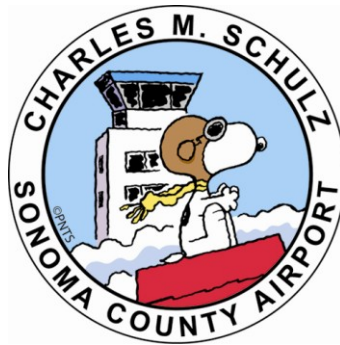


Charles M. Schulz – Sonoma County Airport

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MINIMUM STANDARDS FOR AERONAUTICAL SERVICE PROVIDERS

May 15, 2013

Adopted by the Board of Supervisors on: June 18, 2013

CHARLES M. SCHULZ – SONOMA COUNTY AIRPORT MINIMUM STANDARDS

POLICY AND INTENT OF THESE MINIMUM STANDARDS

Sonoma County, California, as the proprietor of the Charles M. Schulz-Sonoma County Airport (“Airport”), has adopted these Minimum Standards for Aeronautical Service Providers (“Minimum Standards”) in order to establish the minimum qualifications and requirements that must be met by all aeronautical service providers as a condition for the right to conduct aeronautical activities at the Airport and to implement provisions of the Airport Rules and Regulations contained in Chapter 3 of the County Code. These Minimum Standards were developed in accordance with current Federal Aviation Administration (FAA) guidance.

As an Airport proprietor, the County is obligated by the terms of grant agreements that it executed with the Federal Government when surplus federal property was transferred to the County for airport purposes and when funds were accepted for Airport improvement projects. The grant agreements require the County to impose certain requirements and restrictions in every lease of Airport property to insure that the County remains in compliance with contractual assurances given to the Federal Aviation Administration.

The County reserves the right to revise or amend these Minimum Standards from time to time and to grant temporary variances from specific standards and requirements when it determines that a specific clause, section, or provision is not required or would pose an undue hardship because of specific conditions and unique circumstances, as determined by the Airport Manager.

The Sonoma County Aviation Advisory Commission will review the Minimum Standards as may be necessary, and may recommend revisions or amendments it determines are necessary or advisable.

ENERGY MANAGEMENT AND SUSTAINABILITY

The County of Sonoma has taken a series of actions to reduce the County's carbon footprint and lessen the County's impact on our environment. All persons and entities using the Charles M. Schulz – Sonoma County Airport are encouraged to practice effective and efficient energy use and to implement sustainability practices to help achieve this goal. For more information please visit the County Energy and Sustainability Division’s web site (www.sonoma-county.org/gs/energy/index.htm).

CHARLES M. SCHULZ – SONOMA COUNTY AIRPORT MINIMUM STANDARDS

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SECTION 1 – DEFINITIONS

For purposes of these Minimum Standards, the following definitions shall apply:

1. Aeronautical Activity: Any activity that involves, makes possible, supports or is required for the operation of aircraft, or that contributes to or is required for the safety of aircraft operations. Within this definition, aeronautical activities commonly conducted on airports include but are not limited to air taxi and charter operations; pilot training; aircraft rental; aerial photography; aerial surveying and patrol; aircraft and parts sales and service; aircraft storage and tiedowns; sale of aviation fuels and petroleum products; provision of line services; repair, maintenance, and overhaul of airframes and power plants; air ambulance and emergency services; avionics and aircraft instrument sales and service; and any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities.
2. Agency: Any federal, state, or local governmental entity, unit, agency organization, or authority.
3. Agreement: A written contract, executed by both parties, and enforceable by law between the County and any person or entity granting a concession, transferring rights or interest in land and/or improvements, and/or otherwise authorizing and/or prohibiting the conduct of certain 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 by the entity; and the rights and obligations of the respective parties.
4. Air Traffic Control: A service operated by appropriate authority to promote safe, orderly, and expeditious flow of air traffic.
5. Aircraft: A device that is used or intended to be used for flight in the air. Aircraft includes, but is not limited to, airplanes, airships, balloons, dirigibles, rockets, helicopters, gliders, sailplanes, amphibians, unmanned aerial vehicles (UAV), zeppelins, and seaplanes.
6. Aircraft Charter Operator: A Commercial Operator engaged in on-demand common carriage of persons or property (as defined in 14 CFR Part 135) or operates in private carriage under 14 CFR Part 125.
7. Aircraft Maintenance: The repair, maintenance, alteration, preservation, and/or inspection of Aircraft (including the replacement of parts). Major repairs include major alterations to the airframe, powerplant, and propeller as defined in 14 CFR

Part 43. Minor repairs include normal, routine annual inspections with attendant maintenance, repair, calibration, or adjustment of Aircraft and their accessories.

8. Aircraft Maintenance Operator: A Commercial Operator engaged in providing Aircraft Maintenance for Aircraft other than those owned or operated by, and under the full and exclusive control of, the Operator, including the sale of Aircraft parts and accessories.
9. Aircraft Management Operator: A Commercial Operator engaged in the business of managing the operations, care, and maintenance of customer owned aircraft, including, but not limited to, aircraft storage, flight dispatch, flight crews, and/or aircraft maintenance coordination.
10. Aircraft Operator: The owner of any Aircraft or any person who has rented or leased such an Aircraft for the purpose of operation by himself or his own agents, or any person operating an Aircraft.
11. Aircraft Sales Operator: A Commercial Operator engaged in the sale of new and/or used Aircraft to the public.
12. Airframe and Powerplant Technician: A person who holds an aircraft mechanic certificate issued by the FAA with both the airframe and powerplant ratings.
13. Airport: The Charles M. Schulz – Sonoma County Airport.
14. Airport Layout Plan (ALP): The FAA approved plan of an airport showing the layout of existing and proposed airport facilities.
15. Airport Manager: The manager of the Charles M. Schulz – Sonoma County Airport or his/her duly authorized representative.
16. Airport Operations Area: Any area within the Airport perimeter fence that is used, or intended to be used, for the landing, takeoff, or surface maneuvering of aircraft. In addition to the Airport's runways, taxiways, ramps and aprons, the AOA includes any paved areas or unpaved areas that are used or intended to be used for the unobstructed movement or parking of aircraft.
17. Airport Premises: The entire Airport property including all public roadways, commercial vehicle hold areas, parking lots, terminal building curbside areas and any other areas within Airport control.
18. Airport Security Program (ASP): means a security program approved by the Transportation Security Administration (TSA) under section 1542.101 of 49 CFR Chapter XII.

19. Alternative Aviation Fuel: FAA approved fuels other than the standard Jet A and 100 low lead, such as corn-based ethanol, mogas, etc.
20. Applicant: A person or entity who files the required application for authorization to engage in Commercial Aeronautical Activities at the Airport.
21. Apron (or “Ramp”): The apron (or ramp) is that part of the Airport where aircraft are parked, unloaded or loaded, refueled, or boarded.
22. Association: An organization of persons or entities having a common purpose, whether formed pursuant to law or not.
23. Avionics (or Instrument Maintenance Operator): A Commercial Operator engaged in the installation, maintenance or alteration of one or more of the items described in Part 43, Appendix A (i.e., Aircraft radios, electrical systems, or instruments).
24. Commercial Activity: Any activity conducted at the Airport, including commercial aeronautical activity, for the purpose of obtaining revenue, earnings, income, and/or compensation of any kind, including the exchange of goods or services for goods or services (barter), whether or not such objectives are accomplished.
25. Commercial Aeronautical Activity: An activity which involves, makes possible, supports or is required for the operation of aircraft, or which contributes to, or is required for the safe conduct and utility of such aircraft operations, and includes those activities provided by either a Full Service Fixed Based Operator or a limited service Fixed Based Operator, the purpose of such activity being to secure earnings, income, compensation, or profit (including the exchange of services for goods or services), whether or not such objective(s) are accomplished. Commercial aeronautical activities other than those listed in these Minimum Standards may be approved by the Airport Manager in accordance with Section 2.13 4. of these Minimum Standards.
26. Commercial Aeronautical Operator: A Commercial Aeronautical Operator is a person or entity that a) conducts or provides one or more aeronautical-related commercial activities or services at the Airport, b) meets the applicable minimum standards for each activity conducted or service provided, and c) complies with all applicable laws, Federal and State aviation regulations and Airport rules and regulations.
27. Commercial Hangar Developer: A Commercial Operator that develops and/or constructs hangar structure(s) for the purpose of selling or subleasing hangar

and associated office or shop space to entities engaging in Commercial or Non-Commercial Aeronautical Activities.

