



READING REGIONAL AIRPORT AUTHORITY

MINIMUM STANDARDS AERONAUTICAL COMMERCIAL ACTIVITY

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TABLE OF CONTENTS

REVISION PAGE	1
TABLE OF CONTENTS	2
01 INTRODUCTION	4
02 DEFINITIONS.....	4
02.01 Airport _ Reading Regional Airport	4
02.02 Airport Authority _ Reading Regional Airport Authority	4
02.03 Avionics Service	4
02.04 Charter	4
02.05 Commercial Operator.	4
02.06 Completion Center	4
02.07 Fixed Base Operator (FBO), full service	4
02.08 Fixed Base Operator (FBO), limited service	4
02.09 Flight Instructor	4
02.10 Flight School.....	4
02.11 Flying Club.	5
02.12 General Aviation Aircraft	5
02.13 Maintenance Facility	5
02.14 Maintenance School.....	5
02.15 Mechanic.....	5
02.16 Minimum Standards.....	5
02.17 Museum.....	5
02.18 Non-commercial Operator	5
03 PRELIMINARY REQUIREMENTS FOR NEW OPERATORS	6
03.01 Preliminary Requirements	6
04 INSURANCE.....	7
04.01 Insurance Requirements	7
05 FIXED BASE OPERATION, FULL SERVICE	9
05.01 Full Service FBO Minimum Requirements	9
05.01.01 Mandatory Services	9
05.01.02 Optional Services	9
05.01.03 Excluded Services	10
05.01.04 Insurance	10
05.01.05 Hours of Operation	10
05.01.06 Facilities	10
06 FIXED BASE OPERATION, LIMITED SERVICE.....	12
06.01 Limited Service FBO Minimum Requirements	12
06.01.01 Optional Services	12
06.01.02 Excluded Services	13
06.01.03 Insurance	13
06.01.04 Hours of Operation	13
06.01.05 Facilities	13

07	SALE OF AIRCRAFT FUEL, LUBRICANTS AND PROPELLANTS	15
07.01	Fuel Sales Minimum Requirements	15
08	MAINTENANCE OF AIRCRAFT	16
08.01	Aircraft Maintenance Minimum Requirements	16
09	COMPLETION CENTER	17
09.01	Completion Center Minimum Requirements	17
10	FLIGHT SCHOOL	18
10.01	Flight School Minimum Requirements.....	18
11	AIR TAXI	19
11.01	Air Taxi Minimum Requirements	19
12	OTHER AERONAUTICAL BUSINESSES	19
12.01	Other Aeronautical Businesses Minimum Requirements	19
13	MINIMUM STANDARDS FOR FLYING CLUBS	20
13.01	Flying Club Minimum Requirements	20
14	MINIMUM STANDARDS FOR AVIATION MUSEUM.....	22
14.01	Aviation Museum Minimum Requirements	22
14.01.01	Permitted Services	22
14.02	Excluded Services	22
14.03	Organizational and Operating Standards	22
14.04	Facilities	23
14.05	Insurance	24
15	CORPORATE, PRIVATE HANGARS, T-HANGARS	25
15.01	Hangar Tenant Minimum Requirements	25
15.01.01	Permitted Uses:	25
15.01.02	Excluded Uses:	25
15.01.03	Facilities	25
15.01.04	Insurance	25

01 INTRODUCTION

01.01 The following minimum standards are established by the Reading Regional Airport Authority as the minimum requirements which must be complied with by any a person, firm, or corporation hereafter desiring to establish an operation at the Reading Regional Airport, Reading, Pennsylvania. They are intended to encourage economic investment in the Airport and to ensure equitable and fair competition among those entities providing commercial aviation services on the Airport.

02 DEFINITIONS

02.01 Airport – Reading Regional Airport

02.02 Airport Authority – Reading Regional Airport Authority

02.03 Avionics Service - A Commercial Operator whose sole purpose is to provide avionics overhaul, maintenance and repair services to any type of aircraft, including sales of avionics, parts, appliances and accessories.

02.04 Air Taxi – A Commercial Operator whose sole purpose is to transport persons or goods for hire or a non-scheduled on-demand service.

02.05 Commercial Operator - A person, firm or corporation offering any services for hire to the general public for the purposes of making a profit.

02.06 Completion Center – A Commercial Operator which meets the Minimum Standards, as set forth herein, whose sole purpose is to finish, or refinish, the interior and/or exterior of any aircraft.

