



County of San Mateo  
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# Minimum Standards

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County of San Mateo

*San Carlos Airport (SQL)*

*Half Moon Bay Airport (HAF)*

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VERSION 6 – Updated from 12/11/18 Mtg.



1. INTRODUCTION..... 1

*Purpose*..... 1

*General Provisions*..... 1

*Exclusive Rights and Airport Sponsor Assurances* ..... 1

*Pioneering Period* ..... 2

*Applicability* ..... 2

*Operational Considerations*..... 3

2. GENERAL REQUIREMENTS ..... 4

*Introduction* ..... 4

*Experience/Capability*..... 4

*Authorization to Engage in Commercial Activities* ..... 4

*Payment of Rents, Fees, and Charges* ..... 4

*Leased Premises (Except Terminal Building Leases)* ..... 4

*Products, Services, and Facilities*..... 6

*Licenses, Permits, Certifications, and Ratings* ..... 6

*Employees* ..... 7

*Aircraft, Equipment, and Vehicles*..... 7

*Hours of Commercial Activities* ..... 7

*Security*..... 8

*Insurance* ..... 8

*Indemnification and Hold Harmless* ..... 9

*Enforcement*..... 10

*Taxes* 10

*Multiple Commercial Activities* ..... 11

3. FIXED BASE OPERATOR ..... 12

*Introduction* ..... 12

*Scope of Commercial Activities* ..... 12

*Leased Premises*..... 13

*Fuel Storage Facility (SQL Only)* ..... 14

*Fueling Reports (SQL Only)* ..... 14

*Fueling Equipment (SQL Only)*..... 15

*Defueling (at SQL)*..... Error! Bookmark not defined.

*Equipment* ..... 15

*Hours of Commercial Activities* ..... 16

*Employees* ..... 17

*Standard Operating Procedures*..... 17

*Aircraft Removal*..... 18

4. AIRCRAFT MAINTENANCE OPERATOR (SASO)..... 19

*Introduction* ..... 19

*Leased Premises*..... 19

*Licenses and Certification* ..... 19

*Employees* ..... 19

*Equipment* ..... 20

*Hours of Commercial Activities* ..... 20

*Defueling (SQL Only)*..... 20

5. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)..... 21

*Introduction* ..... 21



## TABLE OF CONTENTS

<i>Leased Premises</i> .....	21
<i>Licenses and Certifications</i> .....	22
<i>Employees</i> .....	<i>Error! Bookmark not defined.</i>
<i>Equipment</i> .....	<i>Error! Bookmark not defined.</i>
<b>6. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)</b> .....	<b>23</b>
<i>Introduction</i> .....	23
<i>Leased Premises</i> .....	23
<i>Licenses and Certifications</i> .....	23
<i>Employees</i> .....	23
<i>Equipment</i> .....	24
<i>Hours of Commercial Activities</i> .....	24
<i>Insurance Disclosure Requirement</i> .....	24
<b>7. SAILPLANE OPERATOR (SASO)</b> .....	<b>25</b>
<i>Introduction</i> .....	25
<i>Leased Premises</i> .....	25
<i>Licenses and Certifications</i> .....	25
<i>Employees</i> .....	25
<i>Equipment</i> .....	26
<i>Hours of Commercial Activities</i> .....	26
<i>Standard Operating Procedures</i> .....	26
<i>Insurance Disclosure Requirement</i> .....	26
<b>8. AIRCRAFT SALES OPERATOR (SASO)</b> .....	<b>27</b>
<i>Introduction</i> .....	27
<i>Leased Premises</i> .....	27
<i>Dealership</i> .....	<i>Error! Bookmark not defined.</i>
<i>Licenses and Certifications</i> .....	27
<i>Employees</i> .....	27
<i>Hours of Commercial Activities</i> .....	27
<i>Sales Guarantee or Warranty</i> .....	28
<b>9. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)</b> .....	<b>29</b>
<i>Introduction</i> .....	29
<i>Leased Premises</i> .....	29
<i>Licenses and Certifications</i> .....	29
<i>Employees</i> .....	29
<i>Equipment</i> .....	30
<i>Hours of Commercial Activities</i> .....	30
<i>Hours of Commercial Activities</i> .....	31
<b>10. SCHEDULED AIRCRAFT CHARTER OPERATOR (SASO)</b> .....	<b>32</b>
<i>Introduction</i> .....	32
<i>Leased Premises</i> .....	32
<i>Aircraft Ground Handling</i> .....	32
<i>Licenses and Certifications</i> .....	32
<i>Employees</i> .....	33
<i>Equipment</i> .....	33
<i>Hours of Commercial Activities</i> .....	34
<i>Standard Operating Procedures</i> .....	34
<b>11. INDEPENDENT FLIGHT TRAINING OPERATOR (NON-LESSEE)</b> .....	<b>35</b>



## TABLE OF CONTENTS

<i>Introduction</i> .....	35
<b>12. INDEPENDENT AIRCRAFT MAINTENANCE OPERATOR (NON-LESSEE)</b> .....	<b>36</b>
<i>Introduction</i> .....	36
<i>Limitations</i> .....	36
<i>Location</i> .....	36
<i>Licenses and Certifications</i> .....	36
<b>13. OTHER COMMERCIAL AERONAUTICAL COMMERCIAL ACTIVITIES (SASO)</b> .....	<b>37</b>
<i>Introduction</i> .....	37
<i>Leased Premises</i> .....	37
<i>Employees</i> .....	37
<i>Equipment</i> .....	37
<i>Hours of Commercial Activity</i> .....	37
<b>14. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (NON-LESSEE)– TEMPORARY COMMERCIAL OPERATOR PERMIT</b> .....	<b>38</b>
<i>Introduction</i> .....	38
<i>Scope of Commercial Activity</i> .....	38
<i>Temporary Commercial Operator Permit</i> .....	38
<b>15. COMMERCIAL OPERATOR PERMIT</b> .....	<b>39</b>
<i>Application</i> .....	39
<i>Approved Commercial Operator Permit</i> .....	39
<i>Existing Operator with an Existing Agreement</i> .....	39
<b>16. AVIATION FUELING</b> .....	<b>40</b>
<b>17. MINIMUM INSURANCE REQUIREMENTS</b> .....	<b>45</b>



## 1. INTRODUCTION

### *Purpose*

The purpose of these Minimum Standards (Minimum Standards) is to encourage and promote at the San Carlos Airport and Half Moon Bay Airport: (a) the consistent provision of high quality commercial products, services, and facilities (Aeronautical Commercial Activities or Commercial Activities), (b) the orderly development of land and high quality Improvements, (c) safety and security, and (d) the economic health of Operators to the benefit of all Airport users.

Commercial Activities may be proposed that do not fall within the categories designated herein. In such a case, appropriate new standards shall be established by the County of San Mateo (County) on a case-by-case basis. All qualified and experienced entities desirous of engaging in Commercial Activities at the Airports shall be accorded a reasonable opportunity, without unjust discrimination, to engage in such Commercial Activities, subject to complying with these Minimum Standards.

These Minimum Standards address only Commercial Activities at the Airports and do not address Aeronautical Activities and functions of a non-commercial nature. The County's Rules and Regulations address any non-commercial Aeronautical Activities.

### *General Provisions*

Capitalized terms in these Minimum Standards have the meaning set forth in the attached Definitions Appendix, which is identical to the definitions appearing the Rules and Regulations. The terms defined in the Definitions Appendix and identified by use of a capital letter, shall be construed as defined therein unless (from the context) a different meaning is intended or unless a different meaning is specifically defined. Words or phrases that are not defined shall be construed consistent with common meaning or as generally understood throughout the aviation industry.

### *Exclusive Rights and Airport Sponsor Assurances*

In accordance with the Airport Sponsor Assurances (Assurances) that the County makes to the federal and/or state government as a condition to receiving federal and/or state funds, the granting of rights or privileges to engage in Commercial Activities shall not be construed in any manner as affording any Operator an Exclusive Right. The exclusive use of the land and/or Improvements that may be leased to an Operator is not considered to be an Exclusive Right to the extent provided in an Agreement.

### *Proprietary Exclusive Rights*

The County has elected to exercise its Proprietary Exclusive Right to be the only entity authorized to provide certain Commercial Activities directly (i.e., products, services, and facilities provided by the County's Employees using the County's Vehicles, Equipment, and resources). As to these Commercial Activities, no Operator other than the County can provide the following services:

- Publicly available aircraft storage and tie-downs at both HAF and SQL. *Note:* The County is electing to exercise its Proprietary Exclusive Right with respect to hangars upon adoption of these Minimum Standards. The County acknowledges that there are several grandfathered Agreements allowing tenants to own hangars and conduct Commercial Activities within such hangars on County-owned property. These Agreements will not be renewed upon their termination and/or expiration, and no amendments to such Agreements will be executed that extends the term and/or financial provisions. Administrative changes to existing amendments-Agreements may be made at the County's sole discretion as long as it does not change the term or financial provisions of the Agreement.



- The sale and delivery of aviation Fuel at HAF.

It is the policy of the County not to enter into or promote an understanding, commitment, or express Agreement to exclude other reasonably qualified and experienced entities. Accordingly, those entities who desire to enter into an Agreement with the County should neither expect nor request that other entities who also desire to engage in the same or similar Commercial Activities be excluded.

The opportunity to engage in Commercial Activities shall be made available to those entities complying with these Minimum Standards. Land and Improvements may be available at the Airports to support such Commercial Activities provided such use is consistent with the current and planned uses of land and Improvements at the Airports and is in the best interests of the County and the public, as determined by the County in its sole discretion.

If the FAA determines that any provision of these Minimum Standards, any provision of any Agreement, or any practice constitutes a grant of a prohibited Exclusive Right, such provision shall be deemed null and void and such practice shall be discontinued immediately.

### *Pioneering Period*

When specific Commercial Activities (e.g., product, service, or facility) are not currently being provided at the Airports, the County may enter into an Agreement under terms and conditions that may be less than those outlined in the Minimum Standards for a limited period of time (known as the pioneering period). The purpose of the pioneering period is to allow an Operator to explore the feasibility of providing new goods or services before making a substantial financial or time commitment to providing such goods and services.

### *Applicability*

These Minimum Standards, as amended from time to time, specify the standards and requirements which must be complied with by any Operator desiring to engage in Commercial Activities at the Airports. Throughout these Minimum Standards, the words "standards" or "requirements" shall be understood to be modified by the word "minimum" except where explicitly stated otherwise. Any required determinations, interpretations, or judgments regarding what constitutes an acceptable standard or requirement under these Minimum Standards, or regarding compliance with such standard or requirement, shall be made by the County.

- All Operators may exceed the applicable standards or requirements.
- No Operator shall be allowed to engage in Commercial Activities at the Airports under conditions that do not comply with these Minimum Standards unless an exemption or variance has been approved by the County.

These Minimum Standards shall apply to any new Agreement. These Minimum Standards shall apply to existing Operators or existing Agreements under the following circumstances: (1) Any material amendment is made to any existing Agreement relating to Commercial Activities if the amendment changes the scope of activities, the land area of a lease, or the financial terms of the Agreement; or (2) An Operator voluntarily seeks from the County a discretionary approval or modification to the terms of an Agreement, seeks to assign rights and obligations or change the name of the Operator, or requests a variance or exemption of the previously existing Minimum Standards. Absent such changes, these Minimum Standards shall not apply to previously executed Agreements during the term of such Agreements unless an exemption or variance has been granted by the County.



These Minimum Standards shall not be deemed to modify any existing Agreement under which an Operator is required to exceed these Minimum Standards nor prohibit the County from entering into or enforcing an Agreement or amendment thereto that requires an Operator to exceed these Minimum Standards.

- Any Operator currently engaging in Commercial Activities without ~~an lease-A~~Agreement with the County shall have thirty (30) days from the date of adoption, to comply with these Minimum Standards.
- These Minimum Standards shall apply to Operators who rent tie-down or hangar space from the County at the conclusion of the next 30-day permit after enactment of these Minimum Standards.
- When construction and/or alteration of facilities are involved, Operator shall obtain a certificate of occupancy from the authorizing Agency for the proposed facilities within eighteen (18) months following the possession of Leased Premises.

### *Operational Considerations*

It is the goal of the County to operate the Airports for the benefit of the community, Lessees, Operators, customers, and users. These Minimum Standards ensure that the Airports are operated and developed in a high-quality manner consistent with sound fiscal management and best practices while ensuring the provision of quality products, services, facilities and essential infrastructure and Improvements. The County has established the following objectives to help achieve this goal.

- **Environmental** – Conserving natural resources and features while minimizing adverse impacts on the environment including the reduction of noise, annoyance, and emissions.
- **Sustainability** – Incorporating sustainable concepts and practices into the planning, design, construction, operation, and maintenance of all existing and proposed infrastructure and Improvements including water efficiency, energy efficiency, materials, construction waste and recycling, operation and maintenance, and purchasing of fixtures and equipment. The County encourages developers to incorporate best-in-class green building strategies/practices and participate in a Leadership in Energy & Environmental Design (LEED) building certification program.
- **Social** – Maintaining an amenable relationship between the Airports and the surrounding community and reducing operational impacts whenever practicable.
- **Safety** – Enhance safety through the incorporation of industry best practices, design principals, methods, materials, training, and operation.
- **Visual** – Encouraging variety, interest, and high-quality standards for architectural and landscape design and construction.
- **Economic** – Preserving Airport property values and enhancing investments.
- **Function** – Encouraging imaginative and innovative development of land and Improvements while maintaining high standards and being able to respond to changes in the community, at the Airports, in the market, and within the industry.