28. Commercial Hangar Operator: A Commercial Hangar Operator is a person or entity that owns or leases a hangar structure(s) for the purpose of leasing or subleasing hangars and associated office and/or shop space to persons or entities storing their own aircraft and/or engaging in any Aeronautical Activities, as defined in these Minimum Standards.
29. Commercial Operator: A person or entity engaging in an activity which involves, makes possible, or is required for the operation of Aircraft, or which contributes to, or is required for the safe conduct and utility of such Aircraft operations, the purpose of such Activity being to generate and/or secure earnings, income, compensations, and/or profit, whether or not such objectives are accomplished.
30. County: County of Sonoma, California.
31. Development Standards: The written standards adopted by the County to promote consistent site planning, architectural design, and visual appearance of buildings and facilities constructed on the Airport.
32. Entity: Any firm, partnership, corporation, limited liability company, company, association, joint stock association, body politic, or any other organization of persons.
33. FAA: The Federal Aviation Administration
34. Fixed Base Operator (FBO): A Commercial Aeronautical Operator authorized by the Airport to provide one or more commercial aeronautical services such as fueling, aircraft maintenance, aircraft storage, ground and flight instruction, and other aeronautical services or products, to the public from a location on the Airport that has been approved by the Airport Manager.
35. Flight Training: Any use of an Aircraft to increase or maintain pilot or crewmember proficiency rather than the use of an Aircraft as transportation between two different airports or other destinations. Flight Training shall also include any portion of a flight between two airports or other destinations dedicated to increase or maintain pilot or crewmember proficiency.
36. Flight Training Operator: A Commercial Operator providing flight instruction to the general public and/or providing ground school instruction
37. Flying Club: Any organization providing its members with aircraft and associated flight instruction solely for their personal use and enjoyment.

38. Aviation Fuel: Any FAA authorized aviation fuel.
39. Fuel Handling: The transporting, delivering, fueling or draining of Fuel or Fuel waste products.
40. Full Service FBO: An FBO that provides aviation fuel and conducts at least three other approved aeronautical activities.
41. General Aviation: All aviation with exception of air carriers (including cargo) and government.
42. Lease: A written agreement for the possession and use of real or personal property, for any purpose including of conducting aeronautical activities at the Airport.
43. Leased Premises: Real property, including facilities, that are the subject of a written Lease Agreement
44. Lessee: Any person or entity that holds real or personal property pursuant to a Lease Agreement.
45. Master Plan: The current adopted Master Plan for the Airport, including the current Airport Layout Plan (ALP).
46. Minimum Standards: The Airport’s adopted Minimum Standards for Aeronautical Service Providers.
47. Multiple Activity Operator: A person or entity that is authorized to engage in multiple aeronautical activities at the Airport.
48. Non-Commercial Hangar Developer: A person or entity that develops/constructs and owns one or more hangar structures for the primary purpose of storing Aircraft used for Non-Commercial purposes only.
49. Non-Commercial Operator: A person or entity that either owns or leases and operates Aircraft for personal or recreational purposes. In the case of a business, the operation of Aircraft must be ancillary activity to support the business’s purposes by providing transportation for the exclusive use of its employees, agents, and/or customers. Non-Commercial Operators are not authorized to offer or engage in Commercial Aeronautical Activities.
50. Operating Agreement: A written agreement with the County authorizing a person or entity to conduct specified activities at the Airport, including aeronautical and/or non-aeronautical activities, for commercial and/or non-

commercial purposes. A Lease and an Operating Agreement may be combined into a single agreement.

51. Person: Any individual, firm, partnership, corporation, limited liability company, company, association, joint stock association, or body politic; and includes any trustee, receiver, assignee, or other similar representative.
52. Refueling Vehicle: Any Vehicle used to transport, handle or dispense fuels, oils, and lubricants.
53. Regulatory Requirements: All applicable Federal, state, county, local, and Airport laws, codes, ordinances, policies, rules, and regulations.
54. Repair Station: An FAA certificated Aircraft Maintenance facility.
55. Rules and Regulations: The Airport Rules and Regulations adopted by the County to govern the general conduct of the public, tenants, employees, and all users of the Airport in the interest of safety and efficiency.
56. Self-Fueling and Aircraft Servicing: The fueling and/or servicing of an aircraft by the owner of the aircraft with his or her own employees and using his or her own equipment. Self-fueling cannot be contracted out to another party.
57. Self-Service Fueling: Fueling from a self-service pump made available by the Airport or by a Commercial Aeronautical Operator.
58. Sublease: A written agreement, approved in advance by the County, with an existing Lessee that entitles the Sub-Lessee to lease all or a portion of the Lessee's Leased Premises for a specified period of time, for the purpose of conducting approved aeronautical activities and/or providing aeronautical services at the Airport.
59. Sub-Lessee: A person or entity holding a County approved sublease.
60. Taxilane: The portion of the Aircraft parking area used for access between taxiways and Aprons and is not FAA ATCT controlled.
61. Taxiway: A defined path established for the taxiing of aircraft from one part of an airport to another.
62. Terminal: The passenger terminal building at the Airport.
63. Through-the-Fence: Direct access to an airport's runway and taxiway system from private property located contiguous to and off of an airport.

- 64. Tiedown: An area paved or unpaved suitable for parking and mooring of Airport wherein suitable Tiedown points are located.

- 65. Vehicle: A contrivance used to transport persons or property on the ground.

- 66. Vehicle Operator: Any person who is in actual physical control of a Vehicle.

- 67. Airport Abbreviations: The Airport Abbreviations are a shortened or contracted form of a word or phrase, used to represent the whole word or phrase. The following abbreviations will be used throughout these Minimum Standards:
 - AC – Advisory Circular
 - ALP – Airport Layout Plan
 - AOA – Airport Operations Area
 - A & P –Airframe and Powerplant
 - ASP – Airport Security Program
 - ATC – Air Traffic Control
 - ATCT – Air Traffic Control Tower
 - CFR – Code of Federal Regulations
 - FAA – Federal Aviation Administration
 - FBO – Fixed Base Operator
 - NFPA – National Fire Protection Association
 - SOP – Standard Operating Procedure

SECTION 2 - INTRODUCTION

2.1 Purpose and Scope

1. The purpose of these Minimum Standards is to (1) encourage the provision of high quality products, services, and facilities to Charles M. Schulz – Sonoma County Airport (Airport) users, (2) encourage the development of quality Improvements at the Airport; (3) promote safety, (4) promote the economic health of the Airport, and its businesses, and (5) promote the orderly development of Airport property. To this end, all entities desiring to engage in Aeronautical Activities at the Airport shall be accorded reasonable opportunities, without unjust discrimination, to engage in such Activities, subject to these Minimum Standards.
2. These Minimum Standards specify the standards and requirements that must be met by any person or entity desiring to engage in one or more Aeronautical Activities at the Airport.
3. No person or entity shall be allowed to engage in Aeronautical Activities at the Airport under conditions that do not, in the County's judgment, meet these Minimum Standards.
4. Aeronautical Activities may be proposed that do not fall within the categories designated in these Minimum Standards. In such cases, appropriate minimum standards may be developed on a case-by-case basis for such Activities and incorporated into the Lease or Commercial Operating Agreement.

2.2 Applicability

1. These Minimum Standards shall apply to any new Agreement or any extension of the term of an existing Agreement for the occupancy or use of Airport land or improvements for Aeronautical Activities. If any person or entity desires, under the terms of an existing Agreement, to expand or materially change its Aeronautical Activities, the County shall, as a condition of its approval of such change, require the entity to comply with these Minimum Standards.
2. These Minimum Standards are not retroactive unless provided for in an existing Agreement, in which case these Minimum Standards shall be applied to the extent permitted by such Agreement.

3. These Minimum Standards shall not be deemed to modify any existing Agreement that requires a person or entity to meet more restrictive standards, nor shall they prohibit the County from entering into or enforcing an Agreement that requires a person or entity to meet more restrictive standards.

2.3 Statement of Policy

It is the intent of the County to plan, manage, operate, finance, and develop the Airport for the use and benefit of the public in a manner that is consistent with its airport sponsor obligations and in compliance with all applicable Regulatory Requirements.

2.4 Governing Body

The Airport is owned and operated by the County of Sonoma, California (County), and governed by and through the Sonoma County Board of Supervisors (Board of Supervisors).

2.5 Airport Management

1. The Airport Manager is responsible for the operation, management, maintenance, and security of the Airport and all of the Airport’s owned and operated land, improvements, facilities, vehicles, and equipment.
2. The County has authorized and directed the Airport Manager to:
 - a. Interpret, administer, and enforce Agreements and these Minimum Standards and to permit temporary, short-term occupancy or use of certain Airport land or Improvements; and
 - b. Obtain and receive copies of all licenses, permits, certifications, ratings, Certificates of Insurance, and other documents required to be provided to or filed with the County under these Minimum Standards.
 - c. All official inquiries to the County regarding these Minimum Standards and/or compliance therewith should be directed to the Airport Manager or his or her designated representative.

2.6 Effective Date

These Minimum Standards shall be in effect and shall remain in effect from the date of adoption by the County unless amended or repealed by the County.

2.7 Compliance with Regulatory Requirements

Any person or entity occupying or using Airport land or Improvements, engaging in an Aeronautical Activity on Airport land or Improvements, or developing Airport land or Improvements shall comply, at the person's or entity's expense, with all applicable Regulatory Requirements.

