



**MINIMUM STANDARDS
FOR
COMMERCIAL AERONAUTICAL ACTIVITIES**

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Definitions

As used in these Minimum Standards, the following terms shall have the following meanings:

1. **Aeronautical Activity.** Any activity that involves, makes possible, or is required for the operation of an aircraft, launch or reentry vehicle, or that contributes to or is required for the safety of such operations. It includes but is not limited to: general and corporate aviation; air taxi and charter operations; scheduled and nonscheduled air carrier operations; pilot training; aircraft rental and sightseeing; aerial photography; aerial application of agricultural agents; aerial advertising and surveying; aircraft sales and services; aircraft storage; sale of aviation fuel product; repair and maintenance of aircraft; construction of amateur-built/ recreational aircraft; sale of aircraft; certain unmanned aircraft systems (UAS); advanced air mobility (AAM) operations; commercial space vehicle operations; and any other activities that because of their direct relationship to the operation of aircraft, UAS, or commercial space launch and re-entry vehicles can appropriately be regarded as aeronautical activities.
2. **Aircraft Maintenance.** The repair, adjustment or inspection of aircraft.
 - a. Major Repairs - major alterations to the airframe, powerplant, avionics, propeller, and accessories as defined in 14 CFR Part 43.
 - b. Preventative Maintenance - normal, routine annual inspection repairs, calibration, or adjustment of aircraft and their accessories as defined in 14 CFR Part 43
3. **Airport.** Springfield-Branson National Airport, which is owned by the City of Springfield, Missouri.
4. **Airport Board.** The Springfield-Branson National Airport Board is an administrative board made up of 11 members appointed by the City of Springfield which oversees the operation of the Airport.
5. **Commercial Aeronautical Activity.** Any aeronautical activity involving the buying or selling of goods or services.
6. **Director of Aviation.** The city employee responsible for the management of the airport, including its operations, administration, and personnel.
7. **Federal Grant Assurance.** A Federal grant assurance is a provision within a Federal grant agreement to which the recipient of Federal airport development assistance has agreed to comply in consideration of the assistance provided. Grant assurances are required by statute, 49 U.S.C. § 47101. A.1.9

8. **Fixed-Base Operator (FBO).** An entity which provides aeronautical services such as fueling, hangaring, tie-down, and parking, etc. The FBO at Springfield-Branson National Airport is operated by the Airport Board under the name “Midwest Premier.”
9. **Grant Agreement.** A grant agreement represents an agreement made between the FAA (on behalf of the United States) or state block grant program, and an airport sponsor for the grant of federal or state funding.
10. **Independent Aeronautical Service Provider (IASP).** A commercial aeronautical operator not leasing or subleasing property at the Airport. Services provided by IASPs include, but are not limited to:
 - a. Aircraft upholstery, detailing, or accessory installation not requiring a logbook entry.
 - b. Specialized maintenance on aircraft that is not available on a based SASO.
 - c. Any other commercial aeronautical operations specifically excluded from 14 CFR Part 135.

The Operator may provide a variety of these aeronautical activities, but the services are not meant to be all inclusive or all restrictive.

For the purposes of these Minimum Standards, “Long Term” IASPs are operators who perform commercial services for one year or more. If not specifically designated as “Long Term,” all other IASP operators will be authorized to perform commercial activities for a shorter specific amount of time.

11. **Operator.** Any provider of commercial aeronautical services.
12. **Specialized Aviation Service Operations (SASO).** A Specialized Aviation Service Operator (SASO) is an Operator that provides a single or limited number of commercial aeronautical services and activities.

Section 1

General Information

1.1 Introduction

The Airport Board of the Springfield-Branson National Airport (Airport) is responsible for all aspects of the administration of the Airport as a commercial service and public-use general aviation facility. In order to foster and encourage the economic growth and orderly development of aviation and related aeronautical activities, the Airport has established certain requirements for every provider of commercial aeronautical services (Operator) to ensure that safe and orderly aeronautical services and facilities are available to the users of the Airport.

