

Minimum Standards For
Commercial Aeronautical Activities
And Aircraft Fueling
On
Felts Field Airport

Adopted and Approved by the
Airport Board
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SPOKANE, WASHINGTON

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and Aircraft Fueling on Felts Field Airport

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SECTION A – Introduction

1. Purpose

The purpose of establishing the Minimum Standards incorporated in this document is to provide guidance for commercial service providers operating on the airport. The establishment of these Minimum Standards is designed to ensure reasonable and nondiscriminatory rules and regulations for airport operators. These Standards are based on guidance material provided by the Federal Aviation Administration (FAA).

2. Authority

Spokane County and the City of Spokane jointly created the Spokane Airport Board, in accordance with Chapter 14.08 of the Revised Code of Washington (RCW) through an Interlocal Agreement, and as amended by Joint Resolution 90-1040. The Airport Board is vested with the authority for the operation and regulation of Spokane Airports, to include construction, enlargement, improvement, maintenance, and equipment. The Airport Board, exercising powers on behalf of and with the approval of Spokane County and the City of Spokane, has full authority to adopt and amend all needed rules, regulations and ordinances for the management, government and use of any property under its control. (*RCW 14.08.120; 14.08.200*)

The authority granted to the Airport Board, includes establishing procedures authorizing airport personnel to take reasonable measures for remedies. (*RCW 14.08.122*)

3. Related Publications

- A. Federal Aviation Administration Order 5190.6B
Airport Compliance Requirements
- B. FAA Advisory Circular 150/5190-7:
Minimum Standards for Commercial Aeronautical Activities
- C. FAA Advisory Circular 150/5190-6:
Exclusive Rights at Federally Obligated Airports.
- D. Chapter 14.08, Revised Code of Washington:
Municipal Airports -1945 Act.

4. Contents

The Minimum Standards set forth operational requirements and minimum services that commercial aeronautical operators must meet and provide. Minimum leasing requirements are tailored to be both reasonable and relevant to ensure operators can provide high quality aeronautical services on the airport.

5. **Definitions**

A. **Aeronautical Activity**

An activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations (*FAA Order 5190.6B*). Types of aeronautical activities are described in Section B.

B. **Airport**

Generally an airport is an area of land or water which is used, or intended to be used for the landing and takeoff of aircraft, and any appurtenant areas which are used, or intended to be used for new or existing airport buildings, other airport facilities or right-of-way(s), including any heliport (*FAA Order 5190.6B*). For the purpose of these Standards, the term "airport" refers to Felts Field Airport, Spokane, Washington.

C. **Airport Board**

The Airport Board is the Spokane Airport Board (which may be referred to as the "Board"), a governing body created by joint agreement by and between Spokane County and the City of Spokane. The Airport Board consists of seven members appointed by the Spokane County Commissioners and the Spokane City Council. The Airport Board is the operating authority of Spokane Airports, pursuant to RCW 14.08, Section 14.08.200.

D. **FAA**

The Federal Aviation Administration: An agency within the United States Department of Transportation.

E. **FAR**

Federal Aviation Regulation: The sections of Federal law governing Airports and aeronautical activity contained in Title 14 of the USC, Parts 1 to 99.

F. **FBO**

Fixed Base Operator: A company that is required to provide a combination of commercial aeronautical services to the public including the public sale of aviation fuels.

G. **Lease or Operating Agreement**

A required contractual agreement between the Airport Board and a Lessee or Operator, providing terms and conditions for the right to conduct a commercial aeronautical or aviation related activity on the airport.

H. **Lessee**

An individual, corporation or partnership granted the right to lease and use airport property for a specific purpose and is responsible for performance under the terms and conditions of a Lease Agreement.

I. **Minimum Standards**

The minimum requirements that must be met by a business engaged in on-airport aeronautical activities for the right to conduct those activities. The terms Minimum Standards or "Standards" may be used alternately to refer to the Minimum Standards for Commercial Aeronautical Activities and Aircraft Fueling on Felts Field Airport.

J. Operator

An individual or company engaged in a commercial aeronautical activity on the airport and who may be a Lessee of the Airport Board or a sub-lessee of an approved Lessee. As used in Sections B and C, the term will apply to the particular activity described in each subsection.

K. Rules and Regulations

Specific procedures and requirements for the conduct of activities on the airport and for the use of airport facilities. When adopted by the Airport Board, such rules and regulations shall be applicable to the conduct of all activity on the airport and will provide for necessary remedies when the Minimum Standards or rules and regulations are violated.

L. SSO

Special Service Operator: Provides a specific, specialized type of commercial service to the aviation public. These service providers are distinguished from an FBO which customarily provides several services at the same place of business, to include fueling operations.

6. Background

The owner of a public airport developed or improved with funds administered by the FAA assumes the obligation to make the airport's facilities and services available on fair and reasonable terms without unjust discrimination. Where federal funds have been expended on an airport, the opportunity to engage in an aeronautical activity should be made available to any person, firm or corporation meeting standards established by the owner which are relevant to the proposed activity, reasonable and in the public interest. The owner of a public airport can restrict the commercial use of the airport, or solicitation of business thereon, based on nondiscriminatory standards.

7. Use of Standards

The establishment of these Standards is in the public interest. Minimum Standards are developed and implemented for the purpose of safeguarding the public interest and are intended to preserve the stability of established businesses and discourage unqualified operators. This protects established aeronautical businesses and the public by preventing the establishment of unsafe, irresponsible and inadequate operator's or service(s).

