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# General Aviation Minimum Standards

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University of Oklahoma

*University of Oklahoma Max Westheimer  
Airport (OUN)*

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April 3, 2020



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### **Terms and Definitions**

Aircraft Movement Area – Runways, runway safety areas, taxiways, taxilane, taxiway safety area and other areas of the Airport that aircraft use for taxiing/hover taxiing, air taxiing, takeoff and landing, exclusive of loading ramps and parking areas as shown on the ALP. When in operation, the Airport Traffic Control Tower (ATCT) has direct and positive control of activities within the Aircraft Movement Area. The Aircraft Movement Area is considered a 'restricted area' requiring access authorization by the ATCT and/or University.

Aircraft Non-Movement Area – All paved airfield surfaces other than those areas designated as the Aircraft Movement Area.

Airport Administrator - The University official designated as the Administrator of the University of Oklahoma-Max Westheimer Airport (OUN). For the purposes of these Minimum Standards, the Airports Administrator shall include any other designated individual representing or acting on his/her behalf.

Airport Layout Plan (ALP) - The current FAA-approved drawings depicting the physical layout of the Airport and identifying the location and configuration of current and proposed runways, taxiways, taxilane, buildings, roadways, utilities, nav aids, apron, airport operations areas, etc.

Airport Master Plan – An assembly of appropriate documents and drawings covering the development of the Airport from a physical, economic, social, and political jurisdictional perspective and adopted by the University. The ALP is a part of the Master Plan.

Airport Operations Area – A portion of the Airport designated and used for landing, taking off, or surface maneuvering of Aircraft. There are two areas of the AOA, the movement area and the non-movement area. These areas are shown on the Airport Layout Plan (ALP).

Airport Traffic Control Tower (ATCT) – Personnel, equipment, facilities, and services, as sanctioned and certified by the FAA, for the control, separation and movement of Aircraft in the air or on the ground at the Airport.

Assurance – Voluntary compliance a recipient of federal airport development assistance to abide by a provision contained in a federal grant agreement.

Commercial Aeronautical Activity – Any commercial activity which relates to aviation in general and is intended to secure earnings, income, compensation, or profit, whether or not such objectives are accomplished. Such activities include, but are not limited to: charter operations, pilot training, aircraft rental, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air taxi operations, aircraft sales, service, sale of aviation fuel, repair and maintenance of aircraft and the sale of aircraft parts.

General Aviation - All categories and types of aviation activities and/or commercial operations in the United States, other than those for certificated air carriers and/or cargo carriers or the U.S. government, including military activity.

License - A written, contractual agreement, enforceable by law, by which the University permits an Operator to provide specific services or conduct certain activities at the Airport.

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### **General Aviation Minimum Standards**



## TERMS AND DEFINITIONS

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Rules and Regulations - A prescribed guide for conduct provides guidance for all persons operating aircraft, spectators and/or visitors established by the University and approved by the University's Board of Regents.

Transient Aircraft - Any Aircraft not based at the Airport but transiting the Airport, obtaining service or fuel at the Airport, or loading or unloading passengers and/or cargo. Transient aircraft are based elsewhere and may park or be stored at the Airport for short periods of time.

Sponsor - The University of Oklahoma. As a sponsor, the University is obligated by the federal government to comply with the Assurances contained in grant agreements or property conveyance instruments.

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## General Aviation Minimum Standards



### 1. INTRODUCTION

#### 1.1. Preamble

The University of Oklahoma (hereinafter "University") owns and operates the University of Oklahoma-Max Westheimer Airport (hereinafter the "Airport"). As a condition of accepting federal funding grants through the Federal Aviation Administration's (FAA) Airport Improvement Program (AIP), the University is obligated to comply with the *Airport and Airway Improvement Act of 1982*; Title 49 United States Code (USC), section 47107, *et. seq.*; the AIP Sponsor Assurances; and the *Surplus Property Act of 1944*, as amended, to operate, maintain and expand the Airport for the public's benefit and to make the facility available to varying types of commercial aeronautical activities.

The following policies and guidelines (hereinafter the "Minimum Standards") are applicable to a person or persons, partnership, company, trust or corporation (hereinafter the "Operator"), providing and engaging in one or more commercial aeronautical activities at the Airport. These Minimum Standards are not intended to be all inclusive. Therefore, the Operator will be subject to all applicable federal, state, and local laws, codes, ordinances, and/or Code of Federal Regulations (CFRs), including the Airport's Rules and Regulations, pertaining to all such services and to the terms of its License to conduct business at the Airport.

A written agreement in the form of a specifically authorized lease, sublease, permit or written temporary permission (hereinafter the "License"), properly executed by the University and the Operator, is a prerequisite to conduct commercial aeronautical activities at the Airport. Provisions of the License must be compatible with the Minimum Standards in effect at the time of issuance or as later amended and will not change or modify the Minimum Standards. Furthermore, these Minimum Standards are deemed to be included as part of all Licenses to conduct commercial aeronautical activities at the Airport. Operators may propose to conduct general aviation commercial activities that do not fall within the categories designated herein consistent with Section 2.3 *New Commercial Activities*.

The University reserves the right to amend and/or modify these Minimum Standards from time-to-time as deemed necessary by the University to reflect current economic, operational and market conditions associated with commercial aeronautical activities to be conducted at the Airport.

#### 1.2. Authority

Grant Assurance 22, *Economic Nondiscrimination*, of the AIP Sponsor Assurances, provides that the University may establish such reasonable, and not unjustly discriminatory, conditions to be met by all Operators conducting commercial aeronautical activities at the Airport that are necessary for the safe and efficient operation of the Airport. The University may also prohibit or limit any type of commercial activity at the Airport if such action is deemed necessary for the safe operation of the Airport or determined to be necessary to serve the civil aviation demand of the general public and/or Airport users. The University, as the airport sponsor, may elect to provide certain commercial activities directly and exercise its proprietary exclusive right as permitted in the FAA Airport Sponsor Assurances.



### **1.3. Intent and Purpose**

These Minimum Standards were established taking into consideration 1) the current market served by the Airport within Oklahoma City Metropolitan Statistical Area, City of Norman, Cleveland County and the Central Oklahoma region; 2) the role of the Airport as a Reliever Airport within the state and national air transportation systems; 3) the level and quality of aviation services provided at the Airport; and 4) the prospects of attracting new businesses and providing new and enhanced General Aviation products, services and facilities at the Airport.

The adoption and implementation of these Minimum Standards is expected to result in the following:

- A. Encouragement and/or promotion of the health, safety and welfare of the general public and Airport users;
- B. Continued financial self-sufficiency of the Airport;
- C. Orderly development of Airport property;
- D. Delivery of high quality general aviation products, services and facilities to Airport users;
- E. Enhanced level of safety for tenants, Operators and Airport users;
- F. Establishment of clear and concise guidelines of services provided by commercial Operators; and
- G. Promotion of fair business competition among commercial Operators and to ensure that Operators are treated fairly and not subject to unjust discrimination.

### **1.4. Governing Body**

The Airport is owned and operated by the University of Oklahoma (University), and governed by and through the University of Oklahoma Board of Regents (Board). The authority to: (a) lease Airport land and/or Improvements, (b) allow the occupancy and/or development of Airport land or Improvements, (c) grant the right to engage in any activity at the Airport, and (d) implement, supplement, amend, modify, approve, or adopt any Agreement, policy, standard, rule, regulation, or directive, including the Primary Management and Compliance Document (PMCDs), is expressly reserved to the University by and through the Board.