02.07 Fixed Base Operator (FBO), full service - A Commercial Operator which meets the Minimum Standards, as set forth herein, and is permitted to offer a full range of aeronautical services.

02.08 Fixed Base Operator (FBO), limited service - A Commercial Operator which meets the Minimum Standards, as set forth herein, and is permitted to offer a limited range of aeronautical services.

02.09 Flight Instructor – A person, certificated by the FAA, to provide flight instruction leading to, or in maintenance of, any grade of federal pilot certificate or rating.

02.10 Flight School - A Commercial Operator which meets the Minimum Standards, as set forth herein, whose sole purpose is to provide flight instruction and aircraft rental leading to, or in maintenance of, any grade of federal pilot certificate or rating.

- 02.11 Flying Club – A non-profit organization, registered with the Commonwealth of Pennsylvania, whose purpose is to promote aviation through joint ownership and sharing of aircraft use.
- 02.12 General Aviation Aircraft – General Aviation Aircraft are all aircraft using Reading Regional Airport except the aircraft of certificated air carriers and military aircraft.
- 02.13 Maintenance Facility – A Commercial Operator whose sole purpose is to provide aircraft, maintenance, overhaul and repair services to any type of aircraft, including sales of aircraft parts, aircraft engines and parts and aircraft propellers, appliances and accessories, paint and aircraft coatings, oils, lubricants and consumable incidental to the servicing and repair of aircraft.
- 02.14 Maintenance School - A Commercial Operator which meets the Minimum Standards, as set forth herein, whose sole purpose is to provide aircraft maintenance instruction rental leading to, or in maintenance of, any grade of federal airframe and/or maintenance certificate or rating.
- 02.15 Mechanic – A person, certificated by the FAA, to provide aircraft maintenance.
- 02.16 Minimum Standards – The Minimum Standards for a Commercial or Non-Commercial Operator shall consist of those services rendered directly to the general aviation aircraft utilizing the Reading Regional Airport and shall include those qualifications established by the Airport Authority as the minimum requirements to be met as a condition for the right to conduct a Commercial or Non-commercial activity on the Airport.
- 02.17 Museum – A not for profit or charitable person, firm or corporation, as herein defined, whose purpose is to exhibit and display airworthy and non-airworthy aircraft and aviation artifacts for interpretation by the general public.
- 02.18 Non-commercial Operator - A person, firm or corporation offering aviation services solely to its members, employees and/or owners for their private enjoyment.

03 PRELIMINARY REQUIREMENTS FOR NEW OPERATORS

03.01 Preliminary Requirements

Any person, firm or corporation wishing to establish an Aeronautical Commercial Operation on the Airport must supply the following to the Airport Authority:

- 03.01.01 A Statement of Qualification and business plan describing the nature of the commercial operation and a cash flow projection for the first five years of operation.
- 03.01.02 A business resume describing the history of the Operator s conduct of a successful business enterprise.
- 03.01.03 A list of the names and signatures of all company principals and officers.
- 03.01.04 A list of key personnel and their individual resumes.
- 03.01.05 A copy of the company s Affirmative Action Program.
- 03.01.06 A CPA prepared financial statement as proof of financial stability and solvency.
- 03.01.07 A performance bond, or cash, equal in amount to the first six- (6) months of rent.
- 03.01.08 Minimum capital investment in such amount as shall be necessary to meet the minimum requirements.
- 03.01.09 Comply with all applicable local, state and federal laws and regulations.
- 03.01.10 Provide and maintain proof of insurance as required for the category of service provided as described elsewhere herein.
- 03.01.11 Provide Workers Compensation Insurance as prescribed by the Commonwealth of Pennsylvania.

04 INSURANCE

04.01 Insurance Requirements

Any person, firm or corporation wishing to become a Commercial, or a Non-Commercial Aeronautical Operator at the Airport will be required to comply with the following insurance requirements:

