

CHESTERFIELD COUNTY AIRPORT

FCI

CHESTERFIELD (RICHMOND), VIRGINIA

MINIMUM STANDARDS

FOR

FBOs TO PROVIDE

AERONAUTICAL ACTIVITIES

TO THE PUBLIC

Approved by the Chesterfield County Board of Supervisors June, 26 2002

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Airport Vision Statement

"Our vision is for a safe, well maintained general aviation airport where people desire to work, visit, conduct business and/or operate/base an aircraft. We will preserve a balance between corporate and recreational aviation activities. We envision a community that has pride in its airport and recognizes the economic value it brings to the County. Further, we envision airport expansion that continues to enhance airport operations while maintaining a close relationship with business and residential users, as well as the surrounding communities."

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CHAPTER I

GENERAL PROVISIONS

Section 1 Purpose

The minimum standards contained in this document (the Minimum Standards) are intended to provide the minimum threshold requirements for any person wishing to provide aeronautical services to the public on the Airport. These Minimum Standards are designed to assure that the flying public is provided with all of the necessary aircraft services on the Chesterfield County Airport, as well as preventing unqualified persons from offering aeronautical activities to the public on the Airport. The Minimum Standards are intended to be reasonable and non-discriminatory. They shall be observed and abided by.

Section 2 Definitions

The following words and terms shall have the meaning indicated below, unless the context clearly requires otherwise:

- a. "Aeronautical Activities" 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. Aeronautical activities include, but are not limited to: air taxi and charter operations, pilot training, aircraft rental, aircraft hangar leasing, sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which directly relate to the operation of aircraft. In contrast, examples which are not "Aeronautical Activities" include: ground transportation (taxis, car rentals, limousine service, etc.), restaurants, in-flight food catering, and auto parking lots.
- b. "Airport" means the Chesterfield County Airport (FCI) and all of the property, buildings, facilities and improvements within the exterior boundaries of such airport as it now exists on the Airport Layout Plan or as it may hereafter be extended, enlarged or modified.
- c. "Airport Operation Area" (AOA) means the area of the airport used or intended to be used for landing, take off or surface maneuvering of aircraft, including the associated hangars and navigational and communication facilities.
- d. "Approved Airport Layout Plan" means a Fully executed plan that includes approval signatures from the FAA, VDA and Chesterfield County showing boundaries and proposed additions to all areas owned or controlled by Chesterfield County for airport purposes, the location and nature of existing and proposed airport facilities and structures, and the location on the airport for existing and proposed non-aviation areas and improvements thereon.

- e. "County" means the County of Chesterfield, Virginia, and its Board of Supervisors, designated officials, officers, employees or representatives.
- f. "Director of Aviation Services" means the designated person appointed by the County to manage the Airport or their designee located at 7511 Airfield Drive, Richmond, VA 23832.
- g. "Employee" means a person who is on the payroll of the aircraft owner or airport business and that the owner must comply with all applicable labor laws including such things as Workers Compensation, Social Security, etc., for that employee
- h. "FAA" means the Federal Aviation Administration.
- i. "FAR" means Federal Aviation Regulations.
- j. "FBO" means any Fixed Based Operator(s) who provides two or more aeronautical services to the public and is duly licensed and authorized by written agreement with the County to operate at the Airport under strict compliance with such agreement.
- k. "Flying Club" means an organization established for the personal transportation of its members, and to promote flying for pleasure, and to develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques.
- l. "IFR" means Instrument Flight Rules, which govern the procedures for conducting instrument flight.
- m. "Individual Users" includes individual pilots, aircraft owners, tie-down and T-hangar renters, transient users, and other individual users of the Airport.
- n. "Land side" means all buildings and related surfaces used by surface vehicular and pedestrian traffic on the Airport.
- o. "Light Twin" means a multi-engine aircraft with a gross weight of less than 12,500 pounds.
- p. "MSL" means an altitude expressed in feet measured from Mean Sea Level.
- q. "Minimum Standards" means the standards, which are established by the County as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport.
- r. "NFPA" means the National Fire Protection Association.
- s. "Normal Business Hours" means 8:00 AM to 5:00 PM Monday through Friday each week of the year or as otherwise approved in writing.

- t. "NOTAM" means a "Notice to Airmen" published by the FAA.
- u. "Pedestrian" means any person traveling on foot; or utilizing any other mode of transportation, other than a registered aircraft.
- v. "Proprietary Aeronautical Activity" means an activity, as prescribed by FAA Advisory Circular 150/5190-5 (Exclusive Rights at Airports), in which the County may engage while denying others the right to engage in the same activity.
- w. "Shall". The word "**shall**" is always mandatory.
- x. "VDA" means the Virginia Department of Aviation.

CHAPTER II

AIRPORT OPERATORS, LEASES, CONCESSIONS AND MINIMUM STANDARDS

Section 1 Authorization to Operate at the Airport

A Fixed Base Operator must meet the following prerequisites to operate at the Airport:

- a. Obtain the consent of the County through the application process set forth in these Minimum Standards.
- b. Obtain and comply with all requirements for appropriate licenses from any governmental authority to operate the aeronautical activity.
- c. After meeting the requirements of these Minimum Standards for the aeronautical activities to be provided, enter into a written agreement with the County in which the FBO agrees to accept, be bound by, comply with, and conduct business operations in accordance with the terms of the agreement. The FBO further understands that in the conduct of all of its operations at the Airport, public safety and public interest is Paramount.
- d. Deliver to the County a Certificate of Insurance in a form acceptable to the County.

Section 2 Business Name

No person or entity shall provide an aeronautical activity on the Airport under a business name identical to or substantially similar to the business name of any other FBO on the Airport.

Section 3 Application

- a. Application for lease to carry on any aeronautical activity must be made in accordance with these Minimum Standards and signed by all parties owning an

interest in the business including each partner, director, or corporate officer, and those who will be managing the business shall submit a detailed listing of all corporate or business entities that you have been involved with along with their legal name during the past year.