8. Need to be Reasonable and Relevant

It is not the intent of the Airport Board to adopt Standards that could serve to create or preserve a monopoly. The Standards have been evaluated by the Board and subjected to public review to ensure reasonableness, relevancy and fairness. In the event a dispute should arise regarding minimum leasing or operating requirements, current FAA design standards will be used whenever possible to determine what is reasonable and relevant to the type of aeronautical activity.

9. Combination of Activities

A basic need at an airport is the provision of essential line services. Essential services include the sale of aviation fuel and oil, facilities for tie-down or other storage of aircraft, ramp services and some capability for minor flight line repairs. It is reasonable and appropriate to require that any operator, prior to offering any essential service(s), shall meet the Standards for each category as they are outlined in Section B, Types of Commercial Aeronautical Activities, or in Section C, Aircraft Fuel Services (*AC 150/5190-71*)

10. Elements (AC 150/5190-7)

There are minimum leasing requirements outlined in these Standards, associated with specific proposed aeronautical activities. Per FAA guidance, elements which should be incorporated into the Standards shall include:

- A. Arrangement for suitable spaces, structures or facilities.
- B. Provision for adequate fixtures and equipment.
- C. Requirement to maintain adequate staff with skills, licenses and certificates appropriate to the activities proposed.
- D. Operation during specified hours.
- E. Conformance to safety, health and sanitary codes.
- F. Requirement to show evidence of financial stability and credit rating.
- G. Provision of stated indemnity and insurance.

11. Land Use Identification Plan

Proposed commercial aeronautical activities shall conform as closely as possible to the approved Airport Layout Plan (ALP).

12. Types of Commercial Activities

Listed below are types of commercial aeronautical activities covered in these Standards (*AC 150/5190-7*). Specific minimum requirements to conduct aeronautical activities on the airport will be found in Section B.

- Fuel and Oil Sales
- Flight Training
- Aircraft Charter and Taxi
- Aircraft, Engine and Accessory Maintenance
- Avionics Sales, Repair and Service
- Aerial Applicators
- Aerial Advertising
- Aircraft Rental and Sales
- Hangar Development

13. Conformance with Terms of the Agreement

All aeronautical operators shall conform with the terms and conditions of any written agreement that allows them to operate on the Airport. Such terms and conditions shall include, but not be limited to, Use of Premise and Lessee/Operator's Rights and Obligations.

14. Application

The owner of a public airport has the right to increase the Standards from time to time to improve the quality of service to the public. (*AC 150/5190-7*). The Airport Board reserves the right to amend the Standards in the future. Any Amendments to the Standards so approved shall be applicable to all affected aeronautical activities without discrimination.

15. Review of Standards

The Board shall hold periodic public meetings for the purpose of reviewing these Standards to determine adequacy and relevancy. Such reviews shall be held at the request of one or more of the affected commercial operators on the airport.

SECTION B – Types of Commercial Aeronautical Activities

The primary commercial aeronautical activities permitted on the airport are listed in this section. Other aviation related services not listed may be considered on a case-by-case basis by the Airport Board. Each category for commercial aeronautical services contained in this section will outline the minimum services that must be provided by a prospective or existing operator and will also include the minimum facility requirements. Requirements for obtaining contractual agreements and related insurance requirements are contained in Section D of this document.

1. FBO

A Fixed Base Operator (FBO) is authorized to engage in public sales of aviation fuels and at least one other aviation related activity as outlined below. The Airport Board grants this privilege to individuals or companies that can provide evidence of sufficient financial resources to provide quality service to the public. Required services may be provided by (sub-lessees) within the FBO's leased premises on the airport, if approved by the Airport Board.

A. Minimum Services Required

In conjunction with the privilege to sell aviation fuel products, the operator shall:

1. Provide for sale and into-plane dispensing of aircraft fuel, depending on current popular demand, which is currently Jet-A and 100LL, together with a selection of aviation lubricants to meet current market demand.
2. Provide at least one (1) metered, properly filtered Jet-A or multi-grade aircraft fuel dispensing truck capable of meeting current customer demands.
3. Provide for fueling and into-plane delivery of aircraft fuels 24 hours per day of which twelve (12) hours may be "on call." The operator shall provide card-activated or other automated dispensing equipment for after-hour use by its customers.
4. Operator shall use existing Airport owned underground storage tanks (if available) or provide permanent above ground fuel storage on the airport. The storage shall be no less than 10,000 gallons for each grade of aviation fuel sold and will be installed in accordance with applicable codes and environmental requirements at a location which must be approved by the Airport Board.
5. Adequate ground support equipment for normal servicing of customers' aircraft, including tow bars, starting assistance, battery charging, tire inflation, aircraft cleaning, waste removal and passenger steps.
6. Properly trained, first class line service personnel for general aviation aircraft operators, including Ramp assistance for Itinerant aircraft parking.
7. In addition to the services required above, the Operator shall provide at least one (1) of the following services:

- Aircraft tie-down and storage during business hours and available after hours
- Aircraft repair and maintenance
- Avionics sales and service
- Flight training
- Aircraft charter and/or rental
- Pilot supplies, aircraft parts and accessory sales

B. Minimum Facility Requirements

(Minimum space requirement may be leased directly from the Airport Board or sub-leased on the airport, provided it is for the exclusive use of the operator):

The operator shall construct or lease a minimum of two of the following:

1. Hangar facility or facilities for storage and/or aircraft repair and maintenance which shall include conveniently located, clean, heated and air conditioned lounges and restrooms for passengers and air crews, including a waiting area, telephone and an area for flight planning.
2. Paved aircraft parking with tie-downs.
3. Adequate off-street vehicle parking that conforms in all respects to County and or City Code requirements.
4. Sufficient space to accommodate required fuel storage and fuel truck parking in accordance with applicable fire and building codes.
5. An operator shall also ensure that there is adequate space for safe collection and disposal of trash, waste or other materials.

