

GENERAL RULES AND REGULATIONS
of the
Greene County - Lewis A. Jackson Regional Airport
(Approved Aug 28, 2003/Revised 3/12/2019)

100 - GENERAL

100.1 DEFINITIONS

- (A) Airport - "Airport" means the Greene County - Lewis A. Jackson Regional Airport located at 140 N. Valley Road, Beavercreek Township, Greene County, Ohio.
- (B) Owner - "Owner" means the Greene County Airport Authority whose address is 140 N. Valley Road, Xenia, OH 45385.
- (C) Greene County Regional Airport Authority - "Greene County Airport Authority" is a political subdivision, authorized by the Ohio State Code, formed by the Greene County Commissioners to own and operate the Greene County - Lewis A. Jackson Regional Airport for the good of the citizens of Greene County. The Greene County Airport Authority is governed by the Greene County Airport Authority Board, a voluntary group, normally seven in number, appointed by the Greene County Commissioners, for the purpose of managing the affairs of The Greene County Airport Authority. The length of term and selection of Authority members is controlled solely by the Greene County Commissioners.
- (D) Airport Manager - "Airport Manager" means an employee of Greene County, who serves at the will of the Greene County Airport Authority Board to operate the Airport on a day to day basis..
- (E) Public Area - "Public Area" means the area of the Airport outside of the fence, including the access road, public parking area, and the terminal area of the Administration Building.
- (F) Field Area - "Field Area" means the Airport runway, taxiways, ramps, hangars, access aprons, and tie-down spaces that are used for aircraft ground operation, take-off and landing, passenger and baggage loading, and aircraft storage. Public access to the Field Area is restricted to Authorized Persons, in order to insure safe and efficient aircraft operations.
- (G) Airport Management - "Airport Management" includes the members of the Greene County Airport Authority Board and the Airport Manager.
- (H) Authorized Persons - "Authorized Persons" are airport tenants and their guests, pilots, crew members, passengers, Airport Management, and other persons authorized by the Airport Manager.
- (I) Commercial Activity - "Commercial Activity" shall mean any activity by an individual, company, or corporation that provides sales or services to the public and/or maintains a facility on the Airport. Refer to 500.1 for additional information.

100.2 APPLICABILITY

All persons on any portion of the property comprising the Airport shall be governed by the Rules and Regulations prescribed herein and by the orders and instructions of the Airport Manager as they may pertain to the use and occupation of the Airport property.

100.3 ENFORCEMENT

The Airport manager is empowered as the representative of the Airport Authority to require compliance with these Rules and Regulations. No authority is implied or expressed that would permit any individual(s) other than the Airport Authority to change, amend, or mitigate these Rules and Regulations. Any person operating an aircraft, motor vehicle, motorized equipment, or using the Airport facilities in violation of these Rules and Regulations or refusing to comply with them may be removed from the Airport by competent authority. Any person may be deprived of and refused the further use of the Airport and its facilities by the Airport Manager for such periods of time as may be required to insure the safety of the Airport and of the public.

100.4 REPORTING VIOLATIONS

Any person witness to an act that is contrary to these Rules and Regulations, that person should report the act observed to the Airport Manager, in writing, for prompt corrective action including notification of appropriate law enforcement authorities. A copy of the written report will be available to the alleged violator. Where serious violations involve aviation-related activity, report copies shall be furnished to the Ohio Division of Aviation and other agencies as appropriate.

100.5 PENALTIES

The Airport Manager may remove or eject from the Airport premises any person(s) who knowingly and willfully violates any Rule or Regulation prescribed herein, or any order or instruction issued by the Manager and, further, may deny the use of the Airport and its facilities to any such person if the Manager determines that such denial is necessary. Violations shall be subject to appropriate legal action as determined through discussions with the Airport Management's attorney.

100.6 DAMAGES

The Airport Authority and the Airport Manager will not assume any responsibility for damage to the property of any person(s) using the Airport (or storing equipment thereon) by reason of fires, theft, vandalism, wind storm, flood, earthquake, hail, ice and/or collision. Nor will the Airport Authority or the Airport Manager assume any responsibility or liability for injury to person(s) while they are on the Airport property or while they are using the Airport facilities.

100.7 TO PROTECT TRAFFIC

There is to be no travel on the Airport other than on the roads and walkways provided. Only authorized persons are permitted in the hangar areas. Cars shall be parked so as to not block hangar access and taxiways. No person is permitted entry to areas posted as restricted except as authorized by Airport Management. Dogs and other pets are not permitted on the Airport unless leashed.

100.8 BUSINESS ACTIVITIES

No person(s) shall be allowed to engage in any commercial business on the Airport except under the terms and conditions prescribed by the Airport Authority (see Section 500). All business, corporations, and individuals doing any business on the Airport, including contractual work for tenants, shall inform the Airport Manager of said work and show that all required certificates and licenses are in hand. There shall be no solicitation of funds for any purpose without the express permission of the Airport Manager. Prior permission must be obtained from the Airport Manager to post circulars, advertisements, or other printed materials.

100.9 FLAMMABLES

No person shall keep or store flammable liquids, gases, oily rags, or other flammable materials in hangars or other buildings on the Airport premises, except those solvents and oils used in the operation and maintenance of aircraft. Fuel storage shall be limited to that fuel stored within aircraft fuel tanks.

