

MINIMUM STANDARDS AND GUIDELINES FOR COMMERCIAL SERVICES

SECTION 1 - BACKGROUND AND POLICY

REVISED1/16/13 MEETING

Arcadia Municipal Airport Minimum Standards Project

The Minimum Standards project was initiated to provide the threshold entry requirements (qualifications, levels of service, facilities, insurance) for those wishing to provide aeronautical services to the public and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition. Minimum Standards have been in place at many airports nationwide and are supported by the FAA (see next section) and both of the national airport management associations (AAAE and ACI). Our new Minimum Standards were developed taking into consideration the aviation role of the Arcadia Municipal Airport, facilities that currently exist at the Airport, services currently being offered at the Airport, and the future development and aviation services planned for the Airport. These Minimum Standards and Guidelines contain the minimum levels of service, facilities, staffing, insurance, and environmental compliance that must be met by the prospective service provider. The uniform application of these standards relates primarily to the public interest by discouraging substandard entrepreneurs and mandating insurance coverage levels, thereby protecting the Airport, airport patrons and established aeronautical activities.

FAA Position on Minimum Standards

The FAA strongly encourages, but does not require, an airport sponsor to develop and implement a minimum standards program. The following FAA directives and industry publications deal with the intertwined issues of minimum standards, exclusive rights at airports and airport compliance of these documents are available at the Airport Office.

FAA & NATA Directives on Minimum Standards

1. USDOT FAA ADVISOR CIRCULAR 150/5190-6 MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES
1. USDOT FAA ADVISOR CIRCULAR 150/5190-7 MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES.
1. NATA AIRPORT SPONSORS GUIDE TO MINIMUM STANDARDS AND AIRPORT RULES AND REGULATIONS 2009

Overview of Arcadia Municipal Airport Minimum Standards and Guidelines for Commercial Services

Commercial services include both aeronautical and non-aeronautical providers. This first effort to develop minimum standards is focused on aeronautical service providers such as FBOs and SASOs. Non-aeronautical services (restaurants, taxi cabs, etc.) will be addressed at a future time. Aeronautical service providers were broken down as Full-Service and Specialized Aeronautical Service Operators (SASO) and Independent providers. In each category and sub-category the services and requirements have been listed. As an example, a General Aviation FBO would provide avgas, tie downs, pilot supplies, etc. This business would need to provide certain facilities, personnel, equipment and hours of service. Specific types and amounts of insurance are also delineated.

The types of service providers include:

Fixed Base Operators

Terminal building and facilities, fuel, tie down, transit parking, Etc.

SASOs

Aircraft Maintenance and Repair

Aircraft Rental

Flight Instruction

Specialty Services

Aircraft Sales

Air Taxi/Charter

Flying Club

Independent Providers

Mechanic

Flight Instructor

Minimum Standards Requirements

Service to be provided

Land and Facilities

Personnel

Equipment

Hours of Service

Insurance

Application to Provide Commercial Service

If an individual or firm desires to provide commercial services at the Airport they will be provided with a copy of the Minimum Standards, which include definitions, the application process for a prospective business and the Airport's criteria for approving the application. (Commercial service means any trade, commerce or business involving the exchange of goods, property or services of any kind. This includes an independent mechanic who offers repair or inspection services on the Airport). Each business will be required to be properly registered with the state and submit applicable reports and tax revenues accordingly.

Minimum Standards Policy on Fuel Sales

An example of Minimum Standards would be in the sale of aviation fuel. Fuel sales of avgas and jet fuel are restricted to FBOs. The rationale for this policy, is to ensure that the businesses given the authorization to sell fuel also provide services to the Airport and its aviation users and invest in the Airport infrastructure (example: a fuel farm). Fuel dealers also must meet numerous FAA, fire code, building code, equipment and training standards.

Minimum Standards Policy on Independent Mechanics

Another example of minimum standards could be in mechanical repairs and inspections. An individual desiring to provide these commercial services needs to meet the FAA licensing and currency requirements, have the appropriate tools and technical manuals, be properly registered with the state and meet minimum insurance requirements. The specific services, service areas and environmental (hazmat) plan would also need to be reviewed and approved. The effect of these minimum standards is to require off-airport mechanics and IA's to demonstrate that they are qualified to provide aviation mechanical services, that they are properly licensed to conduct business in this state, have an acceptable environmental plan and have met the City Risk Manager's requirements for insurance.

