

**MINIMUM STANDARDS
FOR COMMERCIAL
AERONAUTICAL SERVICE PROVIDERS**

**GREENVILLE-SPARTANBURG
INTERNATIONAL AIRPORT**

Adopted: November 6, 2006

Revised: September 8, 2016

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SECTION A - Preamble and Policy

These Minimum Standards for Commercial Aeronautical Service Providers (“Minimum Standards”) have been formulated and adopted by the Greenville-Spartanburg Airport Commission (the “Commission”) for the Greenville-Spartanburg International Airport, hereinafter referred to as “Airport”. This supersedes all previous documents of its kind, and was officially adopted on November 6, 2006.

These Minimum Standards are intended to be the minimum threshold entry requirements for those wishing to provide commercial aeronautical services to the public and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition. These Minimum Standards were developed taking into consideration the aviation role of the Airport, facilities that currently exist at the Airport, services being offered at the Airport, the future development planned for the Airport and to promote fair competition. The uniform application of these Minimum Standards, containing the minimum levels of service that must be offered by the prospective service provider, protects the established aeronautical activity and Airport patrons and enhances the public interest by both encouraging growth of business at the Airport and discouraging substandard operations.

These standards were developed in accordance with the Federal Aviation Administration (“FAA”) Advisory Circular 150-5190-5 change 1, dated June 2002. The Airport will annually review and regularly update this document as necessary as required by activities on the Airport or as regulations are changed. Any existing commercial aeronautical service provider currently under a fully executed and approved lease will not be required to meet the standards until at such time that the lease is modified or a change in ownership of 51 percent or more occurs.

SECTION B - Definitions

A. Aircraft

- (1) Aircraft - any device used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, balloon, or blimp.
- (2) Air Charter or Air Taxi - the commercial operation of providing air transportation of person(s) or property for hire by either on a charter basis or as an air taxi operator pursuant to 14 CFR Part 135.
- (3) Aircraft Fuel - all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine.
- (4) Aircraft Operation - an aircraft arrival at, or departure from, the Airport.
- (5) Aircraft Owner - a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.
- (6) Aircraft Parking and Storage Areas - those hangar and apron locations of the Airport designated by the Executive Director for the parking and storage of aircraft.
- (7) Aircraft Rental - the commercial operation of renting or leasing aircraft to the public for compensation.
- (8) Aircraft Sales - the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.
- (9) Airport Reference Codes - FAA Advisory Circular 150/5300-13 Airport Design defines the Airport Reference Code (ARC) as “a coding system used to relate airport design criteria to the operational and physical characteristics of the airplanes intended to use the airport.” The ARC is used to determine design dimensions for the various separation and safety standards, Runway Protection Zones and Object Free Zones dimensions, surface gradients, and threshold standards.
- (10) Based Aircraft - an aircraft which the owner physically locates at the airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage.

B. General

- (1) Aeronautical Activity - any activity or service conducted at the Airport that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required

for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance, and any other activities, which because of their relationship to the operation of aircraft can appropriately be regarded as an “aeronautical activity.”

(2) Airframe and Power Plant Maintenance - the commercial operation of providing airframe and power plant services, which includes service, the repair, maintenance, inspection, constructing, and making of modifications and alterations to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul as defined in 14 CFR Part 43. This category of service also includes the sale of aircraft parts and accessories.

(3) Airframe and Powerplant Mechanic (A&P) – A person who holds an aircraft mechanic certificate with both airframe and powerplant ratings as authorized and described in 14 CFR Part 65.

(4) Airport - the Greenville Spartanburg International Airport, and all of the Airport-owned or leased real or personal property, buildings, facilities and improvements within the boundaries of said Airport, as it presently exists or as it may exist when it is hereafter modified, expanded, or developed. “Airport” includes all of its facilities as shown on the most current Airport Layout Plan.

(5) ALP - the currently approved Airport Layout Plan depicting the physical layout of the airport and identifying the location and configuration of current runways, taxiways, buildings, roadways, utilities, navigational aids, etc.

(6) Commercial Aeronautical Activity - the conduct of any aspect of a business, concession, operation, or agency providing goods or services to any person for compensation or hire, including exchange of services, whether or not such objectives are accomplished. An activity is considered a commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt. A commercial business activity that involves makes possible or is required for the operation aircraft, or which contributes to or is required for the safety of aeronautical operations.

(7) Commercial Operator (Operator) - a person, firm, corporation, or other entity, which makes possible, or is required for the operation of aircraft, or which contributes to, or is required for the safe conduct and utility of aircraft operations, the purpose of such activity being to generate and/or secure earnings, income, compensation, and/or profit, whether or not such objectives are accomplished.

(8) Exclusive Right - a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred either by express agreement, contract, license, lease, and permit or by the imposition of unreasonable standards or requirements, or by any other means.

(9) General Aviation - all phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial air carrier operations.

(10) Hazardous Material - any substance, waste, or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, and is or becomes regulated as a hazardous material by any governmental authority, agency, department, commission, board, agency or instrumentality of the United States, the State of South Carolina, or any political subdivision thereof.

(11) Minimum Standards - the qualifications or criteria, which may be established by the Airport owner as the minimum requirements that shall be met by businesses engaged in commercial aeronautical activities for the right to conduct those activities.

(12) Rules and Regulations - shall mean the Rules and Regulations of the Airport as adopted by the Commission.

C. Governmental

(1) Commission - The Greenville-Spartanburg Airport Commission, which is the governing body for the Greenville-Spartanburg Airport District, the owner and operator of the Airport, established by a Statute of the State of South Carolina creating the Greenville-Spartanburg Airport District as an airport district and political subdivision of the State of South Carolina.

(2) Executive Director - The designated individual or duly authorized individual appointed by the Airport Commission to administer and manage all operations of the Airport and Airport facilities, and to supervise all Airport projects.

(3) FAA - the Federal Aviation Administration as established in 1967 within the Department of Transportation of the United States government that has the responsibility of promoting safety in the air, by both regulation and education.

(4) FAR - the Federal Aviation Regulations as published by the FAA that governs the operation of aircraft, airways, and airmen, Compliance with the FARs is mandatory. In 1996, all references to the FARs were changed to "14 CFR" (Title 14 of the Code of Federal Regulations).

(5) State - the State of South Carolina.

(6) TSA - The Transportation Security Agency.

D. Fueling

(1) Aircraft Fueling Vehicle - any vehicle used by an FBO for the transportation, delivery and dispensing of Aircraft Fuel.

(2) Fueling or Fuel Handling - the transportation, sale, delivery, dispensing, storage, or draining of fuel or fuel waste products to or from aircraft, vehicles, or equipment.

(3) Fuel Storage Area - any portion of the Airport designated temporarily or permanently by the Commission as an area in which aviation or motor vehicle gasoline or any other type of fuel or fuel additive may be stored or loaded.

(4) Self-Service Fueling - the commercial operation of an unmanned stationary fuel tank and dispensing equipment for general use via a card reader. This includes the operations of anyone utilizing this type of equipment to provide fuel for sale or reuse.