100.10 CONDUCT

No person shall conduct gambling in any form or operate gambling devices anywhere on the Airport. No person shall destroy, injure or deface any property on the Airport. No person shall commit any disorderly, obscene, indecent, or unlawful act or commit any public nuisance on the Airport. No person, pilot, crew member, or passenger, is permitted to operate an aircraft or motor vehicle while under the influence of drugs or alcohol.

100.11 SMOKING

There shall be no smoking in the Administration Building, any hangar area, or within 100 feet of aircraft being fueled. Smoking must be confined to designated smoking areas or outdoors. Smoking materials are to be properly extinguished and disposed of.

100.12 PAYMENT OF FEES AND CHARGES

No person shall refuse or attempt to evade payment of any fees or charges levied for the use of Airport services and/or facilities. All such fees and charges shall be paid when due with cash, check, or credit card, unless mutually agreeable credit arrangements have been made in advance with Airport Management.

100.13 PROPERTY DAMAGE

Airport property destroyed or damaged by accident or otherwise shall be paid for by the party or parties responsible.

100.14 LOST ARTICLES

Any person finding lost articles shall turn them over to the Airport Manager for safe-keeping until reclaimed by the rightful owner. Neither the Airport Authority nor the Airport Manager will be responsible for lost articles unless they are in the keeping of the latter.

100.15 SANITATION

Garbage, waste paper, metal cans and bottles, flammable or hazardous materials, and other refuse shall be properly disposed of in the receptacles provided for that purpose. Recycling of appropriate waste materials, paper, glass and aluminum is encouraged.

100.16 AIRCRAFT STORAGE

Tenant aircraft shall be stored only in privately owned or leased hangars or in hangars or at tie-down spaces leased from the Airport Authority and managed by the Airport Manager. Aircraft movement to and from the storage location shall be at the discretion of the aircraft owner or an authorized agent of the owner. Maintenance of stored aircraft shall be governed by the terms of the Hangar/Tie-down Space Lease Agreements. Part 107 small aircraft do not satisfy the T-hangar lease requirements.

100.17 CAMPING

Camping, to include overnight sleeping in aircraft, tents, buildings, vehicles, etc, is prohibited on airport property.

200 - MOTOR VEHICLES

200.1 GENERAL

No person shall operate a motor vehicle or bicycle on the Airport except in accord with the rules prescribed by Airport Management and other applicable laws for the control of such vehicles.

200.2 LICENSES

Motor vehicle operators must have in their possession a valid and current Driver's License.

200.3 VEHICULAR TRAFFIC.

Motor vehicles operating outside of the Restricted Area shall obey all state and local traffic laws and shall park only in designated parking areas.

200.4 RESTRICTED AREAS

No person shall operate any motor vehicle or motorized equipment on the runway and associated taxiway. Operations of motor vehicles in the aircraft loading areas shall be done with extreme caution. Aircraft shall have the right-of-way in all cases.

200.5 OBSTRUCTIONS IN THE GATE AREA

No person shall park or place any motor vehicle, equipment or apparatus within the aircraft loading area in such a way as to bar access or to obstruct parking aircraft.

200.6 PARKING AREAS

No person shall park a motor vehicle on taxiways so as to block access to hangars or obstruct aircraft taxiing operations. Pilots are encouraged to park their motor vehicles in hangars when their aircraft is in use. No person shall park a motor vehicle on airport grounds for more than 14 days without notifying the Airport Manager, as vehicles parked for more than 14 days without notification may be considered as abandoned.

200.7 MOVING PARKED VEHICLES

Airport management shall have the authority to tow or otherwise move motor vehicles that have been parked by their owners in violation of the Rules and Regulations of the Airport and which constitute a nuisance or a hazard. Airport Management shall have the authority to charge vehicle owners for the towing or other moving service and the vehicle towed shall be subject to lien for such a charge.

200.8 ABANDONED VEHICLES

No person shall abandon any vehicle or aircraft on Airport property. Vehicles that appear to be abandoned will be turned over to appropriate law enforcement officials for towing and dispersal.

200.9 VEHICLE LIGHTS

All motor vehicles operated on the Airport between the hours of sunset and sunrise shall be equipped with headlights of sufficient brilliance to insure safe operation at night, and taillights. Lights shall be on at all times that the vehicle is being operated during the hours of darkness and when the vehicle is stopped or parked in any area where it constitutes a hazard to Airport operations.

200.10 TRAFFIC SIGNS

Motor vehicle operators shall observe and comply with all traffic signs and signals.

200.11 SPEED LIMITS

Persons operating motor vehicles within the Restricted Area shall use extreme caution and shall not exceed a speed of ten (10) miles per hour.

200.12 PEDESTRIAN TRAFFIC

Pedestrian traffic will have the right-of-way over all vehicular traffic operating on the Airport. Pedestrians are to use extreme caution around aircraft.

200.13 REPAIR OF MOTOR VEHICLES

No person shall make any repairs to motor vehicles on the Airport premises, except those necessary to permit movement from the Airport.

200.14 EMERGENCY EQUIPMENT

In the event of an emergency, call 911 and notify the Airport Manager.

200.15 ACCIDENT REPORTS

All person involved in an accident occurring on the Airport, other than an accident involving an aircraft, shall make a full report thereon to the Airport Management as soon after the accident as possible. Reports shall contain the names and addresses of all persons involved. Airport Management will, in turn, notify the appropriate law enforcement authorities, beginning with the Beavercreek Police Department.

