

**MINIMUM STANDARDS
FOR
COMMERCIAL AERONAUTICAL ACTIVITIES
SEDONA AIRPORT (SEZ)**



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1.0 INTRODUCTION

1.1 Purpose & Policy

Sedona-Oak Creek Airport Authority (“SOCAA”) will make available the opportunity to engage in commercial and general aviation aeronautical activities at Sedona Airport (“Airport”), by Operator(s) that meet reasonable minimum standards (“Minimum Standards”).

The purpose of imposing these Minimum Standards is to:

1. ensure safe, efficient, and adequate levels of services are offered to the public,
2. protect airport users from unlicensed and unauthorized products and services,
3. maintain and enhance the availability of adequate services for all airport users,
4. promote the orderly development of Airport land,
5. ensure the economic stability and competitiveness of all on-airport Operators, and
6. ensure efficient use of navigable airspace.

The Minimum Standards are based on the Airport’s status as a General Aviation Community facility, circumstances and conditions at the Airport, and analysis of demand and capacity. These Minimum Standards may be periodically updated and revised as activity or demand for various services changes over time, in such a manner and to such extent as is deemed appropriate by SOCAA. These Minimum Standards may be revised or amended at any time in the discretion of SOCAA.

SOCAA will apply these Minimum Standards objectively and uniformly to all similarly situated on-airport Commercial Operators. In accordance with these objectives, SOCAA will approve or deny the opportunity for an Operator, as defined herein, to conduct aeronautical activities at the Airport based on these standards. These Minimum Standards are not intended to be comprehensive; Operators must also comply with all applicable federal, state, local law, and Airport Rules and Regulations.

By adopting these Minimum Standards, SOCAA does not imply a right to provide services to any operator or provider. It is the policy of SOCAA to extend the opportunity for providing aeronautical activities to any Operator meeting SOCAA’s Minimum Standards for that service, subject to availability of suitable space at the Airport to conduct such activities. The Airport Layout Plan, as approved by the Federal Aviation Administration (FAA), provides the primary basis for determining whether suitable space is available for proposed aeronautical activities. SOCAA may solicit requests for proposals to select one or more suitable Operators to provide on-airport aeronautical activities, subject to the availability of suitable space at the Airport.

1.2 General Information

1.2.1 Determinations of what constitutes an acceptable “minimum” and compliance with the Minimum Standards shall be made by SOCAA in a manner applied uniformly to similarly situated Operators consistent with federal grant assurances. SOCAA may grant a waiver from specific provisions of these Minimum Standards where it determines that unique circumstances justify such relief, provided that any waiver is applied on a case-specific basis, does not create an exclusive right, does not result in unjust discrimination among similarly situated Operators, and remains consistent with applicable federal grant assurances. Any waiver shall be limited to the specific circumstance for which it is granted and shall not be deemed to amend or modify these Minimum Standards.

1.2.2 Activities may exist which are too varied to reasonably permit the establishment of specific minimum standards for each activity. If an aeronautical activity is not addressed in these Minimum Standards, appropriate requirements may be developed on a case-by-case basis and incorporated into any agreement or permit relating to the occupancy/use of Airport land and/or improvements, taking into consideration the needs of the Operator, the existing land-use plans and operational plans of SOCAA, and the public interest in, or demand for, the activity.

1.2.3 Upon SOCAA’s adoption of these Minimum Standards, any reference in any agreement to prior standards shall be deemed to be a reference to these Minimum Standards. Any existing Operator that is not currently in compliance with these standards at the time of their adoption shall be given a reasonable time, as determined by SOCAA, to comply with these Minimum Standards.

1.2.4 Notwithstanding the adoption of these Minimum Standards, nothing herein shall be construed as a modification of any existing agreements wherein an Operator has agreed to exceed any of these Minimum Standards nor is SOCAA prohibited from entering into agreements wherein an Operator is required to exceed these Minimum Standards.

1.2.5 SOCAA may prohibit any Operator from using the Airport or engaging in commercial aeronautical activities at the Airport if SOCAA determines the Operator is not complying with these Minimum Standards or has otherwise jeopardized the safety of other individuals or entities utilizing the Airport or the land and/or improvements at the Airport. If the Airport Director determines that any of these Minimum Standards have been violated by any individual or entity operating on the Airport and that the matter cannot be resolved satisfactorily by notice to, and discussion with, the offending entity, then SOCAA may take formal action against the offending entity in accordance with the terms of any applicable lease, permit, or operating agreement.

1.2.6 SOCAA reserves the right to waive all, or any portion of, these Minimum Standards set forth herein for the benefit of any government or governmental agency performing non-profit and/or public services to the aviation industry, performing emergency medical or rescue services

to the public by means of Aircraft, performing fire prevention or firefighting operations, or performing law enforcement operations. SOCAA further reserves the right to waive all or any portion of these Minimum Standards for non-government entities/Operators when the entity or Operator is solely engaged in performing emergency medical or rescue services to the public by means of Aircraft, performing fire prevention or firefighting operations, or whenever Airport Director, in their sole discretion, deems such waiver to be in the best interest or welfare of the Airport's operation.

1.2.7 The operation of the Airport is subject to the various requirements imposed by the Federal Aviation Act of 1958, as amended, the regulations imposed by the Federal Aviation Administration, grant assurances, and regulations imposed by other federal agencies. The foregoing requirements and regulations shall take precedence and supersede these Minimum Standards should they contradict or conflict with these Minimum Standards solely to the extent that they contradict or conflict.

2.0 DEFINITIONS

All words, terms and phrases when used herein shall have the meanings as described in this section. Words, terms, and phrases which relate to aeronautical practices, processes and equipment, not defined herein, shall be construed according to the definitions in Title 14 of the Code of Federal Regulations or, if not defined therein, according to their general usage in the aviation industry.

2.1 Aeronautical Activity: Any activity or service that involves, makes possible, or is required for the operation of Aircraft, or another aeronautical activity, that contributes to or is required for the safety of such operations. The following activities, without limitation, that are commonly conducted on airports are considered aeronautical activities within this definition: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled air carrier operations, 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, and any other activity which, in the sole judgment of the SOCAA, because of its direct relationship to the operation of aircraft or the Airport, can be appropriately regarded as an aeronautical activity.

2.2 Air Carrier: The aircraft and associated operator of commercial scheduled aircraft operating under a FAR Part 121 Air Carrier Certificate.

2.3 Aircraft: Aircraft means a device that is used or intended to be used for flight in the air. See 14 CFR § 1.1.

2.4 Aircraft Maintenance: Aircraft maintenance is considered to be the repair, maintenance, alteration, preservation, or inspection of aircraft (including the replacement of parts). Major maintenance includes major alterations to the airframe, powerplant, and propellers as defined in federal regulation (14 CFR Part 43). Minor maintenance includes normal, routine annual inspection with attendant maintenance, repair, calibration, or adjustment of aircraft and its accessories. Aircraft assembly is included within the definition of aircraft maintenance.

2.5 Aircraft Charter Operator: A Commercial Operator engaged in the commercial operation of providing air transportation of person(s) or property for hire on an on-demand basis, operating under 14 CFR Part 135 and not including Air Carriers.

2.6 Aircraft Maintenance Operator: A Commercial Operator engaged in providing Aircraft Maintenance for Aircraft other than those owned by the Operator by the Operator. An Aircraft Maintenance Operator provides one or a combination of airframe, powerplant (engine), or accessory overhauls and/or repair services on aircraft up to and including business jet aircraft and helicopters. This activity also includes the sale of aircraft parts and accessories.