These *Minimum Standards for Commercial Aeronautical Activities* (Minimum Standards) are the threshold entry requirements for any Operator desiring to offer one or more commercial aeronautical services or activities to the public using the Airport. These Minimum Standards are designed to promote fair competition at the Airport, taking into consideration the role of the Airport, facilities that currently exist, services currently being offered, and the future development planned for the Airport.

The uniform application of these Minimum Standards establishing the minimum levels of service and characteristics of facilities required by each service provider has been created to serve the public's interests and to discourage substandard companies, thereby protecting both established and future commercial aeronautical activity as well as Airport patrons. The Airport holds no prohibition for exceeding the minimum requirements in terms of the quality of facilities and services provided. Various federal publications were utilized to provide guidance for the development of the Minimum Standards and compliance requirements for using and leasing facilities at the Airport. These included:

- a. FAA Federal AIP Grant Assurances
- b. FAA Order 5190.6, Airport Compliance Program
- c. FAA Order 5100.38A, Airport Improvement Program Handbook
- d. FAA Advisory Circular 150/5190-6, Exclusive Rights at Federally Obligated Airports
- e. FAA Advisory Circular 150/5190-8, Minimum Standards for Commercial Aeronautical Activities

1.2 Purpose and Scope

It is the intent of the Airport to promote the availability of a broad variety of aviation-related services to the public. To support these services, the Airport provides a fair and reasonable opportunity for all qualified Operators to compete for the right to construct, lease, or sublease appropriate space or conduct approved commercial aeronautical activities. These Minimum Standards are designed to:

- a. Provide for the safe conduct of all commercial aeronautical activities at the Airport.
- b. Provide a minimum level of services to the public in connection with conducting commercial aeronautical activities or services on the Airport.
- c. Protect airport users from unlicensed, uninsured, ill-equipped, or otherwise unsafe products and services.
- d. Maintain and enhance the availability of adequate services for all airport users.
- e. Ensure no Operator receives an unfair competitive advantage through less than uniform market value for the use of Airport property and facilities.
- f. Promote the economic environment for all Airport businesses.
- g. Promote the orderly improvement and development of the Airport.

These Minimum Standards may be included in whole, in part, or by reference as part of all leases and other agreements between the Airport and any Operator desiring to engage in any commercial aeronautical activity.

Contingent upon meeting the established Minimum Standards and payment of the prescribed rentals, fees, and charges, commercial aeronautical operators shall have the right and privilege to engage in and conduct the activity or activities specified by written agreement with the Airport. All agreement provisions, however, must be compatible with the Minimum Standards contained herein and will not change or modify the standards and requirements. In all cases where the words "standards" or "requirements" appear, it shall be understood that they are qualified by the word "minimum." Any required determinations, interpretations, or judgments regarding what constitutes an acceptable minimum standard, or regarding compliance with such standard, shall be made by the Airport.

Commercial aeronautical activities may be proposed that do not fall within the categories designated herein. In such cases, appropriate Minimum Standards shall be developed on a case-by-case basis for the proposed activity and incorporated into the Operator's written agreement with the Airport and into these Minimum Standards by amendment.

The rates, fees, and charges applicable to Operators are established by the Airport to be sufficient to cover the Airport's operating and development costs and to ensure the Airport is as financially self-sustaining as possible in accordance with federal grant assurances.

These Minimum Standards may not alter certain provisions or requirements of existing agreements or permits between the Airport and existing tenants. Existing tenants, however, are requested to comply with these Minimum Standards and any subsequent amendments, even if

not automatically obligated to do so. All entities will become subject to these standards immediately following the expiration, termination, and/or modification of any agreement through amendment, addendum, extension, renewal or other means.

These Minimum Standards may be supplemented and amended by the Airport from time to time and in such manner and to such extent as is deemed appropriate. The Minimum Standards shall be reviewed and updated periodically as needed.