200.16 HUNTING BAN

The hunting of wild animals and birds on the Airport is normally forbidden. The Airport Management may permit hunting of selected species, by approved hunters, so as to reduce the chances of animal/airplane collisions. However, in no cases are guns or other weapons to be discharged near the hangars, the Administration Building, or aircraft.

300 - AIRCRAFT OPERATION

300.1 GENERAL AERONAUTICAL RULES

No person shall navigate any aircraft, land upon the Airport, take-off from the Airport, service, maintain, or repair any aircraft on the Airport, or conduct any aircraft operation on or from the Airport in any manner not in conformity with current Federal Aviation Administration Rules and Regulations, the Rules and Regulations of the State of Ohio (known as Ohio Aviation Laws), and the following Rules and Regulations established by the Airport Authority and administered by the Airport Manager.

300.2 SPECIAL PROVISIONS

The Airport Management reserves the right, in accordance with current FAA regulations, to make special provisions for traffic control on the ground or in the traffic pattern. The Airport Management has the sole authority to authorize, administer, and limit flight training (of all types), passenger rides of a revenue bearing nature, charter flights, flying clubs, parachute jumping, or aircraft rental activity. None of these activities may be provided or conducted without prior written approval of the Airport Management.

300.3 UNATTENDED AIRCRAFT

Aircraft shall not be left unattended on the Airport unless properly secured or in a hangar. Owners of unattended aircraft will be held responsible for any damage resulting from failure to comply with this rule.

300.4 CARELESS OPERATION

No person shall operate any aircraft on or near the Airport in a careless or negligent manner or at a speed or in a manner than endangers or is likely to endanger persons or property, or in disregard of the rights and safety of others.

300.5 TAIL SKIDS

Aircraft with metal tail skids shall not land on the hard surfaced runways.

300.6 RESTRICTED AIRCRAFT

No person shall operate any aircraft on the Airport if such aircraft is so constructed, equipped, or loaded in such a way as to endanger, or be likely to endanger, persons and property.

300.7 DEMONSTRATION FLIGHTS

Written notification must be provided to the Airport Manager prior to the initial test flights of experimental or other non-certified aircraft. Aircraft operator shall provide a ground based observer present during all such tests.

300.8 REFUSAL OF CLEARANCE

The Airport Manager may delay or restrict any flight or other operation at the Airport that he deems necessary for Airport safety and security. The Airport Manager may also prohibit the use of the Airport for any purpose by an individual or group if, in his best judgement, he believes that the activity will compromise safety or security of the Airport and the general public. The individual or group affected may appeal the Airport Manager's decision to the Airport Authority.

300.9 AIRCRAFT PARKING ON TAXIWAY

No aircraft shall be parked or placed on any taxiway or in any area in such a way or manner as to obstruct or prohibit the safe operation of other aircraft or prevent the safe passage of emergency equipment. This includes aircraft temporarily parked for the purpose of instructing students or pilots between flights.

300.10 IMPROPERLY PARKED AIRCRAFT

Upon direction of the Airport Manager, the owner, operator, or his agent of any aircraft parked or stored on the Airport shall move said aircraft from the area in which it is parked or stored to such areas as may be designated by the Airport Manager. Should the owner, operator, or agent fail to comply with the directive, the Airport Manager shall have the aircraft towed to the designated area at the owner's expense. Airport Management assumes no liability for any damage that may result from such movement.

300.11 UNSAFE AREAS

No aircraft shall use any portion of the taxiways and runways considered unsafe for the operation of such aircraft. Unsafe areas shall be marked with red flags or orange cones by day and red lights at night.

300.12 DISABLED AIRCRAFT

The owner, operator, or their agent shall be responsible for the prompt removal of disabled aircraft and aircraft parts from the aircraft landing area unless they are instructed otherwise for the purpose of accident investigation.

300.13 FUELING OR DE-FUELING OF AIRCRAFT

No persons other than those authorized and directly involved in the actual fueling or de-fueling operation shall be within 25 feet of that operation.

300.14 FIRE HAZARDS

No person shall store or stock materials or equipment on the Airport in such a manner as to constitute a fire hazard.

300.15 FIRE APPARATUS

All tenants or lessees of hangars or tie-down spaces shall supply and maintain adequate and readily accessible fire extinguishers and fire fighting equipment, and shall provide for periodic fire drills as may be prescribed.

300.16 LIGHTING FACILITY DAMAGE

Any person damaging any Airport light or light fixture by means of contact with an aircraft or motor vehicle shall report the damage to the Airport Manager immediately and shall be fully responsible for any and costs that may be involved to repair or replace the damaged unit. In addition, any aircraft operator who lands on a closed runway and causes damage or taxis on turfed areas causing damage to the turf shall be responsible for all costs incurred in repairing or replacing the damaged areas.

300.17 ACCIDENT REPORTS

Persons involved in aircraft accidents occurring on the Airport shall make a full report to the Airport Management for transmittal to the Ohio Division of Aviation as soon as possible. Reports shall contain the names and addresses of all persons involved as well as any additional information that the Airport Management feels necessary. Airport Management shall also pass the report to other interested agencies, e.g., the Ohio State Police. This does not relieve the pilot involved of the requirement to report the accident to the appropriate aeronautical authorities. Airport Management are the only persons authorized to discuss or release accident or incident information to the media. All other parties are encouraged to refer media requests to the Airport Management.