- 2.7 Airframe and Powerplant Mechanic (A&P Mechanic):** Someone holding an FAA authorized aircraft mechanic certificate with both airframe and powerplant ratings.
- 2.8 Aircraft Owner:** The FAA registered owner of an aircraft, or their employees.
- 2.9 Aircraft Rental:** The commercial operation of renting or leasing Aircraft to the public or another Operator for compensation.
- 2.10 Aircraft Rental Operator:** A Commercial Operator engaged in Aircraft Rental.
- 2.11 Aircraft Sales:** The sale of new or used Aircraft through brokerage, franchise, distributorship, or licensed dealership.
- 2.12 Aircraft Sales Operator:** A Commercial Operator engaged in Aircraft Sales or provides such repair, services, and parts as necessary to meet any maintenance/service guarantee or warranty or to support the maintenance of aircraft sold. Storage of Aircraft other than those owned by the Operator falls into the category of Commercial Hangar Operator, as defined herein.
- 2.13 Airport:** Airport refers to the land and improvements generally known and designated as Sedona Airport. The improvements on the land consist of the runways, aircraft taxiways and parking aprons, the passenger and freight terminal buildings, hangars, vehicle roads and parking facilities, and all other improvements on such land. The term Airport shall also include any adjacent or nearby land hereafter acquired for purposes of the Airport and all improvements hereafter constructed on such land.
- 2.14 Airport Director:** The General Manager of the Airport or designee.
- 2.15 Airport Layout Plan (ALP):** The plan of the airport showing the layout of existing and proposed facilities.
- 2.16 Air Tour Operator:** A Commercial Operator engaged in the commercial operation of air tour as defined in 14 CFR §136.1 or under §91.147, whether by airplane or rotorcraft, including sightseeing flights sold by the seat.
- 2.17 Apron:** The apron is a surface in the Air Operations Area (AOA) where aircraft park and are serviced, fueled, loaded with cargo, and accessed by passengers.
- 2.18 Chief Administrative Officer:** the top appointed executive responsible for the overall administrative management of the County.
- 2.19 County:** The County of Yavapai, Arizona.

2.20 Commercial: That which promotes or makes possible earnings, income, revenue, compensation, profits, exchanges (including change of services), trading, buying, hiring, or selling of commodities, goods, services, or tangible or intangible property of any kind.

2.21 Commercial Aeronautical Activities Permit (CAAP): A document issued by the Airport allowing an Operator to provide Commercial Aeronautical Activities at the Airport.

2.22 Commercial Hangar Operator: A Commercial Operator that develops, constructs, leases, or owns one single conventional type hangar comprising more than 5,000 square feet or multiple hangars of any size for the storage of Aircraft other than those owned by the Operator.

2.23 Exclusive Right: A power, privilege, or other right excluding or debarring another person or entity from enjoying or exercising a like/similar power, privilege, or right. An Exclusive Right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by other means. Such a right conferred on one of more parties but excluding others from enjoying or exercising a similar right, would be an exclusive right. The granting of an Exclusive Right to conduct an aeronautical activity on an airport developed or improved with federal funds is expressly forbidden by law.

2.24 Federal Aviation Administration (FAA): An agency of the United States Department of Transportation with authority to regulate and oversee all aspects of civil aviation.

2.25 Federal Aviation Regulations (FAR): Regulations published by the FAA that govern the operation of aircraft, airways, airports, and airmen.

2.26 Fixed Base Operator (FBO): A Commercial Operator of aircraft fueling, maintenance, servicing and storage authorized to engage in the secondary activities of flight training, aircraft sales and rental, aircraft charter, avionics sales and service, and commercial hangar operations.

2.27 Flight Training Operator: A Commercial Operator engaged in providing flight instruction to the general public and/or providing such related ground school instruction as is necessary to take a written examination and flight check for the category or categories of pilot's licenses and ratings involved.

2.28 Flying Club: A nonprofit and all member-run entity organized for the express purpose of providing its members with aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club or owned by all the members equally, and no part of the net earnings of the club may inure to the benefit of any individual in any form, including salaries and bonuses, etc., and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.

2.29 Fueling: The transportation, sale, delivery, dispensing, storage, or draining of fuel or fuel waste products to or from aircraft, vehicles, or equipment.

2.30 Fuel Storage Area: Any portion of the Airport designated temporarily or permanently by the Airport Director as an area in which aviation or motor vehicle fuel, or any other type of fuel or fuel additive, may be stored or loaded.

2.31 General Aviation: All phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial Air Carrier operations. May also generally refer to the operation of small/private or business/corporate aircraft of any type.

2.32 Operator: Any person, business, or entity doing business or conducting Commercial Aeronautical Activity at the Airport. An Operator may be classified as either a Fixed Base Operator (FBO) or a Specialized Aeronautical Service Operator (SASO).

2.33 Owned Aircraft: An aircraft that is owned or leased for the exclusive use of an Operator.

2.34 Rules and Regulations: The established requirements which apply to the activities, operation, and use of Sedona Airport. Every Operator doing business at the Airport is obligated to comply with Rules and Regulations, and any applicable federal, state, and local requirements.

2.35 Self-Service: Aircraft fueling (excluding the use of a Self-Service Fueling Pump), repair, preventive maintenance, towing, adjustment, cleaning, and general services performed by an Aircraft Owner on Owned aircraft with resources supplied by the Aircraft Owner.

2.36 Self-Service Fueling Pump: The commercial operation of an unattended stationary fuel tank and dispensing equipment for general use via a payment card reader.

2.37 Specialized Aeronautical Services Operator (SASO): A Commercial Operator that is authorized to offer a single or limited service according to established Minimum Standards. Examples of a SASO include but are not limited to the following commercial aeronautical activities: flight training, aircraft maintenance, air charter or taxi, aircraft sales, avionics maintenance, aircraft rental, and aircraft storage. A SASO is not permitted to sell fuel. Fuel sales are restricted to FBOs pursuant to the Minimum Standards.

2.38 Specialized Commercial Aeronautical Operator: A Commercial Operator providing limited services for hire which are not otherwise categorized in these Minimum Standards.

2.39 Skydiving Operator: A Commercial Operator engaged in the commercial transportation of persons for skydiving, skydiving instruction, and rental and sales of skydiving equipment.

2.40 Sponsor: Yavapai County is the sponsor of Sedona Airport.

3.0 REQUIREMENTS & STANDARDS

3.1 Minimum Standards for All Operators

3.1.1 All Operators engaging in any Commercial Aeronautical Activity at the Airport must comply with the requirements and standards of this section plus the Minimum Standards for each specific activity as further indicated herein.

3.1.2 No individual or entity shall operate or perform a commercial aeronautical activity from or on the Airport, without applying for and receiving a Commercial Aeronautical Activities Permit.

3.1.3 The Operator shall have such business background and shall have demonstrated its business capability to the satisfaction of, and in such manner as to meet with the approval of SOCAA.

3.1.4 Commercial Aeronautical Activities not explicitly identified in the Minimum Standards will be evaluated by SOCAA on a case-by-case basis at the time of application. New standards corresponding to the proposed Commercial Aeronautical Activities will be established in these Minimum Standards prior to the issuance of a Commercial Aeronautical Activities Permit. .

3.1.5 Unless otherwise specified herein, the Operator shall (1) lease building or hangar space from SOCAA, (2) lease ground space from SOCAA on which shall be erected a building by the Operator or other designated entity, or (3) sublease, with SOCAA's written approval, from an entity which has an existing building or hangar; meeting the specified requirements of their planned Aeronautical Activity and receive a Commercial Aeronautical Activities Permit issued by SOCAA. All required services must be provided in a location authorized for commercial aeronautical activities, unless approved in writing by the Airport Director.