C. Card Lock Self-Fuel Systems

1. Current consumer expectations include provisions for automated aviation fuel dispensing systems, such as credit card activated fuel pumps (card lock or similar technology). An operator proposing to install card lock or similar fuel dispensing system shall comply with all applicable code requirements. Attendance and ground equipment requirements of an automated dispensing system shall conform in all respects to municipal or state code requirements.

2. Commercial fuel dispensing systems which are the primary source of business revenue may be operated provided the facility includes storage capacity of 10,000 gallons of fuel. The commercial fueler shall be responsible for providing fuel flowage reports, payment of fees and all other required documentation to the Board when due. An operator proposing a self-fueling facility shall comply with the leasing, Minimum Aircraft Fueling Services and the Aviation Fuel Sales insurance requirements contained in these Standards. Attendance and ground equipment requirements for an automated dispensing system shall comply with municipal or state code requirements.

D. Minimum Insurance Requirements

See Appendix A

2. Airframe and Engine Repair and Maintenance

A. Stand Alone Commercial Operator/Affiliated with another Commercial Operator

1. Minimum Services Required

- a) An operator engaging in aircraft airframe and powerplant repair and maintenance shall be required to provide service during normal weekday business hours.
- b) The operator will provide aircraft maintenance in accordance with applicable Federal Aviation Administration regulations.
- c) At least one (1) FAA –licensed airframe and powerplant mechanic available.
- d) The operator may sell aircraft parts, accessories and pilot supplies.
- e) The operator has the option to offer avionics repair and service provided it has properly trained and licensed technicians to provide such service.

2. Minimum Facility Requirements

Minimum overall leasing requirements for airframe and powerplant repair and maintenance shall include the following which the operator must provide: *(minimum space requirement may be leased directly from the Airport Board or sub-leased on the airport, provided it is for the exclusive use of the operator):*

The operator shall construct or lease the following:

- a) Hangar and shop space providing adequate room to accommodate aircraft for maintenance or repair. An operator shall also meet all County/City code requirements for the provision of on-site paved vehicle parking and restroom facilities on the operator's premises for employees and customers. Operator shall also meet all code requirements for environmental issues such as washing and cleaning aircraft.
- b) Outside aircraft storage space with paved tie-downs adequate for parking customers' aircraft before and after repair or maintenance.

3. Insurance Requirements

See Appendix A

B. Independent Operator – Not Affiliated with Another Commercial Operation

1. Minimum Services Required

- a) An operator engaging in aircraft airframe and powerplant repair and maintenance shall be required to provide a Washington State Unified Business Identifier (UBI), subject to taxes as required by law.
- b) The operator will provide aircraft maintenance in accordance with applicable Federal Aviation Administration regulations.
- c) The operator shall have required FAA license for work being performed.

2. Minimum Facility Requirements

There are no minimum Facility requirements for operators however all

maintenance work done by an operator must be done within an enclosed hangar. Operators must enter into a Use Agreement with the Airport and pay an annual permit fee of \$400.00 payable upon signing a Use Agreement. An operator must also obtain their own Airport issued Access Control card.

3. Insurance Requirements

See Appendix A

3. Aircraft Charter or Air Taxi Service

An operator providing aircraft charter, aerial sightseeing or taxi service on the airport will be required to provide permanent on-airport facilities to conduct such activities. The facilities must have convenient public access.

A. Minimum Services Required

1. Adequate aircraft properly equipped in accordance with applicable Federal Aviation Regulations for the particular service provided.

2. For air charter service, at least one (1) FAA licensed commercial pilot or required crew qualified to provide said service in accordance with FAR Part 135 and other applicable regulations.

B. Minimum Facility Requirements

The operator shall lease office space on the airport and provide the following (*minimum space requirement may be leased directly from the Airport Board or sub-leased on the airport, provided it is for the exclusive use of the operator*):

1. Sufficient hangar or paved apron space with tie-downs for aircraft.

2. Office space on the airport, including on-site paved vehicle parking, air conditioned waiting area, telephone and restroom facility as required by County and City codes.

C. Minimum Insurance Requirements

See Appendix A

4. Aircraft Rental and/or Sales

An operator conducting aircraft rental or sales on the airport will be required to provide permanent facilities on the airport to conduct such activities. The facilities must have convenient public access. Minimum hours of operation for the operator will be normal business hours during weekdays and at least partial hours on weekends during suitable flying conditions.

A. Minimum Services Required

1. Adequate certificated airworthy aircraft properly equipped in accordance

with applicable Federal Aviation regulations for the type service provided.

2. For aircraft rental or sales, at least one (1) FAA licensed commercial or instructor pilot capable of providing adequate check-out of the operator's aircraft.

3. For aircraft rental or sales, applicable check lists and operating manuals for all aircraft rented or sold.

B. Minimum Facility Requirements

The operator shall lease office space on the airport and provide the following (*minimum space requirement may be leased directly from the Airport Board or sub-leased on the airport, provided it is for the exclusive use of the operator*):

1. For aircraft rental, leasing and/or sales, adequate hangar space or sufficient paved apron space with tie-downs for the operator's and its customers' aircraft.