300.18 IRREGULARITY REPORTS

Airport Management will report to the appropriate authorities any aircraft operation or piloting technique which appears to be illegal or hazardous to others. All reports shall be in writing, signed by the complainant, a copy of which will be available to the alleged violator.

400 OTHER REGULATIONS AND ENFORCEMENT

400.1 OTHER REGULATIONS

Airport Management is authorized to change or make such additional Rules and Regulations for the Airport as may be deemed necessary. Any additions or changes shall be posted on the Airport Bulletin Board and a "Notice of Proposed Rule Change" shall be mailed to each tenant at least 15 days prior to any final vote by the Greene County Airport Authority Board. Concerned parties should submit written comments and/or attend Greene County Airport Authority Board meeting prior the final vote. Final rule changes shall be posted on the Airport Bulletin Board for at least 30 days after effective date.

400.2 EMERGENCY RULES

Should a situation arise that requires immediate action the Airport Management may change, add, modify or delete any rule herein on an emergency basis. However such emergency rule change shall remain in effect for a maximum of 180 days. Should Management determine a need for a permanent rule change, normal rule change process (400.1) shall take place during the emergency period.

400.3 ENFORCEMENT

Airport Management may invoke aid and assistance from local law enforcement officials under the provisions of the Revised Code of the State of Ohio. Section 4561.99 provides for fines and imprisonment for certain infractions committed in connection with Airports.

400.4 PROPOSED CHANGES

Users of the Airport are encouraged to bring proposed changes or additions to these Rules and Regulations. Proposed changes or additions should be given to the Airport Manager for discussion and consideration by the Airport Authority and should be in writing and should refer to the specific Section being addressed.

500. MINIMUM STANDARDS AND REQUIREMENTS FOR COMMERCIAL USES OF THE AIRPORT

The Board of Trustees of the Greene county Regional Airport Authority, pursuant to the authority vested in it by the laws of the State of Ohio, R.C. 308-01 et seq., governing the administration, maintenance and operation of airports, has promulgated and adopted the following rules, requirements and standards for the use of any part or parcel of the Greene County - Lewis A. Jackson Airport (hereafter referred to as "the Airport") and it's facilities by any commercial user engaged in an aeronautical activity involving the Airport. For purposes of this instrument, aeronautical activity shall mean only 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. Such activity shall include but not limited to charter operations, pilot training, aircraft rental and sight seeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales, and skydiving. The sale of aviation petroleum products, aircraft parts, pilot accessories and any other activity that has a direct relation to aircraft operations will be regarded as an "aeronautical activity". See Part III for further delineation of aeronautical activity Categories as they are applied to this document.

500.1 GENERAL REQUIREMENTS

500.11 PRELIMINARY APPLICATION

Any person, firm, corporation, or entity intending to conduct, perform, or engage in commercial aeronautical activity upon or involving the Airport shall submit to the Board of Trustees of the Greene County regional Airport Authority (hereafter referred to as "the Board"), its written application for lease, agreement, contract, or permit, describing the scope and nature of the aeronautical activity proposed, and specifying with particularity the following:

- (A) The services to be offered by the applicant
- (B) The amount of land area required and to be leased by the applicant
- (C) Building area and space proposed to be constructed or leased by applicant
- (D) The number of aircraft to be provided by applicant
- (E) The minimum number of persons in its employment
- (F) The hours of proposed operation of applicant's business
- (G) Description, type, and limits of insurance coverage to be maintained by applicant
- (H) Appropriate written evidence of financial responsibility and capability of the applicant to conduct, perform, provide and maintain operations, services and facilities required by the proposal or proposals.

500.12 BUILDING REQUIREMENTS

Any proposed building to be constructed by the applicant shall be situated in the designated building areas indicated on the Airport Master Plan Drawings. All buildings will conform to applicable Codes and Standards, Minimum Site Development Standards, and shall require Board approval as to design, construction, and materials. Building space or minimum area requirements for all categories of commercial aeronautical activity shall be met and provided for by the applicant with a single building, attached building, or separate multiple buildings. These buildings will be constructed and maintained by the applicant.

500.13 PERSONNEL REQUIREMENTS

All personnel engaged in aeronautical activities which require FAA Certificates and/or Ratings shall hold said Certificates and Ratings and shall maintain them throughout their tenure of employment on the Airport. Evidence of appropriate Certificates or Ratings shall be furnished to the Board upon request.

500.14 CONTRACTUAL AND LEASE REQUIREMENTS

Any person, firm, or corporation which shall intend to engage in commercial aeronautical activity upon or involving the Airport, shall have executed an appropriate written lease agreement, contract, or permit with the Board prior to initiation of such activity (see Part III for additional clarification). Any covenant involving the use of the Airport for such purposes will designate the land area, parcel or building to be used to conduct the said aeronautical activity. The covenant will also contain those provisions and conditions required by the FAA as well as those provisions required of the Board as a sponsor under any federal grant agreement and/or the Board's assurance agreement issued in compliance with any federal, state or local law.

500.15 SITE DEVELOPMENT

Minimum site development standards shall apply to all fixed base operations on the airport. All development requires adequate premises to accommodate planned improvements and must conform to the Airport Master Plan. Prior to capital improvements, a site development plan for those improvements must be approved by the Board.

500.16 MODIFICATION OF STANDARDS

The Board reserves the right to modify these standards at any time to promulgate reasonable rules and regulations for the conduct of commercial aeronautical activities at the Airport.

