

MINIMUM STANDARDS

FOR AERONAUTICAL ACTIVITIES

JACKSON COUNTY

ROGUE VALLEY INTERNATIONAL-MEDFORD AIRPORT

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INTRODUCTION

The following Minimum Standards for Aeronautical Activities (“Minimum Standards”) are requirements for commercial aeronautical activities which have been established in the public interest.

The Minimum Standards are intended to promote safety, protect airport users from unlicensed and unauthorized products and services, maintain and enhance the availability of adequate services for all airport users, promote the orderly development of airport land, and ensure efficiency of operations.

Determination of the quality and level of services which are offered to the public in connection with a particular aeronautical activity is a legitimate prerogative of Jackson County (“County”) and County may change the Minimum Standards from time to time for the purpose of improving the quality of service to the public. Such Minimum Standards will be applied objectively and uniformly.

The Airport Advisory Committee (“Committee”) shall review for County the Minimum Standards at Rogue Valley International-Medford Airport (“Airport”) as necessary or every forty-eight (48) months whichever come first and may recommend revisions or amendments deemed necessary under the circumstances to properly protect the health, safety and interest of the Airport and the public. Upon publication of any such amendments, the operators of aeronautical activities authorized hereunder shall be required to conform to such amended Minimum Standards except as hereinafter provided.

Recognizing that very specific expertise in some areas of mechanics, inspections, or instruction may not be readily available from operations regularly doing business on the Airport, certain individuals or businesses may be called on to do these needed functions. These must be approved by Jackson County Airport Authority (“JCAA”), in advance, and can be exempted from the Minimum Standards by JCAA on a one-time basis if services are not available through an established fixed base operator (“FBO”) on the Airport.

Facility descriptions in this document shall not apply to an FBO or lessee possessing a valid agreement with County which permitted said FBO to conduct commercial activities under previously approved Minimum Standards as long as its agreement remains valid. Any subsequent amendment of an agreement authorizing a change in aeronautical activities must comply with the Minimum Standards in effect at the time of the approval of said amendment.

SECTION I - FBO

1. An FBO is defined as any person, firm or corporation performing aeronautical activities for services as hereinafter set out at the Airport. No person, firm, or corporation shall engage in any commercial activity as an FBO as herein defined unless the same is done in full compliance with the Minimum Standards, rules, and regulations herein set forth.
2. Any person, firm or corporation capable of meeting the Minimum Standards set forth herein for the stated FBO categories is eligible to become an FBO at the Airport, subject to the execution of a written lease containing such terms and conditions as may be negotiated with County. An FBO shall not engage in any business or activity on the Airport other than that authorized in a lease with County. Any FBO desiring to extend or reduce aeronautical activities or services must first negotiate and secure a lease amendment. Each FBO shall provide buildings, personnel, equipment and other requirements as herein stated upon land leased from County.
3. An FBO shall satisfy to County that it is technically and financially able to perform the services of an FBO. This shall include the responsibility for demonstrating continued financial solvency.
4. All construction required of FBOs shall be in accordance with building codes and construction standards of the City of Medford and height restriction requirements of the Federal Aviation Administration (“FAA”) and JCAA for the facility or activity involved.
5. The rates or charges for any and all activities and services of FBOs shall be determined by FBOs.
6. All FBOs shall pay all taxes and assessments against any buildings or other structures placed on the premises as well as all taxes and assessments against the personal property used by them in their operations.
7. All FBOs shall abide by and comply with all local, State, and Federal regulations, laws, and ordinances.

A. AIRCRAFT SALES

1. Statement of Concept

An aircraft sales FBO is a person, firm, or corporation engaged in the sale of new or used aircraft through a franchise or licensed dealership or distributorship of an aircraft manufacturer or otherwise (either on a retail or wholesale basis), and provides such repairs, services, and parts as necessary to meet any guarantee or warranty on new or used aircraft sale. Granting of this aeronautical service shall not constitute an exclusive right.

Individuals who buy, sell, or trade used aircraft for personal use less than three (3) times per calendar year shall be exempt from the Minimum Standards.

2. Minimum Standards

- (a) FBO shall lease from County an area not less than 50,000 square feet of ground space to provide for outside display and storage of aircraft and on which shall be erected a building to provide at least 10,000 square feet of floor space for aircraft storage and at least 200 square feet of floor space for office, customer lounge and restrooms, which shall be properly heated, plumbed and lighted; and shall provide telephone facilities for customer use.

FBO shall provide within the leased area: paved parking space to accommodate at least five (5) automobiles; a paved walkway to accommodate pedestrian access to FBO's office; and a paved aircraft apron to accommodate aircraft movement from FBO's building to a taxiway.