2. Office space on the airport, including on-site paved vehicle parking, air conditioned waiting area, restroom facility and public telephone.

C. Minimum Insurance Requirements

See Appendix A

5. Flight Training

An operator desiring to conduct flight training or pilot ground school activities on or from the airport is subject to the requirements of these Standards. For flight training the operator shall provide:

A. Minimum Services Required

1. At least one (1) FAA-certificated flight instructor.

2. Continuing ability to meet FAA certification requirements for the kind(s) of flight training offered, in accordance with applicable Federal Aviation regulations.

3. Adequate visual aids, audio or video equipment necessary for flight instruction or ground school operations.

4. For flight training and ground school operations, a certificated ground school instructor providing regularly scheduled ground school instruction sufficient to enable students to pass FAA written examinations for private and commercial pilot ratings.

B. Minimum Facility Requirements

Minimum overall leasing requirement for flight training and ground school operations on the airport shall include the following which the operator must provide: *Minimum space requirement may be leased directly from the Airport Board or sub-leased on the airport, provided it is for the exclusive use of the operator.*

1. Classroom space together with seating facilities to accommodate students.

2. Sufficient hangar or paved apron space with tie-downs for aircraft.

3. Office space on the airport, including on-site paved vehicle parking, air

conditioned waiting area, telephone and restroom facility as required by County and City codes.

C. Minimum Insurance Requirements

See Appendix A

6. Avionics Sales, Repair and Service

The sales, repair and service of aircraft communications and navigation radio equipment and related products may be conducted by an FBO or an independent avionics company, provided that it provides the following:

A. Minimum Services Required

1. The operator shall be properly licensed in accordance with applicable Federal Aviation regulations for aircraft radio and navigation equipment repairs.

2. At least one (1) qualified repair technician during normal business hours five (5) days per week, with the capability to support current state-of-the-art avionics equipment.

B. Minimum Facility Requirements

Minimum overall leasing requirement for avionics sales, repair and service shall include the following which the operator shall provide: *(minimum space requirement may be leased directly from the Airport Board or sub-leased on the airport, provided it is for the exclusive use of the operator)*:

1. Hangar and shop space providing adequate room to accommodate aircraft for maintenance or repair. Operator shall also meet all County/City code requirements for the provision of on-site paved vehicle parking and restroom facilities on the operator's premises for employees and customers. Operator shall also meet all code requirements for environmental issues such as washing and cleaning aircraft.

2. Outside aircraft storage space with paved tie-downs adequate for parking customers' aircraft before and after repair or maintenance.

C. Minimum Insurance Requirements

See Appendix A

7. Hangar Development

The Board encourages development of aircraft storage hangars on the airport and will provide property for lease to qualified developers when possible. All hangars constructed on the airport shall be permanent structures complying with Airport Development Standards established by the Board. Placement of temporary structures or portable shelters for aircraft on the airport is not permitted.

A. Minimum Services Required

1. Hangar development on the airport shall be for the purpose of commercially renting units or the sale of individual units within a hangar structure for the storage of aircraft. In all cases, there shall be a single Lessee responsible for the performance of and compliance with the terms and conditions of the Lease Agreement. The Lessee may either be an individual, corporation or legal partnership.

2. The Lessee shall provide all necessary paving and utilities required to operate an aircraft storage business.

B. Minimum Facility Requirements

1. Each hangar structure shall be capable of accommodating no less than four (4) aircraft per building.

2. Minimum space requirements shall include sufficient area to accommodate parked aircraft in transition outside the building and vehicles operated by the building occupants, without adversely affecting the movement of other aircraft on the airport.

C. Minimum Insurance Requirements

See Appendix A

8. Air Cargo

Operators of air cargo, air freight or small package aircraft, whether based on the airport or not, are required to obtain a Landing Use Agreement with the Airport Board prior to commencing operations.

A. Minimum Services Requirement

Air cargo services may be "for hire" or contracted with a freight forwarding company off the airport. Contracted operators are not required to provide minimum service. Air cargo services for public hire shall:

1. Provide receiving service during normal business hours, at least five days per week.

2. Provide for a pick up or package drop box for customers.

B. Minimum Facility Requirements

Minimum overall leasing requirement for operators providing public air cargo service shall include the following: *(minimum space requirement may be leased directly from the Airport Board or sub-leased on the airport, provided it is for the exclusive use of the operator):*

1. Office area sufficient for the receiving and processing of air cargo packages, including on-site paved vehicle parking and restroom facilities for employees and customers.

2. Hangar space or paved aircraft parking apron space adequate for loading and unloading of air cargo shipments to and from associated ground vehicles.

3. There are no minimum leasing requirements for contracted air cargo operators.

C. Minimum Insurance Requirements

See Appendix A

9. Aerial Applicators

Aerial application of agricultural chemicals and pesticides requires special handling of toxic products which are not compatible with the environment in the proximity of the airport. Because of potential hazards to public safety, and the airport's relation to the aquifer, this type of aeronautical activity is prohibited at Felts Field Airport.

10. Aerial Advertising

A. Authorized Advertising

Aerial advertising may be conducted by an incumbent aeronautical operator on the airport or an independent operator provided that:

1. Aerial advertising activity will not adversely impact the safety and utility of the airport.

2. Prior to conducting aerial operations from the airport, the operator must obtain written permission from the Airport, for pick-up and drop of any banners or similar devices on the airport. In the event advertising devices are to be picked-up or dropped on an active runway or taxiway, the operator will notify Airport Operations to issue the appropriate NOTAM for the affected area.

