
Minimum Standards

Lake County Board of County
Commissioners

Leadville-Lake County Airport

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LEADVILLE-LAKE COUNTY MINIMUM STANDARDS

A. Purpose

1. In establishing these Minimum Standards, the County's goal is to assure an adequate minimum level of quality service to Airport users, to foster competition at the Airport, and to avoid unfair and prohibited discrimination among similar commercial aeronautical service providers. The Minimum Standards shall be applied objectively and uniformly.

B. Statement of Policy

1. The Leadville-Lake County Minimum Standards includes by reference the following Guiding Documents which may be updated and revised from time-to-time:
 - a. General Provisions and Definitions
 - b. Leasing Policy
 - c. Rules and Regulations
 - d. Applications, Permits, and Agreements
 - e. Airport Rates and Fees Schedule
 - f. Schedule of Insurance Requirements.
2. The effective date of the Minimum Standards is the date the BOCC adopted by Resolution the Leadville-Lake County Airport Minimum Standards.
3. Minimum Standards apply to all commercial operations at the Airport requested or approved after the effective date of the Minimum Standards.
4. Standards, policies, criteria, and requirements are the minimum acceptable. The County encourages all Operators to exceed these minimum standards.
5. An Operator shall have the privilege of providing commercial aeronautical or other service(s) for which it has applied provided that the:
 - a. Operator is qualified to provide the services requested in the application
 - b. Operator meets these Minimum Standards
 - c. Operator's application is approved by the BOCC
 - d. Operator enters into a Lease or Permit
 - e. Operator pays all applicable rental, fees, and charges
 - f. Operator carries required insurance and demonstrates proof of insurance.
6. The Operator may not provide any commercial aeronautical service other than those specifically authorized in the Lease or the Operator's Permit.

7. The granting of such privilege, however, shall not be considered in any manner as affording the Operator any exclusive right of use of the premises and facilities and the Airport, other than those premises that may be leased exclusively to it, and then only to the extent provided in a written Agreement.
8. The County reserves the right for use of the Airport by others who may desire to use the same, pursuant to applicable Federal, State and Local laws, Ordinances, Codes, these Minimum Standards and other regulatory measures pertaining to such use.

C. Applicability of the Minimum Standards

1. The County has established these Minimum Standards for provision of certain Commercial Aeronautical Services at the Airport. These Minimum Standards may be amended by the County, as conditions require or to establish Minimum Standards for additional aeronautical services, in accordance with County Code.
2. No Person may conduct or operate a business at the Airport except as authorized by the Airport Manager and the BOCC. These Minimum Standards establish the criteria by which the Airport Manager shall consider requests from prospective Commercial Aeronautical Service providers to do business at the Airport. These Minimum Standards shall apply to all Operators and Operating Permits granted or renewed after the effective date of these Minimum Standards. The provisions of the Lease or Permit will be compatible with the Minimum Standards herein contained and will not change or modify the Minimum Standards themselves. To the extent consistent with the terms of the Lease or Permit allows, these rules shall apply to all currently existing Leases and Permits.
3. These Minimum Standards are not intended to be all-inclusive; the Operator is additionally subject to applicable federal, state and local laws, codes, ordinances and other similar laws or regulations including Airport Rules and Regulations pertaining to all such services.

D. Activities Not Covered by Minimum Standards

1. Any activities for which there are no specific Minimum Standards established will be addressed by the Airport Manager on a case-by-case basis and set forth in such Commercial Operator's written Lease, Permit or Agreement with the Airport.
2. These Minimum Standards do not apply to the Operations of the County.

E. Variance or Exemption

1. When a specific product, service, or facility is not currently being provided at the Airport, the County may enter into an Agreement with an FBO or SASO with terms and conditions that are less than those outlined in these Minimum Standards (e.g., lower Minimum Standards, etc.), only for a limited

time period (i.e., pioneering period). The duration of the pioneering period shall be specified in the Agreement and shall only be valid during that specific period.

2. Requests for a variance or exemption from a provision in the Minimum Standards shall be submitted in writing to the Airport Manager. Requests must state:
 - a. The specific provision(s) for which the variance or exemption is being sought
 - b. Describe the proposed variance or exemption and its duration
 - c. State the reason for the proposed variance or exemption
 - d. Identify the anticipated impact on the Airport (and other entities including Operators, Lessees, Sub lessees, users of the Airport, and the public).
3. The BOCC may, but is not obligated, to approve variances or exemptions when special circumstances exist. If approved, the variance or exemption shall only apply to the special circumstances of the particular case for which the variance or exemption is granted.

F. Conflicting Standards

1. If a provision in these Minimum Standards is found to be in conflict with any other provision of these Minimum Standards, the provision that establishes the higher standard shall prevail.