2.8 Conflicting Regulatory Requirements and Agreements

1. If a provision of these Minimum Standards is found to be in conflict with any other provision of these Minimum Standards or in conflict with a provision of any Regulatory Measure, the provision that establishes the most restrictive standard shall be applied.
2. It is not the intent of these Minimum Standards to repeal, abrogate, annul, or in any way impair or interfere with any provision of any Regulatory Measure.
3. It is not the intent of the Minimum Standards to excuse any person or entity from performing any obligation established in any existing Agreement with the County, whether or not an Agreement pre-dates the adoption of these Minimum Standards.

2.9 Right to Self-Service

The Minimum Standards do not prohibit fueling or servicing of an aircraft by the owner of the aircraft with his or her own employees and using his or her own equipment.

- a. These Minimum Standards establish reasonable conditions to be met by any aircraft owner desiring to maintain, repair and/or fuel its own aircraft with its own employees.

2.10 Prohibited Activities

"Through-the-fence" Activities will not be permitted at the Airport.

2.11 Severability

If a court of competent jurisdiction holds any provision of these Minimum Standards to be invalid, in whole or in part, the validity of the remaining provisions shall not be affected.

2.12 Notices, Requests for Approval, Applications, and Other Filings

All notices, requests for approval, applications, or other filings required or permitted by these Minimum Standards shall be in writing, signed by the party giving such notice, and shall be deemed to have been received on the date and at the time physically received by the County according to the County's records.

2.13 Amendments

1. These Minimum Standards supersede and cancel all previous Minimum Standards adopted by the County.
2. These Minimum Standards may be supplemented, amended, or modified by the County from time to time and in such a manner and to such extent as is deemed appropriate by the County.
3. The County may issue special rules, regulations, notices, memorandums, directives, covenants, restrictions, or conditions from time to time as is deemed appropriate by the County.
4. The Airport Manager may, on a case-by-case basis, develop and implement specific, appropriate minimum standards for proposed Aeronautical Activities that are not already addressed in these Minimum Standards.

2.14 Variance or Exemption

1. The County may, in its sole discretion, grant variances to or exemptions from these Minimum Standards when it determines that a specific clause, section, or provision is not required or would pose an undue hardship because of specific conditions and unique circumstances.
2. Requests for variances from or exemptions to these Minimum Standards shall be submitted in writing to the Airport Manager and shall state the specific Minimum Standards provision for which a variance or exemption is being requested, describe the proposed variance or exemption, and state a) the reason for the request, and b) the proposed duration of the requested variance or exemption.
3. Any variance or exemption granted by the County shall apply only to the particular case for which the variance or exemption was granted and shall

not constitute an amendment, or modification to the Minimum Standards.

4. When the Airport determines that there is a demonstrated need for a specific product, service, and/or facility that is not currently provided at the Airport, the Airport may, in its sole discretion, enter into an Agreement with an FBO, for a limited period of time (“trial period”), that authorizes the FBO to provide the specific product, service, and/or facility under terms and conditions that may permit temporary variance(s) from requirements of these Minimum Standards (e.g. reduced rents, lower minimum standards, etc.) Based upon its findings, after the completion of the trial period, the Airport, in its sole discretion, may amend an FBO’s Lease or Operating Agreement to authorize it to provide the product, service, and/or facility on a permanent basis, subject to requirements established by the Airport and agreed to by the FBO.

2.15 Enforcement

1. The County shall implement and enforce these Minimum Standards through the Leases and Operating Agreements with Aeronautical Operators and Airport Tenants.
 - a. Violation of these Minimum Standards shall constitute a breach of the Commercial Aeronautical Operator’s Lease and/or Operating Agreement with the County and shall be a ground for terminating a Lease and/or Operating Agreement.
2. Persons or entities aggrieved by a decision of the Airport Manager or County may appeal such decision, in writing, within 10 days after such decision is issued, pursuant to appeal procedures established by the County.

SECTION 3 – GENERAL REQUIREMENTS

The following requirements apply to all Operators seeking authorization to engage in Aeronautical Activities at the Airport. The Minimum Standards applicable to specific Aeronautical Activities are established in Sections 4 through 13 of these Minimum Standards.

3.1 Experience/Capability

1. Operator shall demonstrate, to the satisfaction of the County, its capability to provide the proposed products, services, and facilities.
2. Operator shall demonstrate, to the satisfaction of the County, the financial qualifications and ability to conduct the proposed Aeronautical Activity on a commercial basis and comply with the requirements established in these Minimum Standards.
3. Operator and its employees shall be capable of complying with all applicable Airport and TSA security requirements.

3.2 Agreement/Approval

1. No person or entity shall engage in any Commercial Activity at the Airport unless the person or entity has entered into a Lease Agreement or Commercial Operating Agreement with the County authorizing the Activity.
2. Any person or entity desiring to conduct a Commercial Aeronautical Activity on land or facilities subleased from any Airport tenant shall first enter into an Operating Agreement with the County before conducting any commercial activities.

3.3 Leased Premises

1. A Commercial Operator shall lease or sublease sufficient land and shall lease, sublease, or construct sufficient Improvements required to conduct the proposed Commercial Activity as established in these Minimum Standards.
 - a. Leased Premises that are used for Commercial purposes and require public access shall have direct public street side access.

3.4 Licenses, Operating Agreements, Certifications, and Ratings

Operator (and/or Operator’s personnel) shall obtain and comply with, at Operator’s sole expense, all necessary licenses, permits, certifications, or ratings required for the conduct of Operator’s Activities at the Airport as required by the County or any other duly authorized Agency prior to engaging in any Activity at the Airport. Operator shall provide copies of such licenses, operating agreements, certifications, or ratings to the County, at the County’s request, within 10 business days after receiving such request.

3.5 Personnel

1. All Commercial Operators shall employ, and shall have on duty during designated business hours, trained personnel in such numbers as are required to meet the minimum standards for each aeronautical service the Operator is performing as provided in these Minimum Standards. When reasonable, multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the Operator.
2. All Commercial Operators shall designate a responsible person to supervise activities. The designated responsible person shall be authorized to represent and act for and on behalf of the Commercial Operator during all business hours of Activities.
3. Commercial Operators shall maintain current business contact information on file with the Airport that will enable Airport staff to make contact with the responsible person when the responsible person is not on the Leased or Subleased Premises.

3.6 Equipment

All required Equipment must be fully operational and located on the Leased or Subleased Premises at all times during required hours of operation unless the equipment is performing its intended function or is undergoing scheduled maintenance at a location off of the Leased or Subleased Premises.

3.7 Insurance

1. Commercial and Non Commercial Aeronautical Operators shall be required to obtain and maintain insurance in accordance with the County's current, approved insurance requirements. Required insurance coverage’s and limits are available at the Airport Administrative Office and will be posted on the Airport’s web site.

2. Commercial and Non Commercial Aeronautical Operators shall keep current Certificates of Insurance on file with the Airport during the term of any Lease, Sublease, or Operating Agreement, including any holding over period after the expiration of any Lease, Sublease, or Operating Agreement.
3. Disclosure Requirement: Every Commercial and Non Commercial Aeronautical Operator conducting aircraft rental, aircraft sales, or flight training shall be required to a) post a notice in a conspicuous place and disclose within its rental and instruction agreements the insurance coverage and limits provided to the renter or student by the operator, and b) include a statement advising that additional coverage is available to the renter or student through the purchase of an individual non-ownership liability policy. Operators shall provide copies of all required notices to the Airport.

3.8 Indemnification and Hold Harmless

Commercial and Non Commercial Aeronautical Operators, in connection with obtaining a Lease, Sublease or Operating Agreement, will be obligated to indemnify the County in accordance with the terms and conditions of their Lease, Sublease or Operating Agreement.

3.9 Fixed Base Operators (FBO) Excluding Full Service FBOs

With the exception of Full Service FBOs, FBOs conducting activities addressed in Sections 4 through 13 shall meet the following standards as well as the specific Minimum Standards applicable to the activity:

1. Lessee of Stand Alone Facility or Land for Development. An Operator engaging in activities addressed in Sections 4 through 13 who is either a Lessee of a stand alone facility, or a Lessee of land for development shall have adequate land, apron, facilities, and vehicle parking to accommodate all activities of the Operator and all approved Sublessee(s), but not less than the following (excludes Section 5 “Aircraft Maintenance Operator” and Section 6 “Avionics or Instrument Maintenance Operator”):
 - a. Leased Premises – one quarter acre parcel (10,890 square feet) upon which all required improvements including Apron, Vehicle parking, roadway access, landscaping, and all facilities shall be located, in an area designated in the Airport Master Plan as approved for commercial use. Permanent structures shall not occupy more than 50% of the leased property.

