

**MINIMUM STANDARDS FOR  
AERONAUTICAL ACTIVITIES  
AT THE FAIRFIELD COUNTY AIRPORT  
(KLHQ)  
LANCASTER, OHIO 43130**

Revised December 8, 2014

## **MINIMUM STANDARDS FOR AERONAUTICAL ACTIVITIES AT THE COUNTY AIRPORT**

**PURPOSE:** The purpose of these Minimum Standards for Aeronautical Activities at the Fairfield County Airport is to establish uniform minimum standards and uniform minimum procedures to govern public and private tenants and aeronautical activities at the Fairfield County Airport to enhance safety.

**POLICY:** To afford any entity or individual, whether public or private, fair and reasonable opportunity, without discrimination, the opportunity to use or lease available Airport Facilities for the purpose of promoting or engaging in general and commercial aviation operations subject to these Minimum Standards. These Minimum Standards are established based on FAA Advisory Circulars (AC 150/5190-7 dated August 28, 2006 and 150/519006 dated January 4, 2007) All users of the Airport are encouraged to exceed these Minimum Standards, but none will be permitted to fall below these Minimum Standards.

### **SECTION I – IMPLEMENTATION AND APPLICATION**

- A. These Minimum Standards shall apply to all users of the Airport and be incorporated into all leases, use agreements, permits and the like, by reference.
- B. Any person or entity wishing to use any Airport including but not limited to buildings, hangars, land and the like, whether short term or long term, shall make an application. in writing, to the Authority and shall be furnished a copy of these Minimum Standards.
- C. The application for the use of any Airport facility shall set forth, in detail, the following:
  - 1. the name and address of the applicant;
  - 2. the proposed use, facility and/or activity sought. including location and size;
  - 3. the requested facility, if any, including location and size;
  - 4. the names and qualifications of the personnel to be involved in conducting such activity;
  - 5. the proposed duration, in hours, days, months or years, of the proposed use, including set up and tear down;

6. the financial responsibility of the applicant and operator to carry out the activity sought;
7. the technical ability of the applicant and operator to carry out the activity sought;
8. the tools, equipment, services and inventory, if any, proposed;
9. the estimate of costs for any development and improvements;
10. the proposed schedule for construction, if any; and
11. an agreement to provide proof of insurance for such use upon execution of an agreement, including an additional insured endorsement naming the Authority.

## **SECTION II -DEFINITIONS**

A. Aeronautical Activity. Any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on airports, include, but are not limited to, the following: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled air carrier operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, parachute or ultralight activities, and any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities. Activities, such as model aircraft and model rocket operations, are not aeronautical activities.

B. Airport: Shall mean the Fairfield County Airport.

C. Airport Facility: Shall mean any portion of the Airport, including but not limited to parking areas, terminals, hangars, tie downs, rest rooms, picnic areas, fueling areas, runways, taxiways, roadways, access areas and maintenance areas as set forth in the most current Airport Layout Plan.

D. Airport Manager: Shall mean any individual or entity appointed by the Authority to oversee the day-to-day operations of the Airport including, but not limited to those functions set forth herein as to be executed by the Authority and ensuring that users of the Airport follow these Minimum Standards. In the event of the appointment of an Airport Manager, such Airport Manager shall have the authority to enforce these Minimum Standards with the advice and consent of the Authority.

E. Authority: Shall mean the County Airport Authority including but not limited to its Board of Directors and members thereof. Any and all rights, responsibilities and

duties of the Authority may, at its sole discretion, be designated to an Airport Manager who will carry out such rights, responsibilities and duties as if set forth herein.

F. Airport Sponsor. The Fairfield County Airport Authority is legally, financially, and otherwise able to assume and carry out the certifications, representations, warranties, assurances, covenants and other obligations required of sponsors, which are contained in the AIP grant agreement and property conveyances.

G. Construction Material: Shall mean all permanent surfaces, excluding glass, which are or will be used on building facades, roofs, and surrounding and decoration.

H. Flammable: Shall mean any substance, whether fluid, gas or solid, susceptible to igniting readily or exploding.

I. Master Plan or Airport Layout Plan: Shall mean the approved scaled dimensional layout of the entire Airport, indicating current and proposed usage for each identifiable segment as approved by both the Fairfield County Regional Airport Authority and the Federal Aviation Administration, which may be modified from time to time.

J. Minimum Standards: Shall mean the minimum qualifications and requirements established herein for Aeronautical Activity at the Airport.