## 2. GENERAL REQUIREMENTS

### *Introduction*

Operators engaging in Commercial Activities at the Airports shall comply with or exceed the standards and requirements of this section as well as the Minimum Standards applicable to each Commercial Activity, as set forth in subsequent sections.

### *Experience/Capability*

An Operator shall, in the judgment of the County, demonstrate before and throughout the term of the Agreement:

- the financial wherewithal and technical capability of paying all rents, fees, or other charges owed the County; developing and maintaining the required land and Improvements; procuring and maintaining the required Vehicles, Equipment, and/or Aircraft; employing required Employees; and engaging in the Commercial Activities.
- the capability of consistently providing the required Commercial products, services, and facilities and engaging in the required Commercial Activities in a safe, secure, efficient, courteous, prompt, and professional manner in service to and to the benefit of the public.

### *Authorization to Engage in Commercial Activities*

An Operator who has been engaging in Commercial Activities at either of the Airports must have a concession or permit ~~Agreement~~ with the County. *These two types of ~~Agreements~~ are being abolished by these Minimum Standards* and henceforth, the County will issue a single Commercial Operator Permit and implement a Master Fee Schedule for Commercial Activity. For clarity, all three types of permits will be referred to herein collectively as a Commercial Operator Permit. Operators who have a concession or permit ~~Agreement~~ will be required to convert to a Commercial Operator Permit upon the expiration of the existing ~~Agreements~~. The Commercial Operator Permit will set forth the Commercial Activities that are authorized on the Airports and will not reduce or limit the Operator's obligations with respect to complying with these Minimum Standards. The requirements of the Commercial Operator Permit shall be in addition to any requirements imposed by ~~lease or other Agreement~~ allowing the use of real property at the Airports.

### *Payment of Rents, Fees, and Charges*

Operator shall pay the rents, fees, or other charges on time, as specified by the County for engaging in Commercial Activities. The County may, at its option, enforce the payment of any rent, fee, or other charge due and owing to the County by any legal means available to the County under any Agreement and as provided by Legal Requirements.

### *Leased Premises (Except Terminal Space)*

Operator shall lease land and/or construct Improvements for the Commercial Activities as required in these Minimum Standards. ~~Agreements~~~~Leases~~ and authorizations to construct for Airport Commercial Activities are non-assignable, non-transferable, non-delegable, and cannot be subleased. *Note:* this prohibition does not apply to existing ~~L~~essees whose ~~lease Agreement~~ permits subleasing, but such ~~lease terms Agreements~~ will not be extended, and no amendments will be executed to such ~~leases~~~~Agreements~~.

**Approval** – Construction of any Improvements must be approved in writing in advance by the County, in accordance with the Legal Requirements, the County's requirements, and the requirements of any Agency having jurisdiction.



**Land** –Operators shall have adequate Leased Premises to accommodate all Commercial Activities of Operator as required in these Minimum Standards.

**Ramp**–If the Leased Premises include a Ramp, such Ramp must ~~be~~:

- ~~separated by no more than a Taxi~~lane which allows Operator to taxi or tow Aircraft without traversing a Taxiway or public roadway;
- ~~be~~ of adequate size to accommodate the movement, staging, and parking of Aircraft authorized to use the Operator’s Leased Premises;
- ~~be~~ able to accommodate the Operator’s and customer Aircraft; and
- ~~be~~ operated in a manner so as to provide unimpeded movement of Aircraft in and out of other facilities and/or operating to and from Taxilanes or Taxiways.

**Vehicle Parking** – Paved Vehicle parking shall be sufficient to accommodate all Vehicles and Equipment anticipated to use the Operator’s Leased Premises on a regular basis. Operators shall comply with all County’s Vehicle parking policies established for the Airports and as revised from time to time. An Operator may satisfy Vehicle Parking requirements through provision of off-site parking if the County finds that the Operator has a contractual right to such off-site parking for the duration of its Commercial Operator Permit ~~and/or lease~~, and that the amount and location of such parking is reasonably consistent with the requirements of these Minimum Standards.

- Leased Premises that require public access shall have direct Landside access.
- Paved Vehicle parking shall be located in close proximity to Operator’s primary facility.

**Hangars** –Only County-owned hangars may be used for Commercial Activities unless grandfathered in prior to adoption of these Minimum Standards. Where authorized in connection with a Commercial Activity, Hangars shall meet the following minimum door height and door width (in “feet”) requirements (for the type of Aircraft being serviced), unless otherwise stipulated in these Minimum Standards.

	<b>Door Height</b>	<b>Door Width</b>
Single-engine Piston	12	45
Multi-engine Piston	16	60
Turboprop	16	60
Turbojet	16	60

Hangar door heights and door widths may be less if the Hangars are single structures not less than 7,500 square feet, subdivided and configured (although each unit shall not be less than 1,250 square feet) to accommodate individual bays for storage of Single-Engine Piston Aircraft.

**Terminal Space** – Where requirements include terminal space, Operator can satisfy the requirements outside the leasehold through leasing of space in the Terminal Building or space with landside access at the end of hangars.

***Through-the-Fence***

A Commercial Operator Permit and a Right-of-Entry Permit are both required for all Commercial Through-the-Fence Operators. Such Operators should understand that the FAA strongly discourages any Through-the-Fence ~~A~~activities (whether Commercial or not) so the County will exercise particular scrutiny before approving an application that contemplates Commercial Through-the-Fence ~~A~~activities. A Right-of-Entry Permit will be issued for Commercial Activities in only extraordinary circumstances.



Except where approval is required by the terms of an Agreement-lease that predates these Minimum Standards, no Commercial Activity Permit will be approved by the County in connection with a Right-of-Entry Permit unless the County specifically finds that approving both Permits will not disadvantage any Operator or its Commercial Activities and that the authorized Activities are not otherwise available from an Operator at the Airports. Specific conditions may attach to the Right-of-Entry Agreement to ensure that the Through-the-Fence access does not, and does not have the potential to, violate any policy or directive of the FAA with regard to Through-the-Fence access for Commercial Activities.

Existing Operators who meet the Minimum Standards for leased space through an existing Through-the-Fence Agreement as of the date of adoption, shall be grandfathered in for this requirement until such time as leased space on the Airport(s) becomes available. No Agreement that allows Through-the-Fence access may be extended or modified, and no options may be exercised, if to do so would violate the County's policy that discourages such arrangements. Under no circumstances shall a new Operator satisfy the minimum land and Improvements requirements for each type of Commercial Activity with a Through-the-Fence arrangement.

### *Products, Services, and Facilities*

To ensure compliance with the FAA's Sponsor's Assurances, Operator shall:

- provide products, services, and facilities on a reasonable, and not unjustly discriminatory, basis to all Airports users and
- charge reasonable, and not unjustly discriminatory, prices for each product, service, or facility.

Any reasonable discounts, rebates, or other similar types of price reductions which Operator offers based on the type, kind, or class of Airport user or the volume of product purchased, shall be publicly available and provided to the County upon request. The Operator shall maintain a schedule setting forth the product, service, and facility pricing, any discounts, rebates, or other similar types of price reductions offered by Operator.

Operator shall engage in its Commercial Activities in a safe, secure, efficient, courteous, prompt, and professional manner consistent with the degree of care and skill exercised by qualified and experienced operators providing similar products, services, and facilities at comparable airports.

### *Licenses, Permits, Certifications, and Ratings*

Prior to engaging in Commercial Activities at the Airports, Operator and Operator's Employees shall obtain and comply with, at Operator's or Employee's sole cost and expense, all necessary licenses, permits, certifications and/or ratings required for the provision of Operator's Commercial Activities as required by the County or any other duly authorized Agency having jurisdiction.

- Operator shall keep in effect and post in a prominent place and/or readily accessible or visible to the general public, copies of all necessary or required licenses, permits, certifications or ratings.
- Upon request, Operator shall provide copies of such licenses, permits, certifications or ratings to the County within 14 calendar days.

Operators, whether using or occupying Airport land and/or Improvements, shall adhere to the practices required by the FAA and shall comply with all Safety Management Systems (SMS), Legal Requirements, and directives issued by the County.



### ***Employees***

Operators shall hire a qualified, experienced, and professional on-site manager who shall be fully responsible for the day-to-day management of Operator's Commercial Activities.

- The on-site manager and/or the designated staffing required by type of Commercial Activity shall have at least five years recent and relevant experience managing similar Commercial Activities at a comparable airport, as determined by the Airport Manager.
- If Operator receives notification from the County of dissatisfaction with the on-site manager's performance, Operator shall take reasonable action to eliminate the cause of such dissatisfaction.

During Operator's hours of Commercial Activities, a qualified, experienced, and professional on-site manager shall be Readily Available and authorized to represent and act on behalf of Operator with respect to Operator's Commercial Activities. Operator shall have, on duty, and be immediately available during hours of Commercial Activities, properly trained and qualified Employees in such numbers as are required to comply with these Minimum Standards and to meet the reasonable demands of customers for each of the Operator's Commercial Activities.

Operator shall control, and remain responsible for, the conduct, demeanor, and appearance of Operator's Employees. It shall be the responsibility of Operator to maintain close supervision over its Employees to ensure high quality products, services, and facilities are consistently provided in a safe, secure, efficient, courteous, prompt, and professional manner.

### ***Aircraft, Equipment, and Vehicles***

Aircraft, Equipment, and Vehicles required in these Minimum Standards must be fully operational, in compliance with Legal Requirements, and available at all times and capable of providing all required products and services in a manner consistent with the intended use. Aircraft, Equipment, and Vehicles may be unavailable, from time to time, on a temporary basis, for a reasonable period of time, because of routine or emergency maintenance as long as:

- appropriate measures are being taken to return the Aircraft, Equipment, or Vehicle to service as soon as possible and
- at least one of the required Aircraft, Equipment, and/or Vehicle shall be available, to meet required hours of operation as defined by Commercial Activity, in a fully operational manner.

### ***Hours of Commercial Activities***

Operator's hours of Commercial Activities and contact information for after-hours services shall be clearly posted in public view using appropriate and professional signage approved, in advance, by the County. Unless otherwise stated in these Minimum Standards, Operator's Commercial Activities shall be continuously offered and available to meet reasonable demand of customers for a minimum of eight (8) hours per day, seven-days per week, excluding holidays or as otherwise specified in an Agreement or as provided by these Minimum Standards for each type of Operator.     Unless otherwise stated in these Minimum Standards, Operator's Commercial Activities may, but are not required to, be available all other times (after-hours), on-call.

After-hours requests should be arranged during normal business hours for each respective operator unless the operator is:

- Operating an aircraft owned by federal, state or local government entity
- Participating in an active law enforcement activity



- Engaged in a lifesaving activity such as life-flight or organ-transplant.

In the above instances, Operator shall respond to such requests within one (1) hour.

It is not a violation of these Minimum Standards or the Rules and Regulations for any Operator to require payment in advance for any service outside the required hours of operation or outside the Operator's published hours of operation, whichever is longer.

### *Security*

Operator shall designate a responsible person for the coordination of all security procedures and communications and provide point-of-contact information to the County including the name of the primary and secondary contacts and a 24-hour telephone number for both individuals.

Operator shall develop and maintain a Security Plan for Operator's Leased Premises and Commercial Activities.

- Security Plan shall be submitted to the County for review no later than thirty (30) calendar days before Operator is scheduled to commence Commercial Activities and it shall be resubmitted any time changes are made.
- Upon request from the County, Operators that are required to comply with a TSA security program must demonstrate written compliance with all relevant and applicable TSA requirements to the County within fourteen (14) calendar days from the date notice is given.
- Operator shall cooperate with County of San Mateo Sheriff's Department or Airport Manager regarding screening investigations.

Operator must comply with applicable reporting requirements as established by the County, FAA, DHS, TSA, and any other Agency.

### *Insurance*

Operator shall procure, maintain, and pay all premiums throughout the term of any Agreement for the applicable insurance coverages and amounts required by Legal Requirements and set forth in Section 17 of these Minimum Standards (Minimum Insurance Requirement Schedule) for Operator's Commercial Activities. The insurance company or companies underwriting the required policies shall be authorized to write such insurance in the State of California (with an A.M. Best rating of A- or above) or be approved in writing by the County's Risk Manager.

- When coverages or amounts set forth in Section 17 (Minimum Insurance Requirement Schedule) are not commercially available, appropriate replacement coverages or amounts must be approved in writing at least 60 (sixty) calendar days in advance by the County.
- The County reserves the right to require more or different types of insurance coverage based on Operator's individual risks or exposures associated with Operator's Commercial Activities.
- When Operator engages in more than one Commercial Activity, the minimum coverages and amounts shall be established by the County and may vary depending on the nature of each Commercial Activity or combination of Commercial Activities, but shall not necessarily be cumulative.
- Where it is not required for Operator to procure and maintain insurance for the combined total of the minimum requirements of each Commercial Activity, Operator shall procure and maintain insurance for all exposures in amounts at least equal to the greatest of the required minimum or as established by the County.



## GENERAL REQUIREMENTS

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All insurance policies, which Operator is required to carry and keep in full force and effect, shall contain, or be endorsed to contain, the following provisions.

- “County of San Mateo and/or the Board of Supervisors, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers are to be covered as additional insured with respect to: liability arising out of Commercial Activities performed by or on behalf of entity; premises owned, leased, occupied, or used by entity; or vehicles, equipment, or Aircraft owned, leased, hired, borrowed, or operated by entity. Such insurance shall provide primary coverage and shall not seek any contribution from any insurance or self-insurance carried by agent or the County of San Mateo.”
- “Coverage shall not be suspended, voided, or canceled by either party or reduced in coverage or in limits except after 30 (thirty) calendar days prior written notice (fourteen (14) calendar days prior written notice for cancellation for non-payment of premium) by certified mail, return receipt requested, has been given to County of San Mateo.”