3.1.6 The Operator shall maintain, at a minimum, the coverages and policy limits set forth in Appendix A – "Schedule of Minimum Insurance Requirements." All Operators shall demonstrate to SOCAA satisfactory evidence of its ability to acquire insurance coverage as stipulated for each particular type. Insurance policies shall be maintained in full force and effect during all times of existing leases, agreements, business licenses, or renewals or extensions thereof, with a 30-calendar day notice of cancellation to the Airport Director. Sponsor, SOCAA, and its officers, officials, agents, and employees shall be named as an additional insured on all policies carried by the Operator related to their business at the Airport. Failure to comply with the requirements outlined in Appendix A, and as may be adjusted by SOCAA from time to time, may result in enforcement action under Section 5 of these Minimum Standards. Upon request, the Operator will provide copies of such coverages and policy limits to SOCAA within five (5) business days.

3.1.7 The Operator and its designees shall obtain and comply with, at their sole expense, all necessary licenses, permits, certifications, and/or ratings required for the Operator's activities at

the Airport as required by the FAA, SOCAA, or any other duly authorized agency prior to engaging in any Aeronautical Activity at the Airport. Upon request, the Operator will provide copies of such licenses, permits, certifications, and/or ratings to SOCAA within five (5) business days.

3.1.8 Any construction by an Operator shall be in accordance with design and construction requirements of SOCAA and federal, state, and local regulations and applicable codes. All construction must conform to all applicable regulations and codes, including SOCAA rules, regulations, and design standards. Operators shall provide a payment and performance bond to ensure the completion of any building or facility to be erected on a leasehold, free and clear of any liens.

3.1.9 Operators shall provide adequate paved auto parking spaces sufficient to accommodate all activities and operations for Operator and subtenant customers, passengers, and employees, on a daily basis, and in accordance with County Code.

3.1.10 Hangars shall be used exclusively for aeronautical purposes. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property is not permitted on the exterior portions of the premises. Operators shall provide an adequate supply of properly located type, size and operable fire extinguishers and other safety equipment in accordance with the Airport Rules and Regulations. All fire extinguisher certifications must be current. Fire extinguishers shall be maintained within all hangars, on apron areas, at aircraft fuel storage areas, and on all ground handling and fueling vehicles as required by applicable State and local fire codes for the type of operations conducted.

3.1.11 Operators shall engage in Aeronautical Activities in accordance with all applicable federal, state, and local law, and Airport Rules and Regulations, and these Minimum Standards, all as may be in effect at any time and as revised from time to time.

3.1.12 Operators shall have the responsibility to pay any fine(s) levied against the Operator, SOCAA, or their representatives, officers, officials, agents, and volunteers as a result of the Operator's failure to comply with any applicable federal, state, local, or Airport rule, regulation, or law. Operators shall, at their own expense, pay all taxes, fees, utilities, and charges that may be levied, assessed, or charged by any duly authorized agency.

3.1.13 Operators shall demonstrate that they own, lease, or otherwise have sufficient access to all infrastructure and equipment required to provide the applicable Aeronautical Activities promptly on demand without causing any flight delays or other operational impacts on aircraft at the Airport. All equipment must be maintained in good operating condition, good appearance, and in compliance with all applicable safety standards and regulations. The equipment must have a uniform appearance and include the prominent display of Operator's name and logo, and otherwise conform with Airport Rules and Regulations. The Operator must have adequate tie-down

equipment, including ropes, chains, and other types of restraining devices and wheel chocks which are required to safely secure any tie-down aircraft.

3.1.14 All vehicles driven on Airport property must be operated by persons with appropriate licenses or permits. Vehicle use shall be in authorized and compliant vehicles and with authorized and badged drivers. Additionally, motor vehicle regulations in Arizona State code apply to all vehicles on Airport roads, including licensing and traffic enforcement. All vehicles operating at the Airport shall have required permits and registrations, including permits for operation in the AOA. All vehicles operating on Airport property shall be clearly marked with the name of the Operator on both sides of the vehicle. The markings shall consist of lettering at least four (4) inches in height or a company logo with a minimum height of seven (7) inches and must remain clearly visible and legible at all times. Vehicle lighting shall meet FAA Advisory Circular 150-5210-5 guidance.

3.1.15 An adequate number of qualified and, where applicable, licensed employees shall be on duty at all operational times to provide services consistent with these Minimum Standards.

3.1.16 Each Operator shall establish a written training program to ensure that all employees are thoroughly trained and qualified to perform the tasks to which they are assigned. The training program shall contain detailed instruction in proper operating procedures for each job classification. Upon request, the Operator shall submit a copy of its written training program(s) and training records to SOCAA within five (5) business days.

3.1.17 Each Operator shall provide to SOCAA a list of company officials and 24-hour contact information for each. This list shall include (1) a corporate representative with administrative, operational, and fiscal authority; (2) a local representative with operational authority; and (3) the Operator's point of contact for emergency/security incidents, including environmental incidents.

3.1.18 With the exception of fueling and aircraft line services, an FBO may subcontract any of the services it is obligated or authorized to provide, so long as such subcontractor meets the minimum standards, with prior written consent of the Airport Director.

3.1.19 Any Operator may sublease space to another Operator for up to one year in duration if such space is available, allowed under the lease terms, and approved, in writing, by the Airport Director. Under no circumstances is any Operator obligated to sublease to another Operator. An Operator can meet the requirement to lease space if it has a sublease that has been approved by the Airport Director. Fueling of subtenant aircraft is prohibited, except when conducted by an FBO. Self-service operations are only permitted for those meeting the definition of Self-Service.

3.1.20 If more than one type of service will be provided by a SASO from the same premises, the space requirements set forth for each type of aeronautical activity may be adjusted or combined to

reduce the overall amount of space required, with the Airport Director's written approval, provided that the combined space remains sufficient to accommodate the scope of services proposed and is consistent with the space required of similarly situated Operators.

3.1.21 Operator is responsible to comply with all federal, state, and local environmental regulations and maintain all records required for environmental compliance. Upon request, Operator shall submit a copy of such records to SOCAA within five (5) business days.

3.1.22 The Airport Director, Airport staff, and/or the FAA will periodically conduct inspections of activities and facilities to ensure compliance with all applicable laws, regulations, and these Minimum Standards.

3.2 Application Procedures and Qualifications

3.2.1 An Operator proposing to engage in Aeronautical Activity shall request an initial consultation and assessment with the Airport Director prior to submitting a written application. (See Appendix B – Minimum Requirements for a Written Application) Applicants must submit an application as amended by the latest version found on the Airport website.