K. Operator: Shall mean Private Fixed Based Operator, Private Non-Based Operator, Commercial Fixed Based Operator or Commercial Non-Based Operator, as defined herein.

1. Private Fixed Based Operator: A person engaged in Aeronautical Activities on the Airport, while using the Airport as their base of operations, including maintaining aircraft, when the purpose of said Aeronautical Activity is not to secure earnings, income, compensation or profit.

2. Private Non-Based Operator: A person engaged in Aeronautical Activities on the Airport, but whose base of operation is not on the Airport, when the purpose of said Aeronautical Activity is not to secure earnings, income, compensation or profit.

3. Commercial Fixed Based Operator: A person engaged in Aeronautical Activities on the Airport, while using the Airport as their base of operations including maintaining of Aircraft, when the purpose of said Aeronautical Activity is to secure earnings, income, compensation or profit.

4. Commercial Non-Based Operator: A person engaged in Aeronautical Activities on the Airport, whose base of operations is not on the Airport, when the purpose of said Aeronautical Activity is to secure earnings, income, compensation or profit.

L. Person: Shall mean any individual, firm, partnership, corporation, company, association, LLC, joint-stock association or governmental entity, including trustees, receivers, assignees or representatives.

M. Public Facilities: Shall mean Ladies and Men's rest rooms, lobby and waiting area equipped with seating, drinking water, and telephone. These facilities are to be open to and for the benefit of the public using the Airport during hours of operation.

N. Self Fueling: Self-fueling means the fueling or servicing of an aircraft (i.e. changing the oil, washing) by the owner of the aircraft with his or her own employees and using his or her own equipment. Self-fueling and other self-services cannot be contracted out to another party. Self-fueling implies using fuel obtained by the aircraft owner from the source of his/her preference. As one of many self-service activities that can be conducted by the aircraft owner or operator by his or her own employees using his or her own equipment, self-fueling, differs from using a self-service fueling pump made available by the airport, an FBO or an aeronautical service provider. The use of a self-service fueling pump is a commercial activity and is not considered self-fueling as defined herein and can be subject to minimum standards. In addition to self-fueling, other self-service activities that can be performed by the aircraft owner with his or her own employees includes activities such as maintaining, repairing, cleaning, and otherwise providing service to an aircraft, provided the service is performed by the aircraft owner or his/her employees with resources supplied by the aircraft owner. Title 14 CFR Part 43 permits the holder of a pilot certificate to perform specific types of preventative maintenance on any aircraft owned or operated by the pilot.

O. Fractional Aircraft Ownership. Fractional ownership programs are subject to an FAA oversight program similar to that provided to air carriers, with the exception of en route inspections. The FAA has for a long time and under certain circumstances, interpreted an aircraft owner's right to self-service to include operators. For example, a significant number of aircraft operated by airlines are not owned but leased under terms that give the operator airline owner-like powers. The same is true for other aeronautical operators such as charter companies, flight schools, and flying clubs, which may not hold title to the aircraft, but through leasing arrangements, for example, retain full and exclusive control of the aircraft for long periods of time. The same is true of 14 CFR Part 91 Subpart K. Fractional ownership companies are subject to operational control responsibilities, maintenance requirements, and safety requirements not unlike 14 CFR Part 135 operators..

P. Storefront trim: Shall mean mullions, doors, sills and window frames.

Q. Sign: Shall mean any device, light, letter, work, model, banner, pennant, insignia, trade flag, or representation that is designed to be seen from the outside of a building: it advertises activities, goods, produces, services or facilities available

either on the lot where the sign appears or in some other location. The definition includes electric signs in windows or doors.