Companies issuing required insurance policies shall have no recourse against the County for payment of premiums or assessments for any deductibles that are the sole responsibility and risk of the Operator. Certificates of Insurance for the insurance coverages required by Legal Requirements and set forth in these Minimum Standards shall be delivered to the County upon execution of any Agreement, or when approval is given by the County to conduct Commercial Activities. Thereafter, Operator shall provide Certificates of Insurance to the County every twelve (12) months. In addition, Operator shall furnish a Certificate of Insurance if any change (e.g., changing underwriters, coverages, or amounts) occurs.

- The coverages and amounts stipulated herein represent the minimum coverages and amounts that shall be maintained by Operator, at all times, to engage in Commercial Activities at the Airports.

Operator whose Leased Premises contains known environmental contamination exposures shall be required to secure appropriate environmental liability insurance with coverage amounts appropriate for the type and level of environmental contamination exposure risk, as determined by the County.

### ***Indemnification and Hold Harmless***

Operator shall defend, indemnify, save, protect, and hold harmless the County and the Board, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers from and against (and reimburse the County or Board for) any and all actual or alleged claims, demands, damages, expenses, costs, fees (including, but not limited to, attorney, accountant, paralegal, expert, and escrow fees), fines, environmental costs, and/or penalties (collectively referred to as costs) which may imposed upon, claimed against or incurred or suffered by the County or Board and which, in whole or in part, directly or indirectly, arise from or are in any way connected with any of the following, except to the extent resulting from the County’s or the Board’s negligence or willful misconduct: (a) any act, omission, or negligence of Operator or Operator’s partners, officers, directors, agents, employees, invitees, or contractors, (b) any use or occupation, management or control of the Operator’s Leased Premises, whether or not due to Operator or Operator’s own act or omission, (c) any condition created in or about the Operator’s Leased Premises after the effective date, and (d) any breach, violation, or nonperformance of the Operator or the Operator’s obligations under any Agreement.

In the event a party indemnified hereunder is responsible, in part, for the loss, the indemnitor shall not be relieved of the obligation to indemnify; however, in such a case, liability shall be shared in accordance with the State of California’s principles of comparative fault.



In the event of an environmental law violation or an environmental contaminating accident or incident caused by Operator or Operator's employees, vendors, suppliers, contractors, or any other entity associated with Operator or in the event any of these entities violates any environmental law, the Operator shall accept total responsibility and defend, indemnify, save, protect, and hold harmless the County and Board, individually and collectively, and its representatives, officers, officials, employees, agents and volunteers.

Nothing herein shall constitute a variance or exemption of any protection available to the County and the Board, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers under the State of California's governmental immunity act or similar statutory provision.

The duty of Operator to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

### ***Enforcement/Appeal Process***

The County will work with Operators to address concerns or questions regarding compliance with the Minimum Standards. If the County has a question regarding whether an Operator is in compliance with the Minimum Standards, the County will ~~informally communicate with reach out to~~ the Operator to resolve the issue(s). ~~Should informal discussions not resolve an alleged infraction(s) and/or non-compliance with these standards, the County will initiate a formal appeals process.~~ This informal process should not take more than five business days. Following the informal process, if the County determines that an Operator has failed to comply with the Minimum Standards, the County shall ~~issue a notice to notify~~ the operator in writing of the determination and provide a reasonable opportunity, not to exceed thirty (30) days from date ~~of the noticesent~~, for the Operator to cure any alleged violation of these Minimum Standards. Upon expiration of the cure period, if the County finds that the Operator remains in violation of the Minimum Standards, the County shall provide a notice in writing to the Operator that its right to provide Commercial Activities has been suspended or terminated.

Any Operator may appeal any suspension or termination by notifying the County, in writing, within seven (7) days of notice of a termination or suspension. In the event of an appeal, the suspension or termination shall be stayed unless the County determines that the violation presents an immediate safety or operational threat to the Airport.

Within fourteen (14) days of requesting an appeal, the Operator may provide the County with evidence for the County's consideration in the appeal. The Director of Public Works shall issue a final decision within fourteen (14) days of receipt of such information (if the suspension or termination has not been stayed) or within a reasonable time if the suspension or termination has been stayed. The County, in its sole discretion, has the right to suspend the Operator's Commercial Activities and/or revoke the Operator's Commercial Activity privileges at the Airports, as the County deems necessary to obtain a correction of the violation. The Operator shall pay for any costs incurred by the County, including but not limited to, attorney fees, expert witness fees, court costs, and other legal costs, etc.

### ***Taxes and Financial Standing***

Operator shall, at its sole cost and expense, pay all taxes, fees, and other charges, that may be levied, assessed, or charged by any duly authorized Agency, relating to the Operator's Commercial Activities conducted at the Airports. An Agreement may create a property right and therefore a possessory interest subject to taxation. Lessee shall be responsible for payment of any possessory interest or other property taxes, fees or charges levied by the County of San Mateo. Operator must be in, and remain in, good financial standing with the County for all assessed fees, charges, and taxes. Failure to remain in good financial



standing with the County is a violation of these Minimum Standards and the County, in its sole discretion, may revoke the Operator's Commercial Activity privileges at the Airport.

### ***Multiple Commercial Activities***

When more than one Commercial Activity is conducted by an Operator at one of the Airports, the Minimum Standards or requirements for the combined Commercial Activities shall be established by the County.

The Minimum Standards or requirements for combined Commercial Activities shall not be:

- less than the highest standard or requirement for each separate Commercial Activity within the combined Commercial Activities, or
- greater than the cumulative standards or requirements for all of the combined Commercial Activities.

### ***Use and Lease of Space in Terminal Building***

No Operator may use space in the Terminal Building without a current Lease for such space. The County will enter into leases for space in the Terminal Building only for aeronautical uses or uses that complement existing aeronautical uses at the Airports.

Space within the County-operated Terminal Building, and space with Landside access at the end of County owned and operated hangars, will be treated as ~~Terminal Spaces~~ Terminal spaces for purposes of compliance with these Minimum Standards. Terminal ~~s~~spaces may be used ~~will be able~~ to reduce the minimum space requirements for the particular Activities as set forth in these Minimum Standards.

### ***Prohibited Activities***

The following Activities are prohibited at all times and could result in termination of privileges to conduct Commercial Aeronautical Activities at the Airport:

- Engaging in Commercial Activities in violation of these Minimum Standards
- Violation of the Rules and Regulations
- Actions that have the potential to place the County in violation of its Airport Sponsor's Assurances to the FAA
- Subleasing or assignment of rights without approval of the County
- Operating any Vehicle or Equipment in an unsafe manner or in violation of lawful directives from the Airport management or law enforcement
- Operating any Aircraft in an unsafe manner or in violation of directives from Air Traffic Control or the FAA.

### ***Minimum Activities***

Where these Minimum Standards set forth specific Commercial Activities or services that shall be performed or provided by the Commercial Operator, the Commercial Operator must provide such services or Activities unless expressly exempted by the County in writing. Failure to provide the minimum Activities or services shall be deemed to be a violation of these Minimum Standards.



**3. FIXED BASE OPERATOR**

*Introduction*

**Fixed Base Operator (FBO)** – Operator engaged in the sale and delivery of products and services must include, at a minimum, the following Commercial Activities:

Commercial Activities	SQL	HAF	Notes
Sale of aviation Fuels and lubricants	Yes	No	Prohibited at HAF
Aircraft ground handling services	Yes	No	
Passenger and crew services	Yes	No	
Aircraft maintenance	Yes	No	
Sale of other products, services, or facilities	Yes	No	

*Scope of Commercial Activities*

Unless otherwise stated in these Minimum Standards, all required products and services shall be provided by FBO’s Employees using the FBO’s Aircraft, Vehicles, Equipment, and resources. Required products and services that are not being provided by the FBO at the time these Minimum Standards are adopted are subject to a phase-in period not to exceed six (6) months from the date of adoption.

**Aviation Fuels and Lubricants** –FBO shall sell, deliver, and/or dispense, upon request, the following aviation Fuels and lubricants into all Aircraft using the Airport.

Aviation Fuels and Lubricants	SQL	HAF	Notes
Jet Fuel	Yes	No	Prohibited at HAF
Avgas	Yes	No	Prohibited at HAF
Unleaded Avgas	Yes	No	Prohibited at HAF
Lubricants	Yes	Optional	Not required at HAF
Response time (minutes)	30	Optional	From time of customers’ request during required hours of Commercial Activities, except in circumstances or situations beyond the control of the FBO

**Aircraft Ground Handling Services** – FBO shall provide, upon request, the following Aircraft ground handling services for General Aviation, government, and military Aircraft using the Airport:

Aircraft Ground Handling Services	SQL	HAF	Notes
Marshalling arriving/departing Aircraft	Yes	No	
Parking	Optional	Optional	Not required; tiedowns prohibited
Towing	Yes	Optional	
Tiedowns	No	No	Lease of space for tiedowns is prohibited; all Operators must use County-owned tiedowns
Oxygen	Optional	Optional	To be provided in compliance with Section 3.2 Scope of Commercial Activities (Aircraft Maintenance)
Nitrogen	Optional	Optional	To be provided in compliance with Section 3.2 Scope of Commercial Activities (Aircraft Maintenance)
Compressed air	Yes	Optional	



## FIXED BASE OPERATOR

Aircraft Ground Handling Services	SQL	HAF	Notes
Ground power	Yes	Optional	
Cleaning/washing service (largest Aircraft)	Yes	Optional	
Assistance to Disabled Aircraft	Yes	Optional	To be provided in compliance with Section 3.11

**Passenger and Crew Services** – FBO *may* provide, upon request, the following passenger and crew services for General Aviation, government, and military Aircraft using the Airports:

Passenger and Crew Services	SQL	HAF	Notes
Baggage handling	Optional	Optional	
Courtesy transportation	Optional	Optional	Utilizing FBO's Vehicles for passenger, crew, and baggage, as necessary and/or appropriate
Ground transportation arrangements	Yes	Optional	Includes limousine, shuttle, rental car, and/or taxi and on-site coordination of rental car drop off and pick up.
Accommodation arrangements	Optional	Optional	

**Aircraft Maintenance** – FBO shall provide Aircraft Maintenance in accordance with Section 4 of these Minimum Standards for the following General Aviation Aircraft.

General Aviation Aircraft	SQL	HAF	Notes
Fixed wing: Piston	Yes	Optional	
Fixed wing: Turboprop	Yes*	Optional	* Aircraft on ground services only required.
Fixed wing: Turbojet	Optional	Optional	
Part 145 Repair Station	Optional	Optional	

FBO can meet these requirements either with its own Employees or by arrangement with an authorized Operator who meets the Minimum Standards for Aircraft Maintenance Operator. If an Agreement or other contract memorializes such arrangement, the FBO must provide a copy to the County.

### *Leased Premises*

FBO shall lease adequate land and Improvements to accommodate all Commercial Activities, but not less than the following:

Improvements (square feet)	SQL	HAF	Notes
Customer/Passenger/Crew Area (total)	1,615	360	May include 1,075 sq. feet of common use areas and leased space at SQL.
Office/customer service area	540	180	Shall include adequate space for customer service work areas and storage.
Aircraft Maintenance (total)	1,400	Optional	
Maintenance Hangar	1,400	Optional	Clear span (on a standalone basis or within another structure) and completely enclosed
Maintenance Hangar door height/width	15'/53'	12'/42'	



## FIXED BASE OPERATOR

Improvements (square feet)	SQL	HAF	Notes
Ramp	Optional	Optional	Ramp, which may be leased, or managed by the FBO, but shall be associated with, and located immediately adjacent to, the FBO Terminal Building.
Paved Tiedowns	Prohibited	Prohibited	

### *Fuel Storage Facility (SQL Only)*

At SQL only, FBO shall own or lease an above ground Fuel storage facility in a location approved by the County. Fuel storage facility shall have total capacity for three days peak supply (excluding special events) of Fuels for Aircraft being serviced by FBO. Fuel storage is prohibited at HAF. In no event shall the total storage capacity be less than:

Fuel Storage Facility Capacity (gallons)	SQL	HAF	Notes
Jet Fuel (minimum total storage capacity)	12,000		
Number of tanks	1		
Size of each tank	12,000		
100 LL Avgas (minimum total storage capacity)	12,000		
Number of tanks	1		
Size of each tank (gallons)	12,000		
Unleaded Avgas (minimum total storage capacity)	10,000		
Number of tanks	1		
Size of each tank	10,000		
Auto gas or Diesel (minimum total storage capacity)	200		For Vehicles and Equipment
Number of tanks	N/A		
Waste Fuel			FBO shall have adequate and proper storage for waste Fuel or test samples.

At SQL, FBO shall demonstrate that satisfactory arrangements have been made with a reputable Fuel supplier for the delivery of Fuels in the quantities necessary to meet the requirements set forth herein or the reasonable peak demands of customers. FBO shall provide the County with a written Spill Prevention, Control, and Countermeasures (SPCC) Plan that meets Legal Requirements for FBO's Fuel storage facilities and Commercial Activities. An updated copy of the SPCC Plan shall be filed with the County at least thirty (30) calendar days prior to any scheduled changes in operations. Fuel delivered, stored, or dispensed by FBO shall comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D 1655 (Jet Fuel), ASTM D 910 (100LL Avgas), and ASTM D7547 (Unleaded Avgas). Ensuring the quality of the Fuel is the sole responsibility of FBO.