### **1.5. Non-Discrimination**

No person, in the use of the Airport's land and Improvements, shall discriminate against any person or class of persons by reason of race, color, religion, sex, national origin, age, or disability in providing any products or services or in the use of any of the Airport's land and Improvements provided for the public, or in any manner prohibited by applicable Legal Requirements.

### **1.6. Airport Management**

The Airport Administrator is responsible for the planning, development, operation, administration, management, maintenance, and security of the Airport and all University owned and operated land, Improvements, facilities, Vehicles, and equipment associated with the Airport. The Board has authorized the Airport Administrator to: (a) interpret, administer, and enforce Agreements and the PMCDs, (b) allow, where and when appropriate, temporary, short-term occupancy or use of Airport land or Improvements, and (c) obtain and receive copies of all licenses, permits, certifications, ratings, Certificates of Insurance, and other documents required



## INTRODUCTION

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to be provided to the University. All inquiries regarding the PMCDs and/or compliance therewith shall be directed to the Airport Administrator.

During emergency situations, the Airport Administrator is empowered to issue such directives and to take such action that, within Airport Administrators discretion and judgment, are necessary or desirable to safeguard the safety, security, and efficiency of the Airport and the public. Such directives and actions of the Airport Administrator shall have the force of a rule and regulation so long as the emergency situation exists.





## 2. STATEMENT OF POLICY

### 2.1. Purpose

As the Sponsor of a federally obligated airport, the University, in establishing these Minimum Standards, agrees to grant the Operator the opportunity to engage in commercial aeronautical activities so long as the Operator complies with policies and guidelines established in the Minimum Standards. Compliance with these Minimum Standards is mandatory for all Operators conducting commercial aeronautical activities at the Airport. The University encourages Operators to exceed the “minimum” policies and guidelines established in the Minimum Standards. Operators will not be allowed to conduct activities on the Airport that do not meet the required “minimum.” Variances may be given to Operators who do not meet the Minimum Standards in accordance with Section 2.4 *Variances*.

The following statements reflect the University’s general policy regarding commercial aeronautical activities conducted at the Airport by Operators.

- A. The University reserves the right to adopt and enforce any and all laws, statutes, ordinances, rules, codes and/or federal regulations pertaining to commercial aeronautical activities conducted at the Airport.
- B. The University reserves the right to designate areas located on the Airport, in accordance with the Airport Master Plan and/or Airport Layout Plan, in which specific commercial aeronautical activities may be conducted. Such designation shall give consideration to the nature and extent of the operation and the land and improvements available for such purpose consistent with the orderly and safe operation of the Airport.
- C. An Operator may self-fuel and/or otherwise maintain, repair, clean, store, secure and perform miscellaneous services on its own aircraft by its own employees with resources provided by the Operator. Self-service activities must comply with all applicable local, state and federal laws and regulations. Furthermore, any person possessing a valid pilot certificate issued by the FAA shall be allowed to perform specific types of preventive maintenance on any aircraft owned or operated by the pilot provided the activity is conducted in a safe manner.
- D. An Operator will not be granted Exclusive Rights to conduct commercial aeronautical activities at the Airport. Granting of a License to an Operator shall not be construed as affording an exclusive right to conduct commercial aeronautical activities and/or provide services at the Airport.
- E. If at any time there are more applicants to provide a particular commercial aeronautical activity than there is space and/or demand at the Airport for such activity, the University reserves the right to select an Operator through a competitive solicitation process or request for proposal.
- F. Should an Operator conduct multiple commercial aeronautical activities at the Airport, the Operator will be required to meet the appropriate Minimum Standards for each commercial activity being conducted and/or service being offered. Furthermore, it will be the Operator’s responsibility to demonstrate to the University that the commercial aeronautical activities are in compliance with these Minimum Standards.
- G. The University reserves the right to authorize ‘through-the-fence’ operations to the extent allowed by FAA Advisory Circular (AC) 150/5190-7, as amended, and FAA Order 5190.6B, *FAA Airport Compliance Manual*.



The following administrative provisions are made applicable to the Operator in the establishment, application and enforcement of the Airport's Minimum Standards.

### **2.2. *Written Agreement***

An operator shall not conduct commercial aeronautical activities at the Airport without a valid License. Application for a License to conduct commercial aeronautical activities at the Airport shall follow the prescribed guidelines of Section 3. *Application Process* which includes supporting documentation of the commercial activity to be conducted. These Minimum Standards shall apply to all Licenses approved by the University.

### **2.3. *New Commercial Activities***

Any commercial aeronautical activities for which there are no specific Minimum Standards shall be subject to the appropriate minimum standards for the commercial aeronautical activity or activities contemplated and will be established between the University and Operator at the time of application. The newly developed minimum standards shall be amended to these Minimum Standards and made part of the Operator's License.

### **2.4. *Variances***

The University reserves the right to authorize variances from these Minimum Standards. The Airport Administrator, acting under the authority of the University, shall also be granted the authority to authorize variances from these Minimum Standards. Variances may include additional minimum requirements to conduct commercial aeronautical activities, waiving or modifying certain policies and guidelines for good cause. The University, at its sole discretion, may also require an Operator to meet additional minimum requirements to conduct commercial aeronautical activities for good cause. Furthermore, the University reserves the right to waive or modify any portion of these Minimum Standards for the benefit of any local, state or federal government agency performing public service, firefighting, law enforcement or military operations. Approved variances shall not adversely affect the authority, intent, purpose and/or policies contained within these Minimum Standards.

### **2.5. *Amendments***

The University, in its sole and absolute discretion, reserves the right to amend and/or modify these Minimum Standards from time-to-time as deemed necessary. Notice of amendments to these Minimum Standards shall be provided to all Operators in a timely manner and include identification of the policy and/or guideline to be amended, revised or excluded.

### **2.6. *Interpretation and Enforcement***

The Airport Administrator, acting under the authority of the University, shall be responsible for interpreting and enforcing these Minimum Standards. Decisions of the Airport Administrator may be appealed directly to the University's Executive Vice President of Operations.

Furthermore, the Airport Administrator reserves the right to conduct periodic inspections and/or audits to ensure compliance with these Minimum Standards, as well as all applicable federal, state, and local laws, codes, ordinances, and/or CFRs.



### **2.7. Severability**

In the event that any of the adopted policies or guidelines made part of these Minimum Standards is held invalid or unenforceable by a court of competent jurisdiction, or is determined to create the potential for violation of the FAA's Sponsor Assurances by the University, such holding or determination shall not invalidate or render unenforceable any other provision contained herein.

### **2.8. Violations and Appeals**

The Airport Administrator, acting under the authority of the University, may take appropriate administrative action such as removal, dismissal, exclusion or eviction of any Operator who violates these Minimum Standards or applicable local, state and federal laws or regulations. Any Operator that violates these Minimum Standards, laws or regulations will be notified of the violation, in writing, and given a reasonable time, not to exceed 30 days, to cease the violations and become compliant herewith. Failure to do so or if, in the Airport Administrator's judgment, the Operator creates or contributes to a situation that threatens to pose a danger or hazard to people, property and/or airport operations, the Airport Administrator shall have the right to take direct administrative action, including without limitation, suspension, revocation or termination of the Operator's License and shall notify the Operator, in writing, of any such action taken. An Operator may appeal the Airport Administrator's determination within 5 business days of receipt of the notice of action taken directly to the University's Executive Vice President of Operations. .

