

**ASHTABULA COUNTY
AIRPORT AUTHORITY**

**NORTHEAST OHIO
REGIONAL AIRPORT (HZY)**

**MINIMUM STANDARDS
FOR COMMERCIAL
AERONAUTICAL ACTIVITIES**

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Article 1. Definitions; Application; Waiver

Section 1.1. Definitions

- a. Definitions contained in the Ashtabula County Airport Authority (Authority) Rules and Regulations are incorporated by reference into these Minimum Standards for Commercial Aeronautical Activities (Minimum Standards).
- b. The following definitions explain how terms will be used in the Minimum Standards
- c. **Tenant:** The term “tenant” as used herein refers only to individuals and/or entities maintaining a lease agreement with the Ashtabula County Airport Authority and engaging in Aeronautical activities at the Airport.
- d. **Aeronautical Activity:** Any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or that is required for the safety of such operations. Activities within this definition, commonly conducted on airports, include, but are not limited to, the following:
 - General and Corporate Aviation
 - Air Taxi and Charter Operations
 - Scheduled and Nonscheduled Air Carrier Ops
 - Pilot Training
 - Aircraft Rental and Sightseeing
 - Aerial Photography
 - Crop Dusting
 - Aerial Advertising and Surveying
 - Aircraft Sales and Services
 - Aircraft Storage
 - Sale of Aviation Petroleum Products
 - Repair and Maintenance of Aircraft
 - Sale of Aircraft Parts
 - Parachute or Ultralight Activities
- e. **Aviation-Related Activity:** Any activity conducted on airport property that provides service or support to aircraft passengers or air cargo. The following are examples of aviation-related activities as opposed to aeronautical activities:
 - Ground transportation
 - Restaurants
 - Auto parking lots
 - Concessions
 - Any other service or support activities that can appropriately be called aviation-related.
- f. **Agreement or Lease:** A contract executed between the Authority granting a concession that transfers rights or interest in property, or otherwise authorizes the conduct of certain activities. The agreement or lease must be in writing, executed by both parties, and enforceable by law.

- g. **Air Charter:** An entity that provides on-demand, non-scheduled passenger service in aircraft having no more than 30 passenger seats. This entity must operate under the appropriate federal aviation regulations (FARs).
- h. **Aircraft Maintenance:** The repair, maintenance, adjustment, or inspection of aircraft. Major repairs include major alterations to the airframe, powerplant, and propeller as defined in Part 43 of the FARs. Minor repairs include normal, routine annual inspection with attendant maintenance, repair, calibration, adjustment, or repair of aircraft and their accessories.
- i. **Airport Operating Area (AOA):** The ramp, apron, runway, and taxiway system at the airport.
- j. **Airport Layout Plan (ALP):** A drawing depicting the physical layout of the airport that identifies the location and configuration of runways, taxiways, buildings, roadways, utilities, NAVAIDS, etc. The ALP also shows planned airport development.
- k. **Apron:** A paved area suitable for aircraft staging and parking.
- l. **Assurance:** A provision contained in a federal grant agreement to which the Authority received federal airport development assistance has voluntarily agreed in consideration for the assistance provided.
- m. **Commercial Aeronautical Activity:** Any aeronautical activity intended to secure earnings, income, compensation, or profit, whether or not such objectives are accomplished.
- n. **Commercial Aviation Operator:** A commercial aviation operator may be classified as either a fixed base operator (FBO) or a specialized aviation service operation (SASO).
- o. **Entity:** A person, persons, firm, partnership, limited liability company corporation, unincorporated proprietorship, association, or group.
- p. **Equipment:** All personal property and machinery together with the necessary supplies, tools, and apparatus necessary for the proper conduct of the activity being performed.
- q. **Exclusive Right:** A power, privilege, or right that excludes another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred by express agreement, by the imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties but excluding others would be an exclusive right.
- r. **FAA:** Federal Aviation Administration.
- s. **FAR:** Federal Aviation Regulation.
- t. **Federal Airport Obligations:** All references to federal grant programs, federal airport development assistance, or federal aid intended to address contractual commitments arising from the conveyance of land or from grant agreements.

- u. **Fixed Base Operator (FBO):** An entity that is authorized and required by agreement with the Authority to provide, at a minimum, the following aeronautical activities at the airport:
 - Sale of aviation fuel and oil
 - Tie-down, hangaring, and parking
 - Aircraft maintenance
 - Aircraft washings
 - Ancillary aircraft ground services
 - Flight instruction
- v. **Grant Agreement:** Any agreement made between Authority and the FAA, acting on behalf of the United States, for the grant of federal funding or a conveyance of land, either of which the Authority agrees to use for airport purposes.
- w. **Improvements:** All buildings, structures, and facilities. Improvement may include pavement, fencing, signs, and landscaping that is constructed; installed; or placed on, under, or above any leased area.
- x. **Land Use Identification Plan:** A scaled, dimensional layout of the entire airport property, the primary purpose of which is to indicate the current and proposed use for each identifiable segment of property as well as the airport sponsor's intentions for the future allocation of airport property. The plan identifies areas dedicated to aeronautical activities and services such as fuel storage, general aviation, passenger loading, air freight and cargo handling, common use aircraft parking, and public automobile parking. Additionally, the plan should identify areas dedicated to future expansion.
- y. **Minimum Standards:** The criteria established by the Authority as the minimum requirements that must be met by businesses in order to engage in providing on-airport aeronautical activities or services.
- z. **Operator:** As used in these minimum standards, the term operator refers to both commercial operators and non-commercial operators.
- aa. **Specialized Aviation Service Operation (SASO):** An aeronautical business that offers a single or limited service.
- bb. **Sponsor:** Authority obligated to the federal government to comply with the assurances contained in grant agreements or property conveyance instruments. A sponsor may be an entity that exists only to operate the airport, such as an airport authority established by state or local law.
- cc. **Sublease:** A lease agreement entered into by a lessee with another entity that transfers rights or interests in property or facilities, and that is enforceable by law.
- dd. **"Through the Fence" Rights:** Rights to direct access to the airport from private property contiguous to the airport.

