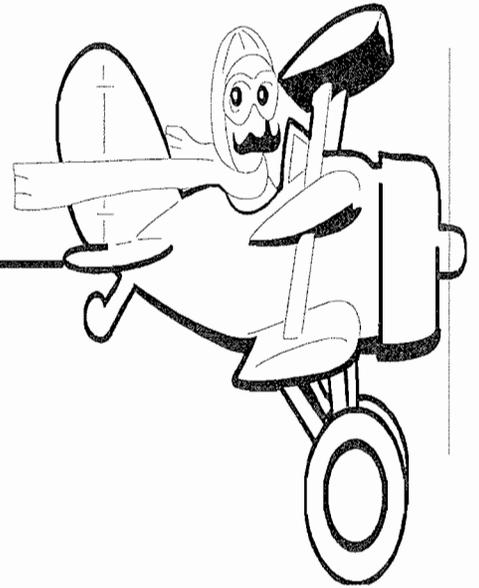


AIRPORT STANDARDS



*COOLIDGE
MUNICIPAL AIRPORT*

AIRPORT MINIMUM STANDARDS
adopted by Resolution 97-31
August 25, 1997

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**COOLIDGE MUNICIPAL AIRPORT
MINIMUM STANDARD REQUIREMENTS
FOR
AIRPORT AERONAUTICAL SERVICES**

Section 1 Preamble and Policy

The City of Coolidge being the Owner and in a position of responsibility for the administration of the Coolidge Municipal Airport does hereby establish the following Policy and Minimum Standards:

The Minimum Standards are intended to be the threshold entry requirements for those wishing to provide 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 Coolidge Municipal 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 at Coolidge Municipal Airport. The uniform application of these Minimum Standards, containing the minimum levels of service that must be offered by the prospective service provider, relates primarily to the public interest and discourages substandard entrepreneurs, thereby protecting both the established aeronautical activity and the Coolidge Municipal Airport patrons.

Section 2 - Definitions

Aeronautical Activity - means any activity conducted at airports which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts, aircraft storage and the manufacturing or assembly of aircraft or related equipment.

Aeronautical Service means any service which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the airport by a person who has a lease from the airport owner to provide such service.

Airport means the Coolidge Municipal Airport, and all of the property, buildings, facilities and improvements within the exterior boundaries of such airport as it now exists on the Airport Layout Plan or the Airport Master Plan, Drawings 1- 6 or as it may hereinafter be extended, enlarged or modified.

FAA means the Federal Aviation Administration.

FAR means Federal Aviation Regulation.

FBO means any aviation business or Fixed Base Operator duly licensed and authorized by written agreement with the City of Coolidge (airport owner) to provide aeronautical activities at the airport under strict compliance with such agreement and pursuant to these regulations and standards.

Flying Club means a non-commercial organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques. See the Airport Rules and Regulations for requirements.

Fuel: As defined in an operator lease agreement.

Fueling Operations means the dispensing of aviation fuel into aircraft.

Fuel Vendor means an entity engaged in selling or dispensing aviation fuel to aircraft other than that owned or leased by the entity.

Fueling Operations Permit means a permit issued by the City of Coolidge to a person or entity who dispenses aviation fuel at Coolidge Municipal Airport (see Airport Rules and Regulations for requirements and procedure). There are two types: (1) Fuel Vendor Permit; and (2) Self-fueling Permit.

Landside means all buildings and surfaces on the airport used by surface vehicular and pedestrian traffic.

Large Aircraft is an aircraft of more than 12,500 pounds maximum certified takeoff weight or turboprop and turbojet aircraft.

Lease (pertaining to the lease of aircraft by an aeronautical activity) means a long-term written agreement established on a minimum basis of six (6) months wherein the lessee shall have full control over the scheduling and use of aircraft and the aircraft is insured as required by these Minimum Standards for the use of the aircraft by Lessee. (Also referred to as aircraft lease-back.)

Manager means the Airport Manager or his/her designee.

Minimum Standards means the standards which are established by the airport owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport.

NFPA means the National Fire Protection Association.

NOTAM means a Notice to Airmen published by the FAA.

Owner - means the City of Coolidge.

Permit - means a written permit issued by the City of Coolidge to conduct aeronautical or commercial activities at the airport to a person otherwise not authorized by a lease, license or other agreement to conduct such activities.

Person means an individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity.

Ramp Privilege means the driving of a vehicle upon an aircraft parking ramp on the airside of the airport to deliver persons, cargo or equipment to an aircraft as a matter of convenience or necessity. See Airport Rules and Regulations for requirements and procedure.

Self-fueling operator means a person who dispenses aviation fuel to aircraft owned by such person, or leased from others and operated by such person. See Airport Rules and Regulations for requirements and procedure.

Small Aircraft is an aircraft of 12,500 pounds or less maximum certified take-off weight.