The Airport reserves the right to lease an existing facility or any portion of an existing facility to a Specialized Aviation Service Operator (SASO) in order to enhance the availability of commercial aeronautical services at the Airport. A lease of this nature shall be at the Airport's sole discretion and shall be considered to meet any minimum facility requirements as defined in these Minimum Standards.

The Airport further reserves the right to designate specific areas of the Airport where commercial aeronautical services may be conducted, and to determine whether there is sufficient, appropriate, or adequate space at the proposed site to meet the minimum requirements established herein. Such determinations shall consider the nature and extent of the proposed operation and the sites available for such purposes, consistent with the current Airport Layout Plan and the orderly, safe, and efficient operation and development of the Airport.

The Airport also reserves the right to further develop or improve the Airport as it sees fit, regardless of the desires or views of any commercial aeronautical operator, and without interference or hindrance. The Airport shall make every effort to minimize the disruption of normal airport usage during periods of repair or further airport development.

1.3 Exclusive Rights

In accordance with the assurances given by the City of Springfield to the Federal Aviation Administration (FAA) and the Missouri Department of Transportation (MoDOT) as a condition to receiving federal or state funds, the granting of rights or privileges to engage in commercial aeronautical activities shall not be construed in any manner as affording any person or entity any exclusive right, other than the exclusive use of the land and/or improvements which are specifically set forth in a written lease, permit, or agreement. The Airport reserves the right to exercise its exclusive proprietary rights to be the sole provider of any or all commercial aeronautical services at the Airport.

1.4 Waiver of Minimum Standards

No commercial aeronautical operator will be allowed to operate or provide services not in compliance with these Minimum Standards unless unusual circumstances exist which may give cause for consideration of a temporary waiver. The Airport may, at its sole discretion, waive or modify any portion of the Minimum Standards for any Operator when it is determined that such

waiver is in the best interests of the public and will not result in unjust discrimination against other similar commercial aeronautical operators at the Airport. Any initial waiver shall not exceed 12 months.

1.5 General Requirements for Commercial Aeronautical Operators

Notwithstanding the Airport Rules and Regulations, the following shall apply to all commercial aeronautical activity or service providers at the Airport:

- a. Unless otherwise provided, all activities of the commercial aeronautical operator shall be conducted in an area or areas of sufficient size to accommodate all services that the Operator is approved to perform, allowing for future growth and additional services as contemplated by the Airport or the Operator at the time of application, but limited by the space available on the Airport.
- b. The Operator shall conduct its business operations strictly within the areas assigned to it by the Airport. Business operations shall not in any way interfere with the operations of other commercial aeronautical entities; agencies; or other businesses at the Airport; the use of the Airport by the general public; or with any common use areas.
- c. The Operator shall provide their services or activities on a fair, equal, and not unjustly discriminatory basis to all Airport users. They shall charge fair, reasonable, and not unjustly discriminatory prices for each unit or service provided. Operators may be allowed to make reasonable and non-discriminatory discounts, rebates, and other similar types of discounts to volume purchasers or users of their service(s). Commercial aeronautical operators will ensure that any sub-lessee or subcontractor complies with the provisions of this paragraph.
- d. The Operator shall employ the necessary quantity of trained staff, on-duty management, and supervisors to provide for the efficient, safe, and orderly compliance with its Minimum Standards.
- e. The Operator's personnel shall meet all federal, state, and local training, and certification requirements applicable to their individual duties relevant to their authorized commercial aeronautical services.
- f. The Operator shall control the conduct and demeanor of its personnel, and shall conduct its business operations in a safe, orderly, efficient, and proper manner so as not to unreasonably disturb, endanger, or offend any customers, tenants, or competitive operators.
- g. Any fine or penalty imposed on the Airport or City of Springfield by the FAA or other governmental agency, resulting from Operator's use, operations, and occupancy of their leased premises, including acts of its employees or contractors, will be payable to the Airport by Operator.