- (b) FBO shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period. Servicing facilities may be provided through written agreement with a repair station on the Airport
- (c) FBO shall have the premises open and services available eight (8) hours daily, five (5) days a week.
- (d) FBO shall employ and have on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in an efficient manner, but never less than one (1) person having a current pilot certificate with appropriate ratings for the operation being conducted.

FBO shall make provision for someone to be in attendance in the office at all times during the required operating hours.

- (e) FBO performing the services under this category will be required to carry the following types of insurance in accordance with their lease:
- (1) Aircraft Liability (Hull & Protection and Indemnity) or its equivalent;
 - (2) Passenger Liability on all owned or leased aircraft;
 - (3) Commercial (Public) Liability including, but not limited to:
Premises/Operations; Products/Completed Operations; or Contractual.

Commercial liability insurance shall further include County as an additional insured and a waiver of subrogation in favor of County.

B. AIRFRAME AND POWER PLANT REPAIR FACILITIES

1. Statement of Concept

An aircraft engine and airframe maintenance and repair FBO is a person, firm, or corporation providing one or a combination of airframe and power plant repair services, but with at least one (1) person currently certificated by the FAA with ratings appropriate to the work being performed. This category of aeronautical services shall also include the sale of aircraft parts and accessories, but is not an exclusive right.

2. Minimum Standards

- (a) FBO shall lease from County an area of not less than 50,000 square feet of ground space on which shall be erected a building to provide at least 10,000 square feet of floor space for airframe and power plant repair services including a segregated painting area if painting is to be conducted. All facilities shall meet local and state industrial code requirements, and at least 200 square feet of floor space for office, customer lounge and restrooms, which shall be properly heated, plumbed and lighted; and shall provide telephone facilities for customer use.
- (b) FBO shall comply with all Federal Aviation Administration Regulations (“FARs”) as they apply to the type of work being performed, parts utilized and certifications required as an approved repair station.
- (c) FBO shall have the premises open and services available eight (8) hours daily, five (5) days each week.
- (d) FBO shall employ and have on duty during the appropriate business hours, not less than (1) person who possesses the appropriate FAA certificate(s) for the work being performed as set forth in this category of services. An additional person shall be employed but not necessarily rated.
- (e) FBO shall make provision for someone to be in attendance in the office at all times during the required operating hours.
- (f) FBO shall promptly remove from the public landing area, as soon as authorized by the Airport Director or his representative, any disabled aircraft; and shall have available suitable tractors, tow bars, jacks, dollies and other equipment as might be needed to remove the largest type aircraft that normally could be expected.
- (g) FBO shall remove any nonairworthy aircraft from the Airport premises within a reasonable time. JCAA at its sole discretion may grant approval to store nonairworthy aircraft in a designated inactive area on Airport property for extended periods of time.
- (h) FBO performing the services under this category will be required to carry the following types of insurance in accordance with their lease:
 - (1) Commercial (Public) Liability including, but not limited to:
Premises/Operations; Products/Completed Operations; Contractual, or
Hangarkeepers’ Liability.

Commercial liability insurance shall further include County as an additional insured and a waiver of subrogation in favor of County.

C. AIRCRAFT RENTAL

1. Statement of Concept

An aircraft rental FBO is a person, firm, or corporation engaged in the rental of aircraft to the public. Granting of this aeronautical service shall not constitute an exclusive right.

2. Minimum Standards

- (a) FBO shall lease from County an area of not less than 25,000 square feet of ground space and on which shall be erected a building to provide at least 1,400 square feet of floor space for aircraft storage and at least 200 square feet of floor space for office, customer lounge, and restrooms, which shall be properly heated, plumbed and lighted; and shall provide telephone facilities for customer use.

FBO shall provide within the leased area: paved parking space to accommodate at least five (5) automobiles; a paved walkway to accommodate pedestrian access to FBO's office; and a paved aircraft apron to accommodate aircraft movement from FBO's building to a taxiway.

- (b) FBO shall have available for rental, either owned or under written lease to FBO, not less than one (1) certificated and currently airworthy aircraft.
- (c) FBO shall have the premises open and services available eight (8) hours daily, five (5) days a week.
- (d) FBO shall employ and have on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards in an efficient manner, but never less than one (1) person having a current commercial pilot certificate with appropriate ratings, including instructor rating. FBO shall make provision for someone to be in attendance in the office at all times during the required operation hours.
- (e) FBO performing the services under this category will be required to carry the following types of insurance in accordance with their lease:
- (1) Aircraft Liability (Hull & Protection and Indemnity) or its equivalent;
 - (2) Student/Renter Liability covering all users of aircraft;
 - (3) Commercial (Public) Liability including, but not limited to: Premises/Operations; or Contractual.