- 04.01.01 At its sole cost and expense, cause all improvements on the demised premises to be kept insured to the full replacement value of such improvement in a broad form coverage including, but not limited to fire, extended coverage vandalism, malicious mischief, sonic boom and boiler explosion. The proceeds of any such insurance paid on account of any loss shall be used to either defray the cost of repairing, restoring and reconstructing said improvements or paid to the Reading Regional Airport Authority.
- 04.01.02 Assume all risks incident to, or in connection with the conduct of its business and shall be solely responsible for all accidents or injuries of whatever nature or kind to persons or property caused by its operations at the Airport, and shall indemnify, defend and save harmless the Reading Regional Airport Authority from any penalties for violation of any law, ordinance or regulation affecting its operation, and from any and all claims, suits, losses, costs, and counsel fees resulting from damages or injuries to persons or property of whatever kind or nature arising directly or indirectly out of the operation of such business and resulting from the carelessness, negligence, or improper conduct of the Fixed Base Operator or any of its agents or employees. The Commercial Operator shall promptly, after the execution of the lease, at its sole cost and expense, provide liability insurance (including products liability) for personal injuries/death growing out of any one accident or disaster in a minimum amount satisfactory to the Authority, addition shall provide property liability insurance in a minimum amount satisfactory to the Authority for property damage growing out of any one accident or disaster.
- 04.01.03 Provide and keep in force during the term of the lease Property Damage Liability commonly known as Hangarkeepers Liability Insurance which shall apply with respect to damages because of injury to or destruction of aircraft, including the loss of use of the aircraft, which are the property of others and are in the custody of the Commercial Operator for storage, repair or safekeeping in or on the Reading Regional Airport. The minimum liability coverage for any one accident shall be established as the fair market value of the most expensive aircraft in the care and custody of the Commercial Operator. At all times during the term of the lease, the limit of liability must be such that in the event of a loss, the Commercial Operator will be completely insured with respect to any one

accident.

04.01.04 Maintain all insurance and bonds with insurance underwriters authorized to do business in the Commonwealth of Pennsylvania satisfactory to the Reading Regional Airport Authority, and shall name the Authority and the officers, servants, agents and employees of the Authority as additional insured at no cost to Reading Regional Airport Authority.

04.01.05 Furnish the Reading Regional Airport Authority with evidence from the insurance carrier showing such insurance and bonds to be in full force and effect during the entire term of the lease. All policies shall contain a provision that written notice of cancellation or any material change in the policy by the insurer will be delivered to the Reading Regional Airport Authority thirty (30) days in advance of the effective date of such cancellation or change.

04.01.06 Indemnify and hold the Reading Regional Airport Authority harmless of and from any and all claims, demands and losses, including environmental claims, demands and losses, that may result or be imposed upon Reading Regional Airport Authority by reason of the operation on the Airport including, but not limited to, any fine or other order of the Federal, State or local government, or any agency thereunder.

04.01.07 A Commercial Operator will be required to deliver to the Reading Regional Airport Authority a cash security deposit or a surety bond in the amount of six month's rent which shall be conditioned on the faithful performance of all terms, conditions and covenants of the lease running between the Reading Regional Airport Authority and Commercial Operator. The said surety bond shall be renewed annually, and shall be kept in full force and effect for the complete term of the lease.

04.01.08 A Commercial Operator will be required to maintain Worker's Compensation Insurance as prescribed by the Commonwealth of Pennsylvania Department of Labor regulations.

05 FIXED BASE OPERATION, FULL SERVICE

05.01 Full Service FBO Minimum Requirements

The Minimum Standards for a Full Service FBO, as defined herein, shall consist of the following:

05.01.01 Mandatory Services

A Full Service FBO shall be required to comply with the following requirement for services:

05.01.01.a The sale of aircraft fuels, lubricants and propellants. The sale of said fuels, lubricants and propellants shall include the right to establish an above ground or underground fuel storage facility and the right to use vehicles necessary for the servicing of aircraft in the sale of such products.

05.01.01.b The loading and unloading of transient aircraft which shall include, but not be limited to, parking, towing, providing auxiliary power, tie down service, protective storage (whether multiple storage, interior or exterior) of any aircraft normally utilizing the facilities of the Airport.

05.01.01.c Customary accommodation for the convenience of users, including pilot lounge area, informational services and courtesy ground transportation to and from the passé

05.01.01.d The maintenance and servicing of aircraft.

05.01.02 Optional Services

A Full Service FBO may provide the following optional services, in accord with the Minimum Standards contained herein, in addition to the above minimum required services:

05.01.02.a The removal, or the arrangement for the removal, of any disabled aircraft from the Airport Operating Area, if requested by the aircraft owner/operator.

05.01.02.b The operation of a business of buying and selling new and used aircraft and parts and accessories.

05.01.02.c The operation of an FAA approved flight and/or aircraft maintenance school so as to provide instruction from primary flight training through and including qualifying for an Air Transportation

Rating and/or to provide instruction for the acquiring of an airframe and/or power plant aircraft mechanics license.

05.01.02.d Providing aircraft and/or pilots for the operation of said aircraft or aircraft of others and carrying passengers and freight for hire, on a non-scheduled basis, subject to all appropriate laws and regulations of the Federal Government, the Commonwealth of Pennsylvania or any other daily authorized Governmental agency.