G. Application Requirements for Commercial Facilities or Services

1. Any Entity desiring to operate a Commercial Facility or Service at the Airport shall submit a written application (Operating Permit/Lease Application) to the Airport Manager. In the Operating Permit/Lease Application, the prospective Operator shall submit:
 - a. A detailed business plan that describes the proposed operation and the means and methods to be employed to accomplish the contemplated operation.
 - b. The name, address, and telephone number of any person that holds a controlling interest, directly or indirectly, in the applicant or in the entity.
 - c. Applicant must disclose if any officer, director, partner, or a Person having a controlling interest in applicant is also an officer, director, partner, or a Person holding a controlling interest in another Commercial Aeronautical Service provider at the Airport.
 - d. The requested or proposed date for commencement of the service(s) and the term of conducting the same.
 - e. The services to be offered.

- f. The amount, size, and location of land required.
- g. The size, type, and location of the building(s) to be constructed or leased.
- h. The number and type of Aircraft to be parked, serviced, or provided (as applicable).
- i. The number of Persons to be employed (including the names, titles, and qualifications of key Employees).
- j. The hours of proposed operation.
- k. A list of material assets, goods, and Equipment necessary or required to perform the proposed services that are owned, leased or under purchase contract by the applicant. Copies of such contracts shall be provided to the Airport Manager upon request.
- l. Copies of all licenses, certifications, and Permits possessed by the applicant, or its key Employees to be based at the Airport, that are necessary or required to perform the proposed services.
- m. Additional information as may be required to demonstrate compliance with the Minimum Standards for Fixed Base Operators (FBOs) or Specialize Aviation Service Operators (SASOs), or as may reasonably be requested by the Airport Manager to evaluate the application.
- n. A detailed description of the financial capabilities of the applicant's company.
- o. A statement from a bank, trust company or other source acceptable to the Authority evidencing the financial responsibility of the prospective operator.
- p. A detailed description of the qualifications and experience of the applicant's company and management including demonstrated previous active and continuous experience providing services that are similar to those proposed for Leadville-Lake County Airport.

H. Annual Reporting Requirements and Notification of Changes

1. Operators shall provide annually, by the anniversary date of their Lease or Permit, a list of all persons or companies that currently own an interest in the business and a contact information for the person(s) managing operations at the Airport.
2. Operators shall provide the Airport Manager with updated FAA certificates and ratings (their own and their Employees') annually when received, and must file within two weeks of receipt any changes in their own and their Employees' FAA certificates and ratings.

3. Operators shall provide a summary of FBO services provided during the past year and indicate anticipated facility improvements and changes to the level or type of services to be offered during the next 12-month period.
4. Operators shall give written notice to the Airport Manager, 60 days in advance, of its intention to start up or discontinue an authorized Commercial Aeronautical Service.

I. Minimum Standards for Fixed Base Operators (FBOs)

1. Core Service Requirements

The FBO must provide the following core services. Each is described in subsequent sections.

- a. Tie-down and hangar storage
- b. Sale and into plane dispensing of aviation Fuels
- c. Adequate ramp service for general aviation aircraft users, with a qualified attendant available to provide aircraft guidance, aircraft parking, tie-down and after hour on-call service.
- d. Operation of a fuel farm facility for the storage, handling and delivery of aviation fuel products.

2. Optional FBO Services

In addition to Core Service Requirements, Operators may provide other FBO services directly or through a sub lessee or subcontractor. These services include:

- a. Maintenance, repair and servicing of general aviation aircraft, aircraft engines and parts by a qualified mechanic.
- b. Maintenance of adequate inventory of the necessary aircraft parts and accessories to maintain, repair and service general aviation aircraft.
- c. Flight training school with a certified flight instructor and one or more airworthy, owned or leased aircraft, including at least one aircraft suitable for instrument flight instruction.
- d. Aircraft rental with one or more airworthy, owned or leased aircraft, including at least one aircraft suitable for instrument flight operation.
- e. Emergency services to disabled general aviation aircraft on the Airport, including towing and transporting disabled aircraft at the request of the owner or operator of the aircraft or the Airport.
- f. Flight planning and flight services facilities equipped with direct telephone communication to an FAA flight service station, local navigation charts, flight planning materials and weather information available during hours of operation for the airport patron.

- g. Courtesy transportation providing passenger transportation service between the FBO and reasonable nearby destinations.

Sub Lessees and subcontractors shall meet all Minimum Standards set forth above, in addition to applicable standards described in the Section J: Minimum Standards for Specialized Aviation Service Operators (SASOs).

All subleases and subcontracts are subject to Airport Manager and BOCC approval.

3. FBO Activity and Service Restrictions

- a. No commercial services or activities will be conducted from any non-commercial hangar facility on the airport.
- b. Only FBOs shall be permitted to provide Commercial Aircraft Fueling services and operate Retail Aircraft Fueling facilities at the Airport.
- c. Other prohibited or restricted services may be identified in the written agreement between the Airport and the FBO.