SECTION 2 - DEFINITIONS

Aeronautical Activity - means any activity commonly conducted at airports which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, air cargo, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultra light operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of air- craft parts, and aircraft storage.

Aeronautical Service means any service which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the airport by a person who has a lease or permit from the airport owner to provide such service, such as maintenance, storage, ground and flight instruction, etc.

Non-Aeronautical Service - means any service commonly conducted at an airport which provides service or products which are not associated with aviation. These activities include restaurants, mobile catering & food service, espresso/sandwich service, taxi service, car rental, and mobile service vans.

Airport means the Arcadia Municipal Airport, and all of the property, buildings, facilities and improvements within the property boundaries of such airport as it now exists on the Airport Master Plan or Exhibit A or as it may hereinafter be extended, enlarged or modified.

Airside means the runways, taxiways, ramps, aprons, buildings, and facilities inside the security fence.

Commercial Service or Activity means any trade, commerce or business involving the exchange of goods, property or services of any kind.

FAA means the Federal Aviation Administration. **FAR** means Federal Aviation Regulations.

FBO means a Fixed Base Operator duly licensed and authorized by written agreement with the airport owner to provide fuel, oil, paved ramp area for aircraft parking and tie down services and one or more aeronautical services at the airport under compliance with such agreement and pursuant to these regulations and standards. By definition an FBO has a "fixed base" of operations, i.e. an office, terminal facility, hangar or shop on the airport (minimum 6,000 s.f), approved for commercial operations.

Flying Club means a non-commercial organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques. See the Airport Rules and Regulations for requirements.

Fuel means aviation gasoline, automotive fuel, diesel or jet fuel.

Independent Flight Instructor means a single individual, working alone without employees or partners, who provides a commercial service as a flight instructor.

Independent Mechanic means a single individual, working alone without employees or partners, who provides a commercial service in the maintenance and repair of aircraft and/or aeronautical components.

Landside means all buildings and surfaces on the airport used by surface vehicular and pedestrian traffic which are located outside the airside security fence.

Minimum Standards means the standards which are established by the airport owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity or provide a commercial service on the airport.

Person means an individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity or leased from others and operated by such person. See Airport Rules and Regulations for requirements and procedure.

Specialized Aviation Service Operator (“SASO”) A Commercial aviation Operator that provides Aeronautical Activities. These may include one or a combination of the following:

- A. Airframe and/or Power Plant Repair and Maintenance
- B. Aircraft Rental/Flying Club/Parachute Club
- C. Flight Training
- D. Aircraft Charter/Air Taxi
- E. Avionics, Instrument, or Propeller Repair
- F. Aircraft Sales

SECTION 3 - MINIMUM STANDARDS FOR ALL FBOs and SASOs

A. The following minimum standards shall apply to all prospective aeronautical service providers wishing to become a FBO or SASO at the Airport:

1. The applicant shall agree to a lease for a term to be mutually agreed upon between the parties with due consideration for the applicant’s financial investment and the need to amortize improvements to the leasehold. The lease will include appropriate office, hangar or shop space for the proposed services and may be with the Airport or with a tenant on the Airport. The applicant must obtain the Airport Manager’s approval prior to beginning commercial operations, regardless of whether the lease is with the Airport or an existing FBO or SASO at the Airport.
2. A person shall have such business background and shall have demonstrated his business capability to the satisfaction and in such manner as to meet with the approval of the Airport Manager.
3. Demonstrate adequate resources to realize the proposed business objectives. This includes tools and FAA manuals, documentation and updates for the proposed business.
4. The prospective FBO or SASO shall lease or otherwise have adequate access to an appropriate amount of building and land space for the proposed service, including adequate floor space for hangar, shop, office, customer lounge and rest rooms, which shall be properly heated and lighted, and shall provide public telephone facilities for customer use. A Certificate of Occupancy must be obtained prior to beginning commercial operations.
5. The prospective FBO or SASO shall have the premises open and services available appropriate hours and days a week, and shall make provision for someone to be in attendance in the office or available at all times during the required operating hours.
6. The prospective FBO or SASO shall demonstrate its ability to acquire insurance coverage as stipulated in Appendix A. An FBO or SASO should make its own analysis to determine if more is needed. Higher coverage limits may be appropriate for some operations. Insurance coverage will be reviewed by the City of Arcadia Airport Manager as applications are received. The Airport Manager may require different coverage based on review of the proposed business and the background of the applicants.
7. The prospective FBO or SASO shall possess a valid State of Florida Tax ID Number, collect appropriate sales tax on revenue, file tax reports with the Department of Revenue and IRS and make all appropriate tax payments required by law.
8. Additional specific requirements for individual types of FBO or SASO businesses are listed in APPENDIX A