GENERAL REQUIREMENTS

- b. Apron/Paved Tiedowns shall be adequate to accommodate the total number of Aircraft in Operator’s fleet at the Airport.
 - i. If Operator constructs or has a hangar, apron shall be adequate to accommodate the movement of aircraft into and out of the hangar, staging, and parking of Operator’s Aircraft without interfering with the movement of aircraft in and out of other facilities and aircraft operating in taxilanes or taxiways.
 - ii. If Operator utilizes a hangar large enough to store Operator’s entire fleet of aircraft based at the Airport, no paved Tiedowns will be required.
 - c. Facilities – Customer and administrative areas shall be adequate space for customer lounge, restrooms, employee offices, work areas, and storage.
 - i. If Operator is conducting Aircraft Maintenance on Aircraft owned and/or operated by Operator, Operator shall have at least 500 square feet of maintenance area including adequate space for employee work areas, shop areas, and storage and at least 3,000 square feet of hangar space or large enough to accommodate the largest aircraft in Operator’s fleet being maintained by Operator at the Airport, whichever is greater.
 - d. Vehicle Parking shall be sufficient to accommodate customers and employees on a daily basis and comply with parking requirements as outlined in the Airports Development Standards, whichever is greater.
2. Lessee in Multiple Lessee Facility, Sublessee, or Multiple Activity Operator: An Operator engaging in activities addressed in Sections 4 through 13 who is either a Lessee in a multiple lessee facility, a Sublessee, or a multiple activity operator shall have adequate apron, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator, but not less than the following (excludes Section 5 “Aircraft Maintenance Operator” and Section 6 “Avionics or Instrument Maintenance Operator”):
- a. Apron/Paved Tiedowns shall be adequate to accommodate the total number aircraft in Operator’s fleet at the Airport.

GENERAL REQUIREMENTS

- b. Facilities – Customer and administrative areas shall be at least 400 square feet to include adequate space for class/training rooms, employee offices, work areas, and storage.
 - i. Operator’s customers shall have reasonable access to a customer lounge and restroom if these facilities are not provided within Operator’s Leased Premises.
 - ii. If Operator is conducting aircraft maintenance on aircraft owned and/or operated by Operator, Operator shall have at least 500 square feet of maintenance area including adequate space for employee work areas, shop areas, and storage and hangar space large enough to accommodate the largest aircraft in Operator’s fleet being maintained by Operator at the Airport.
 - iii. If Operator provides Aircraft Maintenance on Aircraft, other than those that are owned by or under the care, custody and control of Operator, Operator shall meet the Minimum Standards for an Aircraft Maintenance Operator.
- c. Vehicle Parking shall be sufficient to accommodate customers and employees on a daily basis and comply with parking requirements as outlined in the Airports Development Standards, whichever is greater.

3. Hours of Activity

Operator shall maintain business hours that make its services available to meet the reasonable demands of the public. For an Aircraft Maintenance Operator and Aircraft Sales Operator, services shall be available for this activity five days a week, eight hours a day. After hours, on-call response time to customer inquiries shall not exceed 60 minutes. Section 13 “Commercial Hangar Operator (FBO)” shall be excluded from these Hours of activity requirements.

4. Insurance

All Commercial and Non Commercial Aeronautical Operators shall be required to obtain and maintain insurance in accordance with the County’s current, approved insurance requirements. Currently required insurance coverage’s and limits are available at the Airport Administrative Office and will be posted on the Airport’s web site.

3.10 Self-Fueling and Aircraft Servicing

Subject to the conditions and requirements established in Section 14 of these Minimum Standards, all persons, firms, and corporations operating aircraft on the Airport may maintain, repair and/or fuel their own aircraft with their own employees.

SECTION 4 – FULL SERVICE FBO

Full Service FBOs shall comply with 1) the following specific Minimum Standards, 2) the Section 3 General Requirements that are applicable to all commercial operators, and 3) all applicable laws and ordinances, federal and state aviation regulations, and Airport Rules and Regulations.

4.1 Scope of Activity

1. Unless otherwise noted, all products and services must be provided by Operator’s employees using Operator’s vehicles and equipment.
2. Operator’s products and services shall include, at a minimum, the following:
 - a. Aviation Fuels and Lubricants (Jet Fuel, Avgas, and Aircraft Lubricants):
 - i. Operator shall be capable of delivering and dispensing Jet Fuel, Avgas, and aircraft Lubricants into all general aviation aircraft normally frequenting the Airport.
 - ii. Operator shall be capable of providing a response time not to exceed 15 minutes during required hours of activity.
 - iii. Operators seeking authorization to sell alternative aviation fuels may be required to complete a twelve (12) month trial period before being authorized to sell alternative aviation fuels on a permanent basis. Based upon its findings, after the completion of any required trial period, the Airport, in its sole discretion, may amend Operator’s Lease Agreement to include authorization to sell alternative aviation fuel.
 - b. Passenger, Crew, and Aircraft Ground Services, Support, and Amenities, and
 - i. Baggage handling
 - ii. Aircraft marshalling and towing
 - iii. Oxygen, nitrogen, and compressed air services
 - iv. Ground power

- v. Aircraft cleaning services
- c. Aircraft Maintenance
 - i. Full Service FBOs shall be able to provide and assist with routine (minor) aircraft line maintenance (i.e., including preventative maintenance as defined in 14 CFR Part 43, Appendix A and excluding maintenance associated with 50 hour, 100 hour, annual inspections, major alteration, and major repair) on the airframe, powerplants, and associated systems of General Aviation Aircraft up to 12,500 pounds Maximum Takeoff Weight (MTOW).
 - ii. Operator shall provide aircraft airframe and powerplant maintenance services to Group I and Group II piston aircraft including, but not limited to, 50 hour, 100 hour, and annual inspections (and associated repairs).

4.2 Leased Premises

- 1. Operator shall have adequate land, Apron/Paved Tiedown, facilities (hangars, terminal, maintenance, and fuel storage), and vehicle parking to accommodate all activities of Operator and all approved Sublessees, but not less than the following:
 - a. Leased Premises – three (3) acres (130,680 square feet), upon which all required improvements including apron, vehicle parking, roadway access, landscaping, and all facilities (including the fuel storage facility) shall be located.
 - b. Apron/Paved Tiedown – approximately two (2) acres (87,120 square feet), with sufficient weight bearing capacity and adequate paved tiedown to accommodate the number, type, and size of based and transient aircraft requiring Tiedown space at the Operator’s Leased Premises.
 - c. Facilities – 14,800 square feet (total) consisting of the following:
 - i. Terminal space – 4,000 square feet to include adequate space for crew and passenger lounge(s), flight planning room, conference room, public telephones, restrooms, wireless data access (WiFi) and adequate space for employee offices, work areas, and storage.

- ii. Maintenance area – 800 square feet to include adequate space for employee offices, work areas, and storage.
 - iii. Hangar space – 10,000 square feet, of which at least 3,000 square feet shall be dedicated to providing Aircraft Maintenance services.
- d. Vehicle Parking
- i. Vehicle Parking shall be in close proximity to Operator’s main facility and sufficient to accommodate Operator and tenant customers, passengers, and employees on a daily basis.

4.3 Fuel Storage

- 1. Operator shall lease, construct or install and maintain an on-Airport fuel storage facility in a location approved by the County.
- 2. Fuel storage facility shall have total capacity that will provide an adequate supply of aviation fuel to serve the needs of based and itinerant Aircraft. In no event shall the total storage capacity be less than:
 - a. 20,000 gallons for Jet A fuel storage
 - b. 10,000 gallons for Avgas storage
 - c. No more than 5,000 gallons for each type of alternate aviation fuel storage
- 3. Operator shall, at its sole expense, maintain the fuel storage facility, all improvements thereon, and all appurtenances thereto, in a presentable condition consistent with good business practice and equal to or better than in appearance and character to other similar improvements on the Airport.
- 4. Operator shall demonstrate that satisfactory arrangements have been made with a petroleum supplier/distributor for the delivery of aviation fuels in the quantities that are necessary to meet the requirements set forth in an approved fuel quality program.
- 5. Operator shall have an approved written Spill Prevention Contingency and Control Plan (“SPCC Plan”) that meets Regulatory Requirements for

fuel storage facilities. An updated copy of the SPCC Plan shall be filed with the Airport Manager at least 30 days prior to commencing operations.

6. Operator shall be liable and shall indemnify the County for all leaks, spills, or other damage that may result through the handling and dispensing of fuel.
7. Operator shall be responsible for ensuring the quality of all fuel sold.
8. Operator shall make available, upon reasonable written notice, at all times during normal business hours, for inspection by County, its auditors or other authorized representatives, all required books, records and accounts, including records and accounts relating to the Premises, the delivery of fuel to the Premises, all fuel dispensed, and the calculation of rent and fees due to the County.

4.4 Fueling Equipment

1. Operator shall have two operating and fully functional Jet A Fuel refueling vehicles having capacities of at least 3,000 and 5,000 gallons each.
2. Operator shall have two operating and fully functional Avgas refueling vehicles having a capacity of at least 750 gallons each.
 - a. A fixed Avgas (self-service) refueling system can be substituted for an Avgas refueling vehicle if authorized by the Airport.
3. Aircraft refueling vehicles shall be equipped with metering devices that meet all applicable Regulatory Requirements. One refueling vehicle dispensing Jet A fuel shall have over-the-wing and single point aircraft servicing capability. All refueling vehicles shall be bottom loaded.
4. Each refueling vehicle shall be equipped and maintained to comply with all applicable safety and fire prevention requirements or standards including without limitation, those prescribed by:
 - a. These Minimum Standards and all other applicable Regulatory Requirements;
 - b. State of California Fire Code and local Fire District;
 - c. 14 CFR Part 139, Airport Certification, Section 139.321 “Handling/Storing of Hazardous Substances and Materials”.

