

MINIMUM STANDARDS



FOR FIXED-BASED OPERATORS AND
SPECIALIZED AVIATION SERVICE
OPERATIONS AT EASTON AIRPORT



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Table of Contents

Section		Page
1.	Preamble and Policy	4
2.	Definitions	4
3.	Application and Qualifications	6
4.	Action on Application	8
5.	Minimum Standards for all FBO's or SASO's	9
6.	Aircraft Sales FBO or SASO	10
7.	Aircraft Airframe, engine & Accessory Maintenance & Repair	11
8.	Aircraft Lease and Rental	12
9.	Flight Training (FAR Part 61)	13
10.	Aircraft Fuels and Oil Services	14

Section		Page
11.	Avionics, Instrument, or Propeller Repair Station	15
12.	Aircraft Charter and Air Taxi	16
13.	Aircraft Storage	16
14.	Specialized Commercial Flying Services	17
15.	Multiple Services	18
16.	FBO's or SASO's Subleasing from Another Commercial Operator	19
17.	Environmental	19
<u>Appendix 1</u>		
	Minimum Requirements for Business Plan	19
<u>Appendix 2</u>		
	Minimum Insurance Policy Limits	21
<u>Appendix 3</u>		
	Easton Airport Fuel Operating Procedure	22

Section 1 – Preamble and Policy

Talbot County, Maryland, hereafter referred to as the County, owner of the Easton Airport, has adopted the Minimum Standards set forth below. They apply to all persons wishing to provide, or who are currently providing aeronautical services to the public at the Easton Airport. These Minimum Standards were developed taking into consideration the role of the Easton Airport for ensuring that high quality in aviation services are made available to the public, the facilities and service that currently exist at the Airport and the future development planned for the Airport.

Section 2 – Definitions

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

Aeronautical Services 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 County to provide such service or any other service permitted by authorization of the Airport Manager.

Aircraft means a device, which is used or intended to be used, for flight in air.

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

Airport Operations Area or AOA means the area of the Airport used, or intended to be used, for landing and takeoff or surface maneuvering of aircraft, in addition to associated hangars, navigation and communication facilities.

Airport Owner means Talbot County, Maryland.

Airport Manager means the person employed by the County to manage the Airport.

County means Talbot County Maryland, acting by or through the Talbot County Council or any duly authorized employee, agent or instrumentality of Talbot county, Maryland.

FAA means the Federal Aviation Administration and its successors.

FAR means Federal Aviation Regulation, as published and amended from time to time in the Code of Federal Regulations (CFR).

Fixed-Base Operator (FBO) means an individual, firm or corporation leasing or sub-leasing space and operating at the airport and providing two or more general aircraft services to the public, (e.g., maintenance, storage, ground and flight instructions).

Fixed-Base Operator Lease means any (a) lease agreement between the County and the FBO leasing property at the Airport, or (b) sub-lease agreement approved by the County between any FBO and any Person sub-leasing property at the Airport for the purpose of providing aeronautical services to the public at the Airport.

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

Fuel: means fuel intended for use in the propulsion aircraft as otherwise 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.

FSDO means Flight Standards District Office (FAA).

IFR means Instrument Flight Rules as set forth in the FAR.

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

Large Aircraft means an aircraft of more than 12,500 pounds maximum certified takeoff weight.

Minimum Standards means the standards as may be amended from time to time, established by the County as the minimum requirements to be met by an FBO or SASO or proposed FBO or SASO as a condition for the right to provide Aeronautical Services to the public at the airport.

NFPA means the National Fire Protection Association.

NOTAM means Notice to Airmen published by the FAA (e.g., a method of notifying the flying public of conditions at the Airport that may affect flight).

NTSB means the National Transportation Safety Board or any successors.

Operator means an individual, firm or corporation leasing or sub-leasing space and providing an Aeronautical Service to the public at the Airport.

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

Ramp Privileges 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 as a matter of convenience or necessity.

Specialized Aviation Service Operations (SASO) means any person or entity with a lease or sub-lease from the County to provide only a single aeronautical service to the public at the Airport. A SASO cannot provide Fuel and Oil Dispensing Services.

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

Small Aircraft means an aircraft of 12,500 pounds or less maximum certified take-off weight.

Shall means mandatory and not directory.