4. Quality of Service and Hours of Operation

- a. Each FBO shall conduct its business and activities on and from the Leased Premises in a safe and professional manner consistent with the degree of care and skill exercised by experienced FBOs providing comparable products, services, and activities from similar airports in like markets.
- b. Each FBO shall provide the Employees, Equipment, and facilities required to service all types of Aircraft normally operating at the Airport.
- c. Hours of Operation. Aircraft Fueling, parking, and passenger, crew, and Aircraft ground services, support, and amenities shall be continuously offered and available to meet reasonable demands of customers for this Activity between the hours of 8:00 a.m. and 5:00 p.m., 7 days a week excluding holidays.
- d. These services shall be available all other times (after hours), on-call, with response time not to exceed 30 minutes.

5. Land and Facility Requirements

- a. The minimum ground leased for an FBO will be 3:1 land to building ratio.
- b. One hangar, not less than 10,000 square feet for aircraft storage purposes.
- c. One hangar with sufficient parts and shop space adequate to house any aircraft upon which services are being performed.

- d. Office space with the amenities including office, pilot's lounge, public telephone and restroom facilities
- e. Paved ramp area with access to hangar sufficient to unload based or owned aircraft from the hangar onto the operator's lease area without overflow onto non-leased areas.
- f. Tie down facilities, equipped with ropes or other aircraft restraining devices, adequate to accommodate 15 aircraft at the airport.
- g. Automobile paved parking to adequately park visiting airport patron's vehicles and meet all jurisdictional agencies code criteria.
- h. An aviation fuel farm facility with a minimum capacity of 10,000 gallons of aviation gasoline and 25,000 gallons of jet fuel storage.

6. Employee Qualifications and Staffing

- a. The FBO shall have at least two properly trained and qualified line service technicians (FBO Employees), on each shift to provide Aircraft Fueling, parking, and ground services and support.
- b. The FBO will provide a point-of-contact with phone numbers for emergencies.
- c. All FBO Aircraft Fuel handling Employees shall be trained in the safe and proper handling, dispensing, and storage of Aircraft Fuel. Acceptable training shall be NATA Safety 1st or an equivalent training program. Proof of training must be submitted to the Airport Manager.

7. Insurance

- a. Each FBO shall maintain the types and amounts of insurance required by the County and listed in the Leadville-Lake County Airport Schedule of Insurance Requirements.

8. FBO Provision of Aircraft Fuel

- a. Each FBO must provide the sale and into-plane delivery of common and recognized brands of Aircraft Fuels, lubricants and other aviation petroleum products. Each FBO shall provide, store, and dispense 100LL/Avgas and Jet-A Aircraft Fuel. All Equipment used for the storage or dispensing of Aircraft Fuel must meet all applicable federal, state, local laws, rules and regulations. The location of the Aircraft Fuel Storage Area shall be in conformance with the Airport's Master Plan and approved by the County.
- b. Each FBO shall manage/and provide a stationary Aircraft Fuel Storage Area with safety features and filtration systems to ensure Aircraft Fuel quality. Fuel system minimum volumes are Jet A fuel - 25,000 gallons and Aviation gasoline (AvGas) 10,000 gallons. Aircraft Fuel

storage facility tanks shall meet all applicable federal, state, and local laws, rules, and regulations.

- c. Each FBO shall ensure that all Aircraft Fuel is delivered clean, bright, pure and free of microscopic organisms, water, or other contaminants. Ensuring the quality of the Aircraft Fuel is the sole responsibility of the FBO.
- d. FBO shall have one Jet Fuel Refueling Vehicle with a capacity of at least 1,200 gallons and include over-the-wing and single-point servicing capability.
- e. FBO shall have one Avgas Refueling Vehicles having a capacity of at least 750 gallons.
- f. Filter-equipped Aircraft Fuel dispensers with separate dispensing pumps and meter systems for each grade of Aircraft Fuel shall be provided. All metering devices must be inspected, checked and certified annually by appropriate local and State agencies.
- g. The installation of new or the replacement of existing tanks shall consist of an above ground system with proper containment meeting existing and future federal, state, and local laws, rules, and regulations.
- h. The FBO shall, at its own expense, maintain the Aircraft Fuel Storage Area, all Improvements thereon, and all appurtenances thereto, in a presentable condition consistent with good business practices and in accordance with the appropriate rules, regulations and requirements at the time of construction and any mandated upgrades.
- i. Each FBO shall operate an Aircraft Fuel Storage Area designed in accordance with all Environmental Protection Agency (EPA) and the State of Colorado regulations including proper Aircraft Fuel spill prevention features and containment capabilities. In addition, each FBO shall provide a current copy of their Aircraft Fuel Spill Prevention, countermeasures, and control plan (SPCCC) to the Airport Manager 30 days prior to commencing operations. Environmental standards and inventory details will be provided to the Airport Manager when requested including total of gallons delivered by type and date.
- j. Each FBO shall conduct the lawful, sanitary, and timely handling and disposal of all solid waste, regulated waste, and other materials including, but not limited to, sump Aircraft Fuel, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property is not permitted upon the Leased Premises.
- k. The FBO shall develop and maintain a Standard Operating Procedure (SOP) for Aircraft Fuel and ground handling operations and shall