- b. A copy of the application, together with all supporting documentation, shall be submitted to the Director of Aviation Services.
- c. Incomplete applications will be returned for additional information, completion and further review and will be delayed until the application is complete.
- d. The application shall contain the following information:
 - (1) A written proposal detailing the nature of the proposed aeronautical activity to be provided, space and facility requirements and proposed location on the Airport.
 - (2) A current financial statement prepared in accordance with generally acceptable accounting principals by a certified public accountant. The County shall be entitled to consider type of financial statement in evaluating the applicant's financial ability to provide responsible, safe, and adequate service to the public. Applicant shall submit a report from all principals for a corporation or partnership.
 - (3) A certified written listing of the assets owned, leased or being purchased, which will be used in the business on the Airport. Copies of any leases or purchase contracts must be attached.
 - (4) A current credit report covering all areas in which the applicant has done business in the past ten years.
 - (5) A written and signed authorization for the FAA and all aviation or aeronautical commissions, administrators, or departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant shall execute such forms, releases, or discharges as may be requested by those agencies.
 - (6) Preliminary plans and dates for any improvements which the applicant intends to make on the Airport as part of the activity for which approval is sought.
 - (7) A description of previous experience in airport services, a listing of key personnel to be assigned to the Chesterfield County Airport and a description of the duties, responsibilities, and prior experience of such personnel.

- (8) Such other information as the County may require.

NOTE: If requested by the applicant, the Director of Aviation Services shall hold the financial information included with the application separate from the application, and shall not make it available for public inspection, unless required to do so by the Virginia Freedom of Information Act.

Section 4 Action on Application

The County may deny any application, or reject any bid or proposal to operate any activity on the Airport, if, in its opinion, it finds any one or more of the following:

- a. The applicant does not meet the qualifications, standards and requirements established by these minimum standards.
- b. The applicant's proposed operations or construction will create a safety hazard as determined by County or by the FAA through the review form 7460 and their Non Rule-making Authority process.
- c. The granting of the application will require the County to spend funds, or to supply labor or materials which the County is unwilling to spend or supply.
- d. There is no appropriate, adequate, or available space or building on the Airport to accommodate the applicant at the time of the application.
- e. The proposed operation, Airport development, or construction does not comply with the Approved Airport Layout Plan for the Airport.
- f. The development or use of the area requested by the applicant will result in depriving existing FBOs of portions of the area in which they are operating; will result in congestion of aircraft or buildings; or will unduly interfere with the operations of any present FBO on the Airport, or prevent free access to the FBOs operations.
- g. The applicant has supplied the County with any false information or has misrepresented any material fact or has failed to make full disclosure in their application or in supporting documents.
- h. The applicant has violated any of the Chesterfield County Airport Rules and Regulations, or the regulations and standards of any other airport, or the Civil Air Regulations, the Federal Aviation Regulations, or any other statutes, ordinances, laws or orders applicable to the Airport or any other airport.
- i. The applicant has defaulted in the performance of any lease or other agreement with the County.
- j. The applicant's credit report contains substantial negative information. The applicant does not appear to be a person of reasonable business responsibility and reputation.

- k. The applicant does not have, or appear to have, access to the operating funds necessary to conduct the proposed operation.
- l. The applicant has committed any crime, or violated any County ordinance. Misdemeanor traffic violations are exempt.
- m. The applicant is unable to obtain sufficient insurance, financial sureties or guarantors to protect the interest of the County, the Commonwealth of Virginia, the FAA or other appropriate governmental entities.
- n. The applicant's activities or operations have been or could be detrimental to the Airport or another airport.
- o. Nothing contained herein shall be construed to prohibit the County from granting or denying, for any reason it deems sufficient, an application to do business at or otherwise use the Airport.

Section 5 Airport License and Leases Non-Transferable

No right, privilege, permit, or license to do business at the Airport, or any lease of any area of the Airport or a part thereof, shall be assigned, sold or otherwise transferred or conveyed in whole or in part without the prior express written consent of the County. No lease, or portion thereof, may be assigned or sublet without prior approval of the County. All assignees or subleases approved by the County shall comply with the Rules and Regulations and Minimum Standards.

Section 6 Rates

Rates charged by FBOs at its leasehold for hangar space, T-hangar rentals, tie downs, products, and service charges shall not be excessive, discriminatory or otherwise unreasonable, and shall be filed with and approved by the County.

Section 7 Refuse

No person shall throw, dump, or deposit any waste, refuse or garbage on the Airport. All waste, refuse or garbage shall be placed and kept in closed garbage cans or containers, and shall meet all applicable County codes. All operations areas shall be kept safe, neat and clean at all times.

Section 8 Approval of Construction

No building, structure, tie down, ramp, paving, taxi area or any other improvement or addition on the Airport shall be placed or constructed, enacted, or altered or removed without prior written approval of the County. Prior to such work being done, the County may, at its discretion, require a work bond, letter of credit or other surety to guarantee the work. The form of such bond, letter of credit or surety shall be subject to the approval of the County Attorney. The County shall consider conformance to the Capital Improvement Plan for the

Airport, Airport Master Plan, and Approved Airport Layout Plan prior to the approval or denial of any construction or development at the Airport.

Section 9 Operation Area

No person authorized to operate or conduct business activities at the Airport shall do so on any area except that approved in writing by the County.

Section 10 Fixed Base Operators (FBOs)

General FBO Requirements

- a. To qualify as a Fixed Base Operator, a person must offer two or more aeronautical services to the public as outlined in section 12. Fixed Base Operators are required to provide and maintain an office which shall be staffed and open to the public at a minimum, daily from 8:00 a.m. to 5:00 p.m. daily. Such office shall be the operator's office or place of business on the Airport. This office shall contain at least 300 square feet of inside floor space, less inside partitions and shall have separate restrooms for men and women or access thereto, and a public telephone unless adequate facilities currently exist as determined by the County. These facilities and office shall be kept in a neat, clean and orderly condition. Only one office shall be required of each FBO. No FBO, its employees, agents, officers or other persons connected with the business shall use the office area or other facilities of any other FBO without consent of said FBO and the County. Only an FBO shall provide retail aviation fuel, oil sales and aircraft maintenance, services as required by these Minimum Standards.
- b. Each FBO shall enter into an agreement with the County which shall include an agreement on the part of the FBO to accept, be bound by, comply with and conduct its business operations in accordance with the Airport Rules and Regulations.
- c. Unless otherwise provided in a lease agreement with the County, the FBO shall, at its own expense, provide, construct, install, equip and maintain all utilities, buildings, structures, ramps, tie-down area, taxiways, fences and all other facilities and improvements requested or approved by the County for the FBO to carry on the activities or services authorized by the County.
- d. The FBO shall pay when due all charges for water, sewer, power, telephone service and all other utilities and services supplied to their operation at the Airport.