Special Event means an Aeronautical Activity which does not comply with the Airport Rules and Regulations or which, although it may comply with the Rules and Regulations, may require an accommodation by other users of the Airport. Special Event includes, but is not limited to, fly-ins, air shows, skydiving exhibitions, balloon operations or similar events or activities.

Tenant means an individual, firm or corporation leasing or sub-leasing space on the Airport to domicile an aircraft for its private use.

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

VFR means Visual Flight Rules as set forth in the FAR.

Section 3 – Application and Qualifications

Those persons wishing to conduct a business operation at the Easton Airport shall file a written application with the County (copy to the Airport Manager) containing the following information:

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 who will own an interest in the business or whose names will appear on leases or other documents as being a partner, director or corporate officer, and the signatures of those who will be managing the business.
3. The current financial statements, balance sheet and income statements, prepared or certified by a Certified Public Accountant licensed to practice in the State of Maryland.
4. A listing of assets owned, or being purchased or leased, which will be used in the business.

5. A current credit report for each party owning or who will own or have a financial interest in the business, and if the business is currently in operation, a credit report on the business itself, covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.

6. An agreement to provide a bond, or suitable guarantee of adequate funds to the County to be used to defray any expenses and fees normally paid by the Lessee between the estimated time the Lessee may default and a new lease is executed and another Lessee takes over.

7. A written authorization permitting the FAA, any state or local aviation or aeronautics commissions, administrators, and departments in all states in which the applicant has engaged in aviation related 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 time schedule for all improvements and development the applicant intends to make on the Airport. It is recognized that there will have to be coordination with the necessary development requirements of the FAA, State of Maryland, Talbot County and Easton Airport.

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 (**Appendix 2** for requirements).

10. Such other information as the County may require.

Section 4 – Action on Application

All applications will be reviewed and acted upon by the County within 90 days from the receipt of a complete 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 Easton 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.

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 will prevent 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 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, or the Rules and Regulations of any other Airport, Federal Aviation Regulations, Civil Air 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 Easton Airport, Talbot County, 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 County to provide and maintain the business to which the application relates and to promptly pay amounts due under the FBO or SASO lease.

11. The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.

12. The applicant for any of its owners, officers, or employees has committed any crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the FBO or SASO operation for which it applied.

Section 5 – Minimum Standards for all FBO’s or SASO’s

The following shall apply to all, existing and prospective Aeronautical Services providers wishing to become FBO’s or SASO’s at the Easton Airport. They do not affect existing leases in force on/before the adoption of these Minimum Standards.

1. Lease 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 leaseholder.
2. A person shall have such business background and shall have demonstrated his business capability to the satisfaction of, and in such manner as to meet with the approval of, the County.
3. Any prospective or existing FBO or SASO seeking to conduct Aeronautical Service at the airport should demonstrate that it has adequate resources to realize the business objectives agreed to by the County and the applicant.
4. The prospective FBO or SASO shall lease from the County, or sub-lease with County approval, the minimum space and facilities described in **Section 6** through **Section 15** of these minimum standards for the service to be provided to the public on the Easton Airport. Leased space may be existing or to be constructed, the sufficiency of which shall be approved by the County.
5. The prospective FBO or SASO shall have its premises open and services available in accordance with those hours agreed upon and required by the County and shall make provisions for someone to be in attendance in the office at all times during the required operating hours.
6. All prospective FBO’s or SASO’s shall demonstrate to the County’s satisfaction evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation. An FBO or SASO should make its own analysis to determine if more insurance 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 Easton Airport Manager. Such policies shall not be for less than the amounts listed at **APPENDIX 2**. However, in all cases, amounts of policies must meet the statutory requirements of applicable governmental agencies and be approved in writing by the County.

Section 6 – Aircraft Sales FBO or SASO

Statement of Concept

1. New Aircraft Sales: An aircraft sales FBO or SASO engaged in the sale of new aircraft through franchises or licensed dealerships or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer, shall provide, or make arrangements for, 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 or SASO's also provides such repair, services, and parts as necessary to support the operation of aircraft sold. Some of the requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique operational history.

Minimum Standards

1. Lease from the County, or provide under terms agreeable to the County, for its exclusive use, a minimum of 100 square feet for office space with a public telephone and access to restrooms, hangar space and/or a minimum of two tie-down spaces.

2. Have a minimum of one fully qualified (i.e., appropriate and current FAA pilot certificate and current Airman Medical Certificate) demonstrator pilot employed. Provide personnel on duty during normal business hours five days a week, or at the operator's discretion, subject to the approval of the Airport Manager.

