

**MINIMUM STANDARD
REQUIREMENTS
FOR
AIRPORT AERONAUTICAL
SERVICES**

**JUNEAU INTERNATIONAL AIRPORT
JUNEAU, ALASKA**

JANUARY 2001

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Section 1 - Preamble and Policy

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

The Minimum Standards are intended to be the requirements for those wishing to provide aeronautical services to the public and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition. These Minimum Standards were developed taking into consideration the aviation role of the Juneau International Airport, facilities that currently exist at the Airport, services being offered at the Airport, the future development planned for the Airport and to promote fair competition at the Juneau International Airport. The uniform application of these Minimum Standards, containing the minimum levels of service that must be offered by the service provider, relates primarily to the public interest and discourages substandard entrepreneurs, thereby protecting both the established aeronautical activity and the Airport patrons.

Section 2 - Definition

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

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

Airport means the Juneau International Airport, and all of the property, buildings, facilities and improvements within the exterior boundaries of such airport as it now exists on the Airport Layout Plan or Exhibit A or as it may hereinafter be extended, enlarged or modified.

FAA means the Federal Aviation Administration.

FAR means Federal Aviation Regulation.

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

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

Fuel: As defined in an operator's lease agreement.

Fueling Operations means the dispensing of aviation fuel into aircraft.

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

Fueling Operations Permit means a permit issued by the airport manager to a person or entity that dispenses aviation fuel at the Juneau International Airport (see Airport Rules and Regulations for requirements and procedure). There are two types: (1) Fuel Vendor's Permit; and (2) Self-fueling Permit.

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

Manager means the Airport Manager or his/her designee.

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

NFPA means the National Fire Protection Association.

NOTAM means a Notice to Airmen published by the FAA.

Owner - means the City and Borough of Juneau/Juneau International Airport or group providing any or a combination of aeronautical services to or for aviation users at the Airport.

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

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

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

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

Section 3 - Minimum Standards for All FBO's

APPLICABILITY

The following shall apply to all existing FBO's and aeronautical service providers wishing to become FBO's at the Airport per CBJ Code 05.05.100 (k).

MINIMUM STANDARDS

1. Leases shall be as specified in the Juneau International Airport Leasing Policy.
2. Any prospective FBO seeking to conduct aeronautical activity at the airport may be asked to demonstrate that they have adequate resources to realize the business objectives agreed to by the Juneau International Airport and the applicant.
3. All FBO's shall demonstrate to the Airport Manager satisfactory evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation. An FBO should make its own analysis to determine if more is needed. However, such policies of insurance shall be maintained in full force and effect during all terms of existing leases, agreements or business licenses or renewals or extensions thereof with a 30-calendar day notice of cancellation to Juneau International Airport. Such policies shall not be for less than the amounts listed at APPENDIX 1; however, in all cases, amounts of policies must meet the statutory requirements of applicable governmental agencies.
4. Any FBO, person, party, firm or corporation operating on this airport must comply with all federal, state and local environmental requirements.
5. The lawful and sanitary handling and timely disposal, away from the Airport, of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, and other containers will not be permitted within the leased premises.

Section 4 - Application and Qualifications

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

1. The proposed nature of the business. A business plan shall be used to express the proposed nature of the business. (See a business plan outline at APPENDIX 2.)
2. The signatures of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.
3. A listing of building and equipment owned, or being purchased, or leased which will be used in the business on the Airport.
4. A written authorization for the FAA, any Aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.
5. 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 Juneau International Airport requirements.

6. Proof (copy or insurance company letter of intent) of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance.

Section 5 - Action on Application

All applications will be reviewed and acted upon by the Juneau International Airport within 30 business days from the receipt of the application. Applications may be denied for one or more of the following reasons:

1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
2. The applicant's proposed operations or construction will create a safety hazard on the Airport.
3. The granting of the application will require the expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to the Juneau International Airport.
4. There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.
5. The proposed operation, Airport development or construction does not comply with the approved Airport Layout Plan and the Airport Master Plan.
6. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present fixed base operator on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to the existing fixed base operator area, or will result in depriving, without the proper economic study, an existing fixed base operator of portions of its leased area in which it is operating.
7. Any party applying, or having an interest 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 all required disclosures on the application.
8. Any party applying, or having an interest in the business, has a record of violating the Rules, or the Rules and Regulations of any other Airport, Civil Air Regulations, Federal Aviation Regulations, or any other Rules and Regulations applicable to this or any other Airport.
9. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the City & Borough of Juneau, the Juneau International Airport 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 Juneau International Airport to provide and maintain the business to which the application relates and to promptly pay amounts due under the FBO lease. A credit report may be required.

