

OHIO UNIVERSITY AIRPORT

Minimum Operating Standards and Requirements for Commercial Aeronautical Operations

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Introduction

Ohio University, as proprietor, sponsor, and operator of Ohio University Airport (“Airport”), has established these Minimum Operating Standards and Requirements for Commercial Operations (“Minimum Standards”) in order to encourage and ensure the provision of adequate services and facilities, the economic health of, and the orderly development of aviation and related aeronautical activities at the Airport.

The following sections set forth the minimum standards prerequisite to a person or entity operating upon and engaging in one or more commercial aeronautical activities at the Airport. These Minimum Standards are not intended to be all inclusive. Any person or entity engaging in aviation operations and/or commercial activities at the Airport will be required to comply with all applicable federal, state, and local laws; ordinances; codes; and other similar regulatory measures pertaining to such activities.

For the purpose of these Minimum Standards, Aeronautical Activity shall be defined as any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on airports, include, but are not limited to the following: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled air carrier operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, parachute or ultralight activities, and any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities.

Commercial Aeronautical Activities are defined as certain aeronautical activities conducted at or from the Airport for the purpose of securing earnings, income, compensation, or profit, whether or not such objectives are actually accomplished.

Many types of aeronautical activities may exist that are too varied to reasonably permit the establishment of specific minimum standards for each. When specific aeronautical activities are proposed for conduct on the Airport that do not fall within the categories documented herein, minimum standards can be developed on a case-by-case basis, taking into consideration the desires of the applicant and the Airport, and the public demand for such service.

Policy Statement

Ohio University intends to operate, manage, plan, finance, and develop the Airport for its long-term financial health and safety in a manner consistent with accepted airport practices and applicable federal, state, and local policies and regulations.

Applicants who propose to perform commercial aeronautical activities at the Airport shall be accorded a fair and reasonable opportunity, without unlawful discrimination, to qualify and to compete (if applicable) to occupy available Airport facilities. Applicants shall also have the opportunity to provide appropriate aeronautical activities subject to the Minimum Standards as established by Ohio University.

The granting of rights and privileges to individuals and businesses to engage in aeronautical activities shall not be construed in any manner as affording any operator any exclusive right for use of the premises and/or facilities at the Airport, other than those premises which may be leased exclusively to any operator, and then only to the extent provided in a written lease and/or permit.

While the Airport Director has the authority to manage the airport (including the authority to interpret, administer, and enforce airport agreements and airport owner policies and the authority to permit temporary, short-term occupancy of the airport) the ultimate authority to grant the occupancy and use of the airport real estate or permits allowing for the conduct of commercial aeronautical activities, and to approve, amend, or supplement all leases and permits is expressly reserved for Ohio University.

PART I

GENERAL REQUIREMENTS

1. **Preliminary Application**: Any person, firm, corporation, or entity intending to conduct, perform, or engage in any commercial aeronautical activity upon or involving the Airport shall submit to the Airport, its written application for lease, agreement, contract, or permit, describing the scope and nature of the activity proposed, and specifying with particularity the following:
 - The services to be offered;
 - The amount of land area required and to be leased or subleased;
 - The building area and space proposed to be constructed, or subleased;
 - The number and type aircraft and vehicles to be provided;
 - The minimum number of persons in its employment their qualifications and/or certifications;
 - The proposed hours of operation;
 - Description, type and limits of insurance coverage to be maintained by applicant;
 - Evidence of financial responsibility and capability to conduct the proposed operations and provide and maintain the required facilities;
 - Evidence of the level of competency and experience in successfully performing the proposed services;
 - The names and signatures of all the parties owning an interest in the business or who will appear on leases or other documents as being a director, partner, officer, agent or manager of the business.
 - Written authorization allowing the Federal Aviation Administration and aviation or aeronautics commissions, administrations and departments of all states in which the applicant has engaged in the aviation business to release information to the Airport.
2. **Personnel Requirements**: All personnel engaged in commercial activities that require Certificates and Licenses shall hold said Certificates and Licenses throughout their tenure of employment at the Airport. Evidence of appropriate Certificates and Licenses shall be furnished to the Airport Director upon request.
3. **Contractual and Lease Requirements**: Any prospective operator intending to engage in commercial aeronautical activity upon or involving the Airport, prior to any such activity, shall have executed an appropriate written lease, agreement, contract, or permit with the Airport, pertaining to its use of Airport facilities for such purposes. The written agreement will describe the terms and conditions for conducting business on the Airport, including but not limited to, the term of the agreement; the rentals, fees, and charges; the rights, privileges and obligations of the respective parties; the land area, parcel(s) or building(s) to be used; and other relevant covenants. All assignments, subletting, and encumbrances of agreements between an authorized operator and another entity must receive the prior written approval of the Airport. All contracts and leases will be reviewed by the Office of Legal Affairs and executed by an authorized university official in accordance with the University Signature Policy.