ensure compliance with standards set forth in FAA Advisory Circular 00-34, Aircraft Ground Handling and Servicing, as now or hereafter amended. The SOP shall address bonding and fire protection, public protection, control of access to the Aircraft Fuel storage facility, and marking and labeling of Aircraft Fuel storage tanks and Fuel dispensing Equipment, and shall be submitted to the Airport Manager prior to the FBO commencing Fueling activities.

- I. Additionally, each FBO shall comply with the Colorado Fire Prevention Code, FAA Advisory Circular 150/5230-4, Aircraft Fuel Storage, Handling, and Dispensing on Airports, Airport Rules and Regulations, and all other applicable federal, state and local laws related to Aircraft Fuel handling, dispensing, sale and storage. Each FBO shall obtain all applicable Aircraft Fueling certifications and permits, and receive periodic refresher training as required. The County or the FAA may periodically conduct inspections of the FBO activities and facilities to ensure compliance with all applicable laws and regulations, and these Minimum Standards.
- m. Each FBO shall provide an adequate supply of properly located, type, size and operable fire extinguishers and other safety equipment. All fire extinguisher certifications must be current. Fire extinguishers shall be maintained within all hangars, on apron areas, at aircraft fuel storage area, and on all ground handling and Fueling Vehicles as required by applicable State and local fire codes for the type of operations conducted.
- n. An FBO shall provide monthly Aircraft Fuel inventory reconciliation reports to the Airport Manager listing the total amounts of Aircraft Fuel delivered to the site (fuel Farm). The FBO will collect, as agent for the County, a fuel flowage fee on retail Fuel sales. The fuel flowage fee is a charge to Airport users for the use of the Airport. FBO's will be required to submit a check remitting the fuel flowage fee with the Aircraft Fuel Inventory Reconciliation Report. The County sets the fuel flowage fee and reserves the right to adjust the fuel flowage fee periodically.

9. Commercial Self-Service Fueling

- a. An FBO may provide stationary Commercial Self-Service Fueling Equipment in addition to the required mobile Aircraft Fuel Equipment set forth herein with the prior written consent of the Airport Manager.
- b. Commercial Self-Service Fueling Equipment must be in compliance with all applicable federal, state, local laws, Airport Rules and Regulations and Regulatory requirements, including, but not limited to, the State of Colorado Fire Prevention Code and FAA Advisory

Circular 150/5230-4, as now or hereafter amended. The FBO providing the Commercial Self-Service Fueling services shall be knowledgeable of and comply with all federal, state, and local environmental laws and shall provide the Airport Manager with a current Fuel Spill Prevention, Countermeasures, and Control plan (SPCCC) that contains methods and procedures to prevent, control, and clean up an Aircraft Fuel spill on Airport property.

- c. Stationary Commercial Self-Service Fueling Equipment cannot be substituted for the required full-service mobile Aircraft Fueling Equipment set forth herein.
- d. Any FBO authorized to provide Commercial Self-Service Fueling services at the Airport shall provide, at a minimum, 100LL aviation gasoline.
- e. The storage tank for this facility shall be a minimum of 10,000 gallons.
- f. The Aircraft Fuel storage areas designated (permanently or temporarily) by the Airport Manager are the only areas in which Aircraft Fuel may be stored.
- g. Each FBO authorized to install and maintain a Commercial Self-Service Fueling system shall provide monthly Aircraft Fuel inventory reconciliation reports to the Airport Manager listing the total amounts of Aircraft Fuel delivered to the site.

10. Aircraft Line Services

- a. Each FBO shall provide necessary Equipment, supplies, and two (2) trained Employees for Aircraft Apron assistance, towing, parking, and Tie downs, within the Leased Premises. The trained Personnel may also serve as the required refuelers. Equipment shall be sufficient to facilitate the handling of Aircraft up to and including small corporate jets as defined by FAA Category Airport Reference Code B II. Equipment shall consist of one (1) tug, one (1) ground power unit, one (1) universal tow bar, and one (1) tow bar with changeable heads for turbine Aircraft.
- b. Recognizing that Aircraft removal is the responsibility of the Aircraft Owner/Operator, the FBO shall be prepared to lend assistance within 30 minutes upon request in order to maintain the operational readiness of the Airport. The FBO shall prepare an Aircraft removal plan and have the equipment available that is necessary to remove general aviation Aircraft normally frequenting the Airport within two (2) hours following the incident or accident.

