall provide the personnel, Equipment, and facilities required to service all types of Aircraft normally frequenting the Airport that require 100LL/AvGas services. The Limited FBOs are required to have equipment to service the aircraft requiring this type of fuel as identified both now and as amended in the future.

## 5.3 Leasehold Size

### 5.3.1 Minimum Leasehold Requirements for Limited FBOs at Minden-Tahoe Airport.

Buildings & Leasehold	Minimum Standard
Total Leasehold Area	2 acres (contiguous)
FBO Terminal	2,000 square feet
Maintenance Hangar	2,500 square feet
Aircraft Storage Hangar	7,500 square feet
Ramp	25,000 square feet
Fuel Storage and Service Area	5,000 square feet

#### 5.3.2 Buildings and FBO Leaseholds

Each Limited FBO shall Lease from the County a minimum of two (2) acres of Contiguous Land area. Each Limited FBO shall lease or construct, on the Leasehold Premises, a public use terminal building with a minimum of two thousand (2,000) square feet of floor space for customer lobby, office, pilot's lounge, flight planning and weather briefing area, and public rest rooms.

#### 5.3.3 Vehicle Parking

Each Limited FBO shall provide parking as required by the County or as required by other applicable local laws. Auto parking is prohibited in Aircraft movement areas.

#### 5.3.4 Aircraft Parking

Each Limited FBO shall lease from the County sufficient Airport property for its Aircraft operating area (ramp), independent of any building area, Vehicle parking area, and Aircraft Fuel Storage Area. This paved ramp area shall be a minimum of 25,000 square feet and adequate to support all the activities of the Limited FBO and all approved subtenants and shall be constructed to engineering standards for the current Airport design Aircraft as defined in the existing Airport Master Plan.

#### 5.3.5 Hours of Operation

Each Limited FBO is required to be open for business and provide Aircraft Fueling and line services a minimum of 8 hours per day, seven (7) days per week, except as otherwise approved in writing by the Airport Manager. Business hours must be posted in such a manner as to be visible by the public at all times. Business hours and holiday schedules must be provided to the Airport Manager no less than thirty (30) days in advance of the event.

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

100LL/AvGas Self-Service facilities must remain open and available to customers 24 hours each day.

## **5.4 Staffing and Employee Qualifications**

### **5.4.1 Staffing**

During the required hours of operation, each Limited FBO shall employ and have on duty sufficient staff to meet the Minimum Standards for each Aeronautical Activity provided. However, multiple responsibilities may be assigned to Employees where feasible. Each Limited FBO shall have at least two (2) Employees on duty at all times during hours of operation, and provide to the Airport Manager a current written statement of the names, addresses, telephone numbers and other necessary contact information for all personnel responsible for the operation and management of the Limited FBO. In addition, the Airport Manager shall be provided a point-of-contact with phone numbers for emergency situations.

### **5.4.2 Employee Qualifications**

All Limited FBO Aircraft Fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of Aircraft Fuels. Training shall be NATA Safety 1st program or another nationally recognized training program or training as provided by nationally recognized fuel companies. Training records for all employees must be maintained by the Limited FBO and provided upon the request of the Airport Manager.

## 5.5 Insurance Requirements

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

## 5.6 Required Limited FBO Services

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

### A. Aircraft Fueling

- 1) Each Limited FBO must provide for the sale of common and recognized brands of 100LL/AvGas Aircraft Fuels, lubricants and other aviation petroleum products. Each Limited FBO shall provide, store, and have Self-Service 100LL/AvGas. All Equipment used for the storage and/or dispensing of Aircraft Fuel must meet all applicable Federal, State, local laws, rules and regulations. The location of the Aircraft Fuel storage facility shall be in conformance with the Airport's Master Plan and shall be approved by the Airport Manager. The quantity of fuel on hand shall at no time be less than a 3-day supply.
- 2) Each Limited FBO shall manage and provide a stationary Aircraft Fuel storage facility with safety features and filtration systems to ensure Aircraft Fuel quality. Each Limited FBO shall ensure that Aircraft Fuel is delivered clean, bright, pure and free of microscopic organisms, water, or other contaminants. Ensuring the quality of the 100LL/AvGas Aircraft Fuel is the sole responsibility of the Limited FBO.
- 3) The Self-Service 100LL/AvGas storage facility tank(s) shall each be a minimum of twelve thousand (12,000) gallon capacity, and the Limited FBO shall also provide two (2) or more personnel on duty 8-hours per day, seven (7) days a

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week, to serve the Airport's Aircraft Fuel demand. Filter-equipped Aircraft Fuel dispensers with separate dispensing pumps and meter systems shall be provided. All metering devices must be inspected, checked and certified annually by appropriate local and State agencies. Aircraft Fuel storage facility tank(s) shall meet all applicable, State and local laws and regulatory requirements and all system, components and dispensing equipment must be permitted and approved by the County.