05.01.02.e The maintenance, inspection, overhauling, rebuilding and licensing of engine, airframe, aircraft accessories, electronic accessories and the purchase and sale of parts, equipment and accessories therefore.

05.01.02.f The exterior and interior refurbishing of aircraft.

05.01.02.g The sale of pilot supplies.

05.01.03 Excluded Services

A Full Service FBO shall be specifically prohibited from providing the following services:

05.01.03.a The sale of automotive gasoline and the maintenance and repair of vehicular equipment of the general public or other tenants of the Airport. Said exclusion shall not apply to the maintenance, repair and fueling of ground service equipment commonly used on the Airport.

05.01.04 Insurance

Provide liability insurance (including products liability) for personal injuries/death growing out of any one accident or disaster in a minimum amount of \$1,000,000, and in addition shall provide property liability insurance in a minimum amount of \$1,000,000 for property damage growing out of any one accident or disaster.

05.01.05 Hours of Operation

A Full Service FBO will be required to remain open for business weekdays from 07:00 to 18:00, weekends from 07:00 to 17:00 local time, with the exception of holidays, and to be "on call" at all other times.

05.01.06 Facilities

A Full Service FBO will be required to comply with the following facilities requirements:

- 05.01.06.a Land - Lease two and one-half (2-1/2) acres of land from the Airport Authority
- 05.01.06.b Hangar – Construct or lease 15,000 square feet
- 05.01.06.c Shop Space – Construct or lease 3,000 square feet
- 05.01.06.d Office Space – Construct or lease 2,000 square feet
- 05.01.06.e Restrooms – Construct or lease two (2) restrooms in compliance with ADA regulations
- 05.01.06.f Paved Apron – Construct or lease a paved apron of 23,000 square feet or the combined total of the sum of the hangar, shop and office, whichever is greater.
- 05.01.06.g Tie Downs – Five (5) hard surfaced tie downs.
- 05.01.06.h Automobile Parking – Construct or lease fifty (50) paved parking spaces, two (2) of which shall be handicapped parking. All drainage for the leased area must be self-contained or drain into mains designated by the Reading Regional Airport Authority.
- 05.01.06.i All utilities brought onto the property must be underground facilities.
- 05.01.06j Any utilities of the Airport may be utilized; however, all hook-ups must be underground and at the sole cost of the Fixed Base Operator.
- 05.01.06.k All construction must meet the local, state or federal building safety, health and ADA codes in affect at the time of construction.
- 05.01.06.l All of the proposed construction and improvements will be subject to the approval of the Reading Regional Airport Authority or its designated representative.

06 FIXED BASE OPERATION, LIMITED SERVICE

06.01 Limited Service FBO Minimum Requirements

The Minimum Standards for a Limited Service FBO, as defined herein, shall consist of the following:

06.01.01 Optional Services

A Limited Service FBO may provide the following optional services, in accord with the Minimum Standards contained herein:

06.01.01.a The operation of a business of buying and selling new and used aircraft and parts and accessories.

06.01.01.b The operation of an FAA approved flight and/or aircraft maintenance school so as to provide instruction from primary flight training through and including qualifying for an Air Transportation Rating and/or to provide instruction for the acquiring of an airframe and/or power plant aircraft mechanics license.

06.01.01.c Providing aircraft and/or pilots for the operation of said aircraft or aircraft of others and carrying passengers and freight for hire, on a non-scheduled basis, subject to all appropriate laws and regulations of the Federal Government, the Commonwealth of Pennsylvania or any other daily authorized Governmental agency.

06.01.01.d The maintenance, inspection, overhauling, rebuilding and licensing of engine, airframe, aircraft accessories, electronic accessories and the purchase and sale of parts, equipment and accessories therefore.

06.01.01.e The exterior and interior refurbishing of aircraft.

06.01.01.f The sale of pilot supplies.

06.01.02 Excluded Services

A Limited Service FBO shall be specifically prohibited from providing the following services:

06.01.02.a The sale of avgas and jet fuel, lubricants and propellants.

06.01.02.b Ground transportation for hire.

06.01.02.c The sale of automotive gasoline and the maintenance and repair of vehicular equipment of the general public or other tenants of the Airport.

06.01.03 Insurance

Provide liability insurance (including products liability) for personal injuries/death growing out of any one accident or disaster in a minimum amount of \$1,000,000, and in addition shall provide property liability insurance in a minimum amount of \$1,000,000 for property damage growing out of any one accident or disaster.