UNICOM means a non-governmental communication facility which provides airport advisory information.

Section 3 - Minimum Standards for All FBO's

The following shall apply to all prospective aeronautical service providers wishing to become FBO's at the Coolidge Municipal 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 Owner.

3. Any prospective FBO seeking to conduct aeronautical activity at the airport should demonstrate that they have adequate resources to realize the business objectives agreed to by the City of Coolidge and the applicant.
4. All other operations require a permit to conduct their operations on the airport property.
5. The prospective FBO shall lease from the Owner an area of ground space to provide for the outside display and storage of aircraft and on which shall be erected a building to provide, or is an existing building, that provides floor space for aircraft storage, office, customer lounge, and restrooms, which shall be properly heated and lighted, and shall provide public telephone facilities for customer use. The FBO shall also provide, on leased area, paved parking for the FBO's customers and employees.
6. The prospective FBO shall have his premises open and services available during the hours, and days a week as required in the Lease, and shall make provision for someone to be in attendance in the office at all times during the required operating hours.
7. All prospective FBO's shall demonstrate to the City of Coolidge's satisfaction evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation. An FBO 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 licenses or renewals or extensions thereof with a 30-calendar day notice of cancellation to City of Coolidge. Such policies shall not be for less than the amounts listed at **APPENDIX 1**; however, in all cases, amounts of policies must meet the statutory requirements of applicable governmental agencies and be approved in writing by the City Council of the City of Coolidge.

Section 4 - Application and Qualifications

Demonstration of intent to conduct a business operation at the Airport shall be by application to the City of Coolidge. The written application shall contain at 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 at **APPENDIX 2** .)
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 a 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 City of Coolidge 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 for the FAA, any aviation or aeronautics commissions, administrators, 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 will 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 City of Coolidge requirements.
9. Proof (copy or insurance company letter of intent) of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance.
10. Such other information as the City of Coolidge may require.

Section 5 - Action on Application

All applications will be reviewed and acted upon by the City of Coolidge within 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 City of Coolidge.
4. There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.
5. The proposed operation, Airport development or construction does not comply with the approved Airport Layout Plan.
6. 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 fixed base operator on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to the existing fixed base operator area, or will result in depriving, without the proper economic study, an existing fixed base operator of portions of its leased area in which it is operating.
7. 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.
8. Any party applying, or having an interest in the business, has a record of violating the Rules, or the Rules and Regulations of any other Airport, Civil Air Regulations, Federal Aviation Regulations, or any other Rules and Regulations applicable to this or any other Airport.
9. Any party applying, or having an interest in the business, has defaulted in the

performance of any lease or other agreement with the City of Coolidge or any lease or other agreement at any other airport.

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

Section 6 - Aircraft Sales

Statement of Concept

1. **New Aircraft Sales:** An aircraft sales FBO 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.
2. **Used Aircraft Sales:** Many companies 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 FBO's also provides 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 operational history.

Minimum Standards

1. The FBO 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 FBO shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The FBO who is engaged in the business of selling new aircraft shall have available a representative example of the product.
2. The FBO 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 an efficient manner. The FBO 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 FBO, and provide check ride pilots for aircraft sold.

Section 7 - Aircraft Airframe, Engine and Accessory Maintenance and Repair

Statement of Concept

An aircraft airframe, engine and accessory maintenance and repair FBO provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft up to and may include business jet aircraft and helicopters. This category shall also include the sale of aircraft parts and accessories.

Minimum Standards

1. The FBO shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.
2. The FBO 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 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, power plant or an aircraft inspector rating.

Section 8 - Aircraft and/or Ultralight Vehicle Lease and Rental

Statement of Concept

An aircraft and/or ultralight vehicle lease or rental FBO engages in the rental or lease of aircraft and/or ultralight vehicle to the public.

Minimum Standards

Aircraft:

1. The FBO shall have available for rental, either owned or under written lease to FBO, a number of certified and currently airworthy aircraft as specified in the lease. Some of which must be a four-place aircraft, and some of which must be equipped for and capable of flight under instrument weather conditions as specified in the lease..
2. The FBO shall have in his employ and on duty during the appropriate business hours, a minimum of one person having a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

Ultralight Vehicles:

1. The FBO shall have available for rental, either owned or under written lease to the FBO, one approved two-place ultralight vehicle.
2. The FBO shall have in his employ and on duty during appropriate business hours, a minimum of one person having a current FAA commercial pilot certificate or an Advanced Flight Instructor's (AFI) rating from the United States Ultralight Association (USUA).

Section 9 - Flight Training

Statement of Concept

A flight training FBO 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 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 FBO shall have available for use in flight training, either owned or under written lease to FBO, properly certificated aircraft, some of which must be a four-place aircraft, and some of which must be equipped for and capable of use in instrument flight instruction as specified in the Lease.
2. The FBO shall have on a full-time basis at least one flight instructor who has been properly certificated by the FAA to provide the type of training offered.