Commercial liability insurance shall further include County as an additional insured and a waiver of subrogation in favor of County.

D. FLIGHT TRAINING

1. Statement of Concept

A flight training FBO is a person, firm, or corporation engaged in instructing pilots in dual and solo flight training, in fixed or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved. Granting of this aeronautical service shall not constitute an exclusive right.

An individual holding a current flight instructor certificate shall be exempt from the Minimum Standards and may provide flight training to individuals provided there is no charge to the student.

2. Minimum Standards

- (a) FBO shall lease from County an area of not less than 50,000 square feet of ground space and on which shall be erected a building to provide at least 1,400 square feet of floor space for aircraft storage and at least 400 square feet for floor space for office, classroom, briefing room, pilot lounge and restrooms, which shall be properly heated, plumbed and lighted; and shall provide telephone facilities for customer use.

FBO shall provide within the leased area: paved parking space to accommodate at least five (5) automobiles; a paved walkway to accommodate pedestrian access to FBO's office; a paved aircraft apron to accommodate aircraft movement from FBO's building to a taxiway, and a paved tie down area for storage of aircraft.

- (b) FBO shall have available for use in flight training, either owned or under written lease to FBO, not less than two (2) properly certificated aircraft, at least one (1) of which must be a four-place aircraft, and at least one (1) of which must be equipped for and capable of use in instrument flight instruction.
- (c) FBO shall have the premises open and services available eight (8) hours daily, five (5) days a week.
- (d) FBO shall employ on a full-time basis at least one (1) flight instructor who has been properly certificated by the FAA to provide the type of training offered.

In addition to the full-time flight instructor, FBO shall have available for call on a part-time basis at least one (1) flight instructor who has been properly certificated by the FAA to provide the type of training offered.

FBO shall make provision for someone to be in attendance in the office at all times during the required operating hours.

- (e) FBO performing the services under this category will be required to carry the following types of insurance in accordance with their lease:
- (1) Aircraft Liability (Hull & Protection and Indemnity) or its equivalent;
 - (2) Student/Renter Liability covering all users of aircraft;
 - (3) Commercial (Public) Liability including, but not limited to: Premises/Operations; or Contractual.

Commercial liability insurance shall further include County as an additional insured and a waiver of subrogation in favor of County.

E. AIRCRAFT FUELS AND OILS DISPENSING SERVICE

1. Statement of Concept

An aircraft fuels and oil dispensing FBO is a person, firm, or corporation engaged in the sale and into-plane delivery of recognized brands of aviation fuels, lubricants, and other related aviation petroleum products. Granting of this aeronautical service shall not constitute an exclusive right.

2. Minimum Standards

- (a) FBO shall lease from County an area of not less than 50,000 square feet of ground space on which shall be erected a building of at least 1800 square feet total area, including at least 400 square feet of floor space for office, customer lounge and restrooms, which shall be properly heated, plumbed and lighted; and shall provide telephone facilities for customer use.

FBO shall provide within the leased area: paved parking space to accommodate at least ten (10) automobiles; a paved walkway to accommodate pedestrian access to FBO's office; and a paved aircraft apron of at least 10,000 square feet to accommodate aircraft movement from FBO's building to a taxiway.

FBO shall have a valid Class A Fueling Permit issued by the JCAA in accordance with Jackson County Codified Ordinance 1062.30 through 1062.34. FBO shall develop and have on file with the JCAA an approved Spill Prevention Control and Countermeasure program (SPCC).

- (b) FBO shall provide, at a minimum, the following services:

- (1) Sale of aviation gasoline, fuel, oils, and lubricants customarily sold to general aviation aircraft users;
- (2) Ramp service for general aviation aircraft users;
- (3) Cabin services to general aviation aircraft as can be performed efficiently on the ramp or apron parking area;
- (4) Tie down and hangar storage for general aviation aircraft.

- (c) FBO shall provide at least two (2) 10,000 gallon fuel storage tanks at the Airport and maintain a supply of fuel on hand at all times of at least two (2) grades of aviation fuel as closely related as possible to the popular demand of the general aviation users of the Airport. FBO shall provide at least two (2) metered filter-equipped dispensers, fixed or mobile, for dispensing the minimum requirements of two (2) grades of aviation fuel.