E. Lease and Agreements

(1) Lease - the written contract between the Commission and an Operator (Lessee) specifying the terms and conditions under which an Operator may occupy and operate from certain Airport facilities and/or property.

(2) Sublease - A written agreement, approved by the Commission, stating the terms and conditions under which a third party Operator leases space from a Lessee (Sublessee) for the purpose of providing aeronautical services at the Airport.

(3) Agreement - the written agreement between the Commission and an Operator specifying the terms and conditions under which the Operator may conduct commercial aviation activities. Such Agreement will recite the terms and conditions under which the activity will be conducted at the Airport including, but not limited to, term of the Agreement; rents, fees, and charges to be paid; and the right and obligations of the respective parties.

(4) Permit - administrative approval issued by the Commission to a person or company to conduct a commercial aeronautical activity, and provide such services, to based and transient aircraft, only from facilities and locations where such services are authorized.

(5) Person - an individual, corporation, firm, partnership, association, organization, and any other group acting as an entity, to conduct business on the Airport. Person includes a trustee, receiver, assignee or similar representative.

(6) FBO Leased Premises - shall mean, collectively, the entire site located on Airport property leased by the Commission to an FBO.

F. Services

(1) Avionics Sales and Maintenance - the commercial operation of providing for the repair and service, or installation of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.

(2) Fixed Base Operator (FBO) - a full service commercial operator who is authorized to engage in the primary activity of providing Aircraft Fuel and must provide the following secondary activities:

- (a) Aircraft Line Services;
- (b) Aircraft Maintenance;
- (c) Aircraft storage hangars;
- (d) Passenger, Crew, and Aircraft ground services, including pilot supplies, support and amenities;
- (e) Flight briefing capabilities including weather;
- (f) UNICOM;
- (g) Courtesy Vehicle, access to limousine services and rental cars; and
- (h) Aircraft Charter or Air Taxi.

(3) Flight Training - the commercial operation of instructing pilots in dual and solo flight, in fixed or rotary wing aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots licenses and ratings. Flight Training shall also include any portion of a flight between two or more airports or other destinations where the primary purpose is to increase or maintain pilot or crew member proficiency.

(4) Flying Club - a non-commercial and nonprofit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club owners on a pro-rata share, and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.

(5) Preventive Aircraft Maintenance - maintenance that is not considered a major aircraft alteration or repair and does not involve complex assembly operations as listed in 14 CFR Part 43, except for Item 22 in the Regulation. Item 22 involves the replacement of prefabricated fuel lines, and shall, for purposes of these regulations, be considered a major aircraft repair.

(6) Self-Service - aircraft refueling, repair, preventive maintenance, towing, adjustment, cleaning, and general services performed by an aircraft owner or his/her employees on his/her aircraft with resources supplied by the aircraft owner.

(7) Specialized Aviation Service Operations (SASO) - a commercial aeronautical business that is authorized to offer a single or limited services according to established Minimum Standards. Examples of a SASO include, but are not limited to the following commercial aeronautical activities: Flight Training, Airframe and Power Plant Maintenance, Air Charter or Air Taxi, Aircraft Sales, Avionics Sales and Maintenance, Aircraft Rental, and Sales, and Aircraft Storage. SASOs are not permitted to provide Fueling services.

G. Infrastructure

- (1) Aircraft Operations Area (AOA) – The AOA is considered a restricted area and is established for safety and security reasons. Except for passengers enplaning or deplaning aircraft, the general public is prohibited from the AOA unless escorted by an authorized employee of the Commission or a tenant. The general public is also prohibited from all other areas of the Airport posted as being a restricted area.
- (2) Roadway - any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.
- (3) Taxilane - the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage area.
- (4) Taxiway - a defined path established for the taxiing of aircraft from one part of the Airport to another.
- (5) UNICOM - a two-way communication system operated by a non-governmental entity that provides airport advisory information.
- (6) Vehicle Parking Area - any portion of the Airport designated and made available temporarily or permanently by Commission for the parking of vehicles.

SECTION C - Minimum Standards for Specialized Aviation Service Operations (SASOs)

The following shall apply to all prospective aeronautical service providers wishing to become a SASO at the Airport.

(1) Leases shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold.

(2) A person shall have such business background and shall have demonstrated his business capability to the satisfaction of, and in such manner as to meet with the approval of the Commission.

(3) Any prospective entity seeking to conduct Commercial Aeronautical Activity at the Airport should demonstrate in writing and notarized financial detail that they have adequate resources to realize the business objectives agreed to by the Commission and the applicant.

(4) The prospective SASO, as defined, shall have its premises open and services available from 9:00 a.m. to 5:00 p.m. at least five (5) days a week unless otherwise indicated or approved by the Commission. The schedule may be reduced during major holidays, as approved by the Commission.

(5) All prospective SASOs shall demonstrate to the Commission's satisfaction evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation. A SASO should make its own analysis to determine if more is needed. However, such policies of insurance shall be maintained in full force and effect during all terms of existing Leases, Agreements or business license or renewals or extensions thereof with a 30-calendar day notice of cancellation to the Airport. Such policies shall not be less than the amounts listed in APPENDIX 1; however, in all cases, must meet the statutory requirements of applicable governmental agencies and be approved in writing by the Commission.

(6) Each SASO shall have in its employ, and on duty during required operating hours, trained personnel in such numbers as are required to meet the Minimum Standards in an efficient manner for each aeronautical service being performed.

(7) SASOs shall not engage in any Commercial Aeronautical Activity or service on the Airport premises without first obtaining a Lease, Permit or Agreement from the Commission in accordance with specifications established by the Commission. All persons conducting Commercial Aeronautical Activities at the Airport shall, as a condition of conducting such activities, required to comply with the provisions contained in the minimum standards adopted by the Commission as modified from time to time, unless any such provisions are expressly waived or modified by the Commission in writing. The mere omission of any particular minimum standard in a Lease, license, permit or Agreement shall not constitute a waiver or

modification of the Minimum Standards unless the document expressly states that the Commission waives application of that standard.

(8) SASOs shall not engage in any Commercial Aeronautical Activity not specifically authorized by the Commission.

(9) SASOs shall follow all security regulations and requirements established by the Federal government, State government, local government and the Commission. In addition, the Commission reserves the right to require that principal officers of a SASO, regardless of level of involvement in the actual operation of the SASO, and any employee of the SASO with direct, unescorted access to any building, aircraft parking apron, taxiway, runway, or any other facility inside the secured perimeter fence or facility providing access to the airfield at the Airport submit to a criminal history records check (CHRC), including fingerprinting, at the expense of the SASO. The Commission may suspend the authority of a SASO to conduct business at the Airport if the results of the CHRC indicate that the individual poses a threat to the Airport, local community, State or nation.

(10) Commercial Aeronautical Activities not addressed in these Minimum Standards will be addressed by the Commission on a case-by-case basis in the SASO's written Lease, license, permit or Agreement.

(11) The Commission may waive or modify any portion of these Minimum Standards for the benefit of a governmental agency performing non-profit public services, fire protection, or emergency response operations or when it is determined that such waiver is in the best interest of the public and will not result in unjust discrimination against other Commercial Operators at the Airport.