Building Requirements: Any proposed building to be constructed by the applicant, shall be situated in the designated building areas indicated on the Airport Master Plan, and shall conform to all applicable federal, state, local building codes and Ohio University Construction Design Standards.

Building space or minimum area requirements for any category of commercial activity shall be met and provided by the applicant with a single building, attached buildings or separate buildings, constructed and maintained by the applicant or by any other appropriate, adequate available building, space and area available to the applicant under lease.

4. **Site Development:** Ohio University Construction Design Standards shall apply to all construction, development and/or improvements located on the Airport. Detailed development plans must be submitted to and approved by Ohio University's Office of Design and Construction prior to modification or construction of any building, hangar, or other aeronautical facility on the leased premises. All construction, development and/or improvements require adequate premises to accommodate future planned improvements and must conform to the Airport Master Plan.

Operators must submit the required notice of alterations or construction to the Federal Aviation Administration, FAA Form 7460-1 (Notice of Proposed Construction and/or Alteration) and receive favorable determination, prior to commencement of any construction.

Operators must maintain the leased premises in a neat and orderly condition and provide the necessary personnel to perform day to day operational duties and maintenance upon the facilities.

5. **Products and Services:** Products and services shall be provided on a fair, equal, and non-discriminatory basis to all users of the airport. These products and services shall be provided at fair, reasonable, and non-discriminatory prices. If lawful, reasonable and non-discriminatory discounts and other similar types of price reductions may be extended to like purchasers and users provided. A copy of the current rates and charges for the services offered shall be maintain on file with the office of the Airport Director.
6. **Laws, Rules, and Regulations:** Any provider of commercial aeronautical activities and services at the Airport shall engage in those activities only in accordance with all applicable laws, rules, and regulations, both current and as may be amended or promulgated in the future, of the federal government, the state of Ohio, and all other governmental bodies having jurisdiction, including the regulations of the FAA, the U.S. Department of Transportation, and the airport owner.

Any lease, agreement or contract pertaining to the conduct of any commercial aeronautical activity upon or involving the Airport shall contain provisions and conditions required by the Federal Aviation Administration, including conditions and provisions required of the Airport as a sponsor under any federal grant agreement and/or Sponsor's assurance agreement issued in compliance with any federal, state or local law.

7. **License, Permits, and Certifications:** The operator shall obtain and comply with all necessary licenses and permits for the conduct of anticipated activities at the Airport required by Ohio University or any other duly authorized governmental agency having jurisdiction.

The operator shall not engage in any activities at the airport prior to obtaining any certification required by the FAA.

8. **Fees and Charges:** Commercial aeronautical service providers shall pay the fees and charges negotiated with the Airport for the applicable aeronautical activities provided. Information relative to fees and charges applicable to the aeronautical activity described will be made available to the prospective service provider by the Airport Director. No entity shall be permitted to engage in commercial aeronautical activities unless said entity is current in the payment of all rents, fees and other charges accruing to the airport under any and all agreements.