B. Agreement Required

An independent aerial advertising operator is required to obtain an Operating Agreement from the Airport Board prior to commencing operations on the airport. Other requirements for this activity are found in Section D of this document.

C. Minimum Insurance Requirements

See Appendix A

11. Flying Clubs

The Board recognizes flying clubs that are an affiliate of a commercial aeronautical provider on the airport. Private Flying Clubs are not regulated under these Minimum Standards. They must conform in all respects to the associated Lease or Operating Agreement.

1. Affiliated Flying Club

a) An affiliated flying club is part of a commercial aeronautical operation on the airport which has an agreement with the Board to engage in certain commercial

aeronautical activities. Typically, the affiliated club is a function of a fixed base operator. The affiliated club shall offer its privileges only to individual members of the club and the members do not necessarily share in direct operating costs of the club.

b) The affiliated club may offer flight instruction, aircraft rental, charter services and ground school to club members provided the Board has approved the affiliated operator to engage in such activities in accordance with applicable Minimum Standards. Flight training and ground school instruction for members of the affiliated club shall be provided by employees of the affiliated commercial operator and shall meet the minimum pilot/aircraft certification requirements contained herein for the activities in which the club is engaged.

A. Minimum Facility Requirements

A Flying club shall lease adequate hangar or ramp and operational space to support their operations and aircraft and an affiliated club must be documented as an approved activity in the affiliated operator's agreement.

B. Minimum Insurance Requirements

See Appendix A

12. Other Special Services

Other types of commercial aeronautical activities not covered in these Standards may be considered on a case-by-case basis by the Airport Board. Upon application, the Board will consider each proposal on its individual merits, as it pertains to aeronautical use of airport property. As applicable, the Board shall endeavor to apply reasonable and relevant requirements to permit the proposed activity for the benefit of the public.

SECTION C – Aircraft Fueling

In addition to the requirements set forth in Section B for the commercial sale of aviation fuels, all fueling activity is subject to compliance with safety and other requirements contained below. The Spokane Airport Board recognizes the necessity of protecting the public health, safety and interest at the airport. The Board recognizes the need to protect the environment and the aquifer and therefore any proposed fuel storage tanks must have prior written Board approval and shall be above ground tanks. Aircraft fueling activities at the airport will be conducted in conformance with policies and procedures approved by the Board. The Board requires payment of fuel flowage fees from all aircraft operators fueling and or providing fuel for aircraft on the airport. Nothing contained in these Standards shall imply that the Board will waive the fuel flowage fees.

1. Fueling Safety

All fuel servicing conducted on the airport shall comply with the International Fire Code, current edition, as adopted by state and local jurisdiction, and other nationally recognized standards for aircraft fuel servicing. Fueling operations shall comply in all respects with code requirements and all fueling operations require Pollution Liability coverage in the amount required by the State of Washington or One Million Dollars (\$1,000,000), whichever amount is greater.

2. Self-Fueling

In accordance with the Federal Aviation Act of 1958 and as may be amended, the Board allows aircraft owners to fuel their own aircraft, subject to requirements set forth in these Standards. Three categories of fueling/self-fueling activities are described in the Standards, including corporate, individual, and fueling co-ops. **See Appendix A for Minimum Insurance requirements.**

A. Approved Storage

Storage of fuel by aircraft owners conducting Self-fueling of their privately-owned, non-commercial aircraft, must be in an approved container, meeting all applicable fire codes, federal, state and local laws, statutes, ordinances, rules and regulations.

B. Corporate Self-Fueling

Corporate aircraft operators are those companies that operate their own aircraft, incidental to the corporation's regular conduct of business. Those corporate operators electing to self-fuel may provide their own storage and dispensing equipment on the airport provided such equipment is approved by the Board prior to installation. The corporate self-fueler shall be responsible for having its supplier provide fuel flowage reports to the Board upon delivery. Storage of fuel on the operator's leased premises shall be in a single storage tank for each type of aviation fuel, with a minimum storage capacity of 1,000 gallons per tank.

C. Fueling Co-Op

There is currently one approved Fueling Co-Op located on Felts Field Airport and its right to operate as a Co-Op shall continue as long as it meets the requirements below.

1. The co-op organization will conform to the standards of the International Fire Code.

2. The co-op shall be responsible for having its fuel supplier provide a monthly accounting of fuel delivered and furnish copies of fuel delivery receipts, together with remittance of fuel flowage fees to the Airport Accounting office.

3. Minimum storage capacity is 5,000 gallons per grade of fuel.

3. Automobile Gasolines

A. Supplemental Type Certificates (STC's)

FAA policy permits the use of specified automobile motor fuels for use in specific aircraft engines through the issuance of supplemental type certificates (STCs).

1. Those operators who are users of automobile gasolines in aircraft on the airport are subject to compliance with the provisions of the Minimum Standards and applicable rules and regulations adopted by the Airport Board.

2. Standards for automotive fuel handling and storage are the same as those for aviation fuel, as applicable to the type of aeronautical activity. Operators storing automobile fuels on the airport shall certify to the Airport Board that adequate measures have been taken to safely conduct such activity.

B. Compliance with Codes

1. Equipment used for placing automobile fuels for use in aircraft on the airport shall be approved for dispensing petroleum fuels. The operator shall certify that such equipment is approved by those entities having jurisdiction (i.e, City Of Spokane Fire Department).