(12) The Commission as a matter of policy does not allow any "through-the-fence" operations. The Commission intends to maintain the position of no "through-the-fence" operations in the future.

(13) The Executive Director, or his/her designee, with the approval of the Commission, may make revisions and amendments to these Minimum Standards when business conditions at the Airport require and when necessary to comply with FAA, TSA or other governmental regulations.

(14) The Commission has established these Minimum Standards for the Airport with the intent of providing fair and reasonable rules to govern the conduct of Commercial Aeronautical Activity on the Airport. It is the intent of the Commission to provide consistent, uniform, and fair enforcement of these Minimum Standards to accomplish the Commission's goals and promote successful commercial business operations at the Airport. The Executive Director is responsible for and is hereby empowered to enforce these Minimum Standards.

SECTION D - Application and Qualifications

Demonstration of intent to conduct a Commercial Aeronautical Activity at the Airport shall be by application to the Commission. The written application shall contain the minimum:

- (1) The proposed nature of the business. A business plan may be used to express the proposed nature of the business. (See a business plan outline in APPENDIX 3.)
- (2) The signatures of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.
- (3) The current financial statement prepared or certified by a Certified Public Accountant.
- (4) A listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.
- (5) A current credit report for each party owning or having a financial interest in the business and credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
- (6) An agreement to provide a bond or suitable guarantee of adequate funds to the Airport to be used to defray any expenses and fees normally paid by the Lessee between the estimated time the Lessee may default and a new lease is executed and another Lessee takes over.
- (7) A written authorization from the FAA, any aviation or aeronautics commissions, administrations, and departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant shall execute such forms, releases, or discharges as may be required by those agencies.
- (8) Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the Airport as part of the activity for which approval is sought. Applicant must comply with appropriate review procedures and the Commission requirements.
- (9) Proof of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance. Such proof may be in the form of a copy of insurance company letter of intent.
- (10) Such other information as the Commission may require.

SECTION E - Action on Application

The Commission will furnish a copy of these Minimum Standards to any applicant wishing to establish an SASO or an FBO on the Airport who shall make application in writing to the Commission setting forth in detail the information contained in Section D hereof, Application and Qualifications. All applications will be reviewed and acted upon by the Commission within ninety (90) days from the receipt of the application. Applications may be denied for one or more of the following reasons:

- (1) The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
- (2) The applicant's proposed operations or construction will create a safety hazard on the Airport.
- (3) The granting of the application will require the expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to the Airport.
- (4) There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.
- (5) If any of the individuals within the application cannot pass the standard TSA background check.
- (6) The proposed operation, Airport development or construction does not comply with the approved Airport Layout Plan.
- (7) The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present tenant or FBO on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to an existing tenant or SASO, or will result in depriving, without the proper economic study, an existing tenant or SASO of portions of its leased area in which it is operating.
- (8) Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
- (9) Any party applying, or having an interest in the business, has a record of violating the Rules and Regulations of the Airport, or the rules and regulations of any other Airport, Federal Aviation Regulations, or TSA regulations.
- (10) Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Commission or any lease or other agreement at any other airport.

- (11) Any party applying, or having an interest in, the business, is not sufficiently credit worthy and responsible in the judgment of the Commission to provide and maintain the business to which the application relates and to promptly pay amounts due under the SASO or FBO lease.
- (12) The applicant does not have the finances necessary to conduct the proposed operation.
- (13) The applicant has committed any crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the SASO or FBO operation applied for.

SECTION F - Aircraft Sales

Statement of Concept

New Aircraft Sales: An aircraft sales SASO engages in the sale of new aircraft through franchises or licensed dealerships (if required by local, county or State authority) or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or used aircraft; and provides such repair, services, and parts as necessary to meet any guarantee or warranty on aircraft sold.

Used Aircraft Sales: Many entities engage in the purchasing and selling of used aircraft. This is accomplished through various methods including matching potential purchasers with an aircraft (brokering), assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. In many cases these SASOs also provide such repair, services, and parts as necessary to support the operation of aircraft sold. Some of the requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique history.

Minimum Standards

(1) A SASO engaging in this activity shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period. The SASO shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The SASO who is in the business of selling new aircraft shall have available a representative example of the product.

(2) A SASO shall have in his employ, on duty during business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in an efficient manner. The SASO shall also maintain, during all business hours, a responsible person in charge to supervise the operations in the leased area with the authorization to represent and act for and on behalf of the SASO, and provide check ride pilots for aircraft sold.

(a) SASO shall operate the service in a minimum of five hundred (500) square feet of office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms. Operator must lease or sublease a minimum tie down area to accommodate at least two (2) of the largest of the aircraft authorized for sale. If the operator leases hangar space for the storage of sale aircraft this provision is waived.

(b) Employ and have on duty at least one (1) qualified aircraft salesperson and access to a demonstration pilot that has a current commercial pilot certificate with appropriate aircraft type ratings.

(c) Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week.

SECTION G - Aircraft Airframe, Engine and Accessory Maintenance and Repair

Statement of Concept

An aircraft airframe, engine and accessory maintenance and repair SASO provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft up to annual inspections. This SASO may include all types of piston and turbine aircraft, business Jet aircraft and helicopters. This category shall also include the sale of aircraft parts and accessories.

Minimum Standards

- (1) The SASO shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.
- (2) The SASO shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category of services in an efficient manner, but never less than one person currently certificated by the FAA with ratings appropriate to the work being performed and who holds an airframe and power plant rating and is an inspector authorized by the FAA.
 - (a) Operate the service from a minimum of twelve thousand (12,000) square feet of ventilated hangar and shop space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.
 - (b) Employ and have on-duty a minimum of two (2) FAA certified technicians who possess an airframe, power plant, or aircraft inspector rating, or the maintenance facility must be certified under 14 CFR Part 145.
 - (c) Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week. A technician shall also be available on-call twenty-four (24) hours, seven (7) days for emergency purposes only. If more than one (1) maintenance facility is located on Airport the on-call responsibility may be rotated on a mutually agreeable schedule.
 - (d) Provide equipment, supplies and parts required for aircraft airframe, power plant, inspection, tire, battery, oxygen, and other routine aircraft maintenance functions.
 - (e) Provide a waste oil receptacle within the immediate vicinity of the hangar(s). This receptacle shall be capable of holding a minimum of fifty (50) gallons, have secondary containment protection and be emptied at regular intervals and be in compliance with all regulatory requirements as now or hereafter amended.

SECTION H - Aircraft Lease and Rental

Statement of Concept

An Aircraft lease and rental SASO engages in the rental or lease of Aircraft to the public.

Minimum Standards

Aircraft:

(1) The SASO shall have available for rental, either owned or under written lease, two (2) certificated and currently airworthy aircraft, one (1) of which must be a four-place aircraft, and one (1) of which must be equipped for and capable of flight under instrument flight rules (“IFR”).

(a) SASO shall operate the service in a minimum five hundred (500) square feet of office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms. Arrange for or lease ramp or hangar space for Aircraft available for lease or rental.