3. Normally have available an inventory of FAA certified and current airworthy aircraft for sale. If the inventory of aircraft for sale is zero for more than thirty days, the lease agreement is subject to cancellation at the County's discretion.

4. The FBO or SASO shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period. The FBO shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The FBO who is engaged in the business of selling new aircraft shall have available a representative example of the product.

5. The FBO or SASO shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet these Minimum Standards in an efficient manner. The FBO or SASO 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 or SASO, and to provide check ride pilots for aircraft sold.

6. Provide or make adequate arrangements for auto parking for its employees and customers.

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

Statement of Concept

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

Minimum Standards

1. Lease from the County, or provide under terms agreeable to the County, for his exclusive use, a minimum of 6,400 square feet of hangar, shop and storage space. The County may establish the hangar square footage requirements on a case-by-case basis on the scope of the repair facility requested.
2. Furnish facilities and equipment for airframe and power plant repairs, FAA certified mechanics and other personnel as may be necessary. Such airframe and power plant repair shall include facilities or arrangements for both major and minor repair of aircraft and engines used in general aviation in this area
3. Provide properly trained FAA certified personnel required for the establishment of a FAA approved repair station. Hangar, shop and storage space square footage requirements (see paragraph 1. above) may have to be revised based on the repair station requirements.
4. For non-certified facilities provide properly trained FAA certified personnel required to conduct the maintenance and repair as authorized.
5. Provide personnel on duty during normal business hours five days a week.
6. If it is NOT being required of an existing FBO or SASO on the Airport and at the discretion and determination of the Airport Manager, have the ability to promptly remove from the public landing area (as soon as permitted by FAA, NTSB and Maryland State Police authorities) any disabled aircraft. This ability includes having suitable tractors, tow bars, jacks and other equipment as might be needed to remove the largest type aircraft that could normally be expected at the airport.
7. Make adequate provisions for the removal/disposal of solutions, cleaning agents, lubricants and other hazardous wastes in compliance with Federal, State and County regulations.
8. Have facilities for washing and cleaning aircraft. (May not be required of a repair station only.)
9. Obtain all necessary FAA certification.
10. Provide, or make adequate arrangements for, auto parking for its employees and customers.

11. The FBO or SASO shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.

12. The FBO or SASO shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category of services in an efficient manner, but never less than one person currently certified by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant or an aircraft inspector rating.

Section 8 – Aircraft Lease & Rental

Statement of Concept

An aircraft lease or rental FBO or SASO engages in the rental or lease of aircraft to the public.

Minimum Standards

1. Lease from the County, or provide under terms agreeable to the County, for its exclusive use, a minimum of 100 square feet for office space with a public telephone and access to restrooms, hangar space and/or a minimum of two tie-down spaces.

2. The FBO or SASO shall have available for rental, either owned or under written lease to FBO or SASO, one certified and currently airworthy aircraft, which must be equipped for and capable of flight under instrument weather conditions. Specialty aircraft for training and rental may be used to substitute for the one aircraft requirement if approved by the Airport Manager in writing on a case-by-case basis.

3. The FBO or SASO shall have in its employ, and on duty during the appropriate business hours, a minimum of one person having a valid FAA commercial pilot certificate and flight instructor certificate with ratings appropriate to the aircraft offered for rental.

4. Provide, or make adequate arrangements for, auto parking for its employees and customers.

Section 9 – Flight Training (FAR Part 61)

Statement of Concept

A flight training FBO or SASO engages in training pilots in fixed or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a aeronautical knowledge test and practical test for the category or categories of pilots' certificate

and ratings involved.

Minimum Standards

1. The FBO or SASO shall have available for use in flight training, either owned or under written lease to FBO or SASO, a properly certified aircraft for use in the flight instruction being offered.

2. Have available normal business hours, five days a week, or at such other times approved by the Airport Manager, on a full-time or part-time employment basis, a minimum of one flight instructor pilot who meets certification requirements of the FAA for flight instruction, and who maintains both current certificates issued by the FAA and a current Airman Medical Certificate.

3. Lease from the County, or provide under terms agreeable to the County, for its exclusive use, a minimum of 200 square feet for office space and a flight planning area with equipment, phones and access to restrooms. If providing a proper ground school on the Airport, additional space must be leased for a classroom, which will accommodate at least four students, plus adequate equipment as currently deemed necessary for such training.