500.200 PART II

500.210 CLASSIFICATION OF SERVICES

Any person, firm, or corporation engaging in commercial aeronautical activity at the Airport shall provide or lease space from an entity that meets the basic requirements of this instrument for the conduct, use and

accommodation of its commercial operations. These requirements are set forth for each classification of aeronautical activity hereinafter delineated.

500.211 AIRCRAFT RENTAL

(A) Land - Basic Requirement

The leasehold shall contain sufficient land to provide space for aircraft parking, building, private auto parking, paved ramp area, and paved walkway.

(B) Buildings - Basic Requirement

Lease or construct building which will provide sufficient, adequately heated and lighted office space, aircraft storage, and a public waiting area that includes indoor restroom facilities and a public telephone.

(C) Personnel - Basic Requirement

One person having a current commercial pilot certificate with appropriate ratings. Sufficient staff to have office continuously attended during office operating hours.

(D) Aircraft - Basic Requirement

One airworthy single engine or multi-engine aircraft owned or leased in writing to the lessee.

(E) Hours of Operation - Basic Requirement

Airport facilities are open for operations sunrise to sunset seven days per week (excluding Thanksgiving and Christmas Holidays). During these hours the Lessee may use these facilities for commercial operations at his discretion. However, the board will monitor the Lessee's operations and determine if customer needs are being met. An operation that doesn't meet customer needs will face a board review for continued tenancy.

(F) Federal Requirements

The Lessee shall comply with all applicable federal statutes and all regulations including, but not limited to those promulgated by the FAA and federal environmental authorities.

(G) State and Local Requirements

The lessee shall comply with all applicable state and local statutes, and all regulations, including but not limited to, those relating to tax, environmental, fire, building, and safety matters.

(H) Insurance Coverage for Owned or Leased Aircraft

- (a) Aircraft Liability
 - Bodily injury \$1,000,000 single limit
 - Property damage\$1,000,000 each passenger
- (b) Student and renter pilot coverage\$50,000 single limit
- (c) Comprehensive public liability and property\$1,000,000 single limit

500.212 AIRFRAME AND/OR POWERPLANT REPAIR

(A) Land - Basic Requirements

The leasehold shall contain an area sufficient to provide space for all buildings and temporary parking for aircraft and automobiles. Aircraft parking will be a paved ramp area and customer/employee automobile parking will be a paved lot with pedestrian access walkway.

(B) Buildings - Basic Requirements

Lease existing facility or construct a building of sufficient size to provide adequately lighted and heated space for work and office area, storage, and a public waiting area that includes indoor restroom facilities and a public telephone.

(C) Personnel - Basic Requirements

One person currently certified by FAA with ratings appropriate for work being performed will be available on a full time basis.

(D) Hours of Operation - Basic Requirements

Airport facilities are open for operations sunrise to sunset seven days per week (excluding Thanksgiving and Christmas Holidays). During these hours the Lessee may use these facilities for commercial operations at his discretion. However, the board will monitor the Lessee's operations and determine if customer needs are being met. An operation that doesn't meet customer needs will face a board review for continued tenancy.

(E) Equipment - Basic Requirement

Sufficient equipment, supplies and availability of parts to perform maintenance in accordance with manufacturer's recommendations or equivalent.

(F) Federal Requirements

The lessee shall comply with all applicable federal statutes and all regulations, including but not limited to, those promulgated by the FAA.

(G) State and Local Requirements

The lessee shall comply with all state and local statutes, rules and regulations including, but not limited to, those relating to tax, fire, building and safety matters.

(H) Environmental Requirements

The lessee shall comply with all applicable local, state and federal environmental statutes and regulations, including but not limited to, safety requirements for the disposal of waste oil and other potentially hazardous substances.

(I) Insurance Coverage

Comprehensive Public Liability and Property Damage:

Bodily Injury and Property Damage\$1,000,000 single limit

Product liability

.....\$1,000,000

Hangar Keepers Liability - for non-owned aircraft and property left in Lessee's care (if appropriate) in the sum of

.....\$500,000/\$1,000,000

500.203 AVIATION FUELS AND OIL DISPENSING SERVICE

Lessees desiring to dispense aviation fuels and oil or provide other related services must meet the following minimum standards:

(A) Land - Basic Requirement

The leasehold shall contain an area of sufficient size to provide space for all buildings, aircraft parking, paved ramp area, employee parking and customer parking.

(B) Buildings - Basic Requirement

Lease or construct a building which will provide sufficient, properly lighted and heated space for work and office space, storage and a public waiting area that includes indoor restroom facilities and a public telephone.

(C) Personnel - Basic Requirement

One properly trained person will be on duty during normal operating hours.

(D) Aircraft Service and Support Equipment

Aircraft service and support equipment will include all necessary items that would be required to properly service and support aircraft that are based on or transiting the Airport. Said equipment may include, but not limited to, adequate fire extinguishers, aircraft tugs, and ground power starter and auxiliary units.

(E) Services

Fueling services shall include parking, hangar, and aircraft tie-down. Other services may include aircraft grooming, engine oil changes, on-airport transportation for crews and passengers, and

minor repairs and services not requiring a certified mechanic. Services must demonstrate capability to safely and efficiently move and store aircraft.