2. All fuel servicing will be conducted in compliance with applicable FAA, International Fire Code, U.S. Environmental Protection Agency and Washington State Department of Ecology regulations.

4. Responsibility

The company, operator or individual conducting fueling operations is at all times responsible for preventing the spillage or immediate reporting and cleanup of their spillage of fuels and other chemicals on airport surfaces. Whenever any spillage of fuels, oil or chemicals occurs on the airport, it shall be the responsibility of any person observing such spillage to immediately notify the governmental agency having jurisdiction (i.e. City of Spokane Fire Department) and Airport Police Dispatch at 509-455-6429.

SECTION D – Lease /Contractual Requirements

1. Contract Required

Any person desiring to engage in any business or commercial activity or in the sale of any commodity or service on the airport must have specific authorization to do so by lease, concession, operating or use agreement with the Spokane Airport Board.

2. Application to the Airport Board

Application for an agreement to lease airport property and/or for authorization to conduct any aeronautical activity or business on the airport shall be submitted to:

**Properties & Contracts Manager
Spokane Airports
9000 W. Airport Dr., Suite 204
Spokane, WA 99224**

Each application must be signed and submitted by a party owning interest in the business; an individual who will be managing the business; a member of a partnership; or a director or officer in the applying corporation. Minimum information required in each application is described in Paragraph 3, below.

Applicant shall submit all information and material necessary or as requested by the Board to establish applicant's qualifications and compliance with applicable rules, regulations and these Standards. To receive Board consideration, all applications to conduct commercial aeronautical activities or development on the airport must include the minimum information required on the following pages.

3. Minimum Application Information

Each application must be submitted in writing and contain the following:

A. Application to the Board

1. Name and address of the applicant.
2. Type of organizational structure (individual, corporation, limited partnership, etc.).
3. Description of the proposed activity with a proposal for use of airport land and/or building(s) or other facilities, including proposed uses of any hazardous materials.
4. Photo copies of licenses, permits or other documents required by appropriate regulatory agencies for the conduct of applicant's proposed activity, including disclosure of revocation or denial of any license by FAA or any applicable regulatory agency. Applicant must possess or show evidence of application for a license to do business in Spokane.
5. Names and qualifications of persons involved with the conduct of proposed activity.

6. Financial statement (May be required at the discretion of the Board):

- For a corporation: an audited financial statement.
- For an individual: previous two year's IRS tax statement.

7. Description of tools, equipment services and inventory as applicable for the proposed activity.

8. Proposed commencement date and anticipated term for conducting the applicant's activity.

9. Estimated costs of any structures or facilities to be constructed on the airport.

10. Acknowledgment of and commitment to provide insurance as required and outlined in Appendix A of this document.

B. Board Review of Application

In reviewing an application, the following areas will be evaluated and may be used to justify the denial of the application:

1. Not Qualified. The applicant does not meet qualifications, standards or requirements established in these Standards.

2. Safety Hazard. Applicant's proposed activities or construction will create a safety hazard.

3. Airport Expense. Approval of the application would require expenditure of airport funds, labor or materials which would exceed benefits to the airport.

4. Availability. Adequate or appropriate space is not available on the airport to accommodate applicant's proposed activities.

5. Master Plan Compliance. The proposed activity or development does not conform to the Airport Master Plan or the Airport Layout Plan.

6. Congestion. Applicant's proposed activity or use of airport property may result in restriction of public use of airport facilities or competitive operations.

7. Misrepresentation. Submission of false information or failure to make full disclosure on the application as required above.

8. History of Revocation or Denial. Applicant has a history of a permit or contract being revoked or denied by an airport for non-compliance or non-performance with agreement(s) similar to that requested in the application.

9. Default. Applicant has materially defaulted in the performance of a lease or other contractual agreement with the Board.

10. Insufficient Finances. Applicant does not indicate it has adequate financial ability to conduct proposed activity.

11. Violations. History of conviction of a crime or violation of any ordinance which would indicate applicant would be an undesirable operator on the airport.

12. Environment. Applicant's proposed activities would present a threat to the environment or a hazard to public health, safety and welfare.

C. Public Interest

In considering every application for establishing commercial aeronautical activities or proposed development, the Board will consider whether or not the proposal will be in the public interest.

4. Lease or Other Contractual Agreement with the Board

A. Basic Contract Elements

1. Term. Each agreement shall have a specified length of term based on a mutually-agreed effective date. Depending on the nature of the agreement, the term may be month-to-month, year-to-year or a specified number of months and/or years, with an established termination date. Length of term of the agreement shall conform to the provisions of RCW 14.08, Board policy and Federal Aviation Administration Order 5190.6B, Airport Compliance Requirements.

2. Premises. Description of leased premises as applicable.

3. Use of Premises. Describes permitted use(s) of leased airport premises whether leased exclusively by the applicant or sub-leased from another operator.

4. Rights Granted. Defines each of the commercial aeronautical services or other activity authorized by the Board in accordance with these Standards and other Board policy.

5. Rents and/or Fees. This section specifies rents and/or fees to be paid to the Board with associated due dates. Rents and fees shall be assessed to airport operators on fair and reasonable terms, without unjust discrimination, and are designed to enable the airport to be self-sustaining.

6. Adjustment of Rents and Fees. Sets a mutually-agreed date rents and fees shall be subject to readjustment in accordance with Washington law, Board policy and Federal Aviation Administration Order 5190.6B, Airport Compliance Requirements.