### **SECTION III - RULES OF OPERATION**

- A. All Aeronautical Activities on the Airport shall be conducted pursuant to the Federal Aviation Administration, the Ohio Department of Transportation – Office of Aviation, the Ohio Revised Code, the Federal Communications Commission and the Authority.
- B. All flight operations will be conducted per standard traffic procedures as outlined in the current Aeronautical Manual and Federal Aviation Regulations.
- C. All flight operations will be planned so as to avoid flight over populated areas whenever possible, particularly low levels and high noise levels, without compromising flight safety.
- D. Special events or demonstrations are only to be conducted with prior approval of all applicable regulatory bodies, including but not limited to the Federal Aviation Administration and Authority.
- E. All persons operating aircraft at the Airport shall hold at least a valid student pilot certificate unless otherwise authorized by the Authority in writing.
- F. Aircraft shall taxi at a safe and reasonable speed for existing conditions.
- G. Aircraft that are unattended shall be properly secured and locked.
- H. Aircraft owner/pilot preventative maintenance and cleaning is to be performed in an area designated by the Authority and shall be confined to that maintenance to which he or she is qualified and permitted to do as specified in Appendix D to Federal Aviation Regulation 43.
- I. All aircraft maintenance other than owner/pilot maintenance shall be completed by a qualified and licensed person or facility who shall enter into maintenance lease agreement with the Authority prior to conducting such maintenance.
- J. No aircraft operating from the Airport shall be operated for hire or to secure earnings, income, compensation or profit unless and until the owner/pilot of such aircraft enters into a lease agreement for such Aeronautical Activity with the Authority.
- K. All aircraft based at the Airport shall be covered by liability insurance with the following minimum coverage:
  - 1. Bodily injury – one hundred thousand dollars per person (\$100,000); Five hundred thousand dollars per accident (\$500,000)

2. Property damage – One million dollars per accident (\$1,000,000)

Proof of insurance shall be submitted to the Authority before or upon execution of a lease. as requested. The Authority and the Board of County Commissioners of Fairfield County shall be named as additional insured.

- L. All fuel products dispensed into aircraft at the Airport shall be approved fuel for the specific aircraft.
- M. Self-fueling will be permitted only when in compliance with the following requirements.
  - a. Self-fueling is accomplished only in the "safe" area designated by the Authority and only when at least 100 feet from the buildings or other hazards.
  - b. Fuel may only be dispensed by pump from trucks and other containers in good operating condition and as approved by the Environmental Protection Agency and the State of Ohio Fire Marshall for fueling purposes.
  - c. The aircraft fuel container and fuel truck must be properly grounded.
  - d. All fuel filters shall comply with standards for the type of fuel being dispensed.
  - e. Smoking during refueling is prohibited. No smoking shall be allowed within 100 feet of the fueling operations.
  - 6. Spills of fuel or oil must be immediately reported to the Authority. Environmental Protection Agency Emergency Response Team, Fairfield County Hazard Materials Team and the Ohio Bureau of Underground Storage Tanks [if appropriate).
  - 7. Aircraft owner is liable for damages to the property and the environment resulting from self-fueling operations. Aircraft owner must furnish proof of adequate liability insurance covering fueling operations to the Authority.
  - 8. An adequate fire extinguisher must be present on the fueling truck or other apparatus and must be fully charged and current.
  - 9. All fueling activities shall be conducted at least 100 feet away from any open flame.
- N. Only those people engaged in the fuel handling, the maintenance or the operation of the aircraft being refueled shall be permitted within 100 feet of the aircraft during refueling.
- O. The Authority shall not be responsible for any loss or damage due to theft, vandalism or otherwise of any aircraft, vehicle, or equipment parked at the Airport or any personal articles stowed therein.

- P. Prior to conducting any parachuting, sailplane or ultralight activities at the Airport, written approval of the Authority must be obtained.
- Q. If any provision of the rules is designated or otherwise declared invalid or inappropriate, the remaining provisions shall continue to be of full force and effect.

#### **SECTION IV - GENERAL STANDARDS FOR ALL BASED OPERATIONS**

- A. Operator shall show evidence to the Authority of financial responsibility and a good credit rating appropriate to the type of operation anticipated before such operation begins.
- B. Operator shall enter into a lease agreement with the Authority or an approved fixed base operator and meet the standards set for all anticipated aeronautical activities prior to conducting such activities.
- C. Operators shall comply with the Rules of Operation, as set forth herein.
- D. Operators shall not in any manner assign or transfer any interest, in whole or in part, any of the leased property without the prior written consent of the Authority, whether such interest is a lease from the Authority or a sublease from a third party.
- E. Any and all site grading, erection, construction, repairs or remodeling of the leased premises shall be done only with the prior written consent of Authority and to the specifications of the Authority, Local and State building, fire protection, and sanitary codes and regulations and the FAA, where applicable. Written proof of such approval shall be required prior to commencement of any activity. When requested, operators will submit plans and specifications for improvements to the Authority for review, comment and approval.
- F. Operator shall provide to the Authority proof of insurance coverage with the Authority and Board of Commissioners of Fairfield County named as additional insured. Such coverage shall meet or exceed the following limits as to bodily injury, death, or property damage arising out of the operation from the airport.