(F) Fuel Facilities

Provide metered filter-equipped dispensers and/or approved mobile refuelers for dispensing piston and jet aviation fuel of adequate size to service the needs of its customers. Underground tanks shall be fabricated of double-wall steel or of fiber-reinforced plastic. Above ground fuel tanks must have external, heat-resistant insulation. All fuel-wetted components must be fabricated of non-corroding materials or coated to prevent corrosion. Underground piping shall be double wall stainless steel. Mobile dispensing equipment shall have sufficient total capacity for each grade and type of fuel. Adequate grounding rods are required at all fueling locations. Jet fuel shall be filtered each time it is handled and shall be capable of recirculation to remove water and debris.

(G) Hours of Operation

Airport facilities are open for operations sunrise to sunset seven days per week (excluding Thanksgiving and Christmas Holidays). During these hours the Lessee may use these facilities for commercial operations at his discretion. However, the board will monitor the Lessee's operations and determine if customer needs are being met. An operation that doesn't meet customer needs will face a board review for continued tenancy.

(H) Federal Requirements

The lessee shall comply with all applicable federal statutes and all regulations including, but not limited to, those promulgated by the FAA.

(I) State and Local Requirements

The lessee shall comply with all applicable state and local statute, rules, and regulations including, but not limited to, those relating to tax, fire, building, and safety matters.

(J) Environmental Requirements

The lessee shall comply with all applicable federal, state, and local environmental statutes and regulations, including but not limited to, fuel storage tanks, disposal of waste oil and other potentially hazardous substances, and the refueling of aircraft and ground vehicles.

(K) Insurance Coverage

(a) Aircraft Liability

Bodily Injury and Property Damage\$1,000,000 single
limit

Product Liability ...
.....\$1,000,000

(b) Comprehensive Public and Property Damage

Bodily Injury and Property Damage\$1,000,000 single
limit

- (c) Environmental and Impairment Liability.....\$1,000.000 single limit

500.204 AIR TAXI SERVICE

Any person, firm, or corporation desiring to engage in air taxi service operations on the Airport shall be the holder of a valid and effective FAA Air Taxi-Commercial Operator Certificate with ratings required and appropriate to the function. Any air taxi service or operator providing these services at the Airport shall provide or acquire pursuant to appropriate lease/contract, facilities on the Airport that meet the minimum basic requirements as follows:

(A) Land - Basic Requirement

The land area or leasehold to be maintained shall contain sufficient land for buildings and additional areas to provide for automobile parking, paved hangar apron, and paved public access walkways.

(B) Buildings - Basic Requirement

The building area will be provided by either construction or lease. The building shall contain sufficient and properly heated and lighted space for office and customer accommodations. A hangar facility for shall be provided with reasonable space for storage of aircraft.

(C) Personnel - Basic Requirement

A minimum of one FAA certificated and appropriately rated pilot conducting air taxi service shall be in the full time employment of the operator.

(D) Aircraft - Basic Requirement

It shall be the discretion of the lessee at to type, category, class, size, and quantity of aircraft meeting the scope and magnitude of the service performed. Certificates held by the operator shall be based on operations conducted from the Airport. Each aircraft used in the Air Taxi Service shall be owned or leased by written agreement and shall meet all the requirements of Part 135 of the FAA Regulations, including requirements for instrument operations under Part 135 thereof.

(E) Hours of Operation

Airport facilities are open for operations sunrise to sunset seven days per week (excluding Thanksgiving and Christmas Holidays). During these hours the Lessee may use these facilities for commercial operations at his discretion. However, the board will monitor the Lessee's operations and determine if customer needs are being met. An operation that doesn't meet customer needs will face a board review for continued tenancy.

(F) Federal Requirements

The lessee shall comply with all applicable federal statutes and all regulations including, but not limited to, those promulgated by the FAA.

(G) State and Local Requirements

The lessee shall comply with applicable state and local statutes, rules and regulations including, but not limited to, those relating to tax, fire, building, and safety matters.

(H) Environmental Requirements

The lessee shall comply with all applicable local, state, and federal environmental statutes and regulations.

(I) Insurance

(a) Aircraft Liability

Bodily injury and property damage\$1,000,000 single
limit

Passenger liability\$1,000,000 each
passenger

Product liability
.....\$1,000,000

(b) Comprehensive Public Liability and Property Damage

Bodily injury and property damage\$1,000,000 single
limit

500.205 FLIGHT TRAINING

(A) Land – Basic Requirement

The leasehold shall contain sufficient land to provide space for lessee's buildings, aircraft storage and tie downs. Also included is space for: a paved apron from hangar to lot line; automobile parking area; and public paved access walkway.

(B) Buildings - Basic Requirement

Lease or construct a building having sufficient, adequately lighted and heated floor space to provide classroom, briefing room, pilot lounge, office space, restrooms, and a public telephone.

(C) Personnel - Basic Requirements

Personnel shall be currently certificated with proper ratings compatible with the training conducted through the flight school. At least one qualified person on duty during operating hours.

(D) Aircraft - Basic Requirements

The lessee shall own or have leased in writing at least one properly certified aircraft equipped for flight instruction in a manner to accommodate the nature of the flight training offered.

(E) Hours of Operation - Basic Requirement

Airport facilities are open for operations sunrise to sunset seven days per week (excluding Thanksgiving and Christmas Holidays). During these hours the Lessee may use these facilities for commercial operations at his discretion. However, the board will monitor the Lessee's

operations and determine if customer needs are being met. An operation that doesn't meet customer needs will face a board review for continued tenancy.

(F) Federal Requirements

The lessee shall comply with all applicable federal statutes and all regulations including, but not limited to, those promulgated by the FAA.