### *Fueling Reports (SQL Only)*

On or before the 10th calendar day of the subsequent month, FBO at SQL shall: (a) provide a summary report to the County identifying the number of gallons of aviation Fuel by Fuel type: (i) purchased by FBO, (ii) delivered to FBO's Fuel storage facility, and (iii) dispensed by FBO at the Airports to FBO and customer Aircraft and (b) pay the appropriate fees due to the County.



Upon request, records and meters shall be made available for review by the County or its designated representative. In the case of a discrepancy between the amount of Fuel purchased by and/or delivered to FBO and the amount of Fuel dispensed by FBO, the greater amount shall prevail and the FBO shall promptly pay all additional fees due and owing the County, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

***Fueling Equipment (SQL Only)***

At SQL, FBO shall have the following Fueling Equipment and associated capacities:

<b>Fueling Equipment</b>	<b>SQL</b>	<b>HAF</b>	<b>Notes</b>
Jet Fuel			
Refueling Vehicle(s)	2		
Capacity of 1 <sup>st</sup> Refueling Vehicle (gallons)	1,500		
Capacity of 2 <sup>nd</sup> Refueling Vehicle (gallons)	1,000		
Avgas			
Refueling Vehicle(s)	1		A fixed fueling self-serve system can be substituted for a back-up refueling vehicle.
Capacity of Refueling Vehicle (gallons)	750		
Unleaded Avgas			
Refueling Vehicle(s)	1		A fixed fueling self-serve system can be substituted for a back-up refueling vehicle.
Capacity of Refueling Vehicle (gallons)	750		

A fixed Avgas self-serve Fueling system can be substituted for one backup Avgas Refueling Vehicle. The system shall: (a) be constructed or installed in a location specified and approved by the County, (b) be available and maintained by FBO for public Commercial use, and (c) have detailed and readily accessible instructions for the proper and safe operation of the system and a fully operational and readily accessible telephone (or other communication device permitted under applicable Legal Requirements), emergency shut-off, properly rated fire extinguisher, and Fuel spill kit.

Refueling Vehicles shall be equipped with metering devices that meet applicable Legal Requirements. All Refueling Vehicles shall be bottom loaded.

***Equipment***

FBO shall have the following Aircraft ground handling services Equipment:

<b>Ground Handling Services Equipment</b>	<b>SQL</b>	<b>HAF</b>	<b>Notes</b>
Marshalling wands	Yes	Optional	
Equipment for securing Aircraft on the Ramp	Yes	Optional	Including ropes, chains, and/or other types of Aircraft restraining devices and wheel chocks which are required to safely secure Aircraft as described in AC 20-35C
Towing Vehicle(s)	2	Optional	Equipment to be provided by FBO At least one having a rated draw bar capacity sufficient to meet the towing requirements of the heaviest Aircraft normally frequenting the Airport



Ground Handling Services Equipment	SQL	HAF	Notes
Tow bars/heads	As required	Optional	
Oxygen cart(s)	Optional	Optional	To be provided in compliance with Section 3.0 Scope of Commercial Activities (Maintenance)
Nitrogen cart(s)	Optional	Optional	To be provided in compliance with Section 3.0 Scope of Commercial Activities (Maintenance)
Aircraft ground power units	2	Optional	
Aircraft wash rack	No	Optional	
Spill kits	As required	Optional	Includes necessary Equipment and materials to contain and restrict a Fuel spill and restrict Fuel or other Hazardous Materials from flowing into drains and other areas, in compliance with the FBO's SPCC Plan.
Dry chemical fire extinguisher units	As required	Optional	Approved and regularly inspected dry chemical fire extinguisher units shall be maintained within all Hangars, on all Ramp areas, at all Fuel storage facilities, and on all ground handling and Refueling Vehicles and equipment.

FBO shall have the following passenger and crew services Equipment:

Passenger and Crew Services Equipment	SQL	HAF	Notes
Ramp transportation Vehicle(s)	1	Optional	To be utilized by FBO for transportation of passengers, crew, and baggage to and from destinations on the Ramp to the FBO Terminal Building and/or Vehicle parking area(s).
Courtesy/crew Vehicle(s) Arrangements	1	Optional	Must be able to transport passengers safely from the ramp to the terminal building.

***Hours of Commercial Activities***

FBO Commercial Activities (except for Aircraft Maintenance) shall be continuously offered and available to meet reasonable demands of customers for these Commercial Activities, but not less than the following:

Hours of Commercial Activities	SQL	HAF	Notes
Hours	8 hours per day	No required hours	
Days per week	7	No required hours	
Holidays	No	No required hours	
After-hours on-call response time	1 hour*	No required hours	*For Operators listed in Section 2 only.

FBO's Aircraft Maintenance shall be open and services shall be continuously offered and available to meet reasonable demands of the public for this Commercial Activity as outlined above.



***Employees***

Employees, while on duty, shall be clean, neat in appearance, and at all times, properly uniformed. Uniforms shall identify the name of the FBO. Management and administrative employees shall not be required to be uniformed but shall display County-approved identification at all times.

FBO shall have properly trained and qualified Employees to provide Aircraft Fueling, Aircraft ground handling services, and passenger and crew services, as follows:

FBO Employees	SQL	HAF	Notes
Line service technician(s)			County is currently exercising its proprietary Exclusive Right for the sale and delivery of aviation Fuels at HAF.
1 <sup>st</sup> Shift	2	Not Required	FBO shall have at least one supervisory line service technician (FBO Employee) trained in an FAA approved fire safety program (14 CFR Part 139.321).
2 <sup>nd</sup> Shift	2	Not Required	FBO shall have at least one supervisory line service technician (FBO Employee) trained in an FAA approved fire safety program (14 CFR Part 139.321).
Customer Service Representative(s)			
During Hours of Commercial Activities	1	Not Required	A line service technician may fulfill the responsibilities of the customer service representative unless the line service technician is performing duties off the Leased Premises

FBO shall comply with the Aircraft Maintenance Employee requirements identified in Section 4.

***Standard Operating Procedures***

FBO shall develop and maintain standard operating procedures (SOP). FBO's SOP shall include, at a minimum, a training plan, Aircraft ground handling procedures, and for SQL FBO only, Fuel quality assurance procedures and associated record keeping, and emergency response procedures to Fuel spills and fires.

FBO's SOP shall also address: (a) regular safety and security inspections, (b) bonding and fire protection, (c) public protection, and (d) for SQL FBO only, marking and labeling of (and controlling access to) Refueling Vehicles, Fueling Equipment, and Fuel storage facilities.

FBO's SOP shall be submitted to the County no later than ninety (90) calendar days before the FBO's Commercial Activities are scheduled to commence and shall be resubmitted any time changes are made.

For SQL FBO only, Fuel storage facilities and Fueling Equipment shall be equipped and maintained to FBO's SOP and shall comply with applicable Legal Requirements and industry best practices including, without limitation, those prescribed by:

- National Fire Protection Association (NFPA) Codes;
- 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials"; and



- Applicable Advisory Circulars (ACs) including AC 00-34 "Aircraft Ground Handling and Servicing", AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport", and AC 150/5230-4A "Aircraft Fuel Storage, Handling, and Dispensing on Airports".

***Aircraft Removal***

Recognizing that Aircraft removal is the responsibility of the Aircraft Owner or Aircraft Operator, FBO shall be prepared to lend assistance within thirty (30) minutes from the time a request is made by the County in order to maintain the operational readiness of the Airports.



## AIRCRAFT MAINTENANCE OPERATOR (SASO)

### 4. AIRCRAFT MAINTENANCE OPERATOR (SASO)

#### *Introduction*

**Aircraft Maintenance Operator** – Operator engaged in providing Aircraft Maintenance for Aircraft other than those owned, leased, and/or operated by (and under the full and exclusive control of) Operator.

#### *Leased Premises*

Operator shall have adequate land and Improvements to accommodate all Commercial Activities, but not less than the following based on the type of Aircraft, which are not cumulative.

SQL				
Leased Premises (square feet)	Single Engine Piston	Multi Engine Piston	Turboprop*	
Customer, Administrative, and Maintenance	170	800	1,000	
<b>Note:</b> Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage. Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts, accessories, related components, and Equipment.				
Terminal Space	Immediate access	Immediate access	Immediate access	Immediate access
Hangar	1,400	1,400	4,400	
<b>Note:</b> Shall be at least equal to the square footage stipulated for the type of service being provided (as identified above) or large enough to accommodate the largest General Aviation Aircraft being serviced, whichever is greater.				

HAF				
Leased Premises (square feet)	Single Engine Piston	Multi Engine Piston		
Customer, Administrative, and Maintenance	170	170		
<b>Note:</b> Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage. Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts, accessories, related components, and Equipment.				
Terminal Space	Immediate access	Immediate access	Immediate access	Immediate access
Hangar	1,200	1,200		
<b>Note:</b> Shall be at least equal to the square footage stipulated for the type of service being provided (as identified above) or large enough to accommodate the largest General Aviation Aircraft being serviced, whichever is greater.				

\*Does not apply if limited to Turboprop AOG only.

#### *Licenses and Certification*

Operator shall be properly certificated by the FAA and comply with all Legal Requirements related to required licenses and permits.

#### *Employees*

Operator shall, at a minimum, employ the following number of Employees who shall be available during the required hours of Commercial Activity as follows:

Employees	SQL	HAF	Notes
A & P Mechanic(s)	1	1	



## AIRCRAFT MAINTENANCE OPERATOR (SASO)

Employees	SQL	HAF	Notes
Customer Service Representative(s)	1	1	An A & P Mechanic may fulfill the responsibilities of the customer service representative unless the A & P Mechanic is performing duties off the Leased Premises. Operators with multiple locations may obtain a variance or exemption from the County for this requirement.

If Operator is not certificated as a Repair Station (as defined in 14 CFR Part 145) and is providing annual or phase inspections, one A & P Mechanic shall have FAA Inspection Authorization (IA) or Operator may utilize an authorized Independent Aircraft Maintenance Operator that has FAA Inspection Authorization (IA) in conformance with Section 12.

### ***Equipment***

Operator shall have necessary Equipment for the performance of services being provided in accordance with the manufacturer's specifications and applicable FAA regulations.

### ***Hours of Commercial Activities***

Operator shall be open, and services shall be available to meet reasonable demands of customers for these Commercial Activities, but not less than the following:

Hours of Commercial Activities	SQL	HAF	Notes
Hours	8 hours per day	8 hours per day	
Days per week	5	5	Including Saturdays and/or Sundays
Holidays	No	No	
After-hours	Prior arrangement	Prior arrangement	

### ***Defueling (SQL Only)***

Operator at SQL may only defuel Aircraft in the event the aircraft is overfilled or if necessary for Aircraft Maintenance purposes. Employees engaged in defueling and refueling shall be trained in an FAA approved fire safety program per 14 CFR Part 139.321. Additionally, Operator may refuel the defueled Aircraft following provision of required Aircraft Maintenance. Defueling and refueling shall not be construed to permit Operator to engage in the sale of Fuels as this Commercial Activity is specifically reserved for an FBO (see Section 3).

Operator conducting defueling and refueling of Aircraft shall have adequate and proper Fuel storage, provide the County with a SPCC Plan for defueling, refueling, and fuel storage, and conform with Section 3.0



**5. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)**

*Introduction*

**Avionics or Instrument Maintenance Operator** – Operator engaged in the business of maintenance or alteration of one or more of the items described in 14 CFR Part 43, Appendix A (i.e., Aircraft radios, electrical systems, or instruments) for Aircraft other than those owned, leased, and/or operated by (under the full and exclusive control of) Operator.

*Leased Premises*

Operator shall have adequate land and Improvements to accommodate all Commercial Activities of Operator. The minimum Leased Premises requirements, which are not cumulative, are as follows.

SQL				
Leased Premises (square feet)	Single Engine Piston	Multi Engine Piston	Turboprop	
<del>Customer, Administrative, and Maintenance</del>	<del>170</del>	<del>800</del>	<del>1,000</del>	
<del>Customer, Administrative, and Maintenance</del> <del>Note: Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage. Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts, accessories, related components, and Equipment.</del>				
Terminal Space	Immediate access	Immediate access	Immediate access	Immediate access
Hangar	1,400	1,400	4,400	
<del>Note: Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage. Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts, accessories, related components, and Equipment.</del> <del>Hangar s</del> Shall be at least equal to the square footage stipulated for the type of service being provided (as identified above) or large enough to accommodate the largest General Aviation Aircraft being serviced, whichever is greater.				

HAF				
Leased Premises (square feet)	Single Engine Piston	Multi Engine Piston		
<del>Customer, Administrative, and Maintenance</del>	<del>170</del>	<del>170</del>		
<del>Customer, Administrative, and Maintenance</del> <del>Note: Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage. Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts, accessories, related components, and Equipment.</del>				
Terminal Space	Immediate access	Immediate access	Immediate access	Immediate access
Hangar	1,200	1,200		
<del>Note: Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage. Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts, accessories, related components, and Equipment.</del> <del>Hangar shall be at least equal to the square footage stipulated for the type of service being provided (as identified above) or large enough to accommodate the largest General Aviation Aircraft being serviced, whichever is greater.</del> <del>Note: Shall be at least equal to the square footage stipulated for the type of service being provided (as identified above) or large enough to accommodate the largest General Aviation Aircraft being serviced, whichever is greater.</del>				



**AVIONICS OR INSTRUMENT  
MAINTENANCE OPERATOR (SASO)**

***Licenses and Certifications***

Employees shall be supervised by ~~properly certificated~~ supervisors properly certificated by the FAA and the Federal Communications Commission, current, and holding the appropriate ratings for the work being performed.