All refueling is to be done on leased areas or upon pilot request at areas meeting fueling criteria. Such other non-lease areas must be designated by the Airport Director as available for fueling.

FBO shall procure and maintain tools, jacks, towing equipment, tire repairing equipment, energizers and starters, heaters, oxygen supplies, fire extinguishers, and passenger loading steps as appropriate for the servicing of general aviation aircraft using their services. All equipment shall be maintained and operated in accordance with local, State, and Federal ordinances, laws, and regulations.

- (d) FBO shall have the premises open eight (8) hours daily, seven (7) days a week for aircraft fueling, oil dispensing service and ramp service. FBO shall provide on-call service during hours other than the aforementioned.
- (e) FBO shall employ and have on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the minimum standards set forth in this category of services in an efficient manner.
- (f) FBO shall make provisions for someone to be in attendance in the office at all times during the required operating hours.
- (g) FBO performing the services under this category will be required to carry the following types of insurance in accordance with their lease:
 - (1) Commercial (Public) Liability including, but not limited to:
Premises/Operations; Products/Completed Operations; Contractual, or
Hangarkeepers' Liability.

Commercial liability insurance shall further include County as an additional insured and a waiver of subrogation in favor of County.

F. RADIO, INSTRUMENT, OR PROPELLER REPAIR

1. Statement of Concept

A radio, instrument, or propeller repair station FBO is a person, firm, or corporation engaged in the business of, and providing a shop for the repair of aircraft radios, propellers, instruments, and accessories for general aviation aircraft. This category shall include the sale of new or used aircraft radios, propellers, instruments, and accessories. FBO shall hold the appropriate repair station certificates issued by FAA. Granting of this aeronautical service shall not constitute an exclusive right.

2. Minimum Standards

- (a) FBO shall lease from County an area of not less than 10,000 square feet of ground space on which shall be erected a building of at least 1,400 square feet of floor space for storage of at least one (1) aircraft, for a shop and to house all equipment; and at least 200 square feet of floor space to provide an office, customer lounge and restrooms, all properly heated, plumbed and lighted; and shall provide telephone facilities for customer use.

FBO shall provide within the leased area: paved parking space to accommodate at least five (5) automobiles; a paved walkway to accommodate pedestrian access to FBO's office; and a paved aircraft apron to accommodate aircraft movement from FBO's building to a taxiway.

- (b) FBO shall have the premises open and service available eight (8) hours daily, five (5) days a week.
- (c) FBO shall employ and have on duty during the appropriate business hours trained personnel in such numbers as are required to meet the minimum standards set forth in this category but never less than one (1) person who meets the requirements of the appropriate FAA repairman certification and one (1) other person who need not be rated by the FAA.
- (d) FBO performing the services under this category will be required to carry the following types of insurance in accordance with their lease:
- (1) Commercial (Public) Liability including, but not limited to:
Premises/Operations; Products/Completed Operations; Contractual, or
Hangarkeepers' Liability.

Commercial liability insurance shall further include County as an additional insured and a waiver of subrogation in favor of County.

G. AIRCRAFT CHARTER AND AIR TAXI

1. Statement of Concept

An aircraft charter and an air taxi FBO is a person, firm, or corporation engaged in the business of providing air transportation (persons or property) to the general public for hire, either on a charter basis (Commercial Operation) or as an air taxi FBO, as defined in the FARs. Granting of this aeronautical service shall not constitute an exclusive right.

2. Minimum Standards

- (a) FBO shall lease from County an area of not less than 10,000 square feet of ground space on which shall be erected a building of at least 4,000 square feet of floor space for aircraft storage and at least 200 square feet of floor space for office, customer lounge and restrooms, which shall be properly heated, plumbed and lighted; and shall provide telephone facilities for customer use.

FBO shall provide within the leased area: paved parking space to accommodate at least five (5) automobiles; a paved walkway to accommodate pedestrian access to FBO's office; and a paved aircraft apron of at least 10,000 square feet to accommodate aircraft movement from FBO's building to a taxiway.

- (b) FBO shall provide, either owned or under written lease to FBO, not less than one (1) aircraft which must meet the requirements of the air taxi commercial FBO certificate held by FBO.
- (c) FBO shall have the premises open and services available eight (8) hours daily and five (5) days per week. FBO shall provide on-call service during hours other than the aforementioned.
- (d) FBO shall employ and have on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the minimum standards set forth in this category but never less than at least one (1) FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by FBO.

FBO shall make provision for someone to be in attendance in the office at all times during the required operating hours.