(b) Employ and have on duty at least two (2) persons having a current commercial pilot certificate with appropriate ratings, including instructor rating.

(c) Keep premises open and services available a minimum of eight (8) hours daily, six (6) days a week.

SECTION I - Flight Training

Statement of Concept

A flight training SASO engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing aircraft, and provides such related ground school instruction as is necessary and preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

Minimum Standards

- (1) The SASO shall have available for use in flight training, either owned or under written lease to SASO, properly certificated aircraft, one (1) of which must be a four-place aircraft, and one (1) of which must be equipped for and capable of use in IFR conditions.
- (2) The SASO shall have, on a full-time basis, at least two flight instructors who have been properly certificated by the FAA to provide the type of training offered.
 - (a) SASO shall operate the service from a minimum of five hundred (500) square feet of classroom and office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.
 - (b) A minimum of one certified flight instructor shall be on duty during business hours and one shall be available on call.
 - (c) Flight training operations shall include mock-ups, pictures, slides, filmstrips, movies, videotapes, or other training aides necessary to provide proper and effective ground school instruction. All materials shall meet FAA requirements for the training offered.
 - (d) Keep premises open and services available a minimum of eight (8) hours daily, six (6) days a week.

SECTION J - Avionics, Instruments or Propeller Repair Station

Statement of Concept

An avionics, instrument, or propeller repair station SASO engages in the business of and provides a shop for the sales and repair of aircraft avionics, propellers, instruments, and accessories for General Aviation Aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments, and accessories. The SASO shall hold the appropriate repair station certificates issued by FAA for the types of equipment it plans to service and/or install.

Minimum Standards

(1) The SASO shall have in its employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is a FAA rated radio, instrument or propeller repairman.

(a) SASO shall operate the service from a minimum of five thousand (5,000) square feet of ventilated hangar and shop space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.

(b) Employ and have on-duty during business hours a minimum of two (2) persons, at least one (1) of which shall be an FAA certified radio, instrument or propeller technician.

(c) Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week.

(d) Provide equipment, supplies and parts required for avionics work.

SECTION K - Air Charter and/or Air Taxi

Statement of Concept

An unscheduled or scheduled Air Charter or Air Taxi SASO engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis under the Federal Aviation Regulations set forth in the Code of Federal Regulations CFR 14 Part 135.

Minimum Standards

(1) The SASO shall provide, either owned or under written lease to the SASO, not less than one (1) certified and airworthy single engine, four-place aircraft and one multi-engine aircraft, both of which must be certificated for IFR operations. Such SASO shall have and display a current FAR Part 135 Certificate.

(2) The SASO shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than two (2) persons who are FAA certified commercial pilots and otherwise appropriately rated to permit the flight activity offered by SASO. This SASO shall operate from the following type facilities:

(a) SASO shall operate the service from a minimum of five hundred (500) square feet of office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.

(b) Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week.

SECTION L - Aircraft Storage

Statement of Concept

An aircraft storage SASO engages in the rental of conventional hangars and/or multiple T-hangars.

Minimum Standards

- (1) The conventional hangar SASO shall have its facilities available for the tenant's aircraft removal and storage on a continuous basis.
- (2) The SASO shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment. To include:
 - (a) Universal tow bars
 - (b) Aircraft tug or aircraft power tow
 - (c) Aircraft chocks and oil drip pans
- (3) The SASO shall provide a 24-hour on call number for emergencies to the Airport and to the hangar tenants.
- (4) A current list of tenants will be provided to the Airport on a quarterly basis.
- (5) The SASO must provide and maintain restroom facilities for their tenants.
- (6) The SASO must provide two parking spaces for each aircraft stored.
- (7) Provide a waste oil receptacle within the immediate vicinity of the hangar(s). This receptacle shall be capable of holding a minimum of fifty (50) gallons, have secondary containment protection and be emptied at regular intervals and be in compliance with all regulatory requirements as now or hereafter amended.
- (8) Lease the necessary amount of land to accommodate the proper quantity and required size of hangars. The minimum land area shall be at the sole discretion of the Commission and shall be dependent upon the number and size of hangars proposed.
- (9) The SASO shall make hangar operator contact name and phone numbers, hangar availability, and rental rates known to prospective customers via posted informational sign inside the SASO's leased area. A separate leased area is not required for this purpose.

(10) The SASO shall rent hangars primarily for aircraft storage purposes. Each based aircraft stored within the aircraft stored within the SASO's hangar facilities must comply with the Rules and Regulations of the Airport.

SECTION M - Specialized Commercial Flying Services

Statement of Concept

A specialized commercial flying services SASO engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:

- (a) Non-stop sightseeing flights that begin and end at the same airport.
- (b) Aerial photography or survey.
- (c) Power line or pipe line patrol.
- (d) Aircraft management.
- (e) Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations.

Minimum Standards

- (1) The SASO shall lease from the Airport or a FBO a building sufficient to accommodate all activities and operations proposed by the SASO but not less than the level stated below. The minimum, areas in each instance shall be subject to the approval of the Commission. All SASOs shall demonstrate that they have the availability of aircraft suitably equipped for the particular type of operation they intend to perform.
- (2) The SASO shall base at the Airport not less than one certified and airworthy Aircraft meeting all Federal and State requirements and regulations with respect to the type of operation to be performed.
- (3) The Commission shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed on a case by case basis. The minimum requirements shall be applicable to all operations of a similar nature. All SASOs will, however, be required to maintain the Aircraft Liability Coverage as set forth for all SASOs included in Appendix 1 hereto.
- (4) The SASO shall have in his employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the Minimum Standards herein, set forth in an efficient manner including at least one FAA rated pilot for the Aircraft to be used and type of operation to be performed.
- (5) The SASO must provide, by means of an office or a telephone, a point of contact for the public desiring to use the SASO's services.

- (a) Operate the service from a minimum of five hundred (500) square feet of office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.
- (b) Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week.

SECTION N - Multiple Services

Statement of Concept

Multiple services SASOs engages in any two or more of the aeronautical services for which Minimum Standards have been herein provided.

Minimum Standards

- (1) The SASO shall comply with the aircraft requirements, including the equipment thereon for each aeronautical service to be performed except that multiple uses can be made of all aircraft owned or under lease by SASO except aircraft used for crop dusting, aerial application, or other commercial use of chemicals.
- (2) The SASO shall provide the facilities, equipment and services required to meet the Minimum Standards as herein provided for all aeronautical service the SASO is performing. If Minimum Standards are inconsistent with the Minimum Standard for another activity, then the Minimum Standard that is stricter or imposes a higher standard shall apply.
- (3) The SASO shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all aeronautical services being performed by SASO.
- (4) The SASO shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards for each aeronautical service the SASO is performing as herein provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the SASO.

SECTION O - Flying Clubs

Statement of Concept

A Flying Club is a non-commercial and nonprofit Entity organized for the purpose of providing its members with any number of Aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the Flying Club owners on a pro-rata share, and the Flying Club may not derive greater revenue from the use of the Aircraft than the cost to operate, maintain, and replace the Aircraft.