### **2.9. Indemnification**

To the fullest extent permitted by Oklahoma law, Operators shall indemnify, defend and hold harmless the University, its Regents, officers, agents, employees shareholders, family, servants or visitors from and against all liability for damages, suits, claims, actions, losses and costs for personal injury or death or for property damage or loss to the extent arising out of, or resulting from, the Operators' activity, acts or failures to act while upon Airport property, and shall pay all expenses in defending any claims against the University by reason of the Operator's tenancy and activity.

### **2.10. Pioneering Period**

When specific activities (e.g., product, service, or facility) are not currently being provided at the Airport, the University may enter into an agreement under terms and conditions that may be less than those outlined in the Minimum Standards for a limited period of time (known as the pioneering period).



### **3. APPLICATION PROCESS**

#### **3.1. Procedure**

Prior to the approval of a License to conduct commercial aeronautical activities at the Airport, the Operator must submit a detailed description, in writing, of the scope of the intended operation; financial and managerial responsibility and capability; experience of the Operator and key employees to conduct the proposed activities; and any additional information requested by the University. The University further reserves the right to waive and/or modify any of the following application documentation requirements.

#### **3.2. Supporting Documentation**

The Operator shall provide such information and documentation as the University reasonably requires including, but not limited to:

- A. The name, address, telephone number, and any additional contact information appropriate for the Operator;
- B. The founding documents of the Operator's business organization (e.g., charter, registration, Bylaws, Articles of Incorporation, Articles of Organization, Certificate of Limited Partnership, Partnership Agreement) as may be applicable;
- C. The requested or proposed date for commencement of the service and the term of conducting the same;
- D. The commercial activity and/or services to be offered;
- E. The amount, size and location of any land to be leased which must be in compliance with the Airport's current FAA-approved ALP;
- F. The number and type(s) of aircraft to be provided and/or maintained, if applicable;
- G. The number of persons to be employed (including the names and qualifications of each manager or supervisor or other key personnel);
- H. The hours of proposed operation;
- I. FAA Certificates and/or Licenses held for proposed activities and/or services (include type and certificate number); and
- J. Acknowledgment of the appropriate insurance requirements and/or a Certificate of Insurance for the contemplated commercial aeronautical activity and/or service as set forth in Section 4.11, *Insurance*.

#### **3.3. Financial and Managerial Responsibility and Capability**

The Operator shall demonstrate to the University evidence of its financial responsibility from a recognized financial institution, bank, trust company or from such other source acceptable to the University and readily verified through normal banking channels. The Operator shall also demonstrate financial capability to initiate operations, to construct proposed improvements and to provide working capital to carry out the contemplated commercial aeronautical activities and/or services. The Operator shall also demonstrate financial and managerial capability to conduct commercial aeronautical activities which includes a cash flow analysis (showing profit and loss projections) for the first five years of operation.



### **3.4. *Experience of the Operator and Key Personnel***

The Operator shall furnish the University with a statement of past experience describing the managerial ability of the Operator and its principals, managers, supervisors and other key employees in providing the proposed commercial aeronautical activity and/or services. If the proposed business is new, the Operator will provide the University with the pertinent experience and resumes of its managers, supervisors and other key employees engaged in the management and operation of the proposed activities.

### **3.5. *Denial of Application***

The University will process the application for a License and shall not unreasonably deny and/or unnecessarily delay consideration of the application. A temporary delay to implement a competitive solicitation process or request for proposal to select an Operator shall not be considered unreasonable. Grounds for denial of an application include, among other reasons that ensure or affect the lawful, safe, orderly and efficient operation of the Airport, the following:

- A. Failure of the applicant to meet, for any reason, the required policies and guidelines established by these Minimum Standards;
- B. The proposed commercial aeronautical activities or development would create a safety hazard at the Airport;
- C. Approval of the application would require the University to expend funds, or supply labor or materials, in connection with the proposed commercial aeronautical activity or operation that the Airport is unable or unwilling to spend or supply, or the proposed activity or operation will result in a financial loss to the Airport;
- D. No appropriate, adequate, or available land, space, or building exists at the Airport to accommodate the entire operation(s) of the applicant at the time of application, and none is contemplated to be available within a reasonable time thereafter;
- E. The proposed activities and or development contained in the application are not compatible and/or consistent with the Airport's Master Plan or Airport Layout Plan;
- F. The proposed activity, operation, development or construction would create congestion for aircraft or buildings, or result in undue interference with the operations of another Operator at the Airport and/or any Airport user;
- G. The applicant or any of its principals and/or officers made false and/or misleading statements in the course of applying for a License that they knew or should have known were false and/or misleading, or has failed to make full disclosure within submitted supporting documents;
- H. The applicant, or any officer, director, employee or key personnel has a history and/or record of a) violating the laws, rules, statutes and/or Minimum Standards applicable to the Airport or any other airport, including but not limited to CFRs; b) defaulting in the performance of a lease, License, permit or similar agreement at the Airport or any other airport, or c) conviction of a felony or misdemeanor;
- I. Inability of the applicant to provide the required fiduciary performance and other bonds, security deposits, or other acceptable surety in the amount required by the University for the proposed operation, activity or development;



## APPLICATION PROCESS

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- J. The inability or failure of the applicant to provide the appropriate insurance coverage for the proposed operation, commercial activity and/or service; and
- K. The applicant has not submitted adequate information supporting the proposed commercial aeronautical activity and/or service outlined in Section 3.2, *Supporting Documentation*.

An Operator whose application for a License has been denied by the University, or Airport Administrator, acting under the authority of the University, may appeal within 5 business days of receipt of the notice of the determination directly to the University's Executive Vice President of Operations.



## REQUIREMENTS APPLICABLE TO ALL OPERATORS

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### 4. REQUIREMENTS APPLICABLE TO ALL OPERATORS

The following policies and guidelines apply to all Operators conducting commercial aeronautical activities at the Airport. Minimum Standards specific to each type of operation and/or commercial aeronautical activity is referenced in Section 5, *Fixed Base Operator (FBO)* and Section 6, *Specialized Aviation Service Operator (SASO)* of these Minimum Standards.

#### 4.1. Rules and Regulations

Operators shall abide by the Airport's Rules and Regulations established by the University to ensure the safe, orderly and efficient operation of the Airport.

#### 4.2. Combined Operations and Subleases

Operators may not operate themselves or sublease/assign to another, any business or other operation on the Airport for purposes that are incompatible with the Operators' contracted commercial aeronautical operations at the Airport or, in University's sole and absolute discretion, inconsistent with the University's operation of the Airport. Operators who desire to sublease space to another operator and/or applicant at the Airport must meet all reasonable University requirements, including but not limited to:

- A. Prior to subleasing space to another operator and/or applicant, the Operator must obtain the written permission of the University, which permission may be withheld at University's sole discretion;
- B. The subleasing applicant shall submit an application in accordance with Section 3. *Application Process* of these Minimum Standards and receive written approval from the University to conduct the proposed commercial aeronautical activity;
- C. The Operator and subleasing applicant shall mutually abide by the appropriate minimum insurance requirements, as specified in Section 4.11. *Insurance*, to conduct the proposed commercial aeronautical activity; and
- D. The combined operation and/or sublease shall comply with Section 5. *Fixed Base Operator (FBO)* and/or Section 6. *Specialized Aviation Service Operator (SASO)* of these Minimum Standards, as applicable and allowed by the University.

