

ARLINGTON MUNICIPAL AIRPORT MINIMUM STANDARDS
FOR COMMERCIAL AERONAUTICAL ACTIVITIES



Arlington Municipal Airport
18204 59th Dr. NE, Ste. A
Arlington, WA 98223

**Minimum Standards for
Commercial Aeronautical Activities**



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1. DEFINITIONS. As used herein, the following terms shall have the meanings indicated:
 - A. "Aeronautical Activity" means any activity 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.
 - (1) The following activities, commonly conducted on Airports, are aeronautical activities within this definition; charter operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other included activities, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can appropriately be regarded as an "aeronautical activity".
 - (2) The following are examples of what are not considered aeronautical activities: ground Transportation (taxis, car rentals, limousines); restaurants; barber shops; auto parking lots.
 - B. "Aircraft" means any vehicle, whether now known or hereafter invented, used or designed for navigation through or flight in the air, whether heavier or lighter than air and whether powered or unpowered.
 - C. "Airport" means the existing Arlington Municipal Airport and any future additions thereto or changes therein together with any other Airports which may be acquired or operated, or both, by the Airport.
 - D. "Airport Master Plan," means the study used to determine the long-term development plans for the airport which is approved by the City Council, Airport Commission and the FAA.
 - E. " Airport Layout Plan" means the plans and scale dimensional drawings of the Airport, as such now exists or hereafter shall be developed, which indicate current and proposed usages for each identifiable segment of the Airport, as adopted and approved by the Commission and by the Federal Aviation Administration.
 - F. "Applicant/Operator" means any individual person, sole proprietorship, general or limited partnership, corporation, trust or unincorporated association making application for, leasing, or in any other way using any facility or portion of the land at the Airport.
 - G. "Commission" means the board of appointed commissioners of Arlington Municipal Airport.
 - H. "Director" means the appointed director of Arlington Municipal Airport.
 - I. "District" means the geographic area constituting Arlington Municipal Airport.



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- J. "Employee" means any person who furnishes services to the City, or to any applicant/operator or lessee of the Airport or any owner of any aircraft on the Airport, including services performed in the furtherance of interstate commerce, which are performed for wages or under any written or oral contract calling for the performance of personal services, whether express or implied, in exchange for any valuable consideration. Every employee shall be subject to the provisions of Titles 50 and 51 of the Revised Code of Washington and shall behave in conformity with Internal Revenue Service Regulations and Rulings which define an individual's status as an "employee".
- K. "Exclusive Right" means a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege or right. An exclusive right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties but excluding others from enjoying or exercising a similar right or rights would be an exclusive right.
- L. "Federal Aviation Administration" ("FAA") means the existing federal governmental agency or any successor agency or administrative authority thereto established by the Federal Aviation Act of 1958.
- M. "Fixed Base Operation" ("FBO") means any person, business entity, or agent thereof, licensed to conduct business in the State of Washington for the purpose of providing any or all of the commercial aeronautical activities enumerated below.

Fixed Base Operations may be either of two types:

- (1) "Full Service FBO" means any FBO which meets the specific minimum leasing requirements hereafter defined and which provides many of the following services.
- (a) Air taxi and charter
 - (b) Flight training
 - (c) Rentals and sales of aircraft
 - (d) Repair and maintenance of aircraft airframes, engines and accessories
 - (e) Sales of aircraft parts
 - (f) Sales and repair of avionics

In addition to any of those services listed above, the Full Service FBO may provide sales to the public of aviation fuels or lubricants and other aeronautical products or services.

- (2) "Limited Service FBO" or Special Aviation Service Operation (SASO) means any FBO which provides one or more of the aeronautical services listed in Paragraph 1.M(1) above as a limited or specialized commercial aeronautical activity but which does not meet the minimum leasing requirements for a Full Service FBO as defined above.