<u>Bodily or Death Liability:</u>	\$100,000 per person
	\$500,000 per accident

<u>Property Damage:</u>	\$1,000,000 per accident
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- G. Operators who erect new structures shall maintain fire and extended coverage insurance on said structure during the term of the Lease. Insurance coverage shall not be less than eighty percent (80%) of the fair insurance value thereof, or not less than eighty percent (80%) coinsurance basis. All proceeds of such insurance, paid as a result of damage to or destruction of the building, shall be

paid by the insurance company to Operator and Operator shall use such proceeds for repair, rehabilitation and reconstruction of the same or similar Facilities on the leased premises.

- H. Operators who erect new structures shall be required to maintain such structures during the term of the Lease in a manner satisfactory to the Authority, including but not limited to routine maintenance and major repairs.

#### **SECTION V -STANDARDS FOR PRIVATE FIXED BASED OPERATORS**

- A. In addition to the Standards set forth below, Operators shall comply with all the General Standards for all Based Operators as set forth in Section IV above.
- B. Operators desiring to build a new structure shall lease from the Authority a parcel of land of sufficient size for the intended use, as determined by the Authority, including automobile parking, access and surrounding areas. The leased parcel of land shall be in an area designated to be used for such purpose on the Airport Layout Plan. Operator shall be responsible for upkeep and maintenance of all leased property and improvements thereon, including but not limited to snow removal, mowing, and building maintenance.
- C. Operators desiring to build a new hangar must site grade and erect a structure of sufficient size for the intended use, as determined by the Authority. This structure is to incorporate a door with ramp for aircraft.
- D. Operators desiring to build a new hangar shall construct a ramp between said hangar and the public ramp of sufficient size and thickness as determined by the Authority, to provide adequate access and parking area. Construction shall be approved in advance by the Authority and any construction of pavement that will ultimately serve as a public ramp must meet Authority, ODOT, and/or FAA design standards.
- E. No structures shall be erected until plans have been submitted and approved by the Authority and all appropriate government agencies.

#### **SECTION VI - GENERAL STANDARDS FOR ALL COMMERCIAL OPERATORS**

- A. Operator shall meet and comply with the Rules of Operation as set forth herein.
- B. Operator shall pay an annual fee of \$200 for the right to conduct commercial operations from the Airport. The fee shall be prorated for the first year of the lease by dividing the number of days in the year into Two Hundred Dollars and then taking that total and multiplying it by the number of days left in the year with that sum being the total due at the time of signing an agreement with the Authority to conduct such operations. The fee shall be considered part of the lease payments made by fixed base commercial operators.

- C. Operator shall charge reasonable and non-discriminatory prices for all products and services provided. Operator may make reasonable and non-discriminatory discounts, rebates or similar types of price reductions for volume purchases.
- D. Operator shall provide high quality, efficient and prompt service adequate to meet all reasonable demands for such service.
- E. Operator shall maintain an adequate staff of employees with skills, licenses and certificates appropriate for the services offered.
- F. If operator needs to park more than 5 cars inside the fence (AOA) operator will request and airport management will provide a parking plan that considers the operator needs, the tenant's needs and the good of the airport.
- G. Operator is responsible for the safety of the customers they allow inside the airport perimeter fence. The Operator will develop and implement a plan to insure that customer's vehicle or person remain on the access roads and within the immediate vicinity of the operator's business. A customer needing access to ramps, aprons, or unpaved and grass areas within the Airport Operating Area (AOA) shall be escorted by the Operator. This plan will also insure that the Operator's customers and their vehicles never enter the airport Aircraft Movement Area (The Aircraft Movement Area includes runway 10/28, the parallel taxiway to runway 10/28 and the connecting taxiways between runway 10/28 and the parallel taxiway.)
- H. If Airport NOTAMS are needed by the operator they will be coordinated with airport management NLT 24 hours prior to the need. Operators will not attempt to enter any information into the Airport Directory without the coordination of the Airport Board.
- I. Gate codes will not be given out to customers/visitors unless operator has previously met them, and can vouch for their character and know they know the way to the operator's area. Visitors/customers can be met at the gate and escorted to parking to insure they know where to park and what areas to avoid.
- J. Entry gates to the Airport Operating Area will not be left opened for customers except on special occasions and then only with Airport Board permission for each event.

## **SECTION VII - BASIC STANDARDS FOR COMMERCIAL FIXED BASED OPERATORS**

- A. Operator shall meet and comply with the General Standards for All Based Operators, the General Standards for Commercial Operators and the Standards For Specific Categories of Commercial Fixed Based Operators as set forth herein.
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- B. Operator shall be responsible for maintenance and upkeep of all leased property and improvements thereto.