#### 4.3. Hours of Operation

Operators shall maintain minimum hours of operation of 8 hours per day 5 days a week to meet reasonable public demand for the commercial activity and/or services offered at the Airport.

#### 4.4. Personnel

Operators shall employ and have on duty trained personnel in such numbers and with such certificates and ratings as are required to meet reasonable public demand for the commercial aeronautical activity and/or services offered at the Airport during the Operators' hours of operation. Operators' personnel shall also be neat, courteous and wear appropriate dress and/or uniforms applicable to the commercial activity and/or services offered. Furthermore, Operators shall employ a qualified on-site manager to be present during the Operators' hours of operation.





## REQUIREMENTS APPLICABLE TO ALL OPERATORS

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### **4.5. Fees, Rates and Charges**

Operators' taxes, fees, rates and charges shall be applied and collected in a fair and reasonable manner that does not discriminate against any Airport user. Operator shall have the ability to provide reasonable discounts, rebates or other similar types of price reductions based on the type, kind, or class of Airport user or volume purchased.

### **4.6. Access, Security and Right-of-Entry**

Operators shall control access to the Airport and maintain security to prevent unauthorized access to the Airport Operations Area including the Aircraft Movement Area and Non-Movement Area. The University reserves the right to install security devices in or on Operators' premises as it deems necessary, at the University's expense. Operators shall provide access to University staff, or its contractors, in the installation of security devices. Installation will be scheduled, in advance, between the University and Operator at a mutually beneficial time. Any devices installed shall not deny access to an Operator's employees without the concurrence of the Operator. Furthermore, the University reserves the right to enter each Operators' premises for any lawful purpose, provided that such entry does not unreasonably interfere with the Operator's activities or services. Operator shall designate a responsible person for the coordination of all security procedures and communications and provide point-of-contact information to the University including 24-hour telephone number and names of the primary and secondary contacts.

### **4.7. Facility Development**

Operators who desire to construct new facilities at the Airport shall meet all reasonable University requirements and conditions, including but not limited to:

- A. The Operator shall provide the minimum facility requirements as provided within Sections 5 and 6 of these Minimum Standards;
- B. Operators' facilities shall be located in those areas on the Airport specified for such use in accordance with the Airport's Master Plan and/or Airport Layout Plan;
- C. Operators' facilities shall conform to all applicable statutes, ordinances, building codes, Rules and Regulations of the Airport, CFRs, including Part 77, Objects Affecting Navigable Airspace, and other such rules or agencies with administrative jurisdiction over the Airport. Furthermore, conformity and/or compliance with all requirements of this section shall be the sole responsibility of the Operator;
- D. Construction plans and specifications of the Operators' facilities must be approved in writing by the University before construction commences to ensure compliance with these Minimum Standards and other applicable University policies, rules and regulations;
- E. Upon completion of construction of new facilities, Operator shall provide the University with a complete set of detailed final plans, specifications and record drawings of the improvements as constructed;
- F. Construction of new facilities shall be compatible with the design, materials, landscaping and aesthetics guidelines established as part of the University's campus master plan, as amended; and





## REQUIREMENTS APPLICABLE TO ALL OPERATORS

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- G. New construction of structures on the Airport and improvements or modifications made thereto shall become the property of the University upon termination and/or expiration of the Operator's License.

### **4.8. Facility Improvements**

Operators who desire to improve existing facilities at the Airport shall meet all reasonable University requirements and conditions, including but not limited to:

- A. The Operator shall provide the minimum facility requirements as provided within Sections 5 and 6 of these Minimum Standards;
- B. Operators' shall not make any improvements or modifications to its facilities or adjacent airport property without prior written approval from the University;
- C. Before any improvements or modifications to facilities can be initiated, Operators shall submit detailed construction plans and specifications to the University for review and approval to ensure compliance with these Minimum Standards, and other applicable University policies, rules and regulations;
- D. Operators' facility improvements shall conform to all applicable statutes, ordinances, building codes, Rules and Regulations of the Airport, CFRs, including Part 77, and other such rules or agencies with administrative jurisdiction over the Airport. Conformity and/or compliance with all requirements of this section shall be the sole responsibility of the Operator;
- E. Upon completion of the facility improvements, the Operator shall provide the University with a complete set of detailed final plans, specifications and record drawings of the improvements as constructed;
- F. Improvements or modifications made to buildings or structures on Airport property shall become the property of the University upon termination or expiration of the Operator's License; and
- G. Improvements or modifications made to buildings or structures on Airport property shall be compatible with the design, materials, landscaping and aesthetics guidelines established as part of the University's campus master plan, as amended.

### **4.9. General Maintenance**

Unless otherwise provided for in its License, Operators shall, at their own cost and expense, maintain, repair, and keep in good condition all facilities on the premises including:

- A. Operators shall maintain all landscaping, lawn, grounds, greenbelts, pavement, lighting, and equipment on the premises. Trees and shrubbery located on the premises shall not limit the visibility for automobile and/or aircraft movement;
- B. Operators shall maintain, in a good, working and workmanlike manner, the interior and exterior of all structures on the premises including electrical, mechanical, HVAC systems, plumbing, fire protection systems, roofs, floors, doors, walls, metal siding, paint, hangar doors, weather stripping and glass;



## REQUIREMENTS APPLICABLE TO ALL OPERATORS

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- C. Operators shall clean debris and trash from driveways, taxiways, taxilanes, aprons, lawn, grounds, greenbelts and sidewalks to maintain unobstructed access to the premises at all times for authorized personnel, Airport users and emergency vehicles;
- D. Operators shall not store any items on the exterior of the hangars and/or buildings on the premises without the prior written consent from the University. Aircraft in an unairworthy condition or disabled, disassembled, or partially assembled aircraft, parts, or other aircraft components shall not be parked, stored or left standing on the premises for a period in excess of thirty (30) days. If this period will be exceeded, prior written consent from the University will be required;
- E. Operators shall install and maintain hand-held fire extinguishers in the interior of all buildings, aircraft aprons, tiedown areas and fuel storage areas, pursuant to applicable fire and safety codes; and
- F. Operators shall not permit any action on the premises that has an adverse effect on, or interferes with the proper function of, any drainage system, sanitary sewer system or any facility installed for the protection or operation of the Airport;
- G. Operators shall provide necessary arrangements for sanitation, handling and disposal of all refuse from the Airport in a timely manner to prevent overflowing. Trash and/or garbage receptacles located on the premises shall not be visible from any off-Airport public streets or roadways and shall be kept clean and sanitary at all times; and
- H. Operators shall ensure the necessary utility meters are installed as required by utility service providers including, but not limited to, electrical, water, wastewater, natural gas, telephone, internet, cable and satellite services. Furthermore, Operators shall be responsible for the maintenance and repair of all utility service lines and fixtures on the premises to the extent the utility service provider will not perform such maintenance or repair.