Section 1.2. Application of Minimum Operating Standards and Rules Regulations

- a. Persons conducting Commercial Aeronautical Activities at the Airport shall, as a condition of conducting such activities, comply with all applicable requirements concerning such activities as are set forth in these Minimum Standards and in the Authority Rules and regulations. The requirements set forth herein are the minimum standards which are applicable to persons conducting Commercial Aeronautical Activities at the Airport. Persons are encouraged to exceed such minimum standards in conducting their activities.
- b. These Minimum Standards shall be deemed to be a part of each tenant's lease, license, permit or agreement with or from the Authority, unless any such provisions are waived or modified by the Authority pursuant to Section 1.5 of these Minimum Standards. The mere omission of any particular standard from a tenant's written lease, license, permit or agreement with the Authority shall not constitute a waiver or modification of such standard in absence of clear and convincing evidence the Authority intended to waive or modify such standard.
- c. To the extent there is a conflict between the requirements imposed under the Ashtabula County Airport Authority's Rules and Regulations and the requirements imposed by these Minimum Standards, the requirements imposed by these Minimum Standards shall prevail and be applicable.

Section 1.3. Multiple Activities by One Tenant

Whenever a tenant conducts multiple activities at the Airport pursuant to one lease, license, permit or agreement with the Authority, such tenant must comply with the minimum standards set forth herein for each separate activity being conducted. If the minimum standards for one of the tenant's activities are inconsistent with the minimum standards for another of the tenant's activities, then the minimum standards which are most beneficial to the Authority, as determined by the Authority, shall apply.

Section 1.4. Activities Not Covered by Minimum Operating Standards

Any activities for which there are no specific minimum standards set forth herein shall be subject to such standards and provisions as are developed by the Authority on a case-by-case basis and are set forth in such tenant's written lease, license, permit or agreement with or from the Authority.

Section 1.5. Waiver or Modification of Standards

- a. The Authority may, in its discretion, waive or modify any portion of these Minimum Standards for the benefit of any governmental agency performing non-profit public services, emergency response activities, military operations, emergency medical services to the public by means of aircraft, or fire prevention or fire-fighting operations.
- b. The Authority may waive or modify any portion of these Minimum Standards for non-governmental entities when it determines, in its discretion, that such waiver or modification is in the best interest of the Authority and will not result in any competitive inequities among tenants at the Airport.

Article 2. Application Process

Section 2.1. Applications

Any person, who desires to conduct a commercial activity on the Airport covered by these Minimum Standards, shall submit a written application to the Authority prior to conducting such activities. Applications shall be made on forms provided by the Authority. Prior to submitting a written application, the prospective applicant is advised to discuss aspects of the application and proposed operation with the Authority at one of the monthly board meetings. In addition to the application, the applicant shall submit the following required information and/or documentation: The Hangar Compliance Checklist can be found in Appendix A.

- a. A detailed description of the scope of the intended operations, including services to be offered;
 - b. The amount of land, office space and/or aircraft storage areas required for the operation;
 - c. A detailed description of any improvements or modifications to be constructed or made to airport property, including cost estimates and a construction timetable;
 - d. The proposed hours of operation;
 - e. Documentation of the applicant's financial capabilities to construct any improvements and to conduct any proposed activities, as required by the Authority;
 - f. A detailed description and/or evidence of the applicant's technical abilities and experience in conducting the proposed activities, including personal references and FAA certificates, if applicable;
 - g. The commencement date for the applicant's activities and the term of the lease, license, permit or agreement sought, including option periods;
 - h. If the applicant is a corporation, a copy of the Articles of Incorporation as filed;
 - i. If the applicant is a limited liability company, a copy of the Articles of Organization as filed;
 - j. If the applicant is a limited partnership, a copy of the Certificate of Limited Partnership as filed; and
 - k. If the applicant is a general partnership, a copy of the written Partnership Agreement.
- l. Current certificate(s) of insurance meeting the requirements set forth in Article 4.

The Authority may require the applicant to provide additional information, which is necessary to ensure compliance with the Rules and Regulations, these Minimum Standards, and all federal, state and local laws and ordinances.

Section 2.2. Temporary Airport Commercial Operating Permit

Any commercial operator not holding a lease or commercial operating permit wishing to perform commercial service on a temporary basis is required to obtain a Temporary Commercial Operating Permit. An applicant for a Temporary Commercial Operating Permit must comply with the following requirements:

- a. Provide copies of applicable FAA licenses and/or ratings to the Authority;
- b. Provide an original copy of a certificate of insurance for the insurance specified in Article 4, only and in the amount of \$1,000,000 per occurrence and \$1,000,000 annual aggregate, naming the Ashtabula County Airport Authority as an additional insured;
- c. Provide copies of current business licenses;
- d. Comply with all applicable provisions of the county or state code; Airport Rules And Regulations, Minimum Standards; and federal, state and local laws and ordinances; and
- e. Pay applicable fees set for the Temporary Commercial Operating Permit, as established by the Authority.

Section 2.3. Processing; Denial

The Authority shall be responsible for processing an application for a lease, license, permit or agreement to conduct activities at the Airport. The Authority may deny any application if it is determined that:

- a. The applicant does not meet the qualifications and standards set forth in the Rules And Regulations or these Minimum Standards;
- b. The proposed activities are likely to create a safety hazard at the Airport, as determined by applicable laws or the Authority;
- c. The activities will require the Authority to spend funds, or to supply labor or materials, as a result of the applicant's activities, or will result in a net financial loss to the Authority;
- d. No appropriate space or land is available to accommodate the proposed activities;
- e. The proposed activities are not consistent with the Airport's master plan and/or Airport layout plan;
- f. The proposed activities are likely to result in a congestion of aircraft or buildings, or an undue interference with Airport operations or the operations of any existing Airport users;
- g. The applicant or any of its principals has knowingly made any false or misleading statements in the course of applying for a lease, license, permit or agreement;
- h. The applicant or any of its principals has a record of violating the Rules And Regulations, these Minimum Standards, Federal Aviation Regulations or any other applicable laws, rules or regulations; or

- i. The applicant does not have the technical or financial capabilities to properly conduct the proposed activities.