The FBO shall also promptly pay, when due, all wages or salaries to their employees, and all rentals, fees and payments to the County.

- e. Unless otherwise provided by the County, all operations of the FBO shall be conducted in an area of sufficient size but not less than that outlined in this document to accommodate all services for which the operator is approved, allowing for growth in the foreseeable future and additional services as contemplated by the County. The

FBO shall conduct its business operations strictly within the areas assigned it by the County and its operations shall not in any way interfere with the operations of the other FBOs, agencies, or other businesses operating on the Airport; the use of the Airport by the general public; or with any common-use areas. The FBO shall not use any common-use areas except as authorized by the Airport Rules and Regulations or by the County.

Section 11 Specialized Aviation Service Operators (SASO)

- a. A Specialized Aviation Service Operator (SASO) is a an aeronautical business that offers a single or limited service. No person shall use the Airport as a Specialized Aviation Service Operator (SASO) until such person has executed a lease agreement approved by the County. The SASO must meet the qualifications, standards and requirements of these minimum standards, pay any required fees, and receive approval from the County. As appropriate, the County will accept requests from SASOs who wish to provide more than one aeronautical to the public on the Airport and become a FBO. Except in cases of offering T-hangar or inside hangar aircraft storage only, the SASO is required to provide and maintain an office which shall be staffed and open to the public during normal business hours. This office shall contain the floor space required by the Minimum Standard for the service being provided and shall have separate restrooms for men and women or access thereto, and a public telephone unless adequate facilities currently exist as determined by the County. These facilities and office shall be kept in a neat, clean and orderly condition.

NOTE: All floor space required by the Minimum Standard for the service (s) being provided does not include restrooms, telephone area or circulation space. The use of temporary buildings or structure such as mobile homes or trailers is not permissible.

- b. Each SASO shall enter into an agreement with the County which shall include an agreement on the part of the SASO to accept, be bound by, comply with and conduct its business operations in accordance with the Airport Rules and Regulations.
- c. Unless otherwise provided in a lease agreement with the County, the SASO shall, at its own expense, provide, construct, install, equip and maintain all utilities, buildings, structures, ramps, tie-down area, taxiways, fences and all other facilities and improvements requested or approved by the County for the FBO to carry on the activities or services authorized by the County.
- d. The SASO shall pay when due all charges for water, sewer, power, telephone service and all other utilities and services supplied to their operation at the Airport.

The SASO shall also promptly pay, when due, all wages or salaries to their employees, and all rentals, fees and payments to the County.

- f. Unless otherwise provided by the County, all operations of the SASO shall be conducted in an area of sufficient size but not less than that outlined in this document

to accommodate all services for which the operator is approved, allowing for growth in the foreseeable future and additional services as contemplated by the County. The SASO shall conduct its business operations strictly within the areas assigned it by the County and its operations shall not in any way interfere with the operations of the other SASOs or FBOs, agencies, or other businesses operating on the Airport; the use of the Airport by the general public; or with any common-use areas. The SASO shall not use any common-use areas except as authorized by the Airport Rules and Regulations or by the County.

Section 12 Minimum Standards for Aeronautical Services

The following are the **Minimum Standards** for the aeronautical services to be provided by FBOs and SASOs:

NOTE: All floor space required by the Minimum Standard for the service (s) being provided does not include restrooms, telephone area or circulation space. The use of temporary buildings or structure such as mobile homes or trailers is not permissible.

a. Aviation Fuel Sales

Aviation fuel sales shall be provided by a FBO and except as otherwise provided in any agreement between a FBO and the County, a FBO conducting aviation fuel and oil sales or service to the public on the Airport shall be required to provide the following lease space, services and equipment:

- (1) A FBO shall lease sufficient area to accommodate the aircraft fuel servicing area, aircraft fueling and line servicing equipment, and sufficient space to accommodate the flow of traffic in and out of the service area. The FBO shall provide an office and a minimum of 800 square foot waiting room with appropriate furnishings.
- (2) Sufficient qualified and trained personnel shall be on duty from 7:00 a.m. to 10:00 p.m. every day of the year unless a deviation is approved in writing by the Director of Aviation Services. The aviation fueling supervisor shall have attended a FAA approved fueling school which meets the requirements of FAR Part 139.321(b)(6).
- (3) Appropriate grades of aviation fuel including:
 - (a) 100 Octane Low Lead
 - (b) Turbine Fuel (JET-A)
- (4) An adequate inventory of generally accepted grades of aviation engine oil and lubricants.

Each FBO shall provide mobile refueling equipment meeting all safety requirements of the insurance company, FAA, VDA, NFPA, County Risk

Manager and County regulations. This equipment shall have reliable metering devices subject to independent inspection, with a pumping efficiency capable of filling the largest aircraft likely to be serviced within thirty (30) minutes time.

- (5) Proper equipment for aircraft towing, inflating aircraft tires, washing aircraft windscreens, and recharging aircraft batteries.
- (6) The safe storage and handling of fuel in conformance with all Federal, State, County requirements and NFPA fire codes pertaining to safe storage and handling of fuel.
- (7) Provide aircraft maintenance and repair as is outlined under Section 12 (b).
- (8) The lawful and sanitary handling and timely disposal, away from the Airport, of all trash, waste, and other materials including, but not limited to, used oil, solvents, and other waste. The piling and storage of crates, boxes, barrels, and other containers shall not be permitted within the leased premises.
- (9) Permanent restroom facilities for personnel and customers.
- (10) Automobile parking for customers and employees if adequate parking is not currently available.
- (11) A minimum of 80 square feet of flight planning area separate from other public areas with appropriate seating, work areas, communication facilities, directories and all items necessary for complete flight planning separate from other public areas.
- (12) A minimum of 160 square feet of pilot lounge and waiting area for transition of air passengers to ground transportation and vice versa.
- (13) Adequate bonding (grounding) wires shall be installed, continuously inspected and maintained at all fueling locations, to eliminate the hazards of static electricity.
- (14) An adequate supply of properly located and functioning fire extinguishers and other precautions and/or equipment required by County and NFPA fire codes.