3.2.2 SOCAA may deny any application of an applicant to perform aeronautical activities at the Airport if SOCAA determines that any of the following apply:

- The applicant does not meet one or more of any provisions of these Minimum Standards;
- The applicant has supplied SOCAA with false or misleading information or has failed to make full disclosure in its application or supporting documents;
- There is no appropriate, adequate, or available space on the Airport to accommodate the applicant at the time of application;
- The proposed activity would conflict with the FAA approved Airport Layout Plan or create a safety hazard;
- The proposed activity would require SOCAA to spend funds, would likely result in a loss of SOCAA funds, or would require SOCAA to supply funds, materials, or manpower that SOCAA does not have budgeted.
- The proposed activity, development, or use of land would require an existing Operator or lessee to reduce the size of such leased premises without their consent or result in congestion of aircraft or buildings anywhere within the Airport boundaries, or an unjustified interference with the activities of existing Operator or tenant on the Airport;
- The proposed services or activities could be detrimental to the Airport or otherwise result in creating a safety hazard at the Airport, as determined by the FAA;
- The applicant has violated any of these Minimum Standards or any other statutes, regulations, ordinances, laws, or orders applicable to the Airport within the last 10 years;

- The applicant is currently in default, or has been in default in the past, in the performance of any lease or other agreement with SOCAA;
- The applicant's financial statement, or other financial information submitted to SOCAA, contains information that creates doubt as to the applicant's abilities to provide the proposed services, meet the operational requirements of the business, and pay the applicable fees required by SOCAA;
- The applicant does not have, or cannot demonstrate access to, the operating capital necessary to conduct the proposed operation;
- The applicant is unable to obtain sufficient insurance, financial sureties, or guarantors to protect the interests of SOCAA or other appropriate governmental entities;
- The applicant, including any principal in the business, has been convicted of any disqualifying criminal offense as defined by the Transportation Security Administration under 49 CFR § 1572.103 within the last 10 years;
- The applicant's proposal is not in the best interest of the health, safety, welfare, or convenience of the traveling public;
- The applicant is unable to qualify for unescorted access to Restricted Access Areas as required by 49 CFR Parts 1542.209 and 1544.229; or
- Approval of the proposed activity would be inconsistent with Sponsor's obligations contained in its grant assurances as defined by the FAA.

3.3 Approval Procedures

SOCAA shall have ninety (90) days to either approve or deny any applicant's application/proposal to provide any Aeronautical Activities, as defined herein. All applications will be responded to in writing. Applicants may ask for reconsideration of any application denial within thirty (30) calendar days of the receipt of a denial if the reconsideration request is in writing and addresses all the reasons for denial outlined in the written denial letter. If such reconsideration is requested, the Sponsor's Chief Administrative Officer will respond to the request within thirty (30) calendar days. After such reconsideration by Sponsor, its decision will be final, with no further internal reconsiderations, except as may be required by the FAA.

4.0 SCHEDULE OF SERVICES

4.1 Minimum Standards for Fixed Base Operators

4.1.1 In addition to the general requirements set forth in Section 3.2 through 3.4 herein, the following sets forth the Minimum Standards for a Full-Service Fixed Base Operator (FBO) at the Airport.

4.1.2 Leased Premises. A FBO shall provide and/or develop, via lease or other agreement, at least 217,800 contiguous square feet (5.0 acres) for apron, hangar(s), facilities (terminal, office, fuel storage, and shop) and vehicle parking to accommodate all activities of the FBO and all approved sublessees, but not less than the following requirements for aircraft apron, hangar, and fuel storage.

4.1.3 Aircraft Apron / Paved Tie-down. Apron shall be a minimum of 200 percent of hangar square footage, commensurate with the total number of aircraft handled on site by the Operator and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft to be handled by the FBO.

4.1.4 Hangar. One single structure, conventional type hangar comprising a minimum of 25,000 square feet is dedicated to aircraft maintenance and storage operations, capable of accommodating the largest aircraft likely to be serviced by the Operator at the Airport. Alternatively, an FBO may meet the hangar space requirement through a total of no less than 30,000 square feet of non-contiguous hangar space. The FBO must also possess or lease a minimum of 5,000 square feet dedicated to a terminal and office area in addition to the aircraft maintenance and storage area. The terminal area must include crew and passenger lounges, administrative offices, and restrooms.

4.1.5 Required Hours of Operation. Aircraft fueling, ground handling, and customer service shall be continuously offered and available to meet reasonable customer demand during required business hours, and on-call as appropriate, with a response time not to exceed one (1) hour. Required business hours for a Full-Service FBO are between the hours of 7:00 a.m. and 7:00 p.m., seven (7) days per week, except as otherwise approved in writing by the Airport. Full Service FBOs shall also have a staff member available on-call twenty-four (24) hours a day, seven (7) days a week to respond to the needs of the customer or Airport. Operator shall make best efforts to provide response time within one (1) hour.

4.1.6 Services. An FBO must provide all the listed products and services at its premises on the Airport:

1. Sale and dispensing of required aviation fuels and other petroleum products such as engine lubricants. FBO shall be capable of providing a response time for fueling not to exceed one (1) hour in normal conditions during regular hours of operation.

2. Aircraft and engine maintenance and repair services for the general aviation aircraft normally utilizing the Airport performed by the FBO or a sub-contractor on premises controlled by the FBO.
3. Terminal and passenger services such as, but not limited to passenger, ramp, baggage handling, and passenger lounge services.
4. Aircraft storage and line services to safely marshal, park, and secure aircraft; aircraft towing, and aircraft interior cleaning.
5. Aircraft de-icing at Airport designated locations.
6. Aircraft ground power, lavatory, potable water, and oxygen services.
7. Aircraft food and beverage catering.
8. Crew escorting in Restricted Access Areas.
9. Collection and remittance of various fees, as designated by SOCAA.

4.1.7 Other services. An FBO may provide other specialized aeronautical activities on its leasehold including the sale of new or used aircraft, the sale or rental of all types of consumer products normally related to the ownership or operation of aircraft, and any other services normally performed by similar FBOs at other airports in the United States.

4.1.8 Fuel Storage and Dispensing. The FBO shall construct or lease an on-airport, above-ground fuel storage facility, in a location approved by the Airport, capable of containing at a minimum 10,000 gallons of avgas and 20,000 gallons of jet fuel. Filter-equipped aviation fuel dispensers with separate dispensing pumps and meter systems for each grade of aviation fuel shall be provided. Such fuel storage area shall be designed, constructed, and maintained to all applicable standards and shall contain the proper drainage and secondary containment as required by applicable federal, state and local laws, and Airport Rules and Regulations.

4.1.9 The FBO shall provide the sale and into-plane delivery of common and recognized brands of aircraft fuels, lubricants, and other aviation petroleum products. The Full Service FBO shall dispense AvGas, jet fuel, and fuel for GSE. All equipment used for the dispensing of aviation fuels must meet all applicable Federal, State, local laws, and Airport Rules and Regulations. The FBO shall demonstrate that it has made satisfactory arrangements with an industry-recognized aviation fuel supplier for delivery of aviation fuels in such quantity as are necessary to meet the requirements set forth herein and to meet customer demand.

4.1.10 Aviation fuels and lubricating oils shall be stored and dispensed by an FBO in accordance with all Federal, State, local laws, and Airport Rules and Regulations. All metering devices must be inspected, checked, and certified annually by appropriate local and State agencies.

4.1.11 The FBO shall have an approved, written Spill Prevention Contingency and Control Plan (SPCC Plan) that meets Federal, State, local, and the Airport Rules and Regulations for all fuel storage facilities. Prior to commencement of storage, selling, or dispensing of any fuels at the

Airport, an FBO shall submit to SOCAA, for review and comment, the FBO's Spill Prevention Control and Countermeasures Plan and its Pollution Prevention Plan. Fuel storage, selling, or dispensing will be disallowed by SOCAA if any serious deficiencies are found in these plans that are not rectified prior to commencement of the operations and which would cause SOCAA or the FBO to be in violation of any applicable rule or regulation. An updated copy of the SPCC Plan shall be filed with the Airport Director at least thirty (30) days prior to commencing operations.

4.1.12 The FBO shall provide all required training and maintain all required training records to meet the requirements of the FAA.

4.1.13 Equipment. Operator will provide regular monitoring and timely response for repair of equipment and reimbursement resulting from malfunction. SOCAA reserves the right to periodically inspect all equipment used by the Operator and to deny its use on the Airport if SOCAA determines that the equipment is not safe or otherwise unfit for use. Such determination shall be based on noncompliance with any applicable NFPA Standards, any applicable Federal or FAA Advisory Circular or FAA Order, or SOCAA's observation regarding the equipment's leaking of oil, fuel, or other chemicals that could cause damage to Airport pavements or create an explosive hazard.