- 4) Each Limited FBO shall, at its own expense, maintain the Aircraft Fuel storage facility, all Improvements thereon, and all appurtenances thereto, in a presentable condition consistent with good business practices and in accordance with the appropriate rules, regulations and requirements at the time of construction and any mandated upgrades.
- 5) Each Limited FBO shall provide a fully functional Self-Service Aircraft refueling system. The system shall be equipped with metering devices that meet all applicable Federal, State, local laws, rules and regulations.
- 6) Each Limited FBO shall operate an Aircraft Fuel storage facility designed in accordance with all EPA regulations including proper Aircraft Fuel spill prevention features and containment capabilities. In addition, each Limited FBO shall provide a current copy of their Aircraft Fuel spill prevention, countermeasures, and control plan (SPCCC) to the Airport Manager thirty (30) days prior to commencing operations. Aircraft Fuel inventories will be monitored in accordance with current EPA standards and inventory details will be provided to the County when requested including total of gallons delivered by type and date.
- 7) Each Limited FBO shall conduct the lawful, sanitary, and timely handling and disposal of all solid waste, regulated waste, and other materials including, but not limited to, sump Aircraft Fuel, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property is not permitted upon the Leased Premises.



- 8) The Limited FBO shall develop and maintain SOP for refueling and ground handling operations and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34, Aircraft Ground Handling and Servicing. The SOP shall address bonding and fire protection, public protection, control of access to the Aircraft Fuel storage facility, and marking and labeling of Aircraft Fuel storage tanks and Fuel dispensing Equipment, and shall be submitted to the County prior to the Limited FBO commencing fueling activities.
- 9) Each Limited FBO shall comply with the 2017 NFPA 407 *Standard for Aircraft Fueling* as written and amended, Nevada Administrative Code 477, Douglas County Code, FAA Advisory Circular 150/5230-4, Aircraft Fuel Storage, Handling, and Dispensing on Airports, Airport Rules and Regulations, and all other applicable Federal, State and local laws related to Aircraft Fuel handling, dispensing, sale and storage. Each Limited FBO shall obtain all applicable Aircraft Fueling certifications and Permits, and receive periodic refresher training as required. The County, the State or FAA or their representative may periodically conduct inspections of the Limited FBO activities and facilities to ensure compliance with all applicable laws and regulations, and these Minimum Standards.
- 10) Each Limited FBO shall provide an adequate supply of properly located, type, size and operable fire extinguishers and other safety Equipment. All fire extinguisher certifications must be current. Fire extinguishers shall be maintained within all hangars, on Apron areas, at Aircraft Fuel storage facilities, and on all ground handling and refueling Vehicles as required by appropriate fire codes for the type of operations conducted.
- 11) Each Limited FBO shall provide monthly verifiable Aircraft Fuel inventory reconciliation reports to the Airport Manager listing the total amounts of Aircraft Fuel delivered to the site.

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

- 1) A Limited FBO may provide Commercial Self-Service Fueling Equipment only.
- 2) Any Limited FBO authorized to provide Commercial Self-Service Fueling services at the Airport shall provide 100LL/AvGas aviation gasoline. The products and Equipment must meet all applicable, State, and local laws, rules, regulations, and requirements.
- 3) The Aircraft Fuel storage areas are the locations on the Airport designated temporarily or permanently by the Airport Manager as the only areas in which Aircraft Fuels may be stored.
- 4) The Aircraft Fuel storage and dispensing Equipment shall meet all applicable Federal, State, local laws, rules, regulations and requirements, including, but not limited to, the Nevada Administrative Code 477, Douglas County Code and FAA Advisory Circular 150/5230-4, as now or hereafter amended.
- 5) Each Limited FBO providing the Commercial Self-Service Fueling services shall be knowledgeable of and comply with all, State, local environmental laws, and rules and regulations. Each Limited FBO shall provide the County with a current Fuel spill prevention, countermeasures, and control plan (SPCCC) that contains methods and procedures to prevent, control, and clean up an Aircraft Fuel spill on Airport property.
- 6) Each Limited FBO authorized to install and maintain a Commercial Self-Service Fueling system shall provide monthly verifiable Aircraft Fuel inventory reconciliation reports to the County listing the total amounts of Aircraft Fuel delivered to the site.