9. **Indemnity and Insurance:** Prospective operators must agree to indemnify, save, hold harmless, and defend Ohio University, its Board of Trustees, agents and employees, its successors and assigns, individually or collectively, from and against all demands, losses, judgments, damages, costs, fines, expenses and/or other liability for any claims and/or action, and all reasonable expenses incidental to the investigation and defense thereof, in any way arising out of or resulting from any violation of any federal, state, or local law or regulation, or any acts, omissions or negligence of the operator, its agents, employees, licensees, invitees, visitors, successors, and assigns in, on or about the leased premises; or in connection with its use and occupancy of the leased premises, or the use of the Airport; provided, however, that the operator shall not be liable for any injury, damage, or loss occasioned by the gross negligence or willful misconduct of the Airport, its agents or employees.

All vendors shall maintain in force throughout the duration of this agreement liability and property damage insurance of sufficient amount to meet the following criteria: 1.) the requirements imposed by regulatory agencies which have jurisdiction over all geographic areas to which flight operations will be conducted, and 2.) the standards and requirements set forth by Ohio University while performing service on the Airport, as follows:

Type of User	Type of Coverage	Limits Per Occurrence	Limits General Aggregate
Aircraft Servicing, Maintenance, and Repair	CGL	\$1,000,000	\$3,000,000
	Premises Liability	\$1,000,000	None
	Products Liability	\$5,000,000	\$5,000,000
Aircraft Washing, Polishing & Interior Cleaning Services	CGL	\$1,000,000	\$3,000,000
	Premises Liability	\$1,000,000	None
	Products Liability	\$5,000,000	\$5,000,000
Air Taxi Service (Air Charter)	CGL	\$1,000,000	\$3,000,000
	Premises Liability	\$1,000,000	None
	(piston-engine aircraft)		
	Aircraft Liability	\$1,000,000	None
	(turbine-engine aircraft, fewer than 5 passenger seats)*		
Aircraft Liability	\$10,000,000	None	
	(turbine-engine aircraft, 5 or more passenger seats)*		
Aircraft Liability	\$50,000,000	None	
Flight Training	CGL	\$1,000,000	\$3,000,000
	Premises Liability	\$1,000,000	None
	Product Liability	\$5,000,000	None

Aircraft Rental	CGL	\$1,000,000	\$3,000,000
	Premises Liability	\$1,000,000	None
	Product Liability	\$5,000,000	None
Aircraft Sales	CGL	\$1,000,000	\$3,000,000

* A passenger seat is any seat-belted seat in the cabin area.

Such insurance shall name the State of Ohio and Ohio University as additional insured. All insurance required pursuant to this section shall be primary and written so that Ohio University's insurance shall be non-contributory with respect to any claims made pertaining to any vendor's operations.

Operator's liability and property damage insurance must cover loss or damage to any aircraft while in the operator's care for services related to this agreement. The operator's insurance shall also be extended to include the operation of vehicles and equipment on the Airport premises.

The operator shall furnish the Airport a Certificate of Insurance from the operator's insurance carrier showing that the operator's insurance has been extended to cover the Hold Harmless Agreement for the operator's activities under this agreement, to include the operator's vehicle(s) and equipment operated on the Airport premises.

The operator's insurance carrier shall give written notice to the Airport two weeks in advance of any change, alteration or cancellation of any insurance required by this agreement. Failure by the Airport to obtain a certificate of insurance will not constitute a waiver of such insurance.

10. **Signage:** The operator shall not erect, maintain, or display any sign on the leased premises or elsewhere on the Airport unless first obtaining the prior consent of the Airport Director. All signage must meet the requirements of the Airport and Ohio University design standards.
11. **Taxes:** The operator shall, at its sole cost and expense, pay any and all taxes, which now or in the future may be assessed upon its operations.
12. **Safety of Others:** All aeronautical activities at the Airport shall at all times be conducted with due consideration to the safety of all airport users, other persons, and property located at or about the Airport.

