



City of Arlington
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**City of Arlington
General Aviation Minimum Standards
Arlington Municipal Airport (GKY)**

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1. INTRODUCTION

1.1. Purpose

The purpose of these General Aviation Minimum Standards (Minimum Standards) is to:

- Encourage and promote the consistent provision of high quality Commercial General Aviation products, services, and facilities at the Arlington Municipal Airport (Airport),
- Enhance safety and security,
- Foster improved economic health of Operators, and
- Provide for the orderly development of land and Improvements.

All qualified and experienced entities who desire to engage in Commercial General Aviation Aeronautical Activities (Activities) shall be accorded a reasonable opportunity to engage in such Activities. Aeronautical Activities may be proposed that do not fall within the categories designated herein. In such a case, appropriate minimum standards will be established by the City of Arlington (City) on a case-by-case basis.

1.2. General Provisions

These Minimum Standards incorporate, by reference, the General Provisions. The terms identified by use of a capital letter in these Minimum Standards are addressed in Section 1.2. of the General Provisions.

1.3. Exclusive Rights

In accordance with the Airport Sponsor Assurances given to the federal and/or state government by the City as a condition of receiving federal and/or state funds, the granting of rights or privileges to engage in Commercial Aeronautical Activities shall not be construed in any manner as affording any entity an Exclusive Right, other than the exclusive use of the land and/or Improvements that may be leased to an entity and then only to the extent provided in an Agreement. The City will utilize Advisory Circular (AC) 150/5190-6 Exclusive Rights at Federally-Obligated Airports and Federal Aviation Administration (FAA) Order 5190.6B Airport Compliance Manual as guidance on any Exclusive Rights issue. If the FAA determines that any provision of these Minimum Standards, or any provision of any Agreement, or any practice constitutes a grant of a prohibited Exclusive Right, such provision shall be deemed null and void and will be discontinued immediately.

1.4. Applicability

All entities engaged in General Aviation Aeronautical Activities shall comply with these Minimum Standards, unless approved in advance by the City in accordance with Section 1.18 of the General Provisions. These Minimum Standards shall apply to any new Agreement or any new amendment to an existing Agreement for General Aviation Aeronautical Activities. Any entity currently engaging in Commercial Activities without an Agreement shall immediately comply with these Minimum Standards.

The Minimum Standards, as amended, shall not affect, supersede, or modify any Agreement or amendment executed prior to the date of adoption of these Minimum Standards, except as provided for in an Agreement, until such time as:

- The Operator's existing Agreement is amended,
- The City approves an assignment to another entity, or
- The Operator enters into a new Agreement with the City.

If an existing Operator desires to change its Aeronautical Activities, the Operator shall comply with these Minimum Standards, unless approved in advance by the City.

Throughout this document, the words "standards" or "requirements" shall be understood to be modified by the word "minimum" except where explicitly stated otherwise. Any interpretation regarding what constitutes an acceptable Minimum Standard or requirement (or compliance with same) shall be made solely by the City. Any entity may exceed the applicable Minimum Standards or requirements, and, the Minimum Standards shall not prohibit the City from entering into an Agreement or amendment that requires an Operator to exceed the Minimum Standards.

2. GENERAL REQUIREMENTS

2.1. Introduction

Operators engaging in Aeronautical Activities at the Airport shall comply with or exceed the requirements of this Section as well as the Minimum Standards applicable to the Activity, as set forth in subsequent sections.

2.2. Experience/Capability

Operators shall, in the judgment of the City, have the financial wherewithal and technical capability of paying all rents, fees, or other charges owed the City, developing and maintaining the required Improvements; procuring and maintaining the required Vehicles, Equipment, and/or Aircraft; employing required Employees; and engaging in the Activity throughout the term of the Agreement.

All Operators shall also demonstrate the capability of consistently providing the required products, services, and facilities and required Activities in a safe, secure, efficient, courteous, prompt, and professional manner.

2.3. Agreement

An entity shall not engage in an Activity without an Agreement authorized in advance by the City. All Subleases must be approved in advance by the City. An Agreement shall not reduce or limit compliance with these Minimum Standards.

2.4. Payment of Rents, Fees, and Charges

An Operator shall pay all rents, fees, or other charges on time. The City may enforce the payment of any rent, fee, or other charge due and owing to the City by any legal means available and as provided by Regulatory Measures.

2.5. Leased Premises

An Operator shall lease or sublease Land and/or lease, sublease, or construct Improvements for the Activity as required in these Minimum Standards. Construction of any Improvements must be approved in advance by the City, in accordance with the Development Guidelines. Leased Premises that require public access shall have direct Landside access.

A. Contiguous Land. It is preferred that all required Improvements (excluding Fuel Storage Facilities) be located on Contiguous Land; however, should contiguous land be unavailable, the Airport Manager may approve a substitute layout of facilities. Lessees shall have adequate Leased Premises to accommodate all of its Activities and all Sublessees, as required in these Minimum Standards.

B. Ramp/Paved Tie-downs should be:

- Contiguous and separated by no more than a Taxilane, whenever possible, to allow for the taxi or towing of Aircraft without traversing a Taxiway or public roadway.
- Of adequate size and weight bearing capacity to accommodate the movement, staging, and parking of the largest Aircraft anticipated on the Leased Premises.

If Operator utilizes a Hangar for storage of its Aircraft and does not handle or store customer Aircraft, Tie-downs are not required. Ramp associated with Hangars shall be

able to accommodate the unimpeded movement of Aircraft on the Leased Premises and equal to 125% of the square footage of the largest Hangar, when practical.

C. Vehicle Parking. Paved Vehicle parking shall be sufficient to accommodate all Vehicles and Equipment anticipated to be parked on the Leased Premises. Paved Vehicle parking shall be located on the Leased Premises in close proximity to the primary facility. On-street Vehicle parking is not permitted.

D. Hangars. Hangars identified throughout these Minimum Standards shall meet the minimum door height and door width (in “feet”) requirements (for the type of Aircraft being serviced) identified in the table that follows, unless otherwise stipulated in these Minimum Standards.

	Door Height	Door Width
Single-engine Piston	12	40
Multi-engine Piston	18	60
Turboprop	20	60
Turbojet	28	100

Hangar door heights and door widths may be less than the requirements stipulated in this Section if the hangars are single structures of not less than 7,500 square feet, subdivided and configured (although each unit shall not be less than 1,000 square feet) to accommodate individual bays for storage of Single-Engine Piston Aircraft.

2.6. Products, Services, and Facilities

To ensure compliance with the FAA Airport Sponsor Assurances for the City, all Operators shall:

- Provide products, services, and facilities on a reasonable, and not unjustly discriminatory, basis to all Airport users.
- Charge reasonable, and not unjustly discriminatory, prices for each product, service, or facility.

Operator may provide reasonable discounts, rebates, or other similar types of price reductions based on the type, kind, or class of Airport user or the volume purchased. Operator shall post its schedule of product, service, and facility pricing in a prominent place readily accessible and/or visible to the general public.

In the event of a complaint, Operator shall submit a schedule of product, service, and facility pricing to the City within 14 calendar days. In addition to identifying the Operator’s product, service, and facility pricing, the schedule shall identify any discounts, rebates, or other similar types of price reductions offered by Operator.

Operator shall provide its Activities in a safe, secure, efficient, courteous, prompt and professional manner consistent with operators providing similar products, services, and facilities at comparable airports.

2.7. Licenses, Permits, Certifications, and Ratings

Operator and its employees shall obtain and comply with all necessary licenses, permits, certifications, and/or ratings as required by the City or any other duly

authorized Agency prior to engaging in any Activity. Operator shall keep in effect and post in a prominent place, visible to the general public, copies of all necessary or required licenses, permits, certifications, or ratings and provide copies of these documents to the City upon request.

Operators shall adhere to the practices recommended by the FAA and shall comply with all regulations or directives issued by the City.