Minimum Standards

- (1) The SASO will maintain a current list of all members with addresses, telephone numbers and investment share held by each member.
- (2) When requested by the Executive Director, a Flying Club will make available for inspection club membership lists, club bylaws and rules and a listing of club aircraft models and registration numbers.
- (3) A Flying Club's aircraft shall not be used by other than bona fide members for rental and by no one for hire. Student instruction may be given in club aircraft to club members provided such instruction is given on a non-commercial basis or by an FBO providing flight training under written Lease with the Commission in accordance with the Commission's rules and Regulations and Minimum Standards.

SECTION P - SASOs Subleasing from Another Commercial SASO

Prior to executing an Agreement or Sublease, the Lessee and proposed Sublessee shall obtain the written approval of the Commission for the SASO business proposed which approval may be withheld. Said Sublease shall define the type of business and service to be offered by the Sublessee.

Any Sublessee shall meet all of the Minimum Standards established by the Commission for the categories of services to be furnished. The Minimum Standards may be met in combination between Lessee and Sublessee. The Sublease Agreement shall specifically define those services to be provided by the Lessee to the Sublessee that shall be used to meet the Minimum Standards.

A SASO subleasing an activity to another SASO shall not also engage in that same activity except upon a separate Permit issued by Commission for that purpose.

SECTION Q – Fixed Base Operation (FBO)

Statement of Concept

An FBO is a full service Commercial Operator who is authorized to engage in the sale of products, services, and facilities to Aircraft operators. Only FBOs shall be permitted to provide commercial Aircraft Fueling services and operate retail Aircraft Fueling facilities at the Airport; and are required to provide the following services at a minimum:

- (a) Aircraft Fueling which shall include Jet Fuel, AvGas, and Aircraft lubricants
- (b) Aircraft Line Services
- (c) Aircraft Maintenance
- (d) Aircraft storage hangars
- (e) Passenger, Crew, and Aircraft ground services, including pilot supplies, support and amenities
- (f) UNICOM (as permitted by FCC 87.213)
- (g) Flight briefing capabilities including weather
- (h) Courtesy Vehicle, access to limousine services and rental cars
- (i) Air Charter or Air Taxi

In addition, optional services as approved by the Commission, which may include, but are not limited to: Flight Training, Aircraft Rental, Aircraft Sales, Management Operations, and Avionics Sales and Maintenance.

FBOs may subcontract or use third-party operators to provide any of the required FBO services, or optional services, with the exception of Aircraft Fueling and Aircraft Line Services, which services must be provided directly by FBO and its “Employees.” Subcontractors and third-party operators shall meet all Minimum Standards applicable to such services when performed by an FBO and operate from the primary FBO Leased Premises.

Each FBO shall conduct its business and activities on and from the FBO Leased Premises in a safe and professional manner consistent with the degree of care and skill exercised by experienced FBOs providing comparable products, services, and activities from similar airports in like markets.

Minimum Standards

(1) Aircraft Design Group Serviceability

Each FBO shall provide the personnel, equipment, and facilities required to service all types of General Aviation Aircraft normally frequenting the Airport. The Airport Reference Code (ARC) to be supported is category ARC C-III, which includes aircraft up to an approach speed of 140 knots and wingspans of 78 feet.

(2) FBO Leased Premises Size

Minimum FBO Leased Premises Requirements

Buildings & Leasehold	Minimum Size
Total FBO Leased Premises	10 acres (Contiguous Land)
FBO Terminal	4,000 square feet
Maintenance Hangar	12,000 square feet
Maintenance Hangar Offices	1,500 square feet
Aircraft Storage Hangar	12,000 square feet
Aircraft Storage Hangar Offices	1,500 square feet
FBO Apron (adjacent to FBO Leased Premises)	20,000 square feet
Fuel Storage Area	25,000 square feet

Each FBO shall lease from the Commission a minimum of ten (10) acres of Contiguous Land. Each FBO shall lease or construct, on the FBO Leased Premises, a public use terminal building with a minimum of four thousand (4,000) square feet of floor space for customer lobby, office, pilot’s lounge, flight planning and weather briefing area, and public rest rooms.

Each FBO shall provide customer and employee parking as required by the Airport Commission as now or hereafter amended, or as required by other applicable laws or ordinances.

Each FBO shall lease from the Commission sufficient Airport property for its Aircraft operating area (“FBO Apron”), independent of any building area, vehicle parking area, and an “Aircraft Fuel Storage Area”. This paved FBO Apron area shall be a minimum of twenty thousand (20,000) square feet and adequate to support all the activities of the FBO and all approved subtenants and shall be constructed to engineering standards for the current Airport design Aircraft as defined in the existing Airport Master Plan.

(3) FBO Hours of Operation

Each FBO is required to be open for business and provide Aircraft Fueling and Aircraft Line Services a minimum of 24 hours per day, seven (7) days per week, except as otherwise approved in writing by the Commission.

Airframe and Power Plant Maintenance must be open not less than five (5) days per week, eight (8) hours per day. Service hours for optional FBO services are listed in their specific categories.

(4) Staffing and Employee Qualifications

During the required hours of operation, each FBO shall employ and have on duty sufficient staff to meet the Minimum Standards for each Commercial Aeronautical Activity provided. However, multiple responsibilities may be assigned to Employees where feasible. Each FBO shall have at least two (2) Employees on duty at all times during hours of operation. The FBO will provide to the Airport a current written statement of the names, addresses, telephone numbers and other necessary contact information for all personnel responsible for the operation and management of the FBO. In addition, the Commission shall be provided a point-of-contact with phone numbers for emergency situations.

All FBO Aircraft Fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of Aircraft Fuel. Acceptable training shall be NATA Safety 1st or an equivalent training program.

(5) Insurance Requirements

Each FBO shall maintain the types and amounts of insurance required by the Commission. Except as otherwise required by the Commission, each FBO shall at all times maintain, at a minimum, the types of insurance in the amounts set forth in Appendix 2.

(6) FBOs shall not engage in any Commercial Aeronautical Activity or service on the Airport premises without first obtaining a Lease, Permit or Agreement from the Commission in accordance with specifications established by the Commission. All persons conducting Commercial Aeronautical Activities at the Airport shall, as a condition of conducting such activities, required to comply with the provisions contained in the minimum standards adopted by the Commission as modified from time to time, unless any such provisions are expressly waived or modified by the Commission in writing. The mere omission of any particular minimum standard in a Lease, license, permit or Agreement shall not constitute a waiver or modification of the Minimum Standards unless the document expressly states that the Commission waives application of that standard.

(7) FBOs shall not engage in any Commercial Aeronautical Activity not specifically authorized by the Commission.

(8) FBOs shall follow all security regulations and requirements established by the Federal government, State government, local government and the Commission. In addition, the Commission reserves the right to require that principal officers of an FBO, regardless of level of involvement in the actual operation of the FBO, and any employee of the FBO with direct, unescorted access to any building, aircraft parking apron, taxiway, runway, or any other facility inside the secured perimeter fence or facility providing access to the airfield at the Airport submit to a criminal history records check (CHRC), including fingerprinting, at the expense of the FBO. The Commission may suspend the authority of an FBO to conduct business at the Airport if the results of the CHRC indicate that the individual poses a threat to the Airport, local community, State or nation.