Employees	SQL	HAF	Notes
Customer Service Representative(s)	1	1	An A & P Mechanic may fulfill the responsibilities of the customer service representative unless the A & P Mechanic is performing duties off the Leased Premises. Operators with multiple locations may seek a variance or exemption from the County for this requirement.

***Hours of Commercial Activities***

Operator shall be open, and services shall be available to meet reasonable demands of customers for these Commercial Activities, but not less than the following:

Hours of Commercial Activities	SQL	HAF	Notes
Hours	Prior arrangement	Prior arrangement	
Days per week	2	2	
Holidays	No	No	
After-hours	Prior arrangement	Prior arrangement	



**6. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)**

*Introduction*

**Aircraft Rental Operator** – Operator engaged in the rental of Aircraft to the public.

**Flight Training Operator** – Operator engaged in providing flight instruction to the public from Operator’s Leased Premises.

*Leased Premises*

Operator shall have adequate land and Improvements to accommodate all Commercial Activities of Operator, but not less than the following, which are not cumulative.

Leased Premises (square feet)	SQL	HAF	Notes
Customer area			
Customer and Administrative Space	540	150	Shall include adequate space for customer lounge, class/training rooms, adequate and dedicated space for customer service area, and restrooms.
Terminal Space	Immediate access	Immediate access	Shall include adequate space for class/training rooms and immediate access to customer lounge and restrooms.

*Licenses and Certifications*

Employees performing Aircraft proficiency checks and/or Flight Training shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certifications for the Aircraft being utilized and/or Flight Training being provided. Must provide flight instruction for private, commercial and instrument ratings.

Flight Training Operators shall have available a properly certificated ground school instructor capable of providing ground school instruction sufficient to enable students to pass the FAA written examinations for private pilot, commercial pilot, and instrument rating.

*Employees*

At a minimum, Operator shall employ the following number of Employees who shall be available during required hours of Commercial Activities.

Employees	SQL	HAF	Notes
Aircraft Rental Operator			
Flight Instructor(s)	3	1	
Customer Service Representative(s)	1	N/A	A flight instructor may fulfill the responsibilities of the customer service representative unless the flight instructor is performing duties off the Leased Premises.
Flight Training Operator			
Flight Instructor(s)	1	1	Full time employee
Certificated ground school instructor(s)	1	1	Capable of providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for commercial pilot and instrument rating.



## AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

Employees	SQL	HAF	Notes
Customer Service Representative(s)	1	1	A flight instructor may fulfill the responsibilities of the customer service representative unless the flight instructor is performing duties off the Leased Premises.

### *Equipment*

Operator shall have the following number Aircraft available for rental or Flight Training, as applicable. All Aircraft shall be owned or leased by Operator (and operated under the full and exclusive control of Operator).

Equipment	SQL	HAF	Notes
Aircraft Rental Operator Aircraft			
Fixed wing: single-engine	6	1	One Aircraft must be IFR capable and four places.
Flight Training Operator Aircraft			
Fixed wing: single-engine	6	1	One Aircraft must be IFR capable and four places unless Operator is only providing sport pilot training.

Flight Training Operators shall provide training aids necessary to provide ground school instruction.

### *Hours of Commercial Activities*

Operator shall be open, and services shall be available to meet reasonable demands of customers for these Commercial Activities, but not less than the following:

Hours of Commercial Activities	SQL	HAF	Notes
Hours Per Day / Days Per Week	8 hours per day / 5 days per week*	See Notes	*Must include Saturdays. After hours with prior arrangement. HAF hours may be met via appointment.
Holidays	Not Required	Not Required	

### *Insurance Disclosure Requirement*

Any Operator conducting Aircraft rental or Flight Training shall post a notice (and incorporate within its rental and instruction Agreements) or have readily available upon demand, that: (a) identifies the insurance coverages provided to the renter or student by Operator, (b) discusses when and how the insurance coverages apply, (c) indicates where additional information can be obtained, and (d) advises the renter or student that additional insurance coverage is available (i.e., that the renter or student can purchase an individual non-ownership liability policy). Operator shall provide a copy of such notice to the County.



**7. SAILPLANE OPERATOR (SASO)**

*Introduction*

**Sailplane Operator** – Operator engaged in the sale and delivery of products and services and the leasing of facilities including, at a minimum, the following Commercial Activities.

Commercial Activities	SQL	HAF	Notes
Sailplane Rental	Yes	Yes	
Sailplane tow services	Yes	Yes	
Sailplane Flight Training	Yes	Yes	
Sailplane storage	Yes	Yes	

*Leased Premises*

Operator shall have adequate land and Improvements to accommodate all Commercial Activities of Operator, but not less than the following, which are not cumulative.

Leased Premises (square feet)	SQL	HAF	Notes
Leased Space	150	150	Shall include adequate space for customer lounge, class/training rooms, and restrooms. Based on operational needs at the Airport, Operator may satisfy this requirement if it seeks a variance or exemption from the County to allow it to use off-site leased space.
Terminal Space	Immediate access	Immediate access	Shall include customer lounge and restrooms

*Licenses and Certifications*

Employees performing Sailplane proficiency checks, Flight Training, or sightseeing flights (flights which begin and end at the Airports and are conducted within a 25-statute mile radius of the Airport) shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certifications for the Sailplane being utilized and/or Flight Training or sightseeing flight being provided.

Operators shall have available a properly certificated ground school instructor capable of providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for glider ratings.

*Employees*

At a minimum, Operator shall employ the following number of Employees who shall be available during required hours of Commercial Activities.

Employees	SQL	HAF	Notes
Customer Service Representative(s)	1	1	An employee may fulfill the responsibilities of the customer service representative unless the employee is performing duties off the Leased Premises.
Flight Instructor(s)	1	1	



## SAILPLANE OPERATOR (SASO)

Employees	SQL	HAF	Notes
Certificated ground school instructor(s)	1	1	Capable of providing on-demand ground school instruction sufficient to enable students to pass applicable FAA written examination. May be fulfilled by a properly certified Flight Instructor.

### *Equipment*

Operator shall have the following number of Sailplane and Aircraft available, as applicable. All Sailplane and Aircraft shall be owned or leased by Operator and operated under the full and exclusive control of Operator.

Equipment	SQL	HAF	Notes
Rental/Flight Training Sailplane			
Sailplane	2	1	
Tow Aircraft			
Single Engine	1	1	

Operator shall provide training aids necessary to provide ground school instruction.

### *Hours of Commercial Activities*

Operator shall be open, and services shall be available during the approved season to meet reasonable demands of customers for these Commercial Activities, but not less than the following:

Hours of Commercial Activities	SQL	HAF	Notes
Hours per day / Days per week	Not Required	Not Required	May be met by appointment.
Holidays	Not Required	Not Required	
After-hours	Prior Arrangement	Prior Arrangement	

### *Standard Operating Procedures*

Operator shall develop and maintain standard operating procedures (SOP). Operator's SOP shall include, at a minimum, operational protocols and safety measures to be followed by Operator and members of the general public.

Operator's SOP shall be submitted to the County no later than 30 calendar days before the Commercial Activities are scheduled to commence and shall be resubmitted any time changes are made.

### *Insurance Disclosure Requirement*

Operator conducting Sailplane rental or Flight Training shall post a notice (and incorporate within its rental and instruction [Agreements](#)) that: (a) identifies the insurance coverages provided to the renter or student by Operator, (b) discusses when and how the insurance coverages apply, (c) indicates where additional information can be obtained, and (d) advises the renter or student that additional insurance coverage is available (i.e., that the renter or student can purchase an individual non-ownership liability policy). Operator shall provide a copy of such notice to the County.



**8. AIRCRAFT SALES OPERATOR (SASO)**

***Introduction***

**Aircraft Sales Operator** – Operator engaged in the sale of more than three new and/or used Aircraft during a 6-month period. This excludes individuals selling personally owned Aircraft, unless the individual purchases Aircraft for the primary purpose of resale.

***Leased Premises***

Operator shall have adequate land and Improvements to accommodate all Commercial Activities of Operator, but not less than the following, which are not cumulative.

Leased Premises (square feet)	SQL	HAF	Notes
Customer area			
Leased Space	540	150	Based on operational needs at the Airport, Operator may satisfy this requirement if it seeks a variance or exemption from the County to allow it to use off-site leased space.
Terminal Space	Immediate access	Immediate access	Shall include customer lounge and restrooms

***Licenses and Certifications***

Employees shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certification for providing flight demonstration in all Aircraft offered for sale.

***Employees***

At a minimum, Operator shall employ the following number of Employees who shall be available during required hours of Commercial Activities.

Employees	SQL	HAF	Notes
Commercial Pilot(s)	1	1	
Customer Service Representatives	1	1	A commercial pilot may fulfill the responsibilities of the customer service representative unless the commercial pilot is performing duties off-Airport.

***Hours of Commercial Activities***

Operator shall be open, and services shall be available to meet reasonable demands of customers for these Commercial Activities, but not less than the following:

Hours of Commercial Activity	SQL	HAF	Notes
Hours per day / Days per week	Not Required	Not Required	May be met by appointment.
Holidays	Not Required	Not Required	
After-hours	Prior Arrangement	Prior Arrangement	



***Sales Guarantee or Warranty***

Operator shall provide necessary and satisfactory arrangements for Aircraft Maintenance in accordance with any sales guarantee or warranty period.



**9. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)**

*Introduction*

**Aircraft Charter Operator** – Operator engaged in on-demand common carriage for persons or Property (as defined in 14 CFR Part 135) or operates in private carriage (as defined in 14 CFR Part 125). A rotorcraft charter operator is considered to be an Aircraft Charter Operator for purposes of these Minimum Standards.

**Aircraft Management Operator** – Operator engaged in the business of providing Aircraft management including, but not limited to, flight dispatch, flight crews, or Aircraft Maintenance coordination to the public.

*Leased Premises*

Operator shall have adequate land and Improvements to accommodate all Commercial Activities of Operator), but not less than the following, which are not cumulative. Under no circumstances shall a new Operator satisfy the minimum land and Improvements requirements with a Through-the-Fence arrangement. Existing and new Operators shall not be able to satisfy the land and Improvement requirements with only a Commercial Activity Permit.

Leased Premises (square feet)	SQL	HAF	Notes
Customer area			
Customer Service Area	540	150	Shall include adequate space for customer lounge and restrooms.
Terminal Space	Immediate access	Immediate access	Shall include customer lounge and restrooms

*Licenses and Certifications*

Aircraft Charter Operators shall have and provide copies to the County of all appropriate certifications and approvals in accordance with all Legal Requirements, including without limitation, the Pre-application Statement of Intent (FAA Form 8400-6), the Registrations and Amendments under Part 298 (OST Form 4507), and/or FAA issued operating certificate(s). Any time certifications or approvals are modified, the updated documentation reflecting the changes shall be provided to the County within three calendar days.

*Employees*

If certificated to engage in on-demand common carriage for persons or Property, Aircraft Charter Operator shall employ the number of Employees as required by 14 CFR Part 135. If certificated to engage in private carriage (as defined in 14 CFR Part 125), Aircraft Charter Operator shall, at a minimum, employ the following number of Employees who shall be available during required hours of Commercial Activities as follows:

Employees	SQL	HAF	Notes
Chief Pilot	Yes	Yes	A commercial pilot may serve as the chief pilot.
Commercial Pilot(s)	1	1	



**AIRCRAFT CHARTER OR  
AIRCRAFT MANAGEMENT OPERATOR (SASO)**

Employees	SQL	HAF	Notes
Customer Service Representative(s)	1	1	The chief pilot or a commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off the Leased Premises. Operator with multiple locations may obtain a variance or exemption if they can provide these services off-site, at County's sole discretion.

Aircraft Management Operator shall, at a minimum, employ the following number of Employees who shall be available during required hours of Commercial Activities as follows:

Employees	SQL	HAF	Notes
Commercial Pilot(s)	1	1	If providing pilot services
Customer Service Representative(s)	1	1	A commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off the Leased Premises. Operator with multiple locations may obtain a variance or exemption if they can provide these services off-site, at County's sole discretion.

***Equipment***

Aircraft Charter Operator shall provide, either owned or under written lease to Operator and under the full and exclusive control of Operator, at least one certified and continuously airworthy Aircraft for the type of Aircraft charter service being provided which shall be equipped for and fully capable of flight under instrument conditions.

***Hours of Commercial Activities***

Operator shall be open, and services shall be available to meet reasonable demands of customers for these Commercial Activities, but not less than the following:

Hours of Commercial Activities	SQL	HAF	Notes
Hours per day / Days per week	8 hours per day / 5 days per week	8 hours per day / 5 days per week	Fewer hours permitted if sufficient to accommodate flight schedule.
Holidays	Not Required	Not Required	

For Aircraft Charter Operator, response time is as follows. Each response time is predicated upon the previous step, initialized upon customer inquiry.

Response Time	SQL	HAF	Notes
Response to customer inquiries	1 hour	1 hour	Only during Hours of Commercial Activities.
Provision of trip quote	2 hours	2 hours	Only during Hours of Commercial Activities.



**AIRCRAFT CHARTER OR  
AIRCRAFT MANAGEMENT OPERATOR (SASO)**

***Hours of Commercial Activities***

Operator shall be open, and services shall be available to meet reasonable demands of customers for these Commercial Activities, but not less than the following:

Hours of Commercial Activities	SQL	HAF	Notes
Hours per day / Days per week	8 hours per day / 5 days per week	Not Required	HAF hours may be met by appointment.
Holidays	Not Required	Not Required	

For Aircraft Management Operator, response time is as follows. Each response time is predicated upon the previous step, initialized upon customer inquiry.