4.1.14 The FBO shall provide at least the following equipment:

1. Adequate equipment required to safely secure parked aircraft.
2. Adequate equipment for recharging or energizing discharged aircraft batteries.
3. Two (2) operational aircraft tugs and tow bars with rated draw bar capacities and one (1) operational ground power unit sufficient to meet the requirements of the General Aviation and commercial service aircraft normally frequenting the Airport.
4. Appropriate tools, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies, mobile passenger stairs (air stairs), and crew cars.
5. Adequate number of approved and regularly inspected dry chemical (and other ratings as needed) fire extinguishers shall be maintained within the FBO hangar(s), at fuel storage facilities, and on all fueling vehicles.
6. All equipment necessary for the proper performance of aircraft maintenance in accordance with applicable FAA regulations and manufacturer specifications.
7. Lavatory servicing cart capable of serving the General Aviation and commercial service aircraft normally utilizing the Airport.
8. Fueling Equipment. The FBO shall provide sufficient National Fire Protection Association (NFPA) 407 compliant metered filter-equipped mobile dispensing trucks for dispensing aviation fuel for meeting the daily commercial and general aviation needs, with separate dispensing pumps and meters required for each type of fuel. The FBO shall have at least one (1) operating and fully functional jet fueling vehicles with a capacity of at least 3,000

gallons each and at least one (1) operating and fully functional AvGas fueling vehicle with a capacity of at least 750 gallons.

4.1.15 All aircraft fueling vehicles shall be equipped with reliable metering devices that meet all applicable requirements for fuel sales and inventory control. All dispensers must have bottom-refilling capabilities, turbine fuel dispensers must have single point fueling capabilities, and jet fueling vehicles must have capability for single point pressure refueling/defueling and gravity refueling/defueling capabilities. All fueling vehicles shall be maintained and operated in accordance with applicable Federal, State, Local laws and Airport Rules and Regulations, and equipped with reliable metering devices, subject to independent inspection. All fueling vehicles will be periodically inspected by SOCAA and at least annually by the FAA, ensuring that all fueling vehicles are safe and presentable, in the sole judgment of SOCAA, for use on the Airport. SOCAA reserves the right to disallow fueling vehicles on the Airport's property that do not meet all applicable standards and safety requirements. The FBO shall provide all training and maintain all required training and vehicle records to meet the requirements of the FAA.

4.1.16 All aircraft fueling vehicles shall be equipped and maintained to comply at all times with all applicable federal, state, local, and Airport Rules and Regulations, including without limitation, those prescribed by the following:

1. State Fire Code and Fire Marshal's Codes;
2. National Fire Protection Association (NFPA) Standards;
3. Applicable FAA Advisory Circulars (AC's), including the current version of AC 00-34 "Aircraft Ground Handling and Servicing," AC 150-5210-5 "Painting, Marking, and Lighting of Vehicles Used On An Airport," and AC 150/5230-4 "Aircraft Fuel Storage, Handling, and Dispensing on Airports", as may be amended.

4.1.17 Personnel. The FBO shall staff properly trained and qualified employees providing all required services. While on duty at the Airport, all FBO personnel shall be clean, neat in appearance, courteous, and properly uniformed (excluding management and administrative personnel). Personnel uniforms must include the FBO's company name and the employee's identification badges and shall at all times be professionally and properly maintained.

1. Full-Time Manager. All activities of the FBO shall be conducted under the guidance and supervision of a full-time, on-site FBO Manager. Such person must be a highly qualified and experienced FBO Manager vested with full power and authority to direct and conduct all matters pertaining to the day-to-day FBO operation. Such FBO Manager shall be assigned to the Airport location and shall be available during required business hours, also being on-call 24 hours per day in case of emergencies.
2. Line Service. At least two (2) fully trained and qualified fuel service staff persons shall be on duty at all times during required business hours. One must be a responsible and qualified

supervisor. All fuel service personnel shall have successfully completed an approved line technician safety course. A National Aviation Transportation Association (NATA) course or equivalent is acceptable.

3. Customer Service. At least one (1) customer service representative must be on duty to handle customers entering the FBO facilities during required business hours. The customer service representative may not count toward staffing requirements for line service personnel as well.

4.1.18 Operating Procedures. The FBO shall develop and maintain Standard Operating Procedures (SOPs) for fueling, ground handling and management of aircraft staging on the FBO ramp. The SOPs shall include a training plan, record keeping, fuel quality assurance procedures, and emergency response procedures. The SOPs shall address bonding and fire protection, public protection, control of access to fuel storage facilities, as well as marking / labeling of fuel storage tanks and fueling vehicles. The FBO's SOPs must be submitted to SOCAA no less than thirty (30) days prior to the commencement of FBO activities at the Airport. SOCAA will conduct periodic inspections to ensure compliance.

4.1.19 Aircraft Removal. Although aircraft removal is the responsibility of an aircraft owner, the FBO shall be required to lend assistance with respect to available equipment and personnel within one (1) hour, as requested by SOCAA, in the removal of downed or disabled aircraft from the Airport runways and taxiways to maintain the operational readiness of the Airport. FBO is not required to purchase, maintain, or operate any specialized towing equipment for purposes of emergency assistance. The FBO should train its personnel in proper protocols and procedures to remove aircraft and emergency procedures with regards to working with SOCAA in emergency situations.

4.1.20 Licenses & Certifications. The FBO shall have and provide to SOCAA evidence of federal, state, and local licenses and certificates that are required for all operations.

4.2 Minimum Standards for Specialized Aeronautical Service Operators (SASO)

In addition to the general requirements set forth in Section 3.2 through 3.4 herein, the following sets forth the Minimum Standards for a Specialized Aeronautical Service Operator (SASO) at the Airport. “Sufficient” as used in these Minimum Standards shall mean to accommodate the scope of aeronautical activities proposed, consistent with applicable safety and operational requirements, and comparable to the facilities and space required of similarly situated Operators. Further, SASOs are not permitted to include fuel tanks or sell fuel under any circumstance.

4.2.1 Aircraft Maintenance Operator

4.2.1.1 Leased Premises. SASOs engaged in this aeronautical activity, as defined herein, shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:

4.2.1.2 Land. Sufficient land to accommodate all of the Operator’s activities.

4.2.1.3 Aircraft Apron. Apron shall be a minimum of 100 percent of hangar square footage and commensurate with total number of aircraft handled by the Operator, and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft handled by the Operator.

4.2.1.4 Hangar. One single structure, conventional type hangar dedicated to aircraft maintenance and storage operations capable of accommodating the total number of aircraft likely to be serviced by the Operator at the Airport.

4.2.1.5 Facilities. Adequate space for customer lounges, administrative offices, maintenance shops, and restrooms according to County Code.

4.2.1.6 Licenses and Certifications. Maintenance personnel must be properly certified by the FAA and hold the appropriate ratings for the work being performed.

4.2.1.7 Personnel. The Operator shall staff sufficient personnel to adequately and safely carry out aircraft maintenance in a courteous, prompt, and efficient manner. At least one FAA licensed A&P Mechanic and one customer service representative must be employed by the company and work at this Airport location.

4.2.1.8 Equipment. The Operator shall provide sufficient shop space, equipment, supplies, and availability of parts as required for the proper performance of aircraft maintenance in accordance with applicable FAA regulations and manufacturer specifications.

4.2.1.9 Required Hours of Operation. The Operator shall be open and services shall be available to meet the reasonable demands of the public at least five days per week, eight hours per day.