4. Demonstrate the continuing ability to meet FAA requirements for certification of flight instructor personnel and aircraft.

5. Have adequate facilities or arrangements for storing, parking, servicing, and repairing all of its aircraft.

6. Provide, or make adequate arrangements for, auto parking for its employees and customers.

Section 10 – Aircraft Fuels and Oil Services

Statement of Concept

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 or SASO and the County, an FBO or SASO 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.
 - a. Jet A
 - b. AVGAS 100LL

- c. Such future grades that may replace the above
2. An adequate inventory of generally accepted grades of aviation engine oil and lubricants.
3. Fuel dispensing equipment, meeting all applicable Federal, State, and County requirements for each type of fuel dispensed.
4. Access to proper 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, County 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 crates, boxes, barrels, and other containers will not be permitted within the leased premises.
7. Provide or have access to permanent restroom facilities for personnel and customers.
8. Auto parking for customers and employees.
9. A flight planning area with appropriate seating, work areas, communication facilities, directories and all items necessary for complete flight planning separate from other public areas.
10. A pilot lounge and waiting area for transition of air passengers to ground transportation and vice versa.
11. Adequate bonding wires will be installed, continuously inspected and maintained on all fueling equipment in order to reduce the hazards of static electricity.
12. An adequate supply of properly located fire extinguishers and other precautions and/or equipment required by applicable fire codes.
13. The fixed fuel storage system which contain the safety fixtures and filtration systems to ensure airline-type quality is owned and maintained by the Easton Airport. All fuel dispensed on the Airport shall be purchased exclusively from the airport fuel storage facility. Any Lessee desiring to dispense fuel on the Easton Airport must meet all the fueling

requirements in the Airport Rules and Regulations and the Easton Airport Fuel Operating Procedures (**Appendix 3**).

Section 11 – Avionics, Instruments or Propeller Repair Station

Statement of Concept

An avionics, instrument, or propeller repair station FBO or SASO engaged in the business of, and providing 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. The FBO or SASO shall hold the appropriate repair station certificates issued by FAA for the types of equipment he plans to service and/or install.

Minimum Standards

1. Lease from the County, or provide under terms agreeable to the County, for his exclusive use, a minimum of 800 square feet of shop and storage space and adequate hangar space for at least two single engine aircraft to be stored. These square footages may have to be increased based on FAA's station requirements.

2. Have available an FAA certified technician in the field of aircraft electronics and/or aircraft instruments with proper Federal Communication Commission license to conduct complete aircraft transmitter, receivers and antenna repair. The hours of operation of the facility will be at the operator's discretion, subject to the approval of the Airport Manager.

3. Provide satisfactory arrangements for access to and storage of aircraft on which work is being conducted.

4. The FBO or SASO shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner, but never less than one person who is an FAA rated radio, instrument or propeller repairman.

5. Provide, or make adequate arrangements for, auto parking for its employees and customers.

Section 12 – Air Carrier and Commercial Operators

Statement of Concept

An on demand air charter FBO or SASO engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis as defined under Code of Federal Regulations CFR 14 Part 119 and 135 of the

Federal Aviation Regulations.

Minimum Standards

1. Lease from the County, or provide under terms agreeable to the County, for its exclusive use, a minimum of 200 square feet for office space, passenger lounge with a public telephone and access to restrooms, hangar space and/or a minimum of two tie-down spaces. If cargo is carried, lessee will lease an additional 200 square feet if cargo storage is required.

2. The FBO or SASO shall provide, either owned or under written lease one aircraft of the type, class, size of the number of aircraft intended to be used by the FBO or SASO which must meet the requirements of the air carrier certificate held by the FBO or SASO.

3. The FBO or SASO shall have in its employ, and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by FBO.

4. Provide or make adequate arrangements for auto parking for its employees and customers.

Section 13 – Aircraft Storage

Statement of Concept

Aircraft storage FBO or SASO engages in the rental of conventional hangars.

Minimum Standards

1. The conventional hangar FBO or SASO shall have its facilities available for the tenant's aircraft removal and storage on a continuous basis. (Minimum hangar size on [4-22](#) Apron shall be 6,400 square feet. Minimum hangar size on southwest Apron shall be 8,000 square feet.