#### C. Aircraft Line Services

Each Limited FBO shall provide necessary Equipment, supplies, and trained personnel for Aircraft ramp assistance, towing, parking, and tie downs, within the leased Premises. Equipment shall be sufficient to facilitate service for Aircraft that use 100LL/AvGas type fuel.

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

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

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

- 1) Customer service counter stocked with basic pilots supplies; (i.e., sectional maps, headsets, earplugs, FAA Publications, etc.);
- 2) Public lounge and waiting area;
- 3) Flight planning work area with Flight Service Station and weather service communication links;
- 4) Public telephones; and
- ;
- 5) Local ground transportation contacts.

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

Each Limited FBO or sub-lessee engaging in Airframe and Power Plant Maintenance activities shall provide services within the leased Premises including:

- 1) Operate the service from a minimum twenty-five hundred (2,500) square feet of ventilated shop space and have immediate access to customer lounge, public telephones, and restrooms.
- 2) Employ and have on-duty a minimum of one (1) FAA certified technician who has an airframe, power plant, or Inspection Authorization rating as specified in 14 CFR Part 65, or the maintenance facility shall be certified under and satisfy all the requirements as specified in 14 CFR Part 145, as now or hereafter amended.
- 3) Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week.
- 4) Provide Equipment, supplies and parts required for Aircraft airframe, power plant, inspection, tire, battery, oxygen, and other routine Aircraft maintenance functions appropriate for the type of Aircraft serviced.

#### **F. Aircraft Storage Hangars**

Each Limited FBO or sub-lessee engaging in Aircraft Storage Hangar activities shall:

- 1) Lease the necessary amount of land to accommodate the proper quantity and required size of hangars. The LFBO owned or leased Aircraft storage hangar must be a minimum of 7,500 square feet.
- 2) Provide contact name and phone numbers, hangar availability, and rental rates known to prospective customers via posted informational sign inside each Limited FBO terminal.
- 3) Ensure that each Hangar (if applicable) is used in accordance with the FAA Airport Compliance Manual Order 5190.6B, FAA Regulations, State and Local Fire Code and Regulations, as well as Airport Rules and Regulations. The Limited FBO must provide a semi-annual listing to Airport Management to include aircraft type, tail number, and aircraft owner of all aircraft stored within the Limited FBO's hangar facilities.

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

## 5.7 Optional Limited FBO Services

Each Limited FBO may provide Aeronautical Activities at the Airport in addition to the required Limited FBO services, with the consent of the County, which may include, but are not necessarily entitled to, the services listed below. Any Limited FBO providing optional Limited FBO services, either directly or through a sub-lessee or subcontractor, shall comply with the standards set forth in this Section 5.7.

Type of Activity	Office Space (Sq. Ft.)	Hangar Space (Sq. Ft.)
Flight Training	800	Not required
Aircraft Charter, Air Taxi, Aircraft Management	500	Not required
Aircraft Rental, Aircraft Sales	500	Not required
Avionics and Maintenance	500	2,000

### A. Flight Training

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Each Limited FBO or Limited FBO sub-lessee engaging in Flight Training Services shall:

- 1) Operate the service from a minimum of one thousand (1000) square feet of classroom and office space within or adjacent to the Limited FBO's Leased Premises and have immediate access to customer lounge, public telephones, and restrooms.
- 2) Employ and make available at least one (1) or more FAA certified flight instructors as necessary to meet the Flight Training demand and schedule requirements.
- 3) Own or Lease one (1) or more airworthy Aircraft necessary to meet the Flight Training demand and schedule requirements. One (1) Aircraft must be a minimum four (4) place Aircraft equipped for instrument flight instruction, except for sailplane training operations and rotorcraft.
- 4) Flight Training operations shall include adequate mock-ups, pictures, slides, filmstrips, movies, videotapes, or other training aides necessary to provide proper and effective ground school instruction.

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

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

- 1) Operate the service from not less than five hundred (500) square feet of office space. This would be within the Limited FBO's Leased Premises and shall have immediate access to customer lounge, public telephones, and restrooms.
- 2) Employ and make available at least two (2) Persons who hold current FAA commercial pilot certificates and current Class I or II medical certificates and ratings appropriate for each Aircraft listed on its operating certificate.