(G) State and Local Requirements

The lessee shall comply with applicable state and local statutes, rules and regulations including, but not limited to, those relating to tax, fire, building, and safety matters.

(H) Environmental Requirements

The lessee shall comply with all applicable local, state, and federal environmental statutes and regulations.

(I) Insurance Coverage for Owned and Leased Aircraft

(a) Aircraft Liability

Bodily injury and property damage\$1,000,000 single limit

Passenger liability\$100,000 each passenger

(b) Student and renter pilot coverage\$50,000 single limit

(c) Comprehensive public liability and property damage

Bodily injury and property damage\$1,000,000 single limit

500.206 AIRCRAFT SALES

(A) Land-Basic Requirements

The leasehold shall contain sufficient land to provide space for buildings, aircraft display and storage, and employee and customer automobile parking. The leasehold shall also provide for a paved pedestrian access walkway and paved aircraft parking apron.

(B) Buildings - Basic Requirements

Lease or construct a building having sufficient, adequately lighted and heated floor space to provide office space, storage, and public waiting area. The building shall also include public rest room facilities and a public telephone.

(C) Personnel - Basic Requirements

An adequate number of employees having current commercial pilot certificates and appropriate ratings for the types of aircraft to be demonstrated. Sufficient qualified staff for operations will be maintained on site continuously during operating hours.

(D) Dealerships - Basic Requirements

The entity shall be required to continuously operate as an authorized factory dealer or subdealer for the sale and repair of new aircraft. If required, such operation shall hold a dealership license or permit.

(E) Aircraft - Basic Requirements

(a) A dealer of new aircraft shall have available or on call at least one current model aircraft demonstrator.

- (b) Provide for aircraft demonstrators of additional dealership models.
- (c) Provide an adequate supply of parts and services to customers during throughout warranty periods.

(F) Services - Basic Requirements

Provide for adequate servicing of aircraft and accessories during warranty periods. Provide an adequate supply of parts for the type of aircraft sold (new). Provide aircraft repair and service facility or contract via written agreement with another repair facility to perform warranty work on make of aircraft sold.

(G) Hours of Operation

Airport facilities are open for operations sunrise to sunset seven days per week (excluding Thanksgiving and Christmas Holidays). During these hours the Lessee may use these facilities for commercial operations at his discretion. However, the board will monitor the Lessee's operations and determine if customer needs are being met. An operation that doesn't meet customer needs will face a board review for continued tenancy.

(H) Federal Requirements

The lessee shall comply with all federal statutes and all regulations including, but not limited to, those promulgated by the FAA and federal environmental authorities.

(I) State and Local Requirements

The lessee shall comply with all state and local statutes, rules and regulations, including but not limited to, those relating to tax, environmental, building, and safety related matters.

(J) Insurance Coverage

(a) Aircraft Liability

Bodily injury and property damage\$1,000,000 single limit

Passenger liability\$1000,000 each passenger

Product liability\$1,000,000

(b) Comprehensive public liability and property damage

Bodily injury and property damage\$1,000,000 single limit

NOTE: the above coverage should include aircraft held for sale and demonstration by the lessee but owned by others.

500.207 SKYDIVING

(A) Land - Basic Requirement

The leasehold shall contain sufficient land to provide space for lessee's buildings, aircraft storage and tie downs. Also included is space for: a paved apron from hangar to lot line; automobile parking area; and public paved access walkway.

(B) Buildings - Basic Requirements

Lease or construct a building having sufficient, adequately lighted and heated floor space to provide classroom, briefing room, pilot lounge, office space, public restrooms, and a public telephone.

(C) Personnel - Basic Requirements

Personnel shall be currently certificated with proper ratings compatible with the activities conducted during the skydiving operations. Sufficient qualified staff will be maintained on site continuously during operating hours.

(D) Aircraft - Basic Requirement

The lessee shall comply with all applicable federal statutes, regulations, and guidelines including, but not limited to, those relating to tax environmental, fire, building, and safety matters.

(E) Hours of Operation - Basic Requirement

Airport facilities are open for operations sunrise to sunset seven days per week (excluding Thanksgiving and Christmas Holidays). During these hours the Lessee may use these facilities for commercial operations at his discretion. However, the board will monitor the Lessee's operations and determine if customer needs are being met. An operation that doesn't meet customer needs will face a board review for continued tenancy.

(F) Federal Requirements

The lessee shall comply with all federal statutes and all regulations including, but not limited to, those promulgated by the FAA and federal environmental authorities.

(G) State and Local Requirements

The lessee shall comply with all state and local statutes, rules and regulations, including but not limited to, those relating to tax, environmental, building, and safety related matters.

(H) Insurance Coverage for Owned or Leased Aircraft

(a) Aircraft Liability

Bodily injury and property damage\$1,000,000 single
limit

Passenger liability\$100,000 each
passenger

(b) Comprehensive public liability and property damage

Bodily injury and property damage\$1,000,000 single
limit

500.208 MULTIPLE SERVICES

(A) Land - Basic Requirements

The leasehold for multiple activities shall contain sufficient land to accommodate the services to be offered (specific use spaces need not be added where combined use can be reasonably established), which include aircraft parking, paved ramp, and public parking with access.

(B) Buildings - Basic Requirements

Lease or construct a building which will provide sufficient, lighted and heated space for work and office space, storage, and a public waiting area that include indoor restroom facilities and public telephone.

