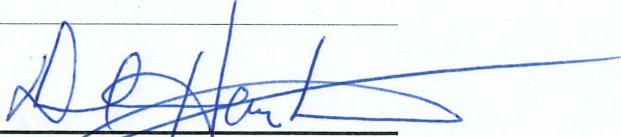




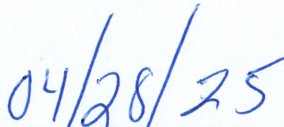
AERONAUTICAL SERVICE OPERATOR MINIMUM STANDARDS

04/28/2025

Approved by:

X 

David Hamilton
Transportation Director



Effective Date

PREFACE

The airport sponsor of a federally obligated airport agrees to make available the opportunity for persons, firms, or corporations to engage in commercial aeronautical activities that meet reasonable Minimum Standards established by the airport sponsor. The airport sponsor's purpose in imposing standards is to facilitate a safe, efficient, and adequate level of operation and services offered to the public. Such standards must be reasonable and not unjustly discriminatory. In exchange for the opportunity to engage in a commercial aeronautical activity, an aeronautical service provider engaged in an aeronautical activity agrees to comply with the Minimum Standards developed by the airport sponsor. Compliance with the Airport's Minimum Standards should be part of an aeronautical service provider's lease agreement with the airport sponsor.

This document sets out the Minimum Standards for all providers of aeronautical services at the Southwest Georgia Regional Airport. It was developed to provide guidance and protection for all parties concerned. It was written following federal and state regulations, Federal Aviation Order 5190.6B, and Advisory Circular 150/5190-7. It is intended that this document will be reviewed and updated regularly to keep current and in tune with contemporary aeronautical business practices.

PREAMBLE AND POLICY

The Albany-Dougherty County Aviation Commission being in a position of responsibility for the administration of the Southwest Georgia Regional Airport, does hereby establish the following Minimum Standards. These Minimum Standards are intended to be the threshold entry requirements for those wishing to provide Aeronautical Services to the public and to ensure that those who have undertaken to provide Aeronautical Services are not exposed to unfair or irresponsible competition. These Minimum Standards were developed taking into consideration the aviation role of the Airport, the facilities that currently exist at the Airport, the services being offered at the Airport, and the future development planned for the Airport, and the promotion of fair and open competition at the Airport. These Minimum Standards contain the minimum levels of facilities and services that must be offered by prospective aeronautical service providers. Their uniform application is in the public interest by discouraging substandard operations, thereby protecting both the aeronautical activities and the Airport patrons.

Although lease terms and covenants may vary, the basic provisions contained in these standards are applicable to all persons proposing to conduct an aeronautical business on the Southwest Georgia Regional Airport. No exclusive right to conduct an aeronautical activity will be granted by the City of Albany for any commercial enterprise.

These Minimum Standards shall at no time be construed to relieve aeronautical service providers from complying with applicable federal, state and local laws, codes, ordinances, and other regulatory measures.

In addition to these Minimum Standards, all commercial and non-commercial activity will be subject to, and must comply with, all rules and regulations established by the City concerning the operation of the Airport. All construction at the Airport must be in accordance with design and construction standards approved by the Transportation Director and in accordance with City of Albany codes and ordinances.

Commercial Aeronautical Activities not addressed in the Minimum Standards shall be addressed by the City on a case-by-case basis in the Operator's written lease, permit, or agreement.

Subject to applicable orders, certificates, or permits of the FAA or its successor, no person shall use the Airport, or any portion thereof, or any of its improvements or facilities for a revenue producing Commercial Aeronautical Activity to serve the public, who has not first complied with these Minimum Standards and the Rules and Regulations of the Airport and entered into a written agreement or obtained a written permit from the Airport.

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AMENDMENTS

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SECTION 1 - DEFINITIONS

The following terms shall have the following meanings:

Aeronautical Activity or Aeronautical Service – any commercial 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 service".

Agreement – (Agreement, Lease, or Lease Agreement) – the written agreement between the Airport 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.

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.

Airframe and Power Plant Mechanic (A&P) – A person who holds an aircraft mechanic certificate with both airframe and/or power plant ratings as authorized and described in 14 CFR Part 65.

Airplane Design Group: A FAA designated grouping of aircraft based upon wingspan. The groups are as follows:

Group I: Up to but not including 49 feet

Group II: 49 feet up to but not including 79 feet

Group III: 79 feet up to but not including 118 feet

Group IV: 118 feet up to but not including 171 feet

Group V: 171 feet up to but not including 214 feet

Group VI: 214 feet up to but not including 262 feet

Airport (Southwest Georgia Regional Airport, ABY) – all of the Airport owned or leased real or personal property, building, 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 and future Airport Layout Plan.

Airport Movement Area (AMA) – the runways, taxiways and other areas of an airport that are utilized for taxiing, air taxiing, takeoff and landing of aircraft.

Airport Operations Area or AOA – the area of the Airport used for aircraft landing, takeoff, or surface maneuvering including the areas around hangars, navigation equipment and communication facilities.

Airport Layout Plan (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, nav aids, etc.

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, Unmanned Aircraft System (UAS), balloon or blimp. *

Air Charter or 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 operating under FAR Part 125. *

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.

Aircraft Operation – an aircraft arrival at, or departure from, the Airport.

Aircraft Owner – a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.

Aircraft Parking and Storage Areas – those hangar, apron locations, or other locations of the Airport designated by the Transportation Director for the parking and storage of aircraft.

Aircraft Rental – the commercial operation of renting or leasing aircraft to the public for compensation.

Aircraft Sales – the sale of new or used aircraft through brokerage, ownership, franchise, distributorship or licensed dealership.

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 siting standards, etc.

Apron – those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft.

Authorized Areas of the Airport – means a common use area open to the Operator and allother similarly situated users of the Airport, or space under the exclusive control of the Airport or a tenant of the Airport in which the Operator is permitted to operate by the Airport or such tenant, as applicable.

Avionics Sales and Maintenance – the commercial operation of providing for the repair andservice, or installation of aircraft radios, instruments, and accessories. Such operation may include the sale of new or used aircraft radios, instruments, and accessories.

Aviation Commission – The Albany Dougherty Aviation Commission is a seven-member board charged with the management and oversight of the Southwest Georgia Regional Airport. Upon recommendation from the Aviation Commission, five members are appointed by the City Commission for three-year terms, a City Commission member serves for a one year term, and the Mayor serves for his/her term of office.

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 (i.e., more than 30 days).

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 may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties but excluding others from enjoying or exercising a similar right or rights would be an Exclusive Right. The granting of an Exclusive Right to conduct an aeronautical activity on an airport developed or improved with federal funds is expressly forbidden by law.

City Commission - Seven elected officials, The Mayor and six Commissioners, form Albany's Board of City Commissioners. The Mayor and Board of City Commissioners sets city policy, passes ordinances and resolutions and raises revenue. The Mayor is elected at-large while Commissioners are elected by ward. The Mayor and Commissioners serve four-year terms. The City Commission's mission is to deliver fiscally responsible, highly dependable services to citizens in the community and the region with integrity and professionalism.

Federal Aviation Administration (FAA) – the federal aviation agency established by the Federal Aviation Act of 1958, as amended, and re-established in 1967 under the Department of Transportation.

Federal Aviation Regulations (FAR) – regulations 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).

Fixed Base Operator (FBO) – a "full service" commercial aeronautical business who is authorized to engage in the primary activities of aircraft refueling and airframe and power plant maintenance, and a minimum of two (2) of the following secondary activities: flight training, aircraft rental, aircraft charter or air taxi, avionics sales and service, aircraft storage/hangar rentals, or provision of a pilot supply store and flight planning facilities.

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 pilot's 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.

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 of to operate, maintain and replace the aircraft.

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.

Fuel Storage Area – any portion of the Airport designated temporarily or permanently by the Transportation Director as an area in which aviation or motor vehicle gasoline or any other type of fuel or fuel additive may be stored or loaded.

General Aviation – all phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled airlines.

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 Airport, agency, department, commission, board or agency.