b. Aircraft Maintenance and Repair

Except as otherwise provided in any agreement between an FBO or SASO and the County, a FBO or SASO offering aircraft engine, airframe and accessory sales, maintenance and repair facilities to the public shall provide:

- (1) In case of airframe and/or engine repairs, a minimum of 10,000 square feet of hangar space to house aircraft upon which such service is being performed, a minimum of 125 square feet of office space and a waiting room for customers which shall have separate restrooms for men and women or access thereto, and a public telephone unless adequate facilities currently exist as determined by the County.
- (2) As determined by the County Suitable storage space for aircraft awaiting repair, maintenance, or delivery.
- (3) Adequate enclosed shop space to house the equipment and adequate equipment and tools, jacks, lifts, and testing equipment to perform overhauls as required for FAA certification and repair of parts not needing replacement on common single engine land and light multi-engine land general aviation aircraft.
- (4) Sufficient FAA certified mechanics with inspection authority for the work to be performed. At least two fulltime FAA certificated airframe and power plant mechanics available during normal business hours and on call at all other times available within two hours.
- (5) Availability of necessary equipment and personnel to promptly remove from the public landing area (as soon as permitted by FAA, NTSB, and Virginia State Police authorities) any disabled aircraft.
- (6) Adequate provisions for the removal/disposal of solutions, cleaning agents, lubricants and other wastes in compliance with Federal, State and County regulations.
- (7) At least one qualified mechanic with avionics experience available on site or on call.
- (8) Must only use County designated Facilities or those facilities specially designed to meet County, State and Federal environmental requirements for washing and cleaning of aircraft or equipment.

c. Aircraft Charter

Except as otherwise provided in any agreement between an FBO or SASO and the County, a FBO or SASO conducting aircraft charter and/or air taxi service shall be required to provide:

- (1) A minimum of 800 square feet of office and passenger lounge, restrooms, and telephone facilities.
- (2) At least one multi-engine aircraft that:

- (a) Has a seating capacity of at least six seats.
 - (b) Is certified for IFR flight.
 - (c) Meets exclusive-use requirements as defined in FAR part 135.25 paragraphs (b) and (c).
- (3) At least three pilots, two of whom must be full time.
- (a) 24 hours a day availability with reasonable notice.
 - (b) Be fully current under FAR part 135 and in compliance with all laws and procedures.
- (4) Automobile parking for customers and employees if adequate parking is not currently available.

d. Aircraft Rental

Except as otherwise provided in any agreement between an FBO or SASO and the County, a FBO *or* SASO conducting aircraft rental activity shall provide:

- (1) A minimum of 125 square feet of office space at the airport for consummating rentals and keeping proper records in connection therewith. A suitable waiting area for customers which shall have separate restrooms for men and women or access thereto, and a public telephone unless adequate facilities currently exist as determined by the County.
- (2) At least two airworthy aircraft suitably maintained and certificated.
- (3) Adequate facilities for servicing the aircraft.
- (4) Adequate arrangements for parking the aircraft being rented.
- (5) A properly certificated pilot capable of conducting "flight checks" of prospective renters shall be available at least eight hours of each calendar day.
- (6) Proper checklist and operating manuals on all aircraft rented.
- (7) An adequate supply of properly located fire extinguishers and other precautions and/or equipment required by County and NFPA fire codes.
- (8) Automobile parking for customers and employees if adequate parking is not currently available.

e. Flight Training

Except as otherwise provided in any agreement between ~~the~~ an FBO or SASO and the County, an FBO or SASO conducting flight training activities shall provide:

- (1) At least two training aircraft that:
 - (a) Have a minimum of two seats
 - (b) Are maintained in accordance with Federal Aviation Regulations
 - (c) Are kept in a clean and presentable manner
 - (d) Are available for training and rental
- (2) At least one four place training and rental aircraft which complies with (1)(b), (c), and (d) above.
- (3) Equipment for IFR flight and training in at least one (1) of the aircraft in (1) and (2) above. This aircraft must have the following equipment:
 - (a) Two NAV/COMM Radios
 - (b) Transponder
 - (c) ADF
 - (d) Marker Beacon
 - (e) Current FAR 91.411 and 91.413 inspections
- (4) One (1) operating and licensed multi-engine aircraft for instruction.
- (5) At least three pilots, two of whom must be full time and the office shall be open during normal business hours.
- (6) A minimum of 300 square feet of office and classroom space, separate from public areas, for at least five students, waiting room for customers which shall have separate restrooms for men and women or access thereto, and a public telephone unless adequate facilities currently exist as determined by the County.
- (7) Adequate mock-ups, pictures, slides, film strips, or other visual aids necessary to provide proper ground school instruction.
- (8) Current certificates required by the FAA for flight instruction.
- (9) Adequate facilities or arrangements for storing, parking, servicing, and repairing all its aircraft.
- (10) Automobile parking for customers and employees if adequate parking is not currently available.

f. Independent Flight Instructor

An independent flight instructor providing a commercial aeronautical activity to the general public, and/or advertising to the general public will be permitted to provide

aircraft flight instruction without meeting the requirements of Subsection e above (Flight Training), or Subsection g below (Glider/Sailplane Flight Training) of this Chapter provided that:

- (1) A Chesterfield County Business License is obtained (if applicable).
- (2) An Airport Business Permit is acquired.
- (3) An Airport Independent Flight Instructor Permit is acquired from the Director of Aviation Services which requires:
 - (a) Proof of the proper and current FAA licenses and certificates.
 - (b) Proof of the Chesterfield County Business License, if required.
 - (c) Proof of \$1,000,000.00 combined insurance for public liability and property damage insurance to protect the operation and the County from legal liabilities acceptable to the County Risk Manager. The insurance companies shall have a Best's Rating of at least B++ and a financial size of Class VII or better in the latest edition of Best's Insurance reports.
 - (d) Completion of an Independent Flight Instructor Permit and Permit Assurance (Appendix D).
- (4) Training or business activities are not conducted in the public areas of the Airport terminal building, or in the leased space of another FBO, without written approval of the County.

g. Glider / Sailplane Flight Training

Except as otherwise provided in any agreement between an FBO or SASO and the County, a FBO or SASO conducting flight training in motorized or non-motorized glider aircraft shall comply with Chapter II, Section 9, of the Airport Rules and Regulations, and provide:

- (1) At least one training aircraft that:
 - (a) Is maintained in accordance with Federal Aviation Regulations
 - (b) Is kept in a clean and presentable manner
- (2) A minimum of 300 square feet of office and classroom space, separate from public areas, for at least five students, waiting room for customers which shall have separate restrooms for men and women or access thereto, and a public telephone unless adequate facilities currently exist as determined by the County.
- (3) Adequate mock-ups, pictures, slides, film strips, or other visual aids necessary to provide proper ground school instruction.