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- N. "Minimum Standards" means the requirements established by the Commission to be met as a condition for grant of right to any lessee or applicant/operator to conduct any commercial aeronautical activity at, on or from the Airport. In all cases, the Commission must ensure that in changing minimum standards for whatever reason, it is not applying unreasonable standards or creating a situation that will unjustly discriminate against other similarly situated aeronautical service providers.
- O. "Airport District" means the boundaries of the Arlington Municipal Airport.
- P. "Rules and Regulations" means the written statements of administrative policy and procedure which have been formally adopted from time to time and declared by the Commission to be in effect in order to protect public health, safety, welfare and public interest in the Airport and its associated operation as well as any adopted state or local ordinances or laws.
- Q. Any terms not defined here shall have the meaning defined in Merriam-Webster's Unabridged Dictionary, latest edition.

2. LAND AND FACILITY USE

- A. Exclusive Rights Prohibited. No person or business entity may be granted or exercise an exclusive right to conduct any commercial aeronautical activity on, at or from the Airport, pursuant to Section 308(a) of the Federal Aviation Act of 1958, as enacted or thereafter amended from time to time. No person or business entity may use all or any portion of the Airport, or conduct any commercial activity at, on or from the Airport, or solicit any business on, at or from the Airport unless all such commercial aeronautical activity is conducted in compliance with the minimum standards established herein or hereafter adopted or amended by the Commission.
- B. Licenses and Permits Required. Any person or business entity proposing to conduct any commercial aeronautical activity at, on or from the Airport shall obtain all federal, state and local permits, licenses and contracts as are applicable and required for the proposed type of activity before entering into any lease or operating agreement with the Airport.

- 3. APPLICATION FOR LEASE OR OPERATING AGREEMENT. All applications for: leases of land or facilities, or both, at the Airport, any concession agreement, Airport use agreement or any other operating agreement for conduct of any commercial enterprise or aeronautical activity at, on or from the Airport shall be made to the Director or the Director's authorized representative. Every such application shall then be presented to the Commission. The applicant shall submit all information and supporting material necessary or requested by the Commission, to establish the qualifications of and compliance by the applicant with all applicable statutes, ordinances, rules and regulations or policies pertaining to the proposed activity or use of the Airport. Each application shall be signed and submitted by a person who owns an interest in the subject commercial aeronautical enterprise or the person who



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will be responsible for the management of the enterprise as a director or officer if the enterprise is a corporation or other entity.

- A. Minimum Information Requirements. The Commission shall not accept or take any action upon any request to lease any building, any space within any building or any land on the Airport or otherwise authorize conduct of any commercial activity at, on or from the Airport by an applicant until the applicant submits a written proposal which includes at least the following information:
- (1) The name(s) and address(es) of the applicant(s).
 - (2) The form of business entity and the organizational structure of the applicant.
 - (3) The description of the location, facility, use and/or activity being proposed, including full disclosure of the extent of use of any material hazardous to human health or the environment which is to be stored, used, or disposed of on, at or from the Airport in connection with the subject proposal.
 - (4) The names and qualifications of all persons who will be involved in conducting the proposed activity on behalf of the applicant.
 - (5) Evidence, in a form acceptable to the City, of the Applicant's financial ability to pay for leasehold improvements, periodic rental payments or other obligations to the City and others necessitated by the proposed lease or activity.
 - (6) A statement of the date proposed for commencement of conduct of the proposed activity or service and of the term for conduct or performance of same;
 - (7) A statement of the estimated cost of any structure or facility to be constructed or provided by the applicant, of specifications for the same, and of the means or methods proposed by the applicant for financing of the same, together with a drawing accurately depicting the proposed site therefore;
 - (8) A written description of the specific types and amounts of insurance being proposed by the applicant to indemnify the applicant and the Airport, as required hereunder in order to fulfill the minimum requirements therefore for the proposal;
 - (9) A list of the names together with evidence of the financial ability of any surety or guarantor guaranteeing performance;
 - (10) A pro forma financial statement for the first year of operation of the proposed activity;
and
 - (11) A full written disclosure of any application, license, or permit previously held by the applicant or anyone associated with the applicant which was denied, suspended or revoked by the FAA or any other governmental agency exercising jurisdiction over



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such applicant, license or permit and of any fine or other penalty imposed upon any such party in connection therewith within the past ten (10) consecutive years.