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

Section 14 – Specialized Commercial Flying Service

Statement of Concept

1. A specialized commercial flying services FBO or SASO engages in air transportation for hire, or 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. Aerial application.
 - c. Banner towing and aerial advertising.
 - d. Aerial photography or survey.
 - e. Power line or pipe line patrol.
 - f. Fire fighting.
 - g. Any other operations specifically excluded from Part 119 of the Federal Aviation Regulations.

Minimum Standards

1. The FBO or SASO shall lease from the County and the lease shall include a building sufficient to accommodate all activities and operations proposed by the FBO or SASO. The minimum areas in each instance shall be subject to the approval of the County. In the case of crop dusting or aerial application, the FBO or SASO 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 or SASO's shall demonstrate that they have the availability of aircraft suitably equipped for the particular type of operation they intend to perform.
2. The County 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 or SASO's will, however, be required to maintain the Aircraft Liability Coverage as set forth for all FBO's or SASO's.
3. The FBO or SASO shall have in its employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the Minimum Standards herein set forth in an efficient manner.
4. The FBO or SASO must provide, by means of an office and a telephone, a specific point of contact for the public desiring to utilize FBO's or SASO's services.

Section 15 – Multiple Services

Statement of Concept

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 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 its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards 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 16 – FBO's or SASO's Subleasing From Another Commercial FBO

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

The sublessee FBO or SASO shall meet all of the Minimum Standards established by the County for the categories of services to be furnished by the FBO or SASO. 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 17 - Environmental

Any FBO or SASO, person, party, firm or corporation operating on this airport must comply with all federal, state and local environmental requirements.

A P P E N D I X 1

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 and financial backers.
8. Short resume of the manager of the business (if different from 7 above), including this person's experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation.
10. Amounts and types of insurance coverage to be maintained.
11. Evidence of the financial projections for the first year and the succeeding four years.
12. Methods to be used to attract new business (advertising and incentives).
13. Amenities to be provided to attract business.
14. Plans for physical expansion, if business should warrant.

APPENDIX 2

MINIMUM INSURANCE POLICY LIMITS

<u>Type of Insurance</u>	<u>Minimum Limits</u>
Personal Property	\$ 500,000 each person. \$1,000,000 each occurrence.
Property Damage	\$1,000,000 each occurrence.
Hangar Keepers Liability	\$1,000,000 each occurrence.
Aircraft Liability (for aircraft owned, leased or operated, if lessee conducts flight operations) personal injury including passenger and property damage.	\$1,000,000 each occurrence.

All FBO's or SASO's shall provide certificates of current insurance listing the Talbot County Council as named insured.

APPENDIX 3

Easton Airport Fuel Operation Procedures

**Fuel Operating Procedures
Table of Contents**

Safety----- Page 23

Quality Control----- Page 24

Meter Readings----- Page 25

Billing----- Page 25

Responsibilities----- Page 25

Compliance----- Page 26

References----- Page 26

Signatures----- Page 26

Attachments 1

Aircraft Fueling Equipment Requirements----- Page 27

Attachments 2

Non-FBO Operations----- Page 29

Crash Procedures----- Page 32

EASTON AIRPORT
FUEL STANDARD OPERATING PROCEDURES
February 2004

The Easton Airport Fuel Farm is owned and operated by Talbot County/Easton Airport for the purpose of providing aviation fuel for the Authorized Operators and tenants on this Airport. Three storage tanks, one with a capacity of 12,000 gallons, and two with 30,000 gallon capacity are located inside the fenced area known as the Fuel Farm; one (12000 gallon) contains 100 Octane Aviation Gasoline and the other two contain Jet Fuel. All tenants that conduct refueling operations at the Easton Airport must purchase all aviation fuel from the Easton Airport Fuel Facility.