Article 3. General Contractual Provisions

Leases, licenses, permits or agreements authorizing tenants to use the Airport shall contain the following provisions:

- a. The tenant's rights to engage in specific activities at the Airport are non-exclusive;
- b. The tenant shall defend and indemnify the Authority and its or appointed officials, agents, boards, commissions and employees from all loss, damages or claims for personal injury or death or for property damage or loss arising out the tenant's or its invitees' use of the Airport;
- c. A termination clause allowing the Authority to terminate the tenant's lease, license, permit or agreement no later than 30 days after notice of default is given to the tenant, if the tenant fails to cure its default within the 30-day period; and allowing the Authority to terminate the lease, license, permit or agreement immediately if the tenant fails to maintain the required insurance;
- d. The tenant shall make no improvements or modifications to Airport property without the prior written consent of the Authority and without posting appropriate payment and performance bonds. Before commencing any improvements or modifications, the tenant shall submit detailed construction plans and specifications obtain and provide copies of all required permits to the Authority and upon completion of the construction, the tenant shall provide the Authority with two complete sets of detailed plans and specifications of the work as completed. Improvements and modifications shall be constructed in a good workmanlike manner. Improvements or modifications made to Airport property shall become the property of the Authority, at no cost to the Authority, upon the termination of the tenant's lease, license, permit or agreement;
- e. The tenant shall not assign any of its rights under the lease, license, permit or agreement without the written consent of the Authority. The Authority may require any potential assignee to submit biographical and financial information at least 30 days prior to a proposed assignment; and
- f. FAA-required provisions.

Article 4. Insurance

Section 4.1. General Insurance Requirements

Unless otherwise specified in Section 6.8, each commercial operator shall at all times maintain in effect the following types and minimum amounts of insurance as applicable to the business to be conducted:

- a. Comprehensive general public liability and property damage insurance in the amount of at least \$1,000,000 combined single limit per occurrence;
- b. Comprehensive automobile liability insurance for all owned, non-owned or hired vehicles in the AOA the amount of at least \$1,000,000 combined single limit per occurrence;
- c. Fire and extended casualty coverage for improvements and fixtures on the tenant's premises in an amount not less than the full replacement value thereof, to the extent the tenant has an insurable interest in such premises;
- d. Worker's compensation and employer's liability coverage in the amounts required by law;
- e. Aircraft liability insurance in the amount of at least \$3,000,000 combined single limit per occurrence;
- f. Hangar keeper's liability insurance in the amount of at least \$3,000,000 per occurrence;
- g. Renter pilot liability insurance in the amount of at least \$1,000,000 combined single limit per occurrence;
- h. Student pilot liability insurance in the amount of at least \$1,000,000 combined single limit per occurrence;
- i. Products liability insurance in the amount of at least \$3,000,000 combined single limit per occurrence; and
- j. Chemical and environmental damage liability insurance in the amount of at least \$1,000,000 per occurrence, if the Authority determines the cost of such insurance is commercially reasonable.

Section 4.2. Additional Insurance Required by Risk Manager

In addition to the types and amounts of insurance required by Section 4.1, each tenant shall at all times maintain such other insurance as the Authority's risk assessment may reasonably determine to be necessary for such tenant's activities.

Section 4.3. Form; Acceptance by Authority

Insurance shall be in a form and from a company acceptable to the Authority, shall name the Authority as an additional insured, shall require 30 days written notice to the Authority before modification or termination and shall include contractual liability coverage for the tenant's obligations of indemnity.

Insurance shall:

- a. Be in a form and from a company acceptable to the Authority;
- b. Name the Authority as an additional insured;
- c. Require 30 days written notice to the Authority before modification or termination; and
- d. Include contractual liability coverage for the tenant's obligations of indemnity.

Section 4.4. Indemnification

A commercial aviation operator shall indemnify, defend and hold harmless the Authority and its officials, officers, representatives, directors, commissioners, agents and employees from and against all damages, claims, suits, actions, losses and expenses (including court costs and reasonable attorney's fees) for personal injury or death or for property damage or loss arising out of the use of the airport.

Article 5. General Operational Requirements

Section 5.1. Taxiway Access

If not already provided, each tenant conducting commercial activities shall provide paved access from its premises to the Airport's taxiway system. Such taxiway access shall meet all applicable Airport and FAA standards for the largest aircraft type anticipated to use the leased premises.

Section 5.2. Right of Entry Reserved

The Authority reserves the right at all reasonable times to enter upon each commercial aviation operator's premises for any lawful purpose, provided such entry does not unreasonably interfere with the tenant's use of the premises, upon reasonable notice to the tenant.

Section 5.3. Rates and Charges

Each commercial aviation operator may determine the rates and charges for all of its activities and services, provided such rates and charges shall be reasonable and be equally and fairly applied to all of the commercial aviation operator's customers.

Section 5.4. Personnel and Invitees; Control and Demeanor

Each commercial aviation operator shall:

- a. At all times designate a manager to supervise its operations at the Airport and designate personnel who are available outside of normal business hours to respond to emergency situations;
- b. Employ a sufficient number of trained, on-duty personnel to provide for the efficient and proper compliance with its obligations under its lease, license, permit or agreement;
- c. Control the conduct and demeanor of its employees and invitees and, upon objection by the Authority concerning the conduct or demeanor of any such person, the tenant shall immediately take all lawful steps necessary to remove the cause of the objection; and
- d. Conduct its operations in an orderly and proper manner so as not to unreasonably disturb, endanger or be offensive to others.