- (e) FBO performing the services under this category will be required to carry the following types of insurance in accordance with their lease:
- (1) Aircraft Liability (Hull & Protection and Indemnity) or its equivalent;
 - (2) Passenger Liability on all owned or leased aircraft;
 - (3) Commercial (Public) Liability including, but not limited to: Premises/Operations; or Contractual.

Commercial liability insurance shall further include County as an additional insured and a waiver of subrogation in favor of County.

H. SPECIALIZED COMMERCIAL FLYING SERVICES

1. Statement of Concept

A specialized commercial flying services FBO is a person, firm, or corporation engaged in air transportation for hire for the purpose of providing the use of aircraft for any one or more of the activities listed below:

- (a) Non-stop sightseeing flights that begin and end at the same airport;
- (b) Crop dusting, seeding, and spraying;
- (c) Banner towing and aerial advertising;
- (d) Aerial photography or survey;
- (e) Fire fighting;
- (f) Power line or pipe line patrol;
- (g) Skydiving operation; or
- (h) Other operations specifically excluded from the FARs concerning, air carriers or certified repair stations.

2. Minimum Standards

- (a) FBO shall lease from County adequate space to build facilities commensurate with the services to be provided. A business plan shall be presented to JCAA and Committee shall make recommendation of space requirements in a fair and equitable manner. FBO shall provide customer lounge and restrooms, which shall be properly heated, plumbed and lighted; and telephone facilities for customer use.

FBO shall provide within the leased area: paved parking space to accommodate automobiles in sufficient number commensurate with the amount of traffic generated by conducting business; a paved walkway to accommodate pedestrian access to FBO's office; and a paved aircraft apron to accommodate aircraft movement from FBO's building to a taxiway.

In the case of crop dusting, aerial application or other commercial use of chemicals, FBO shall provide a centrally drained, paved area of not less than 2,500 square feet for aircraft loading, washing, and servicing. FBO shall also provide for the safe and legal storage and containment of hazardous or noxious chemical materials. Such facilities will be in a location on the Airport which will provide the greatest safeguard to the public.

- (b) FBO may alternatively choose to affiliate with an existing FBO to meet the facilities requirement. In this case JCAA shall review FBO and Committee shall make recommendation to ensure adequate facilities to support this activity.
- (c) FBO shall provide and have based on the leasehold, either owned or under written lease to the operator, not less than one (1) aircraft which will be airworthy, meeting all the requirements of the FAA and applicable regulations of the state of Oregon with respect to the type of operations to be performed.

- (d) FBO shall comply with all applicable County, State, Federal, OSHA, DEQ, EPA and FAA regulations. FBO shall maintain adequate records to show compliance with said regulations. FBO shall make these records available to the JCAA or their representatives in a reasonable and timely manner.
- (e) FBO shall employ trained personnel in such numbers as may be required to meet the Minimum Standards herein set forth in an efficient manner. All required flight crew members must meet all applicable FAA regulations pertaining to the type of flights conducted.
- (f) FBO performing the services under this category will be required to carry the following types of insurance in accordance with their lease:
 - (1) Aircraft Liability (Hull & Protection and Indemnity) or its equivalent;
 - (2) Passenger Liability on all owned or leased aircraft;
 - (3) Commercial (Public) Liability including, but not limited to: Premises/Operations; or Contractual.

Commercial liability insurance shall further include County as an additional insured and a waiver of subrogation in favor of County.

I. MULTIPLE SERVICES

1. Statement of Concept

A multiple services FBO is a person, firm, or corporation engaged in any two (2) or more of the aeronautical services for which Minimum Standards have been hereinbefore provided. Granting of this aeronautical service shall not constitute an exclusive right.

2. Minimum Standards

- (a) FBO shall lease from County an area of at least 50,000 square feet of ground space (10,000 square feet for combinations that only include aircraft rental, radio/instrument/propeller repair, and charter/air taxi) for aircraft storage, parking and other use in accordance with the services to be offered, and on which shall be erected a building to provide as a minimum the building requirements of the activity having the greatest building requirement, with at least 200 square feet of floor space for office, customer lounge and restrooms, which shall be properly heated, plumbed and lighted, and shall provide telephone facilities for customer use.

If flight training is one of the multiple services offered, FBO shall provide classroom and briefing room facilities in the aforementioned building.

FBO shall provide within the leased area: paved parking space to accommodate at least twenty (20) automobiles; a paved walkway to accommodate pedestrian access to FBO's office; and a paved aircraft apron to accommodate aircraft movement from FBO's building to a taxiway.