Minimum Standards – the qualifications which are established as the minimum requirements to be met as a condition for the privilege to conduct an Aeronautical Service on the Airport. All operators will be encouraged to exceed the minimums; none will be allowed to operate under conditions below the minimum. These minimum standards are not intended to be all-inclusive, as the operator of a commercial venture which is based on the Airport will be subject additionally to all applicable Federal, State

and local laws, orders, codes, ordinances and other similar regulatory measures, including any Airport Rules and Regulations promulgated by the Airport.

Non-Movement Area – specifically designated portions of the AOA that may include aircraft loading ramps and aircraft parking areas.

Operational Areas:

1. **Landside** – those areas not involved in aircraft movement or operation.
2. **Airside** – those areas involved in any aircraft movement or operation, i.e., runways, taxiways, ramps, tie-down areas, hangar areas, etc.

Operator – a person or persons, firm, company, joint venture, partnership or corporation engaging in any Aeronautical Service on the Airport. An Operator may be classified as either a Fixed Base Operator (FBO) or a Specialized Aeronautical Services Operator (SASO).

Permit – administrative approval issued by the City 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.

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.

Repair Station – a Federal Aviation Administration approved facility utilized for the repair of aircraft. Activities may include repair and maintenance of airframes, power plants, propellers, radios, instruments and accessories.

Restricted Area – Any area of the Airport posted to prohibit entry or to limit entry or access to specific authorized persons.

Roadway – any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

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.

Specialized Aeronautical Services Operator (SASO) – a commercial aeronautical business that is authorized to offer a single or limited service according to established Minimum Standards. Examples of a SASO include but are not limited to the following

commercial aeronautical activities: flight training, aircraft maintenance, air charter or taxi, aircraft sales, avionics maintenance, aircraft rental and sales, and aircraft storage.

Self-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.

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

Taxilane – the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage areas.

Taxiway – a defined path established for the taxiing of aircraft from one part of the Airport to another.

Transportation Director – means the chief executive officer of the Airport, or their designee.

Transportation Security Administration (TSA) –Transportation Security Administration (TSA) is an agency of the United States Department of Homeland Security (DHS) that has authority over the security of transportation systems within, and connecting to the United States. The TSA develops broad policies to protect the U.S. transportation system, including highways, railroads, buses, mass transit systems, ports, pipelines, and intermodal freight facilities.

UNICOM – a two-way communication system operated by a non-governmental entity that provides airport advisory information.

Vehicle Parking Area – any portion of the Airport designated and made available temporarily or permanently by the Airport for the parking of vehicles.

SECTION 2 - GENERAL INFORMATION

2.1 PURPOSE

These regulations prescribe Minimum Standards for Aeronautical Services at Southwest Georgia Regional Airport. The purpose of the Minimum Standards is to establish a minimum acceptable level of service and by no means implies a right to provide services.

2.2 INTRODUCTION

Prudent and proper administration requires that standards establishing the minimum acceptable qualifications of participants, level and quality of service, and other conditions that will be required of those proposing to provide Aeronautical Services at the Airport be adopted. The requirement to impose standards on those proposing to provide Aeronautical Services at the Southwest Georgia Regional Airport is in the public interest. This requirement provides protection from irresponsible, unsafe or inadequate service.

The adoption and enforcement of such standards ensures that the operator is reasonably fit, willing and able to discharge both its service obligations to its customers and its economic obligations to the airport community, and thereby protects the aviation user, the public and the airport community. Therefore, standards established and applied promote economic stability by discouraging unqualified applicants and fostering the level of services desired by the public and the Southwest Georgia Regional Airport.

2.3 CONDUCT OF AN AERONAUTICAL SERVICE OPERATOR

It is the policy of the Southwest Georgia Regional Airport to extend the opportunity for providing an Aeronautical Service to any entity meeting the Airport's published standards for that service, subject to availability of suitable space at the Airport to conduct such activities. The Southwest Georgia Regional Airport Master Plan provides the basis for determining whether suitable space is available.

2.4 APPLICABILITY

These standards apply to any person or entity that provides one or more Aeronautical Services at Southwest Georgia Regional Airport except that no provision of these standards shall be deemed to prohibit any person from performing maintenance and fueling with respect to their own aircraft.

2.5 WAIVERS

The Aviation Commission or its designee may, in its sole discretion, waive all or any portion of the Minimum Standards set forth herein for the benefit of any government or governmental agency performing non-profit public services to the aircraft industry, or performing public services to the aircraft industry, or performing emergency medical or rescue services to the public by means of aircraft, or performing fire prevention or firefighting operations and law enforcement operations. The Airport may further temporarily waive any of the Minimum Standards for non-governmental operators where the Airport, in its sole discretion, deems such waiver to be in the best interest or welfare of the Airport's operation.

2.6 VIOLATIONS, PENALTIES AND PROCEDURES

If the Aviation Commission or its designee determines that any of these Minimum Standards have been violated by an entity operating on the Airport, and that he or she cannot resolve the matter satisfactorily by notice to, and discussion with, the offending operator, then the Aviation Commission or its designee may take formal action against the offending operator. Such action may include, but not limited to, reprimand, fines, suspension of airport operations by the operator, or revocation of the operator's right to conduct business at the Airport.

2.7 CATEGORIES OF AERONAUTICAL SERVICE OPERATORS

The following sets forth the categories of Aeronautical Service Operators at the Southwest Georgia Regional Airport:

1. Full Service Fixed Base Operator (FBO)
2. Specialized Aeronautical Services Operator (SASO):
 - a. Air Carrier Fueler
 - b. Air Carrier Line Maintenance
 - c. Air Carrier Ramp Services
 - d. Air Carrier Passenger Services
 - e. Air Cargo Services
 - f. Aircraft Sales
 - g. Aircraft Airframe, Engine, and Accessory Maintenance and Repair
 - h. Aircraft Rental
 - i. Flight Training
 - j. Avionics, Instrument, Propeller Repair
 - k. Aircraft Charter and Air Taxi
 - l. Aircraft Storage
 - m. Specialized Commercial Flying Services
 - n. Multiple Services

3. Flying Clubs

2.8 AMENDMENT TO EXISTING STANDARDS

These *Minimum Standards of the Southwest Georgia Regional Airport* shall for all purposes be deemed to be an amendment and restatement of any previous standards, which were in effect prior to the adoption of these standards. On or after the effective date of these standards, any reference in any Airport agreement to such prior standards shall be deemed to be a reference to these Minimum Standards.

2.9 RIGHT TO AMEND STANDARDS

The Southwest Georgia Regional Airport reserves the right to adopt such amendments to these Minimum Standards from time to time as it determines are necessary or desirable to reflect current trends of commercial airport activity and availability of property for lease, for the benefit of the general public or the operation of the Airport.

EFFECTIVE DATE

These Standards shall become effective on 04/28/2025.

APPROVED



Aviation Commission Chairman

SECTION 3 - APPLICATION PROCEDURES

1. Application to perform Aeronautical Services must be made in accordance with these Minimum Standards and signed by all parties owning an interest in the business including each partner, director, or corporate officer. The application is attached to this document as Appendix "A".
2. The original application, together with all required documentation, shall be submitted to:

**Transportation Director
Southwest Georgia Regional Airport 3905 Newton Road
Albany, GA 31701**

3. Applicants shall furnish the following supporting documents as evidence of organizational and financial capability to provide the proposed activities:
 - a. Business Plan - a written proposal detailing the nature of the proposed Aeronautical Service to be provided, space and facility requirements and the proposed location on the Airport (see Appendix B).
 - b. Financial Statement - a current financial statement prepared in accordance with standard accounting principles by a certified public accountant (CPA). Applicants must submit a report from all principals for a corporation or partnership. The Airport shall be entitled to consider the financial statement in evaluating the applicant's financial ability to provide reasonable, safe, and adequate Aeronautical Services to the public. The Aviation Commission or designee in his sole discretion with respect to a Specialized Aeronautical Services Operator may waive this requirement.
 - c. Credit Report - a current credit report covering all business activities in which the applicant has participated within the past ten years. Applicants must submit a report for all principals for a corporation or partnership.
 - d. Personnel - a listing, with resumes, of key personnel to be assigned to the Southwest Georgia Regional Airport along with a description of their duties and responsibilities.
 - e. Evidence of Insurance with policy coverage; conditioned on the faithful performance of an agreement that conforms to the requirements of the City of Albany Risk Management Division.
 - f. Where applicable, a copy of any signed written agreement/contract between the applicant and an airline currently serving Southwest Georgia

- Regional Airport (ABY) indicating that the applicant meets the airline's standards for services to be provided.
- g. The Aviation Commission or designee reserves the right to request a deposit and/or charge a fee with the submittal of the application to indicate the good faith intentions of the applicant and/or offset any costs incurred by the Aviation Commission or designee in the approval of the application.
 - h. Identify all bankruptcies relating to the entity, and the entity's principals.
 - i. Disclose all documented violations by entity and/or entity's principals of Federal Aviation Administration Regulations.
 - j. Such other information as the Aviation Commission or designee may require.