- C. Operator shall provide adequate fixtures and equipment appropriate to the Aeronautical Activity anticipated and keep the same in good condition.

### **SECTION VIII - STANDARDS FOR SPECIFIC CATEGORIES OF COMMERCIAL FIXED BASED OPERATORS**

- A. Category "A" Commercial Fixed Based Operator shall mean those Operators providing: flight training, aircraft charter, air taxi, freight handling, aircraft rental, aircraft sales or sales of aircraft accessories and equipment.

Category "A" Commercial Fixed Based Operators shall:

1. enter into a lease with the Authority, or a sub-lease with another Fixed Based Operator, to conduct Category "A" Aeronautical Activities on Airport;
  2. comply with the Basic Standards for Commercial Fixed Base Operators as set forth herein;
  3. lease parcel of land in an area designated to be used for such purpose on the Airport Layout Plan;
  4.
    - a) site grade and erect a basic structure, if applicable, of a square footage approved by the Authority for conducting the intended aeronautical activity with adequate square footage of public rest room facilities and waiting area;
    - b) if an operator engages in more than one of the above activities, an additional 125 square feet of structure will be required for each additional activity. The public facilities need not be duplicated for multiple activities of an operator. Larger areas may be required dependent on specific activity;
    - c) all necessary Americans With Disabilities Act requirements shall be met.
  5. lease or construct airport parking ramp or hangar area sufficient to conduct the Aeronautical Activity. Construction of a hangar requires a minimum 3,000 square feet structure in addition to the basic requirement set forth above;
  6. be open least eight (8) hours a day Monday through Friday;
  7. have available on site, during all hours of operation, a person properly certified to conduct the Operator's aeronautical Activities; and
  8. construct an aircraft ramp between the hangar and the public ramp, where applicable, to provide adequate access and parking area of a size commensurate with the hangars.
- B. Category "B" Commercial Fixed Operator shall mean those Operators providing maintenance to aircraft and engines, aircraft accessories, aircraft radio

equipment, aircraft communications equipment and aircraft navigational equipment.

Category "B" Commercial Fixed Based Operators shall:

1. enter into a lease with the Authority, or a sublease with another Fixed Based Operator, to conduct Category "B" aeronautical activities on Airport;
2. meet or comply with Basic standards for Commercial Fixed Base Operators as set forth herein;
3. lease a parcel of land in an area designated to be used for such purpose on the Airport Layout Plan:
4. a) site grade and erect a basic structure of 1,000 square feet, including appropriate rest room facilities. If a hangar is required, then the operator will Lease or site grade and erect a structure of 3,000 square feet for conducting the intended Aeronautical Activity, including appropriate rest room facilities and waiting area;  
  
b) if an operator engages in more than one of the above activities an additional 200 square foot of structure will be required for each additional activity;  
  
c) comply with all Americans With Disabilities Act requirements; and
5. construction an aircraft ramp between the hangar and the public ramp, where applicable, to provide adequate access and parking of a size commensurate with the hangars.

C. Category "C" Commercial Fixed Based Operator shall mean those Operators providing aerial including photography, advertising, application of spraying, dusting and seeding, patrol of pipe lines and patrol of utility lines.

Category "C" Commercial Operators shall:

1. enter into a lease with the Authority, or a sublease with another Fixed Based Operator to conduct Category "C" aeronautical activities in Airport;
2. meet or comply with the Basic Standards for Commercial Fixed Base Operators as set forth herein:
3. lease a parcel of land in an area designated to be used for such purpose on the Airport Layout Plan:
4. a) site grade and erect a basic structure of 800 square feet, including appropriate rest room facilities. If a hangar is required, then the operator shall site grade and erect a structure of 3,000 square feet for conducting

the intended Aeronautical Activity, including appropriate rest room facilities and waiting areas;

b) if an operator engages in more than one of the above activities, an additional 200 square feet of structure will be required for each additional activity;

c) comply with all Americans With Disabilities Act requirements; and

5. construct an aircraft ramp between the hangar and the public ramp where applicable to provide adequate access and parking area of a size commensurate with the hangars.

D. Category "D" Commercial Fixed Based Operators means those operators providing storage of aircraft (single volume hangar).