(12) The Commission shall determine what constitutes adequate qualifications and financial capacity of any applicant to conduct any proposed activity and what types of activities may be permitted at, on or from the Airport or any other property of the Airport.

B. Supporting Documents. If requested to do so by the Commission, the applicant shall submit the following supporting documents and other information:

(1) A current financial statement.

(2) A current credit report documenting all locations where the applicant has done business during the preceding five (5) years under its present or any other identity.

(3) A consent form authorizing the City of Arlington to obtain information about the applicant's prior performance, if any, of commercial aeronautical activity in any other location where the applicant has done business. The applicant shall execute such forms, releases and discharges therefor as may be requested by the City and any of these agencies for said purpose.

(4) Certified true and accurate copies of all applicable licenses, permits or certificates whereby the applicant is licensed by the State of Washington to conduct the proposed activity.

4. REVIEW OF APPLICATION BY COMMISSION. When reviewing an application, the Commission will examine the following considerations, and may deny the application on one or more of the bases defined below.

A. "Not qualified" means that the applicant, for any reason, does not meet the qualifications or requirements established by these minimum standards.

B. "Safety Hazard" means that the applicant's proposed activity or construction will create a hazard to safety on, at or about the Airport.

C. "Airport Expenditure" means that the granting of the application will require the expenditure of Airport funds, labor or materials in an amount which the Commission believes will exceed the value to the Airport of the benefits from the proposal.

D. "Availability" means that there is no appropriate, adequate or available space or building on the Airport that can accommodate the activities of the applicant at the time of the application.



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- E. "Noncompliance with the Master Plan or Grant Assurances" means that the proposed operation, development or activity on the Airport does not comply with the provisions of the master plan for the Airport or federal Grant Assurances for the Airport.
 - F. "Congestion" means that the development or activity or use of the area requested by the applicant may result in an unreasonable deprivation of or restriction to public access to adjacent or nearby locations of other facilities or tenants of the Airport.
 - G. "Misrepresentation" means that an applicant has submitted false information, made one or more misrepresentations, or failed to make full disclosure of all relevant facts on that party's application or supporting documents.
 - H. "History of Revocation or Denial" means that an applicant has previously had a permit revoked or denied by another Airport for failure to comply with one or more contractual agreements similar to those being required by the Commission or the subject application.
 - I. "Defaulted Performance" means that an applicant has materially defaulted in the performance of one or more terms or conditions to an existing or prior lease or other agreement between the Airport and the applicant.
 - J. "Lack of Finances" means that an applicant does not have the financial ability to conduct the proposed operation for a minimum of twelve (12) months.
 - K. "Conviction of Crime" means that an applicant has been convicted of committing a crime or violating a criminal statute or ordinance and that such conviction in the judgment of the Commission substantiates that the applicant is unlikely to be a responsible operator on the Airport.
 - L. "Environmental Considerations" means that the Commission has determined that an applicant's proposed activity will constitute a hazard to the health, safety or welfare of residents of the City.
 - M. "Surety" means that the applicant has been unable to post security in a form and amount acceptable to the Airport Commission and City Attorney.
 - N. "Exclusive Rights" means that the proposed operation or activity on, at or from the Airport would create or confer an exclusive right forbidden by Section 308(a) of the Federal Aviation Act of 1958, as enacted or thereafter amended.
5. STANDARD REQUIREMENTS FOR ALL COMMERCIAL AERONAUTICAL ACTIVITIES
- A. Every applicant desiring to conduct commercial activities at, on or from the Airport shall meet the following requirements:



