



CITY OF EL PASO DE ROBLES
"The Pass of the Oaks"

Paso Robles
Municipal Airport

**MINIMUM STANDARD REQUIREMENTS
FOR AIRPORT AERONAUTICAL SERVICES**

June 2018 Update

Airport Commission Approval 6/21/18

City Council Approval 8/7/2018

SECTION I INTRODUCTION AND POLICY STATEMENT

The City of Paso Robles, being the owner/operator (sponsor) of the Paso Robles Municipal Airport, does hereby establish the following policy concerning the minimum standards for conducting business on the airport.

These "Minimum Standards" are intended to be the threshold entry requirements for those wanting to provide aeronautical services to the public. They also ensure that those who have undertaken to provide commodities and services, as approved, are not exposed to unfair or irresponsible competition. These Minimum Standards are established based upon the conditions at the airport, the existing and planned facilities at the airport, and the current and future aviation role of the airport. The uniform application of these Minimum Standards, including the minimum levels of service that must be offered by the prospective service provider, relate primarily to the public interest in discouraging substandard entrepreneurs, thereby preserving the financial integrity of airport businesses and protecting airport patrons.

The following standards and requirements for aeronautical activities have also been established for the safe and efficient operation of the Paso Robles Municipal Airport; to enhance growth; to preclude the granting of an exclusive right to conduct an aeronautical activity in violation of Section 308(a) of the Federal Aviation Act of 1958; to conform to Title VI of the Civil Rights Act of 1964 and Part 21 of the U.S. Department of Transportation Regulations; and to assure all potential lessees of the availability of airport property on fair and reasonable terms without unjust discrimination.

The City of El Paso de Robles reserves the right to amend these Minimum Standards from time to time. These Minimum Standards are intended to be read and coordinated with the Airport Rules & Regulations, which include enforcement provisions. Since this document is intended to base a statement of minimum standards, it may not be possible to directly adhere to each and every statement contained herein. As projects are developed and inconsistencies are encountered, it is possible that deviations from the prescribed standard are necessary. Any request for variance, modification, or alteration of the standards may be submitted to the Airport Commission for consideration and possible action.

SECTION 2 DEFINITIONS

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

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

Aeronautical Service Provider - any person, firm, partnership, corporation, association, or limited partnership, or any other legal entity, duly licensed and authorized by written agreement with the airport owner to provide specific aeronautical services at the airport, under strict compliance with such agreement and pursuant to these standards and airport regulations (See FBO).

Airport - the Paso Robles Municipal Airport, and all of the property, buildings, facilities, and improvements within the exterior boundaries of the airport as now exist on the Airport Layout Plan, or as it may hereinafter be extended, enlarged, or modified.

Aviation Area - aircraft storage, parking, operating, and/or movement area.

Business - an individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity comprised to carry out a business enterprise.

Commercial Activity - includes all types of vocations, occupations, professions, enterprises, establishments, and all other types of activities and matters, together with all devices, machines, vehicles, and equipment used therein, any of which are conducted, used, or carried on for the purpose of earning, in whole or in part, a profit or livelihood, whether or not a profit or livelihood actually is earned thereby. Business, professions, and trades shall include, without being limited thereto, trades and occupations of all and every type of calling carried on within the airport boundaries: salesmen, brokers, retailers, wholesalers, vendors, suppliers, peddlers, professions and any other type of endeavor within the airport boundaries for the purpose of earning a livelihood or profit in whole or in part whether paid for in money, goods, labor, or otherwise, and whether or not the business, profession or trade has a fixed place of business on the airport.

City - the City of El Paso de Robles.

Director - the executive management-level person within the City charged with the administrative duties, authority and direction of the Airport, or his designee.

FAA - the Federal Aviation Administration.

FAR - Federal Aviation Regulation.

Fixed Base Operator (FBO) - any person, firm, partnership, corporation, association, or limited partnership, or any other legal entity, duly licensed and authorized by written agreement with the airport

owner to provide specific aeronautical services at the airport, under strict compliance with such agreement and pursuant to these standards and airport regulations.

Flying Club - a nonprofit organization established to enable and promote flying amongst its collective membership, and develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques.

Fuel - aviation fuels and/or petroleum products as defined in an operator's lease agreement.

Fueling Operations - the dispensing of aviation fuel into aircraft, fuel storage tanks or fueling vehicles.

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

General Aviation - aircraft operations (other than scheduled air carrier or military) that include (1) flight operations by personal, club, or corporation aircraft, (2) air taxi or charter for revenue on a nonscheduled basis (interstate limited to 30 passengers/75, 000 lbs. cargo), (3) intrastate and interstate freight carriers that operate through exclusive long-term contracts (non-common carrier).

Industrial or Non-aviation Business – a business of a type whose operations do not require runway access or airport orientation and does not provide a direct aeronautical service.

Land Leases - lease of vacant land where tenant constructs a building or makes improvements on city-owned land with or without runway access.

Landside - all buildings and surfaces on the airport outside of the basic perimeter of the aircraft operations/ movement areas.

Large Aircraft - an aircraft of more than 12,500 pounds maximum certified take-off weight.

Lease - a conveyance of real property rights for occupancy or use of land and improvements as expressed in a written agreement.

License - for the purpose of these standards, a conveyance of personal rights (not real property) under the airport operator's proprietary interests, for occupancy or use of property to engage in an activity.

Major Maintenance – unless specifically defined herein as Routine Maintenance, the removal and/or replacement of an engine or airframe part or control surface; or the teardown and overhaul of any engine, engine accessory, or airframe component.

Manager - the airport manager or his/her representative.