PART II

AERONAUTICAL SERVICES

Any person, firm corporation, or entity engaging in any commercial aeronautical activity at or on the Airport shall provide and maintain minimum facilities for the conduct, use and accommodation of its commercial or business operations, as set forth and provided for each classification of aeronautical activity hereinafter delineated.

1. **Aviation and Auto Fuels and Oil Dispensing and Storage:** The storage of aviation and auto fuels on Ohio University Airport is reserved as an aeronautical service conducted by the Airport as an exclusive right. No fuel may be delivered to or otherwise brought onto Airport property unless authorized by the Airport. All fuels brought onto Airport property shall be delivered to the Airport's fuel storage facility. Privately owned fuel storage on Airport property is prohibited.

The sale of aviation and auto fuels and petroleum products is reserved for qualified full-service fixed based operators. The minimum services required of a full-service fixed base operator are as follows.

- Commercial fuel sales and line services: Operator shall meet the requirements outlined below.
- Major aircraft maintenance and repair services: Operator shall meet the requirements outlined in Section 2 below.

Operation, Equipment and Materials

The operator shall have available at all times a minimum of one 750 gallon aviation gasoline truck and one 1,200 gallon jet fuel truck equipped and maintained in accordance with federal, state and local laws and regulations, including environmental regulations, and Airport Rules and Regulations. The operator shall maintain the necessary materials and equipment to contain a fuel spill. The operator is prohibited from selling fuels or other aviation products to individuals or organizations who plan to resell those products to others at the airport. The operator will ensure that the quality of all outgoing fuel is consistent with all applicable aviation fueling standards. The operator shall provide, but not be limited to, the following services in a quantity and level of quality to meet the needs of the Airport's aeronautical users:

- Aircraft preheating
- Aircraft towing/parking
- Pilot supplies
- Aircraft meeting/greeting
- Tie-down services
- Hangar storage services
- Aircraft washing
- Aircraft GPU services

The operator shall arrange for, or provide, the following services as necessary to meet the needs of the Airport's aeronautical users:

- Avionics repair
- Propeller repair
- Aircraft painting
- Aircraft engine rebuilding (reciprocating/turbine)
- Air cargo ground handling

Personnel

The operator shall employ adequate employees properly trained in all fuel handling, fire and spill prevention procedures as prescribed by the National Air Transportation Association (NATA) through its Safety 1st program, or a similar program, and by the individual fuel manufacturer/supplier, including annual recurrent training. Additional personnel shall be provided in the office during normal business hours to supervise the operations on the leased premises. This employee must be able to address the service and product needs of the operator's customers. Copies of training records and certificates shall be on file with the Airport.

Hours of Operation

The operator agrees to have qualified staff available in levels necessary to meet the needs of the Airport's aeronautical users' and the public's demand for fuel and line services seven days a week at hours mutually agreed to by the operator and the Airport. The operator shall further arrange for on-call service during periods of closure.

Work Area

The operator will lease or construct facilities which will provide for sufficient, adequately heated and lighted office space, aircraft storage, pilot's lounge, flight planning, ground transportation and public areas that include restrooms. The leasehold shall contain sufficient land to provide for lessee's buildings, aircraft, paved tie-down space, paved apron from hangar to taxiway, paved customer and employee parking area and access walkway.

Scheduling

The operator must provide a means for customers to schedule services during both normal hours of operation and during periods of closure.

2. **Aircraft Servicing, Major Alterations, Maintenance and Repair (including Avionics Sales, Installation and Repair)**: The following Minimum Standards shall apply to commercial aeronautical service providers who wish to provide major aircraft servicing, maintenance, and repair. Major alterations, repairs and maintenance are defined as per Appendix A to FAR Part 43.

Operation, Equipment and Materials

The operator shall provide all equipment, materials and supplies required to perform the services offered, including all appropriate equipment to diagnose and repair aircraft in accordance with the manufacturer's recommendations and satisfy the requirements for authorized dealer services for products sold and/or serviced. All work shall be performed in accordance with Title 14 Code of Federal Regulations Part 145.