4.2.2 Aircraft Rental, Flight School and/or Flight Training Operator

4.2.2.1 Leased Premises. SASOs engaged in this activity, as defined herein, shall have adequate land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:

4.2.2.2 Land. Sufficient land to accommodate all of the Operator's activities.

4.2.2.3 Aircraft Apron. Apron shall be a minimum of 100 percent of hangar square footage and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft in the Operator's fleet.

4.2.2.4 Hangar. One single structure, conventional type hangar dedicated to aircraft maintenance and storage operations capable of accommodating the total number of aircraft in the Operator's fleet. Any hangar shall be exclusively for aeronautical purposes related to the Operator's Owned aircraft.

4.2.2.5 Facilities. Adequate space for customer lounges, administrative offices, instructional offices/rooms, maintenance shops, and restrooms according to the County Code.

4.2.2.6 Licenses and Certifications. Personnel performing aircraft proficiency checks and/or flight training must be properly certificated by the FAA and hold the appropriate rating for the aircraft being utilized and/or flight training being provided.

4.2.2.7 Personnel. The Operator shall staff sufficient personnel to adequately and safely carry out aircraft rental and/or flight training in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public/members. Operators shall employ at least one FAA Certified Flight Instructor.

4.2.2.8 Equipment. The Operator shall have available for rental and/or use in flight training at least two Owned aircraft based at the Airport under the exclusive control of the Operator.

4.2.2.9 Hours of Operation. Operator shall be open and services shall be available to meet the reasonable demands of the public at least five days per week, eight hours per day. Private Flying Clubs are not required to have regular business hours.

4.2.3 Air Taxi and Aircraft Charter Operator

4.2.3.1 Leased Premises. SASOs engaged in this aeronautical activity, as defined herein, shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:

4.2.3.2 Land. Sufficient land to accommodate all of the activities.

4.2.3.3 Aircraft Apron. Apron shall be a minimum of 100 percent of hangar square footage, commensurate with the number of aircraft in the Operator's fleet, and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft in the Operator's fleet.

4.2.3.4 Hangar/Facilities. One single structure, conventional type hangar dedicated to aircraft maintenance and storage operations and terminal space for passengers, baggage, offices, and other facilities sufficient to accommodate the largest aircraft in the Operator's fleet. The hangar shall be exclusively for aeronautical purposes related to the Operator's owned or leased aircraft.

4.2.3.5 Licenses and Certifications. The Operator shall provide copies to SOCAA of all the appropriate certificates and approvals issued by the FAA. Personnel must be properly certified and hold the appropriate ratings in the aircraft utilized for the activity.

4.2.3.6 Personnel. The Operator shall staff sufficient personnel to adequately and safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public. The Operator shall employ at least one (1) Chief Pilot.

4.2.3.7 Equipment. The Operator shall provide one certified and continuously airworthy instrument qualified aircraft, Owned and under the exclusive control of the Operator.

4.2.3.8 Hours of Activity. The Operator shall be open and services shall be available to meet the reasonable demands of the public from two hours prior to one hour after any aeronautical activity. Operator shall provide flight schedules, operations, and passenger data to SOCAA upon request.

4.2.4 Air Tour Operator

4.2.4.1 Leased Premises. SASOs engaged in this aeronautical activity, as defined herein, shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:

4.2.4.2 Land. Sufficient land to accommodate all of the activities.

4.2.4.3 Aircraft Apron. Apron shall be a minimum of 100 percent of hangar square footage, commensurate with the number of aircraft in the Operator's fleet, and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft in the Operator's fleet.

4.2.4.4 Hangar/Facilities. Hangar dedicated to aircraft maintenance and storage operations capable of accommodating at least one aircraft in the Operator's fleet and tie down space for all based aircraft in the Operator's fleet, and terminal space for passengers, baggage, offices, and other facilities sufficient to accommodate the largest aircraft in the Operator's fleet.

4.2.4.5 Licenses and Certifications. The Operator shall provide copies to SOCAA of all the appropriate certificates and approvals issued by the FAA. Personnel must be properly certified and hold the appropriate ratings in the aircraft utilized for the activity.

4.2.4.6 Personnel. The Operator shall staff sufficient personnel to adequately and safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public. The Operator shall employ at least one (1) Chief Pilot.

4.2.4.7 Equipment. The Operator shall provide one certified and continuously airworthy aircraft, Owned and under the exclusive control of the Operator. The Operator shall provide proof that all aircraft meet the requirements of FAR Part 36.

4.2.4.8 Hours of Activity. The Operator shall be open and services shall be available to meet the reasonable demands of the public from two hours prior to one hour after any aeronautical activity. Operator shall provide operations and passenger data to SOCAA upon request.

4.2.5 Aircraft Sales Operator

4.2.5.1 Leased Premises. SASOs engaged in this aeronautical activity, as defined herein, shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:

4.2.5.2 Land. Sufficient land to accommodate all of the activities.

4.2.5.3 Aircraft Apron. Apron shall be a minimum of 100 percent of hangar square footage and commensurate with total number of aircraft controlled on site by the Operator, and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft controlled on site by the Operator.

4.2.5.4 Hangar. One single structure, conventional type hangar dedicated to aircraft maintenance and storage operations capable of accommodating the total number of aircraft in the Operator's fleet.

4.2.5.5 Facilities. Adequate space for customer lounges, administrative offices, maintenance shops, and restrooms according to the County Code.

4.2.5.6 Licenses and Certifications. Personnel must be properly certified by the FAA and hold the appropriate ratings for providing flight demonstration in all aircraft offered for sale.

4.2.5.7 Personnel. The Operator shall staff sufficient personnel to adequately and safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public. The Operator shall employ at least one (1) licensed commercial pilot current in the types of aircraft offered for sale.

4.2.5.8 Equipment. Necessary and satisfactory arrangements for Aircraft Maintenance shall be provided in accordance with any sales guarantee or warranty period. Adequate tie-down equipment, including ropes, chains, and other types of restraining devices and wheel chocks which are required to safely secure tie-down aircraft.

4.2.5.9 Hours of Activity. The Operator shall be open and services shall be available to meet the reasonable demands of the public five days per week, eight hours per day.

4.2.5.10 Dealerships. An Operator which is an authorized factory sales franchise, dealer, or distributor shall have available or on call at least one current model demonstrator of aircraft in each of its authorized product lines.

4.2.6 Skydiving Operator

4.2.6.1 Leased Premises. SASOs engaged in this aeronautical activity, as defined herein, shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:

4.1.6.2 Land. Sufficient land to accommodate all of the activities.

4.1.6.3 Aircraft Apron. Apron shall be a minimum of 100 percent of hangar square footage and commensurate with total number of aircraft controlled on site by the Operator, and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft controlled on site by the Operator.

4.1.6.4 Hangar. Hangar dedicated to aircraft maintenance and storage operations capable of accommodating at least one aircraft in the Operator's fleet and tie down space for all based aircraft in the Operator's fleet, and terminal space for passengers, baggage, offices, and other facilities sufficient to accommodate the largest aircraft in the Operator's fleet.

4.1.6.5 Facilities. Adequate space for customer lounges, administrative offices, maintenance shops, and restrooms according to the County Code. Each Operator must enter into a separate lease or license for the area on the Airport to be used as a drop zone. The drop zone shall be used exclusively for such purpose. The drop zone must be sufficiently large to enable safe landings for the skydiving operation, and at a minimum, safe drop zones according to USPA standards.

4.1.6.6 Licenses and Certifications. The Operator shall provide to the Airport evidence of federal, state, and local licenses and certificates that are required for the operation. The Operator shall meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), 14 CFR 105, FAA Advisory Circular 105-2E or successor versions, and all other related FAA publications.