B. Demonstration of intent to conduct a business operation at the Airport shall be by application to the City of Arcadia Airport Manager. The written application shall contain at the minimum:

1. The proposed name and nature of the business, including intended services.
2. The names, addresses and phone numbers of all individuals who would be owners, partners or managers of the business. Copies of current FAA licenses and certificates which would be required for the proposed business.
3. A current financial statement for the business or owners. Certification by a Certified Public Accountant may be required.
4. A listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.
5. A current credit report for each party owning or having a financial interest in the business and a credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
6. A list of employers or work history providing information covering last five years.
7. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the Airport for the proposed business. Applicant must comply with County building code, fire code, and permit requirements. Building permit applications will require the approval of the Airport Manager prior to submission to the County Department of Planning and Development Services.
8. An operations plan providing summary of intended use of airport facilities, including proposed environmental compliance plan.
9. Evidence of ability to acquire required insurance coverage. Such policies shall not be for less than the amounts listed at APPENDIX A.
10. A financial and technical business plan forecasting business development and demonstrating finances necessary to conduct the proposed operation and the capability to meet FAA requirements for the proposed service.
11. Such other information as the Airport Manager may reasonably require.

C. All applications will be reviewed and acted upon by the Airport Staff within 30 days from the receipt of the complete written application. Applications may be denied for one or more of the following reasons:

1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards Guidelines.
2. The applicant's proposed operations or construction will create a safety or environmental hazard on the Airport.
3. The granting of the application will require the expenditure of airport funds, labor or materials on the facilities described in or related to the application, or the operation could have a negative impact on the Airport's financial operations.
4. There is no appropriate or adequate available space or building on the Airport to accommodate the activity of the applicant.

5. The proposed operation, airport development or construction does not comply with the approved Master Plan or Airport Layout Plan.
6. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present tenant, such as problems in aircraft traffic or service, vehicular access and egress, or noise to existing tenants.
7. Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
8. Any party applying, or having an interest in the business, has a record of violating the rules, regulations or minimum standards of the Airport or any other airport, the Federal Aviation Regulations, the City of Arcadia or Desoto County codes, or local health regulations.
9. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the City of Arcadia or any lease or other agreement with another airport or entity.
10. Any party applying, or having an interest in the business is not sufficiently credit worthy and responsible in the judgment of the Airport Manager to provide and maintain the proposed business and to promptly pay amounts due under the lease.
11. The applicant does not have the finances necessary to conduct the proposed operation.
12. The applicant has committed any crime, or violated any ordinance, rule or regulation, which adversely reflects on its ability to conduct the proposed operation.
13. The proposed business does not meet the local, state, and federal requirements for environmental compliance.
14. The proposed construction would detract from the physical appearance of the airport, is of low quality or lacks durability.

SECTION 4 - MINIMUM STANDARDS FOR INDEPENDENT MECHANICS AND FLIGHT INSTRUCTORS

A. The following minimum standards shall apply to all prospective Specialized Aviation Service Operators wishing to offer their services for compensation as an Independent Mechanic or Independent Flight Instructor at the Airport.

1. The applicant shall obtain an Independent Specialized Aviation Service Operator (“SASO”) Authorization from the Airport Manager.
2. The applicant shall have such technical background and shall have demonstrated their technical capability to the satisfaction and in such manner as to meet with the approval of the Airport Manager. This includes appropriate FAA certifications and stable work history. (Note: FAA certifications alone, without significant documented work history, will not meet this requirement,)
3. Demonstrate adequate resources to realize the proposed business objectives. This includes finances, tools, FAA manuals and documentation for the proposed business.
4. Provide a communications plan which allows customers to make contact within a reasonable time frame.