In addition, all flight personnel shall be properly rated for the Aircraft operated. The Limited FBO or its sub-lessee shall have dispatch capability within four (4) hours of a customer request. The Limited FBO or sub-lessee shall be open and services available five (5) days per week, eight (8) hours per day.

- 3) Own or Lease or manage at least two (2) certified and continuously airworthy instrument qualified multi-engine Aircraft, single engine aircraft or rotorcraft.
- 4) Have and display in the public office, a current 14 CFR Part 135 Air Taxi Certificate or provisional FAR Part 135 Certificate, in addition to, the Aircraft identification page from the operating specifications manual of each Aircraft listed on the certificate.
- 5) Have and display in the public office a current copy of 14 CFR Part 133 for rotorcraft operations detailing the external-loading requirements.

#### **C. Aircraft Rental**

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

- 1) Operate the service in a minimum of five hundred (500) square feet of office space within the FBO's Leased premises and have immediate access to customer lounge, public telephones, and restrooms.
- 2) Employ and have on duty at least one (1) Person having a current commercial pilot certificate with appropriate ratings, including instructor rating.
- 3) Keep the premises open and services available a minimum of eight (8) hours per day, six (6) days a week with seasonal modifications as approved by the Airport Manager.

- 4) Have available for rental or use in Flight Training, either owned or leased and under exclusive control of operator, a minimum of two (2) owned or leased, certified, and airworthy Aircraft. One of which must be a minimum four (4) place Aircraft, and one of which must be equipped for instrument flight conditions/training, sailplane rental operations do not need to meet this requirement.

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

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

- 1) Operate the service in a minimum of five hundred (500) square feet of space for operations, bench testing and administration within the Limited FBO's Leased Premises have immediate access to customer lounge, public telephones, and restrooms.
- 2) Have dedicated one thousand five hundred (2,000) square feet of hangar space to work on Aircraft.
- 3) Employ and have on duty at least one (1) trained and FAA certified technician.
- 4) Keep premises open and services available a minimum of eight (8) hours a day, five (5) days a week.
- 5) Hold the appropriate FAA repair station certificates for the types of Equipment the Commercial Operator plans to service and/or install.



## SECTION 6 - MINIMUM STANDARDS FOR SPECIALIZED AVIATION SERVICE OPERATIONS (SASO)

### 6.1 General Requirements

#### 6.1.1 Compliance

SASOs with a direct Lease with the County shall be required to comply with all of the Minimum Standards as set forth in Section 6. A SASO acting as a sub-lessee of an FBO or Limited FBO shall be required to comply with all applicable Minimum Standards set forth in Section 4 or 5. SASOs shall not be permitted to provide Commercial Aircraft Fueling services. SASOs requiring a direct Lease with the County shall be required to Lease the minimum land as indicated herein; however, SASOs have the option of leasing a lesser amount of space if they Lease from an approved FBO or Limited FBO within the existing FBO or Limited FBO Leasehold area.

#### 6.1.2 Leased Space Requirement

Type of Activity	Minimum Building Size	Minimum Land Lease
Flight Training	1,500 square feet	0.5 acre
Airframe and Powerplant Mechanic	3,000 square feet	0.5 acre
Air Charter or Taxi	1,500 square feet	0.5 acre
Aircraft Rental	1,500 square feet	As needed
Avionics and Maintenance	2,000 square feet	As needed
Community Storage Hangar	8,000 square feet	1.0 acre
Aircraft Sales	1,500 square feet	As needed
Aircraft Restoration or Refurbishing	5,000 square feet	0.5 acre

Specialized Flying Services	1,500 square feet	0.5 acre
Commercial Skydiving Services	1,500 square feet	As needed

#### 6.1.3 Responsible Personnel

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

#### 6.1.4 Insurance Requirements

Each SASO shall maintain the types and amounts of insurance required by the County's Risk Manager. Except as otherwise required by the County's Risk Manager, each SASO shall be required, at a minimum, to maintain the types of insurance in the amounts set forth in EXHIBIT B – INSURANCE REQUIREMENTS.

### 6.2 Flight Training

SASOs engaging in Flight Training services shall:

- 1) Lease not less than one-half acre of land for offices, ramp, Aircraft parking, auto parking and green space.
- 2) Operate the service from a minimum of one thousand five hundred (1,500) square feet of classroom and office space on the Airport and have at a minimum; customer lounge, public telephones, and access to restrooms.