- (4) Adequate facilities or arrangements for storing, parking, servicing, and repairing all its aircraft.
- (5) At least one full time pilot and the office shall be open during normal business hours.
- (6) Automobile parking for customers and employees if adequate parking is not currently available.

Any commercial Sailplane operation at the Airport would be initially evaluated for a period of six (6) months to determine compatibility with the existing aircraft mix and volume of operations. Should this commercial operation create an unsafe environment for the present aircraft traffic, or prove to be incompatible with the current operations, it will be re-evaluated and, if deemed necessary by the County, discontinued. Prior to the permanent discontinuance of said operation, support documentation will be reviewed by the Richmond Flight Standards District Office of FAA, and the Airport Advisory Board. A temporary termination of services can be effected by the Director of Aviation Services at any time, if, in his or her opinion, an unsafe operating environment is created by the conducting of glider flight training activity.

h. Aircraft Sales

An FBO or SASO shall provide 150 square feet of office space and waiting room for customers which shall have separate restrooms for men and women or access thereto, and a public telephone unless adequate facilities currently exist as determined by the County. An FBO or SASO shall provide an area of sufficient size to permit the storage and/or display of all aircraft for sale or used in the aircraft sales business. All inventory must be insured with liability coverage acceptable to the County Risk Manager and include all aircraft that overnight at, or are based at the Airport. The business shall be open during normal business hours.

i. Parts and Accessories Sales

The FBO must have a lease and conduct one or more services listed in this section and provide suitable space approved for the display of the parts and accessories for sale.

j. Aircraft Outside Storage

The FBO must have a lease to conduct one or more services listed in this section, and provide suitable space for paved tie-down area of sufficient size to accommodate all aircraft used by the FBO in its operations and all aircraft that shall be parked or stored by the operator.

k. Aircraft Inside Storage - T-Hangar

An FBO or SASO shall provide a storage building of sufficient size approved by the County to accommodate at least twenty (20) aircraft or ten (10) light twin aircraft, and be constructed of equal or greater square footage as the existing County owned T-hangars unless specific plans have been approved by the County. The FBO or SASO may have an office in the storage building. If no office is maintained, the FBO or SASO shall post in conspicuous places on the hangar facilities the name, address and telephone number of the FBO or SASO and of the person who shall be managing or operating the hangar facilities. The operator shall have an area of sufficient size to accommodate the building with proper access and construct said facilities in locations stipulated in the Airport Master Plan. Aircraft storage facilities shall be constructed of equal quality to or better quality than existing storage facilities unless alternative, specific plans have been approved by the County.

l. Aircraft Stripping and Painting Facility

Except as otherwise provided in any agreement between ~~the~~ an FBO or SASO and the County, an FBO or SASO offering aircraft stripping and painting services to the public shall:

- (1) Provide a minimum of a 10,000 square feet of hangar space sufficient to house any aircraft upon which such service is being performed and a minimum of 150 square feet of office space and waiting room for customers which shall have separate restrooms for men and women or access thereto, and a public telephone unless adequate facilities currently exist as determined by the County. Also provide paved apron area in front of the hangar and office space with auto parking areas for customers and employees.
- (2) Provide suitable storage space for aircraft awaiting stripping, painting, or delivery.
- (3) Provide adequate enclosed shop space to house necessary equipment and tools.
- (4) Have available during normal business hours, competent and responsible personnel that are knowledgeable of all phases of aircraft stripping, preparation, and treatment of aluminum and painting.
- (5) Comply with and abide by all standards, rules, regulations, and requirements of the FAA, Virginia Department of Environmental Quality, Environmental Protection Agency, OSHA, and any other County, State, or Federal government agencies having jurisdiction over aircraft stripping and painting operations.
- (6) Comply with NFPA and the National Board of Fire Underwriters on "Paint Spraying and Spray Booth" regulations regarding the arrangement,

construction, and protection of spray booths and the storing and handling of materials used in connection with aircraft painting, varnishing, and spray painting operations.

- (7) Not allow any stripping, painting, varnishing, doping, materials or agents, or other contaminants to flow into or be placed in any sewer system.
- (8) Perform all aircraft stripping and painting operations inside the hangar or building.
- (9) Properly treat and dispose of solutions, cleaning agents, lubricants and other hazardous materials and wastes in compliance with Federal, State and County regulations.
- (10) Provide a written plan for approval by the County adhering to all these safety and environmental requirements. This plan will be available for inspection by all environmental agencies of both the State and Federal Government.

m. Avionics Shop

Except as otherwise provided in any agreement between an FBO or SASO and the County, an FBO or SASO offering avionics services to the public shall:

- (1) Provide a minimum of 800 square feet of space to be used for shop, storage and test equipment and a minimum of 150 square feet of office space and waiting room for customers which shall have separate restrooms for men and women or access thereto, and a public telephone unless adequate facilities currently exist as determined by the County.
- (2) Have available on a full-time basis during normal business hours an FAA certified technician in the field of aircraft electronics and/or aircraft instruments with proper Federal Communication Commission license to conduct complete aircraft transmitter, receiver and antenna repair.
- (3) Lease sufficient space or provide satisfactory arrangements for access to and storage of aircraft on which work is being performed.

Section 13 Requirements for Sub-Lessors Permitted to Conduct Aeronautical Activities

Each FBO proposing to sub-contract an aeronautical activity to a sub-lessor at the Airport shall meet the following requirements to the satisfaction of the County:

- a. The sublessor should have previously conducted a similar aeronautical activity in an acceptable manner.
- b. The sublessor must have the financial capability to support the activity.