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- (1) Such applicant shall demonstrate to the satisfaction of the Commission that it has a history of management of same or a comparable type of activity as that being proposed and employs adequate personnel to conduct the proposed commercial activity at, on or from the Airport in a manner which shall be satisfactory to the Airport. Applicants without such history will be considered on a case by case basis.
 - (2) Such applicant shall be required to demonstrate adequate ability to finance all facilities and services which it shall require in order to conduct its proposed activity at, on or from the Airport.
 - (3) Such applicant shall be required to possess or obtain all necessary certificates, permits and licenses from the City of Arlington, Snohomish County, the FAA and every other unit of government or agency authorized to regulate the type of activity being proposed by the applicant.
- B. In considering any application for establishing commercial aeronautical activities, the Commission shall give due consideration to whether or not such proposed activity will serve the public interest.
6. PROVISIONS OF LEASE, OPERATING AGREEMENT OR AIRPORT USE AGREEMENT
- A. Written Lease Required. Upon approval by the Commission of an application, as submitted or modified, the Director shall prepare a written lease, contract or agreement therefore setting forth all material terms and conditions necessary to assure, when appropriate:
- (1) That these minimum standards are incorporated into every such lease, contract or agreement by specific reference.
 - (2) That the applicant/operator complies with these minimum standards for each specific activity to be permitted under such lease, contract or agreement.
 - (3) That the Commission reserves the right to amend these minimum standards for commercial aeronautical activities at the Airport or other rules and regulations therefore promulgated by the Airport.
 - (4) That any structure or facility constructed or placed upon the Airport by the applicant conforms to all applicable health and safety regulations, building codes and fire regulations and all other applicable codes of every applicable federal, state and local agency.
 - (5) That the financial performance and other important elements of such lease, contract or agreement is guaranteed.
 - (6) That the agreement specifically provides for payment by the applicant/operator of all applicable fuel flowage fees, landing fees, and passenger facility charges if required.



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(7) That controlling interests in the activity of the applicant may not be transferred by purchase of stock or other sale or assignment of the corporation or other business entity to which the lease, contract or agreement is granted without the prior written consent of the Commission.

(8) That any lease, contract or agreement entered into with the applicant/operator shall terminate if the applicant/operator fails to comply with all of these minimum standards, then existing or thereafter modified, after the Airport has given notice to such applicant of the requirement to comply therewith.

B. Minimum Required Lease Terms. In addition to the above provisions and any provisions set forth below, all contract agreements for conduct of commercial activities at, on or from the Airport shall be required to comply with the adopted Airport Leasing Policy requirements for leases at the Airport.

7. MINIMUM STANDARDS FOR SPECIFIED COMMERCIAL ACTIVITIES

A. Standards for Scheduled Commercial Passenger Service at the Airport (FAA Part 135 Commuter Operations). Each lessee or applicant/operator proposing to conduct any scheduled commercial passenger service at, on or from the Airport shall be required to comply with the following minimum standards:

- (1) The minimum lease term for scheduled commercial passenger service at, on or from the Airport is one (1) year.
- (2) Each lessee or applicant/operator shall rent or provide space adequate to handle the volume of passenger and freight traffic anticipated and shall rent additional space if it is needed in order to comply with any provision of these minimum standards.
- (3) Each lessee or applicant/operator shall pay a ramp rental fee equal to the rental fee for tie-down spaces equal in number to the maximum number of its aircraft that will be on the ground at the Airport at any one time if such applicant/operator does not otherwise pay rental for tie-down space.
- (4) Each lessee or applicant/operator shall maintain a telephone access that can be used by its employees and the public and that will provide a recorded message or call-forwarding to a telephone number that will provide information on its flights or reservations and related information about the subject activity whenever no employee of the lessee or applicant/operator is on duty at the Airport to do so.
- (5) Each lessee or applicant/operator shall employ or contract to be represented by an agent at the Airport who will be present thirty (30) minutes prior to arrival of each of its scheduled aircraft operations, through and until fifteen (15) minutes after the departure of each such scheduled aircraft operation.