3.1 ACTION ON APPLICATION

The Aviation Commission or designee may deny any application or reject proposal to operate any Aeronautical Service at the Airport. If, in its opinion, it finds any one or more of the following:

- a. The applicant does not meet published qualifications, standards and requirements established by these Minimum Standards.
- b. The applicant has supplied the Aviation Commission or designee, or any other person, with false or misleading information or has failed to make full disclosure in their application or in the supporting documents.
- c. There is no appropriate, adequate or available space on the Airport to accommodate the applicant at the time of application.
- d. The proposed activity construction/development plans conflict with the Airport's Approved Airport Layout Plan, or which will create a safety hazard as determined by the Aviation Commission or designee or by the FAA through the review Form 7460-1.
- e. The proposed activity construction/development requires the Airport to spend funds or to supply materials/manpower that the Airport is unwilling to spend or supply.
- f. The proposed activity construction/development will result in depriving existing operators of portions of the area in which they are operating; will result in congestion of aircraft or buildings; or will unduly interfere with the operations of any present operators or prevent free access to such

operations.

- g. The proposed activity or operations have been or could be detrimental to the Airport.
- h. The applicant has violated any of the Southwest Georgia Regional Airport Minimum Standards and/or Rules and Regulations, or the standards and regulations of any other airport, the Civil Air Regulations, the Federal Aviation Regulations, any other statutes, ordinances, laws or orders applicable to the Airport or any other airport.
- i. The applicant has defaulted in the performance of any lease or other agreement with the Airport.
- j. The applicant's credit report contains information that would create questions regarding the applicant's abilities to conduct the proposed operation, including but not limited to, delinquencies, judgments, and foreclosures.
- k. The applicant does not have, or appear to have, access to the operating capital necessary to conduct the proposed operation.
- l. The applicant is unable to obtain sufficient insurance, financial sureties, or guarantors to protect the interest of the Airport, the FAA or other appropriate governmental entities.
- m. The applicant has been convicted of any disqualifying crime as determined by TSA regulations, or has violated any local, state or federal laws.
- n. The Aviation Commission or designee determines that the proposal is not in the best interest of the health, safety, welfare, necessity or convenience of the traveling public or Airport.
- o. The applicant is unable to qualify for unescorted access to the Airport Security Areas as required by Title 49 of the Code of Federal Regulations Part 1542.209 or Part 1544.229. These requirements include criminal history records checks.

SECTION 4 - GENERAL REQUIREMENTS

4.1 Land

- a. A Fixed Base Operator must lease property at the Airport sufficient to comply with the provisions of these Standards directly from the Airport. Each Fixed Base Operator shall lease from the Airport sufficient land to conduct its Aeronautical Services at the Airport, including, without limitation, sufficient land for hangars, buildings, aircraft and equipment parking and storage, automobile parking for both employees and customers, and pedestrian access to offices and lounges.
- b. A Specialized Aeronautical Services Operator may either lease such property directly from the Airport, or sublease it from another airport tenant, subject to approval by the Airport in accordance with the provisions of the applicable lease documents.

4.2 Hangars and Other Buildings

The operator shall lease or construct sufficient hangar facilities for aircraft storage and lease or construct sufficient buildings to accommodate offices and shops to support their activities on the Airport.

4.3 Aircraft Parking Apron

The operator shall lease or construct sufficient paved aircraft parking apron within its leasehold premises to meet the applicable standard for their aeronautical activity. The operator shall provide any paved taxiways or taxi lanes required for access to the Airport's taxiway system.

4.4 Equipment

- a. The specific equipment requirements specified in these Standards shall be deemed satisfied if the operator owns, leases or otherwise has sufficient access to the equipment to provide the applicable Aeronautical Services promptly on demand without causing any flight delays or other operational impacts on aircraft at the Airport.
- b. If required by the Southwest Georgia Regional Airport rules and regulations all vehicles operating at the Airport shall have required permits and registrations, including permits for operation on the Air Operations Area.

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- c. All vehicles operating at the Airport shall be clearly designated with the name of the Operator on the vehicle.

4.5 Personnel and Training

- a. All non-management personnel in the Air Operations Area shall be suitably uniformed.
- b. At all times an adequate number of qualified and, where applicable, licensed employees shall be on duty to provide a level of service consistent with these standards.
- c. When any Aeronautical Services are being performed, at least one qualified supervisor shall be on duty.
- d. Each operator shall establish a written training program to ensure that allemployees are thoroughly trained and qualified to perform the tasks to which they are assigned. The training program shall contain detailed instruction in proper operating procedures for each job classification.

4.6 Contract Security

The operator shall, prior to commencing operations at the Airport, follow guidelines by the City of Albany Procurement Department and approval of the Albany City Commission.

4.7 Insurance Requirements

The operator shall procure and maintain continuously in effect throughout the term of its activities upon the Airport at operator's sole expense, insurance of the types and in at least such minimum amounts as set forth as required by City of Albany Risk Management Division.

4.8 Policy Change

All agreements shall require a minimum of thirty (30) days prior written notice of any adverse material change in contractor's required insurance coverage.

4.9 Insurer Ratings

All operating agreements shall require operators to obtain all required insurance coverages from insurance companies that are approved to issue insurance

policies in the State of Georgia.

4.10 Indemnity

All Agreements shall contain a hold harmless and indemnity agreement in favor of the Airport and City of Albany.

4.11 Additional Insured

All insurance that the operator is required by the Airport to carry and keep in force shall include an additional insured endorsement, except professional liability and workers' compensation insurance. Any such endorsement shall include as additional insureds, the Southwest Georgia Regional Airport (including, without limitation, members of the Aviation Commission, officers, agents, and employees) and City of Albany.

4.12 Evidence of Insurance

All agreements that specify a minimum insurance requirement shall require the operator to provide evidence of insurance in the form of a current ACORD certificate of insurance or its equivalent executed by the insurer, or its agent or broker, evidencing that a policy of insurance and any endorsements required have been issued, together with a statement of agent/broker form executed by the agent/broker.

4.13 Automobile Liability Insurance

- a. Each operator operating one or more motor vehicles on the Airport's premises in the performance of their work shall purchase and maintain automobile liability insurance in the amounts set forth by Risk Management Division.
- b. Operators having unescorted access to the AOA at Southwest Georgia Regional Airport shall purchase and maintain automobile liability insurance per City of Albany Risk Management Division.

4.14 General Liability Insurance

Each operator at Southwest Georgia Regional Airport shall maintain commercial general liability insurance in accordance with City of Albany Risk Management

Division. The commercial general liability insurance policy for an operator that operates a hangar facility shall include hangar keeper's legal liability insurance.

4.15 Umbrella Liability Insurance

The minimum policy limit requirements under the Airport's policy may be met by a primary liability insurance policy and an umbrella or excess liability policy.

4.16 Waiver of Subrogation

- a. All contracts requiring property insurance shall contain a waiver of subrogation clause in favor of the Airport and the City of Albany workers' compensation and employers' liability insurance.
- b. All operators that have employees working on Airport property shall purchase and maintain workers' compensation and employer's liability insurance. Policy limits of employer's liability insurance shall be in accordance with City of Albany Risk Management Division. If the operator is self-insured, the operator shall provide proof of self-insurance and authorization to self-insure as required by applicable state laws and regulations. In lieu of workers' compensation and employer's liability coverage, an operator may present a valid certificate of exemption to the Airport, City of Albany Risk Management Division for all employees working on Airport property unless an employee is a member of an excluded class under the Georgia Workers Compensation Law.