SAFETY

1. In case of emergency, Dial 911. The Airport, Easton Fire Department and the Talbot County Emergency Management Center have extensive preplanned emergency response procedures in place. Know and use the Airport Emergency Grid to speed response.
2. Fire extinguishers (20-B:C minimum) are available at the Fuel Farm and are required on both sides of all fuel trucks that dispense fuel at the Easton Airport (NFPA 407).
3. During all refueling, on-loading or off-loading operations bonding procedures must be used, (I.A.W. AC 150/5230-4).
4. Loading of refueling vehicles, and off-loading of tanker trucks will be accomplished using only bottom loading and off-loading assemblies with all dead-man controls properly attended.
5. Fuel vehicles will be parked a minimum of 50 feet from any building or hangar with at least 10 feet of clear space between vehicles (NFPA 407).
6. Fuel vehicles will be parked in such a way so as to maximize spill cleanup and offer the best secondary containment.
7. NO SMOKING, open flames, or heaters within 50 feet of fuel trucks or equipment (NFPA 407).
8. Fuel vehicles are to be parked only in authorized area so as to; not inhibit aircraft operations, offer secondary containment, and to facilitate dispersal in case of emergency. No parking on terminal ramp for extended periods of time.
9. Aircraft may be refueled on any ramp area providing all safety measures (bonding, fire extinguishers and safe distances, etc.) are adhered to.
10. All fuel trucks and equipment are subject to inspection by the Federal and State Environmental Protection Agency, Federal and State Aviation Administration, the Easton Airport and the fuel supplier to ensure required safety standards are met (A.T.A. Spec. 103 & NFPA 407). (See Attachment 1)
11. Fueling/de-fueling is prohibited inside of any building or related Fire Lane (AC 150/5230-4 and NFPA #407)

12. Sorbing materials are maintained in the Fuel Farm storage building. These are available 24 hours a day for use during an emergency on the Airport. The Talbot County Emergency Center (911) should be notified immediately of any spill that threatens contamination of drainage or fire.

13. FBO's/tenant's must ensure all personnel that conduct aircraft refueling are properly trained and Easton Airport certified to handle fuels. Copies of all training and resulting certification shall be filed with the Airport Manager.

14. All fuel vehicles must have proper D.O.T. placarding and required safety labels as described in the current NFPA 407. All fuel vehicles operating on the public AOA must have an operable flashing yellow light visible 360° and or a FAA approved flag.

15. Only **one vehicle of any kind** is allowed in the Fuel Farm at any time. This is done so as to eliminate any possible ignition source while fumes are present.

QUALITY CONTROL

1. The fuel supplier will accomplish quality control inspections approximately every 90 days or at the specific request of the Airport. A written inspection report will be rendered after each inspection of the Fuel Farm and each fuel truck operating on Easton Airport. A copy of each report and discrepancy corrective action will be kept on file with the Airport Manager.

2. Failure to correct safety related refueler quality control inspection discrepancies within 10 working days may result in the loss of access to the Fuel Farm until such discrepancies are corrected.

3. The fuel supplier will provide training for FBO and Airport personnel in daily maintenance and quality control procedures.

4. All Airport FBO and tenant personnel who conduct aviation fuel operations should, at the earliest convenient opportunity, attend Quality Control training offered by the Easton Airport fuel supplier. This, or an equivalent fuel supplier course is considered mandatory for Aircraft Refueling Supervisory personnel. Periodic (5-year interval) refresher training by the supplier is required for Airport and supervisory personnel.

5. The Airport will conduct a quality control check and maintain records of receipt of all incoming fuel shipments. The Fuel quality control testing (white bucket test, and visual inspection of the fuel and paperwork) must be met prior to acceptance of every tanker load of fuel. Immediately following the acceptance there is to be a Millipore test accomplished on that load during the offloading procedure. (ATA spec. 103)

6. Upon delivery of Jet Fuel a settling time of one hour will be required (all tanks having floating suction) prior to dispensing. (ATA spec. 103)

7. The Airport will request fuel re-supply so as to always maintain the tanks at maximum volume to reduce contamination and delays.

8. The airport personnel will on a regular (monthly) schedule and take Millipore test of existing inventory volume and maintain necessary documentation.

METER READINGS

1. Each FBO/tenant will monitor gallons purchased by recording the readings on their individual flowage meter.
2. The Airport will upon receipt of a load of fuel, record the meter readings for that product for each FBO and provide a bill for the fuel obtained.

BILLING

1. The Airport will normally provide fuel bills to each FBO within one working day after fuel arrival, noting any changed fuel prices.
2. The invoice will normally include: product type, gallons used, price per gallon, Federal and State taxes and Airport fees per gallon.
3. All fuel bills are due upon receipt. Bills will be considered overdue 20 days after date of billing and a penalty of 1 1/2 percent of the overdue balance will be assessed per month. Fuel bills overdue in excess of 30 days from the due date will result in loss of access to the Fuel Farm until the account is resolved.
5. Any FBO that is repeatedly over 30 days late with payments for fuel purchased, will be placed in the status of "Cash Up Front Only" for the purchase of fuel.