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- (6) Each lessee or applicant/operator shall prominently display its current operating schedules online or at their facility at the Airport.
 - (7) Each lessee or applicant/operator shall obtain liability insurance for each of its passengers in an amount not less than TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) per passenger seat for personal injury to or death of any one person and in the minimum amount of TWO MILLION DOLLARS (\$2,000,000) combined single limit for any single occurrence and shall name the Airport and its elected and appointed officers, employees and agents as additional insured. Each such certificate of insurance shall provide for not less than thirty (30) days advance notice of cancellation to the Airport.
 - (8) Each lessee or applicant/operator shall prominently display at their facility copies of all of its licenses and certificates required by the FAA in order to conduct scheduled passenger operations.
 - (9) Each lessee or applicant/operator shall rent vehicle parking spaces from the Airport for all of its vehicles stationed at the Airport.
 - (10) Each lessee or applicant/operator shall use adequate collection and safe disposal methods for all of its trash and hazardous wastes.
 - (11) Each lessee or applicant/operator shall conduct an air carrier security program that has been approved by the FAA Civil Aviation Security Field Office (if applicable).
 - (12) Each lessee or applicant/operator shall comply with the Airport's noise abatement procedures.
- B. Standards for Aircraft Charter and Taxi Service (FAA Part 135, Charter on Demand). Each lessee or applicant/operator conducting any aircraft charter or air taxi service at, on or from the Airport shall be required to comply with the following minimum standards:
- (1) Provide a passengers lounge, restrooms and telephone facilities on the Airport. These requirements may be met by rental of common space in the main passenger terminal at the Airport, (if available).
 - (2) Provide a space for loading and unloading of passengers equivalent to at least a minimum area equal to one (1) tie-down space. Such space may be a common space in front of their facility or in front of the airport offices, rented from the Airport or sub-leased from another lessee of the Airport, provided that such space is for the lessee's or applicant/operator's assigned use.
 - (3) Provide adequate table, desk or counter area for checking in of passengers, ticketing, collecting fares, and handling luggage.
 - (4) Provide suitable currently certificated aircraft to be operated and attended by qualified certificated operating crews.



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- (5) In addition to the minimum combined single limit liability insurance in the amount of TWO MILLION DOLLARS (\$2,000,000) or, an amount acceptable to the Commission, each such lessee or applicant/operator shall provide to the Airport proof of passenger liability insurance coverage in the amount of not less than TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) per passenger seat and employees and agents as additional insured thereon. Such insurance shall include a certificate providing for not less than thirty (30) days advance notice to the Airport of cancellation thereof.
 - (6) Timely reports to the Airport of all passenger enplanements and freight weights for each month and monthly for the year to date within (15) days after the last day of each calendar month on forms provided by the Airport and regular reports to the FAA of all passenger enplanements.
 - (7) Provide evidence satisfactory to the Director that it at all times complies with the Airport's noise abatement procedures.
 - (8) Air Ambulance and Air Medical services are exempt from Item B-1, B-3 and B-6.
- C. Standards for Air Freight Service. All operators of air freight service shall comply with the following minimum standards:
- (1) Minimum combined single limit liability insurance coverage in the amount of TWO MILLION DOLLARS (\$2,000,000) naming the Airport and its elected and appointed officers, employees and agents as additional insured. Such insurance shall include a certificate providing for not less than thirty (30) days advance notice to the Airport of cancellation thereof.
 - (2) Provide a minimum of one (1) paved tie-down space for loading and unloading of freight. Such space may be rented from the Airport or subleased from another lessee of the Airport, provided that such space is for the applicant/operator's assigned use.
 - (3) Provide adequate table, desk or counter area for checking in and handling freight if such transactions with the applicant/operator's customers take place at the Airport. If freight is to be delivered to or picked up at the Airport by the applicant/operator's customers, the applicant/ operator shall provide space and a drop box large enough to contain all such freight and packages to be left at the Airport or terminal. Such space may be rented from the Airport or subleased from another lessee of the Airport, provided that such space is for the applicant/operator's assigned use.
 - (4) Provide suitable certificated aircraft which shall be operated and tended by certificated and qualified operating crews.