(C) Personnel - Basic Requirements

Multiple responsibilities may be assigned to personnel to meet requirements for all activities, provided said personnel are properly qualified to carry out assigned duties. Documentation of qualifications must be maintained in personnel files and furnished to the Board upon request.

(D) Aircraft - Basic Requirements

It shall be the discretion of the lessee as to type, category, class, size, and quantity of aircraft meeting the scope and magnitude of the service performed. Certificates held by the operator shall be based on operations conducted from the Airport. Each aircraft used by the operator shall be owned or leased by written agreement and shall meet all the requirements set forth in FAA Regulations as pertains to the operations performed by the aircraft.

(E) Equipment - Basic Requirements

All equipment specifically required for each activity must be provided by the operator.

(F) Services - Basic Requirements

All services specifically required for each activity must be performed during the hours of operation.

(G) Hours of Operation - Basic Requirements

Airport facilities are open for operations sunrise to sunset seven days per week (excluding Thanksgiving and Christmas Holidays). During these hours the Lessee may use these facilities for commercial operations at his discretion. However, the board will monitor the Lessee's operations and determine if customer needs are being met. An operation that doesn't meet customer needs will face a board review for continued tenancy.

(H) Federal Requirements

The lessee shall comply with all applicable federal statutes and regulations including, but not limited to, those promulgated by the FAA.

(I) State and Local Requirements

The lessee shall comply with all applicable state and local statutes, rules and regulations including, but not limited to, those relating to tax, fire, building, and safety matters.

(J) Environmental Requirements

The lessee shall comply with all applicable local, state and federal environmental statutes and regulations including, but not limited to, requirements for the disposal of waste oil and other hazardous substances.

500.3 Part III: COMMERCIAL CATEGORIES

The following delineates commercial activities at 119 into categories as they apply to the “Airport Commercial Minimum Standards”.

500.310 Category I: Organizations or individuals that conduct aviation related business and use the airport to serve the public.

- (A) Rent or own commercially designated facilities at the Airport and conduct aviation related business on a regular or scheduled basis.
 - (a) FBO
 - (b) Air taxi
 - (c) Sales and services
 - (d) Maintenance
 - (e) Education, training, and evaluation
 - (f) Skydiving
- (B) Do not rent or own facilities designated for commercial activity but use the Airport for aviation related business on a regular or scheduled basis.
 - (a) Air Taxi
 - (b) Sales and services
 - (c) Maintenance
 - (d) Education, training, and evaluation
 - (e) Skydiving
- (C) Contractors hired by the Board, FBO, or individual tenants to perform aviation related work or services on the Airport.
 - (a) Aircraft Maintenance
 - (b) Education, training, and evaluation
 - (c) Consulting

500.320 CATEGORY II: Organizations or individuals that conduct non-aviation related business on the airport.

- (A) Food Services
- (B) Facility maintenance and repair
- (C) Facility construction
- (D) Ground transportation

500.330 CATAGORY III:

- (A) Organizations or individuals who casually conduct aviation or non-aviation business on the airport, i.e., on an occasional but not permanent or scheduled basis (occasional is left up to the discretion of the Airport Manager).
- (B) Non-profit service or club oriented organizations.

500.40 COMPLIANCE:

- (A) Category IA Commercial Operations will comply with all Basic, Federal, State and Local, and Insurance Coverage “Minimum Standard and Requirements”.
- (B) Category IC Commercial Operations will comply with Federal, State and Local, and Insurance Coverage “Minimum Standard and Requirements”. The contracting agent will be held responsible for meeting requirements.
- (C) All others will comply with Federal, State and Local, and Insurance coverage “Minimum Standard and Requirements”.

Note 1. Commercial Operating Permits will be required for Categories IA, and IB. The Permit fee will be \$50.00 per year for Cat IA and \$500.00 for Cat IB. Permit is a written document issued, by the Board, to conduct specific commercial operations and acknowledges compliance with “Minimum Standards and Requirements”.

Note 2. Mechanics would be covered by GW Aviation's license when working for GW. When they or other mechanics hired by individual tenants to perform maintenance or other services would fall under Category IC and not require a license (liability for their actions will be the responsibility of the tenant).

Note 3. Scheduled Basis means that operator shows up at predetermined times to perform commercial activity. Example: Sky diving, flight training, or sight-seeing aircraft and instructors will show up on Monday, Wednesday, and Friday to perform services. Does not mean performing periodic scheduled events i.e., bi-annual flight review, annual aircraft inspections, and such.

Note4. Sub-leasing and/or multiple ownership of privately owned hangers are not considered commercial operations and do not require a license.

**PRELIMINARY APPLICATION TO CONDUCT COMMERCIAL
AERONAUTICAL OPERATIONS AT THE GREENE COUNTY
LEWIS A. JACKSON AIRPORT**

Name _____

Address _____

Telephone _____

Email _____

Nature of proposed services _____

Amount of land required for operations _____

Building area to be build or leased _____

Number of aircraft to be utilized (if any) _____

Hours of proposed operation _____

Description, type, and limits of insurance coverage _____

Please attach appropriate written evidence of financial responsibility and evidence of capability of the applicant to conduct and maintain proposed services (e.g., financial statement, aircraft titles, license and ratings, etc)

The foregoing minimum standards were approved by the Board of Trustees of the Greene county Regional Airport Authority, this _____ day of _____ 200____.

APPROVED:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____