5. The applicant shall demonstrate his ability to acquire insurance coverage as stipulated in APPENDIX A. An applicant should make his own analysis to determine if more is needed. Higher coverage limits may be appropriate for some operations. Insurance coverage will be reviewed by the City of Arcadia Airport Manager as applications are received. The Airport Manager may require different coverage based on review of the proposed business and the background of the applicants.

6. The applicant shall possess a valid State of Florida Tax ID Number, collect appropriate sales tax on revenue, file tax reports with the Department of Revenue and IRS and make all appropriate tax payments required by law.

7. Additional specific requirements for Independent Mechanics and Independent Flight Instructors are listed in APPENDIX A.

B. Demonstration of intent to conduct a business operation at the Airport shall be by application to the City of Arcadia Airport Manager. The written application shall contain at the minimum:

1. The proposed name and nature of the business, including intended services.
2. The name of the person making the application. Copies of current FAA licenses, certificates, and currency records which would be required for the proposed business.
3. A current financial statement for the business owner.
4. A listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.
5. A current credit report.
6. A list of employers or work history providing information covering last five years.
7. An operations plan providing summary of intended use of airport facilities, including proposed environmental compliance plan.
8. Evidence of ability to acquire required insurance coverage. Such policies shall not be for less than the amounts listed at APPENDIX A
9. An operations and technical business plan forecasting business development and demonstrating the capability to meet FAA requirements for the proposed service. Independent mechanics will be required to present a plan for obtaining appropriate FAA documentation (manuals, AD's, up- dates etc.) for the work they intend to perform.
10. Such other information as the Airport Manager may reasonably require.

C. All applications will be reviewed and acted upon by the Airport within 30 days from the receipt of the complete written application. Applications may be denied for one or more of the following reasons:

1. The applicant does not meet qualifications, standards and requirements established by these minimum standards.
2. The applicant's proposed operations will create a safety or environmental hazard on the Airport.
3. The granting of the application will require the expenditure of airport funds, labor or materials on the facilities described in or related to the application, or the operation could have a negative impact on the Airport's financial operations.

4. There is no appropriate or adequate available space or building on the Airport to accommodate the activity of the applicant.
5. The proposed operation does not comply with the approved Master Plan and Airport Layout Plan.
6. The applicant has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
7. The applicant has a record of violating the rules, regulations or minimum standards of the Airport or any other airport, the Federal Aviation Regulations, the Code, or local health regulations.
8. The applicant has defaulted in the performance of any lease or other agreement with the City of Arcadia or any lease or other agreement with another airport or entity.
9. The applicant is not sufficiently credit worthy and responsible in the judgment of the Airport Manager to provide and maintain the proposed business.
10. The applicant does not have the finances necessary to conduct the proposed operation.
11. The applicant has committed any crime, or violated any ordinance, rule or regulation, which adversely reflects on its ability to conduct the proposed operation applied for.
12. The proposed business does not meet the local, state, and federal requirements for environmental compliance.

SECTION 5 - APPEAL PROCESS

Individuals who feel they have been unfairly treated by this process or by interpretations or decisions by the Airport Manager may submit a written request for review to the Arcadia City Administrator, who will make a final determination.