- c. The sublessor must reasonably meet applicable requirements of the FAA, VDA or other authority governing the proposed activity.
- d. The sublessor must furnish suitable insurance acceptable to the County Risk Manager, including liability insurance and bonding to protect and hold the County, its officials, employee's agents and representatives, harmless from any liability arising out of the proposed activity.
- e. No interest in the activity shall be transferred to another party without written consent of the County.
- f. The County will have final approval with regard to any new activity to be conducted in or on Airport property.

Section 14 Waiver of Chapter II Provisions

The County, may at its discretion, waive all or any portion of Chapter II of these minimum standards for the benefit of any government or governmental agency performing non-profit public services to the aircraft industry, or performing air search and rescue operations, or performing fire prevention, fire fighting or law enforcement operations, but only to the extent permitted by the rules of the FAA and the laws of the Commonwealth of Virginia and Chesterfield County.

Section 15 Contract Provision

The following are some of contract provision required by the County. There will be additional provisions required by the County purchasing Department and the County Legal Department.

- a. Plans, specifications, an Airport Application for Land Lease and/or Construction (**APPENDIX "B"**), and FAA Form 7460-1 for any construction required by the FBO shall be submitted to the County for review and approval within 60 days from the issuance of the Airport Business Permit, and construction thereon shall commence within 60 days from the FAA and County's approval of the plans and specifications. Unless otherwise provided in an FBO lease agreement, the deadlines provided in this paragraph may be extended by the County for good cause upon request of the FBO. All construction shall comply with applicable building codes and other ordinances, and the proper permits shall be secured and the fees shall be paid by the FBO.
- b. An FBO must have a letter of credit in the amount of \$25,000 conditioned on the faithful performance of an Agreement and in a form reasonably acceptable to the Chesterfield County Attorney which letter of credit shall remain in effect for the first five years of business.
- c. An FBO shall cooperate with the County and Director of Aviation Services in the

operation, management and control of the Airport and shall do all things necessary to advance or promote the Airport and to develop the Airport into an attractive, efficient and modern facility.

- d. All complaints by any person other than the County, against any FBO for violation of the Airport Rules and Regulations or, the terms of an FBO agreement shall be in writing and filed with the Director of Aviation Services. All complaints shall be signed by the person making the complaint and shall specify dates, times, facts and witnesses, if any.
- e. The FBO agrees to indemnify, defend, save and hold harmless the County, its agents, officers, representatives, and employees, from and against any and all actions, penalties, liability, claims, demands, damages, or losses arising directly or indirectly out of acts or omissions of the FBO, its agents, officers, representatives, employees, servants, guests, or visitors.
- f.
 - 1. Each FBO shall maintain the types and amounts of insurance described in Section 5 ("Insurance") of the Airport Rules and Regulations.
 - 2. The FBO shall use only responsible insurance companies of recognized standing which are authorized to do business within the State of Virginia. The insurance companies shall have a Best's Rating of at least "B++" and a financial size of "Class VII" or better in the latest edition of Best's Insurance Reports. The amounts of the insurance shall not be deemed a limitation on the FBOs liability to the County and if the County or any of its authorized agents, officers, representatives or employees become liable for an amount in excess of the insurance, the FBO agrees to indemnify, defend, save and hold harmless the County, its agents, officers, representatives and employees for the whole thereof.
 - 3. Each FBO shall submit on an annual basis to the Director of Aviation Services copies of all certificates of insurance for required insurance, any policy amendments and policy renewals and any additional information related to required insurance. Each policy shall require the insurer to provide at least 30 days prior written notice to the County of termination or cancellation.
 - 4. Each FBO shall submit to the appropriate insurer timely notices and claims of all losses insured under any required insurance policy, pursue such claims diligently and comply with all terms and conditions of required insurance policies. Each FBO shall promptly give the Director of Aviation Services copies of all notices and claims of loss and any documentation or correspondence related to such losses. Each FBO shall make all policies for required insurance, policy amendments and other related insurance documents available for inspection and photocopying by the Director of Aviation Services or the County upon reasonable notice.

5. Each FBO shall maintain the following insurance policies as required insurance under the Rules and Regulations:

(a) Workers Compensation and Employers Liability Insurance. This insurance shall pay the lessee's obligation under Workers Compensation Law of Virginia. Employers liability coverage shall provide limits of at least \$100,000 each accident for bodily injury and \$100,000 each employee for disease. The total policy limit for disease shall be at least \$500,000.

(b) General Liability Insurance. This insurance must be written on an "occurrence" basis, responding to claims arising out of any occurrences which may take place during the policy period. The general liability form shall provide limits of at least the following with no deductible:

\$5,000,000 each occurrence for bodily injury & property damage.

\$5,000,000 each incident for personal and advertising injury.

\$5,000,000 product-completed operation aggregate.

\$5,000,000 general aggregate.

The County shall be included as additional insured.

The contractual liability coverage shall include protection for the FBO from claims arising out of the liability assumed under the indemnification provision of the Rules and Regulations.

(c) Business Automobile Liability Coverage. Business automobile liability insurance shall apply to any automobile, including all owned, hired and non-owned vehicles, to a combined single limit of at least \$1,000,000 each accident. Any statutorily required "No-Fault" benefits and uninsured/underinsured motorist coverage shall be included.

(d) Aircraft Liability Insurance. This insurance shall provide aircraft liability, including temporary substitute aircraft and non-owned aircraft liability, to a combined single limit of at least \$1,000,000 limited to \$100,000 each passenger per occurrence. Coverage shall apply to bodily injury or death and mental anguish, including passenger injuries and property damage.

(e) Hangar keepers Liability Insurance. Hangarkeeper's legal liability coverage shall include protection for those lessees operating a hangar storage or aircraft maintenance/repair service to a limit of at least \$5,000,000 each occurrence.

The County is to be included as additional insured.

The contractual liability coverage shall include protection for the FBO from claims arising out of the liability assumed under the indemnification provisions of the Rules and Regulations.