- 3) Employ and make available at least two (2) or more FAA certified flight instructors necessary to meet the Flight Training demand and schedule requirements.
- 4) Own or lease two (2) or more airworthy Aircraft necessary to meet the Flight Training demand and schedule requirements. One (1) Aircraft must be a minimum four (4) place Aircraft equipped for instrument flight instruction, except for sailplane flight training.
- 5) Include adequate mock-ups, pictures, slides, filmstrips, movies, videotapes, or other training aides necessary to provide proper and effective ground school instruction. All materials shall meet FAA requirements for the training offered.
- 6) Lease or Sublease space to comply with the County parking requirements.
- 7) Keep premises open and services available a minimum of eight (8) hours a day, six (6) days a week.

### **6.3 Airframe and Power Plant Maintenance**

SASOs engaging in Aircraft Airframe and Power Plant Maintenance shall:

- 1) Lease not less one-half of an acre of land for offices, ramp, Aircraft parking, auto parking, storage and green space.
- 2) Operate the service from a minimum of three thousand (3,000) square feet of ventilated hangar and shop space on the Airport and provide a customer lounge, public telephones, and restrooms.
- 3) Employ and have on-duty a minimum of one (1) FAA certified technician who possesses an airframe, power plant, or Inspection Authorization rating as required in 14 CFR Part 65, or the maintenance facility must be certified under 14 CFR Part 145.

- 4) Keep premises open and services available a minimum 8 hours per day, 5 days per week.

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

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

- 1) Lease not less than one-half acre of land for offices, ramp, Aircraft parking, auto parking and green space
- 2) Operate the service from a minimum of one thousand five hundred (1,500) square feet of office space on the Airport and provide a customer lounge, public telephones, and restrooms. Arrange for or Lease hangar storage space or ramp Tiedown for Aircraft.
- 3) Employ and make available at least one (1) Person who holds a current FAA commercial pilot certificate, current Class I or II medical certificate and ratings appropriate for the Aircraft listed on the operator's certificate. In addition, all flight personnel shall be properly rated for the Aircraft operated. The operator shall have dispatch capability within six (6) hours of a customer request. Employ one (1) Person with experience and ability to provide charter quotes, schedule and dispatch support and customer service.
- 4) Own or lease or manage at least two (2) certified and continuously airworthy instrument qualified Aircraft.
- 5) Have and display in the public office, a current 14 CFR Part 135 Certificate or provisional 14 CFR Part 135 Certificate, in addition to, the Aircraft identification page from the operating specifications manual of each Aircraft listed on the certificate.

#### **6.5 Aircraft Rental**

SASOs engaging in Aircraft Rental services shall:

- 1) Lease space or land to support Aircraft parking, auto parking and green space.
- 2) Operate the service in a minimum of one thousand five hundred (1,500) square feet of office space on the Airport and provide a customer lounge, public telephones, and access to restrooms.
- 3) Employ and have on duty at least two (2) Persons having a current commercial pilot certificate with appropriate ratings, including instructor rating.
- 4) Keep premises open and services available a minimum of eight (8) hours per day, six (6) days a week.
- 5) Have available for rental, a minimum of two (2) owned or leased, certified, and airworthy Aircraft. One (1) must be a minimum four (4) place Aircraft and one (1) must be instrument flight equipped except sailplanes, which do not need IFR capability.

## **6.6 Avionics Sales and Maintenance**

SASOs providing Avionics Sales and Maintenance shall:

- 1) Lease space as needed for ramp, Aircraft parking, auto parking and green space.
- 2) Operate the service in a minimum of two thousand (2,000) square feet of office and shop space on the Airport and provide a customer lounge, public telephones, and access to restrooms.
- 3) Employ and have on duty at least one (1) trained and FAA certified technician and one (1) administrative or customer service Person.

- 4) Provide for the sale of new or used Aircraft avionics, radios, instruments, and accessories.
- 5) Keep premises open and services available a minimum of eight (8) hours per day, five (5) days a week.
- 6) Hold the appropriate FAA repair station certificates for the types of Equipment the operator plans to service and/or install.