7. Failure to Pay Rents and Fees. Provides for Board's legal rights and remedies if applicant fails to pay rents and/or fees specified in the agreement.

8. Financial Conditions. Authorizes the Board, at the Board's discretion, to inspect an operator's or Lessee's financial records of the business as they pertain to the agreement with the Board. Will also contain, at the Board's discretion, a provision for applicant to provide a deposit, performance bond or letter of credit during the term of the agreement.

9. Ownership of Leasehold Improvements ("Reversion" of Building). Will specify provision for a lessee-owned building or other leasehold improvements to be removed from the leased premises by the Lessee or vest in (or "revert" to) the Airport Board upon expiration of the agreement. Fuel tanks, dispensing equipment or related fueling equipment are considered personal property and must be removed at the expiration of the agreement.

10. Insurance Requirements and Indemnification. Each agreement will contain minimum insurance requirements based on the nature of the applicant's proposed activity. There is also a requirement for the applicant to indemnify The Board, the City and County of Spokane, their elected and appointed officials, agents and employees free and harmless from claims arising from an operators' or Lessee's operation of aircraft, or any liability arising in connection with conduct of the proposed activity on the airport.

a. The required liability insurance will be kept in full force and effect during the term of the agreement. Failure to maintain required insurance in effect shall be cause for termination of the agreement.

b. The policy shall be comprehensive general insurance with combined single limit coverage for bodily injury, death or property damage in any one occurrence. See Appendix A for the required liability limits.

c. The Board shall reserve the right to review and modify specific minimum insurance requirements from time to time.

d. Provisions for insurance coverage will also specify fire, casualty and comprehensive insurance requirements as applicable.

11. Taxes. Applicant will be responsible for payment of all applicable federal, state and local taxes.

NOTE: Prior to commencing any operation on the airport or occupying any airport premises, the applicant must obtain and furnish to the Board, evidence of all insurance required for the proposed activity on the airport.

B. Included in Terms and Conditions

In addition to the foregoing elements, the following provisions will be included in the agreement:

1. The Minimum Standards are incorporated into the agreement by specific reference.

2. Applicant must comply with the standards for each specific activity approved by the Board.

3. Any structure or facility constructed or modified on the airport shall conform to all applicable building codes and fire codes and regulations or any other regulations of appropriate federal state or local agencies.

4. That the Board shall reserve the right to promulgate and/or amend the Minimum Standards or rules and regulations affecting conduct of activities on the airport.

5. The performance of the lease or any other agreement is guaranteed as may be required by the Board.

6. The fuel flowage fee shall be paid on all fuels delivered onto the airport for use in aircraft.

7. Controlling interest in the applicant's business or development on the airport shall not be sold or otherwise transferred or assigned without the prior written consent of the Board.

8. Any lease, contract or agreement between applicant and the Board shall be terminated if applicant fails to perform under the terms and conditions of the agreement or fails to comply with these Standards or any rules and regulations of the Board as may be modified, after due notice is served in writing.

C. Reference Table

Lease, contract or agreement insurance requirements are identified on the matrix in Appendix-A.

5. Lease of Airport Land and/or Facilities

These guidelines describe Board policies concerning the leasing of airport-owned land and facilities. An applicant proposing to construct buildings, pavements or other facilities on the airport shall conform to the requirements set forth in the Airport Development Standards as adopted by the Board and as may be amended.

A. Demonstrated Need

A Lessee or operator will be required to demonstrate a need for use and lease of airport-owned land, buildings and facilities. Airport property will not be leased for the sole purpose of subleasing to others. Failure to demonstrate sufficient need shall be cause to reduce the affected leasehold accordingly.

B. Maintenance and Repair

All maintenance and repair costs on airport-owned buildings or facilities, except as may be specifically excluded in the agreement, will be borne by the Lessee or operator. The Lessee is responsible for all maintenance and repair costs on Lessee's own buildings and facilities.

C. Sub-Leasing and Assignment

The Lessee or operator must obtain prior written consent from the Board prior to sub-leasing or assigning any airport property.

D. Utilities

All utility costs are to be paid directly by the Lessee or operator.

E. Pavements

All paving shall be permanent and compatible with similar pavements on the Airport and shall comply with the Airport Development Standards and as they may be amended.

All proposals to add pavements to the airport must have Board approval. Pavements on exclusive leased premises, whether constructed by the Lessee or the Board, shall be maintained by the Lessee.

F. Building Construction

NOTE: Prior to commencing construction on the airport, a set of detailed plans and specifications must be furnished to the Board for approval, as provided for in the Airport Development Standards.

1. All building construction will be permanent and comply with all code requirements for the type and use of the structure. Buildings will also conform to the standards established by the Board as outlined in the Airport Development Standards and as they may be amended.

2. Landscaping of facilities on the airport will be required. The applicant must provide a plan for landscaping the leased premises for Board approval prior to making any alterations to airport property. Minimum landscaping required includes reseeded any areas disturbed during construction. The leased premises will be kept clean and aesthetically pleasing during the term of the agreement and shall conform to the Rutter Avenue Landscaping Plans, if applicable.

H. Other Facilities

1. Improvements made to leased Airport property, other than tenant owned buildings, fuel tanks and fuel delivery systems, become property of the Board upon completion of construction and will be maintained by the Lessee or operator during the term of the agreement.