Section 5.5. Sound Level; Vibrations

Each commercial aviation operator shall use best efforts to take all reasonable measures to keep the sound level of its operations as low as reasonably possible and to reduce to a minimum vibrations tending to damage any equipment, structure or building.

Section 5.6. Nuisance; Waste

No tenant shall conduct or permit any activities which may result in the commission of a nuisance, waste or damage to the Airport property. Additionally, no tenant shall fail to comply with any and all state and federal environmental regulations.

Section 5.7. Hazardous Conditions

No tenant shall do or permit to be done on its premises any act which:

- a. May constitute a hazardous condition so as to increase the risks attendant upon the operations permitted by the tenant's lease, license, permit or agreement; or
- b. Will invalidate or conflict with any fire or casualty insurance policies or regulations, the Uniform Fire Code or N.F.P.A. Standard No. 409 for the operation of an aircraft.

Section 5.8. Overloading Floors or Structures

No tenant shall overload any floor, structure, structural member or paved areas on the Airport and the tenant shall promptly repair any area damaged by such overloading.

Section 5.9. Maintenance and Repairs

Each tenant shall:

- a. Keep its premises in a neat and orderly condition and in good repair, condition and appearance;
- b. Maintain its premises in a condition as to repair, cleanliness and appearance at least equal to the level of maintenance maintained by the Authority in comparable areas; and
- c. Keep the floor of its premises and the apron and ramp areas used in its operations clean and clear of oil, grease and other materials.

Section 5.10. Trash

Each tenant shall comply with all instructions of the Authority in disposing of its trash and refuse and shall use a system of refuse disposal approved by the Authority.

Section 5.11. Security

Each tenant shall take necessary measures to ensure security in accordance with generally accepted security procedures.

Section 5.12. Interference with/Alterations to Utilities and Systems

No tenant shall do or permit to be done anything that may interfere with the effectiveness or accessibility of any public utility system, drainage system, sewerage system, fire protection system, sprinkler system, alarm system or fire hydrant and hoses. Additionally, no tenant shall alter or allow to be altered any public utility system, drainage system, sewerage system, fire protection system, sprinkler system, alarm system or fire hydrant and hoses.

Section 5.13. Fire Equipment

Each tenant shall supply and maintain such adequate and readily accessible fire extinguishers and equipment as may be required by the local fire department or the Authority.

Article 6. Fixed Base Operators

This section sets forth the minimum standards for a Fixed Base Operator (FBO). The FBO engages in and furnishes a full range of aeronautical activities and services to the public, which shall include, as a minimum, the ones listed in the following sections:

Section 6.1. General Aviation Fueling and Line Service

Only FBOs shall be permitted to engage in the public business of sales and dispensing of aviation fuels. No other Operator shall be permitted to engage in these specific aeronautical business activities.

Section 6.2. Passenger Transportation

The FBO shall engage in gratuitous passenger transportation services between the leased premises and other places of origin and destination on the Airport for the FBO patrons arriving at the Airport.

Section 6.3. Emergency Assistance

The FBO shall engage in emergency service to disabled aircraft on the Airport, including towing or transporting of disabled aircraft to the leased premises, at the request of the owner or operator of the disabled aircraft or the Authority.

Section 6.4. Collection Agent

The FBO shall serve as collection agent when requested by the Authority, with respect to landing fees applicable to any aircraft arriving at the Airport.

Section 6.5. Other Services

The FBO must provide at least one(1) or more of the following specialized services either directly or through an approved subcontractor:

- a. Dispensing of aviation fuels;
- b. Aircraft Sales;
- c. Aircraft Airframe, Engine, and Accessory Maintenance;
- d. Aircraft Rental;
- e. Flight Training;
- f. Avionics, Instrument, and Propeller Repair;
- g. Aircraft Charter and Air Taxi;
- h. Aircraft Storage; or

- i. Specialized Commercial Aviation Handling Services.

Section 6.6. Minimum Standards

- a. Land

1. The FBO must lease enough land to provide adequate space for:
 - i. Hangars and other buildings;
 - ii. Paved private auto parking;
 - iii. Paved aircraft apron;
 - iv. Paved pedestrian walkways;
 - v. Fuel storage facilities; and,
 - vi. All storage, servicing utilities and support facilities.

All FBO development or operation on the Airport are suggested to have a minimum of 87,120 square feet or two (2) acres of land to be leased by the Operator from the Authority.

- b. Hangars and Other Buildings

1. The FBO must lease or construct a building suggested to have a minimum of 6,300 square feet for aircraft storage and maintenance.
2. The FBO is suggested to have a lease or construct 1,300 additional square feet of lounge, offices, flight planning facilities, pilot waiting areas, public restrooms and telephone facilities.

- c. Aircraft Parking Apron

The aircraft parking apron are suggested to have a minimum of 10,000 square feet.

- d. Fuel Storage Facilities

1. Land for above-ground fuel storage tanks must be constructed and operated in accordance with all applicable environmental requirements and other regulatory requirements on the FBO's leased premises.
2. FBO shall construct or install and maintain an on-airport fuel storage facility at the Airport in a location consistent with the Airport Master Plan, Airport Layout Plan, or other Land Use Plan approved by ACAA. Fuel storage facility shall have total capacity for three days' peak supply of aviation fuel for aircraft being serviced by FBO. FBO shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier/distributor for the delivery of aviation fuels in the quantities that are necessary to meet the requirements set forth herein.
3. The storage system must include adequate fuel spill prevention features and containment capabilities, together with approved fuel spill containment and countermeasures control plan. The FBO shall provide annually a copy of the Spill Prevention plan.

4. The FBO shall be required to undertake, at its expense, any environmental testing which the Authority may request from time to time, and any remedial actions which the Authority may determine to be necessary or appropriate as a result of such testing.

e. Mobile Dispensing Equipment

1. The FBO shall provide at least one (1) metered filter-equipped mobile dispensing truck for dispensing fuel and, if a self-fueling facility is installed, one (1) self-fueling facility, with separate dispensing pumps and meters required for each type of fuel.
2. Any mobile dispensing truck must contain Jet A fuel with a capacity of at least 3000 gallons to assure adequate service.
3. All dispensers must have bottom-refilling capabilities and jet fuel dispensers must have single point refueling capabilities.