11. Passenger, Crew, and Aircraft Ground Services and Support

Each FBO shall provide the following services inside the FBO facility:

- a. Customer service counter stocked with basic pilot supplies
- b. Public lounge and waiting area
- c. Flight planning work area with Flight Service Station and weather service communication links
- d. Public telephones
- e. Snack food and beverage machines, and,
- f. Local ground transportation contacts.

12. Airframe and Power Plant Maintenance

Each FBO or sub lessee of the FBO engaging in Airframe and Power Plant Maintenance shall:

- a. Operate the service from a heated and ventilated hangar and shop space and have immediate access to customer lounge, public telephones, and restrooms. If this is a separate building from the principal FBO hangar, the size of maintenance facilities shall be a minimum of 5,000 square feet, inclusive of office space, restrooms, and customer lounge.
- b. Have on-duty a minimum of one employee (with FAA ratings and certifications appropriate to the work to be performed) on-site during operating hours. At all other times, one person must be available, on call, who will respond on-site, if necessary, to customer inquiries and Airport concerns.
- c. Keep premises open and services available a minimum of 8 hours daily, 5 days a week. A technician shall also be available 24 hours a day, 7 days a week on-call for emergencies, with a response time of not more than 2 hours. If more than one Airframe and Power Plant Maintenance facility is located on the Airport, this responsibility may be rotated on a mutually agreeable rotating on-call schedule.
- d. Provide Equipment, supplies and parts required for Aircraft airframe, power plant, inspection, tire, battery, oxygen, and other routine Aircraft maintenance functions appropriate for the type of Aircraft serviced.

13. Aircraft Storage Hangars

Each FBO engaged in Aircraft storage hangar activities shall:

- a. Lease the necessary amount of land to accommodate the proper quantity and required size of hangars. The minimum land area shall

be at the sole discretion of the Airport Manager and shall be dependent upon the number and size of hangars proposed.

- b. The location of hangars will conform to areas designated for this purpose in the Airport Layout Plan.
- c. Provide emergency contact name and phone numbers via posted informational sign at each separate building.
- d. Provide a listing of all Aircraft stored within the FBO's or sub lessee's hangar facilities semi-annually to the Airport Manager.
- e. Ensure that hangar tenants only perform preventive Aircraft maintenance within the hangar on their own Aircraft to the extent permitted in 14 CFR Part 43, as now or hereafter amended. Painting, welding, and any type of Hazardous Material storage shall not be permitted within Aircraft hangars unless authorized specifically by the Airport Manager in writing. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property shall not be permitted in accordance with the Airport Rules and Regulations.
- f. Provide a waste oil receptacle within the immediate vicinity of the hangar(s). This receptacle shall be capable of holding a minimum of 50 gallons, have secondary containment protection, be emptied at regular intervals, and comply with all regulatory requirements as now or hereafter amended.
- g. All Aircraft handling personnel shall be trained in the safe and proper handling, of Aircraft towing and movement. Acceptable training shall be of ATA Safety 1st or an equivalent training program. SASO shall have sufficient trained Personnel on duty at all times to meet customer needs.
- h. Keep premises open and services available a minimum of 8 hours a day, 5 days a week and offer message service.

J. Minimum Standards for Optional FBO Services and Specialized Aviation Service Operators (SASOs)

1. General Requirements

- a. In addition to the required services, FBOs may provide optional services directly or through a sub lessee or a subcontractor. These services include:
 - i. Flight Training
 - ii. Air Taxi, Air Charter, and Aircraft Management
 - iii. Aircraft Rental
 - iv. Avionics Sales and Maintenance

- v. Aircraft Restoration and Refurbishing
 - vi. Aircraft Sales
 - vii. Vehicle Rental
- b. Alternatively, a person or other entity can offer these services as an independent SASO.
 - c. A SASO that is not based at the Airport and has a temporary, non-recurring need to conduct operations at the Airport also may offer specialized services.
 - d. All optional FBO services and SASOs must comply with the minimum standards set forth in this document.
 - e. Each SASO shall provide the Airport Manager with a point-of- contact including phone numbers for emergencies.
 - f. The Airport Manager and BOCC will review all applications to provide specialized services proposed by FBOs, sub lessee, subcontractors and SASOs.
 - g. Specialized services require consent of the BOCC through a written (or amended) agreement between the County and the provider.

2. Prohibited SASO Activities

- a. No commercial services or activities will be conducted from any non-commercial hangar facility on the airport.
- b. SASOs shall not be permitted to provide Commercial Aircraft Fueling services and operate Retail Aircraft Fueling facilities at the Airport.
- c. Other prohibited services may be identified in the written agreement between the Airport and the FBO.