- h. The Operator shall keep current information on specific personnel to serve as the designated point-of-contact(s). Contact information including but not limited to phone numbers, emails, and texts for emergency purposes shall be provided to the Director of Aviation and updated on an annual basis.
- i. The Operator shall keep and maintain its leased premises and all improvements in a neat and orderly condition at all times, and in good and substantial repair, condition, and appearance as determined by the Director of Aviation.
- j. The Operator shall commit no unlawful nuisance, waste, or injury on the leased premises and will refrain from doing anything which may result in the creation, commission, or maintenance of such nuisance, waste, or damage to property on the Airport.
- k. The Operator shall refrain from creating or allowing on its premises any obnoxious odors or smokes, or noxious gases or vapors. The creation of exhaust fumes by the operation of internal combustion engines or aircraft engines of other types, so long as such engines are maintained and are being operated in a proper manner, is not a violation of this provision, nor shall the reasonable operation of the commercial aeronautical operator's business constitute such violation, although some odors, gases, and vapors may result.
- l. The Operator shall refrain from doing anything which might interfere with the effectiveness or accessibility of the Airport's public utilities systems including but not limited to water and sewer systems, storm water management system, fire protection system, sprinkler system, alarm system, or fire hydrants and hoses, if any are installed or located on, in, or directly adjacent to their leased premises.
- m. The Operator shall remove or dispose of debris and other waste material, whether solid or liquid, arising from the commercial aeronautical operator's activities. Any garbage, debris, or waste, which may be temporarily stored in the open, shall be kept in suitable metal garbage or waste receptacles equipped with tight-fitting covers of a design sufficient to contain whatever may be placed therein. Extreme care shall be used when removing all such waste. Any hazardous waste generation, storage, or disposal shall comply with all applicable federal, state, and local regulations.
- n. No fuels, oils, greases, detergents, or other insoluble substances shall be placed in the sewage or stormwater drainage systems or on the ground. Any SASO, at its sole cost and expense, shall comply with all requests made by the U.S. Environmental Protection Agency (EPA) or other competent governmental authority including, but not limited to, the installation of a grease and oil trap designed to catch all oils, greases, detergents, and other insoluble substances used in the maintenance and washing of equipment and/or aircraft. The installation of any required equipment or structure shall conform to recommended

specifications of the EPA or Missouri Department of Natural Resources (MoDNR) as applicable.

- o. At no time shall the Operator conduct any aeronautical activity on leased property from a structure that would be considered temporary or mobile under local Building Codes and applicable City Ordinances.
- p. The Operator shall maintain all aprons, ramps, taxilanes, roadways, and parking lots that are constructed by the Operator or leased for their exclusive use.
- q. The Operator shall refrain from doing anything upon the Airport which will invalidate or conflict with any fire, property, or liability insurance policies covering the Airport.
- r. The Operator shall provide an adequate supply of operable fire extinguishers in the proper locations along with other safety equipment in accordance with the National Fire Prevention Association (NFPA) requirements.

1.6 Sublessee or Subtenant Requirements

If an Operator as a leaseholder desires to sublease space to another person or entity, or contracts with another Operator to provide one or more specialized aviation services, the following conditions shall apply:

- a. The Operator must obtain written approval of the proposed sublease or subtenant agreement from the Airport before allowing sublessee or subtenant to occupy or conduct any form of business from the Operator's leasehold. The sublease or subtenant agreement shall define the specific type of business and service to be offered by sublessee or subtenant.
- b. The Operator must have the facilities and physical space necessary to support the aeronautical services of their sublessee(s) or subtenant(s). Such facilities and space shall be sufficient to accommodate the Operator's aeronautical service as well as those requirements for any sublessee or subtenant according to these Minimum Standards.
- c. The sublessee or subtenant must meet all the Minimum Standards established by the Airport for the category or categories of services to be offered. The Minimum Standards may be met in combination by the Operator and sublessee or subtenant. The sublease or subtenant agreement shall specifically define the facilities and services provided by Operator to the sublessee or subtenant that must be used to meet the Minimum Standards.
- d. The sublessee or subtenant shall provide evidence of minimum insurance coverages as determined by the Airport for the categories of service to be offered. The Operator shall be

responsible for ensuring that the sublessee or subtenant holds the minimum required insurance coverages.