All equipment shall be maintained and operated in accordance with OSHA, Local and Federal regulations, and FAA regulations, including but not limited to other regulatory requirements with metering devices subject to independent inspection.

Aircraft Service Equipment – General Aviation means all categories and types of aviation activities and/or commercial operations in the U.S. other than those for certified air carriers defined under FAR Parts 121 or 135 or the Department of Defense. The FBO shall procure and maintain tools, jacks, tugs, towing equipment, tire repairing equipment, ground power units, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies on request, fire extinguishers, chocks, ropes, tie-down supplies, crew and passenger courtesy transportation vehicles, a UNICOM system (air to ground), two way radio system for line service communication (ground to ground), and any such other equipment as appropriate and necessary for the servicing of general aviation aircraft types normally expected to use the Airport.

Aircraft Service Equipment – Commercial Air Carriers means an entity engaging in an activity which involves, makes possible or is required for the operation of aircraft, or which contributes to, or is required for the safe conduct and utility of such operation of aircraft, the purpose of such activity being to generate and/or secure earnings, income, compensation, and/or profit, whether or not such objectives are accomplished.

The FBO shall procure and maintain tools, jacks, tugs, towing equipment, tire repairing equipment, ground power units, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies on request, fire extinguishers, chocks, ropes, tie-down supplies, de-icing equipment and solutions, baggage handling equipment, crew courtesy transportation vehicles, a UNICOM system (air to ground), two way radio system for line service personnel communication (ground to ground), and any such other equipment as appropriate and necessary for the servicing of commercial passenger aircraft types normally expected to use the airport. This provision, so as to meet obligations of the Airport and its customers, is mandatory.

f. Aircraft Service Equipment – Cargo

The FBO shall procure and maintain tools, jacks, tugs, towing equipment, fork lift, tire repairing equipment, ground power units, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies on request, fire extinguishers, chocks, ropes, tie-down supplies, de-icing equipment and solutions, cargo handling equipment, crew and passenger courtesy transportation vehicles, a UNICOM

system (air to ground), two way radio system for line service communication (ground to ground), and any such other equipment as appropriate and necessary for the servicing of cargo aircraft types normally expected to use the Airport.

g. Hours of Operation

All FBOs shall provide aircraft fueling and line services from 6:00 am to 11:00 pm, seven (7) days per week, and twenty-four (24) hours a day non-chargeable on-call service, including holidays or such other hours as may be mutually agreed upon in writing by the Authority and the FBO.

h. Personnel and Training

1. Line Service: At least one (1) fully trained and qualified fuel service person and one (1) person to act as a qualified supervisor, customer service representative, ramp attendant, landing/parking fee collector and dispatcher shall be on duty during normal business operating hours unless there is a self-service fueling station in which one (1) person may act as both.
2. Maintenance: At least one (1) FAA-licensed aircraft mechanic (A&P) shall be made available promptly upon request. This requirement can be met by contract with a Specialized Aviation Service Operator authorized to conduct Aircraft Maintenance at the Airport.
3. All fuel service personnel shall be suitably uniformed with the name of the FBO thereon.

All fuel service personnel shall have successfully completed a National Aviation Transportation Association (NATA), or equivalent, approved line technician safety course provided by a major fuel company supplier and be recertified every 2 (two) years.

Article 7. Specialized Aviation Service Operator (SASO) Aircraft Maintenance

An Aircraft Maintenance Operator is a person, firm, corporation or other entity providing maintenance, repair, rebuilding, alteration and/or inspection of an aircraft or any of its component parts. An Aircraft Maintenance Operator must be certified by the FAA under Federal Aviation Regulation 145 to perform aircraft maintenance and shall provide only those maintenance and inspection services permitted by its FAA certification. This category shall also include the sale of aircraft parts and accessories, but such is not an exclusive right.

Section 7.1. Minimum Standards

a. Land

The Operator must lease enough land to provide adequate space for: hangars and other buildings, paved private auto parking, paved aircraft apron, paved pedestrian walkways, storage, servicing utilities and support facilities. All SASO development or operation on the Airport are suggested to have a minimum of 43,560 square feet or one (1) acre of land to be leased by the Operator from the Authority.

b. Hangars and Other Buildings

The Operator shall lease or construct hangar facilities providing at a suggested 10,000 square feet for maintenance and storage of aircraft. In addition to the hangar, the Operator must provide adequate and properly illuminated and conditioned space for offices and shops.

c. Aircraft Apron

The Operator shall lease paved aircraft parking and storage area to support its activities.

d. Aircraft Service Equipment

1. The Aircraft Maintenance Operator shall at all times maintain an adequate supply of all necessary parts, equipment and accessories.
2. One aircraft tug of sufficient power or braking weight to handle any aircraft the operator is permitted to service under the operator's FAA certificate.
3. All of the tools and equipment required under the operator's FAA certificate.

e. Hours of Operation

1. The Operator shall have the leased premises open and services available at least eight (8) hours a day, five (5) days a week with a 24-hour contact telephone number.
2. The Operator shall provide for services during off-hours through an "on-call" system.

f. Personnel and Training

1. The Operator shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in a safe and efficient manner, but never less than one (1) person currently certified by the FAA with ratings appropriate to the work being performed, and who holds an airframe, power plant or an aircraft inspector rating, plus one (1) additional person not necessarily rated.
2. The Operator shall maintain during business hours, a qualified person in charge to supervise its operations on the Airport and with the authorization to represent and act for and on behalf of the Operator.

Article 8. Specialized Aviation Service Operator (SASO) Aircraft Sales

New Aircraft Sales: An Aircraft Sales Operator engages in the sale of new aircraft through franchises or licensed dealerships (if required by local, county or state authority) or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or used aircraft; and provides such repair, services and parts as necessary to meet any guarantee or warranty on aircraft sold.