6. Any Person conducting an Aeronautical Activity to the public at the Airport under the supervision of, or pursuant to an arrangement with, an FBO shall not be required to obtain the insurance described above as long as the insurance policy or policies of the FBO covers that Person to the same extent and in same amount as the applicable insurance policy described above.
7. Insurance for aircraft registered in Virginia shall be in accordance with Code of Virginia, Chapter 8.1, Title 5.1-88.1 through 6, and the minimum coverage shall be as follows:
 - (a) \$50,000 bodily injury or death of one person.
 - (b) \$100,000 bodily injury or death of two or more persons.
 - (c) \$25,000 property damage protection.
 - (d) \$250,000 single limit policy
- g. The FBO shall furnish all services authorized or approved by the County, on a fair, and not unlawfully discriminatory basis to all persons and shall charge fair, reasonable, and not unlawfully discriminatory prices for each unit of service, provided that the FBO may make reasonable discounts, rebates, or other similar types of price reductions to volume purchasers, if permitted by law.
- h. Each FBO, upon being fully authorized by the County to construct any required physical facilities, shall immediately commence and conduct on a full-time basis all business activities and services upon completion of said facility.
- i. The County may, at its discretion, terminate any lease or other agreement authorizing the FBO to conduct any services or businesses at the Airport, which said termination shall automatically revoke the FBO's lease, for any cause or reason provided in the Airport Rules and Regulations or of the terms of any agreement between the County and the FBO, and in addition thereto, upon the happening of any one or more of the following:
 - (1) Filing of a petition, voluntarily or involuntarily, for the adjudication of the FBO as bankrupt.
 - (2) The FBO making any general assignment for the benefit of creditors.
 - (3) Abandonment or discontinuance of any permitted operation at the Airport by the FBO or the failure to conduct operation on a full-time basis without the prior approval of the County.

- (4) Failure of the FBO to remedy any default or breach of violations by it or its personnel in keeping, observing, performing, and complying with the Airport Rules and Regulations and the terms, covenants and conditions in any lease or agreement entered into pursuant hereto on the part of the FBO to be performed, kept, or preserved, within thirty days from the date written notice from the County has been mailed or delivered to the place of business of the FBO at the Airport.
 - (5) Failure to promptly pay to the County, when due, all rents, charges, fees and other payments which are payable to the County by the FBO.
 - (6) Operation of the business of the FBO so as to create a safety hazard on the Airport for other Airport users, aircraft or property at the Airport, the general public or any pilots, students or passengers.
 - (7) The discovery that the FBO, has willfully misrepresented, misstated, falsified, withheld or failed to make full or accurate disclosure of any information required by this document.
 - (8) Any action or omissions of the FBO or its principals, which adversely affects or may adversely affect the mission of the Airport.
- j. In the event of such termination, the FBO shall immediately and peaceably vacate the Airport and surrender possession of the premises to the County and shall cease and desist all business operations at the Airport. Should the FBO fail to make such surrender, the County shall have the right at once and without any notice to the FBO, to enter and take full possession of the space occupied by the FBO at the Airport by force or otherwise, and to expel, oust, and remove any and all persons that may be found within or upon the space/property at the sole expense of the FBO and without being liable to prosecution or to any claim for damages. Upon such termination by the County, all rights, powers and privileges of the FBO shall cease and the FBO shall make no claim of any kind whatsoever against the County, its agents or representatives by reason of such termination or any act or omission related thereto.
- k. In addition to all other rights and remedies provided in the Airport Rules and Regulations, the County shall have any and all other rights and remedies at law or in equity, including the equitable remedy of injunction, to enforce the Airport Rules and Regulations, to obtain compliance herewith and to impose the penalties herein provided.
- l. The Director of Aviation Services or any authorized agent of the County shall have the right to inspect at any time all Airport premises together with all structures or improvements and all aircraft, equipment, all licenses and registrations and all records of the FBO or its officers, agents representatives or agents.

- m. The FBO shall park and store the aircraft used in its operations and its customers' aircraft only on areas assigned by the County unless alternate arrangements for such parking or storage are made with another FBO, or the Director of Aviation Services.

Section 16 Repair, Restoration, Replacement

Nothing contained in these minimum standards shall be construed to require the County to maintain, repair, restore or replace any structure, improvement or facility which is damaged or destroyed.

Section 17 Effect on Existing Leases

All lessees of land under written lease agreement at the Airport with the County at the time these minimum standards become effective, shall be required to meet or exceed the minimum standards. Such Lessee shall also be required to meet or exceed any amendments to the minimum standards for the aeronautical activity being provided to the public at this Airport.

Section 18 Pioneers

When an applicant wishes to qualify as a special FBO in order to provide services not already provided at the Airport, the foregoing minimum standards may be modified subject to the written approval of the County for a limited period of time (not to exceed one year). It is the express purpose of this provision to encourage the expansion of services at the Airport where they do not exist, and only to the extent and for the period of time necessary, to create an inducement to the establishment of such services.

CHAPTER III

AIRPORT MASTER PLAN

Section 1 FBO Approval Not Required

The County may, without the knowledge, consent or approval of any FBO or other person licensed to do business or use part of the Airport, make changes in the Master Plan of the Airport, Approved Airport layout Plan and in the County's planning and policies in connection with the development of the Airport and in the Airport Rules and Regulations and these Minimum Standards. However, it is the County's intent to inform FBOs and other businesses of any such changes which are significant.

Chesterfield County Airport Minimum Standards

APPENDIX A: Airport Layout Map

Chesterfield County Airport Minimum Standards

APPENDIX B: Application for Land Lease and/or Construction

**CHESTERFIELD COUNTY AIRPORT
APPLICATION FOR LAND LEASE AND/OR CONSTRUCTION**

GENERAL

Before completing this application, applicant should become familiar with the latest edition of the Chesterfield County Airport Rules and Regulations and Minimum Standards. A copy of the document can be obtained from the Director of Aviation Services, Chesterfield County.

PURPOSE

- Aeronautical
- Non-Aeronautical
- Commercial Enterprise (open to the public)
- Private (corporate, personal, etc.)

LAND USE

Please complete the following as thoroughly as possible. You may continue on the back side of the application form or on separate sheets, if necessary.