- e. The Operator shall be responsible for ensuring the sublessee or subtenant abides by the sublease or subtenant agreement, these Minimum Standards, and applicable laws and regulations.

1.7 Insurance Requirements for Commercial Aeronautical Operators

Every Operator shall procure, maintain, and continue insurance of the type and at least such minimum amounts that are determined by the City of Springfield for the duration of its activities upon the Airport at the Operator's sole expense. Such insurances shall be obtained from a company which is financially sound and reputable and has an A.M. Best Company rating of at least an "A" rating, or similar rating by another insurance rating company, and is authorized to conduct business in the State of Missouri.

All required insurances shall include the City of Springfield as additional insured and shall not be subject to cancellation or alteration until at least 30 days written notice has been provided to the Airport. The City may vary the type and minimum of insurance coverage required based on the precise nature of the aeronautical activities to be conducted.

Failure to secure and maintain the required insurance shall be deemed a violation of these Minimum Standards.

1.8 Construction and Site Development Standards

Any proposed construction or modification to facilities by the Operator requires the approval of the Airport and shall be subject to the appropriate federal, state and local regulations, standards, and codes. All improvements constructed on the premises by the Operator shall become part of the property that belongs to the City upon expiration, termination, or cancellation of the lease agreement between the Operator and the Airport.

The Operator will be responsible for extending any public facilities such as taxilanes, roadways, and/or utility services to the site at the Operator's sole expense, unless otherwise negotiated with the Airport. All such services and improvements shall be constructed in full compliance with the City, state, and FAA standards as well as associated applicable codes.

1.9 No Obligation to Provide Facilities Necessary to Meet Minimum Standards

These Minimum Standards in no way obligate the Airport to pay for, finance, construct, improve, or otherwise provide the facilities necessary for Operator to comply with such standards. Unless the Operator's lease or agreement specifically states that the Airport will pay for or provide such

improvements, it shall be the Operator's responsibility to finance, construct, improve, or otherwise provide the facilities needed to comply with the applicable Minimum Standards.

Section 2

Application and Leasing Requirements for Commercial Aeronautical Operators

2.1 Application

Any person desiring to conduct a commercial aeronautical activity on the Airport must complete a written application for an airport property lease or an airport special use permit detailing what aeronautical service or services are to be provided. No commercial aeronautical activity may be initiated until the application has been submitted, reviewed, and approved. The application process assists the Airport's determination that a prospective commercial aeronautical operator is technically and financially able to perform the services proposed.

A prospective Operator shall demonstrate their business capability and experience to successfully provide the proposed commercial aeronautical activity as necessary to meet the Airport's approval. The information presented shall include financial documentation that demonstrates the Operator's financial capability to initiate and sustain operations and/or to construct improvements that may be required to support the proposed operation. The prospective Operator must also provide evidence of their capability to obtain the insurance required for the proposed activity.

2.2 Contents of Application

Applications to perform commercial aeronautical activities shall be in writing and be filed with the Director of Aviation and include the following information:

- a. Name and address.
- b. Proposed date for commencement of operations.
- c. Services to be offered.
- d. Amount, size, location of land to be leased.
- e. Description of buildings and improvements to be constructed or leased.
- f. Number of personnel to be employed.
- g. Hours of proposed operation.
- h. Number and types of insurance coverages to be maintained.