Used Aircraft Sales: Many companies engage in the purchasing and selling of used aircraft. This is accomplished through various methods including matching potential purchasers with an aircraft (brokering), assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. Sometimes these companies also provide such repair, services and parts as necessary to support the operation of aircraft sold. Some of the requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique operational history.

Section 8.1. Minimum Standards

a. Land

The Operator shall lease enough land to provide space for buildings, paved private auto parking, paved aircraft apron, paved pedestrian walkway and all storage, utilities and support facilities. All SASO development or operation on the Airport are suggested to have a minimum of 43,560 square feet or one (1) acre of land to be leased by the Operator from the Authority.

b. Buildings

The Operator must be suggested to have a minimum of 200 square feet of illuminated and conditioned space for offices and public areas.

c. Aircraft Apron

The Operator shall lease paved aircraft parking and storage area to support its activities.

d. Aircraft Service Equipment

The Operator shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period and shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The Operator engaged in the business of selling new aircraft shall have available representative example of the product.

e. Hours of Operation

The Operator shall have the leased premises open and services available at least eight (8) hours a day, five (5) days a week.

f. Personnel and Training

The Operator shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in an efficient manner.

They shall also maintain, during all business hours, a responsible person in charge to supervise the operations in the leased area with the authorization to represent and act for and on behalf of the firm, and provide the pilot with the proper check ride certification and qualifications for each aircraft sold.

Article 9. Specialized Fixed Base Operator (SASO) Aircraft Rental

An Aircraft Lease or Rental Operator engages in the rental or lease of aircraft to the public.

Section 9.1. Minimum Standards

a. Land

The Operator shall lease enough land to provide space for buildings, paved private auto parking, paved aircraft apron, a paved pedestrian walkway and all storage, utilities and support facilities. All SASO development or operation on the Airport are suggested to have a minimum of 43,560 square feet or one (1) acre of land to be leased by the Operator from the Authority.

b. Buildings

The Operator are suggested to have a minimum of 200 square feet of illuminated and conditioned space for offices and public areas, and access to public restrooms.

c. Aircraft Apron

The Operator shall lease paved aircraft parking and storage area to support its activities.

d. Aircraft Equipment

The Operator shall have available for rental, either owned or leased, two (2) certified and currently airworthy aircraft, one (1) of which must be a four-place aircraft, and one (1) of which must be equipped for and capable of flight under instrument weather conditions.

e. Hours of Operation

The Operator shall have the leased premises open and services available at least eight (8) hours a day, five (5) days a week with a 24-hour contact telephone number.

f. Personnel and Training

The Operator shall have in its employ and on duty during the appropriate business hours, a minimum of one (1) person having a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

Article 10. Specialized Aviation Service Operator (SASO) Flight Training

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

Section 10.1. Minimum Standards

a. Land

The Operator shall lease enough land to provide space for buildings, paved private auto parking, paved aircraft apron, a paved pedestrian walkway and storage, utilities and support facilities. All SASO development or operation on the Airport are suggested to have a minimum of 43,560 square feet or one (1) acre of land to be leased by the Operator from the Authority.

b. Buildings

The Operator must be suggested to have a minimum of 400 square feet of illuminated and conditioned space for offices, classrooms, pilot briefings, public areas and access to public restrooms.

c. Aircraft Apron

The Operator shall lease paved aircraft parking and storage area to support its activities.

d. Aircraft Equipment

The Operator shall have available for flight training, either owned or leased, two (2) certified and currently airworthy aircraft, one of which must be a four-place aircraft, and one (1) of which must be equipped for and capable of flight under instrument weather conditions.

e. Hours of Operation

The Operator shall have the leased premises open and services available at least eight (8) hours a day, five (5) days a week with a 24-hour contact telephone number.

f. Personnel and Training

The Operator shall have in its employ and on duty during the appropriate business hours, a minimum of one (1) person having a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

Article 11. Specialized Aviation Service Operator (SASO) Avionics, Instruments, Propeller Repair, and Engine Overhaul

An Avionics, Instrument or Propeller Repair Operator engages in the business of and provides a shop for the repair of aircraft avionics, propellers, instruments, engine overhaul/repair and accessories for aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments and accessories. The Operator shall hold the appropriate certificates issued by the FAA for the types of equipment being serviced and/or installed.

Section 11.1. Minimum Standards

a. Land

The Operator shall lease enough land to provide space for buildings, paved private auto parking, paved aircraft apron, paved pedestrian walkway and all storage, utilities and support facilities. All SASO development or operation on the Airport are suggested to have a minimum of 43,560 square feet or one (1) acre of land to be leased by the Operator from the Authority.

b. Buildings

The Operator are suggested to lease or construct 5,000 square feet of combined offices, support maintenance and storage areas and access to public restrooms.

c. Aircraft Apron

The Operator shall lease paved aircraft parking and storage area to support its activities.

d. Engine Shop

For engine shops, the Operator shall lease paved aircraft parking and storage area to support its activities.

e. Aircraft Service Equipment

1. The Operator shall, at all times, maintain an adequate supply of all necessary parts, equipment and accessories.
2. The Operator shall maintain all of the tools and equipment required under the operator's FAA certificate.

f. Hours of Operation

The Operator shall have the leased premises open and services available at least eight (8) hours a day, five (5) days a week with a 24-hour contact telephone number.

g. Personnel and Training

The Operator shall have in its employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category but never less than one (1) person who is an FAA rated radio, instrument or propeller repairman.

Article 12. Specialized Aviation Service Operator (SASO) Aircraft Charter and Air Taxi

An On-demand, or Scheduled Air Charter or Air Taxi Operator engages in the business of providing air transportation (person or property) to the general public for hire, on an unscheduled or scheduled basis under CFR 14 Part 135 of the Federal Aviation Regulations.