(9) Commercial Aeronautical Activities not addressed in these Minimum Standards will be addressed by the Commission on a case-by-case basis in the FBO's written Lease, license, permit or Agreement.

(10) The Commission may waive or modify any portion of these Minimum Standards for the benefit of a governmental agency performing non-profit public services, fire protection, or emergency response operations or when it is determined that such waiver is in the best interest of the public and will not result in unjust discrimination against other Commercial Operators at the Airport.

(11) The Commission as a matter of policy does not allow any "through-the-fence". The Commission intends to maintain the position of no "through-the-fence" operations in the future.

(12) The Executive Director, or his/her designee, with the approval of the Commission, may make revisions and amendments to these Minimum Standards when business conditions at the Airport require and when necessary to comply with FAA, TSA or other governmental regulations.

(13) The Commission has established these Minimum Standards for the Airport with the intent of providing fair and reasonable rules to govern the conduct of Commercial Aeronautical Activity on the Airport. It is the intent of the Commission to provide consistent, uniform, and fair enforcement of these Minimum Standards to accomplish the Commission's goals and promote successful commercial business operations at the Airport. The Executive Director is responsible for and is hereby empowered to enforce these Minimum Standards.

(14) Required FBO Services

Each FBO shall be required to provide, at a minimum, the following services at the Airport:

(a) Aircraft Fuel

(1) Each FBO must provide the sale and into-plane delivery of common and recognized brands of Aircraft Fuels, lubricants and other aviation petroleum products. Each FBO shall provide, store, and dispense 100LL/Avgas and Jet-A Aircraft Fuel. All equipment used for the storage and/or dispensing of Aircraft Fuel must meet all applicable Federal, State, local laws, rules and regulations. The location of the Aircraft Fuel Storage Area shall be in conformance with the Airport's Master Plan and approved by the Commission.

(2) Each FBO shall manage/and provide a stationary Aircraft Fuel Storage Area encompassing a minimum of twenty-five thousand (25,000) square feet, with safety features, and filtration systems to ensure Aircraft Fuel quality. Each FBO shall ensure that all Aircraft Fuel is delivered clean, bright, pure and free of microscopic organisms, water, or other

contaminants. Ensuring the quality of the Aircraft Fuel is the sole responsibility of the FBO. Fuel storage are must have proper signage to identify hazards and no smoking.

- (3) One 100LL AvGas fuel storage area tank with a minimum of twenty thousand (20,000) gallon capacity, two Jet-A fuel storage area tanks with a minimum of twenty thousand (20,000) gallon capacity each, and the FBO shall also provide adequate mobile or stationary dispensing equipment and two (2) or more personnel on duty 24-hours per day, seven (7) days a week, to serve the Airport's Aircraft Fuel demand. Filter-equipped Aircraft Fuel dispensers with separate dispensing pumps and meter systems for each grade of Aircraft Fuel shall be provided. All metering devices must be inspected, checked and certified annually by appropriate local and State agencies. Aircraft Fuel storage facility tanks shall meet all applicable Federal, State and local laws, and the Rules and Regulations.
- (4) Each FBO shall, at its own expense, maintain the Aircraft Fuel Storage Area, all improvements thereon, and all appurtenances thereto, in a presentable condition consistent with good business practices and in accordance with the appropriate rules, regulations and requirements at the time of construction and any mandated upgrades.
- (5) Each FBO shall provide two operating and fully functional Aircraft fueling trucks containing a minimum capacity of five thousand (5,000) gallons for Jet-A and seven hundred fifty (750) gallons for 100LL fuel. Each Aircraft fueling vehicle shall be equipped with metering devices that meet all applicable Federal, State, local laws, rules and regulations. One Aircraft fueling vehicle dispensing Jet-A Aircraft Fuel shall have over the wing and single point servicing capability and one truck shall be capable of dispensing 100LL fuel.
- (6) Each FBO shall operate an Aircraft Fuel Storage Area designed in accordance with all Environmental Protection Agency (EPA) and the State of South Carolina regulations including proper Aircraft Fuel spill prevention features and containment capabilities. In addition, each FBO shall provide a current copy of their Aircraft Fuel spill prevention, countermeasures, and control plan (SPCCC) to the Commission thirty (30) days prior to commencing operations. Aircraft Fuel inventories will be monitored in accordance with current EPA standards and inventory details will be provided to the Airport when requested including total of gallons delivered by type and date.
- (7) Each FBO shall conduct the lawful, sanitary, and timely handling and disposal of all solid waste, regulated waste, and other materials including,

but not limited to, sump Aircraft Fuel, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property is not permitted upon the FBO Leased Premises.

- (8) The FBO shall develop and maintain Standard Operating Procedures (SOP) for Aircraft Fuel and ground handling operations and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34, Aircraft Ground Handling and Servicing, as now or hereafter amended. The SOP shall address bonding and fire protection, public protection, control of access to the Aircraft Fuel storage facility, and marking and labeling of Aircraft Fuel storage tanks and Aircraft Fuel dispensing equipment, and shall be submitted to the Commission prior to the FBO commencing Fueling activities.
- (9) Additionally, each FBO shall comply with the FAA Advisory Circular 150/5230-4, Aircraft Fuel Storage, Handling, and Dispensing on Airports, Airport Rules and Regulations, and all other applicable Federal, State and local laws related to Aircraft Fuel handling, dispensing, sale and storage. Each FBO shall obtain all applicable Aircraft Fueling certifications and permits, and receive periodic refresher training as required. The Commission and/or the FAA may periodically conduct inspections of the FBO activities and facilities to ensure compliance with all applicable laws and regulations, and these Minimum Standards.
- (10) Each FBO shall provide an adequate supply of properly located, type, size and operable fire extinguishers and other safety equipment. All fire extinguisher certifications must be current. fire extinguishers shall be maintained within all hangars, on FBO Apron areas, at Aircraft Fuel Storage Area, and on all ground handling and Aircraft Fueling Vehicles as required by applicable State and local fire codes for the type of operations conducted.
- (11) Each FBO shall provide monthly Aircraft Fuel inventory reconciliation reports to the Commission listing the total amounts of Aircraft Fuel delivered to and dispensed from the Aircraft Fuel Storage Area.

(b) Aircraft Line Services

Each FBO shall provide necessary equipment, supplies, and trained personnel for FBO Apron assistance, towing, parking, and tiedowns, within the FBO Leased Premises. Equipment shall be sufficient to facilitate the handling of Aircraft up to and including corporate jets as defined by FAA Category ARC C-III. Minimum equipment shall consist of two (2) tugs, one (1) ground power unit, one lavatory cart, one universal tow bar, and one tow bar with changeable heads for turbine aircraft.

Recognizing that General Aviation Aircraft removal is the responsibility of the Aircraft Owner/operator, the FBO shall be prepared to lend assistance within thirty (30) minutes upon request in order to maintain the operational readiness of the Airport. The FBO shall prepare an Aircraft removal plan and have the equipment available that is necessary to remove General Aviation Aircraft normally frequenting the Airport within thirty (30) minutes following the incident or accident.