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

NFPA - the National Fire Protection Association.

NOTAM - a Notice to Airmen published by the FAA.

Permit - for the purpose of these standards, a conveyance of personal rights (not real property) under the airport operator's police powers to ensure minimum standards of health/safety for occupancy or use of property, or permission to engage in an activity.

Ramp Privilege - the driving of a vehicle upon aircraft parking/operations/movement areas of the airport to deliver persons, cargo or equipment to an aircraft as a matter of convenience or necessity. (See Airport Rules and Regulations for requirements and procedures.)

Routine Maintenance - As opposed to Major Maintenance and overhaul of aircraft; the periodic inspection and care of the aircraft, including oil change, spark plug service, engine timing and compression checks, service of wheels and brakes, control system lubrication, removal and replacement of engine accessories and instruments, airframe inspection not requiring removal of components or control surfaces.

Scheduled Air Carrier - an air carrier that operates under FAR Part 121 or 125.

Small Aircraft - an aircraft of 12,499 pounds or less maximum certified take-off weight.

Taxilane - Taxiway areas within a private, non-commercial hangar development that share joint usage by aircraft and vehicles.

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

SECTION 3 AIRPORT PERMIT- GENERAL PROVISIONS

No person or business entity other than a current lessee or licensee shall sell or publicly solicit the sale of merchandise, conduct or operate a business or service for hire or compensation, or advertise or solicit business or utilize airport land area under the jurisdiction of the City of Paso Robles except under the provisions of this section and in accordance with established City policies and procedures, and the adopted Airport Rules and Regulations. Service activities will be conducted only in those areas specified and approved by the City. The process for leasing airport property is outlined in this chapter. The Airport Rules and Regulations identify the additional requirements for the various licenses and permits necessary to conduct business operations on the Airport.

The standards prescribed in this section are intended to provide definition to the various types and levels of service that may be engaged on the Airport. The final operating requirements are outlined in the Airport Rules & Regulations. These two documents are used in concert with each other to establish minimum standards and procedures for business activities on the Airport.

Although the specific aeronautical activities addressed in the sections below require use of airport facilities normally secured by a leasehold interest, the City recognizes that in some cases a valid need does exist for the user public to obtain service from a purveyor who does not possess a leasehold interest on the City Airport, or if a leasehold interest does exist, the facilities contained therein do not meet the minimum standards for the particular aeronautical activity.

In such cases, City shall try to address that need, while addressing the objective of fairness and equitability of competition, by entering into a commercial activity license agreement (Airport Operating Permit) with the purveyor, which shall require:

- a) availability of an assignable area to conduct said business consistent with adopted Airport Layout Plan, and reasonably consistent with applicable facility-related minimum standards contained herein for that particular commercial activity;
- b) meeting the same minimum performance-related standards required of commercial operators (FBO) with leasehold interests, pursuant to the minimum standards contained herein for the particular commercial activity;
- c) payment of equivalent fees, including percentage of gross revenue where applicable, and provision of equivalent insurance and other guarantees which may be required of on-airport businesses under the airport schedule of rates and fees currently in force at that time.

SECTION 4 SERVICE PROVIDERS - FIXED BASE OPERATOR

Statement of Concept

A Fixed Base Operator (FBO) is an entity that conducts or provides one or more aeronautical services at the airport, in accordance with a written agreement with the City, while meeting the applicable minimum standards for each service provided and all general FBO regulations. Approval as an FBO is subject to land and/or facility availability.

Minimum Standards

The following standards shall apply to prospective Fixed Base Operators desiring to obtain a lease and/or conduct business at the Paso Robles Municipal Airport (except as noted in Section 3, above):

- Aviation businesses shall be conducted on leased premises located only within the "aviation area", as defined by the approved Airport Layout Plan. The Director may make exceptions on a case-by-case basis.
- A person shall have such business background, and shall have demonstrated his business capability in such a manner, as to meet with the approval of the Director. A business plan shall be used to express the proposed business capabilities. (See Appendix 1).
- Any prospective FBO seeking to conduct aeronautical activity at the airport must demonstrate that they have adequate resources to realize the business objectives agreed to by the Director and the applicant, but no less than 4 months operating capital in the form of cash in a bank or a line of credit from a recognized lending institution or individual willing to provide the City with proof of ability to provide the funds required.
- A prospective FBO shall demonstrate to the Director's satisfaction, evidence of their ability to acquire insurance coverage for the particular use, pursuant to the Airport Insurance Requirements that may be in force at that time. All such policies of insurance shall be maintained in full force and effect during the terms of existing leases, agreements or business licenses or renewals or extensions thereof, with a 30-calendar day notice of cancellation provided to the City of Paso Robles.
- Each FBO must provide suitable facilities, in accordance with the specified standards contained in this section for the particular activity proposed. In addition, it is expected that the following customer accommodations will be provided in a suitable and adequate manner:
 1. Office space
 2. Customer lobby/lounge
 3. Restrooms
 4. Aircraft parking
 5. Auto parking
- All applicable building codes shall be met.
- Each FBO shall operate under the provisions of a lease, license, or permit issued by the City of Paso Robles, with facilities located in an area designated in the lease agreement, or by the Director.

4.1 FULL SERVICE FBO

A Full-Service FBO is afforded the privileges of location in key aircraft operating areas and serves as a focal point of aviation activity on the airport. The FBO is representative of the City in greeting the flying public and providing the incidental services required of the itinerant flyer and the local community. This includes Aircraft Maintenance, Air Taxi/Charter, and Flight Instruction. It may also include selling of fuel, oil, parking, ground transportation and related concierge services.