2.8. Employees

Operator shall be onsite, or employ a qualified, experienced, and professional on-site manager who shall be fully responsible for day-to-day management. Operator shall give due consideration to notification from the City of dissatisfaction with the on-site manager's performance and shall take all reasonable action to eliminate the cause of such dissatisfaction.

Operator shall have sufficient employees on duty and immediately available during business hours to comply with these Minimum Standards and to meet the reasonable demands of customers. Operator shall control and supervise the conduct, demeanor, and appearance of its employees.

2.9. Aircraft, Equipment, and Vehicles

All required Aircraft, Equipment, and Vehicles must be fully operational and available at all times and capable of providing required products and services. Aircraft, Equipment, and Vehicles may be temporarily unavailable due to routine or emergency maintenance as long as:

- Appropriate measures are taken to return the Aircraft, Equipment, or Vehicle to service as soon as possible; and
- Fully operational back-up Aircraft, Equipment, or Vehicle is available to provide the required product or service if the equipment is out of service for an extended period of time.

2.10. Business Hours

Operator's services shall be offered and available to meet reasonable demand of customers eight hours per day between the hours of 6:00 a.m. to 6:00 p.m. Monday through Friday excluding holidays, or on an alternate daily schedule as business conditions warrant.

Operator business hours and contact information for after-hours services, if required, shall be clearly posted using professional signage in City approved format. Unless otherwise stated in these Minimum Standards, Operator's services shall be available after hours with response time not to exceed one hour, if after-hours service is offered.

2.11. Security

Operator shall comply with the City's security requirements and/or best practices. Operator shall designate a responsible person for the coordination of security procedures and communications and provide point-of-contact information to the City of the primary and secondary contacts including 24-hour telephone numbers.

Operator shall develop and maintain a Security Plan. Security Plan shall be available for the City to review no later than 30 calendar days prior to commencement of Activities and it shall be updated any time changes are made. Upon request, Operators must demonstrate compliance with all relevant and applicable TSA requirements to the City. Operator must comply with applicable reporting requirements as established by the City, FAA, DHS, TSA, and any other Agencies.

All fencing, doors, gates, lighting, and locks which are part of the Leased Premises must be maintained and kept in good working conditions. Gates or doors which provide access to a Restricted Area must remain closed, locked, and secured except when in use.

2.12. Insurance

Operator shall procure, maintain, and pay all premiums throughout the term of Agreement for the applicable insurance coverages and amounts required by Regulatory Measures and established by the City. See Exhibit "A" for minimum requirements.

The insurance company or companies underwriting the required policies shall be authorized to write such insurance in the State of Texas (with a Best rating of A or above) or be approved in writing by the City. When coverages or amounts are not commercially available, appropriate replacement coverages or amounts must be approved in writing in advance by the City. The City reserves the right to require more or different types of insurance coverage based on entity's individual risks or exposures.

2.13. Indemnification and Hold Harmless

Operator shall defend, indemnify, save, protect, and hold harmless the City, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers from and against (and reimburse the City for) any and all actual or alleged claims, demands, damages, expenses, costs, fees (including, but not limited to, attorney, accountant, paralegal, expert, and escrow fees), fines, environmental costs, and/or penalties (collectively referred to as costs) which may be imposed upon, claimed against or incurred or suffered by the City and which, in whole or in part, directly or indirectly, arise from or are in any way connected with any of the following, except to the extent resulting from the City's negligence or willful misconduct: (a) any act, omission, or negligence of Operator or Operator's partners, officers, directors, agents, employees, invitees, or contractors, (b) any use or occupation, management or control of the Operator's Leased Premises, whether or not due to Operator or Operator's own act or omission, (c) any condition created in or about the Operator's Leased Premises after the effective date, and (d) any breach, violation, or nonperformance of the Operator or the Operator's obligations under any Agreement.

In the event a party indemnified hereunder is responsible, in part, for the loss, the indemnitor shall not be relieved of the obligation to indemnify; however, in such a case, liability shall be shared in accordance with the State of Texas's principles of comparative fault.

In the event of an environmental law violation or an environmental contaminating accident or incident caused by Operator or Operator's employees, vendors, suppliers, contractors, or any other entity associated with Operator or in the event any of these entities violates any environmental law, the following shall apply.

Operator shall accept total responsibility and defend, indemnify, save, protect, and hold harmless the City, individually and collectively, and its representatives, officers, officials, employees, agents and volunteers. Nothing herein shall constitute a waiver of any protection available to the City, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers under the State of Texas's governmental immunity act or similar statutory provision.

2.14. Enforcement

In the event an entity fails to comply with these Minimum Standards, the City shall send a written statement of violation to its last known address. The entity shall have 14 calendar days within which to (a) provide a statement to the City explaining why the violation occurred and to advise the City that the violation has been corrected or (b) when and how the violation will be corrected. The City, in its sole discretion, has the right to suspend the entity's operations and/or revoke the entity's privileges in order to obtain a correction of the violation. The entity shall pay any enforcement costs incurred by the City.

2.15. Taxes

Operator shall, at its sole cost and expense, pay all taxes, fees, and other charges that may be levied, assessed, or charged by any duly authorized Agency relating to the Operator's Activities.

2.16. Multiple Activities

When more than one Activity is conducted by an Operator, the minimum standards or requirements shall be established by the City. The minimum standards or requirements established for combined Activities shall be:

- The standard or requirement for each element within the combined Activities; and
- Not greater than the cumulative standards or requirements for all of the combined Activities.

2.17. Storm Water Compliance Required Documentation

Prior to commencing operations, Operators must meet the following Texas Commission of Environmental Quality (TCEQ) requirements and submit documentation to the Airport Manager:

- All Operators must be registered with the Texas Commission on Environmental Quality (TCEQ) or obtain and submit a ruling from the TCEQ that the Operator is not regulated.
- Operators wishing to participate in the Arlington Municipal Airport Storm Water Pollution Prevention Plan (SWPPP) shall submit a copy of their TCEQ Storm Water Multi-Sector General Permit.
- Operators obtaining the TCEQ Conditional No-Exposure Exclusion from Storm Water Permit Requirements shall submit a copy. If a change in exposure occurs, a TCEQ General Permit shall be submitted.

- Operators not participating in the Arlington Municipal Airport Storm Water Pollution Prevention Plan (SWPPP) shall submit their TCEQ Storm Water Multi-Sector General Permit and their TCEQ-approved SWPPP.

3. FIXED BASE OPERATOR

3.1. Introduction

A Fixed Base Operator (FBO) is an Operator engaged in the sale of products and services and the renting or subleasing of facilities including, at a minimum, the following Activities:

Activities Required
Aviation Fuels and Aircraft lubricants (may only be provided by an authorized FBO).
Ground services, support, and amenities (service to be provided by FBO or in compliance with Section 3.2.)
Aircraft storage
<ul style="list-style-type: none"> • Ramp/Tie-down • Hangar
Aircraft maintenance (service to be provided by FBO or in compliance with Section 3.2.)

In addition to the General Requirements set forth in Section 2, each FBO shall comply with the following minimum standards set forth in Section 3.

3.2. Scope of Activity

Unless otherwise stated in these Minimum Standards, all required products and services shall be provided by FBO’s Employees using its Aircraft, Vehicles, Equipment, and resources.

A. Aviation Fuels and Aircraft Lubricants. The FBO shall deliver and dispense, upon request, the following Aviation Fuel and lubricants into all General Aviation Aircraft and shall be able to deliver and dispense, upon request, into all Air Carrier, government, and military Aircraft using the Airport. The response time shall be 15 minutes from the time of customers’ request except in circumstances or situations beyond the control of the FBO.