RESPONSIBILITIES

1. The Easton Airport is solely responsible for the Fuel Farm and its operation.
2. Each FBO/tenant that maintains re-fueler vehicles is required by Maryland law to obtain an Oil Operations Permit issued by the Maryland Department of the Environment Hazardous and Solid Waste Management Administration. A copy of the permit will be kept on file with the Airport Manager.
3. Easton Airport requires that in order to operate a fuel vehicle each individual operator must be employed by or a named insured of the FBO responsible for the vehicle. A copy of the certificate will be kept on file with the Airport Manager.
4. Each FBO/tenant is responsible for all costs incurred in repair of damage or cleanup of spills or accidents caused by their equipment or personnel.
5. The Easton Airport will maintain necessary sorbing materials for the Fuel Farm as per the Spill Prevention Control and Countermeasures Plan.
6. FBO's/tenants will maintain fuel spill control sorbing materials on their fuel vehicles. The materials shall be maintained so as to be readily available and secure from vandals or adverse weather conditions. The minimum sorbing materials on each vehicle shall be:
96 inches of sock type, 3" diameter, boom.
25 oil sorbing pads 17"x19"x3/16".

ATTACHMENT 1
EASTON AIRPORT
FUEL STANDARD OPERATING PROCEDURES

Easton Airport Aircraft Fueling Equipment Requirements

- A. Maintenance program - Propose limited and/or full service.
- B. Quality Control - Inspected minimum quarterly by supplier. Filters will be provided at cost. Filter changes are required every two years and may be accomplished during a quarterly inspection with the assistance of supplier.
- C. Condition - New or like new.
- D. Refuelers must be equipped with either a filter/separator, or a full flow fuel monitor. Filter/separators must meet the current API 1581 Group II Class C specifications. If a full flow fuel monitor is used, a spare set of elements must be kept readily available for immediate replacement. A record of the elements installed must be maintained, and the date the filter was changed marked on the vessel. Service life of the filter elements is two years or 15-PSI maximum differential pressure, whichever occurs first.
- E. Filter/separators or full flow fuel monitors are to include air elimination provisions, operational differential pressure gauge, manual sump drain, approved upstream and downstream filter membrane sampling taps. Water defense systems are required for filter/separator vessels only.
- F. The cargo tank must meet governing codes, be constructed of stainless steel, aluminum, or internally coated carbon steel, and have a low point manual drain.
- G. Refuelers must have a bottom loading system with an operational pre-check valve, and high-level shut-off system.
- H. The following items shall be installed on all mobile fueling equipment:
- (1) Hand held dead-man control.
 - (2) Safety brake inter-lock system.
 - (3) Emergency fuel flow shut-off system.
 - (4) Primary pressure control systems.
 - (5) Fueling pressure gauge visible to the operator during aircraft fueling operations.
 - (6) Fuel hose meeting current API and NFPA standards.
 - (7) Manual shut-off valve ahead of each delivery hose.
 - (8) Delivery nozzles with 60 mesh or finer screens.
 - (9) Fire extinguishers in accordance with NFPA standards.

- (10) Correct placards/decals, i.e. product identification, no smoking, flammable, emergency shut off, etc.
- (11) Bonding cable(s).
- (12) Product meter with NBS calibration capabilities and illuminated for night use.
- (13) Lights - A yellow beacon light.
- I. Tank size: AVGAS 300 gallon minimum, may be single reel, single meter.
- J. Jet-A Tank: 750-gallon minimum, and 3800 gallon maximum with over wing (dual) reel and single point nozzles.
- K. Units not meeting the above criteria shall not be used.

The preceding requirements are extracted from ATA Spec. 103 & NFPA 407 and are considered minimum standards to be applied to any refueling vehicle operated on the Easton Airport. ATA Spec. 103 will be adhered to in all cases.

ATTACHMENT 2
EASTON AIRPORT
FUEL STANDARD OPERATING ROCEDURES

NON-FBO HANGAR AND AVIATION FUEL AND OIL
DISPENSING FACILITIES

Lessees desiring to operate from privately-owned or leased hangars and/or to dispense aviation fuels and oil and provide other related services for their own aircraft, such as aircraft tie-down and parking, must meet the following minimum operating standards.