Category "D" Commercial Fixed Based Operators shall:

1. enter into a lease with the Authority, or a sublease with another Fixed Based Operator to conduct Category "D" aeronautical activities in Airport;
2. meet or comply with the Basic Standards for Commercial Fixed Base Operators as set forth herein;
3. lease a parcel of land in an area designated to be used for such purpose on the Airport Layout Plan;
4. lease or site grade and erect a minimum structure of 6,000 square feet for conducting the intended Aeronautical Activity;
5. construct an aircraft ramp between the hangar and the public ramp, where applicable, to provide adequate access and parking area with the hangars;
6. be open for operation from 8:00 a.m. until sunset seven (7) days per week: and
7. have available on site during all hours of operation a person properly trained to conduct the operations of aeronautical activities.

E. Category "E" Commercial Fixed Based Operator shall mean those operators providing storage of aircraft ("T" hangars).

Category "E" Fixed Based Operators shall:

1. enter into a lease with the Authority, or a sublease with another Fixed Based Operator to conduct Category "E" aeronautical activities in Airport

2. meet or comply with Basic Standards for Commercial Fixed Base Operators as set forth herein;
  3. lease from the Authority all land between the edges of the taxiways serving the hangars and an additional twenty feet at the end of hangars for automobile parking. The leased Parcel of land shall be in an area designated to be used for such purpose on the Airport Layout Plan;
  4. lease or site grade and erect a structure of at least six units with a clear door opening at least forty feet and height at ten feet for conducting the intended Aeronautical Activity; and
  5. construct an aircraft between the hangar and the public ramp, where applicable, to provide adequate access and parking area of a size commensurate with the hangars.
- F. Category "F" Commercial Fixed Based Operator shall mean those operators selling aircraft fuel products and aircraft engine/lubrication products.

Category "F" Commercial Fixed Based Operators shall:

1. meet or comply with the Basic Standards for Commercial Fixed Based Operators as forth herein;
  2. lease from the Authority at least 12,000 square feet of land. The leased parcel of land shall be in an area designated to be used for such purpose on the Airport Layout Plan;
  3. lease or install at least 10,000 gallons of EPA approved fuel storage facilities per product with appropriate pumping and metering equipment;
  4. operator will maintain and offer for sale at least 100 LL aviation fuel;
  5. lease or construct at least 6,000 square feet of ramp area to provide adequate access to refueling pumps;
  6. be open from 8:00 a.m. until sunset seven (7) days per week, at a minimum;
  7. have available on site during all hours of operation a person properly trained to conduct the Operator's aeronautical activities; and
  8. comply with the fueling and fuel truck requirements contained in Section III hereof.
- G. Category "G" Commercial Fixed Based Operator shall mean those operators providing transportation of persons for skydiving, skydiving instruction, and rental/sales of skydiving equipment.

Category "G" Commercial Fixed Based Operators shall:

1. enter into a lease with the Authority, or a sub lease with another Fixed Based Operator, to conduct Category "G" Aeronautical Activities on the airport,
2. comply with the Basic Standards for Commercial Fixed Base Operators as set forth herein,
3. the operator shall have available for skydiving, either owned or under written lease to the operator, at least one properly certificated aircraft that is suitable and appropriate for skydiving operations. The aircraft shall have liability insurance with the minimum coverage as specified in Section III K.
4. the Operator shall meet or exceed the Basic Safety Requirements (BSR) as administered by the United States Parachute Association (USPA), FAR 105, and related FAA Advisory Circulars. The jump plane pilot must hold at least a commercial pilot certificate, at least a FAA Second Class Medical Certificate, and be appropriately rated for the aircraft being operated.
5. individual skydivers shall meet at least the minimum insurance types and amounts equal to USPA's individual member insurance. If attainable, a skydiving firm should carry the same insurance coverage as any other Specialized Aviation Services Operator (SASO) on the airport with similar risk.
6. all skydivers will be required to sign a waiver prior to participating in a jump to the Airport and meet the minimum insurance requirements as specify in the USPA standards. This waiver will specifically include an absolute and irrevocable waiver of liability of Fairfield County, the Fairfield County Commissioners, the Fairfield County Airport, the Fairfield County Airport Authority Board, the Airport Manager, Fairfield Air Ventures, and any other person or entity that operates or uses the Airport as well as each of those entities' respective officers, directors, trustees, operators, employees, agents, representatives, attorneys, and others who work for, on behalf of, or in connection with any of the foregoing entities.
7. each skydiving operator/operation shall use only the Authority designated drop zone. For special events (i.e. air show), a request maybe made to the Authority for using a temporary alternate site on the airport.
8. shall have available on site, during all hours of operation, a person properly certified to conduct the Operator's aeronautical Activities;

## **SECTION IX - NOTICE AND HEARING**

Upon the filing of an application to conduct Aeronautical Activities at the Airport with the Authority, such shall be considered at the next scheduled meeting of the Authority. If no meeting is scheduled within thirty (30) days from the filing of such

application, a meeting shall be called for consideration of the application and notice thereof given to the applicant.