Aviation Fuels and Lubricants Required
Jet Fuel
Avgas
Lubricants

B. Ground Services, Support, and Amenities. The FBO shall provide, upon request, the following passenger, crew, and Aircraft ground services, support, and amenities, for General Aviation Aircraft:

Ground Services, Support, and Amenities Required
Aircraft marshalling
Aircraft parking and tie-down
Aircraft towing
Oxygen services (service to be provided by FBO or in compliance with Section 3.2.)
Nitrogen services (service to be provided by FBO or in compliance with Section 3.2.)

Ground Services, Support, and Amenities Required	
Compressed air services	
Lavatory services	
Aircraft ground power (Direct Current or DC)	
Baggage handling and related services	
Concierge services	
Courtesy transportation (utilizing FBO's vehicles for passenger, crew, and baggage, as necessary and/or appropriate.)	
Ground transportation arrangements (crew and passenger transportation arrangements – e.g., limousine, shuttle, rental car, and/or taxi.)	
Accommodation arrangements	
Aircraft catering arrangements	
Aircraft cleaning/washing service – largest Aircraft (General Aviation Aircraft up to and including single-engine, multi-engine, turboprop, turbojet aircraft.)	

C. Aircraft Storage. FBO shall develop, own, and/or lease facilities for the purpose of Subleasing Aircraft storage facilities. Aircraft storage facility requirements are stipulated in Section 3.3.

D. Aircraft Maintenance. FBO shall provide Aircraft Maintenance in accordance with Section 4 of these Minimum Standards for the following General Aviation Aircraft:

Customers Served	
Fixed wing: Piston (single-engine and multi-engine)	Yes
Fixed wing: Turboprop (see definition of Aircraft Line Maintenance)	Line Only
Fixed wing: Turbojet (General Aviation Aircraft up to Group III Turbojet Aircraft not exceeding 100,000 pounds maximum gross takeoff weight.)	Line Only
Part 145 Repair Station	No
Wheel, Brake, and Battery Service	Yes

FBO can meet these requirements by arrangement with an authorized Aircraft Maintenance Operator. In the absence of an authorized Aircraft Maintenance Operator operating at the Airport, FBO can meet these requirements with an authorized Independent Aircraft Maintenance Operator.

3.3. Leased Premises

FBO shall have adequate land and Improvements to accommodate all of its Activities and all Sublessees, but not less than the following:

A. Contiguous Land and Ramp

Contiguous Land and Ramp (square feet)	
Contiguous Land (owned or leased Ramp)*	174,240
Ramp (owned, leased, or managed by the FBO which shall be associated with and located immediately adjacent to the FBO Terminal Building.)	87,120

Contiguous Land and Ramp (square feet)	
Paved Tie-downs (adequate to accommodate the number, type, and size of General Aviation Aircraft – Based Aircraft and Transient Aircraft – requiring Tie-down space on the Leased Premises.)	12

*Should contiguous land be unavailable, the Airport Manager may approve a substitute layout of facilities.

B. Facilities

Facilities (square feet)	
Terminal Building (total)	5,000
<ul style="list-style-type: none"> Customer area (shall include customer lounge(s), flight planning room, vending, conference room, and restrooms.) 	2,500
<ul style="list-style-type: none"> Administrative area (shall include adequate space for employee offices, work areas, and storage.) 	500
<ul style="list-style-type: none"> Rental (leasable) office area (shall be available to accommodate offices, work areas, and storage for Sublessees.) 	500
Aircraft Maintenance (total)	10,000
<ul style="list-style-type: none"> Customer area (customers shall have immediate access to FBO's customer lounge and restrooms. If immediate access is not available, customer area shall be at least the minimum dedicated square feet to include adequate space for customer lounge and restrooms. 	250
<ul style="list-style-type: none"> Administrative area (shall include adequate space for employee offices, work areas, and storage.) 	250
<ul style="list-style-type: none"> Maintenance area (shall include adequate space for employee work areas, shop areas, and storage for Aircraft parts and equipment.) 	750
<ul style="list-style-type: none"> Maintenance Hangar (clear span – on a stand-alone basis or within another structure – and completely enclosed.) 	7,500
<ul style="list-style-type: none"> Maintenance Hangar door height/width 	20'/80'
Aircraft storage (total community Hangar which shall be clear span – on a stand-alone basis or within another structure – and completely enclosed.)	20,000
<ul style="list-style-type: none"> Door height/width 	20'/80'

C. FBO Terminal Building

Required FBO Terminal Building Facilities	
Customer area	
<ul style="list-style-type: none"> Passenger lounge and flight planning room 	
<ul style="list-style-type: none"> Conference room, restrooms, and vending 	
<ul style="list-style-type: none"> Crew lounge and crew sleep/quiet room 	

3.4. Fuel Storage

The FBO shall own or lease an above ground Fuel storage facility at the Airport in a location approved by the City. Fuel storage facilities shall have a total capacity for three days peak supply (excluding special events) for Aircraft being serviced. In no event shall the total storage capacity be less than:

Fuel Storage Facility	
Jet Fuel	
• Number of tanks	2
• Minimum total capacity (gallons)	20,000
Avgas	
• Number of tanks	1
• Minimum total capacity (gallons)	12,000

The FBO shall be capable of expanding its Fuel storage facility capacity within a reasonable period of time.

The FBO shall have adequate and proper storage for waste Fuel or test samples. FBO shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier for the delivery of quantities necessary to meet these requirements. Fuel delivered, stored, or dispensed by FBO shall comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D 1655 (Jet Fuel) and ASTM D 1910 (Avgas). Ensuring the quality of the Fuel is the sole responsibility of FBO.

FBO shall provide the City with a written Spill Prevention, Control, and Countermeasures (SPCC) Plan that meets Regulatory Measures. An updated copy of the SPCC Plan must be available for inspection by the City at least 30 calendar days prior to any scheduled changes in operations.

3.5. Fueling Reports

On or before the 15th calendar day of the subsequent month, FBO shall: (a) provide a summary report to the City identifying the number of gallons of aviation Fuel: (i) purchased by Fuel type (ii) delivered to the storage facility by Fuel type, and (iii) dispensed into FBO and customer aircraft, and (b) pay the appropriate fees (i.e. fuel flowage fees, etc.) due to the City.

Upon request, records and meters shall be made available for review by the City or its designated representative. In the case of a discrepancy between the amount of Fuel purchased by and/or delivered and the amount of Fuel dispensed into Aircraft, the greater amount shall prevail and the FBO shall promptly pay all additional fees due to the City plus interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

3.6. Fueling Equipment

FBO shall have the following Refueling Vehicles and associated capacities:

Fueling Equipment	
Jet Fuel	
• Refueling Vehicle(s)	2
• Capacity of 1 st Refueling Vehicle (gallons)	3,000
• Capacity of 2 nd Refueling Vehicle (gallons)	2,000

Fueling Equipment (continued)	
Avgas	
• Refueling Vehicle(s)	2
• Capacity of Refueling Vehicle (gallons)	750

A fixed Avgas self-serve Fueling system can be substituted for one Avgas Refueling Vehicle. If so, the system shall: (a) be constructed or installed in a location approved by the City, (b) be available and maintained by FBO for public Commercial use 24/7, and (c) operated in conformance with Regulatory Measures.

Refueling Vehicles shall be equipped with metering devices that meet applicable Regulatory Measures. One Refueling Vehicle dispensing Jet Fuel shall have over-the-wing and single point Aircraft servicing capability. All Refueling Vehicles shall be bottom loaded.