### **4.10. Motor Vehicles on Airport**

No vehicles except authorized University vehicles, Airport operations vehicles, FAA vehicles or emergency vehicles shall be permitted within the Airport Operations Area without the approval of the Airport Administrator. All vehicles operating in the Aircraft Movement Area shall be equipped with functioning two-way radios capable of communicating with the OUN Airport Traffic Control Tower (ATCT). Vehicles not equipped with two-way radios may enter the Aircraft Movement Area provided that such vehicle is escorted at all times by an authorized escort vehicle having radio contact with the ATCT.

Operators are permitted to make arrangements for the transportation of pilots and passengers of transient general aviation aircraft using the Operator's facilities and/or services to and from the Operator's aircraft tie-down area(s) and/or other areas on the Airport provided that the vehicles do not enter the Aircraft Movement Area. Operators providing transportation of its customers with motor vehicles driven on the Airport shall do so in accordance with the Airport's Rules and Regulations and applicable federal, state, and municipal laws, ordinances, codes, or other similar regulatory measures now in existence or hereafter modified or amended.



## REQUIREMENTS APPLICABLE TO ALL OPERATORS

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Vehicle operators must have a valid state vehicle operator's license of the class needed for the vehicle being operated and evidence of insurance, as required by local and state law as well as these Minimum Standards and the Airport's Rules and Regulations, to operate a vehicle on the Airport.

Operators take full responsibility and assume all liability for the actions of any party, supplier, member, agent, or individual that the Operator and/or University allow within the Airport Operations Area. Operators granted a non-exclusive License to park and service aircraft within a defined aircraft parking apron area are prohibited from traveling outside the general aviation apron area without 'follow-me' escort vehicles.

Operators shall provide sufficient automobile parking facilities on its premises to accommodate employees and/or customers with no on-street parking. Furthermore, vehicles used by Operators within the Aircraft Movement Area shall be painted, marked and equipped with flashing lights and bear appropriate identification designating the Operator by whom the vehicle is owned. Markings, paint, identification and lights shall be displayed in a manner acceptable to the University.

### **4.11. Insurance**

Operators shall maintain appropriate insurance coverage during the terms of a License based on the activity and/or service provided at the Airport, including, but not limited to, policy types and limits indicated in the Airport Insurance Requirements. The Airport Insurance Requirements are a separate document that can be found on the airports website or by contacting Airport Administration.

Furthermore, insurance policies shall be issued by insurers licensed to do business in the State of Oklahoma and have a Best's financial rating of A-VII or better. Furthermore, Operators' Certificate of Insurance shall include the following provisions:

- A. The Board of Regents of the University of Oklahoma shall be named as certificate holder;
- B. Insurance coverage shall not be cancelled, changed or limits reduced without prior written notice to the University at least 30 days prior to cancellation, change or reduction of limits of the insurance;
- C. An Operator shall not cancel, change or reduce the limits of the Operator's insurance coverage within 30 days of the effective date of the Operator's insurance policy;
- D. Operators whose insurance coverage is cancelled, changed or limits reduced shall have 30 days in which to have coverage reinstated or provided through an approved insurance carrier. Operators whose insurance is cancelled or dramatically reduced will not be allowed to conduct any activities until satisfactory evidence is produced showing that they have adequate coverage as required herein. They should not be permitted to operate without insurance coverage; and
- E. Operators who do not maintain the appropriate insurance coverage as required herein at all times during the term of their License to conduct commercial operations shall be considered in violation of these Minimum Standards and subject to immediate suspension and/or revocation of its License by the University.



## REQUIREMENTS APPLICABLE TO ALL OPERATORS

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Operators shall provide the University with a copy of the Operator's Certificate of Insurance and/or policy(ies) of insurance upon request.

### **4.12. Enforcement**

In the event that an entity fails to comply with these Minimum Standards, the University shall send a written statement of violation to such entity at its last known address. The entity shall have 14 calendar days within which to (a) provide a written statement to the University explaining why the violation occurred and to advise the University that the violation has been corrected or (b) when and how the violation will be corrected. The University in its sole discretion, has the right to suspend the entity's commercial aeronautical activities and/or revoke the entity's privileges at the Airport, as the University deems necessary in order to obtain a correction of the violation. In addition, any such violations shall be considered any time the entity submits an application, seeks permission, or requests approval from the University. The entity shall pay for any costs incurred by the University, including but not limited to, attorney fees, expert witness fees, court costs, and other legal costs, etc.



### 5. FIXED BASE OPERATOR (FBO)

#### 5.1. *Statement of Concept*

A Fixed Base Operator (FBO) provides a wide-range of essential and specialized general aviation products, services, and facilities to Airport users. Minimum levels of services are established to ensure that basic needs for aircraft owners, pilots, passengers and Airport users are provided.

#### 5.2. *Services Provided*

General aviation products, services, and facilities offered by an FBO shall include aircraft line services including aircraft fueling and lubrications; aircraft parking and tiedowns; and aircraft loading, unloading, and towing.

Additional general aviation products, services, and facilities offered by an FBO may include the following:

- A. Aircraft Line Services such as:
  - De-Icing and Engine Preheating
  - Food Catering Services
  - Strut and Tire Inflation
  - Oxygen
  - Lavatory Cart Service
- B. Airframe and Powerplant Maintenance and Repair;
- C. Flight Training;
- D. Aircraft Rental;
- E. Aircraft Storage; and
- F. Ancillary Pilot and Passenger Services.

An FBO may conduct airframe and powerplant maintenance and repair, aircraft rental and flight training directly or enter into an agreement with a University-approved Specialized Aviation Service Operators (SASO) identified in Section 6 of these Minimum Standards to conduct such commercial aeronautical activity and/or to provide such service. An FBO may also conduct additional commercial aeronautical activities identified in Section 6 including those activities highlighted above as well as aircraft sales, aircraft charter and air taxi service, aircraft management, and other commercial flying services upon meeting all minimum standards for the specified commercial aeronautical activity.

#### 5.3. *Minimum Requirements*

Operators shall meet the applicable requirements set forth in Section 4 as well as those pertaining to minimum facility requirements which include, among other requirements that ensure or affect the lawful, safe, orderly and efficient operation of the Airport, the following:

- A. **Terminal/Office Space:** An FBO shall maintain office space of sufficient size to accommodate reasonable demand and shall abide by applicable building codes and regulations. Basic pilot and passenger amenities shall include telephone, restrooms, flight planning, departure lounge/lobby area, as well as conference and/or office space.



- B. **Leased Premises:** An FBO shall lease an amount of land necessary to accommodate reasonable public demand.
- C. **Aircraft Tie-Downs:** An FBO shall have available sufficient tie-down space and maneuvering area necessary to accommodate reasonable transient and local aircraft demand.
- D. **Aircraft Hangars:** An FBO shall have available sufficient enclosed hangar storage space necessary to accommodate reasonable transient and local aircraft demand.
- E. **Equipment:** An FBO shall have available sufficient equipment necessary to accommodate reasonable demand to provide line services to large and small piston and turbine powered aircraft including, but not limited to, the following:
  - Ground Power Starting Unit (GPU)
  - Fire Extinguishers
  - Oxygen and Water Carts
  - Compressed Air
  - Towing Equipment (Tug and Tow Bars)
  - Washing and Cleaning Supplies
  - Aircraft Lavatory Cart
  - Hydraulic Jacks
  - Equipment to Recover Disabled Aircraft
- F. **Fuel Storage Capabilities:** An FBO shall have available sufficient fuel storage facilities and capabilities necessary to accommodate reasonable public demand for 100LL aviation gasoline (100LL) and Jet A fuel.