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- (5) If the applicant/operator requires weather services, it shall employ a qualified weather observer on its staff who shall be available to take weather observations on a schedule and in coordination with the Airport and other carriers who require weather information.
 - (6) Provide evidence satisfactory to the Director that it at all times complies with the Airport's noise abatement procedures.
- D. Standards for Land and Facility Leasing. Each lessee or applicant/ operator leasing any land or facility at or on the Airport shall be required to comply with the following minimum standards:
- (1) The Aeronautical Service Provider shall rent all land to a line at least thirty-five (35) feet outward from each of the T-hangar walls or to a point halfway between the applicant/operator's leased space and that of each adjacent lessee.
 - (2) Each Aeronautical Service Provider shall provide adequate parking sites for its employees and customers to meet public demand.
 - (3) Every Aeronautical Service Provider shall provide for adequate collection and safe disposal of all trash, wastes and other discarded materials, including but not limited to used lubricants, solvents and other wastes. The accumulation or storage of crates, boxes, barrels and other containers on the Airport is not permitted. Storage of hazardous waste materials on the Airport is prohibited.
 - (4) Every Aeronautical Service Provider shall provide adequate paved aircraft parking, tie-down and storage facilities for all of its operations on the Airport.
- E. Standards for Aircraft Airframe, Engineer and Accessory Repair and Maintenance Service. All applicants/operators of aircraft engine, airframe and accessory repair and maintenance facilities or services for public hire shall provide the following minimum standards:
- (1) Sufficient hangar space on the Airport to store any aircraft being serviced by it. Unless it is available for direct lease from the Airport, such hangar space may be subleased from another lessee of the Airport, provided such hangar space is approved for the proposed use or activity and used exclusively for the applicant/operator's business.
 - (2) Suitable inside and outside storage space on the Airport, including sufficient parking space for aircraft awaiting repair or maintenance and for aircraft awaiting delivery after repair and maintenance lasting more than twenty-four (24) hours duration. Such paved area may be leased from the Airport or sub-leased from another lessee of the Airport, provided it is sub-leased for the applicant/operator's exclusive use and is adjacent to the hangar space occupied by that applicant/ operator.



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- (3) Adequate shop space on the Airport to house all furniture, fixtures, equipment and inventory of the applicant/operators, including but not limited to machine tools, jacks, lifts and testing equipment used to perform overhauls of aircraft airframes, engine and accessories as required for FAA certification and for repair of parts not needing replacement on single engine and light multi-engine land-based general aviation aircraft which use the Airport.
 - (4) At least one (1) FAA-certified airframe and power plant mechanic present and available or on call during normal business hours during the term of the agreement.
 - (5) Facilities for washing and cleaning of aircraft using water metered to the application/operator if the applicant/operator engages in such business.
 - (6) Evidence satisfactory to the Director that the applicant/operator complies at all times with all federal, state and local laws, rules, regulations and building codes as the same apply to any of the applicant/operator's permitted activities.
 - (7) Equipment at the Airport which enables the applicant/operator to remove downed or inoperable aircraft from the runway or taxiways of the Airport. The applicant/operator is requested to be available within a reasonable time period to remove any such downed or inoperable aircraft when requested to do so by the Airport. The Airport shall compensate the applicant/operator for every such removal performed at the request of the Airport.
- F. Standards for Aircraft Sales, Leasing and Rental. Aircraft sales, leasing and rental service may only be conducted by an applicant/operator having a current valid agreement with the Airport to provide such services and who is not then in breach of any term or condition thereof.
- G. Standards for Aircraft Parts Sales and Service. Aircraft parts sales and service may only be provided by an applicant/operator having a current agreement with the Airport to conduct activities described above and who is not then in breach of any term or condition thereof.
- H. Standards for Public Aircraft Tie-down Service. Public tie-down service may only be performed by an applicant/operator having an agreement with the Airport to conduct such commercial activities and who is not then in breach of any term or condition thereof.
- I. Standards for Public Sales of Aviation Fuels and Lubricants
- (1) Lessees or applicants/operators conducting aviation fuel and oil sales or service to the public on the Airport are required to provide as a minimum standard:
 - (a) Grade or grades of aviation fuels compatible with commonly encountered aircraft.
 - (b) Adequate inventory of aviation oil and other lubricants generally accepted in aeronautical commerce.