3.7. Ground Support and Service Equipment

FBO shall have the following Equipment:

Ground Support and Service Equipment	
Oxygen cart(s) (equipment to be provided by FBO or in compliance with Section 3.2.)	1
Nitrogen cart(s) (equipment to be provided by FBO or in compliance with Section 3.2.)	1
Compressed air unit(s)	1
Lavatory service cart(s)	1
Ramp transportation Vehicle(s) (to be utilized – by FBO – for transportation of passengers, crew, and baggage to and from destinations on the Ramp to the FBO Terminal Building and/or Vehicle parking area(s).)	1
Courtesy Vehicle(s) (to be utilized by FBO.)	1
• Minimum number of passengers	5
Crew car(s) (to be utilized – by crew members – for transportation of passengers, crew, and baggage to and from destinations on the Airport to local area resorts, hotels, and restaurants.)	1
Aircraft towing Vehicle(s) (at least one having a rated draw bar capacity sufficient to meet the towing requirements up to and including Design Group III Aircraft.)	2
Tow bars/heads	As required
Aircraft ground power (Direct Current or DC)	2
Equipment for securing Aircraft on the Ramp (including ropes, chains, and/or other types of Aircraft restraining devices and wheel chocks which are required to safely secure Aircraft as described in AC 20-35C.)	Yes
Spill kits (including necessary Equipment and materials to contain and restrict a Fuel spill and restrict Fuel or other Hazardous Materials from flowing into drains and other areas, in compliance with the FBO’s SPCC Plan.)	4
Dry chemical fire extinguisher units (approved and regularly inspected dry chemical fire extinguisher units shall be maintained within all Hangars, on all Ramp areas, at all Fuel storage facilities, and on all ground handling and Refueling Vehicles and Equipment.)	As required

3.8. Hours of Activity

Aviation Fuels and Aircraft lubricants as well as ground services, support, and amenities shall be continuously offered and available to meet reasonable demands of customers for this Activity as follows:

Hours of Activity	
Hours	24 hours
Days per week	7
Holidays	Yes

FBO (or authorized Aircraft Maintenance Operator) shall be open and services shall be continuously offered and available as outlined in Section 2.10.

3.9. Employees

Employees, while on duty, shall be clean, neat in appearance, and at all times, properly uniformed. Uniforms shall identify the name of the FBO. Management and administrative employees shall not be required to be uniformed.

FBO shall have properly trained and qualified Employees to provide Aircraft Fueling, parking, and ground services and support, as follows:

Employees	
Line service technician(s) (FBO shall have at least one supervisory line service technician – FBO Employee – trained in an FAA approved fire safety program – 14 CFR Part 139.321.)	
• 1 st and 2 nd Shift	2
• 3 rd Shift	1
Customer Service Representative(s)	
• 1 st and 2 nd Shift	1
• 3 rd Shift (a line service technician may fulfill the responsibilities of the customer service representative unless the line service technician is performing duties off-Airport.)	1

FBO (or authorized Aircraft Maintenance Operator) shall have properly trained and qualified A & P Mechanics to perform Aircraft maintenance on Aircraft normally frequenting the Airport, as follows:

Employees	
A & P Mechanics	1
Customer Service Representative(s) (an A & P Mechanic may fulfill the responsibilities of the customer service representative unless the A & P Mechanic is performing duties off the Leased Premises.)	1

3.10. Licenses and Certification

FBO shall comply with the Licenses and Certification requirements for Aircraft Maintenance as identified in Section 2.7.

3.11. Standard Operating Procedures

FBO shall develop and maintain Standard Operating Procedures (SOP) that shall include, at a minimum, a training plan, Fuel quality assurance procedures and associated record keeping, and emergency response procedures to Fuel spills and fires, and aircraft ground handling procedures. FBO's SOP shall also address: (a) regular safety and security inspections, (b) bonding and fire protection, (c) public protection, and (d) marking and labeling of (and controlling access to) Refueling Vehicles, Fueling Equipment, and Fuel storage facilities. FBO's SOP shall be available to the City upon request no later than 30 calendar days prior to the commencement of Activities. The City shall be notified any time changes are planned.

Fuel storage facilities and Fueling Equipment shall be equipped and maintained to FBO's SOP and shall comply with applicable Regulatory Measures and industry best practices including, without limitation, those prescribed by:

- National Fire Protection Association (NFPA) Codes;
- State of Texas;
- County of Tarrant;
- City of Arlington;
- 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials"; and
- Applicable Advisory Circulars (ACs) including AC 00-34 "Aircraft Ground Handling and Servicing", AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport", and AC 150/5230-4A "Aircraft Fuel Storage, Handling, and Dispensing on Airports".

3.12. Aircraft Removal

Recognizing that Aircraft removal is the responsibility of the Aircraft Owner or Aircraft Operator, FBO shall be prepared to lend assistance within 15 minutes from the time a request is made by the City or the Aircraft Owner/Operator in order to maintain the operational readiness of the Airport. FBO shall prepare an Aircraft removal plan and have the necessary Equipment readily available to remove Aircraft up to and including Design Group III Aircraft.

4. AIRCRAFT MAINTENANCE OPERATOR (SASO)

4.1. Introduction

An Aircraft Maintenance Operator is an Operator engaged in providing Aircraft Maintenance on Aircraft other than those owned, leased, and/or operated by (or under the full and exclusive control of) the Operator. In addition to the General Requirements set forth in Section 2, each Operator at the Airport shall comply with the following minimum standards set forth in Section 4.

4.2. Leased Premises

An Operator engaging in this Activity shall have adequate land and Improvements to accommodate all of its Activities and all Sublessees, as follows:

Leased Premises (square feet)	
Contiguous Land (Lessee only)*	
• Single-engine Piston	21,780
• Multi-engine Piston	21,780
• Turboprop	32,670
• Turbojet	43,560
Recommended customer area (shall include adequate space for customer lounge and restrooms.)	
• Lessee	500
• Sublessee	Immediate access
Recommended administrative area (shall include adequate and dedicated space for employee offices, work areas, and storage.)	
	250
Recommended maintenance area (shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts, accessories, related components, and Equipment.)	
• Single-engine Piston	360
• Multi-engine Piston	640
• Turboprop	750
• Turbojet	1,000
Hangar (shall be at least equal to the square footage stipulated for the type of service being provided or large enough to accommodate the largest General Aviation Aircraft being serviced, whichever is greater.)	
• Single-engine Piston	3,600
• Multi-engine Piston	6,400
• Turboprop	7,500
• Turbojet	10,000

*Should contiguous land be unavailable, the Airport Manager may approve a substitute layout of facilities.

4.3. Employees

Operator shall, at a minimum, employ the following number of Employees who shall be available during the required hours of activity as follows:

Employees	
A & P Mechanic(s)	1
Customer Service Representative(s) (an A & P Mechanic may fulfill the responsibilities of the customer service representative unless the A & P Mechanic is performing duties off the Leased Premises.)	1

If Operator is not certificated as a Repair Station (as defined in 14 CFR Part 145) and is providing annual or phase inspections, one A & P Mechanic shall have Inspection Authorization (IA).

4.4. Equipment

Operator shall have all reasonably necessary Equipment for the proper performance of services being provided in accordance with the manufacturer’s specifications and applicable FAA regulations.

4.5. Defueling

An Aircraft Maintenance Operator may defuel Aircraft if necessary for aircraft maintenance purposes only. Additionally, an Aircraft Maintenance Operator may refuel the defueled Aircraft following provision of required maintenance. An Aircraft Maintenance Operator is not permitted to engage in the sale of aviation Fuels.

Aircraft Maintenance Operator conducting defueling and refueling of defueled Aircraft shall have adequate and proper fuel storage, provide the City with a SPCC Plan, and conform with Section 3.4, Section 3.5, and Section 3.11. If the gallons defueled from an Aircraft are equal to the gallons refueled in the Aircraft, compliance with Section 3.5 is not applicable.

4.6. Limited Aircraft Maintenance Operator

A. Limitations. Limited Aircraft Maintenance Operator may not provide Aircraft Maintenance in the event an Aircraft Maintenance Operator at the Airport is fully meeting the needs of based and transient customers, as determined by the City.

B. Exceptions. In addition to the General Requirements set forth in Section 2 (excluding Section 2.5 and Section 2.10), Limited Aircraft Maintenance Operator at the Airport shall comply with the minimum standards set forth in Section 4 except as stated below.