- d. Applicable FAA AC's including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used On An Airport".

4.5 Equipment

1. Operator shall have adequate Equipment for recharging or energizing discharged aircraft batteries.
2. Operator shall have one aircraft tug (and tow bars) having a rated draw bar capacity sufficient to meet the towing requirement of the aircraft normally frequenting the Full Service FBO.
3. Operator shall have at least one (1) 50 gallon spill kit.
4. Operator shall have adequate number of approved and regularly inspected dry chemical fire extinguisher units within all hangars, and shop areas, on apron areas, at fuel storage facilities, and on all grounding and refueling vehicles.
5. Operator shall have all equipment necessary for the proper performance of aircraft maintenance for aircraft regularly frequenting the Airport, in accordance with applicable FAA regulations and manufacturers' specifications.

4.6 Personnel

1. Operator shall develop and maintain Standard Operating Procedures (SOP) for fueling and ground handling and shall ensure compliance with standards set forth in FAA AC 00-34A "Aircraft Ground Handling and Servicing." Operator's SOP shall include training plan, fuel quality assurance procedures and record keeping, and emergency response procedures to fuel fires and spills. Operator's SOP shall also address: (1) bonding / grounding fire protection; (2) public protection; (3) control of access to fuel storage facilities; and (4) marking and labeling of fuel storage tanks and refueling vehicles. Operator's SOP shall be submitted to the County no later than 30 days before the Operator commences activities at the Airport. Inspections shall be conducted by the County on a periodic basis to ensure compliance.
2. Operator shall have at least one (1) properly trained and qualified employee, on each shift, providing aircraft fueling, parking, and ground services support.

3. Operator shall have at least one (1) properly trained and qualified employee, on each shift (except from the hours of 8:00 PM to 6:00 AM), to provide customer service and support.
4. Operator shall have at least one (1) FAA licensed Airframe and Powerplant Technician employed by Operator and properly trained and qualified to perform aircraft maintenance on aircraft frequenting the Airport and shall be on-duty and on-premises for at least eight hours during Operator's hours of activity, five days a week, or have a licensed mechanic under contract to provide service.

4.7 Hours of Activity

1. Aircraft fueling and lubricants and passenger, crew, and aircraft ground handling services, support, and amenities shall be continuously offered and available to meet reasonable demands of the public for this activity seven days a week (including holidays) from 6:00 AM to 8:00 PM. These services shall be available after hours, on-call, with response time not to exceed 60 minutes.
2. Aircraft maintenance shall be continuously offered and available to meet reasonable demand of the public for this activity five days a week, eight hours a day. Aircraft maintenance shall be available after hours, on-call, with response time not to exceed 60 minutes.

4.8 Aircraft Removal

Recognizing that aircraft removal is the responsibility of the aircraft owner/operator, the Operator shall be prepared to lend assistance within 30 minutes in order to maintain the operational readiness of the Airport.

4.9 Insurance

Operator shall be required to obtain and maintain insurance in accordance with the County's current, approved insurance requirements.

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AIRCRAFT MAINTENANCE OPERATOR (FBO)

SECTION 5 – AIRCRAFT MAINTENANCE OPERATOR (FBO)

Aircraft Maintenance Operators shall comply with 1) the following specific Minimum Standards, 2) the Section 3 General Requirements that are applicable to all commercial operators, and 3) all applicable laws and ordinances, federal and state aviation regulations, and Airport Rules and Regulations.

Any person or entity desiring to sell fuel shall comply with the Minimum Standards set forth in Section 4, Full Service FBO.

5.1 Leased Premises (Lessee of Stand Alone Facility or Land for Development)

1. Operator engaging in this activity who is a Lessee of a stand alone facility or a Lessee of land for development shall have adequate land, apron, facilities, and vehicle parking to accommodate all activities of the Operator and all approved Sublessee(s), but not less than the following:
 - a. Leased Premises – One-quarter acre (10,890 square feet) and Hangar area shall be at least 3,000 square feet or large enough to accommodate the largest aircraft undergoing aircraft maintenance (other than preventative aircraft maintenance), whichever is greater, in an area designed in the Airport Master Plan as approved for commercial use. Permanent structures cannot occupy more than 50% of the leased property.

5.2 Leased Premises (Lessee in a Multiple Lessee Facility, Sublessee, or Multiple Activity Operator)

Operator engaging in this activity who is either a Lessee in a Multiple Lessee Facility, a Sublessee, or a Multiple Activity Operator shall have adequate apron, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator, but not less than the following:

- a. Facilities shall include customer, administrative, maintenance areas and hangar areas with total square footage of:
 - i. Hangar area shall be at least 3,000 square feet or large enough to accommodate the largest aircraft undergoing aircraft maintenance (other than preventative aircraft maintenance), whichever is greater.

5.3 Aircraft Painting

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AIRCRAFT MAINTENANCE OPERATOR (FBO)

Operator applying to provide aircraft painting services shall provide a separate enclosed painting area of sufficient size to accommodate the largest aircraft serviced. Such facility shall meet all applicable regulatory requirements for such a facility.

5.4 Licenses and Certification

Personnel shall be properly certificated by the FAA, current, and shall hold the appropriate ratings for the work being performed.

5.5 Personnel

Operator shall provide a sufficient number of personnel to adequately and safely provide aircraft maintenance services.

5.6 Equipment

Operator shall provide sufficient shop space, equipment, supplies, and availability of parts for the type of aircraft maintenance provided.

5.7 Hours of Activity

Operator shall be open and services shall be available to meet reasonable demands of the public for this Activity.

5.8 Insurance

Operator shall be required to obtain and maintain insurance in accordance with the County's current, approved insurance requirements.

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AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (FBO)

SECTION 6 - AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (FBO)

Avionics or Instrument Maintenance Operators shall comply with 1) the following specific Minimum Standards, 2) the Section 3 General Requirements that are applicable to all commercial operators, and 3) all applicable laws and ordinances, federal and state aviation regulations, and Airport Rules and Regulations.

6.1 Leased Premises (Lessee of Stand Alone Facility or Land for Development)

1. Operator engaging in this activity who is a Lessee of a stand alone facility or a Lessee of land for development shall have adequate land, apron, facilities, and vehicle parking to accommodate all activities of the Operator and all approved Sublessee(s), but not less than the following:
 - a. For Operators performing just benchwork (i.e., no removal and replacement services are being performed), the minimums are as follows:
 - i. Leased Premises – Adequate land upon which all required improvements including apron, vehicle parking, roadway access, landscaping, and all facilities shall be located.
 - ii. Facilities – Customer, administrative, and maintenance areas to include adequate space for a customer lounge (if required by Airport Manager), restrooms, employee offices, work areas, shop areas, and storage.
 - b. For Operators performing services beyond benchwork (i.e., removal and replacement services are being performed), the following additional minimums, are as follows:
 - i. Leased Premises – One-quarter acre (10,890 square feet) and Hangar area shall be at least 3,000 square feet or large enough to accommodate the largest aircraft undergoing avionics or instrument removal or replacement in an area designed in the Airport Master Plan as approved for commercial use. Permanent structures cannot occupy more than 50% of the leased property. The contiguous land requirement only applies if the operator is proposing the construction of new facilities, and does not apply to existing facilities on the Airport.

6.2 Leased Premises (Lessee in a Multiple Lessee Facility, Sublessee, or Multiple Activity Operator)

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AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (FBO)

1. Operator engaging in this activity who is either a Lessee in a Multiple Lessee Facility, a Sublessee, or a Multiple Activity Operator shall have adequate apron, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator, but not less than the following:
 - a. For Operator's performing benchwork (i.e., no removal and replacement services are being performed), the minimums are as follows:
 - i. Facilities – Administrative and Maintenance area shall be at least 500 square feet to include adequate space for employee offices, work areas, shop areas, and storage. Operator's customers shall have access to a customer lounge (if necessary) and restrooms.
 - b. For Operator's performing services beyond benchwork (i.e., removal and replacement services are being provided), the minimums, which are based upon the type of Aircraft avionics of instruments being tested and/or repaired, are as follows:
 - i. Hangar area shall be at least 3,000 square feet or large enough to accommodate the largest aircraft undergoing avionics or instrument removal or replacement, whichever is greater.

6.3 Licenses and Certifications

1. Operator shall be properly certificated as an FAA Repair Station.
2. Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings for the work being performed.

6.4 Personnel

Operator shall provide a sufficient number of personnel to adequately and safely carry out activity and to meet the reasonable demands of the public seeking such services.

6.5 Equipment

Operator shall provide sufficient shop space, equipment, supplies, and availability of parts as required for certification as an FAA Repair Station.