The nature of this operation dictates that it must be developed and conducted under the provisions and procedures of a formal lease agreement with the City. The lease agreement then specifies the terms and conditions for said operations. The requirements for development of the economic and business elements of the operation are provided later in this section, along with the application and approvals process.

- A. The FBO, in order to be classified as Full Service, shall provide:
- **Aircraft Maintenance and Repair**
Aircraft Maintenance is an essential service on the airport. The FBO is expected to provide adequate service to assure all airport users are able to operate as desired. Mechanics should be qualified to maintain all models and types of aircraft known to routinely frequent the airport. The inventory of parts and supplies should be readily available to sufficiently serve those aircraft. If mechanics are not direct employees of the FBO then the FBO should have sufficient control to dictate quality of service, hours of operation and availability of personnel after hours.
 - **Air Taxi/Charter**
On-demand transportation service is important to the community not only for convenience but in times of emergency. The requirements to conduct Air Taxi/Charter is defined in Section 5.1. The FBO may elect to broker outside Air Taxi operators' services, rather than provide its own. The outside operator must be qualified and compliant with all applicable regulations and requirements and be available to respond in a reasonable amount of time, as requested by customers.
 - **Flight Instruction**
In order to promote aviation and to assure qualified and trained pilots, flight instruction is similarly an essential service. The FBO is not required to provide aircraft to instruct in, although that service is allowed in the section below. The availability of a qualified flight instructor helps pilots to maintain currency and qualifications as well as improve skills and license levels as necessary.
 - **Essential Pilot Supplies**
The required inventory of pilot supplies shall consist of those maps, charts, manuals and associated equipment required by the pilot to operate the aircraft. The inventory of these items should be maintained in sufficient quantities to accommodate local demand.

The FBO may engage in other authorized aeronautical activities including:

1. Aircraft Storage
2. Aircraft Rental
3. Aerial Advertising
4. Radio/Electronic Sales and Service
5. Aircraft Specialty Services (Pitot/Static checks, other certifications).
6. Other aviation related services as approved by the Director.

7. Aircraft Sales

Note: In order to provide fueling services, the operator must be a full service FBO.

Note: The Full Service FBO is required to provide services as listed above, either in-house or by means of a contractual arrangement with others. If others are used, the FBO operator shall be sufficient involved with the operation of the activity so as to maintain operational control over that function as needed.

- B. Leases shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold.
- C. The Full-Service FBO shall include facilities of not less than 7,000 square feet of combined hangar/shop/office space within the defined aviation area.
- D. The Full Service FBO shall remain open and services available 10 hours per day, 7 days a week, and shall make provisions for qualified staff to be in attendance at all times during the required operating hours.

4.2 **LIMITED SERVICE FBO**

The Limited Service FBO provides specific aviation services – more focused, but still requiring aircraft access and location in the aircraft operations area. The Limited Service FBO typically would not provide the itinerant services of a Full-Service FBO, or be allowed to sell fuel.

- A. The Limited Service FBO shall provide at least two (2) aeronautical activities, as defined above.
- B. The Limited Service FBO shall lease from the City of Paso Robles or sublease from others, suitable facilities within the aviation area of a suitable size to accommodate their operations.
- C. The Limited Service FBO may operate within or under the premises of another Full Service FBO, in order to enhance and expand the overall service provided to the public.
- D. Unless all conditions and requirements for operation on the airport are adequately addressed in a lease agreement with the City, or a sublease agreement approved by the City, then the Limited Service FBO shall obtain and maintain a valid Airport Operating Permit for the proposed activity.

4.3 SINGLE SERVICE FBO

The Single Service FBO provides a specialized aviation service to the flying public. Actual location of the service facility is not required in the aviation area of the Airport; but because an aviation service is provided, the activity is still governed by the provisions of this section. This service is further distinguished by its permanent location in a fixed place of business – rather than the transient nature of a mobile/ itinerant service provider.

- A. A Single Service FBO provides one authorized aeronautical activity.
- B. The operating premises shall either be leased from the City, of subleased from others, as the need may dictate.
- C. The Single Service FBO may not necessarily locate within the aviation area of the airport, but the premises must be approved by the Director.
- D. Unless all conditions and requirements for operation on the airport are adequately addressed in a lease agreement with the City, or a sublease agreement approved by the City, then the Single Service FBO shall obtain and maintain a valid Airport Operating Permit for the proposed activity.

4.4 ITINERANT SERVICE PROVIDER

Occasionally, a valid need does exist for an aviation service that is not offered on the Airport. The airport user must then seek this service from outside sources that would come to the airport to provide said service on a temporary or short-term basis. Regardless of the operating premises, the Itinerant Service Provider shall:

- A. Possess and maintain all applicable and necessary permits, licenses and qualifications, in accordance with applicable FAA requirements and regulations.
- B. Provide evidence of suitable Liability Insurance to the satisfaction of the City.
- C. Possess and maintain a current City Business license for the service activities being conducted.
- D. Apply for an Airport Operating Permit in the manner outlined in the Airport Rules & Regulations; said permit is issued at the sole discretion of the City and may be cancelled at any time with 30-day's notice.
- E. Conduct operations on the Airport in accordance with Airport Rules & Regulations and only in those areas specified and approved by the Director.

SECTION 5 AERONAUTICAL SERVICES AND ACTIVITIES

This section applies to any activity conducted at airports that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts and aircraft storage, aircraft engine & accessory overhaul, propeller and governor overhaul.