Personnel

The operator shall employ adequate employees, properly licensed or certificated by the Federal

Aviation Administration and/or Federal Communications Commission, appropriate for the work to be performed and in accordance with the privileges of the repair station. Employees shall be trained by the operator in the techniques and safe practices required when working in and around aircraft with tools and equipment used for performing the services offered. Employees that handle and/or are exposed to hazardous and/or flammable materials shall meet all handling, fire, and spill prevention training as prescribed applicable federal, state and local regulations. Copies of all licenses and certificates shall be on file with the Airport. Additional personnel shall be provided in the office during normal business hours to supervise the operations on the leased premises. This employee must be able to address the service and product needs of the operator's customers.

Hours of Operation

The operator agrees to have qualified staff available in levels necessary to meet the needs of the Airport's aeronautical users. Hours of operation shall be a minimum of eight hours per day, five days per week, with provisions for emergency on-call service during periods of closure.

Work Area

The operator will lease or construct facilities which will provide for sufficient, adequately heated and lighted maintenance shop, parts storage space, office space and a public waiting area including restrooms. The leasehold shall contain sufficient land to provide for lessee's buildings, aircraft storage, paved apron from hangar to taxiway, paved customer and employee parking area and access walkways.

Scheduling

The operator must provide a means for customers to schedule services during both normal hours of operation and during periods of closure.

3. **Aircraft Servicing, Minor Alterations, Maintenance and Repair (including Avionics Sales, Installation and Repair)**: The following Minimum Standards shall apply to commercial aeronautical service providers who wish to provide minor aircraft servicing, maintenance, and repair. Minor alterations, repairs and maintenance are defined as any repair or alteration other than a major repair or alteration to include preventative maintenance as per Appendix A to FAR Part 43.

Operation, Equipment and Materials

The operator shall provide all equipment, materials and supplies required to perform the services offered, including all appropriate equipment to diagnose and repair aircraft in accordance with the manufacturer's recommendations and satisfy the requirements for authorized dealer services for products sold and/or serviced. All work shall be performed in accordance with Title 14 Code of Federal Regulations Part 43, 91, and/or 145 as applicable. Equipment, materials and supplies may not be stored on the Airport premises without an executed lease for appropriate facilities.

Personnel

The operator shall employ adequate employees, properly licensed or certificated by the Federal Aviation Administration and/or Federal Communications Commission, appropriate for the work to be performed and in accordance with the privileges of the repair station. Employees shall be trained by the operator in the techniques and safe practices required when working in and around aircraft with tools and equipment used for performing the services offered. Employees

that handle and/or are exposed to hazardous and/or flammable materials shall meet all handling, fire, and spill prevention training as prescribed applicable federal, state and local regulations. Copies of all licenses and certificates shall be on file with the Airport.

Hours of Operation

All services must be performed between the hours of 7:00 AM and 10:00 PM daily. If services are to be performed on weekends and university holidays, coordination of the work area must be accomplished no later than the last business day prior to the weekend or holiday.

Work Area

The work area for each operation shall be coordinated with the Director of Maintenance, or his/her designee, in advance of the work. When assigning a work area consideration shall be given to the type of aircraft, the type of work to be performed, the equipment to be used, the proximity of other aircraft and equipment, and weather conditions. Work areas may be assigned in hangars or outdoors at the discretion of the Director of Maintenance. The operator shall restore the work area to a clean and dry condition after work is completed.

Scheduling

The operator must provide a means for customers to schedule services during normal hours of operation.

4. **Aircraft Washing, Polishing and Interior Cleaning Services:** The following Minimum Standards shall apply to those firms, or individuals, who wish to provide aircraft washing, polishing and/or interior cleaning services.