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AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (FBO)

6.6 Insurance

Operator shall be required to obtain and maintain insurance in accordance with the County's current, approved insurance requirements.

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AIRCRAFT RENTAL (FBO) AND FLIGHT TRAINING OPERATORS (FBO)

SECTION 7 – AIRCRAFT RENTAL (FBO) AND FLIGHT TRAINING OPERATORS (FBO)

Each Aircraft Rental Operator and Flight Training Operator shall comply with 1) the following specific Minimum Standards, 2) the Section 3 General Requirements that are applicable to all commercial operators, and 3) all applicable laws and ordinances, federal and state aviation regulations, and Airport Rules and Regulations.

7.1 Licenses and Certifications

Personnel performing aircraft proficiency checks and/or flight training shall be properly certificated by the FAA, current, and hold the appropriate ratings for the aircraft being utilized and/or flight training being provided.

7.2 Personnel

Operator shall provide a sufficient number of personnel to adequately and safely carry out aircraft rental and/or flight training and to meet the reasonable demands of the public/members seeking such services.

7.3 Equipment

Operator shall have available for rental or use in flight training, either owned by or under written lease to Operator and under the exclusive control of Operator, a quantity and type of certified aircraft adequate for the type of rental and flight training offered.

7.4 Insurance

Operator shall be required to obtain and maintain insurance in accordance with the County's current, approved insurance requirements.

SECTION 8 –FLYING CLUBS

A Flying Club shall be required to comply with the following in order to be exempted from the commercial operator standards as they apply to flight instruction and aircraft maintenance. Flying Clubs shall also obtain and maintain insurance in accordance with the County's current, approved insurance requirements.

8.1 Non-Profit Flying Club

1. A flying club must be a nonprofit corporation or organization as evidenced by articles of incorporation or appropriate legal documents.
2. Verification of nonprofit status shall be submitted to the Airport annually by forwarding a Federal Internal Revenue Service Form 990 (if required according to IRS regulations) or a properly executed and notarized statement signed by a club officer affirming the club's continuing nonprofit status.
3. Each member must be a bona fide partial owner of club aircraft or stockholder in the nonprofit organization
4. All club aircraft shall be owned by the nonprofit corporation or owned in common by all members. Ownership shall be evidenced by a copy of each club aircraft's current FAA Certificate of Registration, which shall be filed with the Airport.
5. A club's aircraft will not be used or rented by any person other than bona fide club members. No person may use club aircraft for commercial operations as defined by these Minimum Standards.
6. Clubs will file and keep current with the County a complete list of club's officers, directors, and general membership and the investment share held by each member. Additionally, the County shall be provided a list of members qualified to perform maintenance and related technical services on club aircraft.
7. All maintenance and repair services shall be rendered by a certificated aircraft technician who is a bona fide club member who does not receive monetary compensation for such services, or the Club may contract with a Commercial Maintenance Operator authorized to conduct aircraft maintenance at the Airport under these Minimum Standards.

8. Clubs shall make available, upon reasonable written notice, for inspection by County, its auditors or other authorized representatives, all required books, records and accounts of the Club.
9. All flight instruction shall be conducted by an FAA certificated flight instructor who is a bona fide club member who does not receive monetary compensation for such services, or the Club may contract with FBOs authorized to conduct flight instruction at the Airport under these Minimum Standards.
10. Clubs and club members are prohibited from selling or leasing any goods or services whatsoever to any person or entity other than a member of the club subject to the following limitations: a) the club may only sell basic pilot supplies required by members to complete FAA established requirements of their flight training curriculum, and b) the club may sell or exchange its capital equipment to non-members.

8.2 Private Flying Clubs (Not FBOs)

1. Private Flying Clubs are not considered Commercial Aeronautical Operators and shall not be required to meet the minimum standards stipulated for a Commercial Flying Club so long as the Private Flying Club's memberships are not available to the general public.
2. No member of a Private Flying Club shall receive compensation for services provided for such Private Flying Club or its members unless such member is a County authorized Commercial Operator.
3. No person or entity shall use Private Flying Club Aircraft in exchange for compensation of any kind, including the exchange of goods or services for goods or services (barter).
4. Each Private Flying Club member must have an ownership interest in Private Flying Club that is evidenced by a written document acceptable to the Airport.
5. Private Flying Clubs and club members are prohibited from selling or leasing any goods or services whatsoever to any person or entity other than a member of the club subject to the following limitations: a) the club may sell basic pilot supplies required by members to complete FAA established requirements of their flight training curriculum, and b) the club may sell or exchange its capital equipment.

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AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (FBO)

SECTION 9 – AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (FBO)

Aircraft Charter Operators and Aircraft Management Operators shall comply with 1) the following specific Minimum Standards, 2) the Section 3 General Requirements that are applicable to all commercial operators, and 3) all applicable laws and ordinances, federal and state aviation regulations, and Airport Rules and Regulations.

9.1 Licenses and Certifications

1. Aircraft Charter Operators shall have and provide copies to the County of all appropriate certifications and approvals, including without limitation, the Pre-application Statement of Intent (FAA Form 8400-6), the Registrations and Amendments under Part 298 (OST Form 4507), and FAA issued operating certificate(s).
2. Pilots employed by or under contract to the Operator 1) shall hold all appropriate FAA certificates and ratings for all aircraft flown in connection with the authorized activity and 2) shall meet the recent flight experience requirements established by FAA for the type of operation being conducted.

9.2 Personnel

Operator shall provide sufficient number of personnel to adequately and safely carry out activity and to meet the reasonable demands of the public and FAR's seeking such services.

- i. Operator shall employ at least one (1) Chief Pilot and at least one (1) customer service representative on each shift.

9.3 Equipment

All Operators shall maintain compliance with all equipment requirements established in 14 CFR Part 135 and/or 14 CFR Part 125, as applicable to the type of operation authorized by the Operator's certificate and by the Commercial Aeronautical Operating Agreement issued in accordance with these Minimum Standards.

9.4 Insurance

Operator shall be required to obtain and maintain insurance in accordance with the County's current, approved insurance requirements.

SECTION 10 – AIRCRAFT SALES OPERATOR (FBO)

Aircraft Sales Operators shall comply with 1) the following specific Minimum Standards, 2) the Section 3 General Requirements that are applicable to all commercial operators, and 3) all applicable laws and ordinances, federal and state aviation regulations, and Airport Rules and Regulations.

10.1 Licenses and Certifications

Pilots employed by or under contract to the Operator 1) shall hold all appropriate FAA certificates and ratings for all aircraft flown in connection with the authorized activity and 2) shall meet the recent flight experience requirements established by FAA for the type of operation being conducted.

10.2 Personnel

Operator shall provide a sufficient number of personnel to adequately and safely carry out activity and to meet the reasonable demand of the public seeking such services.

- a. Operator shall employ or have arrangements made with at least one (1) current private pilot who is an aircraft salesman and who has at least 200 hours of logged flight time in any type of aircraft to be demonstrated in flight to a prospective buyer, or as may be required by applicable FARs.

10.3 Equipment

Operator shall provide necessary and satisfactory arrangements for aircraft maintenance in accordance with any sales guarantee or warranty period.

10.4 Insurance

Operator shall be required to obtain and maintain insurance in accordance with the County's current, approved insurance requirements.

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SPECIALIZED COMMERCIAL AERONAUTICAL OPERATOR (FBO)

SECTION 11 – SPECIALIZED COMMERCIAL AERONAUTICAL OPERATOR (FBO)

Specialized Commercial Aeronautical Operators shall comply with 1) the following specific Minimum Standards, 2) the Section 3 General Requirements that are applicable to all commercial operators, and 3) all applicable laws and ordinances, federal and state aviation regulations, and Airport Rules and Regulations.

Specialized Commercial Aeronautical Operators include persons or entities providing the following or similar services on an “on demand” basis: Aircraft Detailing, Aircraft Upholstery, Propeller Service, Aircraft Window Repair and Replacement, Banner Towing, Specialized Flight Instruction, or similar types of activities.

11.1 Licenses and Certifications

Operator shall have and provide to the County evidence of all federal, state, and local licenses and certificates that are required to conduct the Activity.

11.2 Personnel

Operator shall provide a sufficient number of personnel to adequately and safely carry out its activity and to meet the reasonable demands of the public seeking such services.

11.3 Equipment

1. Operator shall have (based at the Airport), either owned or under written lease to Operator, sufficient vehicles, equipment, and, if appropriate, one continuously airworthy aircraft to support the specialized activity.
2. Operator shall have sufficient supplies and parts available to support the activity.

11.4 Space and Facilities

Operators applying to provide Specialized Aviation Services shall meet space and facilities requirements established by the Airport based upon the nature and duration of the proposed operation, including the need for public access.

11.5 Insurance

Operator shall be required to obtain and maintain insurance in accordance with the County's current, approved insurance requirements.