4.17 Exceptions/Waivers

As may be necessary or in the best interests of the Airport to increase competition, reduce the Airport's expenses, or as otherwise may be deemed appropriate under the circumstances, the City may waive, reduce, or otherwise modify any of the requirements of the Airport's insurance requirements, including, without limitation, reducing policy limit requirements, waiving certain coverage, or authorizing larger self-insured retentions.

4.18 Airport Security

All operators shall be required to conform to the applicable requirements and procedures of any adopted security plans for Southwest Georgia Regional Airport. The Airport reserves the right to impose additional security measures based on threat vulnerability estimates at any time.

4.19 Operating Agreement

No applicant may provide an Aeronautical Service at the Airport until entering into a written agreement with the Airport. The agreement shall be in a form acceptable to the Airport, shall specify which types of Aeronautical Services the operator is authorized to provide, and shall contain, without limitation, provisions for fees payable to the Airport, insurance, indemnification, and a security deposit or other form of contract security as required in these standards.

4.20 Subcontracting

- a. A Fixed Base Operator shall not subcontract any fueling services. Subject to the prior written approval of the Airport, which may be withheld in the Airport's unfettered discretion, an FBO may subcontract any other Specialized Aeronautical Services Operator Services. In determining whether to grant or deny such approval, the Aviation Commission or its designee may consider such factors as it deems to be pertinent and may impose such conditions, as it shall deem to be pertinent.
- b. Notwithstanding the approval by the Airport, all subcontractors to a Fixed Base Operator must comply with all provisions of these standards and the FBO shall remain fully responsible to the Airport for ensuring that any subcontracted Aeronautical Services are performed in accordance with all the provisions of these standards.
- c. Specialized Aeronautical Services Operators may not subcontract any of the services they are authorized to provide.

4.21 Through the Fence Operations

As a matter of policy, the Aviation Commission will generally not allow "through-the-fence" operations per FAA policy and guidance. A through-the-fence operation may receive special approval by the Aviation Commission provided the approval conforms to and aligns with FAA rules, regulations, policies, and assurances. See FAA Sponsor Assurances, FAA Final Policy on Existing Through-the-Fence Access to Commercial Service Airports from a residential property, FAA Revenue Use Policy, and FAA Compatible Land Use Policy

4.22 Required Fees and Payments

The exact fees and payments due to the Airport will be determined on an individual basis and incorporated into a lease/operating agreement.

SECTION 5 - MINIMUM STANDARDS

The following standards have been developed after consideration of the above elements with attention to their applicability at the Southwest Georgia Regional Airport. The standards are grouped according to the specific type of activities to which they pertain and any applicant desiring to provide these services at the Airport must meet the standards pertaining to that type of aeronautical service.

The standards set forth herein are the minimum, which the Airport will require in agreements authorizing an entity to provide an Aeronautical Service at the Airport, and, unless specifically limited herein, do not preclude the applicant from seeking greater operating services at the Airport than the minimum required.

The Airport reserves the right to adjust and/or combine the square footage of building space or area required herein for each Aeronautical Service if more than one Aeronautical Service is to be provided by one entity.

The Airport reserves the right to review and amend these Minimum Standards as necessary.

SECTION 6 - FIXED BASE OPERATOR

The following shall apply to all applicants wishing to become a Fixed Base Operator (FBO) at the Southwest Georgia Regional Airport.

Scope of Services

An FBO that has entered a written lease, permit, or agreement authorizing and enabling it to engage in the sale of aeronautical products, services, and facilities required. An FBO shall provide all the services required in this section. Each FBO shall conduct its business and activities on and from its leased premises in a safe and professional manner consistent with all FAA standards and applicable laws and regulations and the following Minimum Standards.

Only FBOs shall be permitted to provide commercial aircraft fueling services and operate retail aircraft fueling facilities at the Airport.

Minimum Standards

Each FBO shall meet or exceed the following minimum requirements:

1. Airplane Design Group Serviceability

- a. The minimum Airplane Design Group aircraft to be supported by an FBO shall be Group III

2. Manager, Staffing, and Employee Qualifications

- a. Select and appoint a full-time manager for its operation at the Airport. Such manager shall be highly qualified and experienced and be vested with full power and authority to act in the name of the FBO with respect to the method, manner, and conduct of the services to be performed hereunder. Such manager shall be available at the Airport during regular business hours, and during the manager's absence, a duly authorized and qualified subordinate shall oversee the FBO and on the FBO premises at the Airport.
- b. Provide, at its sole expense, a sufficient number of employees to effectively and efficiently provide the services herein authorized. During the required hours of operation, 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. Provide the Airport with a current written statement of the names, general technical qualifications, addresses, telephone numbers, and other necessary contact information for all personnel responsible for the operation and management of the FBO. In addition, provide the Airport with a point-of-contact with phone numbers for emergency situations.

- c. Ensure all aircraft fuel handling personnel are trained in the safe and proper handling, dispensing, and storage of aircraft fuel. Acceptable training shall be an FAA approved safety training course in accordance with FAA Advisory Circular 150/5230-4 and the National Air Transportation Association (NATA) "Safety First" Program or equivalent training program acceptable to the Airport. All training records and qualifications shall be provided to the Airport upon request in accordance with 14 CFR Part 139.321.
- d. Control the conduct, demeanor, and appearance of its employees and representatives. Such employees shall be trained and possess technical qualifications, and hold certificates of qualifications, as may be required for such employees to carry out assigned duties. Maintain close supervision over employees to ensure a high standard of service to customers of the FBO.

3. Hours of Operations

- a. Be open for business and provide aircraft fueling and aircraft line services for duration sufficient to serve the demands of customers operating at the Airport, including commercial airline operations. Generally, this will require coverage twenty-four hours a day, seven days a week, except when necessitated by business or emergency conditions. An FBO providing fuel service to certificated air carrier airlines serving the Airport shall be available for service to said carriers one hour prior to the first departure of the day and one hour after the last arriving flight. Exceptions to these minimum operating hours may be granted by the Transportation Director for certain holidays, or when special circumstances, conditions, or events warrant a reduction in operating hours. Provide within a reasonable period of time (not greater than forty-five (45) minutes) staffing on a call-back basis to address after-hour requests for service from customers.

4. Premises

- a. FBO premises shall comprise a minimum of 150,000 square feet of Airport land for the co-location of aircraft parking and servicing, a public use terminal building, hangar facilities, automobile parking, hangar(s), and related structures and improvements thereon as more fully described below:
 - a public use terminal building of at least 5,000 square feet to include properly lighted, heated, and air-conditioned space.
 - a convenient, comfortably furnished, public lobby waiting area with adjoining public restroom facilities.
 - a customer service counter area equipped with two-way radio equipment to facilitate airborne customer requests as well as credit card transaction equipment capable of accepting one or more national bank and major oil company credit cards for fueling, line, and related services.
 - a discreet flight planning work area properly equipped with appropriate wall charts, an FAA issued Airport Information Manual, a "Notice to

- Airmen" board, flight service station, and weather service communication links,
 - pilot's lounge,
 - offices,
 - a public conference room,
 - a discrete snack food and beverage concession area offering adequate seating and tables and equipment to dispense a selection of hot and cold beverages and pre-packaged snacks, and
 - complimentary wireless public internet access (Wi-Fi).
- b. A minimum 9,000 square foot clear span hangar of adequate dimensions to accommodate storage of Airplane Design Group I aircraft.
- c. An aircraft apron comprised of at least 12,000 square feet of paved area for parking, tie-down, and maneuvering of aircraft constructed to engineering standards for the current Airplane Design group aircraft at the Airport as defined in the existing Airport Layout Plan. Aircraft apron space may be leased from the Airport or constructed by the FBO.
- d. Lease a sufficient area for fuel tanks as required.
- e. Customer and employee parking as required by local building and zoning code requirements of the City of Albany.

5. Required Services

Provide, at a minimum, the following services at the Airport:

- a. Aircraft Storage
 - Provide a clear span hangar of adequate dimensions to accommodate storage of Airplane Design Group I aircraft.
- b. Line Service
 - Provide necessary equipment, supplies, and trained personnel for apron assistance as set forth below. Equipment shall be sufficient to facilitate the handling of aircraft up to and including Airplane Design Group III aircraft and cannot be contracted unless otherwise noted. During normal business hours, provide line service as follows:
 1. Aircraft marshaling, ramp parking, and tie-down assistance, including ramp personnel and vehicles as appropriate.
 2. Baggage handling and passenger/crew escorts to and from aircraft.
 3. Ground handling services.