Operation, Equipment & Materials

The operator shall provide all equipment, materials and supplies required to perform the services offered. All detergents and chemicals used shall be proven non-corrosive and safe for use on aircraft metals, finishes and various glass, plexiglass and acrylics used on aircraft. Detergents and chemicals utilized must be of a type that can be flushed into sanitary sewer systems in accordance with the Environmental Protection Agency and/or OSHA Standards. Chemicals that are considered unsafe/toxic when used in enclosed or poorly ventilated areas shall not be permitted without special approval. Material Safety Data Sheets shall be provided to the Director of Maintenance for all chemicals used by the operator in accordance with the OSHA, Health Communications Standard. Operators must also provide evidence that they are in compliance with the Health Communications Standard with regard to employee training and information. Equipment, materials and supplies may not be stored on the Airport premises.

Personnel

The operator shall employ adequate employees, properly licensed or certificated. Employees shall be trained by the operator in the techniques and safe practices required when working in and around aircraft with tools and equipment used for performing the services.

Hours of Operation

All services must be performed between the hours of 6:00 AM and 10:00 PM daily. If services are to be performed on weekends or University holidays, coordination of the work area must be accomplished no later than the last business day prior to the weekend or holiday.

Work Area

The work area for each operation shall be coordinated with the Director of Maintenance or his/her designee in advance of the work. When assigning a work area consideration shall be given to the type of aircraft, the type of work to be performed, the equipment to be used, the proximity of other aircraft and equipment, and weather conditions. Work areas may be assigned in hangars or outdoors at the discretion of the Director of Maintenance. The operator shall restore the work area to a clean and dry condition after work is completed.

Scheduling

The operator must provide a means for customers to schedule services during normal hours of operation.

5. **Air Taxi Service (Air Charter)**: The following Minimum Standards shall apply to any operator desiring to engage in air taxi or charter services.

Operation, Equipment & Materials

The operator shall manage an air charter service in accordance with Title 14 Code of Federal Regulations Part 135. The operator shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations.

Personnel

The operator shall employ a minimum of one employee possessing current Federal Aviation Administration certificates and ratings appropriate to the duties to be performed as Pilot in Command of an aircraft operating and certified under Title 14 Code of Federal Regulations Part 135. Copies of all licenses and certificates shall be on file with the Airport.

Hours of Operation

The operator shall be willing and able to conduct charter services twenty-four hours a day, seven days per week.

Work Area

The operator shall lease or construct facilities which will provide for sufficient, adequately heated and lighted office space; aircraft storage; luggage handling; ground transportation; and a public waiting area that includes a check-in and ticketing counter and restroom facilities. The leasehold shall contain sufficient land to provide space for lessee's buildings, aircraft, paved tie down space, paved apron from hangar to taxiway, paved customer and employee parking area and access walkway. Tenant shall board and depart all air charter flights through the Airport's main terminal.

Scheduling

The operator must provide a means for customers to schedule services during both normal hours of operation and during periods of closure.

6. **Flight Training**: The following Minimum Standards shall apply to firms or individuals who wish to provide flight training services on Ohio University Airport.

Operation, Equipment & Materials

The operator shall operate a flight school in accordance with Title 14 Code of Federal

Regulations Part 141 or Part 61. The operator shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations.

Personnel

Instructors shall maintain current certificates, ratings and endorsements appropriate to, and compatible with, the training being conducted as required by Title 14 Code of Federal Regulations. The operator shall provide sufficient, competent staff to allow the office to remain continuously attended during the required hours of operation. Copies of all licenses and certificates shall be on file with the Airport.

Hours of Operation

Hours of operation shall be a reasonable number of hours per day during a minimum of six days per week.

Work Area

The operator shall lease or construct a building which will provide sufficient, adequately heated and lighted office space, classroom space, aircraft storage, and a public waiting area that includes restroom facilities. The leasehold shall contain sufficient land to provide space for lessee's buildings, aircraft, paved tie down space, paved apron from hangar to taxiway, paved customer and employee parking area and access walkway.

Scheduling

The operator must provide a means for customers to schedule services during both normal hours of operation and during periods of closure.

7. **Independent Flight Instructors**: The following Minimum Standards shall apply to all prospective aeronautical service providers who wish to offer their services for compensation as an independent flight instructor.