revised 1/16/14 meeting
1/16/14 DRAFT

APPENDIX A

	SASO							INDEPENDENT		
	FBO General Aviation	Aircraft Maint. and Repair	Aircraft Rental	Flight Instruction	Specialty Service	Aircraft Sales	Air Taxi Charter	Flying Club	Independent Mechanic	Independent Flight Inst.
SERVICES:	Fuel, Transient Parking, Overnight and Monthly Tie down Ramp Services as needed	Airframe, Power Plant and Accessory Repair	Aircraft Check out and Rental	Ground School and Flight instruction for Private and other ratings	Avionics and Instrument Rep. Propeller Serv. Refurbishment (Paint and Interior) Modifications, Pilot Shop, Parts, ETC.	GA Aircraft Sales	Air Taxi or Charter	Club flying only no revenue flights See Airport rules and regulations	Mobile Airframe, Power plant & Accessory Maintenance and inspection	Flight Instruction for Private and other ratings
LAND:	10 Rope Tie downs on pavement or concrete 50,000 S.F. Paved Ramp Area	3:1 Land to Building, Auto Parking, plus 3 Tie downs	3:1 Land to Building, Auto Parking, plus 2 Tie downs	3:1 Land to building, Auto Parking	3:1 Land to Building, Auto Parking	3:1 Land to building, Auto Parking, plus 5 Tie downs	3:1 Land to Building, Auto Parking Tie down	Hanger or Tie downs for each Aircraft		
FACILITIES:	6,000 S.F. Hanger 2 90 S.F. Office Area 800 S.F Terminal all s.f. is minimum s.f.	90 SF office 2000 SF Hanger s.f. is minimum	90 SF office Pilot Lounge S.F. is minimum	90 SF office S.F. is minimum	AS required	90 SF office S.F. is minimum	Terminal Agreement with Airport			
PERSONNEL:	1 receptionist / fuel person CAN BE SAME PERSON	1 Mechanic 1 A&P or IA CAN BE SAME PERSON	1 CFI	1 CFI	AS required		AS required by FAA		A&P or IA	1 CFI
EQUIPMENT:	100 LL Fuel Farm		1 Aircraft	1 Aircraft			1 Aircraft	1 Aircraft		
HOURS:	Office open 8:00am till 5:00pm everyday except holidays can be closed for lunch	40 Hrs. Wk. Msg. Serv.	40 Hrs. Wk. Msg. Serv.	40 Hrs. Wk. Msg. Serv.	40 Hrs. Wk. Msg. Serv.	40 Hrs. Wk. Msg. Serv.	40 Hrs. Wk. Msg. Serv.		By Phone	By Phone

LIABILITY INSURANCE:

	\$1M	\$1M	\$1M	\$1M	\$1M	\$1M	\$1M	\$1M	\$1M	\$1M
Premises/General Liability	\$1M	\$1M	NA	NA	\$500K	\$500K	NA	NA	\$1M	NA
Products	\$1M	\$1M	NA	NA	\$500K	\$500K	NA	NA	\$1M	NA
Completed Operations	\$1M	\$1M	NA	NA	\$500K	\$500K	NA	NA	\$1M	NA
Hanger Keeper	\$100/\$500	\$100K/\$300K	NA	NA	\$500K (3)	\$50K/\$300K	NA	NA	NA	NA
Aircraft	\$1M/\$100K per seat	NA	\$500K/\$100K	\$500K/\$100K	NA	NA	\$500K/\$100K	\$500K/\$100K	NA	\$500K/\$100K

SPECIAL NOTES

- Personnel must hold appropriate FAA licenses for the functions they perform.
- All service providers are considered commercial businesses and must meet all FAA, State, County and City requirements for the services they perform
- Fueling equipment and personnel must meet Arcadia municipal Airport fueling requirements
- All FBOs SASOs must provide access to phone and restrooms
- Flying Club requirements are provided in Arcadia Municipal Airport Rules and Regulations
- Where a Minimum Standard is not listed, The AAAC will review the prospective business plan and recommend approval or disapproval to the City Administrator
- All Service Providers must have a phone message system
- Maintenance on Aircraft used by Aircraft Rental and Flight Instruction SASOs may be contracted with an FBO or another SASO in Lieu of in house maintenance
- Every commercial activity shall have a valid state Tax ID Number, collect appropriate sales tax, file tax reports and make all appropriate tax payments required by law
- Completed operations coverage is required if the service provider provides Aircraft Maintenance & Repair Services
- Liability coverage is required if the service provider tows, taxis or fly's non-owned aircraft
- Through the fence operations will not be allowed when a FBO or SASO on the field PROVIDES THAT AERONAUTICAL service and meets THE SASO requirements FOR THAT SERVICE listed above
- Independent operators will be considered threw the fence operations
- 3:1 LAND TO BUILDING (15,000 S.F. LAND WITH A 5,000 S.F BUILDING ON THE LAND)