4. Tie-down ropes.
5. Aircraft towing services capable of moving up to the type of aircraft set forth above, or the contracted arrangements, therefore.
6. Catering services, or the contracted arrangements, therefore.
7. Mobile ground power assistance capable of servicing the type of aircraft set forth above.
8. Aircraft lavatory and cabin cleaning services.
9. Passenger and crew customer service assistance and support to include rental car and ground transportation service referrals.

c. Fuel and Lubrication

- Provide the sale and into-plane delivery of common and recognized brands of aircraft fuel, lubricants and other aviation petroleum products. Provide, store, and dispense Jet A and 100LL aviation gasoline in sufficient quantities to meet the needs of the general aviation and air carrier operations at the Airport. Provide, store, and dispense motor fuels necessary to operate ground service equipment required for commercial airline operations. Provide and supply aviation fuel spill kits on the premises for use in the event of a release or discharge of fuel onto paved services of the Airport. Pay a fuel flowage fee as the same may be regularly established from time to time by the City of Albany for all aircraft fuel sold at the Airport (fee can be specifically address in a lease/contract agreement with the City of Albany).

d. Aircraft Fuel Storage Area and Tanks

- At its own expense or lease from the City of Albany. Install, maintain, and manage, a fuel storage system, within a leased area or per fuel tank, capable of storing a total of 25,000 gallons of fuel (two (2) tanks) with safety features, and filtration systems to ensure aircraft fuel quality. 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. The fuel storage system shall have proper signage to identify hazards and no smoking.
- The fuel storage system shall include one 100LL Avgas fuel storage tank with a minimum of 10,000 gallon capacity and one Jet-A Fuel Storage tank with a minimum of 15,000 gallon capacity. Filter-equipped aircraft fuel dispensers with separate dispensing pumps and meter systems for each grade of aircraft fuel shall be provided. Fuel storage area design, construction, and operations shall conform to the Rules and Regulations as well as all applicable Federal, State, and

local laws and regulations including but not limited to the National Fire Protection Association, Air Transport Association (ATA) Specification 103 – Jet Fuel Quality at Airports, Environmental Protection Agency, and state regulations pertaining to aircraft fuel spill prevention and containment measures. The FBO shall initially commission a Fuel Spill Prevention Countermeasures and Control Plan (SPCC), a copy of which shall be provided to the Airport no later than 30 days prior to commencing operations. The FBO shall further provide any amendments to the SPCC Plan anytime the FBO fuel system is updated or modified. The Airport shall have the authority and right to inspect the fuel storage system in accordance with 14 CFR Part 139.327. Aircraft fuel inventories shall be monitored in accordance with all applicable Federal, State, and local laws and regulations. The location and design of aircraft fuel storage areas and tanks shall:

1. Not penetrate any 14 CFR Part 77 surfaces.
 2. Not penetrate any object free areas, runway protection zones, or runway safety areas.
 3. Not interfere with Airport operations.
 4. Be located in the airport fuel storage area or other approved leased premises.
 5. Meet all applicable National Fire Protection Association Codes.
- The FBO is to submit preliminary engineering drawings, to include the location and layout of the aircraft fuel storage system and tanks, to the Transportation Director for approval. Following the written approval of the preliminary engineering drawings and location and layout of the aircraft fuel storage system and tanks by the Airport, the FBO shall submit stamped engineering drawings along with the following permits and plans prior to receiving approval for construction:
 1. Any required City of Albany Permits.
 2. National Pollution Discharge Elimination System Permits (NPDES)
 3. A Spill Prevention, Countermeasures, and Control Plan (SPCC) update.

e. Aircraft Fueling Vehicles

- Provide, as a minimum, two (2) aircraft fueling vehicles for jet fuel, each with a capacity of at least 5,000 gallons; and one (1) aircraft fueling vehicle of at least 750 gallons capacity of 100LL aviation gasoline. All aircraft fueling vehicles dispensing jet fuel shall have over the wing and single point servicing capability, shall be in good working condition, and fully compliant with NFPA Section 407 and ATA Specification 103. The Airport shall have the authority and right to inspect, decommission, or temporarily suspend aircraft fueling vehicles in accordance with 14 CFR Part 139.327.

f. Assistance to Disabled Aircraft

- As authorized by the Transportation Director, provide on its own or by contract with a qualified 3rd party, as approved by the Transportation Director, sufficient equipment and trained personnel to remove disabled aircraft from the airport movement area in a safe and timely manner. Have available suitable tractors, tow bars, jacks, dollies, and other equipment as needed to remove Airplane Design Groups I-III and contract services for aircraft designated Group IV or greater. The aircraft owner shall be responsible for compensating the FBO for all associated costs to address and remove the disabled aircraft.

SECTION 7 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR (SASO)

7.1 Aircraft Airframe and Engine Maintenance and Repair

Scope of Service

An aircraft airframe and engine maintenance and repair operator is a person or persons, firm, or corporation providing one or a combination of airframe and power plant overhaul and repair services. This category of Aeronautical Service also includes the sale of aircraft parts and accessories.

Minimum Standards

1. Operator premises shall include:
 - a. A minimum of 40,000 square feet of space meeting local code requirements to accommodate a hangar, shop, equipment, aircraft parking, aircraft storage, aircraft display, employee parking, customer parking, and parts storage space.
 - b. A minimum of 7,000 square feet of lighted and heated building space to provide for maintenance work, office space, storage and public waiting areas.
 - c. Sufficient automobile parking space in accordance with local building and zoning code requirements for the Airport.
 - d. A paved aircraft parking apron with taxiway access, sufficient for the temporary parking of two Airplane Design Group II aircraft.
2. Provide sufficient equipment and supplies and have access to the parts necessary to perform the repairs and to recertify each aircraft being repaired.
3. Comply with all FAA regulations as they apply to the type of work being performed, parts utilized, and certifications required as an approved repair station.
4. Must be FAA certified repair station.
5. Have the premises open and service available from 8:00 am to 5:00 pm, five days a week.
6. Provide within a reasonable period of time (not greater than forty-five (45) minutes) qualified staffing on a call-back basis to address after-hour requests for service from customers.

7. Operator 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 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 license or an aircraft inspection authorization privilege.

7.2 Aircraft Charter and Air Taxi

Scope of service

An Aircraft Charter Operator is a non-transient based operator who engages in the business of providing air transportation (persons or property) to the general public for hire, on a prearranged basis as defined under 14 CFR Parts 119 and 135.

Minimum Standard

1. Operator's premises shall include:
 - a. A minimum of 40,000 square feet of space meeting local code requirements for buildings, aircraft parking, aircraft storage, employee parking, customer parking, and storage.
 - b. A minimum of 7,000 square feet of lighted and heated building space to provide 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, office space, storage and a passenger lounge and public waiting area.
 - c. Sufficient automobile parking space in accordance with all applicable zoning ordinances and building codes for the Airport.
 - d. A paved aircraft parking apron, with taxiway access, sufficient for the temporary parking of two Airplane Design Group II aircraft.
2. A paved aircraft parking apron, with taxiway access, sufficient for the temporary parking of two Airplane Design Group II aircraft.
3. Hold a proper Commercial Operator certificate and own or have available to it under written lease no fewer than one (1) multi-engine aircraft and one (1) single-engine (4-place) aircraft equipped for and capable of use under instrument condition that meet the requirements 14 CFR Parts 119 and 135.
4. All aircraft used to meet these standards must be domiciled at the Airport. If an air charter SASO with an aircraft domiciled at the Airport is listed on the operation

specification of an air charter SASO with an office at an airport other than Southwest Georgia Regional Airport, wishes to conduct business at the Airport, such air charter will be considered based at the Airport and must be in compliance with these minimum standards.

5. Have the premises open and services available to the public from 8:00 am to 5:00 pm, five days per week, but shall provide "on-call" services twenty-four hours daily, seven days a week.
6. Have available sufficient qualified operating crews or satisfactory number of personnel for checking in passengers, handling of luggage, ticketing, and/or furnishing or arranging for suitable ground transportation.