CHARLES M. SCHULZ – SONOMA COUNTY AIRPORT MINIMUM STANDARDS

SPECIALIZED (TEMPORARY) AVIATION SERVICE PROVIDER (FBO)

SECTION 12 – SPECIALIZED (TEMPORARY) AVIATION SERVICE PROVIDER (FBO)

The County recognizes that aircraft operators using the Airport may require specialized assistance not currently available at the Airport with the maintenance or service needs of their Aircraft and or flight training of their pilots. When this assistance is not available on the Airport through an existing Operator or Operators due to either the specialized nature of the maintenance service, and/or flight training requirements, the County may allow an aircraft operator to utilize the services of a qualified person or entity to provide such services.

Specialized Aviation Service Operators shall comply with 1) the following specific Minimum Standards, 2) the Section 3 General Requirements that are applicable to all commercial operators, and 3) all applicable laws and ordinances, federal and state aviation regulations, and Airport Rules and Regulations.

12.1 Scope of Activity

Operator shall conduct activity on and from the Leased Premises of an aircraft operator in a professional manner consistent with the degree of care and skill exercised by experienced Operators providing comparable products and services and engaging in similar Activities.

12.2 Operating Agreement

1. Aircraft operator must submit request to the County on behalf of the specialized Operator.
2. Operator shall obtain a 30 day Temporary Permit (issued by the County) prior to engaging in activity on the Airport.
 - a. Renewal shall be subject to the Operator's compliance with all terms of the Temporary Operating Agreement.
3. Operator shall comply with all requirements for the permitted activities and limit serviced provided to those strictly stated on the Temporary Operating Agreement.

12.3 Licenses and Certifications

Operator shall have and provide to the County evidence of all federal, state, and local licenses and certificates that are required.

12.4 Insurance

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SPECIALIZED (TEMPORARY) AVIATION SERVICE PROVIDER (FBO)

Operator shall be required to obtain and maintain insurance in accordance with the County's current, approved insurance requirements.

SECTION 13 – COMMERCIAL HANGAR OPERATOR (FBO)

In addition to the General Requirements set forth in Section 3, each Commercial Hangar Operator at the Airport shall comply with the following Minimum Standards set forth in this Section 13.

A Commercial Hangar Operator shall comply with 1) the following specific Minimum Standards, 2) the general requirements applicable to all commercial operators, and 3) all applicable laws, federal and state aviation regulations, and Airport Rules and Regulations.

13.1 Scope of Activity

A Commercial Hangar Operator shall own, lease or sublease a hangar structure(s) for the purpose of subleasing hangar and associated office or shop space to persons or entities engaging in Commercial or Non-Commercial Aeronautical Activities that have been pre-approved by the Airport.

13.2 Leased Premises

Operator engaging in this activity shall lease or sublease adequate land, apron, vehicle parking, and facilities to accommodate all commercial activities of the operator and operator's Airport-approved sublessee(s).

- a. All required Improvements including, but not limited to, apron, vehicle parking, roadway and pedestrian access, landscaping, and all facilities shall be located on contiguous land.
- b. Apron shall be equal to not less than one times the hangar square footage or adequate to accommodate the movement of aircraft into and out of the hangar, staging, and parking of aircraft without interfering with the movement of aircraft in and out of other facilities and Aircraft operating in taxilanes or taxiways, whichever is greater.

13.3 Required Authority

- a. A Commercial Hangar Operator shall have a Lease or an Operating Agreement with the County that specifically authorizes all activities conducted by the Operator and all of Operator's sublessees. A Commercial Operator who is a sublessee or tenant of a Commercial Hangar Operator shall be required to have a Commercial Operating Agreement with the County before conducting any commercial activities.

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COMMERCIAL HANGAR OPERATOR (FBO)

- b. A Commercial Hangar Operator shall have, and shall provide evidence of to the County of, all federal, state, and local licenses and certificates that are required in connection with the activities conducted.

13.4 Exceptions

The following persons or entities are not Commercial Hangar Operators.

- a. A person or entity that owns or acquires a hangar structure(s) solely for investment purposes is not a Commercial Hangar Operator.
- b. A person or entity that owns or acquires a hangar structure(s) solely for the storage of the person or entity's aircraft and/or equipment is not a Commercial Hangar Operator.

13.5 Insurance

Operator shall be required to obtain and maintain insurance in accordance with the County's current, approved insurance requirements.

SECTION 14 – SELF-FUELING and AIRCRAFT SELF-SERVICING

All persons, firms, and corporations, other than Full Service FBOs, operating aircraft on the Airport and desiring to maintain, repair and/or fuel their own aircraft with their own employees shall comply with the standards and requirements established in this section and with the County's insurance requirements.

14.1 Self Fueling Permit Required

1. No person or entity, other than a Full Service FBO, shall engage in self-fueling, including constructing, installing, or leasing fuel tanks, or dispensing fuel into an aircraft, unless a Self-Fueling Permit authorizing such activity has been obtained from the Airport. The Permit shall include specific limitations and requirements for self-fueling and the Permit shall not reduce or limit the Permittee's obligations with respect to the following Self-Fueling minimum standards, which shall be incorporated into each Permit by reference.
2. Any person or entity seeking a Self-Fueling Permit shall submit a written application and supporting documentation to the Airport in the format prescribed by the Airport together with evidence of ownership of any aircraft to be fueled.

14.2 Fuel Flowage Fees

Permittee shall be required pay to the current County-approved flowage fee on all fuel pumped. The amount pumped will be verified by monthly fuel dispenser/pump meter/totalizer readings.

14.3 Reporting Requirements

1. Permittees will be required to submit detailed reports of all fuel purchased and dispensed during each calendar month and to submit monthly summary reports along with appropriate fees and charges due to the County on or before the 20th day of each subsequent month.

14.4 Record Keeping

1. Permittee shall, during the term of the Permit and for 3 years thereafter, maintain records identifying the total number of aviation fuel gallons purchased and dispensed. Records (and meter/totalizer readings) shall be made available for audit to the County or its representatives. In the case of a discrepancy, Permittee shall promptly pay, in cash, all additional rates, fees, and charges due to the County, interest on the unpaid

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SELF-FUELING and AIRCRAFT SELF-SERVICING

balance at the maximum rate allowable by law from the date originally due, and the cost of audit.

2. Permittee shall maintain appropriate records to show that the Permittee or its employees have performed the following minimum inspections on Fueling equipment, and to permit the Airport Manager to inspect such records at any time during normal business hours:
 - a. Daily: Filter sump, Fuel tank sump(s), air supply tank (for water), filter pressure differential and flow rate (if applicable), operating pressures, deadman system operation (if applicable), bottom loading mechanism.
 - b. Weekly: Refueling hoses, nozzle screens, emergency shutoff system, fire extinguisher seals and tags.

14.5 Limitations

Permittee shall not sell, trade, barter, or otherwise dispense any fuels to based or transient aircraft for any purposes. Permittee shall not dispense any fuels to any based or transient aircraft that are not owned by or under the full control of Permittee. Any such selling, trading, bartering, dispensing or aircraft servicing shall be grounds for revocation of the Permit.

14.6 Insurance and Indemnification

1. Permittee shall maintain, at a minimum, the insurance coverage's and policy limits required by the County.
2. Permittee shall be required to indemnify the County for all leaks, spills, or other damage that may result from the handling and dispensing of fuel and/or other products by Permittee. Permittee shall be liable and responsible for all cleanup and remediation activities that may be required by federal, state, and city agencies and all associated costs. Permittee shall be responsible for ensuring that all fuel delivered shall be clean, bright, pure, and free of microscopic organisms, water, or other contaminants.

14.7 Fuel Storage

1. Permittee shall demonstrate to the Airport's satisfaction that acceptable arrangements have been made for the storage of fuel through either an authorized Full Service FBO at the Airport or Permittee shall obtain written approval from the Airport Manager to construct or install a self-fuel storage facility at the Airport.

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2. Fuel may not be stored on the Leased Premises, except as set forth in applicable provisions of Section 4 of these Minimum Standards.

14.8 Fueling Equipment

1. Permittees may be authorized to use the following types of equipment for self-fueling on the Airport.
 - a. Refueling Vehicles. If refueling vehicles are used, Permittee shall utilize separate refueling vehicles for each type of fuel to be dispensed with a minimum capacity of 750 gallons. Avgas refuelers shall have a maximum capacity of 1,200 gallons and Jet refuelers shall have a maximum capacity of 3,000 gallons. All refueling vehicles shall be capable of bottom loading.
 - b. Fixed Refueling System. A fixed refueling system is the minimum requirement to establish self-fueling activities, within a minimum capacity of 10,000 gallons.
2. Each refueling Vehicle and each authorized Fixed Refueling System shall be equipped and maintained to comply at all times with all applicable safety and fire prevention requirements or standards including without limitation, those prescribed by the following:
 - a. These Minimum Standards and all other applicable Regulatory Requirements.
 - b. State of California and local Building and Fire Codes;
 - c. National Fire Protection Association (NFPA) Codes;
 - d. Title 14 CFR Part 139, Airport Certification, Section 139.321 (e) (1) "Handling/Storing of Hazardous Substances and Materials."
 - e. Applicable FAA Advisory Circulars (AC) including AC 00 34 "Aircraft Ground Handling and Servicing" and AC 150/5210 5 "Painting, Marking and Lighting of Vehicles Used On an Airport."