Each section below provides minimum standards for the conduct of the specified business activity. These are only minimum standards – intended to protect the public and the Airport economy, as indicated earlier. Additional administrative and regulatory provisions are contained in the adopted Airport Rules and Regulations. It is intended that the provisions of this document be coordinated with those regulations.

5.1 AIRCRAFT CHARTER AND AIR TAXI

Definition

An air charter or air taxi operator is engaged in the business of providing scheduled or unscheduled air transportation (persons or property) to the public for hire, on an on-demand basis, as described under Part 135 of Federal Aviation Regulations.

Minimum Standards

The Air Taxi Operator shall provide:

1. Either owned or under written agreement, the type, class, size and number of aircraft intended to be used by the operator and which meet the requirements of the air taxi commercial permit held by the operator.
2. Aircraft that meet exclusive use requirements as defined in FAA Regulations.
3. At least one pilot available during business hours, fully current under FAA regulations and in compliance with all laws and procedures.
4. A passenger lobby area equipped with rest rooms and telephone facilities, within 500 feet of loading ramp, capable of holding the passenger load for type aircraft and meeting applicable fire code re: occupancy load.
5. Adequate counter space for baggage and check-in area for flights involving 10 or more passenger aircraft, within the waiting area, and in addition to the minimum space requirements
6. Adequate vehicle parking spaces available, within 500 feet of the waiting area, to hold one vehicle per passenger up to the capacity of the aircraft.
7. All applicable FAA licenses/certificates.
8. Adequate ground handling equipment for the type of aircraft being operated.

9. Available loading ramp, within 1,000 feet of vehicle parking area and 500 feet of waiting room, of a size to handle the aircraft turning radius plus safety area clearance for the type of aircraft being operated.
10. Service to be available 8 hours/day, 5 days a week.

5.2 AIRCRAFT MAINTENANCE AND REPAIR - RECIPROCATING

Definition

A reciprocating (piston) aircraft engine, airframe, and accessory maintenance and repair operator provides either, or a combination of, routine maintenance on airframe, engine and accessories, or major maintenance and repair services on aircraft, as defined in these Minimum Standards. This category shall also include the sale of aircraft parts and accessories.

Minimum Standards

The Reciprocating Aircraft Maintenance Operator shall provide:

1. Sufficient equipment, supplies, manuals, and availability of parts equivalent to that required by the FAA. The inventory of parts and supplies required to be on hand and in stock shall consist of adequate quantities of those items normally used in the care, maintenance and servicing of the types of aircraft being maintained.
2. Sufficient FAA-certified mechanics to provide 100-hour and annual inspections with ratings appropriate to the work to be performed.
3. At least one person on site currently certificated by the FAA who holds an airframe, power plant, with inspector rating or shall be an FAA Certified Repair Station with appropriate ratings for the work being performed.
4. A minimum on-airport hangar area of 2,500 sq. ft. with a minimum of 2 available outside tie down spaces and one additional tie down space for every additional 2,000 sq. ft. of hangar space. No work may be performed outside of the hangar other than that which is normally allowed to be performed on the aircraft tie down areas, as allowed in Airport Rules & Regulations.
5. Adequate provisions for the removal/disposal of solutions, solvents, cleaning agents, lubricants and other wastes in compliance with federal, state and county regulations.
6. Service to be available 8 hours/day, 5 days/week with provisions for after-hours callout as available.

These minimum standards are not applicable to the Itinerant Service Provider who performs permitted maintenance in the aircraft owner's hangar, in accordance with established Airport Rules & Regulations.

5.25 AIRCRAFT MAINTENANCE AND REPAIR – TURBINE

Definition

A turbine aircraft engine, airframe, and accessory maintenance and repair operator provides either, or a combination of, routine maintenance on airframe, engine and accessories, or major maintenance and repair services on aircraft. This category shall also include the sale of aircraft parts and accessories.

Minimum Standards

The Turbine Aircraft Maintenance Operator shall provide:

1. Sufficient equipment, supplies, manuals, and availability of parts equivalent to that required by the FAA.
2. Sufficient FAA-certified mechanics to provide 100-hour and annual inspections with ratings appropriate to the work to be performed.
3. At least one person on site currently certificated by the FAA who holds an airframe, power plant, with inspector rating or shall be an FAA Certified Repair Station with appropriate ratings for the work being performed.
4. A minimum on-airport hangar area of 5,000 sq. ft. with a minimum of 2 available outside tie down spaces and one additional tie down space for every additional 2,000 sq. ft. of hangar space. Tie-down space provided shall be sufficient for the size aircraft accommodated. No work may be performed outside of the hangar other than that which is normally allowed to be performed on aircraft tie down areas as allowed in Airport Rules & Regulations.
5. Adequate provisions for the removal/disposal of solutions, solvents, cleaning agents, lubricants and other wastes in compliance with federal, state and county regulations.
6. Service to be available 8 hours/day, 5 days/week with after our callout as available.

These minimum standards are not applicable to the Itinerant Service Provider who performs permitted maintenance in the aircraft owner's hanger, in accordance with established Airport Rules & Regulations.

5.3 AIRCRAFT RENTAL

Definition

An aircraft rental operator engages in the rental of aircraft to the public.

Minimum Standards

The Aircraft Rental Operator shall:

1. Have available for rental, either owned or under written lease to Operator, certified and currently airworthy aircraft.
2. Have a properly certificated pilot capable of conducting "flight checks" of prospective renters available.