Each FBO shall provide passenger, crew, and Aircraft ground services, support and amenities; the following services and concessions shall be inside the FBO terminal building located within the FBO Leased Premises:

- (1) Customer service counter stocked with basic pilots supplies;
- (2) Public lounge and waiting area;
- (3) Flight planning work area with Flight Service Station and weather service communication links;
- (4) Public telephones;
- (5) Crew car;
- (6) Snack food and beverage machines; and
- (7) Local ground transportation contacts.

(c) Airframe and Power Plant Maintenance

Each FBO or sublessee of FBO engaging in Airframe and Power Plant Maintenance shall:

- (1) Operate the service from a minimum twelve thousand (12,000) square feet of ventilated hangar and shop space and have immediate access to customer lounge, public telephones, and restrooms.

- (2) Have an additional one-thousand five-hundred (1,500) square feet for management, record keeping and reception areas.
- (3) Employ and have on-duty a minimum of two (2) FAA certified technicians who possess an airframe, power plant, or Aircraft inspector rating as specified in 14 CFR Part 65, as now or hereafter amended, or the maintenance facility shall be certified under and satisfy all the requirements as specified in 14 CFR Part 145, as now or hereafter amended.
- (4) Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week. A technician shall also be available twenty-four (24) hours a day, seven (7) days a week on-call for emergencies, with a response time of not more than one (1) hours. If more than one (1) Airframe and Power Plant Maintenance facility is located on the Airport, this responsibility may be rotated on a mutually agreeable rotating on-call schedule.
- (5) Provide equipment, supplies and parts required for Aircraft airframe, power plant, inspection, tire, battery, oxygen, and other routine Aircraft maintenance functions appropriate for the type of Aircraft serviced.

(d) Aircraft Storage Hangars

Each FBO or sublessee of FBO engaging in Aircraft storage hangar activities shall:

- (1) Lease the necessary amount of land to accommodate the proper quantity and required size of hangars. The minimum land area shall be at the sole discretion of the Commission and shall be dependent upon the number and size of hangars proposed.
- (2) Each Aircraft hangar must be a minimum of (12,000) square feet with one thousand five hundred square feet (1,500) of office, and storage area.
- (3) Provide contact name and phone numbers, hangar availability, and rental rates known to prospective customers via posted informational sign inside each FBO terminal.
- (4) Provide a listing of all Aircraft stored within the FBO's or sublessee's hangar facilities to the Commission semi-annually.
- (5) Ensure that hangar tenants only perform preventive Aircraft maintenance within the hangar on their own Aircraft to the extent permitted in 14 CFR Part 43, as now or hereafter amended. Painting, welding, and any type of Hazardous Material storage shall not be permitted within Aircraft hangars unless authorized specifically by the Commission in writing. The piling and

storage of crates, boxes, barrels, containers, refuse, and surplus property shall not be permitted.

- (6) Provide a waste oil receptacle within the immediate vicinity of the hangar(s). This receptacle shall be capable of holding a minimum of fifty (50) gallons, have secondary containment protection and be emptied at regular intervals and be in compliance with all regulatory requirements as now or hereafter amended.

(e) Optional FBO Services

Each FBO may provide Aeronautical Activities at the Airport in addition to the required FBO services with the consent of the Commission, which may include, but are not necessarily limited to, the services listed below. Any FBO providing optional FBO services, either directly or through a sublessee or subcontractor, shall comply with the standards set forth in this Section, in addition to all other applicable Minimum Standards.

Type of Activity	Minimum Office Space	Minimum Hangar Space
Flight Training	500	Not required
Air Charter, Air Taxi or Aircraft Management Operations	500	Not required
Aircraft Rental	500	Not required
Avionics Sales and Maintenance	500	5,000

(f) Flight Training

Each FBO or sublessee of an FBO engaging in Flight Training Services shall:

- (1) Operate the service from a minimum of five hundred (500) square feet of classroom and office space within the FBO Leased Premises, and have immediate access to customer lounge, public telephones, and restrooms.
- (2) Employ and make available at least one (1) or more FAA certified flight instructors as necessary to meet the Flight Training demand and schedule requirements.
- (3) Own or lease one (1) or more airworthy Aircraft necessary to meet the Flight Training demand and schedule requirements. Aircraft may be fixed or rotary wing.

- (4) Flight Training operations shall include adequate mock-ups, pictures, slides, filmstrips, movies, videotapes, or other training aides necessary to provide proper and effective ground school instruction.

(g) Air Charter, Air Taxi and Aircraft Management Operations

Each FBO or sublessee of FBO engaging in Air Charter, Air Taxi or Aircraft Management Operations shall:

- (1) Operate the service from not less than five hundred (500) square feet of office space within the FBO Leased Premises and have immediate access to customer lounge, public telephones, and restrooms.
- (2) Employ and make available at least two (2) employees who hold current FAA commercial pilot certificates and current Class I or II medical certificates and ratings appropriate for each Aircraft listed on its operating certificate. In addition, all flight personnel shall be properly rated for the Aircraft operated.
- (3) Have dispatch capability within four (4) hours of a customer request.
- (4) Be open and services available five (5) days per week, eight (8) hours per day.
- (5) Own or lease or manage at least two (2) certified and continuously airworthy instrument qualified multi-engine Aircraft.
- (6) Have and display in the public office, a current 14 CFR Part 135 Air Taxi Certificate or provisional FAR Part 135 Certificate, in addition to, the Aircraft identification page from the operating specifications manual of each Aircraft listed on the certificate.
- (7) Have and display in the public office a current copy of 14 CFR Part 133 for rotorcraft operations detailing the external-loading requirements.
- (8) Aircraft Management activities must be operated in accordance with the provision as specified in 14 CFR Part 91 as now or hereafter amended.

(h) Aircraft Rental

Each FBO or sublessee of FBO engaging in Aircraft Rental services shall:

- (1) Operate the service in a minimum of five hundred (500) square feet of office space within the FBO Leased Premises and have immediate access to customer lounge, public telephones, and restrooms.

- (2) Employ and have on duty at least one (1) employee having a current commercial pilot certificate with appropriate ratings, including instructor rating.
- (3) Keep the premises open and services available a minimum of eight (8) hours per day, six (6) days a week.
- (4) Have available for rental or use in Flight Training, either owned or leased and under exclusive control of Commercial Operator, a minimum of two (2) certified and airworthy Aircraft.

(i) Avionics Sales and Maintenance

Each FBO or sublessee of FBO engaging in Avionics Sales and Maintenance shall:

- (1) Operate the service in a minimum of five thousand (5000) square feet of space for operations, bench testing and administration within the FBO Leased Premises have immediate access to customer lounge, public telephones, and restrooms.
- (2) Have an additional five hundred (500) square feet of ventilated hangar and shop space to work on Aircraft.
- (3) Employ and have on duty at least one (1) trained and FAA certified technician.
- (4) Keep premises open and services available a minimum of eight (8) hours a day, five (5) days a week.
- (5) Hold the appropriate FAA repair station certificates for the types of Equipment serviced and/or installed.