06.01.04 Hours of Operation

A Limited Service FBO will be required to remain open for business a minimum of 5 days per week from 08:00 to 17:00 local time.

06.01.05 Facilities

A Limited Service FBO will be required to comply with the following facilities requirements:

06.01.05.a Land - Lease one and one-half (1-1/2) acres of land from the Airport Authority

06.01.05.b Hangar _ Construct or lease 7,000 square feet

06.01.05.c Shop Space, office and classroom space _ Construct or lease 2,250 square feet

06.01.05.d Restrooms _ Construct or lease two (2) restrooms in compliance with ADA regulations

06.01.05.e Paved Apron _ Construct or lease a paved apron of 9,000 square feet or the combined total of the sum of the hangar, shop and office, whichever is greater.

- 06.01.05.f Tie Downs - Hard surfaced tie down facilities in the apron area must at all times be provided for aircraft at least equal to the number, type and size of aircraft for which hangar space is made available.
- 06.01.05.g Automobile Parking _ Construct or lease thirty (30) paved parking spaces; one (1) parking space shall be handicapped parking.
- 06.01.05.h All utilities brought onto the property must be underground facilities.
- 06.01.05.i Any utilities of the Airport may be utilized; however, all hook-ups must be underground and at the sole cost of the Fixed Base Operator.
- 06.01.05.j All construction must meet the local, state or federal building safety, health and ADA codes in affect at the time of construction.
- 06.01.05.k All of the proposed construction and improvements will be subject to the approval of the Reading Regional Airport Authority or their designated representative.
- 06.01.05.l A Limited Service Fixed Base Operator may sublet space in accordance with these Minimum Standards from a Full Service Fixed Base Operator with the prior written approval of the Airport Authority.

07 SALE OF AIRCRAFT FUEL, LUBRICANTS AND PROPELLANTS

07.01 Fuel Sales Minimum Requirements

A Commercial Operator, as defined herein, wishing to engage in the sale of Aircraft Fuel, Lubricants and Propellants will be required to comply with the following requirements with respect to the sale of fuel, fuel and propellants:

- 07.01.01 Comply with the minimum standards of a Full Service Fixed Base Operator as set forth herein.
- 07.01.02 Provide a minimum of 12,000-gallon storage capacity for Jet A and 8,000-gallon storage capacity for Avfuel in either above ground storage tanks or underground storage tanks.
- 07.01.03 Provide a minimum of one (1) mobile refueling truck for each grade of fuel sold.
- 07.01.04 Provide documentation that all fuel service personnel are trained; maintain written records in accordance with FAA Part 139; submit annual written evidence of compliance.
- 07.01.05 Require fuel service personnel to wear uniforms in compliance with Airport safety regulations.
- 07.01.06 Submit to periodic inspections of equipment and training records by the FAA and Airport Authority.
- 07.01.07 Maintain and operate all fueling equipment in compliance with all applicable Airport, local, state and federal safety regulations.
- 07.01.08 Annually provide the Airport Authority with written evidence - including copies of all plans, licenses and certificates - of compliance with all applicable mandatory environmental regulations.
- 07.01.09 Provide the Reading Regional Airport Authority with evidence of leak protection and environmental protection insurance for the use, maintenance and operation of underground fuel tanks.
- 07.01.10 Indemnify and hold harmless the Reading Regional Airport Authority from any and all claims, demands and losses that may result or be imposed upon Reading Regional Airport Authority by reason of the use, maintenance and operation by the Fixed Base Operator of underground fuel storage tanks, including, but not limited to, any fine or other order of the Federal, State or local government, or any agency thereunder.

08 MAINTENANCE OF AIRCRAFT

08.01 Aircraft Maintenance Minimum Requirements

A Commercial Operator, as defined herein, wishing to engage in the Maintenance of Aircraft will be required to comply with the following requirements with respect to the aircraft maintenance:

- 08.01.01 Comply with the minimum standards of a Full Service, or Limited Service, Fixed Base Operator as set forth herein.
- 08.01.02 All aircraft maintenance shall be done in accordance with all applicable FAA regulations pertaining to the maintenance of aircraft.
- 08.01.03 Shall provide general and preventative maintenance, inspection on general basis, 100-hour basis and annual inspection basis, and the purchase and sale of parts, equipment and accessories therefore.
- 08.01.04 May include inspection, overhauling, rebuilding and licensing of engines, airframe, aircraft accessories, electronic accessories and the purchase and sale of parts, equipment and accessories therefore.
- 08.01.05 Shall furnish his own personnel and equipment to provide aircraft maintenance service.
- 08.01.06 Shall have at least one person on the maintenance force who holds a valid FAA Airframe & Powerplant certificate and one person who holds a valid FAA Inspection Authorization certificate.