Operation, Equipment and Materials

The instructor shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations.

Personnel

The instructor shall maintain current certificates, ratings and endorsements appropriate to, and compatible with, the training being conducted as required by Title 14 Code of Federal Regulations. Copies of all licenses and certificates shall be on file with the Airport.

Hours of Operation

Hours of operation shall be adequate to meet the needs of the instructor's customers.

Work Area

The instructor will operate within the public use portions of the airport in accordance with the Airport Rules and Regulations and all applicable federal, state and local regulations.

Scheduling

The instructor must provide a means for customers to schedule services during normal hours of operation.

8. **Aircraft Rental**: The following Minimum Standards shall apply to those firms, or individuals, who wish to provide aircraft rental services.

Operation, Equipment and Materials

The operator shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations and all applicable advisory circulars.

Personnel

The operator shall employ a minimum of one employee possessing a current FAA commercial pilot certificate and second-class medical certificate and have sufficient staff to allow the office to remain continuously attended during the required hours of operation.

Hours of Operation

Hours of operation shall be a reasonable number of hours per day during a minimum of six days per week.

Work Area

The operator shall lease tie-down or hangar space adequate for the aircraft to be stored, or construct adequate aircraft storage facilities. The leasehold for constructed facilities shall contain sufficient land to provide space for lessee's buildings, aircraft, paved tie down space, paved apron from hangar to taxiway, paved customer and employee parking area and access walkway.

Scheduling

The operator must provide a means for customers to schedule services during normal hours of operation.

9. **Aircraft Sales**: The following Standards and Requirements shall apply to those firms, or individuals, who wish to provide aircraft sales on the Airport.

Operation, Equipment & Materials

A dealer of new aircraft shall have available, and be capable of demonstrating, at least one model aircraft which has been manufactured and issued an airworthiness certificate no more than 24 months prior to any demonstration flight. Such dealer shall hold a dealership license, permit or certificate, if required. Dealer shall also provide an adequate supply of parts and service to customers during aircraft and parts warranty periods. All aircraft for sale shall be in current airworthy condition in accordance with all applicable regulations as promulgated by Title 14 Code of Federal Regulations.

Personnel

The operator shall employ a minimum of one employee possessing a current FAA commercial pilot certificate with appropriate ratings and endorsements needed to demonstrate a particular aircraft. The operator shall also have sufficient staff to allow the office to remain continuously attended during the required hours of operation.

Hours of Operation

Hours of operation shall be a reasonable number of hours per day during a minimum of six days per week.

Work Area

The operator shall lease or construct a building which will provide sufficient, adequately heated and lighted office space, aircraft storage, and a public waiting area that includes indoor restroom facilities. The leasehold shall contain sufficient land to provide space for lessee's buildings, aircraft, paved tie down space, paved apron from hangar to taxiway, paved customer and employee parking area and access walkway.

Scheduling

The operator must provide a means for customers to schedule services during normal hours of operation.

10. **Aerial Photography**: The following Standards and Requirements shall apply to those firms, or individuals, who wish to initiate aerial photography services from the Airport.

Operation, Equipment & Materials

The operator shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations.

Personnel

The operator shall employ a minimum of one employee possessing a current FAA commercial pilot certificate and have sufficient staff to allow the office to remain continuously attended during the required hours of operation.

Hours of Operation

Hours of operation shall be adequate to meet the needs of the service provider's customers.

Work Area

The operator shall lease tie-down or hangar space adequate for the aircraft to be stored, or construct adequate aircraft storage facilities. The leasehold for constructed facilities shall contain sufficient land to provide space for lessee's buildings, aircraft, paved tie down space, paved apron from hangar to taxiway, paved customer and employee parking area and access walkway.

Scheduling

The operator must provide a means for customers to schedule services during normal hours of operation.

11. **Aerial Advertising**: The following Minimum Standards shall apply to those firms, or individuals, who wish to initiate aerial advertising services.

Operation, Equipment & Materials

The operator shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations.