### 5.4. *Hours of Operation*

An FBO shall be open to the public seven (7) days per week, from 6:00 a.m. to 10:00 p.m. Hours of operation to conduct any additional commercial aeronautical activities identified in Section 6 shall be sufficient to accommodate reasonable public demand.

### 5.5. *Personnel*

An FBO shall be on-call 24 hours per day with after hour response times of one hour or less. Furthermore, an FBO shall employ managerial and line staff necessary to accommodate reasonable public demand as set forth in Section 4.4, *Personnel*.

### 5.6. *Insurance*

An FBO shall provide the University evidence of appropriate insurance coverage and policy minimums prior to conducting FBO activities at the Airport as set forth in Section 4.11, *Insurance*. Insurance coverage applicable to an FBO includes the following:

- Aviation General Liability Insurance;
- Hangar Keeper's Liability
- Products and Complete Operations Liability;
- Workers Compensation;
- Environmental Liability; and
- Commercial Automobile Liability



### **5.7. Fueling Operations**

An FBO shall assume full liability in conducting fueling operations at the Airport including training of line service and fueling personnel, operational safety, facility maintenance, fuel truck operations and installation of new fuel facilities. Furthermore, the University reserves the right to inspect an FBO's fuel storage facilities and equipment, permits, licenses, training documents and personnel certifications to ensure compliance with these Minimum Standards as well as the Operator's Aircraft Fuel Dispensing Permit.

- A. **Maintenance:** An FBO Operator shall also maintain its fueling facilities in a safe manner and promptly repair any damage to fueling facilities or components caused by the Operator's personnel, suppliers or Airport users. An FBO Operator shall also be responsible for periodic and on-demand maintenance of its fueling facilities, components and apparatus. Maintenance of fueling facilities shall be conducted in accordance with all applicable local, state and federal codes, standards, regulations and manufacturer recommendations. Furthermore, an FBO Operator shall maintain a Spill Prevention, Control and Countermeasure (SPCC) Plan to coordinate the clean-up of a fuel spill.
- B. **Quality:** An FBO Operator shall ensure that only non-contaminated fuel is delivered into aircraft and shall be free of microscopic organisms, water or other solid contaminants.
- C. **Fuel Trucks:** FBO Operators shall be permitted to utilize fuel trucks having sufficient storage capacity necessary to accommodate reasonable local and transient aircraft demand. Furthermore, FBO Operators who utilize fuel trucks shall have and/or designate a dedicated fuel truck parking area on the Operators' premises. The fuel truck parking area shall be a paved surface and include a spill containment berm capable of containing fuel spills.
- D. **Installation of New Fuel Facilities:** FBO Operators shall install any new fuel storage facilities within the Airport's designated fuel farm. New fuel storage tanks shall be located above ground and include sufficient spill containment infrastructure capable of adequately containing fuel spills. Furthermore, installation of new fuel tanks shall be conducted in accordance with all applicable codes, standards and specifications of the National Fire Protection Agency (NFPA), International Fire Code (IFC), National Air Transportation Association (NATA) and American Petroleum Institute (API); all applicable codes, ordinances and statutes of the State of Oklahoma; and all applicable CFRs.

### **5.8. Aircraft Removal**

Recognizing that aircraft removal is the responsibility of the aircraft owner or aircraft operator, FBO shall be prepared to lend assistance within 30 minutes from the time a request is made by the University or the aircraft owner or aircraft 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 most commonly utilizing the airport.





### 5.9. **Standard Operating Procedures**

FBO shall develop and maintain standard operating procedures (SOP). FBO's SOP 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 submitted to the University no later than 30 calendar days before the FBO's Activities are scheduled to commence and shall be resubmitted any time changes are made.

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

- A. NFPA Codes;
- B. 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials"; and
- C. Applicable FAA ACs including AC 00-34 series *Aircraft Ground Handling and Servicing*, AC 150/5210 series *Painting, Marking and Lighting of Vehicles Used on an Airport*, and AC 150/5230 series *Aircraft Fuel Storage, Handling, and Dispensing on Airports*.





### 6. SPECIALIZED AVIATION SERVICE OPERATORS (SASOS)

#### 6.1. Aircraft Airframe and Powerplant Maintenance and Repair SASO

**Statement of Concept** – An Aircraft Airframe and Powerplant Maintenance and Repair (hereinafter “A&P”) SASO conducts major and minor maintenance and repair on aircraft engines and airframes for single, twin-piston and/or turbine powered aircraft as well as rotorcraft in accordance with applicable CFRs. A&P SASOs may also engage in the sale of new and used aircraft parts and accessories.

**Minimum Requirements** – An A&P SASO shall meet the applicable requirements set forth in Section 4 as well as those pertaining to the following Minimum Standards which include:

- A. **Facilities:** An A&P SASO shall lease an amount of land necessary to accommodate reasonable public demand. Furthermore, an A&P SASO shall provide sufficient hangar, shop, maintenance, office and apron space necessary to accommodate reasonable transient and local piston and/or turbine aircraft demand. Airframe and powerplant maintenance and repairs shall be conducted inside an enclosed hangar, except those repairs and maintenance activities requiring less than 24 hours to complete. An A&P SASO shall also provide adequate parts, supplies and equipment necessary to conduct aircraft maintenance and repairs activities.
- B. **Insurance:** An A&P SASO shall provide evidence of appropriate insurance coverage and policy minimums prior to conducting A&P activities at the Airport as set forth in Section 4.11, *Insurance*. Insurance coverage applicable to an A&P SASO includes the following:
  - Aviation General Liability;
  - Hangar Keeper’s Liability;
  - Products and Completed Operations Liability;
  - Workers Compensation;
  - Environmental Liability; and
  - Commercial Automobile Liability
- C. **Hours of Operation:** An A&P SASO shall be open to the public a minimum of five (5) days per week, eight (8) hours per day.
- D. **Personnel:** An A&P SASO shall employ managerial and maintenance staff necessary to conduct aircraft maintenance and repair activities as set forth in Section 4.4, *Personnel*. Furthermore, an A&P SASO shall employ, at minimum, one (1) individual certificated by the FAA to conduct A&P and aircraft inspector activities in accordance with applicable CFRs.

#### 6.2. Flight Training and Aircraft Rental SASO

**Statement of Concept** – A Flight Training SASO engages in dual flight instruction in fixed-wing and/or rotorwing aircraft as well as ground school instruction and FAA written examination preparation and administration. An Aircraft Rental SASO engages in the rental and/or lease of aircraft to the general public.