If crop dusting, aerial application, or other commercial uses of chemicals are part of the multiple services offered, FBO shall provide a centrally drained, paved area of not less than 2,500 square feet for aircraft loading, washing, and servicing. FBO shall also provide for the safe and legal storage and containment of hazardous or noxious chemical matters. Such facilities will be in a location on the Airport which will provide the greatest safeguard to the public.

- (b) FBO shall comply with the aircraft requirements, including the equipment thereon, for each aeronautical service to be performed except as hereinafter provided.

Multiple uses may be made of all aircraft except dedicated aircraft used for crop dusting or dispensing of regulated hazardous substances.

FBO, unless performing combinations of multiple services for which aircraft are not required, shall have available and based at Airport, either owned by FBO or under written lease to FBO, not less than two (2) certified and currently airworthy aircraft. These aircraft shall be equipped and capable of flight to meet the Minimum Standards as hereinbefore provided for each aeronautical service to be performed.

FBO shall provide the equipment and services required to meet the Minimum Standards as hereinbefore provided for each aeronautical service FBO is performing.

- (c) FBO shall adhere to the hours of operation required for each aeronautical service being performed.

- (d) FBO shall employ and have on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards for each aeronautical service FBO is performing as hereinbefore provided. Multiple responsibilities may be assigned to meet personnel requirements for each aeronautical service being performed by FBO, except such multiple responsibilities may not be assigned to the FAA certificated repair station.

- (e) FBO shall obtain, as a minimum, insurance coverage which is equal to the highest individual insurance requirement of all the aeronautical services being performed FBO, or the amount required by County for other FBOs of like size and services.

**SECTION II - NON-FBOS,
SPECIAL AVIATION SERVICE ORGANIZATION (SASO),
AND SPECIAL EXCEPTIONS**

Persons, firms or corporations performing certain aeronautical activities or services are not considered to be FBOs. These non-FBO activities, SASOs, and other special exceptions are described in the following sections.

1. Statement of Concept

A non-FBO, SASO, or Special Exception operator is a person, firm, or corporation engaged in any aeronautical service for which Minimum Standards have not been hereinbefore provided. This category is intended to allow services which are not already provided by existing FBOs.

Approval, re-approval, and termination of non-FBOs, SASOs, and special exception shall be at the discretion of JCAA. Appeal of JCAA's decision shall be to the County Administrator. Granting of this aeronautical service shall not constitute an exclusive right.

2. Minimum Standards

- (a) A non-FBO, SASO, or Special Exception operator shall lease from County an area with sufficient square footage to provide the special services to be offered. Services involving aircraft shall be conducted in a facility large enough to house the aircraft being serviced.
- (b) A non-FBO, SASO, or Special Exception operator performing the services under this category will be required to carry the following types of insurance in accordance with their lease:
 - (1) Aircraft Liability (Hull & Protection and Indemnity) or its equivalent;
 - (2) Passenger Liability on all owned or leased aircraft;
 - (3) Commercial (Public) Liability including, but not limited to: Premises/Operations; or Contractual.

Commercial liability insurance shall further include County as an additional insured and a waiver of subrogation in favor of County.

A. NONPUBLIC AIRCRAFT FUEL OR OIL DISPENSING

1. Statement of Concept

Any person(s), firm, or corporation operating aircraft on the Airport may dispense aircraft fuel or oil into aircraft they own, lease for use, or manage, subject to the provision of this section.

2. Minimum Standards

- (a) Any person(s), firm or corporation operating aircraft on the Airport who wishes to conduct self-fueling operations must have a valid Class B Fueling Permit issued by JCAA in accordance with Jackson County Codified Ordinance 1062.30 through 1062.34.
- (b) Self-fueling operations must be conducted in compliance with all applicable Federal, State, and local rules and regulations.
- (c) Self-fueling operations may be conducted only by person(s), firm or corporation operating aircraft or his/her employees.
- (d) Self-fueling operations may be conducted only on premises the Aircraft Operator has leased or subleased from County at the Airport or on areas specifically designed for fueling.
- (e) No fuel may be dispensed into any aircraft other than those owned or controlled by person(s), firm or corporation operating aircraft or his/her employees.
- (f) The current applicable fuel flowage fee shall be paid to County on all fuel dispensed under this category.
- (g) The Aircraft Operator performing the services under this category will be required to carry the following types of insurance in accordance with their lease:
 - (1) Commercial (Public) Liability including, but not limited to: Premises/Operations; Products/Completed; Contractual; or Hangarkeepers' Liability.

Commercial liability insurance shall further include County as an additional insured and a waiver of subrogation in favor of County.

B. FLYING CLUBS

1. Statement of Concept

A flying club is defined as a non-profit organization, the members of which have an investment interest in the aircraft and other capital equipment owned or controlled by the club.