3. SASO Land and Facility Requirements

- a. The minimum ground leased for SASO will be 3:1 land to building ratio.
- b. One aircraft hangar appropriate for the type of services provided.
- c. Paved ramp area with access to hangar sufficient to unload based or owned aircraft from the hangar onto the operator's lease area without overflow onto non-leased areas.
- d. An office or administration facility may be required with the size of the facility based on the type of services provided.
- e. All SASO facilities will be required to provide public telephone and public sanitary restroom facilities.

- f. Automobile paved parking to adequately park visiting airport patron's vehicles and meet all jurisdictional agencies code criteria.

4. Hours of Operation and Staffing

Entities operating as a SASO shall:

- a. Employ a minimum of one employee (with ratings appropriate to the work to be performed) on-site during operating hours. At all other times, one person must be available, on call, who will respond on-site, if necessary, to customer inquiries and Airport concerns.
- b. Keep the premises open and services available a minimum of eight (8) hours per day, five (5) days a week.

5. SASO Documentation

SASOs operating at the Airport shall:

- a. Maintain all appropriate licenses, waivers and permits from federal, state and local jurisdictional agencies concerning the legal and safe operation of their business activity at the Airport. Said documentation will be provided to the Airport Manager prior to commencement of operations and upon renewal dates.

6. Insurance

- a. SASO's shall maintain the types and amounts of insurance required by the County and listed in the Leadville-Lake County Airport Schedule of Insurance Requirements.

7. Flight Training

Entities engaged in Flight Training Services shall:

- a. Operate the service from a minimum of 800 square feet of classroom and office space within the FBO's Leased Premises. The Flight Training area must have immediate access to customer lounge, public telephones, and restrooms.
- b. Employ and make available at least one (1) FAA certified flight instructor as necessary to meet the Flight Training demand and schedule requirements.
- c. Own or lease one (1) or more airworthy Aircraft necessary to meet the Flight Training demand and schedule requirements with one aircraft suitable for instrument flight instruction. Aircraft may be fixed or rotary wing.
- d. Flight Training operations shall include adequate mock-ups, pictures, slides, filmstrips, movies, videotapes, or other training aides necessary to provide proper and effective ground school instruction.

8. Air Taxi, Aircraft Charters and Aircraft Management Operations

Entities engaged in Air Taxi, Aircraft Charters or Aircraft Management shall:

- a. Operate from a facility that has adequate hangar, aircraft parking, and office space with immediate access to a customer lounge, public telephones, and restrooms.
- b. Have available personnel as required by the FAA who hold current FAA commercial pilot certificates and current Class I or II medical certificates. In addition, all flight personnel shall be properly rated for the Aircraft operated. Employees shall have experience and the ability to provide charter quotes, scheduling, dispatch support, and customer service.
- c. Have dispatch capability within four (4) hours of a customer request.
- d. Own, lease, or manage a minimum one (1) certified and continuously airworthy instrument qualified Aircraft.
- e. Be open and services available five (5) days per week, eight (8) hours per day.
- f. Have and display in the public office, a current 14 CFR Part 135 Air Taxi Certificate or provisional FAR Part 135 Certificate, in addition to, the Aircraft identification page from the operating specifications manual of each Aircraft listed on the certificate.
- g. Have and display in the public office a current copy of 14 CFR Part 133 for rotorcraft operations detailing the external-loading requirements (if applicable).
- h. Aircraft Management activities must be operated in accordance with the provision as specified in 14 CFR Part 91 as now or hereafter amended.

9. Aircraft Rental

Entities engaged in Aircraft rental shall:

- a. Operate the service from a minimum of 300 square feet office space. The Aircraft Rental area must have immediate access to customer lounge, public telephones, and restrooms.
- b. Have on duty at least one (1) Employee having a current commercial pilot certificate with appropriate ratings, including instructor rating.
- c. Keep the premises open and services available a minimum of eight (8) hours per day, five (5) days a week.
- d. Have available for rental, either owned or leased, and under exclusive control of Commercial Operator, a minimum of two (2) certified and airworthy Aircraft.

10. Avionics Sales and Maintenance

Entities engaged in Avionic sales and instrument repair shall:

- a. Operate the service with adequate shop space, hangars, and tie-downs as necessary to accommodate business requirements.
- b. Employ and have on duty at least one (1) trained and FAA certified technician (airframe rated).
- c. Provide for the sale of new or used Aircraft avionics, radios, instruments, and accessories.
- d. Keep premises open and services available a minimum of eight (8) hours a day, five (5) days a week.
- e. Hold the appropriate FAA repair station certificates for the types of Equipment the SASO plans to service or install.

11. Aircraft Restoration and Refurbishing

SASOs engaging in Aircraft restoration and refurbishing of Aircraft structures, propellers, accessories, interiors, exteriors, and components shall:

- a. Operate the service from a minimum 7,500 square feet of Hangar and office space. The Aircraft restoration and refurbishing area must have immediate access to customer lounge, public telephones, and restrooms.
- b. Employ and have on duty at least one (1) qualified Employee that has current required certificate, licenses, and ratings and holds an Inspection Authorization from the FAA.
- c. Keep premises open and services available a minimum of eight (8) hours per day, five (5) days per week.