**Minimum Requirements** – A Flight Training and Aircraft Rental SASO shall meet the applicable requirements set forth in Section 4 as well as those pertaining to the following Minimum Standards which include:



## SPECIALIZED AVIATION SERVICE OPERATORS (SASOS)

- A. **Facilities:** A Flight Training SASO shall provide an appropriate amount of office space to provide separate classroom, briefing and flight planning areas to accommodate reasonable public demand. A Flight Training and Aircraft Rental SASO shall also operate and maintain, at minimum, one (1) FAA-certified and airworthy aircraft necessary to provide and conduct the appropriate level and type of flight instruction and/or fulfill the scope of the aircraft rental operation. Furthermore, a Flight Training and Aircraft Rental SASO shall be granted the right to service its own aircraft in accordance with Section 2.1.
- B. **Insurance:** A Flight Training and Aircraft Rental SASO shall provide evidence of appropriate insurance coverage and policy minimums prior to conducting flight training activities at the Airport as set forth in Section 4.11, *Insurance*. Any operator conducting aircraft rental or flight training shall post a notice (and incorporate within its rental and instruction agreements) that (a) identifies the insurance coverages provided to the renter or student by the 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). Insurance coverage applicable to a Flight Training SASO includes the following:
- Aviation General Liability;
  - Aircraft Liability;
  - Aircraft Renters Insurance;
  - Workers Compensation; and
  - Commercial Automobile Liability
- C. **Hours of Operation:** A Flight Training SASO shall be open 6 days a week, during normal business hours that are necessary to accommodate reasonable public demand. An Aircraft Rental SASO shall be open to the public seven (7) days per week, eight (8) hours per day.
- D. **Personnel:** A Flight Training and Aircraft Rental SASO shall employ managerial and support staff necessary to conduct flight training activities as set forth in Section 4.4, *Personnel*. Furthermore, a Flight Training and Aircraft Rental SASO shall employ appropriately certificated flight instructors with such ratings as are required to perform check rides with prospective renters in each aircraft class, model and type available for rental and to provide the necessary flight and ground training offered by the Operator. An Aircraft Rental SASO shall establish policies and procedures to ensure only FAA certificated pilots are able to rent aircraft. The SASO's rental policies shall be provided to the University.

### 6.3. *Specialized Aviation Repair Service SASO*

**Statement of Concept** – A Specialized Aviation Repair Service (hereinafter “SARS”) SASO conducts maintenance and repair on aircraft propellers, radios, avionics, accessories, interior finishings and aircraft painting for piston and/or turbine powered aircraft as well as rotorcraft in accordance with applicable CFRs. SARS SASOs may also engage in the sale of new and used aircraft parts and accessories.

**Minimum Requirements** – A SARS SASO shall meet the applicable requirements set forth in Section 4 as well as those pertaining to the following Minimum Standards which include:



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- A. **Facilities:** A SARS SASO shall lease an amount of land necessary to accommodate reasonable public demand. Furthermore, a SARS SASO shall provide sufficient hangar, shop, maintenance, office and apron space necessary to accommodate reasonable transient and local aircraft piston and/or turbine aircraft demand. Aircraft component maintenance and repairs shall be conducted inside an enclosed hangar, except those repair, maintenance and installation activities requiring less than 24 hours to complete. A SARS SASO shall also provide adequate parts, supplies and equipment necessary to conduct aircraft component maintenance, installation and repair activities.
- B. **Insurance:** A SARS SASO shall provide evidence of appropriate insurance coverage and policy minimums prior to conducting SARS activities at the Airport as set forth in Section 4.11, *Insurance*. Insurance coverage applicable to a SARS SASO includes the following:
- Aviation General Liability;
  - Hangar Keeper's Liability;
  - Products and Completed Operations Liability;
  - Workers Compensation; and
  - Commercial Automobile Liability
- C. **Hours of Operation:** A SARS SASO shall be open to the public five (5) days per week, eight (8) hours per day.
- D. **Personnel:** A SARS SASO shall employ managerial and maintenance staff necessary to conduct aircraft component installation, maintenance and repair activities as set forth in Section 4.4, *Personnel*. Furthermore, a SARS SASO shall employ, at minimum, one (1) individual certificated by the FAA to conduct aircraft component maintenance, installation, repair and aircraft inspector activities in accordance with applicable CFRs. If the SARS SASO is a certified 14 CFR Part 145 Repair Station, the personnel requirements will be dictated by the Repair Station certificate.

### 6.4. Aircraft Sales SASO

**Statement of Concept** – An Aircraft Sales SASO engages in the sale and/or brokerage of more than three new and used aircraft during any 12-month period, through a franchise, distributorship or licensed dealership of any particular aircraft manufacturer.

**Minimum Requirements** – An Aircraft Sales SASO shall have a current Oklahoma Aircraft Dealer's License. Furthermore, an Aircraft Sales SASO shall meet the applicable requirements set forth in Section 4 as well as those pertaining to the following Minimum Standards which include:

- A. **Facilities:** An Aircraft Sales SASO shall provide sufficient hangar, office, maintenance and apron space necessary to accommodate reasonable demand. This shall include accommodations for the servicing and/or repair of aircraft subsequent to the sale transaction to meet sale guarantees or warranty periods. An Aircraft Sales SASO shall also have available, or make on-call arrangements, at minimum, one (1) airworthy aircraft of the same class, model and type for sale. Furthermore, An Aircraft Sales SASO shall be granted the right to service its own aircraft in accordance with Section 2.1.
- B. **Insurance:** An Aircraft Sales SASO shall provide evidence of appropriate insurance coverage and policy minimums prior to conducting aircraft sales activities at the Airport as



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set forth in Section 4.11, *Insurance*. Insurance coverage applicable to an Aircraft Sales SASO includes the following:

- Aviation General Liability;
- Products and Completed Operations Liability;
- Hangar Keepers' Liability (if applicable)
- Aircraft Liability;
- Aircraft Renters Insurance;
- Workers Compensation; and
- Commercial Automobile Liability

C. **Hours of Operation:** An Aircraft Sales SASO shall be open during normal business hours that are necessary to accommodate reasonable public demand.

D. **Personnel:** An Aircraft Sales SASO shall employ managerial and sales staff necessary to conduct aircraft sales activities as set forth in Section 4.4 *Personnel*. Furthermore, an Aircraft Sales SASO shall employ the appropriately FAA certificated personnel in such numbers and with such ratings as are suitable for each aircraft class, model and type that requires flight demonstration.

### 6.5. Aircraft Charter and Air Taxi Service SASO

**Statement of Concept** – An Aircraft Charter and Air Taxi Service (hereinafter “Aircraft Charter”) SASO is a business engaged in providing unscheduled air transportation of person and/or cargo to the general public for hire, either on an on-call basis or in accordance with 14 CFR Part 135, *Operating Requirements: Commuter and On Demand Operations and Rules Governing Persons On Board Such Aircraft and operators engaging in private carriage as defined in 14 CFR Part 125*.