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- (c) For full-service FBO's, properly trained line personnel on duty or readily accessible as specified in the contract or lease agreement between the Airport and such applicant/operator.
 - (d) For Full-Service FBO's conveniently located heated lounges or waiting rooms for passengers and crews of aircraft being serviced, including sanitary public restroom facilities and a public telephone.
 - (e) All fuel providers must comply with the most recent editions of NFPA 407 and ATA 103 as well as all federal, state, and local regulations and guidelines.
 - (f) All fuel providers must comply with all storage and dispensing practices approved by NFPA 407 and ATA 103 and all other applicable federal, state and local regulations and guidelines.
 - (g) One or more aviation fuel trucks equipped, maintained in such condition and operated so as to comply with all laws and regulations applicable thereto for prevention of damage to the environment by any product stored, transported or dispensed by any such fuel truck. All costs for operation of any such aviation fuel truck shall be the sole responsibility of the applicant/ operator.
 - (h) Adequate and lawful sanitary handling and disposal away from the Airport of all trash, waste and other spent or used materials, including but not limited to used lubricants, solvents and other waste. The accumulation or storage of crates, boxes, barrels and other containers by the lessee or applicant/operator must be confined to the interiors of buildings within the leased premises.
 - (i) Special Aviation Service Operations (SASO) or Limited Service fuel providers shall meet all applicable regulations and guidelines outlined in NFPA 407 and ATA 103 as well as all federal, state, and local regulations and guidelines. Self-serve fueling operations must provide adequate safety instructions posted at their facility.
- (2) The Airport requires the payment of fuel flowage fees from all general aviation operators using the Airport. Nothing herein shall be construed as waiving fuel flowage fees to be paid to the Airport by the applicant/operator.

J. Standards for Avionics Sales and Service

- (1) All persons providing avionics sales and service are required to provide as a minimum standard:
 - (a) Suitable inside and outside storage space on the Airport for aircraft awaiting repair or delivery after repair,
 - (b) Properly trained and qualified technicians, and
 - (c) The capability to repair or replace current state of the art avionics equipment.
- (2) The minimum space, as required in subsection J (1)(a) above, may be leased from the Airport or sub-leased or rented from another lessee of the Airport on the Airport, provided such rented or sub-leased space is approved for the proposed use or activity and used exclusively for the applicant/operator's avionics business.