C. Premises. Limited Aircraft Maintenance Operator shall have immediate access to a customer area as set forth in Section 4.2. Limited Aircraft Maintenance Operator shall, at a minimum, sublease Improvements to comply with the administrative area requirements as set forth in Section 4.2. Limited Aircraft Maintenance Operator shall only provide Aircraft Maintenance in locations which meet applicable Regulatory Measures.

D. Employees. Limited Aircraft Maintenance Operator shall, at a minimum, employ one A & P Mechanic. If providing annual or phase inspections, Limited Aircraft Maintenance Operator shall, at a minimum, employ one A & P Mechanic with Inspection Authorization (IA) to meet the requirements of this Section.

5. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

5.1. Introduction

An Avionics or Instrument Maintenance Operator is an Operator engaged in the business of maintenance or alteration of one or more of the items described in 14 CFR Part 43, Appendix A (i.e., Aircraft radios, electrical systems, or instruments) for Aircraft other than those owned, leased, and/or operated by (under the full and exclusive control of) an Operator on the Airport. In addition to the General Requirements set forth in Section 2, each Operator at the Airport shall comply with the following minimum standards set forth in Section 5.

5.2. Leased Premises

The Operator engaging in this Activity shall have adequate land and Improvements to accommodate all of its Activities and all Sublessees, as follows.

A. Benchwork Only (i.e., no removal or replacement services are being performed):

Leased premises (square feet)	
Contiguous Land (Lessee only)*	10,890
Recommended customer area	
<ul style="list-style-type: none"> Lessee (shall include adequate space for customer lounge and restrooms.) 	500
<ul style="list-style-type: none"> Sublessee (access to customer lounge and restrooms.) 	Immediate access
Recommended administrative area (shall include adequate and dedicated space for employee offices, work areas, and storage.)	250
Recommended maintenance area (shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.)	250

*Should contiguous land be unavailable, the Airport Manager may approve a substitute layout of facilities.

B. Beyond Benchwork:

Leased premises (square feet)	
Contiguous Land (Lessee only)*	
<ul style="list-style-type: none"> Single-engine piston 	21,780
<ul style="list-style-type: none"> Multi-engine piston 	21,780
<ul style="list-style-type: none"> Turboprop 	32,670
<ul style="list-style-type: none"> Turbojet 	43,560
Recommended customer area	
<ul style="list-style-type: none"> Lessee (shall include adequate space for customer lounge and restrooms.) 	500
<ul style="list-style-type: none"> Sublessee (access to customer lounge and restrooms.) 	Immediate access
Recommended administrative area (shall include adequate and dedicated space for employee offices, work areas, and storage.)	250

*Should contiguous land be unavailable, the Airport Manager may approve a substitute layout of facilities.

Leased premises (square feet) - continued	
Recommended maintenance area (shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.)	
• Single-engine piston	360
• Multi-engine piston	640
• Turboprop	750
• Turbojet	1,000
Hangar (shall be at least equal to the square footage stipulated for the type of service being provided or large enough to accommodate the largest General Aviation Aircraft being serviced, whichever is greater.)	
• Single-engine piston	3,600
• Multi-engine piston	6,400
• Turboprop	7,500
• Turbojet	10,000

5.3. Licenses and Certifications

Operator shall be properly certificated by the FAA as a Repair Station, as defined by 14 CFR Part 145. Employees shall be property certificated by the FAA and the Federal Communications Commission, current, and hold the appropriate ratings for the work being performed.

5.4. Employees

Operator shall employ the number of Employees as required by 14 CFR Part 145.

5.5. Equipment

Operator shall provide sufficient shop space, Equipment, supplies, and availability of parts as defined by 14 CFR Part 145.

6. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

6.1. Introduction

An Aircraft Rental Operator is an Operator engaged in the rental of Aircraft to the public at the Airport. A Flight Training Operator is an Operator engaged in providing flight instruction to the public at the Airport. A person holding a current FAA Certified Flight Instructor certificate, who provides occasional Flight Training to an Aircraft Owner in the Owner’s Aircraft and is not compensated by the Aircraft Owner or any other party and does not make Flight Training available to the public, shall not be deemed a Commercial Activity.

In addition to the General Requirements set forth in Section 2, each Operator at the Airport shall comply with the following minimum standards set forth in Section 6.

6.2. Leased Premises

Operator engaging in this Activity shall have adequate land and Improvements to accommodate all of its Activities and all Sublessee(s), but not less than the following, which are not cumulative.

Leased Premises (square feet)	
Contiguous Land (Lessee only)*	
<ul style="list-style-type: none"> • Without hangar 	10,890
<ul style="list-style-type: none"> • With hangar 	21,780
Recommended customer area	
<ul style="list-style-type: none"> • Lessee (shall include adequate space for customer lounge, class/training rooms, and restrooms.) 	500
<ul style="list-style-type: none"> • Sublessee (shall include adequate space for class/training rooms and immediate access to customer lounge and restrooms.) 	Immediate Access
Recommended administrative area (shall include adequate and dedicated space for employee offices, work areas, and storage.)	
	250
Self-maintenance (only for Operators engaged in self-maintenance.)	
<ul style="list-style-type: none"> • Recommended maintenance area (shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.) 	360
<ul style="list-style-type: none"> • Hangar (shall be at least equal to the square footage stipulated or large enough to accommodate the largest Aircraft in Operator’s fleet at the Airport maintained by the Operator, whichever is greater.) 	3,600

*Should contiguous land be unavailable, the Airport Manager may approve a substitute layout of facilities.

If Operator provides Aircraft Maintenance on other Aircraft, Operator shall comply with the minimum standards for an Aircraft Maintenance Operator (Section 4).

6.3. Licenses and Certifications

Employees performing Aircraft proficiency checks and/or Flight Training shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certifications for the Aircraft being utilized and/or Flight Training provided. Flight Training Operators shall have a properly certificated ground school instructor capable of

providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for commercial pilot and instrument rating.

6.4. Employees

At a minimum, Operator shall employ the following number of Employees who shall be available during required hours of activity.

Employees	
Aircraft Rental Operator	
• Employee(s)	1
• Customer Service Representative(s) (an employee may fulfill the responsibilities of the customer service representative unless the employee is performing duties off the Leased Premises.)	1
Flight Training Operator	
• Flight Instructor(s)	2
• Certificated ground school instructor(s) (capable of providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for commercial pilot and instrument rating. May be fulfilled by a properly certified Flight Instructor.)	1
• Customer Service Representative(s) (a flight instructor may fulfill the responsibilities of the customer service representative unless the flight instructor is performing duties off the Leased Premises.)	1

6.5. Equipment

Operator shall have the following number of properly certified and airworthy Aircraft available for rental or use in Flight Training, as applicable. All Aircraft shall be owned or leased by Operator (and operated under the full and exclusive control of Operator).

Equipment	
Aircraft Rental Operator Aircraft	
• Fixed wing: single-engine (one Aircraft must be IFR capable and four place.)	2
Flight Training Operator Aircraft	
• Fixed wing: single-engine (one Aircraft must be IFR capable.)	2

Flight Training Operators shall provide, at a minimum, adequate training aids necessary to provide proper and effective ground school instruction.

6.6. Insurance Disclosure Requirement

Any Operator conducting Aircraft rental or Flight Training shall post (and incorporate within its rental and instruction agreements) a notice that: (a) identifies the insurance coverages provided to the renter or student by Operator, (b) discusses when and how the insurance coverages apply, (c) indicates where additional information can be obtained, and (d) advises the renter or student that additional insurance coverage is available (i.e., that the renter or student can purchase an individual non-ownership liability policy). Operator shall provide a copy of such notice to the City upon request.



AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

7. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

7.1. Introduction

An Aircraft Charter Operator is an Operator engaged in on-demand common carriage for persons or Property (as defined in 14 CFR Part 135) or operates in private carriage (as defined in 14 CFR Part 125) on the Airport.