If the application involves conduct of Aeronautical Activity for commercial purposes, all other persons then conducting commercial Aeronautical Activities on said Airport shall also be notified of the filing of such application and the time and place of the Authority meeting to consider the application.

Upon consideration of the application the Authority shall determine whether the applicant meets the standards and qualifications as herein established. The Authority shall also determine whether such application should be granted in whole or in part. If the application is approved in part, the Authority shall make the determination, at that meeting, the exact terms conditions of the partial approval.

## **SECTION X - LEASES OR CONTRACT**

Upon approval of any application, the Authority shall cause to be prepared a suitable lease or contract agreement setting forth the terms and conditions under which the Aeronautical Activity shall be conducted. In every instance the lease or contract shall be conditional upon the following:

- A. Original and continued compliance with the Minimum Standards of each authorized Aeronautical Activity. The lease shall refer to and incorporate these Minimum Standards. Failure to comply after notification of violation may constitute grounds for the immediate termination and cancellation of the lease at the full and final discretion of the Authority.
- B. Any structures or facility to be constructed or placed upon said Airport shall conform to all then current safety regulations. building codes and fire codes of the State of Ohio, the Ohio Environmental Protection Agency and Fairfield County.
- C. Construction, once commenced, will be diligently pursued to completion.
- D. performance bonds commensurate with the value of the construction shall be required and shall be delivered to the Authority prior to the commencement of any construction activities.
- E. The Airport Authority shall reserve the right to modify or alter these standards from time to time; however, any increase or expansion in the standards shall not apply retroactively to an existing lease but would be applicable at the time of renewal or extension of any leasehold term.
- F. In the event Operator funds for the completion of any facilities to be placed or constructed on the Airport, Operator must show proof of approval of the lender for such activities.

## **SECTION XI - BUILDING STANDARDS**

These Building Standards are set forth to ensure a mechanism for evaluating proposed façade treatments, a framework for treatments for hangar construction, and coordinated paint color, building and construction materials, signs, and exterior lighting fixtures.

- A. Construction and design shall comply with all rules and regulations promulgated by the Authority, all appropriate local, state and federal laws, rules and regulations, as applicable. Operators are urged to secure the services of qualified professional architects or designers to ensure compliance with the intention of these guidelines. Design engineers shall be permitted freedom to use sound engineering judgment and discretion in the practice of the profession and shall maintain the responsibility for the technical adequacy of a design. Any deviation from the design and/or construction standards set forth herein shall be submitted to the Authority for review. It shall be in the Authority's sole power to reject or approve such deviations which approval shall be not unreasonably withheld.

### **B. Plan Submission**

A preliminary set of all plans shall be submitted by the Operator to the Authority, for the Authority's review and approval or request for modifications or additional information for clarification. Such preliminary documents shall be submitted to the Authority in duplicate. The Authority shall have a minimum of thirty (30) days to review such preliminary plans. Any requested modifications or additional information shall be submitted to the Authority before such preliminary plans are approved.

A final set of plans shall be submitted, in duplicate, to the Authority for final approval. No work shall take place until and unless the Authority grants such final approval. The final set of documents shall consist of drawings and specifications sealed by a registered engineer or architect and shall comply with the then current Airport Layout Plan. The final approved plans shall include, but not be limited to, parking accommodations, pedestrian walkway accommodations and restroom facility accommodations. No alterations shall be made to the construction plans as approved by the Authority unless further approval for such modifications is first obtained.

### **C. Building Construction Process**

Operator shall not permit the creation of any dangerous, injurious, noxious or otherwise objectionable conditions during the construction project. Operator, or its contractors, may temporarily store the construction materials, construction trailers and other necessary items in conjunction with construction of the project during the construction period at the site. Upon completion of the construction all items necessary for the construction work shall be immediately removed.

A completed building shall not be used or occupied in any manner so as to create any dangerous, injurious, noxious or otherwise objectionable element or condition so as to adversely affect the surrounding or adjoining premises.