12. Aircraft Sales

Entities engaged in Aircraft sales shall:

- a. Operate the service from a minimum 300 square feet of office space within the FBO's Leased Premises. The Aircraft Sales area must have immediate access to customer lounge, public telephones, and restrooms.
- b. Employ and have on duty at least one (1) qualified Aircraft salesperson and access to a demonstration pilot that has a current commercial pilot certificate with appropriate Aircraft type ratings.
- c. Keep premises open and services available a minimum of eight (8) hours a day, five (5) days a week.

13. Vehicle Rental

Entities engaged in vehicle rental shall:

- a. Operate the service from a minimum 10 square feet of space within the Airport's Terminal or FBOs leased premises. The rental area must have immediate access to customer lounge, public telephones, and restrooms.
- b. Employ and have on duty at least one (1) person knowledgeable about the vehicle renting procedure.
- c. Keep premises open and services available a minimum of eight (8) hours a day, five (5) days a week.

K. Flying Clubs

- 1. Aircraft owned or leased by Flying Club members shall not be used by non-members
- 2. No member shall use Flying Club Aircraft in exchange for compensation.
- 3. The Flying Club shall file and keep current with the Airport Manager a complete membership Roster.
- 4. Each Flying Club shall be required to maintain the types and amounts of insurance listed in the Leadville-Lake County Airport Schedule of Insurance Requirements.
- 5. The Airport Manager has the right to require a Flying Club to furnish documents such as insurance policies, Club by-laws, meeting minutes and notifications.

L. Airport Security

The Airport Security Program as written and amended addresses Transportation Security Administration (TSA) requirements for Airport security. Airport security at the Leadville-Lake County Airport is dependent upon the cooperation of all users of the Airport. For the purposes of the Minimum Standards, compliance with the Airport Security Program is required. Requirements include but are not limited to:

- 1. FBO and SASO tenants shall provide a list of contact people and phone numbers to the Airport Manager's office for emergency purposes.
- 2. A list of subtenants and contact numbers also shall be provided to the Airport Manager.
- 3. All tenants shall ensure that unattended buildings, gates and other access points are locked. Outdoor lighting in Lessee's control must be in good operating condition.
- 4. All tenants/users should be alert to and report any unusual or strange Activity in the vicinity of the Aircraft operating area to the Airport Manager directly, to the 24 hour Airport Emergency Number: 719-293-5110, or directly to the Lake County Sheriff's office by dialing 911.

5. If required by the Airport, all Employees who need unescorted access to the airfield shall obtain and properly display an Airport issued identification badge. The cost of each badge will be paid for by the Operator or the person applying for the badge.
6. The Airport reserves the right to install security devices in or on the Premises as it deems necessary at the County's cost. The Airport will maintain security equipment (which is associated with 49 CFR 1540) that it has installed or may elect to install at some future date on the Operator's Premises.
7. All tenants will comply with the Airport Security Program and the TSA requirements as now and hereinafter amended.

M. Environmental Compliance

1. Compliance

- a. In its operations at the Airport, the Operator shall strictly comply with all applicable Environmental Laws, the Airport Environmental Policies and Procedures (including without limitation, the Storm Water Pollution Prevention Plan (SWPPP) and Spill Response Plan), and generally accepted industry environmental practices and standards.
- b. Without limiting the generality of the foregoing provision, the Operator shall not use or store Hazardous Materials on or at the Airport except as reasonably necessary in the ordinary course of the Operator's permitted activities at the Airport, and then only if such Hazardous Materials are properly labeled and contained, and notice of and a copy of the Material Safety Data Sheet (MSDS) is provided to the Airport Manager for each such Hazardous Material.
- c. Prior to commencing operations at the Airport, the Operator will complete an Airport Environmental Questionnaire.
- d. Operator shall not discharge, release, or dispose of any Hazardous Materials on the Airport or surrounding air, lands, or waters.
- e. Operator shall promptly notify the Lake County Fire Department and the Airport Manager of any Hazardous Materials spills, releases, or other discharges by Operator at the Airport and promptly abate, remediate, remove the same. Operator shall provide the Airport Manager with copies of all reports, complaints, claims, citations, demands, inquiries, or notices relating to the environmental condition of the Airport, or any alleged material noncompliance with Environmental Laws by Operator at the Airport within ten (10) days after such documents are generated by or received by Operator.
- f. If the Operator uses, handles, treats, or stores Hazardous Materials at the Airport, the Operator shall have a contract in place with an EPA or Colorado Department of Health & Environment approved waste

transport or disposal company, and shall identify and retain spill response contractors to assist with spill response and facilitate waste characterization, transport, and disposal.