SECTION R - Commercial Air Carrier Line Maintenance Services

Statement of Concept

A Commercial Air Carrier Line Maintenance Services SASO engages in line maintenance on scheduled or unscheduled air carrier aircraft operating at the Airport.

Minimum Standards

- (1) The SASO shall operate the service from a minimum of one thousand (1,000) square feet of space on the Airport.
- (2) The SASO shall provide not less than one (1) qualified and certified employee on duty either at the Airport or on call in accordance with the hours of operation.
- (3) The SASO shall have all of the necessary equipment and tools to work on commercial aircraft scheduled to the Airport.
- (4) The SASO shall have on-airport personnel from the hours 4:30 a.m. - midnight and be able to respond within 30 minutes of a call to the airport between the hours of midnight and 4:30 a.m. daily.

APPENDIX 1

Minimum Insurance Policy Limits for SASO's (Risk analysis to be determined by the Airport Risk Manager)

Type of Insurance	Minimum Limits	When Needed
Aircraft Liability	Risk Analysis	Owned or leased aircraft
Workers' Compensation	Statutory	Statutory
Non-owned Aircraft	Risk Analysis	flying non-owned aircraft
Airport Premises Liability	Risk Analysis	Airport premises are leased by tenant
Products & Completed Ops	Risk Analysis	Aircraft repair or service fuel and oil sales, aircraft sales, avionics repair, aircraft parts sales, and manufacturing.
Builder Risk	Risk Analysis	Construction projects
General Liability Including Contractual Liability	Risk Analysis	Hold harmless and indemnification agreement is includes in a lease.
Hangar Keepers Liability	Risk Analysis	Non-owned aircraft are in the care, custody or control of the tenant while on the ground
Property Insurance	Replacement Value	Covers physical damage of lease hold premises damage to premises leased from the airport.
Automobile Liability	Statutory minimum	Owned and non-owned licensed vehicles are driven on the airport premises.
Environmental	Risk Analysis	Investigate State and Federal

Each SASO shall maintain the types and amounts of insurance as specified in the lease or agreement to adequately cover the respective categories of aeronautical services provided and to meet all Commission insurance requirements. Each SASO shall at all times maintain the following applicable types of insurance reflecting minimum coverages of \$2,000,000.00 per occurrence: commercial general liability, personal injury, contractual liability, automotive liability, aircraft liability, hangarkeeper's liability, products-completed operations liability, and environmental clean-up liability insurance.

Each SASO shall maintain at all times fire and extended property coverage for all improvements and fixtures on SASO premises in an amount not less than the full replacement cost of same improvements and fixtures. In addition, each SASO shall maintain at all times the amount of workman's compensation insurance as required by State law. All insurance standards are minimums only and actual requirements may be adjusted by the Commission according to the scope of services provided by a SASO.

Each SASO shall provide the Commission with a certificate of insurance annually. All insurance policies shall contain indemnification and hold harmless language that covers the Commission, Airport and its employees, as additional insured with respect to liability arising from activities performed by or on behalf of the SASO .

APPENDIX 2

**FIXED BASE OPERATOR MINIMUM INSURANCE STANDARDS
GSP AIRPORT**

WORKERS' COMPENSATION:

- Coverage A: Statutory coverage in the State of South Carolina
- Coverage B: Employers Liability:
 Bodily Injury by Accident \$1,000,000 each accident
 Bodily Injury by Disease \$1,000,000 policy limit
 Bodily Injury by Disease \$1,000,000 each employee
- Other States: All States endorsement except State Fund states.
- Voluntary Compensation Endorsement: Coverage to apply in the State of Hire.
- Policy should include a Waiver of Subrogation in favor of Commission and Airport

AIRPORT LIABILITY:

Combined Single Limit:	
Products-Completed Operations Aggregate Limit	\$25,000,000
Personal Injury & Advertising Injury Aggregate Limit	\$25,000,000
Incidental Malpractice Liability Aggregate Limit	\$25,000,000
Each Occurrence Limit	\$25,000,000
Fire Damage Liability Any One Fire	\$ 100,000
Medical Expense Limit Any One Person	\$ 5,000
Hangarkeepers Limit Any One Aircraft	\$25,000,000
Hangarkeepers Limit Any One Occurrence	\$25,000,000
General and Contractual Liability for Lease Agreement	\$25,000,000
Host Liquor Liability	\$25,000,000

Maximum Deductibles to be negotiated

The FBO shall provide the Commission with a certificate of insurance annually. All insurance policies shall contain indemnification and hold harmless language that covers the Commission, Airport and its employees, as additional insured with respect to liability arising from activities performed by or on behalf of the FBO.

Note: Endorsement to define the Indemnity Agreement in the lease as an INSURED CONTRACT under the terms of the policy.

AIRCRAFT LIABILITY:

Combined Single Limit	
Covering all aircraft used in the FBO's business	\$10,000,000
Non-Owned Aircraft Liability-Ground	\$10,000,000
Non-owned Aircraft Liability-Flight (if applicable)	\$10,000,000

The Commission, its employees, agents, Board of Commissioners and the Airport shall be endorsed as additional insureds with regard to liability coverage.

AIRCRAFT HULL:

Policy should include a Waiver of Subrogation in favor of GSP

AUTOMOBILE:

Combined Single Limit	\$5,000,000
Hired and Non-Owned Liability coverage	\$5,000,000

Symbol 1 providing liability coverage for "Any Vehicle"

Policy should include a Wavier of Subrogation in favor of GSP for Physical Damage coverage- Comprehensive and Collision

The Commission, its employees, agents, Board of Commissioners and the Airport shall be endorsed as additional insureds with regard to liability coverage.

PROPERTY INSURANCE:

Special Form Coverage in the amount of the Replacement Cost of the building.

Coverage to be on a Replacement Cost basis.

Agreed Amount Endorsement deleting co-insurance requirement.

Business Interruption/Extra Expense Coverage as required to guarantee the uninterrupted payment of rental fees.

Airport as named Insured *As Their Interests May Appear.*

ENVIRONMENTAL IMPAIRMENT LIABILITY:

Coverage and limits to be negotiated.

Evidence of all required coverage to be furnished in the form of a Certificate of Insurance with 30 notice of cancellation or material reduction in coverage in favor of GSP.

All underwriters to have a Best's rating of A VIII or higher.

APPENDIX 3

Minimum Requirements for a Business Plan:

1. List all services that are proposed to be offered.
2. Details on the amount of land desired to lease.
3. Building space that will be constructed or leased.
4. Number of aircraft that will be provided.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed.
7. Short resume for each of the owners and financial backers.
8. Short resume of the manager of the business (if different from "7" above) including this person's experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation.
10. Amounts and types of insurance coverage to be maintained (see requirements in Minimum Standards).
11. Evidence of the projections for the first year and the succeeding four (4) years.
12. Methods to be used to attract new business (advertising and incentives).
13. Amenities to be provided to attract business.
14. Plans for physical expansion, if business should warrant such expansion.