## **6.7 Aircraft Storage and Hangars**

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

- 1) Lease not less than one acre of land for offices, ramp, Aircraft parking, auto parking and green space.
- 2) Community hangar must be not less than eight thousand (8,000) square feet of office and Aircraft storage space on the Airport and provide a customer lounge, public telephones, and restrooms.
- 3) Provide SASO contact name and phone numbers, hangar availability, and rental rates known to prospective customers to Airport Manager and have posted contact informational sign posted at the Airport.
- 4) Provide a list of the Based Aircraft stored within the SASO hangar facilities to the Airport Manager semi-annually.
- 5) Ensure that hangar tenants only perform preventive Aircraft maintenance within the hangar on their own Aircraft to the extent permitted in 14 CFR Part 43, as now or hereafter amended. Painting, welding, and any type of Hazardous Material storage shall not be permitted within Aircraft hangars unless authorized specifically by the Airport Manager in writing. The piling and

storage of crates, boxes, barrels, containers, refuse, and surplus property shall not be permitted.

## **6.8 Aircraft Sales**

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

- 1) Lease space needed for offices, ramp, Aircraft parking, auto parking and green space.
- 2) Operate the service in a minimum of one thousand five hundred (1,500) square feet of office space on the Airport and provide a customer lounge, public telephones, and access to restrooms.
- 3) SASO must Lease or Sublease space to comply with the Vehicle parking requirements of the County.
- 4) Employ and have on duty at least one (1) qualified Aircraft salesperson and access to a demonstration pilot that has a current commercial pilot certificate with appropriate Aircraft type ratings.
- 5) Keep premises open and services available a minimum of eight (8) hours per day, five (5) days a week.

## **6.9 Aircraft Restoration and Refurbishing**

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

- 1) Lease not less than one-half of an acre of land for offices, ramp, Aircraft parking, auto parking and green space.

- 2) Operate the service in a minimum of five thousand (5,000) square feet of space of hangar and office area on the Airport and provide a customer lounge, public telephones, and access to restrooms.
- 3) Employ and have on duty at least one (1) qualified Person that has current required certificate, licenses, and ratings.
- 4) Keep premises open and services available a minimum of 40 hours per week.

#### **6.10 Specialized Flying Services**

SASOs engaging in Specialized Flying Services shall:

- 1) Lease not less than one-half acre of land for offices, ramp, Aircraft parking, auto parking and green space.
- 2) Operate the service from a minimum of one thousand five hundred (1,500) square feet of office space on the Airport and provide a customer lounge, public telephones, and access to restrooms.
- 3) Employ and make available at least one (1) Person who holds a current FAA commercial pilot certificate and medical certificate with ratings appropriate for the operator's Aircraft.
- 4) Provide contact information and have services available within four (4) hours of request, and keep the premises open eight (8) hours per day, five (5) days a week.
- 5) Own or lease at least one (1) airworthy Aircraft.

#### **6.11 Skydiving Services**



SASOs engaging in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment shall:

- 1) Lease space needed for offices, ramp, drop zone, Aircraft parking, auto parking and green space.
- 2) Operate the service from a minimum of one thousand five hundred (1,500) square feet of office space on the Airport and provide a customer lounge, public telephones, and access to restrooms.
- 3) Employ and make available at least one (1) Person who holds a current FAA commercial pilot certificate and medical certificate with ratings appropriate for the operator's Aircraft.
- 4) Provide contact information and keep the premises open eight (8) hours per day, five (5) days a week.
- 5) Own or lease at least one (1) airworthy Aircraft.
- 6) Meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR Part 105, and related FAA Advisory Circulars. All waivers of liability shall be submitted to and approved by the County.

## SECTION 7 - FLYING CLUBS

### 7.1 Requirements

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

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

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

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

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

## SECTION 8 - EXHIBITS

### EXHIBIT A – Airport Plans and Maps

The current Airport Layout Plan (ALP) is available on the Airport’s webpage.

The current Airport Map is available on the Airport’s webpage.

### EXHIBIT B – INSURANCE REQUIREMENTS

Type of Business	General Liability	Vehicular Liability	Hangar Keepers	Aircraft Passenger Liability	Environmental Liability
<b>FBO</b>	\$5,000,000	\$500,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>Limited FBO</b>	\$2,000,000	\$500,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>Flight Training</b>	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	
<b>Airframe &amp; Power Plant Mechanic</b>	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>Air Charter or Taxi</b>	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	
<b>Aircraft Rental</b>	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	
<b>Avionics and Maintenance</b>	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>Community Storage Hangar</b>	\$1,000,000	\$500,000	\$2,000,000	\$1,000,000	
<b>Aircraft Sales</b>	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	
<b>Aircraft Restoration</b>	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>Specialized Flying Services</b>	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	
<b>Flying Club</b>	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000	
<b>Skydiving Operation Services</b>	\$1,000,000	\$500,000		\$1,000,000	
<b>All structures/All businesses</b>			Full replacement value		