- g. Complete records of all disposal manifests, receipts, and other documentation shall be retained by the Operator and made available to the Airport Manager for review upon request. The Airport Manager or a representative of the County shall have the right at any time to enter the Premises to inspect, take samples for testing, and otherwise investigate the Premises for the presence of Hazardous Materials.

2. Responsibility

- a. Operator's Hazardous Materials shall be the responsibility of Operator.
- b. Operator shall be liable for and responsible to pay all Environmental Claims that arise out of or are caused in whole or in part by Operator's use, handling, treatment, storages, disposal, discharge, or transportation of Hazardous Materials on or at the Airport, the violation of any Environmental Law by Operator, or the failure of Operator to comply with the terms, conditions, and covenants of Section M of these Minimum Standards.
- c. If the County incurs any costs or expenses (including attorney, consultant, and expert witness fees) arising from Operator's use, handling, treatment, storage, discharge, disposal, or transportation of Hazardous Materials on the Airport, the Operator shall promptly reimburse the County for such costs upon demand.
- d. All reporting requirements under Environmental Laws with respect to spills, releases, or discharges of Hazardous materials by the Operator at the Airport under any law are the responsibility of the Operator.

N. Construction Requirements

All structures or improvements, Taxiways, or Aprons constructed or modified on the Airport shall:

- 1. Comply with the Airport Master Plan, as amended
- 2. Comply with FAA Advisory Circulars and Rules and Regulations, National Fire Protection Code, County and State Fire Code, and County Building Code, as amended.
- 3. Meet land and building requirements of these Minimum Standards as applicable.
- 4. The Airport Manager and County Building Department must review and approve plans before construction or modifications can begin.

5. All construction and modification work must be conducted in accordance with all applicable local, state and federal rules and regulations.

O. Insurance Requirements

The following requirements pertain to Fixed Base Operators and Special Aviation Service Providers.

1. The Operator shall obtain and maintain throughout the term of construction, a Lease or a Permit, insurance coverages listed in the Leadville-Lake County Airport Schedule of Insurance Requirements, and furnish certificates of insurance and policy endorsements as evidence thereof.
2. If insurance policies are not written for the amounts specified in the Leadville-Lake County Airport Schedule of Insurance Requirements, the Operator shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the Primary Coverage.
3. Liability insurance provided by an Operator pursuant to the Minimum Standards shall cover and protect the County, its officials, officers, agents, Personnel, contractors, successors, and assigns, as their interests may appear.
4. The Operator shall provide all deductibles and self-insured retentions, if any, stated in the policies. All deductibles and self-insured retentions shall be disclosed on the Certificates of Insurance.
5. The Operator will provide Certificates of Insurance to the County indicating required coverage that is in effect.
6. Operator also must submit Certificates of Insurance for all subcontractors to the County prior to commencing work.
7. All endorsements naming the County as additional insured, waivers of subrogation, and notices cancellation, endorsements, as well as Certificates of Insurance shall indicate:

Director of Public Works
Lake County
1200 Hazel Street
PO Box 952
Leadville, CO 80461

8. A copy of the insurance certificate shall be recorded at the County Clerk's Office.
9. The Operator shall not cause any insurance to be cancelled, nor permit any insurance to lapse during the Term of a Lease or Special Permit.
10. If the coverage period ends prior to the term of Operator's Lease or Permit, Operator must, prior to the end of the coverage period, forward a new

Certificate of Insurance to County as verification of continuing coverage for the duration of the term of the Lease or Permit.

11. The County shall be entitled, upon request and without expense, to receive certified copies of policies and endorsements thereto and may make any reasonable requests for the deletion or revision or modification of particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties hereto or the underwriter on any such policies.
12. Operator's and all subcontractor's insurance coverage shall be written by companies licensed to do business in the State of Colorado at the time the policy is issued and shall be written by companies with an A.M. Best rating of A- or better. Hazardous materials insurance, if required, shall be written by companies with an A.M. Best rating of A- or better. Contractor must obtain Workers' Compensation coverage through a licensed insurance company in accordance with Colorado laws. The contract for coverage must be written on a policy and with endorsements approved by the Colorado Division of Insurance. The coverage provided must be in amounts sufficient to assure that all workers' compensation obligations incurred by the contractor will be promptly met.
13. The County reserves the right to review insurance requirements set forth during the term of a Lease and to make reasonable adjustments to required types of insurance coverage, limits, and exclusions when deemed necessary and prudent by the County based upon changes in statutory law, court decisions, the claims history of the industry or financial considerations of the insurance company as well as the Operator.
14. Approval of insurance by the County and the required minimums shall not relieve or decrease the liability or responsibility of the Operator hereunder and shall not be construed to be a limitation of liability on the part of the Operator.
15. The Operators are responsible for insuring their own interest.