Section 10 - Commercial Skydiving

Statement of Concept

A Skydiving FBO engages in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment.

Minimum Standard

1. The FBO shall have available for skydiving, either owned or under written lease to the FBO, at least one properly certificated aircraft.
2. The FBO operation shall meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR 105, and related FAA Advisory Circulars. The jump plane pilot must hold a FAA commercial pilot certificate and appropriately rated for the aircraft being operated.
3. The skydiving FBO shall carry the same insurance coverage and limits as any other FBO on the airport.

Section 11 - Aircraft Fuels and Oil Service

Statement of Concept

An aircraft fuels and oil service FBO provides aviation fuels, lubricants and other services supporting itinerant aircraft operations and operations of aircraft based on the airport.

Minimum Standards

Except as otherwise provided in any agreement between the FBO and the Owner, an FBO conducting aviation fuel and oil sales or service to the public on the Airport shall be required to provide the following services and equipment:

1. Appropriate grades of aviation fuel shall be maintained and properly stored as specified in the lease..
2. An adequate inventory of generally accepted grades of aviation engine oil and lubricants.
3. Fuel dispensing equipment, meeting all applicable Federal, State, and Owner requirements for each type of fuel dispensed.
4. Proper equipment for aircraft towing, inflating aircraft tires, washing aircraft windscreens, and recharging aircraft batteries.
5. The safe storage and handling of fuel in conformance with all Federal, State, County requirements and fire codes pertaining to safe storage and handling of fuel.
6. The lawful and sanitary handling and timely disposal, away from the Airport, of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, and other containers will not be permitted within the leased premises.
7. Permanent restroom facilities for personnel and customers.
8. Auto parking for customers and employees.

9. A flight planning area with appropriate seating, work areas, communication facilities, directories and all items necessary for complete flight planning separate from other public areas.
10. A pilot lounge and waiting area for transition of air passengers to ground transportation and vice versa.
11. Adequate bonding wires will be installed, continuously inspected and maintained on all fueling equipment, to reduce the hazards of static electricity.
12. An adequate supply of properly located fire extinguishers and other precautions and/or equipment required by applicable fire codes.
13. Unless provided by the airport owner, the FBO shall have a fixed fuel storage system which shall contain safety fixtures and filtration systems to ensure airline-type quality. The system shall have at least the number of gallons of storage for each type of fuel the FBO is required to provide by the lease. The storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel Spill Prevention Countermeasures and Control Plan (SPCC), as applicable.

Section 12 - Avionics, Instruments or Propeller Repair Station

Statement of Concept

An avionics, instrument, or propeller repair station FBO engages in the business of and provides a shop for the 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 FBO shall hold the appropriate repair station certificates issued by FAA for the types of equipment he plans to service and/or install.

Minimum Standards

The FBO 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 one person who is an FAA rated radio, instrument or propeller repairman.

Section 13 - Aircraft Charter and Air Taxi

Statement of Concept

An unscheduled, or scheduled air charter or air taxi FBO engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis under Code of Federal Regulations CFR 14 Part 135 of the Federal Aviation Regulations.

Minimum Standards

1. The FBO shall provide, either owned or under written lease type, class, size and number of aircraft intended to be used by the FBO, not less than the number of aircraft as specified in the lease, all of which must meet the requirements of the air taxi commercial FBO certificate held by the FBO. The multi-engine aircraft shall be certified for instrument operations.
2. The FBO 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 one person who is an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by FBO.

Section 14 - Aircraft Storage

Statement of Concept

An aircraft storage FBO engages in the rental of conventional hangars or multiple T-hangars.

Minimum Standards

1. The conventional hangar FBO shall have his facilities available for the tenant's aircraft removal and storage on a continuous basis.
2. The FBO shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.

Section 15 - Specialized Commercial Flying Services

Statement of Concept

1. A specialized commercial flying services FBO 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. Crop dusting, seeding, spraying, and bird chasing.
 - c. Banner towing and aerial advertising.
 - d. Aerial photography or survey.
 - e. Power line or pipe line patrol.
 - f. Fire fighting.
 - g. Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations.

Minimum Standards

1. The FBO shall lease from the Owner and the lease shall include a building sufficient to accommodate all activities and operations proposed by the FBO. The minimum areas in each instance shall be subject to the approval of the Owner. In the case of crop dusting or aerial application, the FBO shall make suitable arrangements and have such space available in his leased area for safe loading and unloading and storage and containment of chemical materials. All FBO's shall demonstrate that they have the availability of aircraft

suitably equipped for the particular type of operation they intend to perform.

2. The Owner shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature. All FBO's will, however, be required to maintain the Aircraft Liability Coverage as set forth for all FBO's.
3. The FBO 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.
4. The FBO must provide, by means of an office or a telephone, a point of contact for the public desiring to utilize FBO's services.