- i. Evidence of financial responsibility from a bank or from such other source that may be readily verified through normal banking channels and/or account channels.
- j. Evidence of financial capability to initiate operations and for the construction of buildings, improvements and appurtenances, and the ability to provide working capital to carry on the contemplated operation, once initiated.
- k. Business plan for the first five (5) years of operation. The business plan will include a written statement addressing the following points:
 - i) Definition of target market.
 - ii) Promotion techniques.
 - iii) Description of existing competitors.
 - iv) Percent of intended sales related to aircraft based at the Airport, if applicable.
 - v) Number of people to be employed.
 - vi) List of certification and licenses to be sought, if any.
 - vii) List of products to be sold or distributed, if any, and list of manufacturer's or distributor's requirements for obtaining dealership.
 - viii) List of suppliers, subcontractors and associates as applicable.
 - ix) Statement of past experience in the specified aviation services proposed to be provided at the Airport.

Applications of sub-lessees of Service Operators are exempt from submitting information in e, j, and k.

2.3 Application Approval Process

Upon receipt, the Director of Aviation shall review the application. He/she may contact the Operator to request further information, such as proof of insurance, marketing materials, or contact information for business references. The Director of Aviation shall complete the review process within a reasonable amount of time and shall contact the Operator regarding the outcome of the application. Should the application be denied, the Operator may appeal the denial to the Airport Board. The Airport Board shall be the final judge as to the qualifications and financial ability of the Operator.

2.4 Lease

Prior to starting any operation, the Operator must enter into a lease agreement with the Airport for the property it intends to use. The lease shall indicate the terms and conditions under which the activity will be operated on the Airport. Granting of such rights or privileges, however, shall not be construed in any manner as affording the Operator an exclusive or continuing right to use the premises or facilities of the Airport other than premises which may be leased exclusively to

the Operator. At the sole discretion of the Airport, the lease shall be considered for meeting the minimum facility requirements as defined as part of these standards. The Airport further reserves the right to designate from time-to-time the specific areas where commercial aeronautical services may be conducted and to determine whether or not there is sufficient, appropriate or adequate space at the proposed site to meet the minimum requirements established.

2.5 Permits for IASPs

IASP (Independent Aeronautical Service Provider) Operators who want to work at the Airport must obtain a special use permit prior to beginning any work. Operators must provide appropriate documentation including proof of insurance, details of the specific work to be performed, estimated length of time to complete the work, and the name(s) and contact information of its clients(s), who must be current airport tenants. For the purposes of these Minimum Standards, “Long Term” IASPs are operators who perform commercial services for one year or more. Long-term Operating permits are valid for one year and renewals must be approved for each subsequent year by providing applicable operational certificates, evidence of insurance, and payment of all applicable fees. All other IASPs shall obtain a short-term permit for a specified period based upon the estimated length of time to complete the project they are to perform.

The Airport retains the right to restrict or deny access to the Airport if airport safety or efficiency will be threatened by any proposed IASP. Further, the Airport reserves the right to limit use or continued use of the Airport by an IASP should a lease-holding commercial service operator propose to offer the same or similar services at the Airport.

Section 3 Fixed Base Operator (FBO)

3.1 General

At this time, the Airport owns and operates the FBO, Midwest Premier. If the Airport no longer operates the FBO or a second one is necessary, applicable minimum standards will be developed.

Section 4 Specialized Aeronautical Service Operator (SASO)

4.1 General

A SASO may sublet from another commercial aeronautical service provider with approval of the Airport. A SASO may not sell fuel. Nothing contained herein shall convey or imply an exclusive right of operation by any such commercial aeronautical entity. The Airport reserves the right to consider any and all other services and activities not otherwise described herein as a SASO.

Note: If a SASO wishes to combine its operations (for example, maintain *and* rent aircraft), the

parameters set out in the categories below can be negotiated with the Airport on a case-by-case basis. In any case, SASOs are required to install professional exterior signage for their operations which are sufficient in size to be easily seen from public roadways, the design and placement of which must be approved by the Director of Aviation.