09 COMPLETION CENTER

09.01 Completion Center Minimum Requirements

A Commercial Operator will be required to comply with the following requirements with respect to the operation of a Completion Center:

- 09.01.01 Comply with the minimum standards of a Full Service, or Limited Service, Fixed Base Operator as set forth herein.
- 09.01.02 All aircraft completion work shall be done in accordance with all applicable FAA regulations pertaining to the completion of aircraft.
- 09.01.03 Annually provide the Airport Authority with written evidence - including copies of all plans, licenses and certificates - of compliance with all applicable Federal and State environmental regulations.
- 09.01.04 Indemnify and hold harmless the Reading Regional Airport Authority from any and all claims, demands and losses that may result or be imposed upon Reading Regional Airport Authority by reason of the operation of the completion center including, but not limited to, any fine or other order of the Federal, State or local government, or any agency thereunder.

10 FLIGHT SCHOOLS

10.01 Flight School Minimum Requirements

A commercial operator must comply with the following requirements with respect to the operations of a flight school at KRDG.

10.01.01 Provide a minimum 200 square feet of office space at the airport to provide an adequate training environment for students. This space must have public access.

10.01.02 The flight school must provide a written agreement stating that they are affiliated with a Fixed Based Operator (FBO) located at KRDG that will provide tie-downs, hangar space, and fueling to support the flight school aircraft. This written agreement between the FBO and flight school must be maintained at all times.

10.01.03 The flight school must provide aircraft that are maintained in accordance with FAR Part 91 and must be maintained in airworthy condition at all times. This includes but not limited annual and 100 hour inspections as required by a commercial operation.

10.01.04 The flight school must be operated in accordance with all applicable FAA regulations with a minimum of two (2) FAA certificated Instructors on staff. Flight instructors must be certified by the FAA and instruct in accordance with all applicable FAA regulations pertaining to flight instruction.

10.01.05 Provide a minimum of \$2,000,000.00 liability insurance naming the Reading Regional Airport as additionally insured. In the event that the aforesaid limit of insurance is not commercially available, and upon appropriate proof of same being provided, Reading Regional Airport Authority may accept a lower limit of insurance, but in no event shall the acceptable limit be less than \$1,000,000.

10.01.06 Provide basic pilot supplies as may be required to conduct flight training that would include, but not limited to, current aviation charts, manuals, training materials, and equipment required for flight training.

10.01.07 The flight school must obtain appropriate permits and licensing as may be required by any Federal, State, or Local authorities to conduct commercial business.

11 AIR TAXI

11.01 Air Taxi Minimum Requirements

A Commercial Air Taxi Operator will be required to comply with the following requirements with respect to providing air taxi service:

11.01.01 Comply with the minimum standards of a Full Service, or Limited Service, Fixed Base Operator as set forth herein.

11.01.02 Obtain an approved FAA Part 135 Air Taxi Certificate prior to operating on demand air taxi service at the Airport.

11.01.03 Provide at least one (1) five place twin-engine aircraft fully equipped to operate in instrument flight (IFR) conditions.

12 OTHER AERONAUTICAL BUSINESSES

12.01 Other Aeronautical Businesses Minimum Requirements

Advertising, promotional events and other aeronautical commercial business will be allowed upon meeting reasonable standards to be determined on a case-by-case basis, which allowance will not be unreasonably withheld.

13 MINIMUM STANDARDS FOR FLYING CLUBS

13.01 Flying Club Minimum Requirements

A flying club desiring to base its aircraft on the airport shall:

- 13.01.01 Be a volunteer non-profit corporation or partnership with no salaried or contracted employees.
- 13.01.02 Derive revenue from the use of the aircraft no greater than that required for its actual operation, maintenance and replacement.
- 13.01.03 Provide a register and keep current with the Airport Authority a list of the club's membership, officers and current mailing address. A copy of the club's Articles of Incorporation, (if appropriate) current operating rules and proof of insurance shall be submitted to the Airport Authority.
- 13.01.04 Maintain all aircraft owned, operated or leased by the flying club in compliance with all airworthiness requirements.
- 13.01.05 Permit the aircraft to be used by bona fide members only and by no one for commercial purposes.
- 13.01.06 Offer flight instruction only to club members in club aircraft, provided such instruction is given by a FAA certified flight instructor who is a club member or by a flight school authorized to conduct flight instruction on the Airport who may be reimbursed for services rendered.
- 13.01.07 Provide written verification of insurance coverage for the aircraft and the instructors.
- 13.01.08 Provide parking space in the ratio of one space per fifteen members.