An Aircraft Management Operator is an Operator engaged in the business of providing Aircraft management including, but not limited to, flight dispatch, flight crews, or Aircraft Maintenance coordination to the public on the Airport.

In addition to the General Requirements set forth in Section 2, each Operator at the Airport shall comply with the following minimum standards set forth in Section 7.

7.2. Leased Premises

Operator engaging in this Activity shall have adequate land and Improvements to accommodate its Activities and all Sublessee(s), but not less than the following, which are not cumulative.

Leased Premises (square feet)	
Contiguous Land (Lessee only)*	
• Without hangar	10,890
• With hangar	21,780
Recommended customer area	
• Lessee (shall include adequate space for customer lounge and restrooms.)	500
• Sublessee (access to customer lounge and restrooms.)	Immediate access
Recommended administrative area (shall include adequate and dedicated space for employee offices, work areas, and storage.)	250
Self-maintenance (only for Operators engaged in self-maintenance.)	
• Recommended maintenance area (shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.)	360
• Hangar (shall be at least equal to the square footage stipulated or large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by the Operator, whichever is greater.)	3,600

*Should contiguous land be unavailable, the Airport Manager may approve a substitute layout of facilities.

If Operator provides Aircraft Maintenance on other Aircraft, Operator shall comply with the minimum standards for an Aircraft Maintenance Operator (Section 4).

7.3. Licenses and Certifications

Aircraft Charter Operators shall, upon request, provide copies to the City of all appropriate certifications and approvals including without limitation, the Pre-application Statement of Intent (FAA Form 8400-6), the Registrations and Amendments under Part 298 (OST Form 4507), and/or FAA issued operating certificate(s). Any time certifications or approvals are modified, the City shall be notified, and updated documentation reflecting the changes shall be provided to the City, upon request.



AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

7.4. Employees

If certificated to engage in on-demand common carriage for persons or Property, Aircraft Charter Operator shall employ the number of Employees as required by 14 CFR Part 135. If certificated to engage in private carriage (as defined in 14 CFR Part 125), Aircraft Charter Operator shall, at a minimum, employ the following number of Employees who shall be available during required hours of activity as follows:

Employees	
Chief Pilot (a commercial pilot may serve as the chief pilot.)	1
Commercial Pilot(s)	1
Customer Service Representative(s) (the chief pilot or a commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off the Leased Premises.)	1

Aircraft Management Operator shall, at a minimum, employ the following number of Employees who shall be available during required hours of activity as follows:

Employees	
Commercial Pilot(s) (if providing pilot services.)	1
Customer Service Representative(s) (a commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off the Leased Premises.)	1

7.5. Equipment

Aircraft Charter Operator shall provide, either owned or under written lease to Operator and under the full and exclusive control of Operator, at least one certified and continuously airworthy Aircraft for the type of Aircraft charter service being provided, which shall be equipped for and fully capable of flight under instrument conditions.

7.6. Hours of Activity

Operator shall be open and services shall be available to meet the reasonable demands of customers for this Activity, as follows:

Hours of Activity	
Hours (per day)	8
Days per week	5
Holidays	No
After hours (initial response within 1 hour)	Yes

For Aircraft Charter Operator, after hours, on-call response time is recommended as follows. Each response time is predicated upon the previous step, initialized upon customer inquiry.

After Hours, On-Call Response Time	
Response to customer inquiries	1 hour
Provision of trip quote	1 hour
Flight initiation (notwithstanding circumstances beyond Operator's control, Operator shall be able to initiate the flight within the time period identified.)	2 hours

8. AIRCRAFT SALES OPERATOR (SASO)

8.1. Introduction

An Aircraft Sales Operator is an Operator engaged in the sale of more than three new and/or used Aircraft during a 12-month period on the Airport. This excludes individuals selling personally-owned Aircraft, unless the individual purchases Aircraft for the primary purpose of resale. In addition to the General Requirements set forth in Section 2, each Aircraft Sales Operator at the Airport shall comply with the following minimum standards set forth in Section 8.

8.2. Leased Premises

Operator engaging in this Activity shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessee(s), but not less than the following, which are not cumulative.

Leased Premises (square feet)	
Contiguous Land (Lessee only)*	
• Without hangar	10,890
• With hangar	21,780
Recommended customer area	
• Lessee (shall include adequate space for customer lounge and restrooms.)	500
• Sublessee (access to customer lounge and restrooms.)	Immediate access
Recommended administrative area (shall include adequate and dedicated space for employee offices, work areas, and storage.)	
	250
Self-maintenance (only for Operators engaged in self-maintenance.)	
• Recommended maintenance area (shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.)	360
• Hangar (shall be at least equal to the square footage stipulated or large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by the Operator, whichever is greater.)	3,600

*Should contiguous land be unavailable, the Airport Manager may approve a substitute layout of facilities.

If Operator provides Aircraft Maintenance on other Aircraft, Operator shall comply with the minimum standards for an Aircraft Maintenance Operator (Section 4).

8.3. Dealership

Operator, who is an authorized factory sales franchise, dealer, or distributor either on a retail or wholesale basis, shall have available or shall make available with reasonable advance notice at least one current model demonstrator of Aircraft in each of its currently authorized product lines.

8.4. Licenses and Certifications

Employees shall comply with all FAA requirements for providing flight demonstration in Aircraft offered for sale.



AIRCRAFT SALES OPERATOR (SASO)

8.5. Employees

At a minimum, Operator shall employ the following number of Employees who shall be available during required hours of activity.

Employees	
Commercial Pilot(s)	1
Customer Service Representatives (a commercial pilot may fulfill the responsibilities of the customer service representative unless the commercial pilot is performing duties off the Leased Premises.)	1

8.6. Hours of Activity

Operator shall be open and services shall be available to meet the reasonable demands of customers for this Activity as follows:

Hours of Activity	
Hours per day	8
Days per week	5
Holidays	No
After hours	Prior arrangement

8.7. Sales Guarantee or Warranty

Operator shall provide necessary and satisfactory arrangements for Aircraft Maintenance in accordance with any sales guarantee or warranty period.

9. AIRCRAFT STORAGE OPERATOR (SASO)

9.1. Introduction

An Aircraft Storage Operator is an Operator that owns (or leases) an Aircraft storage facility and/or associated office or shop space and sells (or Subleases) such space to entities engaging in Commercial or Non-Commercial Aeronautical Activities. In addition to the General Requirements set forth in Section 2, each Aircraft Storage Operator at the Airport shall comply with the following minimum standards set forth in Section 9.

9.2. Leased Premises

Operator engaging in this Activity shall have adequate land and Improvements to accommodate all of its Activities and all Sublessee(s), but not less than the following, which are not cumulative.

Leased Premises (square feet)*	
Contiguous Land*	
• Single-engine piston	21,780
• Multi-engine piston	21,780
• Turboprop	32,670
• Turbojet	43,560
Hangar	
• Single-engine piston	3,600
• Multi-engine piston	6,400
• Turboprop	10,000
• Turbojet	10,000

*Cumulative amount of Hangar, preferably located on Contiguous Land, limited to the following types of Hangar structures: (a) single structures of not less than 2,500 square feet completely enclosed or (b) single structures of not less than 7,500 square feet subdivided and configured (although each unit shall not be less than 1,000 square feet) to accommodate individual bays for storage of Aircraft designed in accordance to the requirements in Section 2.5. for Single-Engine Piston Aircraft.

9.3. Hours of Activity

Operator shall ensure the facilities are available for use (and readily accessible) 24 hours a day, 7 days a week including holidays.



OTHER COMMERCIAL AERONAUTICAL ACTIVITIES (SASO)

10. OTHER COMMERCIAL AERONAUTICAL ACTIVITIES (SASO)

10.1. Introduction

This section pertains to other SASOs engaging in limited Aircraft services and support Activities, experimental aircraft services and support, miscellaneous Commercial services and support Activities, or air transportation services for hire Activities.