11. The applicant is delinquent on any City and Borough of Juneau obligations.

12. In the opinion of the Airport Manager, the activity being applied for may be detrimental to the Juneau International Airport. In such a case, the application shall be presented to the Airport Board for determination of acceptance or denial.

Section 6 - Aircraft Sales

APPLICABILITY

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

2. Used Aircraft Sales: Many companies engage in the purchasing and selling of used aircraft. This is accomplished through various methods including matching potential purchasers with an aircraft (brokering), assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. In many cases these FBO's also provides such repair, services, and parts as necessary to support the operation of aircraft sold.

Minimum Standards

1. The FBO shall have in their employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to conduct the business in an efficient manner. The FBO shall also maintain, during all business hours, a responsible person in charge to supervise the operations in the leased area with the authorization to represent and act for and on behalf of the FBO, and provide check ride pilots for aircraft sold.

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

APPLICABILITY

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

Minimum Standards

1. The FBO shall provide equipment, supplies, manuals and availability of parts sufficient to return or maintain aircraft in airworthy condition.

2. The FBO shall have in their employ, and on duty during the appropriate business hours, never less than one person currently certificated by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant or an aircraft inspection authority.

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

APPLICABILITY

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

Minimum Standards

Aircraft:

1. The FBO shall have available for rental, either owned or under written lease to FBO, certified and currently airworthy aircraft.
2. The FBO shall have in his employ and on duty during the appropriate business hours, a minimum of one person having a current FAA commercial pilot certificate with appropriate ratings.

Ultralight Vehicles:

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

Section 9 - Flight Training

APPLICABILITY

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

Minimum Standards

1. The FBO shall have available for use in flight training, either owned or under written lease to FBO, properly certificated aircraft.

2. The FBO shall have on staff at least one flight instructor who has been certificated by the FAA to provide the type of training offered.

Section 10 - Commercial Skydiving

APPLICABILITY

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

Minimum Standards

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

Section 11 - Aircraft Fuels and Oil Service

APPLICABILITY

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

Minimum Standards

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

1. Appropriate grades of aviation fuel.
2. An inventory of generally accepted grades of aviation engine oil and lubricants.
3. Fuel dispensing equipment, meeting all applicable Federal, State and local requirements for each type of fuel dispensed.
4. Properly rated equipment for aircraft towing, inflating aircraft tires, washing aircraft windscreens, and recharging aircraft batteries.

5. The safe storage and handling of fuel in conformance with all Federal, State, and local requirements and fire codes pertaining to safe storage and handling of fuel.

6. The lawful and sanitary handling and timely disposal, away from the Airport, of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and other regulated waste. The piling and storage of non-airport related crates, boxes, barrels, and other containers will not be permitted within the leased premises.

7. Unless provided by the airport owner, the FBO shall have a fixed fuel storage system, which shall contain safety fixtures, and filtration systems in accordance with all Federal, State and local requirements. 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.

8. Bulk storage will be on leased land in tanks that are in compliance with all federal, state and local standards, the Airport Fuel Farm, or off airport.

Section 12 - Avionics, Instruments or Propeller Repair Station

APPLICABILITY

An avionics, instrument, or propeller repair station FBO engages in the business of and provides a shop for the repair of aircraft avionics, propellers, instruments, and accessories for general aviation aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments, and accessories.

Minimum Standards

1. The FBO shall have in their employ and on duty during the appropriate business hours at least one person who is a FAA rated radio, instrument or propeller repairman.

2. The FBO shall hold the appropriate certificates issued by FAA for the types of equipment they plans to service and/or install.

Section 13 - Aircraft Charter and Air Taxi

APPLICABILITY

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

Minimum Standards

1. The FBO shall provide, either owned or under written lease, type, class, size and number of aircraft intended to be used by the FBO.

2. The FBO shall have in their employ and on duty during the appropriate business hours at least one person who is an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by FBO.

3. The FBO shall be required to report to the Airport Manager data regarding enplanements, cargo, operations and fuel usage as may be requested.

Section 14 - Aircraft Storage

APPLICABILITY

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

Minimum Standards

1. The conventional hangar FBO shall have his facilities available for the tenant's aircraft removal and storage on a mutually agreeable basis.

2. The FBO shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.

Section 15 - Specialized Commercial Flying Services

APPLICABILITY

1. A specialized commercial flying services FBO engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:

- a. Non-stop sightseeing flights that begin and end at the same airport.
- b. Crop-dusting, seeding, spraying, and bird chasing.
- c. Banner towing and aerial advertising.
- d. Aerial photography or survey.
- e. Power line or pipe line patrol.
- f. Fire fighting.
- g. External load operations (Part 133)
- h. Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations.