7.3 Air Ambulance

Scope of Service

An air cargo operator, is a person or persons, firm, or corporation not based at the Airport but engaged in the business of providing air cargo transportation for hire, on a prearranged basis as defined under 14 CFR Parts 119 and 135.

Minimum Standards

1. Operator's premises shall include:
 - a. A minimum of 20,000 square feet of space meeting local code requirements for buildings, aircraft, parking, customer parking, and storage.
 - b. A minimum of 5,000 square feet of lighted and heated building space with adequate space for offices, living quarters, crew space, equipment storage, and a waiting area.
 - c. Sufficient automobile parking space in accordance with local building and zoning code requirements for the Airport.
 - d. Sufficient paved parking area to accommodate an ambulance type ground vehicle.
 - e. A paved aircraft parking apron, with taxiway access, sufficient for the parking and maneuvering of the aircraft to be utilized by the Operator.

2. Provide a physician, registered nurse or emergency medical technician on an "on-duty" basis, as may be required for individual cases.
3. Provide one pilot with appropriate FAA certificates on duty full time during normal business hours.
4. Maintain current licenses and permits required by federal, state or local governments for the provision of the proposed medical services. Copies of all required certificates, permits, licenses, and FAA inspections shall be submitted to the Transportation Director.
5. Provide at least one aircraft, either multiengine or helicopter, specifically designed and equipped to transport medical patients for emergency flights, as well as normal treatment transportation. Such aircraft shall be owned by or available pursuant to a written agreement.

7.4 Air Cargo

Scope of Service

An air cargo operator is a person or persons, firm, or corporation not based at the Airport but engaged in the business of providing air cargo transportation for hire, on a prearranged basis as defined under 14 CFR Parts 119 and 135.

Minimum Standards

1. The Operator must lease or sublease a minimum of 2,000 square feet of combined warehouse and office space at the Airport plus adequate space to store equipment to operate its business and to accommodate its employee parking requirements. An Operator in this category may satisfy this requirement if it has a written agreement with an FBO under which the operator has the right to use space to provide its services to a third party from the FBO's space, which may be less than the minimum space set above. This agreement must be approved by the City Commission.
2. Have and maintain at any time while conducting operations at the Airport proper licenses and shall operate in conformance with all appropriate FAA regulations.
3. Hold a proper commercial operator certificate and own or have available to it under a written lease no fewer than one (1) single-engine (4-place) aircraft equipped for and capable of use under instrument condition that meet the requirements 14 CFR Parts 119 and 135.
4. Have available sufficient qualified operating crews or satisfactory number of personnel and equipment for the safe and secure transfer of cargo.

7.5 Aircraft Lease and Rental

Scope of Services

An Aircraft Rental Operator is a person or persons, firm, or corporation engaged in the rental of aircraft.

Minimum Standards

1. Operator's premises shall include:
 - a. A minimum of 20,000 square feet of space meeting local code requirements to accommodate a hangar, aircraft parking, aircraft storage, aircraft display, employee parking, and customer parking.
 - b. A minimum of 5,000 square feet of lighted and heated building space to provide for aircraft storage, flight planning, office space, storage and public waiting areas.
 - c. Sufficient automobile parking space in accordance with local building and zoning code requirements for the Airport.
 - d. A paved aircraft parking apron with taxiway access, sufficient for the temporary parking of two Airplane Design Group I aircraft.
2. Have available for rental, either owned or under written lease to operator, at least two (2) certified and currently airworthy aircraft, one (1) of which shall be a four seat aircraft, and one of which must be equipped for, and capable of, flight under instrument flight rules.
3. Have the premises open and services available a minimum of 8:00 am to 5:00 pm, five days a week, excluding federally recognized holidays.
4. Employ and have on duty during the required operating hours, trained personnel in such number as are required to meet the Minimum Standards in an efficient manner to dispatch the rented aircraft and one person having a current FAA commercial pilot certificate with appropriate ratings, including instructor rating(s).

7.6 Aircraft Sale

Scope of Service

An Aircraft Sales Operator is a person engaged in the sale of new and/or used aircraft through franchises, or licensed dealerships or distributorships (either on a retail or wholesale basis) of an aircraft manufacturer and provides such repair, services and parts as necessary to meet any guarantee or warranty on new and/or used aircraft sold by said operator.

Minimum Standards

1. Operator's premises shall include:
 - a. A minimum of 40,000 square feet of space meeting local code requirements for buildings, aircraft parking, aircraft storage, aircraft display, employee parking, customer parking, and storage.
 - b. A minimum of 7,000 square feet of lighted and heated building space to provide for warranty work, office space, storage and public waiting areas.
 - c. Sufficient automobile parking space in accordance with all applicable zoning ordinances and building codes for the Airport.
2. The Operator shall provide necessary and satisfactory arrangements for repairing and servicing aircraft sold for the duration of any sales guarantee or warranty period. Operator shall not make repairs, perform services or sell parts unless it is authorized to provide, or has made contractual arrangements with others to provide, aircraft airframe and engine maintenance. Third party agreements for repair and servicing of aircraft to meet this requirement will be kept on file in the Transportation Director office.
3. Operator shall ensure 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.
4. An Operator who is engaged in the business of selling new aircraft shall have available, on hand or through another source, a representative example of the product.

5. Provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted.
6. Have available at least one fully-assembled and certificated-airworthy demonstrator aircraft for each category or class of aircraft sold.
7. Have the premises open and services available from 8:00 am to 5:00 pm, five days a week, excluding federally recognized holidays.
8. Employ and have on duty during the required operating hours, trained personnel in such numbers as are required to meet these requirements in an efficient manner, but never less than 1 person having a current pilot certificate with appropriate ratings for the operation being conducted.
9. Operator shall also maintain, during all business hours, a responsible person in charge to supervise the operations, with the authority to represent and act for, and on behalf of, the operator, and provide, as needed, demonstrator and check ride pilots for all types of aircraft sold.

7.7 Aircraft Storage

Scope of Service

An Aircraft Storage operation is a business operated by a person, firm or corporation engaged in the construction and rental of conventional and/or T-type hangars and tie-down areas to the general flying public.

Minimum Standards

1. Construct buildings in accordance with design, zoning, and construction standards required and established by the Airport for the facility or activity involved.
2. Conventional multi-aircraft hangars shall be a minimum of 14,400 square feet; T-type hangars shall have a minimum of eight (8) units per building.
3. Provide a sufficient number and type of fire extinguishers as required by federal, state, and local laws and regulations and towing equipment capable of maneuvering aircraft to and from the hangar.
4. Provide sufficient customer and employee parking as required by the local code and zoning requirements of the City of Albany.
5. The lease of Airport property to an entity, or entities for the purpose of

constructing and/or occupying a hangar for the non-commercial storage of aircraft is not considered a commercial aeronautical activity and is not subject to these minimum standards. Said premises are not to be used for any business or purpose other than that authorized by the City Commission.

7.8 Avionics, Instruments, or Propeller Repair Stations

Scope of Service

An Avionics, Instruments, or Propeller Repair Station is a FAA-certified person or persons, firm, or corporation engaged in the business of repairing aircraft radios, propellers, instruments, and/or accessories for general aviation aircraft. This category includes the sale of new and/or used aircraft radios, propellers, instruments, and accessories.

Minimum Standards

1. Operator's premises shall include:
 - a. A minimum of 20,000 square feet of space meeting local code requirements to accommodate a hangar, aircraft parking, aircraft storage, employee parking, and customer parking.
 - b. A minimum of 5,000 square feet of lighted and heated building space to provide for aircraft storage, work areas, office space, storage and public waiting areas.
 - c. Sufficient automobile parking space in accordance with local building and zoning code requirements for the Airport.
 - d. A paved aircraft parking apron with taxiway access, sufficient for the temporary parking of two Airplane Design Group I aircraft.
2. Obtain and maintain, as a minimum, the repair station certificates required by FAA that are applicable to the operation or operations contemplated. The operator may furnish one or, if desired, any combination of the services listed above.
3. Have the premises open and services available to the public from 8:00 am to 5:00 pm daily, five days each week.
4. Employ and have on duty during the required operating hours, trained

personnel in such numbers as are required to meet the Minimum Standards set forth in this category but never less than 1 person who meets the requirements of the appropriate FAA repairman certification.