Response Time	SQL	HAF	Notes
Response to customer inquiries	1 hour	1 hour	Only during Hours of Commercial Activities.
Provision of trip quote	2 hours	2 hours	Only during Hours of Commercial Activities.

***Enplanements***

Regardless of any DOT requirements, all Operators who operate pursuant to FAR Part 135 must report passenger enplanements using the FAA Form 1800-31, Airport Activity Survey, as updated from time to time.



**SCHEDULED AIRCRAFT CHARTER OPERATOR (SASO)**

**10. SCHEDULED AIRCRAFT CHARTER OPERATOR (SASO)**

*Introduction*

**Scheduled Aircraft Charter Operator** – Operator engaged in the scheduled transportation of passengers pursuant to 14 C.F.R. Part 121 or Part 135.

*Leased Premises*

Operator shall have adequate land and Improvements to accommodate all Commercial Activities of Operator, but not less than the following, which are not cumulative. Under no circumstances may an Operator satisfy the minimum land and Improvements requirements with a Through-the-Fence arrangement or Commercial Activity Permit.

Leased Premises (square feet)	SQL	HAF	Notes
Improvements (square feet)			
Passenger Terminal Building	2,500	1,000	Adequate to safely and efficiently accommodate all of operator’s staff, passengers, and vendors.
Off street Vehicle parking lot spaces (number/seat)	1.5 parking spaces per passenger seat during a peak three-hour period	1.5 parking spaces per passenger seat during a peak three-hour period	Adequate number of parking spaces to accommodate all of Operators passengers, staff and vendors. Operator may utilize offsite parking and passenger shuttle operations.
Self-maintenance			Only for Operators engaged in self-maintenance.
Maintenance area	360	360	Shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.
Hangar	6,500	3,000	Shall be at least equal to the square footage stipulated or large enough to accommodate the largest Aircraft in Operator’s fleet at the Airports maintained by the Operator, whichever is greater.

*Aircraft Ground Handling*

Operator shall provide the following Aircraft ground handling services or shall have a contract with an authorized Operator to provide such services. If services are provided by another Operator, the County shall be provided with whatever contractual document sets forth the obligations and rights of the parties.

Aircraft Ground Handling	SQL	HAF	Notes
Marshalling arriving/departing Aircraft	Yes	Not Required	
Parking	Yes	Yes	
Towing	Yes	Yes	
Lavatory service	Yes	Yes	If Aircraft are configured with a lavatory
Potable water	Yes	Yes	If Aircraft have potable water systems

*Licenses and Certifications*

Scheduled Aircraft Charter Operators shall have and provide copies to the County of all appropriate certifications and approvals in accordance with all Legal Requirements, including without limitation, the



## SCHEDULED AIRCRAFT CHARTER OPERATOR (SASO)

Pre-application Statement of Intent (FAA Form 8400-6), the Registrations and Amendments under Part 298 (OST Form 4507), and/or FAA issued operating certificate(s). Any time certifications or approvals are modified, the updated documentation reflecting the changes shall be provided to the County within three calendar days.

### *Employees*

Operator shall employ the number of Employees as required by federal law and in conformance with all **L**egal **R**equirements. Operator shall have properly trained and qualified Employees to provide Aircraft ground handling and passenger services. Operator shall, at a minimum, employ the following number of Employees who shall be available during required hours of Commercial Activities as follows:

Employees	SQL	HAF	Notes
Chief Pilot	Yes	Yes	A commercial pilot may serve as the chief pilot.
Commercial Pilot(s)	1	1	
Customer Service Representative(s)	1	1	The chief pilot or a commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off the Leased Premises. Must be on-site during hours of operation.

### *Equipment*

Scheduled Aircraft Charter Operator shall provide, either owned or under written lease to Operator and under the full and exclusive control of Operator, at least one certified and continuously airworthy Aircraft for the type of Aircraft charter service being provided which shall be equipped for and fully capable of flight under instrument conditions.

Operator shall have the following Aircraft ground handling services Equipment:

Ground Handling Services Equipment	SQL	HAF	Notes
Marshalling wands	Yes	Yes	
Equipment for securing Aircraft on the Ramp	Yes	Yes	Including ropes, chains, and/or other types of Aircraft restraining devices and wheel chocks which are required to safely secure Aircraft as described in AC 20-35C
Towing Vehicle(s)	1	1	Equipment to be provided by Operator At least one having a rated draw bar capacity sufficient to meet the towing requirements of the heaviest Aircraft normally frequenting the Airports
Tow bars/heads	As required	As required	
Aircraft Ground Power (DC)	1	1	
Dry chemical fire extinguisher units	As required	As required	Approved and regularly inspected dry chemical fire extinguisher units shall be maintained on all Ramp areas and on all ground handling and Refueling Vehicles and equipment.



## SCHEDULED AIRCRAFT CHARTER OPERATOR (SASO)

### *Hours of Commercial Activities*

Operator shall be open, and services shall be available, to meet reasonable demands of customers for these Commercial Activities, but not less than the following:

Hours of Commercial Activities	SQL	HAF	Notes
Hours	One hour before until one hour after the last scheduled Aircraft operation	One hour before until one hour after the last scheduled Aircraft operation	As required by flight schedule
Days	7	7	Per week or as required by flight schedule
Holidays	No	No	Or as required by flight schedule
After Hours	No	No	Or as required by flight schedule

### *Standard Operating Procedures*

Operator shall develop and maintain standard operating procedures (SOPs). SOPs shall include, at a minimum, a training plan, security plan, passenger access/egress routes and procedures, emergency plan, and Aircraft ground handling procedures. SOP shall also address: (a) regular safety and security inspections, (b) public protection, and (c) for Operators at SQL, Aircraft Refueling protocols and procedures.

SOPs shall be submitted to the County no later than thirty (30) calendar days before the Commercial Activities are scheduled to commence and shall be resubmitted any time changes are made. SOPs shall comply with applicable Legal Requirements and industry best practices including, without limitation, those prescribed by:

- Applicable Advisory Circulars (ACs) including AC 00-34 "Aircraft Ground Handling and Servicing", and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport".

### *Enplanements*

Regardless of DOT requirements, all operators required to comply with FAR Part 135 must report passenger enplanements using the FAA Form 1800-31, Airport Activity Survey, as updated from time to time.



## INDEPENDENT FLIGHT TRAINING OPERATOR (NON-LESSEE)

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### 11. INDEPENDENT FLIGHT TRAINING OPERATOR (NON-LESSEE)

#### *Introduction*

**Independent Flight Training Operator** – Operator, as an individual, providing Flight Training to the general public at (originating from) the Airports and has a contractual arrangement with an approved Aircraft Rental or Flight Training Facility Operator, but does not lease land or Improvements at the Airports.

Commercial independent flight training operators are *prohibited*. The Rules and Regulations address non-commercial flight training operators.

**Based Tenant Recurrent Flight Training Operator** – ~~SQL and HAF~~ Airport-based tenants that provide occasional, recurrent flight instruction (such as biennial flight reviews, instrument proficiency checks, etc.) to ~~SQL and HAF~~ other-based tenants, in the (student) based tenant's aircraft, shall not be deemed a Commercial Activity, if each of the following conditions are met:

- The flight instruction is not made available to the general public; and
- Operators complete a form provided at the Airport Office prior to providing flight instruction ~~at SQL and HAF~~; and
- Operators keep a log of flight instruction provided to based tenants and keep the log on file.



## INDEPENDENT AIRCRAFT MAINTENANCE OPERATOR (NON-LESSEE)

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### 12. INDEPENDENT AIRCRAFT MAINTENANCE OPERATOR (NON-LESSEE)

#### *Introduction*

**Independent Aircraft Maintenance Operator** – Operator engaged in providing limited Aircraft Maintenance for airframe and powerplant for Aircraft other than those owned, leased, and/or operated by (and under the full and exclusive control of) Operator, but who does not lease land or Improvements at the Airport.

#### *Limitations*

Independent Maintenance Operators shall be permitted at the Airports only if the County determines, in its sole discretion, that an FBO or Aircraft Maintenance Operator is able to fully meet the demand for Aircraft Maintenance. Independent Maintenance Operators will be issued permits only for the duration determined by the County, in its sole discretion, to be in the best interest of the Airports.

#### *Location*

Independent Maintenance Operator shall only provide maintenance from an Aircraft Maintenance Operator facility or at authorized location(s) designated and approved in writing by the County. Authorized location(s), including any Improvements, shall meet applicable Legal Requirements for the type of Aircraft Maintenance being provided. Independent Maintenance Operator shall provide the County with written documentation in advance of beginning any Commercial Activity that demonstrates its authorization to use the facility that it proposes to use.

#### *Licenses and Certifications*

Independent Maintenance Operator shall be properly certificated by the FAA, current, and hold the appropriate ratings for the work being performed. Independent Maintenance Operator shall have a current Commercial Operator Permit, as required in Section 15, and comply with all permit, licensing, and insurance requirements.



## OTHER COMMERCIAL AERONAUTICAL COMMERCIAL ACTIVITIES (SASO)

### 13. OTHER COMMERCIAL AERONAUTICAL COMMERCIAL ACTIVITIES (SASO)

#### *Introduction*

This Section pertains to SASOs engaging in the following Commercial Activities.

**Limited Aircraft Services and Support** – are defined as limited Aircraft, engine, or accessory services and support (e.g., cleaning, washing, waxing, painting, upholstery, propeller repair, etc.).

**Experimental Aircraft Services and Support** – are defined as construction assistance to owners of experimental and/or amateur-built Aircraft (as defined in 14 CFR Section 21.191).

**Miscellaneous Commercial Services and Support** – are defined as ground instruction, simulator training, scheduling and dispatching, or any other related Commercial services and support Commercial Activities.

**Other Air Transportation Services for Hire** – are defined as non-stop sightseeing flights (flights which begin and end at the Airports and are conducted within a twenty-five (25)-statute mile radius of the Airports); flights for aerial photography or survey, firefighting, and power line, underground cable, or pipe line patrol; helicopter operations relating to construction or repair work; or, other related air transportation services for hire.

#### *Leased Premises*

Operator shall have adequate land and Improvements, as appropriate and as agreed to by the County, to accommodate all Commercial Activities of Operator. **Other Air Transportation Services for Hire** Operators shall have a minimum of 170 sq. feet of leased space or Terminal Space as defined by these Minimum Standards.

#### *Employees*

Operator shall provide a sufficient number of employees to carry out Commercial Activity in a safe, secure, efficient, prompt, courteous, and professional manner while also meeting the reasonable demands of customers for the Commercial Activities.

#### *Equipment*

Operator shall have, either owned or under written ~~Agreement~~lease to (and under the full and exclusive control of Operator), sufficient Vehicles, Equipment, and, if appropriate, one certified and continuously airworthy Aircraft.

Operator shall have sufficient materials and/or supplies available to support the Commercial Activities.

#### *Hours of Commercial Activity*

Operator shall be open, and services shall be available during the hours maintained by qualified and experienced entities engaging in similar Commercial Activities at comparable airports.

Operator shall be available to meet the reasonable demands of customers for the Commercial Activities.



**14. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (NON-LESSEE)–  
TEMPORARY COMMERCIAL OPERATOR PERMIT**

***Introduction***

The County recognizes that Aircraft Owners or Aircraft Operators may, from time to time, have specialized aviation service requirements (e.g., Aircraft Maintenance, Flight Training, etc.). When specialized aviation service is required, but the Aircraft Owner or Aircraft Operator can demonstrate that required services are not available at the Airports through existing Operators because of the specialized nature of the service requirements and/or existing Operators are unable to provide the services required within a reasonable timeframe, the County may allow an Aircraft Owner or Aircraft Operator to solicit and use the services of a qualified and experienced entity to provide said services.

- Aircraft Owner or Aircraft Operator shall initialize the process by informing the County about the specialized aviation service requirement, the timeframe for the provision of services, and the Temporary Specialized Aviation Service Operator who is to provide such services.
- Aircraft Owner or Aircraft Operator shall be responsible for assuring the Temporary Specialized Aviation Service Operator complies with all Legal Requirements while on the Airports.

***Scope of Commercial Activity***

Operator shall conduct Commercial Activities on the Leased Premises of the Aircraft Owner or Aircraft Operator or in a location within the Leased Premises of another Operator as approved by the County, in a safe, secure, efficient, prompt, courteous, and professional manner consistent with the degree of care and skill exercised by qualified and experienced operators providing similar services at comparable airports.

***Temporary Commercial Operator Permit***

Prior to engaging in Commercial Activities at the Airports, Operator must obtain a Temporary Commercial Operator Permit from the County for a specific period of time (typically no more than 30 calendar days). Renewal shall be subject to the Operator's compliance with all terms and conditions of the approved Commercial Operator Permit.

Operator shall comply with all of the requirements for a Commercial Operating Permit and limit the service provided to the recipient of the services, area, and time period identified in the approved Temporary Commercial Operator Permit.



## 15. COMMERCIAL OPERATOR PERMIT

### *Application*

Any Operator desirous of engaging in a Commercial Aeronautical Commercial Activity at the Airports (Applicant), regardless of whether it leases land or Improvements may engage in a Commercial Activity only if it receives a Commercial Operator Permit. Every Applicant must submit a complete Commercial Operator and Lessee Application (Application) to obtain a Commercial Operator Permit (Permit) prior to engaging in any Commercial Activities.