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- (3) Restroom facilities available on the premises, as required by local code.
- K. Standard for Flight Training and Ground Schools. All applicant/ operators conducting flight training activities shall provide as a minimum standard:
- (1) Staff and facilities sufficient to comply with all federal and state laws and regulations governing conduct of flight training and ground schools.
 - (2) Insurance coverage of at least TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) per passenger seat for personal injury of or death to any one person for flight training, and at least ONE MILLION DOLLARS (\$1,000,000) combined single limit liability insurance coverage for any single occurrence, naming the Airport and its elected and appointed officers, employees and agents additional insured. Such insurance shall include a certificate providing for not less than thirty (30) days advance notice to the Airport of cancellation thereof.
 - (3) Adequate facilities for storing, parking, servicing and repairing all of its aircraft.
- L. Standards for Other Specialized Aeronautical Services.
- (1) Other specialized types of commercial aeronautical services are too varied to reasonably permit the establishment of published minimum standards therefor.
 - (2) When specific commercial aeronautical services are proposed for conduct at the Airport under the control of the Airport which do not fall within the specific categories enumerated above, the Commission may adopt minimum standards therefor on an individualized basis, which shall take into consideration at least the objectives and capabilities of the applicant and public demand for such services. In every such case, whether an applicant/operator shall propose to use the Airport or shall be found by the Commission to already be using the Airport for commercial aeronautical activity, on a regular or irregular basis, whether based or not based on the Airport, every such applicant/operator shall be required to meet a public liability insurance requirement established by the Commission as adequate to protect the public, the applicant/operator, the Airport, the Commission and its elected and appointed officers, employees and agents and to hold same free and harmless from any liability arising in connection with such operations. The limits of such liability insurance coverage shall be set forth in any subsequent agreement between the Airport and the subject applicant/operator for the aeronautical services being or to be provided by that applicant/operator.
- M. Standards for Lease of Airport Land and Facilities. The following guidelines apply as a minimum standard to the lease of any land at the Airport or any other facility of the Airport at the Airport or elsewhere which is not otherwise provided for herein.



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- (1) It is the intent of the Commission that all agreements for leases of any land or facilities of the Airport be “net” agreements. The total costs for amortizing the investment and maintenance associated with the lease of any such facility of the Airport are to be borne by the lessee or applicant/operator. Hangars may be constructed by FBOs or other applicant/operators on space leased from the Airport, provided that all such buildings or construction meets all minimum requirements therefor established by the Commission.
 - (2) In order to renew its lease or agreement with the Airport, every applicant operator therefor shall be required to demonstrate its continued need for use of such Airport-owned facilities.
- N. Standards for Construction of Hangars by Non-FBOs. The Commission recognizes the need for individual hangars to be constructed by Non-FBOs. Such buildings may be permitted in specific areas designated for such purpose by the Airport. For all such buildings the following conditions shall be met as minimum standards therefor.
- (1) Facilities shall be constructed only in accordance with plans and specifications approved by the Commission.
 - (2) Hangars shall be constructed only in accordance with the most recent layout plans for the Airport and engineering and architectural guidelines approved by the Airport.
 - (3) Costs of construction and maintenance of taxiway improvements to any leased site shall be borne by the lessee thereof.
- O. General Standards for Construction or Alterations
- (1) All plans and specifications for new construction or alteration of existing structures on the Airport shall be approved in writing by the Director prior to commencement of construction thereof. All such plans and specifications shall be subject to review by the Commission for conformity to architectural standards. Location of building lines, obstruction, clearance and other characteristics applicable to responsible administration and operation of the Airport must be reviewed by the FAA.
 - (2) All buildings and other fixed improvements added by a lessee or applicant/operator to premises leased from the Airport shall, at the termination of the lease or use agreement, become the property of the Airport or be removed as provided for under the lease or use agreement.
- P. Amendment of Standards. The Commission shall review these minimum standards for commercial aeronautical activities at the Airport from time to time and shall promulgate such revisions or additions hereto as the Commission may deem necessary under the circumstances in order to protect the health, safety and interest of the public, the District and the Airport. Lessees and applicant/operators subject to any of these minimum



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standards may continue to conduct activities under previously approved minimum standards for their respective operations for so long as their agreements with the Airport therefor remain valid and in full force. Any subsequent amendment of an agreement authorizing a change in commercial aeronautical activities must comply with all minimum standards applicable thereto, which shall be in effect at the time of approval of such agreement for change.

- Q. Notices. Notices of intent to amend minimum standards previously adopted by resolution of the Commission shall be sent by first class mail post paid to all Fixed Base Operators and to all other interested parties and applicant/operators and lessees who are parties to leases or use agreements between them and the Airport for the purpose of conducting commercial aeronautical activities at, on or from the Airport.