7.9 Commercial Skydiving

Scope of Service

A Commercial Skydiving operator is a person or persons, firm, or corporation engaged in the business of soliciting and performing skydiving operations for hire.

Minimum Standards

1. Operator's premises shall include:
 - a. A minimum of 20,000 square feet of space meeting local code requirements to accommodate a hangar, aircraft parking, aircraft storage, employee parking, and customer parking.
 - b. A minimum of 7,000 square feet of lighted and heated building space to provide for aircraft storage, parachute packing, office space, storage and public viewing areas.
 - c. Sufficient automobile parking space in accordance with local building and zoning code requirements for the Airport.
 - d. A paved aircraft parking apron with taxiway access, sufficient for the temporary parking of two Airplane Design Group I aircraft.
2. Drop zones cannot be on the Airport.
3. The operator shall have available for skydiving, either owned by or through an underwritten Aircraft Lease to the operator, at least one properly certificated aircraft.
4. Have the premises open and services available to the public from 8:00 am to 5:00 pm daily, five days each week.
5. The SASO operation shall meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), 14 CFR Part 105, and related FAA Advisory Circulars. The jump plane pilot must hold an FAA commercial pilot certificate and be appropriately rated for the aircraft being operated.

7.10 Flight Training

Scope of Services

A Flight Training Operator is a person or persons, firm, or corporation engaged in instructing pilots in dual and solo operation of aircraft and providing such related ground school instruction as is necessary for taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

Minimum Standards

1. Operator's premises shall include:
 - a. A minimum of 20,000 square feet of space meeting local code requirements to accommodate a hangar, aircraft parking, aircraft storage, employee parking, and customer parking.
 - b. A minimum of 5,000 square feet of lighted and heated building space to provide for aircraft storage, individual classrooms, briefing areas, office space, storage and public viewing areas.
 - c. Sufficient automobile parking space in accordance with local building and zoning code requirements for the Airport.
 - d. A paved aircraft parking apron with taxiway access, sufficient for the temporary parking of two Airplane Design Group I aircraft.
2. Have available for use in flight training, either owned by or through an underwritten lease at least two (2) aircraft properly certificated to handle the proposed scope of operation. At least one (1) of which shall be a 4-place aircraft, and at least 1 of which shall be equipped and capable of use in instrument flight instruction.
3. Have the premises open and services available to the public from 8:00 am to 5:00 pm daily, five days each week.

4. Employ at least one (1) flight instructor who has been properly certificated by the FAA to provide the type of offering offered. Minimally, the flight instructor shall hold a Certified Flight Instructor, instrument certificate (CFII). In addition to the full-time instructor, operator shall have available for call on a part-time basis at least 1 flight instructor who has been properly certified by the FAA to provide the type of training being provided.

7.11 Multiple Services

Scope of Services

A Multiple Services Operator performs more than one Specialized Aviation Service Operations.

Minimum Standards

1. The Multiple Service SASO shall provide the facilities, equipment and services required to meet the highest Minimum Standards for all aeronautical service the SASO is performing.
2. The Multiple Service SASO providing multiple flight services shall comply with the highest 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 the SASO.
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 the SASO.
4. 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 for each aeronautical service the SASO is performing. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the SASO, provided that any service requested must have personnel available to perform the service at the time of the request.

7.12 Specialized Commercial Flying Service

Scope of Service

A Specialized Commercial Flying Services Operator is a person or persons, firm or corporation engaged in air transportation for hire for the purpose of providing the

use of aircraft for any of the activities listed below:

- Non-stop sightseeing flights that begin and end at the same Airport within a 25-mile radius of the Airport.
- Aerial application including crop-dusting, seeding, spraying, bird chasing, fish spotting, etc.
- Banner towing and aerial advertising
- Aerial photography or survey
- Fire fighting
- Power Line or pipeline patrol
- Any other operations specifically excluded from 14 CFR Part 135.

Minimum Standards

1. The SASO shall lease space from the Airport and the lease must include a building and office space sufficient to accommodate all activities and operations proposed by the SASO. Because of the variation in services performed, land and building requirements will be negotiated. The minimum areas in each instance are subject to the approval of the City Commission.
2. Provide and have based on the leasehold, either owned by or through an underwritten lease to the operator, at least one aircraft which shall be airworthy, meeting all the requirements of the FAA and applicable regulations of the State with respect to the type of operations to be performed.
3. Comply with all applicable Federal, State, and local laws and regulations. Maintain adequate written records to show compliance with said regulations and make the records available to the Airport for inspection in a reasonable and timely manner.
4. Employ trained personnel in such numbers as may be required to meet these Minimum Standards in an efficient manner. All flight crews shall meet all applicable FAA regulations pertaining to the type of flights conducted. Because of the variation in services performed, hours of operation will be negotiated. The minimum hours of operation in each instance are subject to the approval of the Airport.
5. The City of Albany will set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements will be applicable to all operations of a similar nature. All operators will, however, be required to maintain the aircraft liability coverage set forth for all operators and FBOs.
6. Crop-dusting or other aerial chemical application services shall be permitted to operate at the Airport.

7.13 Specialized Commercial Services Providers

Scope of Service

A specialized commercial service provider provides services to aircraft that are not required for the safety of flight and could locate on most any airport. Examples of specialized service providers are listed below:

- Paint Shops
- Aircraft Detailers
- Aircraft Interior Customizing Shop
- Most other commercial aeronautical service operations not addressed elsewhere in these Minimum Standards.

Minimum Standards

1. The operator shall lease from the Airport land and building with office space sufficient to accommodate all activities and operations proposed by the operator. The minimum areas in each instance will be subject to the approval of the City Commission. The operator shall make suitable arrangements and have such space available in his leased area for safe loading, unloading, storage and containment of chemical materials as dictated by the Environmental Protection Agency, and all other federal, state, and local agencies. Interior ventilation and exterior emissions must be monitored and in compliance with the Environmental Protection Agency, Department of Natural Resources, and all other federal, state, and local agencies. All Operator shall demonstrate that they are suitably equipped for the particular type of operation they intend to perform.
2. The City of Albany will set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements will be applicable to all operations of a similar nature. All operators will be required to maintain the minimum insurance coverage set forth for all operators and FBOs.
3. The operator shall have in its employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the Minimum Standards in an efficient manner.

7.14 Specialized Baggage Ground Handling/Ramp Working/GSE Maintenance Services

Scope of Service

A Specialized Baggage Ground Handling/Ramp Working/GSE Maintenance Services Operator is a person or persons, firm, or corporation providing ground services incidental to the flights of non-scheduled air carriers and commercial charter operators of large aircraft. (For clarification, ground handling services Operators are not authorized to provide this class of services to air taxi or commercial operators certificated under Parts 121 and 135 of the Federal Aviation Regulations, unless under a direct agreement with an entity so authorized.)

Minimum Standards

1. Operator's premises shall include:
 - a. Due to the variation in services performed, land and building requirements will be negotiated between the operator and the Airport, or as directed through permits required in the Airport Rules and Regulations. The operator shall provide for adequate space sufficient to accommodate all activities and operations proposed by the operator to include:
 - Sufficient space on Airport premises that meets local code requirements to accommodate an office, shop, parts, and parking of ground handling equipment.
 - Access to restrooms for its employees.
 - Sufficient automobile parking space in accordance with local building and zoning code requirements of the Airport.
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 these Minimum Standards for each aeronautical service the SASO is performing, or as directed through permits required in the Airport Rules and Regulations.
3. A Ground Support Equipment Maintenance SASO shall provide sufficient equipment, supplies, manuals, training, and availability of parts to perform ground support equipment maintenance in accordance with the manufacturer's recommendations or equivalent.

4. Operator shall properly furnish ground handling services which reasonably may be expected to be required from time to time by its customers. Operator may not provide into-plane delivery of fuel.
5. A Ground Support Equipment Maintenance Operator shall follow its client(s) Storm Water Pollution Prevention Plan (SWPPP) in accordance with the Airport's National Pollutant Discharge Elimination System (NPDES) permit, to include storage and disposal of used petroleum and chemical compounds. Operator shall repair ground support equipment on its client(s) or its own designated leasehold area only, unless a separate lease has been negotiated or unless Airport operations gives temporary approval to undertake such work elsewhere. All areas where ground equipment maintenance is performed must be fully compatible with such work and the work may not violate any applicable building codes, laws, or regulation.