13.02 Insurance

- 13.02.01 Provide liability insurance (including products liability) for personal injuries/death growing out of any one accident or disaster in a minimum amount of \$1,000,000, and in addition shall provide property liability insurance in a minimum amount of \$1,000,000 for property damage growing out of any one accident or disaster.
- 13.02.02 Maintain all insurance and bonds with insurance underwriters authorized to do business in the Commonwealth of Pennsylvania satisfactory to the Reading Regional Airport Authority, and shall name the Authority and the officers, servants, agents and employees of the Authority as additional insured at no cost to Reading Regional Airport Authority. Furnish the Reading Regional Airport

Authority with a duplicate policy from the insurance carrier showing such insurance and bonds to be in full force and effect during the entire term of the lease. All policies shall contain a provision that written notice of cancellation or any material change in the policy by the insurer will be delivered to the Reading Regional Airport Authority thirty (30) days in advance of the effective date of such cancellation or change.

- 13.02.03 Indemnify and hold the Reading Regional Airport Authority harmless of and from any and all claims, demands and losses, including environmental claims, demands and losses, that may result or be imposed upon Reading Regional Airport Authority by reason of the operation on the Airport including, but not limited to, any fine or other order of the Federal, State or local government, or any agency thereunder.

14 MINIMUM STANDARDS FOR AVIATION MUSEUM

14.01 Aviation Museum Minimum Requirements

An Aviation Museum will be required to comply with the following requirements with respect to providing a museum open to the public:

14.01.01 Permitted Services

- 14.01.01.a The restoration and maintenance of historic aircraft owned by the museum.
- 14.01.01.b Flight instruction only as required by normal museum operations commensurate with the Museum's aircraft operations programs, but not for hire.
- 14.01.01.c Historic flight programs for its membership.
- 14.01.01.d Local charity flight rides at will and at any time for the purpose of raising funds for the museum.
- 14.01.01.e The exhibit and display aviation artifacts for interpretation by the general public.
- 14.01.01.f The operation of a museum gift shop.

14.02 Excluded Services

- 14.02.01 A museum shall be prohibited from performing any aeronautic services for hire to the general public.
- 14.02.02 A museum shall be prohibited from storing and dispensing fuel

14.03 Organizational and Operating Standards

- 14.03.01 Establish and maintain a statement of mission which is solely related to aviation and aviation history and which is educational in nature.
- 14.03.02 Must have previously applied to the Internal Revenue Service for non-profit foundation status and have on hand an initial determination letter from the IRS stating that the organization has met the provisions of the IRS code for non-profit foundation status.
- 14.03.03 Maintain itself as an aviation museum open to the public.
- 14.03.04 Maintain regular full-time hours and days of operation, holiday excepted, on a set schedule which is consistent with the full-time operation of any business

enterprise and which is compatible with the typical practices of other professional museums and historical societies within Berks County.

14.03.05 Have established an initial collection of a minimum of six aircraft, all of which are owned by the corporation and not by individuals.

14.03.06 Provide financial statements to the Authority in a form acceptable to the Authority for review, in accordance with acceptable accounting practices by a recognized CPA, for the Authority's determination of the organization's ability to meet its anticipated financial obligations to the Authority.

14.04 Facilities

14.04.01 Maintain office space on the Airport sufficient for the conduct of the normal day-to-day business of the business organization.

14.04.02 Maintain office space on the Airport appropriate to the discipline and scope of the museum organization.

14.04.03 Maintain maintenance and restoration facilities on the Airport appropriate to service the types of aircraft now present or reasonably anticipated to be included in the museum's collection.

14.04.04 Maintain a museum store with sufficient stock to service those persons of the general public who may reasonably be expected to visit the museum facility.

14.04.05 Maintain a minimum of one main aircraft display capable of housing and displaying those types of aircraft that the museum chooses to collect.

14.04.06 Maintain a dedicated vehicle parking area of no less than 30 paved spaces, one of which shall be a handicapped parking space.

14.04.07 Maintain the overall museum facility in compliance with in the standards of the Americans with Disabilities Act including, but not limited to, rest room facilities, parking, doorways, access ramps and elevators, as appropriate.