4.2 SASO - Flight Instruction

- a. General Operations: Engages in instructing pilots and flight training and provides such related ground school instruction as required by FAA for categories of pilot licensing and ratings. Operator may also lease aircraft for use by students.
- b. Performance Standards: The Operator shall:
 - 1) Employ or have available a sufficient number of properly rated instructors/pilots certified by FAA to provide the type of training desired.
 - 2) Make provisions for someone to be in the office at all times during the posted business hours. An Operator who does not post regular business hours shall provide an adequate means of contacting the Operator to arrange for an appointment and must contact the potential customer not more than 24 hours after the initial service inquiry.
- c. Property, Facilities & Equipment – The Operator shall:
 - 1) Lease an area not less than 10,000 square feet of land to provide space for building, automobile parking, storage and parking of aircraft and area for utility and support facilities.
 - 2) Lease or construct a building having a minimum of 2,000 square feet with floor space to provide for a public lobby, classrooms, flight briefing areas, pilot lounge, and restrooms.
 - 3) Have available aircraft of not less than two (2) properly certified and equipped aircraft either owned or leased to the Operator for use in primary and/or advanced flight training.

4.3 SASO – Aircraft Rental

- a. General Operations: Engages in the rental of aircraft to the public.
- b. Performance Standards: The Operator shall:
 - 1) Employ at least one person who is properly licensed to instruct and who is current in all aircraft available for rent.

- 2) Make provisions for someone to be in the office at all times during the posted business hours. An Operator who does not post regular business hours shall provide an adequate means of contacting the Operator to arrange for an appointment and must contact the potential customer not more than 24 hours after the initial service inquiry.

c. Property, Facilities & Equipment – The Operator shall:

- 1) Lease an area not less than 10,000 square feet of land to provide space for building, automobile parking, storage and parking of aircraft and area for utility and support facilities.
- 2) Lease or construct a building having a minimum of 1,000 square feet with floor space to provide for a public lobby and restrooms.
- 3) Have available at least two (2) properly certified and equipped aircraft either owned or leased to the Operator for use in primary and/or advanced flight training.

4.4 SASO - Charter

- a. General Operations: Operator shall be engaged in the business of providing air transportation to the general public for hire on demand, or on a scheduled basis under the requirement of 14 CFR Part 135. Charters performed under 14 CFR Part 91 are not considered commercial activity by the FAA and thus do not require a permit. However, the Airport requests that based tenants regularly operating Part 91 charters inform the FBO manager.

b. Performance Standards: The Operator shall:

- 1) Employ and have on duty during the operating hours trained personnel in such numbers as may be required to meet the standards in a safe and efficient manner, depending upon the type of aircraft used, that have valid FAA commercial pilot certification with the appropriate ratings to permit flight activity offered by the Operator.
- 2) Make provisions for someone to be in the office at all times during the posted business hours. Operators who do not post regular business hours shall provide an adequate means of contacting the Operator to arrange for an appointment and must contact the potential customer not more than 24 hours after the initial service inquiry.

c. Property, Facilities & Equipment – The Operator shall:

- 1) Lease an area not less than 10,000 square feet of land to provide space for building, automobile parking, storage and parking of aircraft and area for utility and support facilities.

- 2) Lease or construct a building having a minimum of 1,000 square feet with floor space to provide for a public lobby, customer service area, pilot lounge, and restrooms.
 - 3) Have available aircraft for use either owned or leased to the Operator of at least three (3) certificated and airworthy aircraft equipped to support the services provided.
- d. Special Provisions: The Operator shall provide to the Airport a copy of its current FAA 14 CFR Part 135 certificate or other evidence to show documentation that the Operator is in compliance with FAA regulations and authorized to perform the services offered.