**Minimum Requirements** – An Aircraft Charter SASO shall have and provide the University with a current or provisional 14 CFR Part 135 Air Taxi Operator Certificate. In addition to the FAA issued operating certificate, an Aircraft Charter SASO shall submit the Pre-application Statement of Intent (FAA Form 8400-6) and the Registrations and Amendments under Part 298 (OST Form 5407). Furthermore, an Aircraft Charter SASO shall meet the applicable requirements set forth in Section 4 as well as those pertaining to the following Minimum Standards which include:

- A. **Facilities:** An Aircraft Charter SASO shall lease an amount of land necessary to accommodate reasonable public demand. Furthermore, an Aircraft Charter SASO shall provide sufficient hangar, office, terminal building and apron space necessary to accommodate reasonable aircraft and passenger demand. An Aircraft Charter SASO shall also have available and maintain, at minimum, one (1) FAA-certified and airworthy aircraft necessary to fulfill the scope of the aircraft charter operation. Furthermore, an Aircraft Charter and Air Taxi Service SASO shall be granted the right to service its own aircraft in accordance with Section 2.1.
- B. **Insurance:** An Aircraft Charter SASO shall provide evidence of appropriate insurance coverage and policy minimums prior to conducting aircraft charter activities at the Airport as set forth in Section 4.11, *Insurance*. Insurance coverage applicable to an Aircraft Charter SASO includes the following:



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- Aviation General Liability;
  - Aircraft Liability;
  - Aircraft Renters Insurance;
  - Workers Compensation; and
  - Commercial Automobile Liability
- C. **Hours of Operation:** An Aircraft Charter SASO shall be available for charter operations seven (7) days per week, eight (8) hours per day. Furthermore, the Operator shall provide necessary availability of qualified flight crews and certified aircraft within a reasonable period of time.
- D. **Personnel:** An Aircraft Charter SASO shall employ managerial and flight crews necessary to conduct aircraft charter activities as set forth in Section 4.4, *Personnel*. An Aircraft Charter SASO shall employ appropriately FAA-certificated pilots and cabin crews with such ratings as are required to operate in accordance with the Operator's 14 CFR Part 135 Air Taxi Operator Certificate. Furthermore, an Aircraft Charter SASO shall also employ qualified support staff and ground crews needed to process passengers, baggage and arrange for suitable ground transportation for its customers.

### 6.6. *Aircraft Management SASO*

**Statement of Concept** – An Aircraft Management SASO engages in the management of another party's aircraft involving one or more of the following services including pilot staffing and scheduling, records management, maintenance scheduling and aircraft registration for aircraft not operating under 14 CFR Part 135. An Aircraft Management SASO also engages in brokering another party's aircraft and/or scheduling passengers for air charter operations in the same aircraft.

**Minimum Requirements** – An Aircraft Management SASO shall meet the applicable requirements set forth in Section 4 as well as those pertaining to the following Minimum Standards which include:

- A. **Facilities:** An Aircraft Management SASO shall provide sufficient office space to accommodate reasonable public demand.
- B. **Insurance:** An Aircraft Management SASO shall provide evidence of appropriate insurance coverage and policy minimums prior to conducting aircraft management activities at the Airport as set forth in Section 4.11, *Insurance*. Insurance coverage applicable to an Aircraft Management SASO includes the following:
- Aviation General Liability (Premises Liability);
  - Aircraft Liability;
  - Aircraft Renters Insurance;
  - Workers Compensation; and
  - Commercial Automobile Liability
- C. **Hours of Operation:** An Aircraft Management SASO shall be open to the public five (5) days per week, eight (8) hours per day.
- D. **Personnel:** An Aircraft Management SASO shall employ managerial and support staff necessary to conduct aircraft management activities as set forth in Section 4.4, *Personnel*.





### 6.7. *Other Commercial Flying Services SASO*

**Statement of Concept** – Other Commercial Flying Services SASOs engages in the following aviation activities including:

- Limited Aircraft services and Support – defined as limited aircraft, engine, or accessory services and support (e.g., cleaning, washing, waxing, painting, upholstery, propeller repair, etc.)
- 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)
- Miscellaneous Commercial Services and Support – are defined as ground instruction, simulator training, scheduling and dispatching, or any other related commercial services and support activities.
- 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.

**Minimum Requirements** – Other Commercial Flying Services SASO shall meet the applicable requirements set forth in Section 4 as well as those pertaining to the following Minimum Standards which include:

- I. **Facilities:** Other Commercial Flying Services SASO shall provide sufficient office and apron space to accommodate necessary loading, unloading, washing and servicing aircraft. Other Commercial Flying Services SASO shall also have available and maintain, at minimum, one (1) FAA-certified and airworthy aircraft necessary to accommodate the scope of the specialized service operation. Furthermore, A Specialized Service SASO shall be granted the right to service its own aircraft in accordance with Section 2.1.
- II. **Insurance:** Other Commercial Flying Services SASOs shall provide evidence of appropriate insurance coverage and policy minimums prior to conducting specialized service activities at the Airport as set forth in Section 4.11, *Insurance*. Insurance coverage applicable to a Other Commercial Flying Services SASOs includes the following:
  - Aviation General Liability;
  - Aircraft Liability;
  - Aircraft Renters Insurance;
  - Workers Compensation;
  - Environmental Liability; and
  - Commercial Automobile Liability
- III. **Hours of Operation:** Other Commercial Flying Services SASOs shall be open during normal business hours that are necessary to accommodate reasonable public demand.
- IV. **Personnel:** Other Commercial Flying Services SASO shall employ managerial and support staff necessary to conduct specialized service activities as set forth in Section 4.4, *Personnel*. Other Commercial Flying Services SASOs shall employ appropriately FAA-certificated personnel with



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such ratings as are required to perform the particular activities of the Operator. Furthermore, Other Commercial Flying Services SASOs must provide, by means of an on or off-Airport office or a telephone, a point of contact for the public desiring to utilize this SASO's services.

### 6.8. **Commercial Hangar Operator SASO**

**Statement of Concept** – A Commercial Hangar Operator SASO owns and/or leases a hangar for the purpose of leasing or subleasing hangar space and associated office or shop space to Operators conducting commercial aeronautical activities at the Airport and/or Airport tenants.

**Minimum Requirements** – A Commercial Hangar Operator SASO shall meet the applicable requirements set forth in Section 4 as well as those pertaining to the following Minimum Standards which include:

- A. **Facilities:** A Commercial Hangar Operator SASO shall lease an amount of land necessary to accommodate reasonable public demand. Furthermore, a Commercial Hangar Operator shall provide sufficient hangar, shop, maintenance, office, auto parking, roadway access and apron space necessary to accommodate reasonable transient and local piston and/or turbine aircraft demand and Airport users and tenants.
- B. **Insurance:** A Commercial Hangar Operator SASO shall provide evidence of appropriate insurance coverage and policy minimums prior to conducting commercial hangar activities at the Airport as set forth in Section 4.11, *Insurance*. Insurance coverage applicable to a Commercial Hangar Operator SASO includes the following:
  - Aviation General Liability;
  - Hangar Keeper's Liability;
  - Workers Compensation;
  - Commercial Automobile Liability
- C. **Leasing and Subleasing:** A Commercial Hangar Operator SASO shall lease an amount of land necessary to accommodate the Operator's hangar and associated facility improvements from the University. The Commercial Hangar Operator SASO shall be permitted to utilize the hangar and leased premises for its own commercial aeronautical activities, aircraft and/or equipment.

A Commercial Hangar Operator SASO shall be permitted to sublease hangar space and associated facilities to commercial Operators and/or tenants as set forth in Section 4.2, *Combined Operations and Subleases*.
- D. **Personnel:** A Commercial Hangar Operator SASO shall employ managerial and support staff necessary to conduct commercial hangar operator activities as set for in Section 4.4, *Personnel*.