4.1.6.7 Personnel. The Operator shall staff sufficient personnel to adequately and safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public. The Operator shall employ at least one (1) FAA commercial pilot holding the appropriate medical certificate and ratings for the aircraft operated. The Operator shall also have at least one (1) USPA qualified skydiving instructor holding the appropriate medical certificate and ratings required to conduct the skydiving operations.

4.1.6.8 Equipment. The Operator shall have available for use in the aeronautical activity at least one Owned aircraft based at the Airport under the exclusive control of the Operator.

4.1.6.9 Hours of Operation. Operator shall be open and services shall be available to meet the reasonable demands of the public.

4.2.7 Commercial Hangar Operator

4.2.7.1 Leased Premises. SASOs engaged in this aeronautical activity, as defined herein, shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following requirements:

4.2.7.2 Land. Sufficient land to accommodate all of the Operator's activities.

4.2.7.3 Aircraft Apron. Apron shall be a minimum of 100 percent of hangar and/or terminal square footage and commensurate with total number of aircraft handled by the Operator, and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft handled by the Operator.

4.2.7.4 Hangar. Facilities meeting the definition of a Commercial Hangar Operator, as defined herein, must be adequate to accommodate the storage of Operator or subtenant owned aircraft, with door openings capable of accommodating the largest owned aircraft stored by the Operator.

4.2.7.5 Personnel. Operator shall staff sufficient personnel to safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public.

4.2.7.6 Hours of Operation. The Operator shall be open and services shall be available during hours normally maintained by Operators conducting similar activities.

4.2.8 Specialized Commercial Aeronautical Operator

4.2.8.1 Leased Premises. SASOs engaged in aeronautical activities not specifically addressed in these Minimum Standards shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:

4.2.8.2 Land. Sufficient land to accommodate all of the activities.

4.2.8.3 Aircraft Apron. Apron shall be commensurate with the size of the hangar, total number of aircraft controlled on site by the Operator, and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft controlled on site by the Operator.

4.2.8.4 Hangar. One single structure, conventional type hangar dedicated to aircraft maintenance and storage operations capable of accommodating the total number of aircraft in the Operator's fleet.

4.2.8.5 Facilities. Adequate space for customer lounges, administrative offices, maintenance shops or production facilities, and restrooms according to the County Code.

4.2.8.6 Licenses and Certifications. The Operator shall provide to SOCAA evidence of federal, state, and local licenses and certificates that are required for the operation.

4.2.8.7 Personnel. The Operator shall staff sufficient personnel to adequately and safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public.

4.2.8.8 Equipment. The Operator shall provide and have based at the Airport at least one Owned airworthy aircraft.

4.2.8.9 Hours of Activity. The Operator shall be open and services shall be available during hours normally maintained by Operators conducting similar activities.

4.2.9 Specialized Operators Performing More Than One Service

Any Operator who wishes to perform more than one specialized aviation service but who will not meet the definition of a FBO must meet the Minimum Standards for each service that will be provided. However, the Operator may request, in writing, to utilize the same space, facilities, and/or employees to meet the standards by demonstrating that the space, facilities, and/or employees can adequately meet the needs of all activities. Written approval of this request will be acknowledged in the Commercial Aeronautical Activities Permit.

5.0 VIOLATIONS AND ENFORCEMENT

Failure to comply with these Minimum Standards shall subject an Operator's Commercial Aeronautical Activities Permit and/or operating agreement to suspension or termination. Generally, upon written notice from the Airport Director that an Operator is violating or has violated a provision of these Minimum Standards, Operators are afforded a specified period of time to remedy such violation or become subject to other default provisions of their agreement, including possible termination thereof; or show cause as why additional time should be granted by the Airport Director to enable the Operator to complete a cure. Such appeals must be pursued in accordance with provisions specified in the Operator's agreement.

Individuals who feel they have been unfairly treated by this process or by interpretations or decisions by the Airport Director may submit a written request for review to the SOCAA Board.

APPENDIX A – SCHEDULE OF MINIMUM INSURANCE

The SOCAA Liability and Property Insurance Requirements are the minimum insurance requirements for all Operators. Liability limits and additional types of insurance coverage required for any Operator is determined by SOCAA on a case-by-case basis, based upon the nature of the service to be provided by the Operator.

The Operator, at its sole expense, must purchase or otherwise acquire, carry, and maintain at all times the levels of insurance coverage meeting the minimum requirements determined by SOCAA.

All insurance must be effected under valid and enforceable policies, issued by recognized, responsible insurers qualified to conduct business in the State of Arizona, and which are well-rated by national rating organizations. All companies providing insurance policies required herein shall be appropriately licensed and shall have a financial rating of no lower than [A] as listed in A.M. Best's Key Rating Guide (current edition or interim report). Companies with ratings lower than [A] will be acceptable only upon written consent of SOCAA.

Insurance policies must name the Operator as the insured, name Yavapai County, SOCAA, and Sedona Airport as additional insureds with respect to general liability and automobile liability coverages. Insurance policies shall not have the ability to be canceled, terminated, or materially changed without at least thirty (30) days prior written notice from the Operator's insurance carrier to SOCAA. Certificates evidencing such insurance must be submitted by the Operator to the Airport Director prior to commencement of service at the Airport and from then on at least fifteen (15) days prior to the expiration dates of expiring policies.

SOCAA reserves the right to request complete copies of any required insurance policy if deemed necessary to ascertain the details of coverage not provided by the Certificates.

Compliance with the insurance requirements as determined by SOCAA is a continuing condition of the Operator's rights to operate at the Airport. If the Operator fails to procure and maintain such insurance, SOCAA shall have the right, but not the obligation, to terminate the Operator's Commercial Aeronautical Activities Permit. The SOCAA may also take other actions to mitigate the lack of insurance.

The Operator shall name SOCAA and the County of Yavapai as additional insureds with a waiver of subrogation. In addition, the Operator waives any rights of recovery it may have against SOCAA the County of Yavapai, the Airport, or their councils, Board members, officers, employees, and agents for insured losses occurring to any property insured by the Operator in accordance with these Minimum Standards and its written agreement with SOCAA.

APPENDIX B – MINIMUM REQUIREMENTS FOR A WRITTEN APPLICATION

An Operator proposing to engage in Aeronautical Activity shall provide a demonstration of intent to conduct a business operation at the Airport via written application directed to the Airport Director. All applications to conduct a business operation at the Airport shall be in written form and include a business plan. The application materials and any subsequent documentation provided to the Airport or any of its representatives are subject to Arizona State Public Records Law.

The written application shall contain at least the following:

1. **Applicant’s Identity and Contact Information.** The Applicant shall provide:
 - a. Its full name;
 - b. All aliases, trade names, and “doing business as” names that the Applicant uses, has used, or expects to use to market or provide commercial services, either at the Airport or elsewhere;
 - c. Its address(es), including both physical and, if different, mailing addresses;
 - d. Its telephone number;
 - e. Its email address;
 - f. If the Applicant is a corporate entity, its state or federal business registration number or tax identification number; and
 - g. If the Applicant intends to conduct any portion of its On-Airport Business (defined below) in conjunction with one or more affiliated entities, including without limitation joint venture partners or entities under common ownership or control (an “Affiliate”), all of the information requested in this paragraph 1 must also be provided with respect to that (those) other entity(ies).
2. **Term.** The Applicant shall specify the duration of the lease and operating agreement it proposes (the “Term”), as well as any option to extend the Term. Applicants should be mindful that SOCAA generally will not grant a lease of more than two years except where an investment in Airport facilities that justifies a lease of longer duration.
3. **Leasehold and Development Description.**
 - a. The Applicant shall specify, with particularity, the space that the Applicant proposes to obtain by lease, including any land or facilities included therein. Such description shall specify (i) whether the Applicant intends to lease the space directly from SOCAA or to sublease it from another Airport lessee; (ii) the approximate

square footage of the space and (iii) a map, to scale, depicting the location and configuration of such space in detail.