- A. Limited Aircraft Services and Support.** Are defined as limited Aircraft, engine, or accessory services and support (e.g., cleaning, washing, waxing, painting, upholstery, propeller repair, etc.).
- B. Experimental Aircraft Services and Support.** Are defined as construction assistance to owners of experimental and/or amateur-built Aircraft (as defined in 14 CFR Section 21.191).
- C. Miscellaneous Commercial Services and Support.** Are defined as ground instruction, simulator training, scheduling and dispatching, or any other related Commercial services and support Activities.
- D. Other Air Transportation Services for Hire.** Are defined as non-stop sightseeing flights (flights which begin and end at the Airport and are conducted within a 25 statute mile radius of the Airport); flights for aerial photography or survey, firefighting, and power line, underground cable, or pipe line patrol; helicopter operations relating to construction or repair work; or, other related air transportation services for hire.

In addition to the General Requirements set forth in Section 2, each of the SASOs described in Section 10.1. shall comply with the following minimum standards set forth in Section 10.

10.2. Leased Premises

Operator engaging in this Activity shall have adequate land and Improvements, as appropriate and as agreed to by the City, to accommodate all of its Activities and all Sublessee(s), as follows:

Leased Premises (square feet)	
Contiguous Land (Lessee only)*	21,780
Recommended customer area	
<ul style="list-style-type: none"> • Lessee (shall include adequate space for customer lounge and restrooms.) 	500
<ul style="list-style-type: none"> • Sublessee (access to customer lounge and restrooms.) 	Immediate access
Recommended administrative area (shall include adequate and dedicated space for employee offices, work areas, and storage.)	500
Self-maintenance (only for Operators engaged in self-maintenance.)	
<ul style="list-style-type: none"> • Recommended maintenance area (shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment which may be co-located within Hangar.) 	500
<ul style="list-style-type: none"> • Hangar (shall be at least equal to the square footage stipulated or large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by the Operator, whichever is greater.) 	3,600

*Should contiguous land be unavailable, the Airport Manager may approve a substitute layout of facilities.

OTHER COMMERCIAL AERONAUTICAL ACTIVITIES (SASO)

If Operator provides Aircraft Maintenance on other Aircraft, Operator shall comply with the minimum standards for an Aircraft Maintenance Operator (Section 4).

10.3. Employees

Operator shall provide a sufficient number of employees to meet the reasonable demands of customers.

10.4. Equipment

Operator shall have (based at the Airport), either owned or under written lease to (and under the full and exclusive control of) Operator, sufficient Vehicles, Equipment, and, if appropriate, one certified and continuously airworthy Aircraft. Operator shall have sufficient materials and/or supplies available to support the Activity.

10.5. Hours of Activity

Operator shall be open and services shall be available during the hours maintained by qualified and experienced entities providing comparable services and/or engaging in similar Activities at comparable airports. Operator's services shall be available to meet the reasonable demands of customers for the Activity.

11. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (SASO)

11.1. Introduction

The City recognizes that Aircraft Owners/Operators using the Airport may, from time to time, have specialized service requirements (i.e. Aircraft Maintenance, Flight Training, etc.). When specialized service is required, but is not available at the Airport through existing Operators, the City may allow an Aircraft Owner/Operator to solicit and utilize the services of a qualified entity.

- Aircraft Owner/Operator shall inform the City about the specialized service(s) desired, the timeframe required for the service(s), and identify the proposed Temporary Specialized Aviation Service Operator.
- Aircraft Owner/Operator shall be responsible for assuring the Temporary Specialized Aviation Service Operator complies with all Regulatory Measures.

In addition to the applicable General Requirements set forth in Section 2 (which exclude Section 2.10., Hours of Activity), each Temporary Specialized Aviation Service Operator shall comply with Section 11.

11.2. Scope of Activity

Temporary Specialized Aviation Service Operator shall conduct Activity on the Leased Premises of the Aircraft Owner/Operator or in a location approved by the City in a professional manner consistent with qualified and experienced entities providing comparable services and/or engaging in similar Activities at comparable airports.

11.3. General Aviation Operator Permit

Prior to engaging in Activity, Temporary Specialized Aviation Service Operator must obtain a General Aviation Operator Permit from the City for a specific period of time. Renewal shall be subject to compliance with all terms and conditions of the approved General Aviation Operator Permit. Temporary Specialized Aviation Service Operator shall comply with all requirements in the approved General Aviation Operator Permit.

Aircraft Operators requiring after-hours or weekend service by a Temporary Specialized Aviation Service Operator must notify the City prior to Operator engaging in Activities.



12. GENERAL AVIATION OPERATOR PERMIT

12.1. Application

Any entity desirous of engaging in a Commercial Aeronautical Activity at the Airport (Applicant) shall complete all relevant and applicable sections of the General Aviation Operator and Lessee Application (Application) and submit the Application to the City and obtain a General Aviation Operator Permit (Permit) from the City prior to engaging in the desired Activity.

Applicant shall submit all of the information requested in the Application and/or additional documentation that may be requested by the City in order to properly and fully evaluate the Application and facilitate an analysis of the prospective operation including, but not limited to, verifiable qualifications and experience; past and current financial performance, condition, and capability (as evidenced by historical and current financial statements); and references, etc.

No Application will be deemed complete that does not provide the City with the information, data, and/or documentation necessary to enable the City to make a meaningful assessment of Applicant's prospective operation and determine whether or not the Applicant's prospective operation will comply with all applicable Regulatory Measures and be compatible with the Airport's Master Plan, Airport Layout Plan, and/or Airport Land Use Plan.

Following review and approval by the City and subject to the Applicant complying with all requirements, a Permit will be issued by the City.

12.2. Approved General Aviation Operator Permit

The Permit will be valid for the time period indicated in the Permit as long as Operator meets the following requirements.

- The information submitted by Operator is and remains current. Operator shall notify the City in writing within 15 calendar days of any change to the information submitted by Operator.
- Operator remains in full compliance with all applicable Regulatory Measures and the terms and conditions of the Permit.

The Permit may not be assigned or transferred and shall be limited solely to the approved Activity identified in the Permit. For Lessees, the Permit shall be incorporated by reference into the Lessees' Agreement. The breach of any portion of the Permit by Operator, including the Application incorporated by reference thereto, shall be deemed a material breach of any associated Agreement allowing the City the option to terminate the Permit and/or the Agreement.

12.3. Existing Operator with an Existing Agreement

A. No Change in Scope of Activities. Upon adoption of these Minimum Standards, an existing Operator with an existing Agreement may engage in permitted Activities without submitting an Application provided that Operator is in full compliance with all the terms and conditions of the Agreement and all applicable Regulatory Measures.



GENERAL AVIATION OPERATOR PERMIT

B. Change in Scope of Activities. Prior to engaging in any new Activity not permitted under an existing Agreement or Permit, or changing or expanding the scope of Activities permitted under an existing Agreement or Permit, Operator shall complete and submit an Application to, and receive a Permit from, the City prior to conducting new Activity(ies) not permitted under an existing Agreement or Permit.