No Application will be deemed complete unless it provides the County with the information, data, and/or documentation necessary to enable the County to make a meaningful assessment of Applicant's desired Commercial Activities and determine whether or not the Applicant's desired Commercial Activities will comply with all applicable Legal Requirements and be compatible with the Airports Layout Plan.

Following review and approval by the County and subject to the Applicant complying with all requirements, a Permit may be issued by the County.

### *Approved Commercial Operator Permit*

The Commercial Operator Permit will be valid for the time period indicated in the Commercial Operator Permit as long as Operator meets the following requirements.

- The information submitted by Operator is and remains current. Operator shall notify the County in writing within seven (7) calendar days of any change to the information submitted by Operator.
- Operator remains in full compliance with all applicable Legal Requirements and the terms and conditions of the Permit.

The Permit may not be assigned or transferred and shall be limited solely to the approved Commercial Activities identified in the Permit.

For Lessees, the Permit shall be incorporated by reference into the Lessee's Agreement. The breach of any portion of the Permit, including the Application incorporated by reference therein, shall be deemed a material breach of any associated Agreement.

### *Existing Operator with an Existing Agreement*

**No Change in Scope of Commercial Activities** – Upon adoption of these Minimum Standards, an existing Operator with an existing concession Agreement, Permit Agreement, or Commercial Activity Permit may continue to engage in the Commercial Activities so authorized without submitting a new Application, provided that Operator is in full compliance with all the terms and conditions of the Permit and all applicable Legal Requirements and provisions of these Minimum Standards.

**Change in Scope of Commercial Activities** – Prior to engaging in any new Commercial Activity not permitted under an existing Commercial Activity Permit or changing or expanding the scope of Commercial Activities permitted under an existing Commercial Activity Permit, Operator shall complete and submit an Application to, and receive a new Commercial Activity Permit from, the County prior to conducting new Commercial Activity(ies).



## 16. AVIATION FUELING

### *General*

These requirements apply to any Commercial Aeronautical Activity involving handling of, or dispensing of, fuel of any sort at SQL. The County has exercised its proprietary exclusive right to handle and dispense all fuel at HAF so no handling of, or dispensing of, fuel is permitted by an Operator at HAF.

**Legal Requirements** – Fuel Handling, Refueling Vehicles, and Fuel storage facilities at SQL shall conform to the Legal Requirements including without limitation, those prescribed by the State of California and County and provisions of 14 CFR; NFPA recommendations; ATA 103; Applicable ACs including AC 150/5230-4 “Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports”, AC 00-34 "Aircraft Ground Handling and Servicing", and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport"; the County’s SWPPP and County’s SPCC Plan; Legal Requirements established by the Environmental Protection Agency, California Department of Environmental Protection, California Water Resources Control Board, and any other Agency having jurisdiction.

**Fuel Quality Control** – Fuel shall comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D1655 (Jet Fuel), ASTM D910 (Avgas), ASTM D7547 (unleaded Avgas) or ASTM D4814 (Mogas without ethanol). Ensuring the quality of the Fuel is the sole responsibility of Operator engaged in Fuel Handling.

**Training** – Standard Operating Procedure (SOP) shall be developed and maintained for Fuel Handling to include compliance with standards set forth in AC 00-34 “Aircraft Ground Handling and Servicing.” The SOP shall include a training plan, Fuel quality assurance procedures, record keeping, and emergency response procedures related to Fuel spills and fires. The SOP shall also address regular safety and security inspections, bonding and fire protection, public protection, marking and labeling of (and controlling access to) Refueling Vehicles and Fuel storage facilities. The SOP shall be made available to the County for review upon request no later than 30 calendar days before any Fuel Handling is scheduled to commence and it shall be made available for review upon request any time changes are planned.

- No person shall engage in Fuel Handling until that person is properly trained or is being supervised.

Training records documenting the qualifications of (and the training provided to) each person shall be maintained and kept on file.

- Records shall indicate the initial and recurrent training provided (and the date such training was provided and by whom).
- Recurrent training shall be provided on a regularly scheduled basis, but not less than every year.
- Records shall be subject to review of and/or inspection by the County or other designated representative(s).
- Training shall be performed in accordance with 14 CFR Part 139.

**Fuel Handling** – Aircraft shall not be engaged in Fuel Handling in an unsafe manner. All Fuel Handling shall be treated with due caution and circumspection with regard to the rights, safety, and security of others so as not to endanger, or be likely to endanger, persons or Property.

Prior to engaging in Fuel Handling, Operator shall provide the County with a written SPCC Plan that meets all applicable Legal Requirements. An updated copy of the SPCC Plan shall be filed with the County at least thirty (30) calendar days prior to any planned change in operations. A properly trained person shall be present and responsive while Fuel is being transferred into or out of any Fuel storage facility (from or into Refueling Vehicle).



- The person shall remain within the immediate vicinity, in close proximity to, and in direct view of all operating controls and Refueling Vehicles.
- The person shall not leave the discharge end of any hose(s) unattended at any time while the transfer of Fuel is in progress.
- The person shall not block open, bypass, disengage, or deactivate the deadman, or any related controls while Fuel Handling.

If any malfunction or irregularity is detected on or within the Aircraft, Fuel Handling shall cease immediately, and the malfunction or irregularity shall be brought to the attention of the Aircraft Owner or Aircraft Operator immediately. Persons engaged in Fuel Handling shall exercise care and extreme caution to prevent overflow or spills of Fuel or oils.

Refueling Vehicles shall be positioned so the Vehicle can be safely driven away in the event of spill or fire. Fuel Handling shall be conducted outdoors or as approved by the County and the Fire Department.

Vehicles shall be refueled only at refueling stations approved by the County and the Fire Department. In the absence of suitable ground support equipment, a turbine-powered auxiliary power unit mounted at the rear of the Aircraft or on the wing on the side opposite from the fueling point may be operated during Fuel Handling. A turbine-powered auxiliary power unit may be operated during Fuel Handling provided its design, installation, location, and combustion air source do not constitute a Fuel vapor ignition source.

Fuel Handling shall be conducted in accordance with the procedures stipulated in the Aircraft Operator's Manual. Fuel Handling shall not occur if an electrical storm is in progress within five (5) miles of the Airports and may resume 15 minutes following any reported or observed lightning flash within five (5) miles of the Airports. The Refueling Vehicle shall be bonded to the Aircraft or Fuel storage facility to equalize the voltage potential. All hoses, nozzles, spouts, funnels, and appurtenances used in Fuel Handling shall be FM or UL approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.

Hold down or hold open devices on Refueling Vehicle nozzles are prohibited. No person shall deactivate or bypass such devices at any time. During Fuel Handling, no person shall use any material or equipment which is likely to cause a spark or ignition within fifty (50) feet.

- Smoking, matches, lighters, and open flames (e.g., candles, fixtures, or fires) are prohibited within fifty (50) feet of any Aircraft, Refueling Vehicle, Fuel storage facility.

Refueling Vehicles (including Fuel tankers) shall only use the entrance, exit, and route designated by the County during the transportation and delivery of Fuel. Refueling Vehicles (including Fuel tankers) shall be subject to inspection at any time to determine compliance with these Rules and Regulations. Fire extinguishers shall be immediately available during Fuel Handling to comply with practices recommended by the NFPA and all fire codes, regulations, or directives issued by the Fire Department and/or County.

- All extinguishers shall be inspected and certified, as required by law, and all personnel involved with Fueling or defueling operations shall be qualified and properly trained to use all fire extinguishers.

Appropriate and proper absorbent material(s) and Fuel spill containment capable of damming/diking a Fuel spill shall be immediately available or as defined in the Operator's approved SPCC Plan.

The County assumes no liability or responsibility for any violation of any Aircraft, Refueling Vehicle or refueling requirement or procedure, any error, omission, negligence, or any violation of any Legal Requirement relating to Fuel Handling.



- Entities engaged in Fuel Handling shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the entities Fuel storage facilities, Refueling Vehicles, Fuel Handling, and training.
- Entities engaged in Fuel Handling shall fully reimburse the County for any fines, legal or court costs, incurred by the County for any such violation, error, omission, or negligence.

**Rotorcraft Rapid Refueling** – In the event Rotorcraft Fueling occurs while an onboard engine is operating, Operator must comply with all Legal Requirements.

Only turbine engine Rotorcraft fueled with Jet Fuel shall be permitted to be fueled while an onboard engine is operating. All sources of ignition must be located above the Fuel inlet port(s), vents or tank openings. An FAA licensed Rotorcraft pilot shall be at the Rotorcraft controls during the entire Fuel Handling process. If applicable, medical crew members shall be ready to remove the patient from the Rotorcraft to a safe area if needed.

Only designated personnel approved by the County, properly trained in rapid refueling operations, shall operate the Refueling Vehicle. All doors, windows, and access points allowing entry to the interior of the Rotorcraft which are adjacent to, or in the immediate vicinity of, the Fuel inlet ports shall be closed and shall remain closed during Fuel Handling. Fuel shall be dispensed into an open port from approved type nozzles, with a flow rate not to exceed sixty (60) gallons per minute or it shall be dispensed through close-coupled pressure fueling ports.

When Fuel is dispensed from fixed piping systems the hose cabinet shall not extend into the rotor space. The Refueling Vehicle shall be pre-positioned in a designated area and the Rotorcraft will land after the Refueling Vehicle has been parked and the wheels chocked (maintaining no less than twenty (20) feet between any Rotorcraft rotating component and the Refueling Vehicle). The Refueling Vehicle shall not be moved or relocated while the Rotorcraft is on the ground or hovering in the vicinity.

**Refueling Vehicles** – Refueling Vehicles shall be equipped and maintained to comply with all applicable Legal Requirements including, without limitation, those prescribed by:

- National Fire Protection Association (NFPA) Codes;
- 14 CFR Part 139, Airport Certification, Section 139.321 “Handling/Storing of Hazardous Substances and Materials”; and
- Applicable ACs including AC 00-34A "Aircraft Ground Handling and Servicing" and AC 150/5210-5D "Painting, Marking and Lighting of Vehicles Used on an Airport".

Refueling Vehicles shall be equipped with metering devices that meet all applicable Legal Requirements and shall be bottom loaded.

Only those Fuel storage facilities and Refueling Vehicles which are approved by the County and the Fire Department shall be used for Fuel Handling. Refueling Vehicles, pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during Fuel Handling shall be maintained in a safe operating condition. All hoses, funnels, and appurtenances used in Fuel Handling shall be equipped with a bonding device to prevent ignition of volatile liquids.

When Refueling Vehicles are found in a state of disrepair, malfunction, or their use constitutes an undue fire or safety hazard, or the operation of Refueling Vehicles would violate these Rules and Regulations, the Operator shall immediately discontinue the use of such Refueling Vehicles until repairs, replacements, or changes are made to render the same safe for continued use.



- Hoses or piping connections shall be secured and capable of holding under the pump's rated PSI discharge.
- Hoses or nozzles shall be FM or UL approved with self-closing valve and no hold-down or hold-open devices. All pumps shall be UL or FM approved.
- All storage tanks shall be rated in accordance with UFC Article 24, Division II and Article 79, Division XII.

Refueling Vehicles shall not be operated in reverse unless necessary and after clearing the area to be backed into and sounding the horn twice before engaging reverse or utilizing another person to safely monitor and direct the movement of the Refueling Vehicle. Refueling Vehicles and Fuel storage facilities shall be placarded, marked, or color coded in accordance with NFPA Publication 407 and applicable FAA ACs.

- A copy of all applicable permits, registrations, and certificates shall be kept on file.

**Storage of Refueling Vehicles** – Refueling Vehicles shall be stored outdoors as approved by the Fire Department

**Maintenance of Refueling Vehicles** – Maintenance of Refueling Vehicles shall be performed outdoors or in a building which is approved by the Fire Department specifically for this purpose. Entities engaged in Fuel Handling shall document and maintain and keep on file Refueling Vehicle maintenance records. These records shall be made available to the County upon request.

**Fuel Storage Facilities** – Entities shall be liable and shall defend, indemnify, save, protect, and hold harmless the County for all leaks, spills, or other damage that may result from Fuel Handling. Fuel storage facilities shall be operated and maintained in accordance with practices recommended by the NFPA (Pamphlet No. 30 and NFPA 407) and in full compliance with Legal Requirements and shall be approved by all Agencies having jurisdiction. Fuel storage facilities shall be constructed and/or tanks shall be installed in accordance with the practices recommended by the NFPA (Pamphlet No. 30) and in full compliance with Legal Requirements. Plans for installation and operation of Fuel storage facilities shall be submitted to the County and the Fire Department and approval shall be received from the County and the Fire Department prior to installation and operation.

- All security gates leading into Fuel storage facilities shall remain (be kept) closed, locked, and secured except when actually in use.

### ***Commercial Self-Serve Fueling***

**Introduction** – Entities using a Commercial self-serve fueling facility shall comply with all requirements identified in this Section.

**Training** – No person shall engage in Fuel Handling until that person is properly trained or possesses a valid and current pilot's license.

**Fuel Handling** – Aircraft shall not be engaged in Fuel Handling in an unsafe manner. All Fuel Handling shall be treated with due caution and circumspection with regard to the rights, safety, and security of others so as not to endanger, or be likely to endanger, persons or Property.

All Fuel Handling shall be treated with due caution and circumspection with regard to the rights, safety, and security of others so as not to endanger, or be likely to endanger, persons or Property. If any malfunction or irregularity is detected on or within the Aircraft, Fuel Handling shall cease immediately, and the malfunction or irregularity shall be brought to the attention of the Aircraft Owner or Aircraft Operator



immediately. Persons engaged in Fuel Handling shall exercise care and extreme caution to prevent overflow or spills of Fuel or oils.