- a. For what purpose will the leased land be used?
- b. How much leased land is required? (Include automobile parking and aircraft apron and tie-down areas, if applicable.)
- c. What type of facility will be constructed?
 - 1. Facility(ies) size in square feet.
 - 2. Primary materials used for construction (brick, wood, metal, etc.)
 - 3. Structural shape and exterior colors.

**Chesterfield County Airport Minimum Standards
Application for Land Lease and/or Construction**

- c. What type of facility will be constructed? (cont.)
 - 4. Sign age requirements.
 - 5. Utility requirements (gas, water, sewer, etc.)
 - 6. Describe pedestrian and vehicular access requirements.
 - 7. Special requirements (loading dock, fencing, etc.).

HAZARDOUS OR TOXIC MATERIALS

Will the land or facilities be used to store or contain volatile, hazardous or toxic chemicals or wastes of any kind?

() YES (If yes, explain in detail.)

() NO

OWNERSHIP

List the name(s) of all persons owning an interest in the proposed land lease and/or construction project.

**Chesterfield County Airport Minimum Standards
Application for Land Lease and/or Construction**

FINANCIAL

Will the project require Chesterfield County to spend funds or supply labor and materials in any way, at any time?

Signature

Date

Printed or Typed Name

Company Mailing Address

City

State

Zip

() _____

() _____

Phone Numbers

SUPPORTING DOCUMENTS

The following supporting documents which are indicated by a check mark shall be provided with the application.

- () Three (3) business references.
- () Three (3) credit references (banks and/or creditors).
- () Site plans and drawings.
- () Other:

Please mail this application to:

Director of Aviation Services
Chesterfield County Airport
7511 Airfield Drive
Richmond, VA 23237

Chesterfield County Airport Minimum Standards

APPENDIX C: Application for Airport Business Permit

CHESTERFIELD COUNTY AIRPORT APPLICATION FOR AIRPORT BUSINESS PERMIT

GENERAL

Before completing this application, applicant should become familiar with the latest edition of the Chesterfield County Airport Rules and Regulations and Minimum Standards. A copy of this document can be obtained from the Director of Aviation Services, Chesterfield County.

PURPOSE

Application is made for a license to operate a business or commercial aeronautical activity at Chesterfield County Airport.

- FBO
- Special FBO
- Other Type of Commercial Activity

TYPE OF BUSINESS

Please complete the following as thoroughly as possible. Continue on the back side of this application form or on separate sheets, if necessary.

- a. Nature of Business Specify all products and services to be offered. Applicants for a Special FBO should refer to Chapter II, Section 10, of the Minimum Standards.
- b. Facility Requirements
 - 1. State the type and size of facilities needed to conduct the business. Indicate any special consideration for equipment, drainage, lighting, etc. Attach site plans and drawings. (NOTE: If applicant plans to build facilities, an Application for Land Lease and/or Construction must be completed and submitted.)

**Chesterfield County Airport Minimum Standards
Application for Airport Business Permit**

2. Will the business require the storage, use or transport of volatile, hazardous or toxic chemicals or wastes on Airport property? (If yes, explain in detail.)

c. Ownership and Management

1. List the names of all persons owning an interest in the proposed business (sole proprietor or every partner; each director or officer of the corporation.)

2. List all personnel who will be managing your operation at the Airport.

3. Have you or any interested party in the applicant's business ever been convicted of any criminal violation or violation of any city or County ordinance? (If yes, please explain in detail.)

d. Financial

1. Will your business require Chesterfield County to spend funds or supply labor and materials?

2. Are you fully aware of business space and insurance requirements as established by Minimum Standards?

Signature

Date

Printed or Typed Name

Title

**Chesterfield County Airport Minimum Standards
Application for Airport Business Permit**

Company Name

Company Mailing Address

City

State

Zip

() _____ () _____
Phone Numbers

SUPPORTING DOCUMENTS

The following supporting documents which are indicated by a check mark must accompany this application.

- () Brief description of previous experience in type of business planned.
- () Three (3) business references.
- () Three (3) credit references.
- () Licenses or permits required to conduct said business.
- () Other:

Please mail this application to:

Director of Aviation Services
Chesterfield County Airport
7511 Airfield Drive
Richmond, VA 23237

Chesterfield County Airport Minimum Standards

APPENDIX D: Independent Flight Instructor Permit

**CHESTERFIELD COUNTY AIRPORT
INDEPENDENT FLIGHT INSTRUCTOR PERMIT**

Date: _____

Expiration Date: _____

Name: _____

Address: _____

Telephone Number: _____

Proof of Chesterfield County Business License (If Applicable): _____

Proof of proper and current licenses certified by the Federal Aviation Administration, with appropriate ratings to cover the training offered:

**Chesterfield County Airport Minimum Standards
Independent Flight Instructor Permit**

Permit Assurance:

As a permitted Independent Flight Instructor at the Chesterfield County Airport, I understand that the activities of such position may expose me to risk and I assume all such risk. To the extent legally possible, I agree to indemnify and save harmless and assume the defense of the County of Chesterfield, Virginia ("County"), its agents, employees and officials from and against any and all liabilities, damages, expenses, causes of action, suits, claims or judgments; and to pay all attorneys fees, court costs, and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from or sought to be recovered from the County, its agents, employees or officials by reason of or on account of damage to the property of, injury to, or death of any person arising from my negligence or acts of omission as a permitted independent flight instructor at the Chesterfield County Airport.

I further assure that at all times adequate public liability and property damage insurance is and shall be provided in such amounts as required by the Code of Virginia and the County's Risk Manager to protect the operation and the County from legal liabilities resulting from this activity and that I shall provide to the Director of Aviation Services on or before July 1 of every year an accurate certificate of insurance showing such insurance coverage. During the course of conducting independent flight instruction activities as stipulated by this permit, I shall (1) furnish said services on a fair, equal and not unjustly discriminatory basis to all users thereof; (2) charge fair, reasonable, and not discriminatory prices for each unit of service, provided however, that reasonable and nondiscriminatory discounts, rebates or other similar types of price reductions to volume purchasers may be allowed; (3) ensure that all Federal, State, and local statutes, Rules and Regulations shall be complied with at all times.

It is agreed and understood that any violation of the Airport Rules and Regulations and Minimum Standards, or the provisions of this permit may result in its revocation.

Name: _____
(Print)

Signature: _____

Date: _____

Permit # _____