4.5 SASO - Aircraft Maintenance and Repair

- a. General Operations: An Operator in this category is authorized to operate a service to provide aircraft airframe, engine, propeller, avionics, and/or accessory installation, repair, maintenance, and overhaul. The Operator may also provide non-exclusive sale of aircraft parts, avionics, and accessories.
- b. Performance Standards: The Operator shall:
 - 1) Employ and have on duty during the appropriate business hours, A&P licensed personnel in such a manner that are required to meet these standards in a safe and efficient manner but never less than one (1) person currently certified by FAA with the ratings appropriate for the work to be performed.
 - 2) Make provisions for someone to be in the office at all times during the posted business hours. Operators who do not post regular business hours shall provide an adequate means of contacting the Operator to arrange for an appointment and must contact the potential customer not more than 1 business day after the initial service inquiry.
 - 3) Call out requirement. Operator must respond to service calls from Midwest Premier or aircraft pilots requesting assistance within two hours of initial contact.
- c. Property, Facilities & Equipment – The Operator shall:
 - 1) Lease an area not less than 15,000 square feet of land to provide space for building, automobile parking for employees and customers, storage and parking of aircraft and area for utility and support facilities.
 - 2) Lease or construct a building having a minimum of 10,000 square feet for hangar space for the maintenance and storage of customer aircraft, shops, offices, a public lobby, parts and tools storage, and restrooms. Customer aircraft may be stored in a tie-down area leased by Operator.

- d. Special Provisions: The Operator may also provide emergency aircraft recovery services and equipment necessary to properly remove a disabled general aviation aircraft of the largest type normally utilizing the Airport.

4.6 SASO - Aircraft Sales

- a. General Operations: Engages in the sale of new or used aircraft to the public through franchises, licensed dealership, distributorship (either retail or wholesale) or brokerage of an aircraft.
- b. Performance Standards: The Operator shall:
 - 1) Make provisions for someone to be in the office at all times during the posted business hours. An Operator who does not post regular business hours shall provide an adequate means of contacting the Operator to arrange for an appointment and must contact the potential customer not more than 24 hours after the initial service inquiry.
 - 2) Operator shall provide, or have available on call, sufficient aircraft for each model offered for sale, for the purpose of demonstration.
 - 3) Operator shall employ, or have available on call, a sufficient number of pilots, who shall be current in all models to be demonstrated.
 - 4) Operator shall provide necessary and satisfactory arrangements for repair and service of aircraft, but only for the duration of guarantee or warranty period. Servicing facilities may be provided through written agreement with any authorized Repair Station operating at the Airport.
- c. Property, Facilities & Equipment – The Operator shall:
 - 1) Lease an area suitably provided to accommodate the public.
 - 2) Provide hangar space or lease a tie-down area adequate to park aircraft, with paved access to taxiways.

Section 5 Independent Aeronautical Service Provider (IASP)

5.1 General

IASPs provide commercial aeronautical services at the Airport but do not lease or sublease property.

5.2 Performance Standards

The IASP shall:

- a. Be authorized by the FAA and other agencies to conduct the type of services and activities offered under this category.
- b. Provide the aircraft and/or equipment necessary to conduct the type of services and activities offered under this category.
- c. Employ personnel properly certified by FAA, to support the type of services and activities which will be offered under this category.
- d. Shall hold a valid Special Use Permit from the Airport as referenced in Section 2.5 of this document.

Section 6 Enforcement

6.1 Enforcement

The Director of Aviation or his/her designee shall enforce the provisions of these Minimum Standards. Failure to comply with the applicable standards shall result in temporary suspension of airport access for the first violation. Any subsequent violation shall result in revocation of the agreement/permit thereby removing any privilege of the operator to conduct the activities allowed under the agreement/permit until such time the Airport Director determines that the Operator meets the applicable requirements. Operator may also be subject to further penalty and/or enforcement in accordance with the municipal code of the City of Springfield. Furthermore, failure to comply may also result in termination of any other agreements between the Operator and the Airport.

6.2 Appeal

Operator may appeal enforcement of these Minimum Standards within thirty days of receipt of written notice. At that time, the Operator will meet with the Director of Aviation (or, in his/her absence, the Acting Director or Assistant Director of Aviation – Operations). If a resolution is not met at that meeting, the Operator may appeal to the Airport Board. This appeal must be delivered to the Airport Board Chair in writing within 10 business days following the meeting with the Director. The Board will schedule a hearing within thirty days, at which time the Operator and Airport staff will present evidence. The Board will have thirty days from the date of the hearing to issue a decision. The decision made by the Board will be final.