Minimum Standards

1. The minimum space requirements in each instance shall be subject to the approval of the Airport Manager. In the case of crop dusting or aerial application, the FBO shall make suitable arrangements and have such space available in his leased area for safe loading and unloading and storage and containment of chemical materials.

All FBO's shall demonstrate that they have the availability of aircraft suitably equipped for the particular type of operation they intend to perform.

2. The Airport Manager shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature. All FBO's will, however, be required to maintain the Aircraft Liability Coverage as set forth in Appendix 1.

3. The FBO shall have in their employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to operate in an efficient manner.

4. The FBO must provide, by means of an office or a telephone, a point of contact for the public desiring to utilize FBO's services.

5. All external load operations shall be conducted from locations on the airport property that eliminate the overflight of all aircraft and structures. Long lines shall be of a length to minimize rotor wash. Staging of external loads is expected but the airport should not be used for storage of material over an extended period of time.

Section 16 - Multiple Services

APPLICABILITY

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

Minimum Standards

1. The FBO shall comply with the aircraft requirements, including the equipment thereon for each aeronautical service to be performed except that multiple uses can be made of all aircraft owned or under lease by FBO except aircraft used for crop dusting, aerial application, or other commercial use of chemicals.

2. The FBO shall provide the facilities, equipment and services required to meet the Minimum Standards as herein provided for all aeronautical service the FBO is performing.

3. The FBO shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all aeronautical services being performed by FBO.

4. The FBO shall have in their employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required for each aeronautical service the FBO is performing as herein provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the FBO.

Section 17 - Flying Clubs

See requirements for Flying Clubs in Airport Rules and Regulations.

Section 18 - FBO's Subleasing From Another Commercial FBO

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

The sublessee FBO shall meet all of the Minimum Standards established by the Juneau International Airport for the categories of services to be furnished by the FBO. The Minimum Standards may be met in combination between lessee and sublessee. The sublease agreement shall specifically define those services to be provided by the lessee to the sublessee that shall be used to meet the standards.

Section 19 -- "Through the fence" operations

APPLICABILITY

A person or business that has direct access to airport operational areas and supports aircraft or air cargo operations, or that performs any of the activities covered in this minimum standards document.

Minimum Standards

1. Such person or business shall have a written agreement with the Airport Manager for the access from their property, and will meet all requirements of on field FBOs as regards insurance, personnel, and equipment as well as all other minimum standards.
2. Such written agreement shall include provision for payment of an access fee, as applicable, as established for such type of activity by the Airport Board.

Access Fees:

The purpose of an access fee is to ensure that those commercial activities that are using the airport facility in the conduct of their business to earn a profit are participating in the cost of operating, maintaining, and developing the airport. Also, to ensure they are maintaining safe operations and minimum standards while using the airport.

APPENDIX 1
Minimum Insurance Policy Limits

<u>Type of Insurance</u>	<u>Minimum Limits</u>	<u>When Needed</u>
Workers Compensation	Statutory	Statutory
Aircraft Liability	Pending	Owned or leased aircraft
Non-owned Aircraft Liability	Pending	Flying non-owned aircraft (such as Dual to owner, maintenance test ferry flights, pilot service, sales demos)
Airport Premises Liability	Pending	Airport premises are owned or leased by tenant.
Products & Completed Ops.	Pending	Aircraft repair service, fuel and oil sales, aircraft sales, avionics repair, aircraft parts, sales and manufacturing.
Builders Risk	Pending	Construction projects.
Contractual Liability	Pending	Hold harmless and indemnification agreement is included in lease.
Hanger Keepers Liability	Pending	Non-owned aircraft are in the care and custody or control of the tenant while on the ground.
Property Insurance	Pending	Covers physical damage of leasehold premises leased from the airport.
Automobile Liability	Statutory	Owned and non-owned licensed vehicles that are driven on the airport premises.
Chemical Liability	Pending	Aerial applicators and fire bombers
Environmental	Pending	Investigate state and federal limits and financial assistance.

APPENDIX 2

Minimum Requirements for a Business Plan

1. All services that will be offered.
2. Amount of land desired to lease.
3. Building space that will be constructed or leased.
4. Number of aircraft that will be provided.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed.
7. Short resume for each of the owners.
8. Periods (days and hours) of proposed operation.
9. Amounts and types of insurance coverage to be maintained.
10. Plans for physical expansion, if business should warrant such expansion.