No alterations shall be made without conformity with all of the regulations.

#### D. Construction Material

All materials used in the construction of the facility approved by the Authority shall be the same or compatible with the existing facades on the other buildings at the Airport.

Where appropriate to function(s) housed within the newly constructed building, materials used on the street level shall be the same materials as used on the upper stories. In any given building, all openings of similar size and design shall be treated alike.

#### E. Building Material

Construction material shall be limited to metal, brick and stone. No synthetic or artificial materials of any kind shall be used on facades, such as acrylic or plastic, ceramic tile or wood shakes.

#### F. Roofing Material

Roofing material where visible from the street shall be limited to standing seam material. No rolled roofing or asphalt shingles shall be used.

#### G. Storefront Trim

Materials used for these members shall be limited to painted steel, or aluminum pre-finished or painted.

#### H. Miscellaneous

No in-window/room-type air conditions or other mechanical equipment shall be installed at any location in any part of the building having street frontage.

#### I. Pavement

Portland cement concrete, pavers or asphalt shall be used in the construction of corporate clientele parking and associated pedestrian walkways.

#### J. Landscaping

Front, side or rear grassy areas shall be landscaped appropriately. Fences are not to be erected without prior written approval of the Authority.

## K. Signage

Signs may not be attached to roofs, chimneys, smokestacks, stair towers, penthouses, etc.

All signs at the Airport shall be of one of the types listed below:

1. Wall signs: A wall sign attached parallel to a building can project no more than six inches from the building surface, the bottom of the sign shall be at least eight feet above ground level and the top of the sign cannot extend higher than either twenty-five feet above ground level or the lowest point of the roof, whichever is lowest. Moreover, the entire sign shall be affixed to one continuous flat vertical opaque surface.
2. Right angle signs: A right angle sign is one which is attached at a right angle to a building which may have no more than two faces and can project no more than five feet from the building. The bottom of the sign shall be at least eight feet above ground level. No more than one right angle sign is allowed for each entrance door.
3. Direction or Information signs: Requests for permanent signs to indicate the location of an activity or business on the airport shall be submitted to the Authority for approval.

## L. Construction

The following materials/specifications shall be used for construction at the Airport:

1. T-Hangars
  - a. 26 gauge shadow rib type panel, with a 20 year high tensile baked-on enamel finish similar to Kynar 500 paint system.
  - b. 26 gauge R-panel galvalum finish roofing of 1:12 pitch or greater.
  - c. 28 gauge liner interior panel painted.
  - d. Insulate with minimum of 2" vinyl reinforced fiberglass and ventilated with continuous low profile ridge vent system.
  - e. Approximate 42' W x 12' H electric horizontal bifold door with a 3'x6'x8" mandoor required.
  - f. Provide either standard 32' front to back or nested arrangements approximately 50' front to back.
  - g. Electricity available to each hangar unit consisting of one overhead light and least one duplex outlet, grounded.
  - h. Security lighting at each corner of the hangar illuminating the entrance to hangar units.

- i. finished concrete masonry floor slab and foundation on prepared supporting subgrade,

## 2. Single Volume Hangar

- a. Similar to above with exceptions 24 gauge shadow-rib type panel with a 20 year high tensile baked on enamel similar to Kynar 200
- b. Insulate with minimum 4" vinyl reinforced fiberglass.
- c. Minimum 8' wide landscape area around building perimeter
- d. Provide screened parking from adjacent structures.
- e. Door arrangement and building size shall be required by the corporation.
- f. Finished concrete masonry floor slab and foundation on prepared supporting subgrade.

## 3. Colors

- a. Walls: Blue
- b. Trim: White

M. These buildings standards, as these Minimum Standards, are minimum requirements for Aeronautical Activities at the Airport with respect to construction. Operators are encouraged to exceed these standards at every available opportunity.

N. The Authority, at any time during design or construction, shall have the authority to require modification to any engineering or construction detail when required for the protection of the public, compliance with any applicable laws, rules or regulations or when it is in the Authority's best interests.

These standards are hereby approved and accepted this 8<sup>th</sup> day of December, 2014, by the Fairfield County Airport Authority in accordance with a resolution passed by the Airport Authority on this date.

I, Glenn R. Burns, President of the Fairfield County Airport Authority Board, hereby certify that the foregoing is a true copy of the Minimum Standards for Aeronautical Activity at Fairfield County Airport adopted by the Fairfield County Airport Authority Board on December 8, 2014