Section 12.1. Minimum Standards

a. Land

The Operator shall lease enough land to provide space for buildings, paved private auto parking, paved aircraft apron, a paved pedestrian walkway, all storage, utilities and support facilities. All SASO development or operation on the Airport are suggested to have a minimum of 43,560 square feet or one (1) acre of land to be leased by the Operator from the Authority.

b. Buildings

The Operator are suggested to lease or construct 5,000 square feet of combined offices, support space and provide access to public restrooms.

c. Aircraft Apron

The Operator shall lease paved aircraft parking and storage area to support its activities.

d. Aircraft Equipment

The Operator shall provide, either owned or leased, and intended to be used by the Operator, not less than one (1) single-engine four-place aircraft, of which must meet the requirements of the air taxi commercial certificate held by the Operator. Any multi-engine aircraft shall be certified for instrument operations.

e. Hours of Operation

The Operator shall have the leased premises open and services available at least eight (8) hours a day, five (5) days a week with a 24 hour contact telephone number, as required by federal aviation regulations.

f. Personnel and Training

The Operator shall have in its employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one (1) person who is an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by the company.

Article 13. Specialized Aviation Service Operator (SASO) Aircraft Storage

An Aircraft Storage Operator engages in the rental of conventional multi-aircraft hangar or multiple individual t-hangars.

Section 13.1. Minimum Standards

a. Land

The Operator shall lease enough land to provide space for buildings, paved private auto parking, paved aircraft apron, paved pedestrian walkway and all storage, utilities and support facilities. All SASO development or operation on the Airport are suggested to have a minimum of 43,560 square feet or one (1) acre of land to be leased by the Operator from the Authority.

b. Buildings

1. The Operator are suggested to lease or construct 10,000 square feet for a conventional multi-aircraft storage hangar, or
2. The Operator must lease or construct a minimum of eight (8) t-hangar storage units.

c. Aircraft Apron

The Operator shall lease or construct paved aircraft parking and access to such facilities to support its activities.

d. Aircraft Equipment

1. The Operator shall have its facilities available for the tenant's aircraft removal and storage on a continuous basis.
2. The Operator shall provide sufficient personnel and equipment to meet all the requirements for the storage of the aircraft.

e. Hours of Operation

The Operator shall have the leased premises open and services available at least eight (8) hours a day, seven (7) days a week with a 24-hour contact telephone number.

Article 14. Specialized Aviation Service Operator (SASO) Specialized Commercial Flying Services

A Specialized Commercial Flying Service Operator engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:

- a. Crop dusting, seeding, spraying and bird chasing;
- b. Banner towing and aerial advertising;
- c. Aerial photography or survey;
- d. Firefighting; or
- e. Other aeronautical activities as defined by the Authority and the FAA.

Section 14.1. Minimum Standards

- a. Land

The Operator shall lease enough land to provide space for buildings, paved private auto parking, paved aircraft apron, paved pedestrian walkway and all storage, utilities and support facilities. All SASO development or operation on the Airport are suggested to have a minimum of 21,780 square feet or one-half (1/2) acre of land to be leased by the Operator from the Authority.

- b. Buildings

The Operator are suggested to lease or construct 200 square feet of combined offices, and support space, and must provide access to public restrooms and telephone facilities.

- c. Aircraft Apron

The Operator shall lease or construct paved aircraft parking and access to such facilities to support its activities.

- d. Other Requirements

In the case of crop dusting or aerial application, the Operator shall make suitable arrangements and have such space available in its leased area for safe loading and unloading and storage and containment of chemical materials. A written emergency plan for the handling of hazardous materials will be required. All spills should immediately be reported to the Authority. All companies shall demonstrate they have aircraft suitably equipped and certified for the particular type of operation they intend to perform.

- e. Hours of Operation

The Operator shall have the leased premises open and services available at least eight (8) hours a day, five (5) days a week with a 24-hour contact telephone number.

- f. Personnel and Training

The Operator shall have in its employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner.

Article 15. Specialized Aviation Service Operator (SASO) Multiple Specialized Aeronautical Services

This section would apply to any Specialized Aviation Service Operator that engages in any two (2) or more of the specialized aeronautical services for which Minimum Standards have been developed. The sale of aviation fuels is not included in this category. These functions are reserved solely to FBOs as set forth in Section 6 of this document.

Section 15.1. Minimum Standards

a. Land

The Operator shall lease from the Authority, or sublease from an FBO, an area that is equal to the total area required by the sum of the minimum land area required under the individual specialized services the Operator is providing. All SASO development or operation on the Airport are suggested to have a minimum of 43,560 square feet or one (1) acre of land for the first operation and one-half (1/2) acre for each additional service, to be leased by the Operator from the Authority.

b. Hangars and Other Buildings

The Operator shall lease or construct hangar facilities providing a total square footage that is equal to the total area required by the sum of the minimum hangar size required under the individual specialized services the Operator is providing.

c. Aircraft Apron

The Operator shall lease or construct paved aircraft parking apron that provides a total square footage that is equal the total area required by the sum of the minimum apron area required under the individual specialized services the Operator is providing.

d. Hours of Operation

The Operator shall adhere to the hours of operation required elsewhere in these Minimum Standards for each specialized aeronautical service being provided.

e. Equipment

The Operator shall provide the facilities, equipment and services required to meet the Minimum Standards as provided for each specialized aeronautical service the Operator is performing.

f. Personnel and Training

The Operator shall have in its employ and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards for each specialized aeronautical service the Operator is providing. Multiple responsibilities may be assigned to meet the personnel requirements for each specialized aeronautical service being performed.