Section 16 - Multiple Services

Statement of Concept

A multiple services FBO engages in any two or more of the aeronautical services for which Minimum Standards have been herein provided.

Minimum Standards

1. The FBO 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 FBO except aircraft used for crop dusting, aerial application, or other commercial use of chemicals.
2. The FBO shall provide the facilities, equipment and services required to meet the Minimum Standards as herein provided for all aeronautical service the FBO is performing.
3. The FBO shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all aeronautical services being performed by FBO.
4. The FBO 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 for each aeronautical service the FBO is performing as herein provided. Multiple

responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the FBO.

Section 17 - Flying Clubs

1. Non Profit Organizations

All flying club located or using the Coolidge Municipal Airport shall be a nonprofit organization.

All rights shall be shared equally between members. No member shall share in profits, earnings, salaries, or other forms of compensation.

The Flying Club shall not be involved in any type of commercial operations.

2. Equipment

A minimum of one aircraft, properly certified, is required for a flying club.

3. Flight Instruction.

Flight Instruction shall only be offered to club members. The instructor must be a club member or an instructor who is a lessee on the airport for the purpose of flight instructor.

4 Charter and Bylaws.

A copy of the Flying Club's Charter and Bylaws or other comparable documents must be filed with the Airport Manager. Flying Clubs must submit annual financial reports.

5. Insurance

- a) Procure and maintain Comprehensive Public Liability and Property Damage not less than \$1,000,000 per occurrence.
- b) Procure and maintain Aircraft Liability and Property
Damage covering each aircraft and occupants, and bystanders of not less than \$1,000,000 per occurrence.
- c) The City of Coolidge is to be named as additional insured on all insurance requirements.

- d) Proof of insurance must be submitted to the Airport Manager prior to operations on the airport.
- e) The Airport Manager, with advise of City Risk Manager, reserves the right to increase the limits and require additional insurance coverage as set forth in these Minimum Standards, subject to applicable provisions in these Minimum Standards, subject to applicable provisions in the tenant's lease.

Section 18 - SPECIAL EVENTS

The Coolidge City Council will allow for Special Events at the Coolidge Municipal Airport. The Policy reads as follows:

A. The term Special Event is defined as:

- 1. Airshows (precision flying teams performing acrobatic flight maneuvers).
- 2. Aircraft Fly-in with static display of airplanes.
- 3. Balloon staging and launching.
- 4. Cocktail/Dinner parties (mixers) and dances. (inclusive of any events which serve alcohol).
- 5. Parachuting demonstrations or competitive events.
- 6. Sail Plane or Ultralight flight demonstrations, competitions, fly-ins.

B. Insurance

- a) Procure and maintain Comprehensive Public Liability and Property Damage not less than \$1,000,000 per occurrence
- b) Procure and maintain Aircraft Liability and Property Damage covering each aircraft and occupants, and bystanders of not less than \$1,000,000 per occurrence.
- c) The City of Coolidge is to be named as additional insured on all insurance requirements.
- d) Proof of insurance must be submitted to the Airport Manager prior to operations on the airport.
- e) The Airport Manager, with advise of City Risk Manager, reserves the right to increase the limits and require additional insurance coverage as set forth in these Minimum Standards, subject to applicable provisions in these Minimum Standards, subject to applicable provisions in the tenant's lease.

Section 19 - FBO's Subleasing From Another Commercial FBO

Prior to finalizing an agreement, the lessee and sublessee shall obtain the written approval of the City of Coolidge for the business proposed. Said sublease shall define the type of business and service to be offered by the sublessee FBO.

The sublessee FBO shall meet all of the Minimum Standards established by the Owner for the categories of services to be furnished by the FBO. 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 standards.

Section 20 - Environmental

Any FBO, person, party, firm or corporation operating on this airport must comply with all federal, state and local environmental requirements.

APPENDIX 1

Minimum Insurance Policy Limits

Type of Insurance	Minimum Limits	When Needed
- Workman's Compensation	Statutory	Statutory
- Aircraft Liability	Risk Analysis	Owned or leased aircraft
- Non-owned Aircraft Liability	Risk Analysis	Flying non-owned aircraft (such as dual to owner, maintenance test & ferry flights, pilot service, sales demonstrations)
- Products & Completed Ops.	Risk Analysis	Aircraft repair or service, fuel and oil sales, aircraft sales, avionics repair, aircraft parts sales, and manufacturing.
- Builders Risk	Risk Analysis	Construction projects.
- Contractual Liability	Risk Analysis	Hold harmless and indemnification agreement is included 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

APPENDIX 2

Minimum Requirements for a Business Plan

1. All services that will be offered.
2. 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.
11. Evidence of the projections for the first year and the succeeding 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.