In an effort to foster and promote flying for pleasure, develop skills in aeronautics, including but not limited to pilotage, navigation, and an awareness and appreciation of aviation requirements and techniques, flying clubs are permitted to operate at the Airport. No flying club may be established or operate in such a manner as to act as a subterfuge to avoid the Minimum Standards for FBOs.

2. Requirements

All flying clubs basing their aircraft and/or operations on the Airport must comply with the following standards and regulations and are exempt from the Minimum Standards for FBOs.

- (a) The flying club shall be a non-profit corporation or partnership organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. The flying club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance, and replacement of its aircraft. The flying club shall provide the Airport with a copy of its bylaws and of its rules and/or regulations.
- (b) The flying club shall not offer or conduct charter, air taxi, or rentals of aircraft operations.
- (c) The flying club shall not give aircraft flight instruction except that FAA certified instructors who are members of the flying club may give flight instruction only to other club members and only in the flying club's aircraft.
- (d) Flying club members who are also FAA certified mechanics shall not be prohibited from doing maintenance work on the flying club's aircraft.
- (e) The flying club or flying club members may not lease, sell or trade any goods or services at the Airport except that the flying club may sell or trade its capital equipment.
- (f) The flying club and flying club members shall obey all Federal, State, and local laws, ordinances, and regulations.
- (g) The flying club shall furnish the JCAA with a current copy of its list of members, including names of officers and directors.

3. Violations

In the event that the club fails to comply with these conditions, County will notify the club in writing of such violations. If the club fails to correct the violations in fifteen (15) days, JCAA may take any action deemed advisable, up to and including termination of the flying clubs lease or agreement.

4. Insurance

Any flying club leasing space at the Airport from County will be required to carry the following types of insurance in accordance with their lease:

- (1) Aircraft Liability (Hull & Protection and Indemnity) or its equivalent.

Evidence of insurance in the form of a certificate of insurance with County as an additional insured and a waiver of subrogation in favor of County shall be filed with County.

C. EXISTING, NEW SASO, OR SPECIAL COMMERCIAL BUSINESS

1. Statement of Concept

An existing or new SASO or commercial business on the Airport that is located in a commercial or non-commercial building, or commercial or non-commercial hangar, provides a specialized service on a limited basis to the public or other businesses or entities. It may include but is not limited to experimental aircraft parts fabrication or assembly, aircraft or aircraft structure upholstery fabrication or assembly, or other aeronautical related activity which does not require the level of activity, service, or facilities typically found or provided in FBO categories.

2. Requirements

- (a) May be located in a rented or owned general aviation or commercial hangar or building.
- (b) No product or service as currently provided by an FBO.
- (c) Existing or future businesses or services in this category that provide a service or products not provided by an FBO at the time of establishment.
- (d) Approval of business or service in this category by JCAA.

3. Insurance

All businesses and services in this category at the Airport shall be required to carry the following types of insurance in accordance with their lease:

- (1) Aircraft Liability (Hull & Protection and Indemnity) or its equivalent;
- (2) Passenger Liability on all owned or leased aircraft;
- (3) Commercial (Public) Liability including, but not limited to:
Premises/Operations; or Contractual.

Commercial liability insurance shall further include County as an additional insured and a waiver of subrogation in favor of County.

SECTION III - GENERAL PROVISIONS

The following sections set forth general considerations applicable to aeronautical services and activities at the Airport.

A. BASIC REQUIREMENTS

1. Buildings

- (a) The minimum space requirements as hereinbefore provided may be satisfied within any of the existing structures at the Airport excepting T-hangars.
- (b) With written permission of County, the requirement for building space for any FBO activity may be satisfied by a sublease of such space at the Airport.
- (c) Approval of JCAA in writing of any additional structures intended to satisfy such requirements shall be a prerequisite to consideration of a lease proposal by County.
- (d) A site plan of the proposed building(s) must be submitted to JCAA for review and approval as specified in the attached Appendix A, Site Plan Checklist.

2. Building Location

The location of the building on the plot shall be positioned to provide the following minimum separation distances on all sides:

- (a) 20 feet from interior streets;
- (b) 20 feet from the lease boundary;
- (c) 75 feet from adjacent hangars (requirement may be greater depending on size of aircraft in the hangar or other adjacent hangars);
- (d) 95 feet from secondary taxiway centerline for Group III aircraft (wingspan 79'-117'), or 65 feet from secondary taxiway centerline for Group I and II aircraft (wingspan less than 79'); and
- (e) 115 feet from primary taxiways.