3. Provide suitable on-airport office space.
4. Provide adequate facilities for servicing the aircraft or an agreement with an aircraft maintenance operator to provide this service.
5. Provide permanently assigned tie down or inside storage area for a minimum of 2 aircraft.
6. Provide restroom facilities within 200 feet of office space.
7. Provide auto parking for customers and employees.
8. Provide aircraft (minimum of 2, one of which must be 4 place) available for rental to qualified customers
9. Remain open during the hours of 8:00 a.m. to 5:00 p.m., 5 days/week or as approved by the Director.

5.4 AIRCRAFT SALES AND BROKERAGE

Definition

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

Used Aircraft Sales: Many companies engage in the purchasing and selling of used aircraft. This is accomplished through various methods, including matching potential purchasers with an aircraft, assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. In many cases these operators also provides such repair, services, and parts as necessary to meet any guarantee or warranty on aircraft sold. Some requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique operational history.

Minimum Standards

The Aircraft Sales Operator shall:

1. Operate with a lease, license, or permit issued by the City of Paso Robles, in an area designated by the City.
2. Provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty.
3. Provide and maintain any and all licenses as required by other governmental agencies.
4. Provide suitable on-airport office space.
5. Provide a minimum inside or outside assigned display area of 2,500 sq. ft., located within 500 feet of office space.

6. Be open 8 hrs./day, 5 days per week.

Aircraft owners selling their own airplane, and exempt from state sales licensing requirements, are considered exempt from these requirements.

5.5 FLIGHT INSTRUCTION

Definition

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

Minimum Standards

A Flight Instruction Operator shall:

1. Have available for use in flight training, either owned or under written lease to operator, properly certificated airworthy aircraft, one of which must be equipped for instrument flight instruction.
2. Have, on a full-time basis, at least one flight instructor who has been properly certificated by the FAA to provide the type of training offered.
3. Maintain all current certificates and rating, as required by the FAA for flight instruction.
4. Offer, at least, training for the Private pilot license and advanced ratings.
5. Provide for adequate facilities or arrangements for storing, parking, servicing, and repairing all its aircraft.
6. Provide restrooms (on-airport, w/in 200 ft. of activity) or otherwise dictated by local jurisdiction code.
7. Provide suitable auto access and parking for customers and employees.

These minimum standards are not applicable to freelance certified flight instructors giving flight training in an owner's aircraft.

5.6 FUEL AND OIL SERVICE

Definition

An aircraft fuel and oil service operator provides aviation fuels, lubricants and other services supporting itinerant and based aircraft operations. In order to provide fueling services an operator must be a full service FBO.

Minimum Standards

The Fuel Service Operator shall:

1. Provide appropriate grades and types of aviation fuel for both piston and turbine engine aircraft. (A waiver for fuel type may be granted by the Director.)
2. Maintain an inventory of generally accepted grades of aviation engine oil and lubricants.
3. Provide and maintain fuel dispensing equipment that meets all applicable federal, state, and county requirements for each type of fuel dispensed and in operating condition at all times fuel is required to be available.
4. Provide for the safe storage and handling of fuel in conformance with all federal, state, county requirements and fire codes pertaining to safe storage and handling of fuel.
5. Provide for the lawful and sanitary handling and timely disposal, away from the airport, of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and other regulated waste. The storage of crates, boxes, barrels, and other containers will not be permitted within the leased premises.
6. Maintain adequate grounding and bonding wires and equipment, continuously inspected and maintained on all fueling equipment, as required by NFPA and FAR Part 139.
7. Maintain an adequate supply of properly located fire extinguishers and other precautions and/or equipment required by applicable fire codes.
8. Assure fuel is available via manned refueler between the hours of 7:00 a.m. and 7:00 p.m. Also, assure fuel is available through posted call-up number at all other times with a response time of no more than 30 minutes. A call-out fee may be charged commensurate with the expense incurred and in accordance with Section 8.40 of this code. Self-service fuel islands must be operational 7 days a week, 24 hours per day.
9. Have a fixed fuel storage system that shall contain safety fixtures and filtration systems to ensure airline type quality. The system shall be required to have at least 12,000 gallons of storage for each type of fuel the FBO is required to provide. The storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel Spill Prevention Countermeasures and Control Plan (SPCC), as applicable.
10. Develop and maintain a fuel spill clean-up plan that minimizes the possibility of ignition of spilled flammable fuel and prevents the introduction of fuels into the storm water or sewer systems. Clean up plans shall include an adequate supply of approved absorbent materials and non-spark equipment to handle fuel spills.

5.7 RADIO, INSTRUMENT AND ELECTRONICS SALES/SERVICES

Definition

An avionics and instrument repair station engages in the business of and provides a shop for the repair of aircraft avionics, instruments, and accessories for general aviation aircraft. This category may include the sale of new or used avionics, instruments, and accessories hold the appropriate repair station certificates issued by the FAA

Minimum Standards

The Avionics Repair Operator shall:

1. Have at least one trained person on duty during designated business hours who is an FAA rated radio, instrument, or accessory repairman.
2. Establish and maintain FAA Repair Station certification with proper Radio Repair Ratings for the types of equipment planned to be serviced and/or installed.
3. Provide on-airport shop/ office space, with a minimum of one available inside or outside tie-down space and an additional tie-down space for every 2,000 sq. ft. of space over and above 2,000 sq. ft.
4. Be available during reasonable business hours and have conspicuously posted information for customers to make contact as needed.

5.8 SCHEDULED AIR TRANSPORTATION

Definition

A scheduled air carrier or air taxi operator engages in the business of providing air transportation (persons or property) to the general public for hire, on a scheduled basis under Part 121 or 125 of the Federal Aviation Regulations.