LAND

The leasehold shall contain an area of sufficient size to provide space for all buildings, aircraft parking, paved ramp area, employee parking, and official company visitor parking. All land shall be leased from the airport operator. Access to airport property from privately owned land, commonly referred to as “through-the-fence” operations, is strictly prohibited. The Airport Board shall determine sufficiency of the size.

BUILDINGS

A building must be leased or constructed which will provide sufficient amount of properly lighted and heated space for work and office space, storage, and an official company visitor waiting area that includes indoor restroom facilities and a public telephone.

PERSONNEL

One properly trained person shall be on duty during all hours of operation.

SERVICES

The lessee may hangar, tie-down, adjust, repair, refuel, clean and otherwise service his own aircraft, provided he does so with his own employees in accordance with the established policies of the Federal Aviation Administration and the Easton Airport Rules and Regulations.

FUEL FACILITIES

Only mobile dispensing equipment is authorized on the Easton Airport. Mobile dispensing equipment shall be of bottom loading variety, and restricted to a total capacity of 3800 gallons for each grade and/or type of fuel. Use of mobile dispensing equipment will be restricted to the demised premises having secondary spill containment of the lessee. Mobile dispensing equipment shall meet those standards as outlined in the Easton Airport Fuel Standard Operating Procedures. Authorized Airport personnel prior to their use of the Easton Airport Fuel Facility will train each company's employee operating refueling equipment. One vehicle (any type) is the maximum authorized in the fuel facility at a time.

Self Fueling Operations

Self-fueling operations are allowed only if all Federal, State and Local requirements are met (examples; bonding, container type, storage, transport, and fueling locations).

FLOWAGE FEES

A flowage fee at least equal to that per gallon fee paid by FBOs will be paid to the airport operator by the lessee for each gallon of aviation fuel delivered to the lessee's refueler.

FEDERAL REQUIREMENTS

The lessee shall comply with all federal statutes and all regulations including, but not limited to, those promulgated by the Federal Aviation Administration.

STATE AND LOCAL REQUIREMENTS

The lessee shall comply with all state and local statutes, rules and regulations, including but not limited to, those relating to tax, fire, building safety, Airport Minimum Standards and Rules and Regulations.

ENVIRONMENTAL REQUIREMENTS

The lessee shall comply with all applicable local, state, and federal environmental statutes and regulations, including but not limited to; fuel vehicle operations and parking, the disposal of waste oil and other potentially hazardous substances, and for the refueling of all aircraft.

EASTON AIRPORT
EMERGENCY PROCEDURES
FOR CONTAMINATED FUEL
OR AIRCRAFT CRASH

Upon notification that a recently serviced aircraft has crashed, for any reason. **STOP REFUELING, Notify Airport Operations Personnel!** The vehicle used to refuel the plane in question, must not refuel other aircraft until released by the investigating authority. The vehicle must undergo immediate local inspection and documentation for fuel quality including a complete inspection and mini monitor / millipore test by qualified personnel. This must be accomplished while being observed by a knowledgeable witness and a local police officer. The witness should be someone other than an employee of the Fixed Base Operator that operates the truck.

NECESSARY ITEMS NEEDED:

1. New DOT authorized fuel container (Minimum of 1 gal., maximum of 5 gal.). One new certified lined fuel sample container.
 2. Tape (Good quality that can easily be written on)
 3. Mini Monitor Kit (Several filter membranes will be needed, with appropriate packaging to be retained with documentation).
 4. Permanent marking pen (must be compatible with the tape).
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PROCESS:

- (1) Personnel listed as previously suggested on site. One assigned the duty of documenting all observations (this duty is best served by the police officer for he/she is professionally trained as a witness and accustomed to scene documentation). Date, Time, Weather conditions and any observation should be documented that could be of future use.
- (2) The fuel vehicle in question should be visually examined thoroughly inside, and out, and all observations noted.
- (3) Tank and filter sumps should be drained, and observations noted.
- (4) Tank contents must be sampled using the hose and nozzle used to fuel the aircraft. This sample goes into a new DOT fuel container (not galvanized), and an approved epoxy lined sample can.
- (5) The new fuel containers should at this time be closed and sealed using the tape in such a way as to show if any tampering were attempted.
- (6) The three personnel listed previously should now each sign their names on the container

in such a way that their signature crosses both the container surface and the tape.

- (7) The containers of fuel should be stored in a cool area and kept under lock until such time the FAA or NTSB request the sample or authorizes disposal.