Personnel

The operator shall employ a minimum of one employee possessing a current FAA commercial pilot certificate and have sufficient staff to allow the office to remain continuously attended during the required hours of operation.

Hours of Operation

Hours of operation shall be adequate to meet the needs of the service provider's customers.

Work Area

The work area for all banner towing operations shall be coordinated with the Airport Director or his/her designee in advance of the work. When assigning a work area consideration shall be given to the type of aircraft, the type of work to be performed, the equipment to be used, the proximity of other aircraft and equipment, and weather conditions. The operator shall restore the work area to pre-operation condition after operations are completed.

Scheduling

The operator must provide a means for customers to schedule services during normal hours of operation.

12. **Self-Service:** The following Minimum Standards shall apply to those entities, or individuals, who wish to provide self-service on owned or exclusively leased aircraft on Ohio University Airport.

Operation, Equipment & Materials

An operator owning or exclusively leasing aircraft shall be permitted, using the operator's employees, to fuel and/or maintain its aircraft in accordance with all applicable federal, state and local regulations including Airport Rules and Regulations and these Minimum Standards. Self-service activities must be accomplished with the operators own equipment. The operator is not permitted to contract with an off-airport company to enter upon the Airport to fuel its aircraft. Operators are not permitted to form a co-op with other aircraft owners for the purpose of self-service as a single operator. The Airport has the right to request a copy of the FAA aircraft registration or evidence of an exclusive lease prior to allowing self-servicing. An operator may not use its equipment to service non-owned aircraft. Fuel and aircraft parts and supplies may not be sold, or ownership otherwise transferred, to other aviation operators at the Airport. The operator must enter into a self-service agreement with the Airport and obtain the required insurance prior to undertaking any self-service operations.

Personnel

The operator shall employ adequate personnel properly licensed or certificated by the Federal Aviation Administration as applicable to the self-service. Employees shall be trained in the techniques and safe practices required when working in and around aircraft with tools and equipment used for performing the services. Employees that handle and/or are exposed to hazardous and/or flammable materials shall meet all handling, fire, and spill prevention training as prescribed applicable federal, state and local regulations, including annual recurrent training. Copies of all licenses and certificates shall be on file with the Airport.

Work Area

The work area for each operation shall be coordinated with the Director of Maintenance or his/her designee in advance of the work. When assigning a work area consideration shall be

given to the type of aircraft, the type of work to be performed, the equipment to be used, the proximity of other aircraft and equipment, and weather conditions. Work areas may be assigned in hangars or outdoors at the discretion of the Director of Maintenance. The operator shall restore the work area to a clean and dry condition after work is completed.

13. **Flying Clubs**: The following Minimum Standards shall apply to those firms, or individuals, who wish to operate a flying club at Ohio University Airport.

Operation, Equipment & Materials

Flying clubs shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with one or more aircraft for their personal use. The ownership of the aircraft must be vested in the name of the flying club (or owned ratably by all of its members). The property rights of the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance and replacement of its aircraft.

Flying clubs may not offer or conduct charter, air taxi, or rental of aircraft. They may not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. No flying club shall permit its aircraft to be utilized for the giving of flight instruction to any person, including members of the club owning the aircraft, when such person pays or becomes obligated to pay for such instruction, except when instruction is given by an operator authorized by the Airport to provide flight training in accordance with these Minimum Standards.

Any qualified mechanic who is a registered club member and part owner of the aircraft owned and operated by a flying club shall not be restricted from doing maintenance work on aircraft owned by the club provided the club does not become obligated to pay for the work performed except that such mechanics may be compensated by credit against payment of dues or flight time.

All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the airport except that said flying club may sell or exchange its capital equipment.

A flying club shall provide the Airport Director with a copy of its charter and by-laws, articles of association, partnership agreement, or other documentation supporting its existence.

Personnel/Members

The operator shall provide the Airport Director a roster, or list of members, including names of officers and directors, to be revised on a semi-annual basis.