14.04.08 Maintain an outdoors aircraft-parking apron capable of accommodating the operations, parking and/or display of those types of aircraft that the museum chooses to collect.

14.04.09

14.04.10 All utilities brought onto the property must be underground facilities.

14.04.11 Any utilities of the Airport may be utilized; however, all hook-ups must be underground and at the sole cost of the museum operator.

14.04.12 All construction must meet the local, state or federal building safety, health and ADA codes in affect at the time of construction.

14.04.13 All of the proposed construction and improvements will be subject to the approval of the Reading Regional Airport Authority or their designated representative.

14.05 Insurance

14.05.01 Provide liability insurance (including products liability) for personal injuries/death growing out of any one accident or disaster in a minimum amount of \$1,000,000, and in addition shall provide property liability insurance in a minimum amount of \$1,000,000 for property damage growing out of any one accident or disaster.

14.05.02 Maintain all insurance and bonds with insurance underwriters authorized to do business in the Commonwealth of Pennsylvania satisfactory to the Reading Regional Airport Authority, and shall name the Authority and the officers, servants, agents and employees of the Authority as additional insured at no cost to Reading Regional Airport Authority. Furnish the Reading Regional Airport Authority with a duplicate policy from the insurance carrier showing such insurance and bonds to be in full force and effect during the entire term of the lease. All policies shall contain a provision that written notice of cancellation or any material change in the policy by the insurer will be delivered to the Reading Regional Airport Authority thirty (30) days in advance of the effective date of such cancellation or change.

14.05.03 Indemnify and hold the Reading Regional Airport Authority harmless of and from any and all claims, demands and losses, including environmental claims, demands and losses, that may result or be imposed upon Reading Regional Airport Authority by reason of the operation on the Airport including, but not limited to, any fine or other order of the Federal, State or local government, or any agency thereunder.

15 CORPORATE, PRIVATE HANGARS, T-HANGARS

15.01 Hangar Tenant Minimum Requirements

A person or corporation wishing to provide hangar space will be required to comply with the following requirements:

15.01.01 Permitted Uses:

- 15.01.01.a A person, firm or corporation may provide aviation services solely to its members, employees and/or owners for their private enjoyment.
- 15.01.01.b A person, firm or corporation may own or lease a hangar for the exclusive housing and operation of one or more of the corporation's owned or leased aircraft which are incidental to the business of the corporation.
- 15.01.01.c A person, firm or corporation may maintain its own aircraft with its own personnel.

15.01.02 Excluded Uses:

- 15.01.02.a A person, firm or corporation is prohibited from providing commercial aeronautical services of any kind whatsoever to the general public for hire.
- 15.01.02.b A person, firm or corporation is prohibited from storing fuel on the Airport. A person, firm or corporation is permitted to dispense fuel only to its own aircraft, and only in accordance with the RRAA Rules and Regulations, Section 7 _ FIRE SAFETY AND FUEL HANDLING.

15.01.03 Facilities:

- 15.01.03.a Lease land from the Authority equal to two and one-half times the size of the hangar.
- 15.01.03.b Provide a paved aircraft parking which equals the hangar in size.
- 15.01.03.c Provide auto parking to accommodate owners, employees, passengers and invited guests.

15.01.04 Insurance:

- 15.01.04.a Provide liability insurance (including products liability) for personal injuries/death growing out of any one accident or disaster

in a minimum amount of \$1,000,000, and in addition shall provide property liability insurance in a minimum amount of \$1,000,000 for property damage growing out of any one accident or disaster.

15.01.04.b Maintain all insurance and bonds with insurance underwriters authorized to do business in the Commonwealth of Pennsylvania satisfactory to the Reading Regional Airport Authority, and shall name the Authority and the officers, servants, agents and employees of the Authority as additional insured at no cost to Reading Regional Airport Authority. Furnish the Reading Regional Airport Authority with a duplicate policy from the insurance carrier showing such insurance and bonds to be in full force and effect during the entire term of the lease. All policies shall contain a provision that written notice of cancellation or any material change in the policy by the insurer will be delivered to the Reading Regional Airport Authority thirty (30) days in advance of the effective date of such cancellation or change.

15.01.04.c Indemnify and hold the Reading Regional Airport Authority harmless of and from any and all claims, demands and losses, including environmental claims, demands and losses, that may result or be imposed upon Reading Regional Airport Authority by reason of the operation on the Airport including, but not limited to, any fine or other order of the Federal, State or local government, or any agency thereunder.