APPENDIX A

Hangar Compliance Checklist Northeast Ohio Regional Airport (HZY)

Hangar #: _____ Inspection Date: _____
 Inspector's Name & Title: _____

Type of Inspection: Annual Re-Inspection
 Hangar Ownership: Airport-Owned Tenant-Owned

Tenant Information

Name(s): _____
 Mailing Address: _____
 City, State, Zip Code: _____
 Phone: _____ Mobile Home Business
 Emergency Contact Phone: _____ Mobile Home Business
 Email Address: _____

Certificates of Insurance on File

Aircraft Insurance Yes No General Liability Insurance Yes No

Registered Aircraft in Hangar

	Aircraft #1	Aircraft #2	Aircraft #3
FAA Registration Number			
Make			
Model			
Listed basedaircraft.com	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Listed with Tax Assessor	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Aircraft Listed in Lease	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Hangar Exterior & Interior Condition

		Compliant	Not Compliant
1	Hangar unit number posted and visible on exterior.	<input type="checkbox"/>	<input type="checkbox"/>
2	No visible exterior damage to hangar requiring repair.	<input type="checkbox"/>	<input type="checkbox"/>
3	Pavement areas free of weeds and debris.	<input type="checkbox"/>	<input type="checkbox"/>
4	Condition of roof acceptable with no leaks.	<input type="checkbox"/>	<input type="checkbox"/>
5	Overhead lighting operational.	<input type="checkbox"/>	<input type="checkbox"/>
6	Hangar door(s) operating correctly.	<input type="checkbox"/>	<input type="checkbox"/>
	Add additional items as needed		

Permitted Uses as Defined by FAA

		Compliant	Not Compliant
7	Storage of active aircraft; shelter for maintenance, repair or refurbishment of aircraft, but not indefinite storage of non-operational aircraft; construction of amateur or kit-built aircraft.	<input type="checkbox"/>	<input type="checkbox"/>
8	Storage of aircraft handling equipment, e.g., tow bars, glider tow equipment, workbenches, and tools and materials used to service, maintain, repair or outfit aircraft; items related to ancillary or incidental uses that do not affect the hangar's primary use.	<input type="checkbox"/>	<input type="checkbox"/>
9	Storage of materials related to an aeronautical activity, e.g., balloon and skydiving equipment, office equipment, teaching tools and materials related to ancillary or incidental uses that do not affect the hangar's primary use. Storage of non-aeronautical items that do not interfere with primary aeronautical purpose, for example televisions and furniture.	<input type="checkbox"/>	<input type="checkbox"/>
10	Vehicle parked in the hangar while aircraft usually stored in the hangar is out flying.	<input type="checkbox"/>	<input type="checkbox"/>

Non-permissible Uses as Defined by FAA

		Compliant	Not Compliant
11	Use as a residence.	<input type="checkbox"/>	<input type="checkbox"/>
12	Operation of a non-aeronautical business, e.g., limo service, car and motorcycle storage, storage of inventory, non-aeronautical business office.	<input type="checkbox"/>	<input type="checkbox"/>
13	Activities impeding movement of aircraft in/out of the hangar or other aeronautical contents of the hangar.	<input type="checkbox"/>	<input type="checkbox"/>
14	Activities displacing aeronautical contents of hangar or impeding access to aircraft or other aeronautical contents of the hangar.	<input type="checkbox"/>	<input type="checkbox"/>
15	Storage of household items that could be stored in commercial storage facilities.	<input type="checkbox"/>	<input type="checkbox"/>
16	Long-term storage of derelict aircraft and parts.	<input type="checkbox"/>	<input type="checkbox"/>
17	Storage of items or activities prohibited by local or state law.	<input type="checkbox"/>	<input type="checkbox"/>
18	Fuel, and other dangerous and Hazmat materials.	<input type="checkbox"/>	<input type="checkbox"/>
19	Storage of inventory or equipment by a municipal agency unrelated to aeronautical use.	<input type="checkbox"/>	<input type="checkbox"/>

Safety Requirements

		Compliant	Not Compliant
20	“No Smoking” sign is posted.	<input type="checkbox"/>	<input type="checkbox"/>
21	Fire extinguisher(s) tagged current.	<input type="checkbox"/>	<input type="checkbox"/>
22	Fire extinguisher(s) mounted and visible, not blocked by storage.	<input type="checkbox"/>	<input type="checkbox"/>
23	Cover plates on all receptacles, switches and junction boxes.	<input type="checkbox"/>	<input type="checkbox"/>
24	Extension cords and power strips are maintained in good condition, without splices, tape or damage, and are unplugged when not in use.	<input type="checkbox"/>	<input type="checkbox"/>
25	Allowable portable heaters located so they will not ignite any combustibles.	<input type="checkbox"/>	<input type="checkbox"/>
26	Allowable flammable/combustible liquids stored in a listed and approved flammable liquid cabinet or safety can.	<input type="checkbox"/>	<input type="checkbox"/>
27	Open flame, flame-producing devices and other sources of ignition are not permitted in hangars.	<input type="checkbox"/>	<input type="checkbox"/>
28	Oil floor pan is present and used when needed.	<input type="checkbox"/>	<input type="checkbox"/>
29	Floor is clear of debris.	<input type="checkbox"/>	<input type="checkbox"/>
30	Clear, open egress path around perimeter of aircraft.	<input type="checkbox"/>	<input type="checkbox"/>
31	No alterations to walls, ceiling, floor, electrical for airport-owned hangars; alterations to privately owned hangars are constructed to building code.	<input type="checkbox"/>	<input type="checkbox"/>
32	Small appliances are plugged directly into a permanent receptacle.	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Add additional items as needed</i>	<input type="checkbox"/>	<input type="checkbox"/>

Inspection Notes/Corrective Actions Required:

Reinspection Required? Yes No

If a reinspection is required, this is an official notification to correct the above-noted non-compliant items within _____ days, at which time a reinspection will be conducted. Failure to comply may result in a breach of the terms and conditions of the hangar lease.

Hangar Lessee or Designee (Print): _____

Signature: _____

Inspector (Print): _____

Signature: _____

If reinspection is required:

Reinspection Date: _____ **Reinspection:** Compliant Non-compliant

Hangar Lessee or Designee (Print): _____

Signature: _____

Date: _____

Inspector's Name (Print): _____

Inspector's Title (Print): _____

Signature: _____

Date: _____

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