EXHIBIT “A” – INSURANCE REQUIREMENTS

**ARLINGTON MUNICIPAL AIRPORT
GENERAL AVIATION MINIMUM STANDARDS**

Category		Property Insurance	Commercial General Liability	Hangarkeepers Liability ¹	Environmental Impairment Liability	Aircraft and Passenger Liability ⁴	Automobile Liability (To Include Hired & Non-owned Vehicles) ⁶
Fixed Base Operators (FBO's)		Yes	\$5,000,000	\$5,000,000	\$2,000,000		\$2,000,000
Aircraft Maintenance Operator and Avionics or Instrument Maintenance Operator-Piston		*5	\$1,000,000	\$1,000,000	\$1,000,000		\$1,000,000
Aircraft Maintenance Operator and Avionics or Instrument Maintenance Operator-Turbine		*5	\$5,000,000	\$5,000,000	\$1,000,000		\$1,000,000
Avionics or Instrument Maintenance Operator (Bench work Only)		*5	\$1,000,000				\$1,000,000
Aircraft Rental or Flight Training Operator	Piston	*5	\$1,000,000 ²	\$1,000,000		\$1,000,000/Occurrence and \$250,000/passenger	\$1,000,000
	Turbine	*5		\$5,000,000		\$5,000,000/Occurrence and \$250,000/passenger	
Aircraft Charter or Aircraft Management Operator	Piston	*5	\$1,000,000	\$1,000,000		\$5,000,000/Occurrence and \$250,000/passenger	\$1,000,000
	Turbine	*5		\$5,000,000			
Aircraft Sales Operator	Piston	*5	\$1,000,000	\$1,000,000		\$1,000,000/Occurrence and \$250,000/passenger	\$1,000,000
	Turbine	*5		\$5,000,000			
Aircraft Storage Operator	Piston	*5	\$1,000,000	\$1,000,000 ³			\$1,000,000
	Turbine	*5	\$1,000,000	\$5,000,000 ³			
Aviation Service Sole Proprietor	Piston	*5	\$1,000,000 ²	\$1,000,000	\$1,000,000 if maintenance or fueling operations		\$ 500,000
	Turbine	*5		\$5,000,000			
Other Commercial Aeronautical Activities	Piston		\$1,000,000	\$1,000,000 ³	\$1,000,000 if maintenance or fueling operations	\$1,000,000/Occurrence and \$250,000/passenger	\$1,000,000
	Turbine			\$5,000,000 ³			



EXHIBIT “A” – INSURANCE REQUIREMENTS

ARLINGTON MUNICIPAL AIRPORT GENERAL AVIATION MINIMUM STANDARDS

Temporary Specialized Aviation Service Operator		\$1,000,000				\$1,000,000
Non-Commercial Flying Club	*5				\$1,000,000/ Occurrence and \$250,000/passenger	
Non-Commercial Self-Fueling Permittee	*5	\$1,000,000		\$1,000,000	\$1,000,000/ Occurrence and \$250,000/passenger	\$1,000,000
Non-Commercial based aircraft	*5				\$500,000	
Other	*Insurance requirements subject to determination by Aviation Department and Risk Management.					
<p>Additional Insurance Notes</p> <ul style="list-style-type: none"> • If the levels of coverage exceed the reasonable amounts necessary for a specific size or type of operation, Risk Management will review the requirement, and may adjust the amounts of coverage needed. • Lessee's policies are to be primary to any other valid and collectible insurance available to the City. • All policies shall include a Waiver of Subrogation in favor of the City (Temporary SASO must also include Airport Lessee). • Policies shall have no exclusions by endorsement, which nullify or amend the required lines of coverage, or decrease the limits of said coverage. • The City of Arlington, TX shall be named as Additional Insured (Temporary SASO must also include Airport Lessee). <p>¹ Coverage is required if the Operator possesses the care, custody and control of non-owned aircraft. The limit per aircraft should be equivalent to the average aircraft value at one time and coverage per occurrence should be equivalent to the average of the maximum value of total aircraft at one time, but not less than the amount noted above.</p> <p>² Must include Negligent Instruction Coverage.</p> <p>³ If the Commercial Operator is providing subleasing space for aircraft storage, or permitted activities include maintenance, and/or fueling.</p> <p>⁴ Only required for those providing flight instruction.</p> <p>⁵ Insurance requirements subject to existing lease agreements, if applicable.</p> <p>⁶ If a vehicle does not enter the aircraft movement area, then the State minimums would apply.</p>						



EXHIBIT “A” – INSURANCE REQUIREMENTS

ARLINGTON MUNICIPAL AIRPORT GENERAL AVIATION MINIMUM STANDARDS

PROPERTY INSURANCE	<p>Coverage for the Building includes (but is not limited to) the building and structures, completed additions to covered buildings, outdoor fixtures, permanently installed fixtures, machinery and equipment. The building material used to maintain and service the insured’s premises is also insured. Business Personal Property owned by the insured and used in the insured’s business is covered for direct loss or damage. The coverage includes (but is not limited to) furniture and fixtures, stock, improvements and betterments, leased property for which you have a contractual obligation to insure and several other similar business property items when not specifically excluded from coverage. The policy is also designed to protect the insured against loss or damage to the Personal Property of Others while in the insured’s care, custody and control. Business Income (sometimes called Business Interruption) affords protection against the loss of earnings of a business during the time required to rebuild or repair covered property damaged or destroyed by fire or some other insured cause of loss. Extra Expense allows coverage for those additional expenses over and above normal operating expenses paid due to damage to covered property from a covered cause of loss. These expenses could include rent, utilities, moving expenses, telephone, advertising and labor.</p>
COMMERCIAL GENERAL LIABILITY	<p>This coverage protects the insured for bodily injury or property damage to the third parties, for which they are legally liable. The policy covers accidents occurring on the premises or away from the premises. Coverage is provided for injury or damages arising out of goods or products made or sold by the named insured. Coverage is afforded for the named insured and employees of the named insured; however, several individuals and organizations other than the named insured may be covered depending upon certain circumstances specified in the policy. In addition to the limits, the policy provides supplemental payments for attorney fees, court costs and other expenses associated with a claim or the defense of a liability suit.</p> <ul style="list-style-type: none"> • Coverage A - Bodily Injury and Property Damage Liability Bodily Injury means physical injury, sickness or disease, including death. Property Damage means physical injury to tangible property, including the resulting loss of use of that property. • Coverage B - Personal Injury and Advertising Injury Liability Personal Injury means false arrest, malicious prosecution, wrongful entry or eviction, libel, slander and violations of a person’s right of privacy. Advertising Injury means libel, slander, disparagement, violations of a person’s right of privacy, misappropriation and copyright infringement. • Coverage C - Medical Payments Medical Payments means medical expenses for bodily injury caused by an accident.
HANGARKEEPERS LIABILITY	<p>Insures the hangar operator for legal obligations to pay damages due to loss to an aircraft that occurs when the aircraft is in the care, custody or control of the insured for safekeeping, storage, service or repair. Coverage extends to liability claims involving an aircraft's loss of use.</p>
ENVIRONMENTAL IMPAIRMENT LIABILITY	<p>Insures the pollution exposure associated with the insured's property and operations, including costs of cleanup and remedial or corrective action due to a third-party demand or a government order. The pollution exclusion in general liability insurance effectively eliminates coverage for damages for bodily injury, property damage and cleanup costs arising from most types of pollution events. Because of this, customized protection for the pollution exposure of numerous insureds in this category is essential.</p>



EXHIBIT "A" – INSURANCE REQUIREMENTS

ARLINGTON MUNICIPAL AIRPORT GENERAL AVIATION MINIMUM STANDARDS

AIRCRAFT AND PASSENGER LIABILITY	Coverage geared specifically to the operation of aircraft and the risks involved in aviation. Aviation insurance policies are distinctly different from those for other areas of transportation and tend to incorporate aviation terminology, as well as limits and clauses specific to aviation insurance. Passenger liability insures passengers riding in the accident aircraft that are injured or killed. In many countries, this coverage is mandatory only for commercial or large aircraft. Coverage is often sold on a "per-seat" basis, with a specified limit for each passenger seat.
AUTOMOBILE LIABILITY (TO INCLUDE HIRED & NON-OWNED VEHICLES)	The liability coverage of the Business Auto Policy provides protection against legal liability arising out of the ownership, maintenance or use of any insured automobile. The insuring agreement agrees to pay for bodily injury or property damage for which the insured is legally responsible because of an automobile accident. The policy also states that in addition to the payment of damages, the insurer also agrees to defend the insured for all legal defense cost. The defense is in addition to the policy limits.