Minimum Standards

The Scheduled Air Taxi Operator shall:

1. Possess necessary FAA certifications.
2. Rent space in the Paso Robles Regional Air Terminal for passenger check in, baggage handling requirements.
3. Provide adequate ground handling equipment for type aircraft used.

5.9 COMMERCIAL SKYDIVING

Definition

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

Minimum Standard

The Skydiving Operator shall:

1. Have available for skydiving, either owned or under written lease to the FBO, at least one properly certificated aircraft.
2. Meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR 105, and related FAA Advisory Circulars. The jump plane pilot must hold a FAA commercial pilot certificate and appropriately rated for the aircraft being operated.
3. Carry the same insurance coverage and limits as is required of any other Operator for all operations conducted on the airport. The City of El Paso de Robles reserves the right, from time to time, to require supplemental insurance if it determines, in its discretion, that liability is greater than other Operator activities/services.
4. Provide suitable facilities, under an approved rental or lease agreement to accommodate the public and customers. This shall include adequate room for customer waiting, restrooms, office, training and packing.

5.10 SPECIALIZED AVIATION MAINTENANCE SERVICES

Definition

A specialized aviation service includes aircraft modifications (STCs), aircraft paint, aircraft upholstery, aircraft propeller service, aircraft engine component overhaul, aircraft major rehabilitation/ reconstruction and helicopter repair (exclusive of fixed wing).

Minimum Standards

The Specialized Aviation Service Operator shall:

1. Provide and maintain the required FAA certification for type work.
2. Provide a minimum on-airport hangar area of 2,500 sq. ft. for business requiring inside aircraft storage for aircraft being serviced.
3. Assure that no work may be performed outside of the hangar other than that normally allowed to be performed on the aircraft tie down area, as allowed by Airport Rules & Regulations.
4. Operate from an on-airport office/hanger or commercial building space.

5. Adequate provisions for the removal/disposal of solutions, cleaning agents, lubricants and other wastes in compliance with federal, state and county regulations.

5.11 SPECIALIZED COMMERCIAL FLYING SERVICES

Definition

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

- Banner towing and aerial advertising
- Aerial application and Agricultural Support operations
- Fire fighting
- Non-stop sightseeing flights that begin and end at the Airport
- Aerial photography or survey
- Power line or pipeline patrol
- Any other operations not specifically addressed by FAA Regulations, and not otherwise addressed in this document

Minimum Standards

The Specialized Commercial Flying Service Operator shall:

1. Obtain from the City an Operating permit to conduct the proposed commercial flying service(s).
2. Procure facilities sufficient to accommodate all activities and operations proposed by operator. The minimum areas in each instance shall be subject to the approval of the Director.
3. Assure the availability of aircraft suitably equipped for the particular type of operation to be performed.
4. Provide adequate insurance to meet the established requirements currently in force.
5. Regarding crop dusting, provide suitable arrangements for the safe storage and containment of registered chemical materials. No poisonous or flammable materials shall be stored or kept in close proximity to other facilities at the airport. Also, suitable arrangements must be made for servicing the aircraft with adequate safeguards against spillage on to operational areas of the airport.

5.12 AIRCRAFT STORAGE

Definition

An aircraft storage operator engages in the rental of conventional hangars, hanger space or multiple T-hangars. The use of these hangars, by definition is limited to the storage of private aircraft and related maintenance and ground support equipment. Commercial uses are considered FBO and classed under the earlier sections contained herein.

Minimum Standards

The Aircraft Storage Operator shall:

1. Make the facilities available for the tenant's aircraft removal and storage on a continuous basis.
2. Provide trained personnel to meet all requirements for the storage of aircraft with appropriate equipment.
3. Comply with the adopted Airport parking and restroom standards for development of the lease site.
4. Understand and maintain the concept of "Taxilane" within the development and provide for the joint use by aircraft and vehicles therein.
5. Ensure that all hangers are accessible by motor vehicle without crossing a runway or primary taxiway.
6. Maintain adequate provisions to prevent unauthorized or unintentional breach of Airport Security protection, in accordance with adopted Airport security standards and the requirements of the FAA.

SECTION 6 FLYING CLUBS

Statement of Concept

A flying club must be a non-profit corporation or partnership. Each member must be a bona fide part owner of the aircraft or stockholder of the corporation.

Minimum Standards

The club may not derive greater revenue from the use of its aircraft than the amount necessary for the actual cost of operation, maintenance and replacement of its aircraft. The club must keep current a complete list of the club's membership on file with the Airport, and a record of club finances, which it will make available to the City upon request.

The club's aircraft will not be used by other than bona fide members and by no one for hire, charter, or air taxi. Student instruction may be given in the club aircraft by one club member to another club member, providing no compensation takes place. Otherwise, it must be given by an authorized Flight School Operator with a current agreement with the City.

In the event the club fails to comply with these conditions, the City will notify the club in writing of such violations. The club shall have fourteen days to correct such violations. If the club fails to correct the violations, the City may demand the club's removal from the airport.

The flying club must provide the minimum insurance requirements established in the Rent and Fee Schedule.

Aircraft maintenance performed by the Club shall be limited to only that maintenance that does not require a certificated mechanic. All other maintenance performed on the Airport must be provided by an authorized Repair Station based on the Airport, which provides such service, or by a member who is a properly certificated mechanic who shall not receive compensation in any manner for such service.

1. The club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of aircraft must be vested in the name of the flying club (or owned equally by all of its members). The property rights of the aircraft shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any manner.
2. The club shall not conduct charter, air taxi, or rental operations. The club shall not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club shall not be restricted from doing maintenance work on aircraft owned by the club and the club does not become obligated to pay for such maintenance work except that such mechanics and instructors may be compensated by credit against payment of dues or flight time.
3. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the Airport except that said flying club may sell or exchange its capital equipment.