14.9 Spill Prevention Contingency and Control Plan (SPCC)

Prior to transporting fuel onto the Airport, Permittee shall provide the Airport, for its review and written approval, a proposed Spill Prevention Contingency and

Control Plan (SPCC) that meets all regulatory requirements for above ground fuel storage facilities. An updated SPCC Plan shall be filed with the County at least 10 business days prior to implementation of the SPCC. The SPCC shall describe, in detail, the methods and procedures to be used by Permittee to prevent, contain and clean up any fuel spills. The plan shall address equipment to be used, emergency contact personnel and their telephone numbers.

14.10 Standard Operating Procedures (SOP)

Permittee shall develop and implement a written manual containing Standard Operating Procedures (SOP), consistent with applicable Regulatory Requirements and industry practices, for fueling. The SOP shall be designed to ensure compliance with standards set forth in FAA Advisory Circular 00-34A (“Aircraft Ground Handling and Servicing”). The SOP shall include a training plan, fuel quality assurance procedures, record keeping, and emergency response procedures for fuel spills and fires. The SOP shall also address the following: (1) bonding and fire protection, (2) public protection, (3) control of access to fuel storage tanks and refueling vehicle storage areas, and (4) marking and labeling of refueling vehicles. The SOP shall be submitted to the Airport for review and approval not later than 10 business days before Permittee proposes to begin self-fueling at the Airport. The County or a designated agent may conduct periodic inspections to monitor compliance with the SOP.

14.11 Aircraft Servicing

In accordance with FAA policy, the Airport will not unreasonably restrict the operator of any aircraft utilizing the Airport from performing services on his or her own aircraft with his or her own employees and equipment. Aircraft owners will be permitted to service their own aircraft, provided the service is in compliance with Federal Aviation Regulations and is performed by the aircraft owner or his or her employees in a location or facility the Airport Manager has determined to be acceptable for these activities. All aircraft maintenance, repair and washing activities shall be conducted in locations designated for that purpose by the Airport Manager, and in accordance with procedures and practices approved by the Airport Manager, consistent with all applicable Regulatory Requirements.

SECTION 15 – LEASES AND OPERATING AGREEMENTS

This Section addresses the procedure for obtaining a Lease Agreement or an Operating Agreement to conduct proposed Aeronautical Activities at the Airport.

15.1 Application

Any person or entity requesting authorization to conduct Commercial or Non-Commercial Aeronautical Activities at the Airport (Applicant) shall submit all information and material necessary to establish to the satisfaction of the County that the applicant is capable of conducting the proposed activities and able to comply with these Minimum Standards. All requests shall be submitted in writing to the Airport Manager, in a form and manner acceptable to the County, together with the required non-refundable application fee. The request shall include at a minimum the following information, and any other information that may be requested by the County:

1. A complete description of the type of business and activities to be conducted.
2. A list of the names and statements of the background and experience of all principals involved, including owners, key managers, and any persons or entities holding government issued certificates or authority that will be relied upon in connection with the operation of the business.
3. A detailed business plan, in a format acceptable to the County, outlining the projected income and expenses of the business, including pro-forma operating financial statements for the first three years of operation for a Full Service FBO and for the first year of operation for an FBO that is not a Full Service FBO.

NOTE: An applicant to provide Full Service FBO services shall demonstrate, to the County's satisfaction that adding an additional fuel supplier is financially practical and feasible.

4. Financial information that will enable the County to evaluate the ability of the applicant to meet the minimum standards and to make its required payments to County. If the applicant is a business or corporation that has been in continuous operation for the past five years, certified or reviewed financial statements or federal corporation or partnership Income Tax returns for the past three years shall be provided. Compilation statements will not be accepted. If the applicant is an individual or if the business or corporation has not been in continuous operation for the past five years,

personal financial statements of the principal owners, including current credit reports, may be required.

5. A detailed description, including plans and drawings, and estimated cost of capital improvements to be constructed or acquired by applicant, and a statement regarding the means of financing the construction or acquisition of such improvements.

NOTE: County will grant an Option to Lease until facilities are completed and occupancy has been approved by all applicable agencies.

6. The term of lease requested.
7. Evidence of the ability to obtain the types and amounts of insurance required by the County.
8. A written request and authorization for the FAA and all aviation related administrators, commissions and/or departments in all states in which the person or entity has engaged in aviation business to provide the County with all information in their files relating to the applicant or its operations. The applicant shall execute all releases requested by the agencies to enable the County to obtain requested information.
9. Any additional information requested by the County to assist in its evaluation of the applicant's proposal.

NOTE: To the extent permitted by law, all information contained in an application shall be treated as confidential.

15.2 Review/Approval

1. Applications and all supporting documents shall be submitted to the Airport Manager for review.
2. Applications will not be reviewed unless a) all required information is provided to enable the County to assess an applicant's proposed operation and determine if applicant's proposal is consistent with the Airport's Master Plan, these Minimum Standards, and applicable Regulatory Requirements, and b) all required application fees have been paid.
3. If an application is approved, the Airport will prepare a Lease and/or Operating Agreement for review and execution by applicant.

4. Prior to entering into a Lease or Operating Agreement, the County shall be satisfied that, as a minimum, the following requirements have been met:
 - a. The applicant has demonstrated its ability, based on prior experience and qualifications, to conduct the proposed activity,
 - b. The applicant is financially responsible, able to meet its financial obligations to the Airport, and able to provide the facilities and services proposed,
 - c. The applicant holds or can reasonably secure any required certificates from the FAA or any other authority prior to commencing operation, and
 - d. The applicant is able to meet the Minimum Standards, comply with any other requirements applicable to the proposed activity, and meet any conditions imposed by the County.
5. Applicant shall be required to pay the costs of any environmental review that may be required in connection with the processing of its application.

15.3 Grounds for Denial

An application may be denied for one or more of the following reasons:

1. **Applicant Not Qualified:** The applicant for any reason cannot meet the County's Lease and/or Operating Agreement requirements and these Minimum Standards.
2. **Safety Hazard:** The applicant's proposed operations or construction will, in the judgment of the County, create a safety hazard on the Airport.
3. **County Expenditure:** Granting applicant's request(s) will require the expenditure of County funds, or the use of County labor or materials in connection with the proposed operations which will result in an unacceptable payback period or a loss to the County when compared to the projected financial return.
4. **Availability of Facilities:** There is no appropriate, adequate, or available space or facilities on the Airport to accommodate the proposed activity at the time the application is made.

5. Inconsistency with Master Plan: The proposed operation or Airport development or construction is not consistent with the Airport Master Plan or ALP.
6. Congestion: Development or use of the area requested by applicant would result in congestion or conditions that, in the judgment of the Airport Manager, would unduly interfere with public access or adversely affect the operations or access of any existing operator at the Airport.
7. Misrepresentation: Applicant or any party with an interest in the proposed activity has provided false or misleading information to the County or has misrepresented any material fact or has failed to make full disclosure in its application or in supporting documents.
8. History of Violations: Applicant, or any party with an interest in the proposed activity, has a record of violating any Regulatory Requirements, the rules and regulations of any airport, or requirements of these Minimum Standards.
9. Defaulted Performance: Applicant, or any party with an interest in the proposed activity, has defaulted in the performance of any Lease or other Agreement(s) with the County or any other airport.
10. Credit Report: Applicant, or any party with an interest in the proposed activity, has a credit report indicating inability to meet financial obligations.
11. Inadequate Financing: Applicant fails to establish its ability to adequately finance its proposed activities.
12. Conviction of Felony: Applicant, or an officer or director of Applicant, has been convicted of a felony.
13. Inability to Obtain Insurance or Bond: Applicant cannot provide a required performance bond or the types and amounts of insurance required by the County for the proposed activity.
14. Security Considerations: Applicant or key employees of applicant are unable, for any reason, to comply with Airport and TSA security requirements.

15.4 Operating Agreements

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1. Operating Agreements shall be subject to Operator meeting all applicable requirements established in these Minimum Standards.
2. Airport Manager, in his or her sole discretion, may issue a Temporary Operating Agreement or Special Use Permit, subject to conditions deemed necessary to ensure consistency with the Purpose of these Minimum Standards, in order to implement the provisions of Section 12.

15.5 Existing Operator with an Existing Lease or Operating Agreement

Prior to engaging in any activity that is not permitted in an existing Lease or Operating Agreement, or changing or expanding the scope of any activities that are permitted in an existing Lease or Operating Agreement, an Operator shall make an application to the Airport requesting authority to engage in the additional, changing, or expanded activity.

15.6 Non-Commercial Operators

Non-Commercial Operators are not required to obtain a Commercial Operating Agreement, however, Non-Commercial Operators shall comply with all applicable Regulatory Requirements and requirements established in these Minimum Standards.