- b. If the Applicant intends to construct or install any improvements on its proposed leasehold, the Applicant shall further provide a detailed description of such improvements, including (i) a depiction of such improvements, to scale, on the map described in paragraph 3(a), and (ii) detailed architectural plans for such proposed improvements.
4. **Proposed Business Description.** The Applicant shall describe specifically the commercial aeronautical activities that the Applicant proposes to provide at the Airport (the “On-Airport Business”). If the Applicant will conduct the On-Airport Business in conjunction with an Affiliate, the Applicant shall identify the services, equipment, or facilities to be contributed by the Affiliate. Such description shall also describe the type of aeronautical operation(s) proposed and include an informed projection of the Applicant’s anticipated:
- a. Volume of business (*e.g.*, number of operations, volume of sales, and number of daily customers);
 - b. Hours of operation;
 - c. Number of on-Airport employees; and
 - d. As applicable, numbers of aircraft and ground vehicles to be used in the On-Airport Business.
5. **Identity of Applicant’s Key Personnel:**
- a. The Applicant shall provide the full name, address, telephone number, and email address of:
 - i. Each principal of the Applicant and its Affiliates, if any;
 - ii. Each officer of the Applicant and its Affiliates, if any;
 - iii. Each person whom the Applicant anticipates will work for the Applicant or its Affiliates, if any, on the Airport, to the extent known, whether as an employee, manager, or principal of the Applicant (the “On-Airport Staff”); and
 - iv. Each other person whom the Applicant anticipates will exercise management responsibilities over the Applicant’s and its Affiliates’, if any, proposed On-Airport Business, regardless of whether such person will be present (*e.g.*, Chief Pilot, Director of Maintenance, General Manager) (the “Managers”).

- b. For each person listed in paragraph 5(a), the Applicant shall specify the title and role of the person and which of the personnel categories listed in paragraph 5(a) (*e.g.*, principal, officer) apply to such person.
6. **Aircraft and Ground Vehicles.** To the extent feasible, the Applicant shall provide a list of aircraft and ground vehicles (including, without limitation, any ground-support vehicles, automobiles, buses, and trucks) that the Applicant anticipates keeping or frequently operating at the Airport. For aircraft, that list shall include the aircraft make and model and the aircraft's current Federal Aviation Administration ("FAA") registration number. For ground vehicles, that list shall include the vehicle's current state registration number.
7. **Financial Qualifications.**
 - a. The Applicant shall provide information that demonstrates its and its Affiliates' financial capacity and ability to:
 - i. Install and, for the duration of its proposed Term, maintain any improvements it proposes to install at the Airport and any infrastructure that is required to support its improvements or On-Airport Business;
 - ii. Satisfy its financial obligations to the Airport; and
 - iii. Otherwise finance its On-Airport Business, including by hiring necessary employees and paying predictable business expenses, for at least six (6) months after the start of the Term.
 - b. The information required by paragraph 7(a) shall include, without limitation:
 - i. A current financial statement of the Applicant (and, if any, the Applicant's Affiliates), certified by a certified public accountant;
 - ii. A pro forma statement for the first year of the Applicant's On-Airport Business;
 - iii. A current credit report for the Applicant, the Applicant's Affiliates (if any), and each of the Applicant's and its Affiliates' principals; and
 - iv. Disclosure of whether the Applicant, the Applicant's Affiliates (if any), or any of the Applicant's or its Affiliates' principals has ever filed for or been placed into bankruptcy protection or gone into receivership.

8. Legal Qualifications.

- a. The Applicant shall provide copies of all certifications or other authorizations that the Applicant or its Affiliates would need to lawfully conduct its proposed On-Airport Business. If the Applicant lacks a necessary certification or authorization to conduct its On-Airport Business, the Applicant shall demonstrate, to the reasonable satisfaction of SOCAA, that it will obtain such certification or authorization prior to the commencement of the proposed Term.
- b. The Applicant shall disclose any documented violations, by itself or by any of its On-Airport Staff or Managers, of any provision of Title 14 of the Code of Federal Regulations (*i.e.*, the Federal Aviation Regulations) within seven (7) years prior to the date on which the Applicant submits the application to SOCAA.

9. Personnel Responsibility and Qualifications.

- a. For each of the Applicant's or its Affiliates' Managers and On-Airport Staff, the Applicant shall provide such individual's:
 - i. Aeronautical and aviation-related professional experience;
 - ii. Aeronautical certifications (*e.g.*, commercial pilot certificate); and
 - iii. Copies of any written complaints about the individual that the management of another airport or airport tenant has sent to the Applicant within the seven (7) years prior to the date on which the Applicant submits the application to SOCAA.
- b. For each of the Applicant's or its Affiliates' On-Airport Staff, the Applicant shall provide such individual's:
 - i. Criminal history and arrest record, if any, within the ten (10) years prior to the date on which the Applicant submits the application to SOCAA, such history and record including, without limitation, *nolo contendere* pleas, adjudications of innocence by reason of insanity or mental disability, or finding of incompetence to stand trial;
 - ii. History of any civil claims or litigation, within the seven (7) years prior to the date on which the Applicant submits the application to SOCAA, pertaining to allegations of assault, battery, coercion, conversion, drug use, financial misconduct, fraud, harassment, intimidation, intoxication, misconduct at an airport or onboard an aircraft, sexual misconduct, theft, threats, any other form of violence, or any other conduct that might reasonably call into question the individual's ability to serve as a peaceful,

responsible, and trustworthy principal, officer, or employee of the On-Airport Business.

10. **Insurance.** The Applicant shall provide a list of the types and amounts of insurance coverage that the Applicant or its Affiliates has obtained or proposes to obtain with respect to the On-Airport Business. To the extent that the Applicant has not yet obtained such insurance, the Applicant shall demonstrate that it will be able to do so prior to the start of the Term.
11. **References.** The Applicant shall provide the name, address, telephone number, and email address of the director (or functional equivalent) of each airport at which the Applicant, the Applicant's parent company (if any), or any of the Applicant's principals has operated within ten (10) years prior to the date on which the Applicant submits the application to SOCAA.
12. **Litigation.**
 - a. The Applicant shall disclose any judicial or administrative proceedings (including but not limited to proceedings before the FAA) to which both (a) the Applicant, the Applicant's Affiliates (if any), or any of the Applicant's or its Affiliates' principals and (b) Yavapai County or SOCAA have been named parties, regardless of when the proceeding commenced.
 - b. The Applicant shall disclose any judicial or administrative proceedings (including but not limited to proceedings before the FAA) to which both (a) the Applicant, the Applicant's Affiliates (if any), or any of the Applicant's or its Affiliates' principals and (b) any airport owner, operator, or sponsor, other than Yavapai County or SOCAA, have been named parties, provided that the proceeding was commenced or closed within five (5) years prior to the date on which the Applicant submits the application to SOCAA.
13. **Disclosure Authority.** On a form or forms provided by SOCAA, the Applicant shall authorize the FAA and the aviation or aeronautics commissions, directors, or administrators, or similar officials, of any state or local jurisdiction in which the Applicant has functioned as an aeronautical business to provide SOCAA with any information in their files pertaining to the Applicant.
14. **Additional Information.** If the Airport Director reasonably determines that certain additional information is necessary and appropriate to evaluate the application, the Applicant shall provide such information to SOCAA within the time specified by the Airport Director.