4. The flying club, with its initial application, shall furnish the City: a copy of its charter and by-laws; articles of association, partnership agreement and other documentation supporting its existence; a current roster, including names of officers and directors; a certificate of insurance in the minimum amounts specified in the Rent and Fee schedule, with hold harmless clause in favor of the City, its officers, agents, representatives and employees (thirty days prior cancellation shall be filed with the City); number and type of aircraft; evidence that ownership is vested in the club; and operating rules of the club. Evidence of insurance will be submitted to the Director on an annual basis during the renewal month of the policy. The books and other records of the club shall be available for review at any reasonable time by the City and/or Director.
5. A flying club shall comply with all federal, state and local laws, ordinances, regulations and these regulations and standards.
6. If a club violates any of the foregoing, the Director may terminate all operations.

SECTION 7 APPLICATION AND QUALIFICATIONS

Demonstration of intent to conduct a business operation at the Airport shall be by application to the Director. The written application shall contain at the minimum:

1. The proposed nature of the business. A business plan may be used to express the proposed nature of the business. (See a business plan outline at APPENDIX 1.)
2. The signatures of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.
3. The current financial statements (income statement and balance sheet, and Federal Income Tax Return) compiled by a certified public accountant.
4. A listing of assets owned or leased which will be used in the business on the airport.
5. A current credit report for each party owning or having a financial interest in the business and a credit report on the business itself covering all geographical areas in which it has done business in the five-year period immediately prior to such application.
6. At City's discretion, an agreement to provide a bond or suitable guarantee of adequate funds to the City of Paso Robles to be used to defray any expenses and fees normally paid by the Lessee for six (6) months.
7. A written authorization for FAA, any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation business, to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.
8. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the airport as part of the activity for which approval is sought. Applicant must comply with appropriate review procedures and the Director's requirements.
9. Proof (copy or insurance company letter of intent) of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance.
10. Such other information as the Director may require.

7.1 ACTION ON APPLICATION

All applications will be reviewed and acted upon by the City within 30 days following receipt of the application. Included in that action will be a review for completeness and accuracy of the information provided and the development of a staff report and associated information for presentation to the Airport Commission for review and consideration.

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

1. The applicant does not meet qualifications, standards, and requirements established by these Minimum Standards.

2. The applicant's proposed operations or construction would create a safety hazard on the airport.
3. The granting of the application will require the expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to the City or the Airport.
4. There is no appropriated or adequate available space or building on the airport to accommodate the entire activity of the applicant.
5. The proposed operation, airport development or construction does not comply with the approved airport layout plan.
6. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present fixed base operator on the airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to the existing ASP/aviation area, or will result in depriving, without the proper economic study, an existing FBO of portions of its leased area in which it is operating.
7. Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
8. Any party applying, or having an interest in the business, has a record of violating the rules of the Paso Robles Municipal Airport, or the rules and regulations of any other airport, Federal Aviation Regulations, or any other rules and regulations applicable to this or any other airport.
9. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the City of Paso Robles or any lease or other agreement at any other airport.
10. Any party applying, or having an interest in the business, is not sufficiently credit worthy and responsible, in the judgment of the Director, to provide and maintain the business to which the application relates and to promptly pay amounts due under the FBO lease.
11. The applicant does not have adequate financial reserves/resources necessary to sustain the proposed operation for the required minimum time period for start-up:
 - For a Full Service FBO – 18 months
 - For a Limited Service FBO – 12 months
 - For a Single Service FBO – 6 months
12. The applicant has committed any crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the FBO operation applied for.
13. The City of Paso Robles determines that there is not sufficient aviation activity at the Airport to support the aeronautical services proposed in the application.

7.2 OPERATORS SUBLEASING FROM ANOTHER COMMERCIAL FBO

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

The sublessee Operator shall comply with the Rules and Regulations and meet all of the Minimum Standards established by the City of El Paso de Robles for the categories of services to be furnished by the Operator. The Minimum Standards may be met in combination between lessee and sublessee. The sublease agreement shall specifically define those services to be provided by the lessee to the sublessee that shall be used to meet the standards.

APPENDIX I

MINIMUM REQUIREMENTS FOR A BUSINESS PLAN

1. An operation plan that addresses the primary operation(s), including the DOT, state and/or FAA authority under which the applicant will operate.
2. Name, address, and telephone number, type of organization and the state under the laws of which it is organized.
3. The designated agent for service process in the State of California.
4. The names and addresses of all officers, directors and key management personnel of the applicant, briefly describing the certifications, expertise and responsibilities of each.
5. The name, address, citizenship and principal business of each person holding 5 percent or more of applicant's total voting stock, together with the amount and percentages held, and the name, address, citizenship and principal business of any person whose account, if other than the holder, such interest is held; if any of these people are related by blood or marriage, include the relationship.
6. All services that will be offered.
7. Amount of land desired or space to be leased from an existing airport tenant.
8. Building space that will be constructed or leased.
9. Number of aircraft that will be provided.
10. Number of persons to be employed, equipment, and special tooling to be provided.
11. Periods (days and hours) of proposed operation.
12. Financial projections, including pro forma, balance sheet, income and cash flow statements for a 5-year period.
13. Marketing strategies to attract business (advertising and incentives).
14. The applicant shall provide financial information, as deemed necessary by the Director, in order to properly evaluate the submitted business plan and proposed lease in terms of its reasonableness, economic viability, and overall ability to support same.