SECTION 8 – OPERATORS SUBLEASING FROM ANOTHER

SASOs as defined in these Minimum Standards, may sublease or subcontract services and facilities to another operator only under the following conditions:

- The sublessee and the subcontractor will fully comply with all the provisions of these Minimum Standards, as well as all applicable rules, regulations, ordinances, leases, permits, agreements, and other requirements established by the FAA, City of Albany and the TSA that govern the operator and its services.
- At the Transportation Director sole discretion, the Transportation Director may require notification, in writing, of any proposed sublease or subcontract, or other similar agreement, before such subleases, subcontracts, or other similar agreements have been entered into or executed by the Operator. The Transportation Director reserves the right, at his or her discretion, to review and approve such agreements.
- The sublessee, and the subcontractor, shall maintain in effect and full force all the insurance coverages which the operator is required to maintain, including holding the Airport harmless.
- The operator is fully responsible and liable for all actions, conduct, statements, errors, and omissions by the sublessee or subcontractor and its employees, contractors, and agents.
- The operator shall provide the Airport with a minimum of sixty (60) days' notice in writing before any change in the sublease or subcontract agreement. The Transportation Director may, at his or her discretion, review and approve any proposed change to any sublease or subcontract agreement in writing before such change is executed.

SECTION 9 – OPERATORS DOING BUSINESS ON THE EFFECTIVE DATE OF THESE MINIMUM STANDARDS

Existing leases, agreements, or permits with existing operators supersede these Minimum Standards, unless the Minimum Standards are otherwise included within the terms and conditions of said leases, agreements, or permits. Existing operators are encouraged to comply with the Minimum Standards set forth herein, where they, are not specifically addressed in the operator's current (valid) lease, agreement, or permit. All existing operators shall become subject to the then current Minimum Standards immediately following the expiration, early termination, and/or modification if an existing lease, agreement, or permit through amendment, addendum, extension, renewal, or other means, or through the provision of new services covered by the Minimum Standards. The exercise by an operator of a term extension option that was negotiated and made part of its lease, agreement, or permit prior to the adoptions of these Minimum Standards should not, by itself, trigger the applicability of these Minimum Standards.

APPENDIX "A" - APPLICATION FOR COMMERCIAL BUSINESSES

FIXED BASE OPERATOR/ SPECIALIZED AERONAUTICAL SERVICES OPERATOR

SECTION 1 – COMPANY INFORMATION

a .	Company Name (As it will appear on the permit. Please specify Corporation, Joint Venture, Sole Proprietorship)	
b .	Corporate Name if (a) is a d/b/a:	
c .	Type of Entity:	
d .	State of Incorporation:	
e .	Date of Incorporation:	
f .	List of corporate officers	

SECTION 2 – SERVICE PROPOSAL

Check below the services that the applicant is requesting to provide Airport Tenants/Users and include a business plan giving details of the proposed aeronautical service:

- ☐ Full Service Fixed Base Operator Specialized Aeronautical Services
- ☐ Operator:
- ☐ Aircraft, Airframe, Engine & Accessory Maintenance Repair Aircraft Sales
- ☐ Aircraft Rental
- ☐ Aircraft Flight Training
- ☐ Avionics, Instrument, Propeller Repair Station Aircraft Charter and Air
- ☐ Taxi
- ☐ Aircraft Storage

☐ Multiple Service, Other Specialized Aeronautical Services or Flying Clubs
(Specify in box provided below)

SECTION 3 – CONTACT INFORMATION

a	Corporate Address:	
	Web Site:	
	Contact Person:	
	Title:	
	Phone Number:	
	Facsimile Number:	
	Cell Phone Number:	
	E-mail Address:	

b	Local Address (if different):	
	Contact Person:	
	Title:	
	Phone Number:	
	Facsimile Number:	
	Cell Phone Number:	
	E-mail Address:	

c	Authorized Representative:	
	Title:	
	Address:	
	Phone Number:	

	Legal Notice Address:	
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SECTION 4 – BUSINESS BACKGROUND

- a. Number of Years in business:
- b. Type of Fixed Base Operator and or Specialized Aeronautical Services Operator Aeronautical Service Activities engaged in and number of years for each type (e.g., FBO –10 years, Aircraft Maintenance - 5 years, etc.)

	Type of Activity	Number of Years	Location (Airport)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

SECTION 5 – REFERENCES

Please provide the name, address and telephone number of an airport employee who supervised or is otherwise familiar with your activities at each Airport where you operated during the past three (3) years (attach additional sheets as necessary):

Reference 1

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone:		E-mail address:	

Reference 2

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	

Cell Phone:		E-mail address:	
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Reference 3

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone:		E-mail address:	

Reference 4

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone:		E-mail address:	

SECTION 6 – MANAGEMENT EXPERIENCE

Please submit a resume of the owner or manager who will supervise the activities of the FBO or SFBO at the Airport. Please be sure that the experience of such owner or manager, including type of experience, number of years of experience and number of years of experience at particular airports are include in the resume:

SECTION 7 – SPACE REQUIREMENTS

Indicated the amount, type and preferred location of space needed to support the activity (administrative, operational and other needs):

	Type of Space	ApproximateSize (Square Feet)	Preferred Location onAirport
1 . .	Office		
2 . .	Breakroom		
3 . .	Equipment Parking		
4 . .	Storage (air-conditioned)		
5 . .	Storage (no air-conditioning)		
6 . .	Hangar		
7 . .	Building		
8 . .	Other (specify)		
9 . .			
1 0 .			

SECTION 8 – ADDITIONAL INFORMATION

- a. The following items must be on hand prior to start of operations:
- A fully executed agreement with the Southwest Georgia Regional Airport
 - Proof of insurance (Insurance Certificate) as required by the type of agreement
 - Copies of all signed contracts between the applicant and airline(s) currently serving Southwest Georgia Regional Airport, together with the required written statement from the airline(s).
- b. Return this completed application, along with the items listed below, to the:

Transportation Director
Southwest Georgia Regional Airport
3905 Newton Road
Albany, GA 31701

All Items Outlined in Section 3 of these Minimum Standards.

Signature

Date

Print Name

Phone
Number

APPENDIX "B" – BUSINESS PLAN CRITERIA

1. All services that will be offered should be listed and confirmation of all required certification provided.
2. Amount of land or building space desired to lease.
3. Building space that will be constructed and the site and floor plan proposed or existing structures to be leased within any proposed modifications.
4. Number of aircraft that will be provided for each service being offered.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed.
7. Short resume for each of the owners (5% or more equity) and financial backers and supervisory personnel.
8. Short resume of the manager of the business including this person's experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation including a proposed holiday schedule.
10. Amounts and types of insurance coverage to be maintained.
11. Financial projections for the first year by quarter and the succeeding 4 years annualized.
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.

APPENDIX "C" – INSURANCE REQUIREMENTS

Type of Insurance	Minimum Limits	When Needed
Workmen's Compensation	Statutory	Statutory
Aircraft Liability	Risk Analysis	For all owned or lease aircraft General liability
Non-owned aircraft	Risk Analysis	Flying non-owned aircraft (such as dual flight instruction, maintenance flights, ferry flights, pilot service, sales demonstration)
Airport Premises Liability	Risk Analysis	Airport premises are owned or leased by tenant
Products and Completed Ops.	Risk Analysis	Aircraft Repair, or services, fuel, and oil sales, aircraft sales, avionics repair, aircraft parts and manufacturing
Builders Risk	Risk Analysis	Construction projects
Contractual Liability	Risk Analysis	Hold Harmless and indemnification agreement is included in a lease
Property Insurance	Replacement value	Covers physical damage of lease hold

		premises, damage to premises leased from the Airport.
Automobile Liability	Risk Analysis	Owned and non-owned licensed vehicles are driven on the airport premises.
Chemical Liability	Usually statutory	Aerial applicators and fire bombers.
Environmental	Risk Analysis	(Investigate state and federal limits and financial assistance).