2. Installation of above ground fuel storage tanks and fuel delivery systems will be considered by the Board on a case-by-case basis depending on availability of space, environmental considerations and benefit to the public. Fuel storage tanks and delivery components are considered to be personal property and not a permanent installation on the airport. The owner of said personal property shall be responsible for the prompt removal of the personal property upon expiration of the agreement.


6. General Information

At the Board's sole option, said Lessee or its heirs, successors or assignees may negotiate a new lease agreement with the Board. Any such new lease agreement will be subject to terms, rents and conditions in effect at that time.

The Spokane Airport Board hereby adopts these Minimum Standards For Commercial Aeronautical Activities and Aircraft Fueling on Felts Field Airport on this 22 day of September, 2010.

SPOKANE AIRPORT BOARD

INTERIM SPOKANE AIRPORT DIRECTOR


Title: Secretary


Ryland P. Davis

Appendix A –Insurance Requirements

Aeronautical Activity	Insurance Requirements
Fixed Base Operator	<p>Comprehensive general liability insurance with minimum of \$1,000,000 combined single limit, per occurrence, including products liability and completed operations.</p> <p>Automobile liability -\$1,000,000, any auto.</p> <p>Fire, casualty and comprehensive coverage on Lessee-owned buildings equal to the replacement cost of the buildings.</p> <p>Hangarkeepers policy equal to the total value of the aircraft in your care, control and custody.</p> <p>Pollution coverage for fueling operations and tanks equal to \$1,000,000 or state requirements, whichever is higher.</p>
Stand alone/Affiliated Operator Airframe and Engine Repair and Maintenance	<p>Comprehensive general liability insurance with minimum of \$1,000,000 combined single limit coverage per occurrence, including products liability and completed operations.</p> <p>Automobile liability -\$1,000,000, any auto.</p> <p>Fire, casualty and comprehensive coverage on Lessee-owned buildings equal to the replacement cost of the buildings.</p> <p>Hangar Keepers; equal to the total value of the aircraft in your care, control and custody.</p>
Independent Operator Airframe and Engine Repair and Maintenance	<p>Comprehensive general liability insurance with minimum of \$1,000,000 combined single limit coverage per occurrence, including products liability and completed operations.</p> <p>Automobile liability -\$1,000,000, scheduled autos.</p>
Aircraft Charter, Rental and/or Sales	<p>Comprehensive general liability insurance with minimum of \$1,000,000 combined single limit coverage per occurrence.</p> <p>Automobile liability -\$1,000,000, any auto.</p> <p>Fire, casualty and comprehensive coverage on Lessee -owned buildings equal to the replacement cost of the building.</p> <p>Hangar Keepers Liability if aircraft under care, custody or control such as consignment aircraft sales.</p>
Flight Training	<p>Comprehensive general liability insurance with minimum of \$1,000,000 combined single limit coverage per occurrence.</p> <p>Automobile liability -\$1,000,000, any auto.</p> <p>Fire, casualty and comprehensive coverage on Lessee -owned buildings equal to replacement cost of building.</p> <p>Hangar Keepers Liability if aircraft under care, custody or control such as consignment aircraft sales. (if applicable).</p>
Avionics Sales, Repair and Service	<p>Comprehensive general liability insurance with minimum of \$1,000,000 combined single limit coverage per occurrence, including products liability and completed operations.</p> <p>Automobile liability -\$1,000,000, any auto.</p> <p>Fire, casualty and comprehensive coverage on Lessee -owned buildings equal to replacement cost of buildings.</p> <p>Hangar Keepers insurance equal to value of aircraft in care, control and custody.</p>

Minimum Standards for Commercial Aeronautical Activities and Aircraft Fueling on Felts Field Airport

Aeronautical Activity	Insurance Requirements
Hangar Development	<p>For commercial hangar developers and for the declarant or master tenant association Lessee for a condominium hangar, comprehensive general liability insurance with minimum of \$1,000,000 combined single limit coverage per occurrence. Automobile liability -\$1,000,000, any auto. Fire, casualty and comprehensive coverage on Lessee -owned buildings equal to replacement cost. Hangar Keepers insurance equal to value of aircraft in care, control and custody.</p>
Air Cargo	<p>Comprehensive general liability insurance with minimum of \$5,000,000 combined single limit coverage per occurrence. Automobile liability -\$1,000,000, any auto. Fire, casualty and comprehensive coverage on Lessee -owned buildings equal to replacement cost.</p>
Aerial Applicators	Not Applicable
Aerial Advertising	<p>Comprehensive general liability insurance with minimum of \$1,000,000 combined single limit coverage. Automobile liability -\$1,000,000, any auto. Fire, casualty and comprehensive coverage on Lessee -owned buildings equal to replacement cost of buildings.</p>
Affiliated Flying Club	<p>For an affiliated club, operator's insurance shall include comprehensive general liability insurance with minimum of \$1,000,000 combined single limit coverage. Automobile coverage equal to operator's primary operator's insurance (\$1,000,000)</p>
Self-Fueling Operations	<p>In addition to insurance required for the applicable authorized activity, self-fueling operations require Pollution Liability insurance to cover all costs for clean-up equal to \$1,000,000 or state requirements, whichever is higher. Automotive liability coverage if using vehicles on the airport.</p>

- **Any operator that has storage of or control of any non-owned aircraft must have Hangarkeeper's liability insurance.**
- **Any operator conducting fueling operations shall have Pollution Liability insurance to cover all costs for clean-up equal to \$1,000,000 or state requirements, whichever is higher.**

SPOKANE AIRPORTS

Spokane Felts Field Airport

(SFF)

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