APPENDIX II
LEASING GUIDELINES

1. All construction shall conform to criteria adopted by and as amended by the City.
2. All tenants, permittees, and licensees shall pay all taxes and assessments against any buildings or other structures placed on the premises by them, as well as all taxes and assessments against the personal property used by them in their operations.
3. All tenants, permittees, and licensees shall abide by and comply with all federal, state, county and city laws and ordinances, including business license requirements, the rules and regulations of the Department of Airports and the rules and regulations of the state and federal governments.
4. All contracts and leases between such operators and the City shall be subordinate to the provisions of any existing or future agreement between the City of Paso Robles and the United States, relative to the operation on maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the airport properties.
5. No tenant operators shall sublease or sublet any premises leased by such operator from City, or assign any such lease, without the prior written approval of the City, and any such subletting or assignment shall be subject to all of the minimum standards herein set forth.
6. In the event the tenant sublets any portion of his lease, the sub lessee must agree to assume the full obligations of the lease as set out herein and must agree to fully cooperate with the City in seeing that these standards are complied with. The sub lessee shall immediately comply with any reasonable request or direction of the City as it relates to the enforcement of these standards.
7. In the event that the lessee, permittee, licensee, or sub-lessee fails to comply with the reasonable requests or direction of the City as it relates to these standards, said lessee or sub lessee shall be in default.
8. The City reserves the right to take any actions it considers necessary to protect the aerial approaches to the airports against obstructions, together with the right to prevent any tenant from erecting, or permitting to be erected, any building, sign, or other structure on the airport which, in the opinion of the City, would limit the usefulness of the airport or constitute a hazard to aircraft.
9. The provisions of these Minimum Standards shall in no way negate or cause to be null or void existing leases with tenants at the Paso Robles Municipal Airport. Upon the adoption of these standards, any new leases entered into and any amendments to existing leases shall conform to these standards.
10. The City reserves the right to enter upon any premises leased or otherwise let to tenants at reasonable times for the purpose of making such inspections as it may deem necessary for the proper enforcement of these minimum standards and for the proper enforcement of any covenant or condition of any tenant's contract or lease agreement.
11. Airport land and buildings shall be available for any uses consistent with, the Minimum Standards and the Airport Layout Plan incorporated herein, which limits the uses in some areas based on holding capacity, traffic circulation, parking and support services availability, and the

like. However, the City of Paso Robles retains the right, as airport proprietor, to attempt to lease an available building or area to one tenant (rather than to several tenants with smaller lease parcel sizes) provided that such shall not be done for the purpose of excluding any individual(s), but merely to reduce lease administrative costs and other problems relative to multiple tenancy buildings. The City shall not unreasonably withhold from the tenant; the right to sublease for uses which conforms to the Airport Layout Plan and Minimum Standards.

12. The lease shall conform to Section 308(a) of the Federal Aviation Act of 1958; to Title VI of the Civil Rights Act of 1964; Part 21 of the U.S. Department of Transportation Regulations and must assure the lessee of airport property on fair and reasonable terms without unjust discrimination.
13. City will always reserve the first right of refusal in cases where the lender or other party with a vested interest initiates action to protect their interests through an assignment of the leased premises in lieu of foreclosure.

**APPENDIX IV
INSURANCE**

CITY REQUIRED INSURANCE

Insurance is required for all operations on the Paso Robles Municipal Airport. Each operator, owner and/or lessee shall indemnify, defend, and hold harmless the City, its officers, officials, employees, and volunteers from any and all loss, damage and liability for damages, including attorney's fees and other costs of defense incurred by the City, whether for damages to or loss of property, or injury to or death of their officers, agents, and employees or third parties, which shall in any way arise out of or be connected with their operations. To this end, each operator shall secure and maintain, during the term of their operation on the airport, insurance for each activity or exposure that shall protect the City in such manner and amounts as set forth hereinafter as follows:

- i. The carrier must have a Best's rating of A-VII or better.
- ii. The policy limit shall be \$1,000,000 per occurrence for bodily injury and property damage.
- iii. The policy shall be endorsed to name the City as an "additional insured". Said endorsement shall be executed by a representative authorized to issue same.
- iv. The insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the owner or operator's insurance and shall not contribute with it.
- v. The endorsement shall specifically state that the insurance coverage provided under this policy shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.
- vi. Renewal endorsements shall be provided to the City annually, thirty (30) days prior to the anniversary date of this agreement.

Coverage	Minimum Limits	When Needed
Aircraft Liability	Limited to each passenger, as determined by the City.	Owned or leased Aircraft
Non-Owned Aircraft Liability	Limited to each passenger, as determined by the City.	Flying non-owned aircraft (such as dual to owner, maintenance test & ferry flights pilot service, and sales demonstrations)
Airport Premises Liability	\$1,000,000	Airport premises are owned, leased, or permitted for use by tenant
Products & Completed Operations	As determined by the City	Aircraft repair or service, fuel and oil sales, aircraft sales, avionics repair, aircraft parts sales, and manufacturing

Contractual Liability	As determined by the City	Hold harmless and indemnification agreement is included in a lease, Note: Most premises liability policies include contractual coverage pertaining to airport lease
Hangarkeepers Liability	As determined by the City	Non-owned aircraft are in the care, custody or control of the tenant while on the ground
Property Insurance	Replacement Value of owned or leasehold premises	Covers physical damage to premises leased from the Airport or built on Airport property.
Builders Risk Projects	As determined by the City	During construction
Automobile – Liability	\$1,000,000	Owned and/or non-owned motor vehicles driven on the Airport
Chemical Liability	Usually Statutory	Aerial applicators & Air Tankers