3. Certificates and Ratings

All personnel hereinbefore required to hold FAA certificates and ratings shall maintain such certificates and ratings in good standing.

B. LEASE PROPOSAL REQUIREMENTS FOR NEW CATEGORIES OF SERVICE

Committee will provide recommendations to the County Commissioners on approval of new commercial services to be provided on the Airport. JCAA will not accept an original request to lease land area at the Airport for commercial services unless the request has been reviewed by Committee. This request shall be a written proposal which sets forth the scope or operation to be performed and shall include the following:

- (a) The services to be offered;
- (b) The amount of land to be leased;
- (c) The building space to be constructed or leased;
- (d) The number of aircraft to be provided;
- (e) The number of persons to be employed;
- (f) Certification of technical employees;
- (g) The hours of proposed operations;
- (h) The number and types of insurance coverage to be maintained; and
- (i) Evidence of financial capability to perform and provide the proposed services and facilities.

C. SUBLEASES

1. Statement of Concept

All subleases shall be subject to prior written approval and continuing review by County. It is the intention of County that the subleases not be misused as a method to avoid compliance with the requirements of the Minimum Standards herein.

2. Minimum Standards

In the event that County determines that a Sublessee is operating an aviation-related business without complying with the Minimum Standards applicable hereto, the sublease may be terminated upon thirty (30) days' written notice. Such notice shall be sent by certified mail to the Sublessee and Lessee.

Further, the actions of a Sublessee or Lessee in not complying with or trying to avoid the Minimum Standards shall be considered a breach of its lease with County and reason for termination of the lease.

D. STANDARD LEASE PROVISIONS

All leases between County and operators of any aeronautical service at the Airport shall contain the standard lease provisions of County, including compliance with all applicable laws, ordinances, rules and regulations pertaining to the Airport or Lessee and the Federal Requirements and Assurances required of County by the Federal Government.

APPENDIX A

AIRPORT SITE PLAN CHECKLIST

The site plan will be drawn professionally using a standard engineering scale, be clearly defined and dimensioned and will indicate:

1. Legal description of property;
2. The location of boundary lines, building lines, and the width and location of all parkways, streets, and easements within and adjacent to property, and location of nearest runways, taxiways, and aprons;
3. The location, size, and character of building and the total square footage of each;
4. Off-street parking, curb cuts, loading facilities, and service areas and any illumination for same;
5. Landscaping, including screening walls and fences, retaining walls, green planting strips, trees, and other improvements or alterations to the land;
6. Setting of all existing structures on the subject and adjoining property;
7. The design of ingress and egress to minimize interference with traffic flow on abutting streets;
8. The height of all structures;
9. The location, type, size, and height of all signs, other than wall signs;
10. The location of facilities for refuse disposal;
11. The location of fire hydrants in the immediate area;
12. Types of surfacing;
13. The location, type, and size of all proposed water and sewer mains (if applicable);
14. The location, type, and size of all proposed drainage facilities (if applicable);
15. Proposed uses; and
16. Existing and proposed elevation.

APPENDIX B

Requirements for Ground Lease, Buildings, Parking and Hours of Operation

FBO Activity	Ground Lease (Sq.Ft.)	Building Requirement (Sq. Ft.)				Parking Rqm. (Spaces)	Hours of Operation
		Office Etc.	Aircraft Storage	Other Area	Total		
Aircraft Sales	50,000	200	10,000	---	10,200	5	8 hr./day; 5 days/wk.
Airframe/Power Plant Repair	50,000	200	---	10,000	10,200	10	8 hr./day; 5 days/wk.
Aircraft Rental	25,000	200	1,400	---	1,600	5	8 hr./day; 5 days/wk.
Flight Training	50,000	400	1,400	---	1,800	5	8 hr./day; 5 days/wk.
Fuels & Oil Dispensing	50,000	400	---	1,400	1,800	10	8 hr./day; 7 days/wk.***
Radio/Instrument/Propeller Repair	10,000	200	---	1,400	1,600	5	8 hr./day; 5 days/wk.
Aircraft Charter/Air Taxi	10,000	200	4,000	---	4,200	5	8 hr./day; 6 days/wk.
Specialized Commercial Flying Services	50,000	200	1,400	---	1,600	5	None specified
Multiple Services	50,000 10,000*	200	--**	--**	--**	20	Same as hours of Individual activity

- * For combinations of aircraft rental, radio instrument/propeller repair, and charter/air taxi only.
- ** Minimum building to be the building requirement for the activity having greatest building requirement.
- *** 24-Hour on-call service.