Fuel Handling shall not occur if an electrical storm is in progress within five (5) miles of the Airports and may resume fifteen (15) minutes following any reported or observed lightning flash within five (5) miles of the Airports. The Refueling Vehicle shall be bonded to the Aircraft or Fuel storage facility to equalize the voltage potential. All hoses, nozzles, spouts, funnels, and appurtenances used in Fuel Handling shall be FM or UL approved and shall be equipped with a bonding device to prevent ignition of volatile liquids.

No person shall operate Aircraft electrical systems or switch Aircraft electrical appliances on or off during Fuel Handling or use any material or equipment which is likely to cause a spark or ignition within fifty (50) feet.

- Smoking, matches, lighters, and open flames (e.g., candles, fixtures, or fires) are prohibited within 50 feet of any Aircraft, Refueling Vehicle, Fuel storage facility.

Fire extinguishers shall be immediately available during Fuel Handling to comply with practices recommended by the NFPA and all fire codes, regulations, or directives issued by the Fire Department and/or County.

- Entities engaged in Fuel Handling shall be solely, fully, and completely responsible for any such violation, error, omission, or negligence incident to or in connection with the entities Fuel storage facilities, Refueling Vehicles, Fuel Handling, and training.
- Entities engaged in Fuel Handling shall fully reimburse the County for any fines, legal or court costs, incurred by the County for any such violation, error, omission, or negligence.



**17. MINIMUM INSURANCE REQUIREMENTS**

Minimum Insurance Requirements will be determined from time to time by the County’s Risk Manager and may be updated based on assessed risk as necessary. All Commercial Operators must satisfy the minimum requirements set by the Risk Manager with insurance from an insurance company or companies underwriting the required policies who are authorized to write such insurance in the State of California (with an A.M. Best rating of A- or above) or be approved in writing by the County.

<b>Type of Business</b>	<b>Insurance</b>	<b>Minimum Requirement(s)</b>
<b>All Businesses</b>	General Liability	<ul style="list-style-type: none"> <li>• The General Liability coverage shall include operations while on an airport and be set at a minimum of \$1,000,000 per occurrence</li> <li>• The County of San Mateo shall be named as an Additional Insured</li> <li>• Primary and non-contributory</li> <li>• The policy shall not be cancelled or non-renewed unless the County has received 30 days prior written notice (10-day prior notice in the event of cancellation for nonpayment of premium is acceptable). Written notice shall be sent to: County of San Mateo Airports, 620 Airport Way, Suite 10, San Carlos, CA 94070</li> </ul>
<b>Businesses that Take Control of Customers Aircraft</b>	Hangar Keepers	<ul style="list-style-type: none"> <li>• Hangar-Keepers coverage in the minimum of \$100,000 each aircraft and \$300,000 each occurrence or coverage sufficient to replace aircraft and contents stored in hangar, whichever is greater</li> </ul>
<b>Businesses that Provide Repair or Maintenance Services, Fuel Service or Sales</b>	Products and Completed Operations	<ul style="list-style-type: none"> <li>• Products and Completed Operations coverage in the minimums of \$1,000,000 each occurrence</li> </ul>
<b>Businesses that Operate Vehicles on the Airport</b>	Commercial Automobile Liability	<ul style="list-style-type: none"> <li>• Commercial Automobile Liability coverage for all Owned, Non-Owned and Hired automobiles in the minimums of \$1,000,000 each accident for bodily injury and property damage</li> </ul>
<b>Businesses that Operate Aircraft</b>	Aircraft Liability	<ul style="list-style-type: none"> <li>• Aircraft Liability coverage in the minimum amount of \$1,000,000 Combined Single Limit (CSL) Bodily Injury and Property Damage with a minimum sub-limit of \$100,000 each person. Policy shall include coverage for Owned, Non-Owned or Leased aircraft</li> </ul>
<b>Businesses that have Employees</b>	Worker’s Compensation	<ul style="list-style-type: none"> <li>• Must meet minimum level set by the State</li> </ul>
<b>Businesses whose Premises Contains Known Environmental Contaminants</b>	Environmental Liability Insurance	<ul style="list-style-type: none"> <li>• Coverage shall be appropriate for type and level of environmental contaminant</li> </ul>



## DEFINITIONS

~~Abandoned—Property, other than Aircraft or Vehicles, that has been voluntarily given up by the owner and left at the Airports for 48 hours without the owner moving or claiming it.~~

Accident – A collision or other contact between any part of an Aircraft, Vehicle, equipment, person, stationary object and/or other thing which results in Property damage, personal injury, or death; or an entry into or emergence from a moving Aircraft, Vehicle, or equipment by a person which results in personal injury or death to such person or some other person or which results in Property damage.

~~Activity – See “Aeronautical Activity.”~~

~~Advisory Circular (AC)—A document published by the FAA providing guidance or agency directives on aviation/airport issues/matters. Notwithstanding the term, compliance with certain Advisory Circulars is required by the Sponsor’s Assurances.~~

Aeronautical Activity (or Activity) – Any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft. Any activity which contributes to, or is required for, the safety of such operations. Any activities which have a direct relationship to the operation of Aircraft or the operation of the Airports. See also “Commercial Activity/”

~~Affiliate—Any entity that shall directly or indirectly control, be under the control of, or be under common control with Operator. “Control” for these purposes shall mean the direct and indirect ownership of 50% or more of the outstanding voting stock of a corporation or 50% or more equity or controlling interest if not a corporation.~~

Agency – Any federal, state, or local governmental entity, unit, organization, or authority.

Agreement – A written contract (e.g., lease agreement, license agreement, permit, etc.), enforceable by law, executed by all parties, between the County and one or more entities transferring rights or interest in land and/or Improvements and/or otherwise authorizing the conduct of certain Activities at the Airports.

~~Air Operations Area (or AOA)—A portion of an airport which includes Aircraft Movement/Non Movement Areas, Ramps, and safety areas, and any adjacent areas that are not separated by adequate security systems, measures, or procedures.~~

Air Traffic Control (or ATC) – A service operated by an appropriate authority sanctioned and certified by the FAA for the control, separation, and movement of Aircraft in the air or on the ground.

Aircraft – A device that is used or intended to be used for flight in the air.

~~Aircraft and Passenger Liability—To include bodily injury, Property damage, and passenger injury for all owned, leased, or operated Aircraft.~~

~~Aircraft Accident—An occurrence associated with the operation of an Aircraft that takes place between the time any person boards the Aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the Aircraft receives substantial damage (as described in 49 CFR Part 830).~~

~~Aircraft Incident—An occurrence other than an Aircraft Accident that affects or could affect the safety of airport or Aircraft operations (as described in 49 CFR Part 830).~~



Aircraft Maintenance – The repair, maintenance, alteration, calibration, adjustment, preservation, or inspection of Aircraft airframe, powerplant, propeller, and accessories (including the replacement of parts) as described in 14 CFR Part 43.

Aircraft Operator – A person who uses, causes to be used, or authorizes to be used an Aircraft, with or without the right of legal control (as Owner, Lessee, or otherwise) for the purpose of air navigation including the piloting of Aircraft or the operation of Aircraft on any part of the surface of an airport.

Airframe and Powerplant Mechanic (or A & P Mechanic) – A person who holds an Aircraft mechanic certificate with both airframe and powerplant ratings. This certification is issued by the FAA under the provisions of 14 CFR Part 65.

Airport – All land, Improvements, and appurtenances within the legal boundaries as it now exists on the Airport Layout Plan (or Exhibit A of the most recent FAA grant application) and as it may hereinafter be modified at San Carlos Airport (SQL) and Half Moon Bay Airport (HAF).

~~Airport Cardkey – A media allowing access to the AOA.~~

Airport Improvement Program – A federal program administered by the FAA that provides grants to public agencies, and in some cases to private owners and entities, for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems (NPIAS).

Airport Layout Plan, (or ALP) – The FAA approved, and County adopted, set of drawings, as may be amended from time to time, which reflects an agreement between the FAA and County depicting the physical layout of the Airports and identifying the location and configuration of current and proposed Runways, Taxiways, buildings, roadways, utilities, nav aids, etc.

Airport Manager – That person (or designated representative thereof), appointed by the County, responsible for the administration and day-to-day operation and management of the Airports, all County-owned Property, Vehicles, equipment, material, financial assets, and Employees at the Airports, and all employees assigned to the Airports.

~~Airport Security Program (or ASP) – The current Airport Security Program, as may be amended from time to time, approved by the Transportation Security Administration (if necessary), that specifies the systems, measures, and procedures that are used to meet an airport’s regulatory and statutory responsibilities relating to airport security.~~

Airport Sponsor Assurances – Those contractual obligations that are described by law in 49 U.S.C. 47107 and are undertaken by a public airport sponsor as a condition of receipt of Airport Improvement Program grants.

Airside – The Runways for landing and taking off of Aircraft, designated helipads, Taxiways and Taxilanes for ground movement of Aircraft, and Ramp for parking, loading, unloading, fueling, and servicing of Aircraft.

Applicant – A person or entity who makes or submits a formal application to the County to conduct an activity including, but not limited to:

- Use land and/or Improvements at the Airports to engage in an Aeronautical Activity and who shall apply in writing and in the manner or form prescribed herein for authorization to engage in such Activities at the Airports;
- Apply for a Cardkey or access code to enter the Airport; and
- Apply to be placed on a Hangar, T-Shade or Tiedown waiting list.

~~Appraiser – A person who possesses the education, training, experience, and professional qualifications necessary to render a properly informed opinion regarding the value of real estate.~~



Association – An entity legally formed and recognized under the laws of the State of California having an existence separate and apart from its members or shareholders (e.g., Limited Liability Company, Corporation, Partnership, Limited Partnership, etc.).

Avgas (or “Aviation Gasoline”) – Fuel commonly utilized to power piston-engine Aircraft.

~~Based Aircraft—An Aircraft identified in a written Aircraft Storage Agreement that is stored at the Airports.~~

Board of Supervisors, (or Board) – the governing body of the County of San Mateo. The Board consists of five members that are elected by district.

Business Automobile Liability – To include bodily injury and Property damage for all licensed Vehicles arising out of (or relating to) the use, loading, and unloading of owned, non-owned, or hired Vehicles.

~~Capital Investment—Any County approved expenditure made by an Operator or Lessee to: (a) the Operator’s or Lessee’s Leased Premises which will, at the end of the term of the Agreement, revert to the County and/or (b) Airport Infrastructure which will immediately revert to the County.~~

Certified Flight Instructor (CFI) Professional Liability – To include bodily injury and property damage not only during dual flight instruction, but also after instruction has been given.

Certificates of Insurance – A certificate provided by and executed by an Operator’s, Lessee’s, or Sublessee’s insurance company providing evidence of the insurance coverages and policy limits of the Operator, Lessee, or Sublessee.

~~Co-Op Fueling—The Fueling of an Aircraft by the Owner of the Aircraft or the Owner’s Employee using Vehicles, Equipment, and resources owned by an approved Association.~~

~~Code of Federal Regulation (or CFR)—The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government, divided into 50 titles that represent broad areas subject to federal regulation, updated once each calendar year and issued quarterly, as may be amended from time to time.~~

Commercial – For the purpose of securing earnings, income, Compensation (including exchange or barter of goods and services), and/or profit.

Commercial Activity – An Aeronautical Activity of a Commercial nature

~~Commercial General Liability—For damages due to bodily injury, personal injury, Property damage, contractual liability, products and completed operations and, if applicable, use of unlicensed Vehicles that in any way arise from the use of the Leased Premises and operations or Activities of the entity. Unlicensed Vehicles operated on the Movement Area will require coverage in an amount not less than that identified for combined single limit per occurrence for bodily injury, personal injury, and Property damage.~~

Commercial Operator Permit - An Agreement with the County that authorizes an Operator to engage in Commercial Aeronautical Activities at the Airports. A Temporary Commercial Operator Permit may be issued as a short-term authorization to engage in Commercial Aeronautical Activities at the Airports. Except where context demands otherwise, the term is used to refer to the previously existing Ceoncession Agreement or Permit Agreement, both of which are being abolished by these Minimum Standards.

Compensation – Any form of reimbursement for goods or services such as monetary, exchange, barter, favors, gratuity, etc.



~~Competitive Proposal Process—A process that is used to seek competitive proposals from qualified entities when land and/or Improvements are or become available at the Airports for occupancy or use.~~

~~Condemnation—The taking of land and/or Improvements for any public or quasi-public use under any Legal Requirement or by the right of eminent domain.~~

~~Contiguous—Land and/or apron that shares an edge or boundary or is separated by no more than a Taxilane.~~

~~Cost Approach—One of the three approaches to value that considers the current cost of replacing the Improvements located on the Leased Premises, depreciation, and the market value of land.~~

~~Courtesy Vehicle—A Vehicle used to transport persons, baggage, or goods, or any combination thereof, on one of the Airports or between one of the Airports and off-airport locations such as hotels, motels, or other attractions for which no charge is levied (no Compensation is paid).~~

~~County of San Mateo Sheriff's Department (or Law Enforcement Officers)—The County Sheriff's Department provides law enforcement services as well as several other community services to the County.~~

~~County Manager—The chief administrative officer for the County of San Mateo.~~

Current – All rents, fees, and other charges required to be paid under any and all Agreements that have been paid in full.

Department of Homeland Security (or DHS) – An executive department of the federal government focused on protecting the American people and the homeland.

Department of Transportation (or DOT) – An executive department of the federal government concerned with transportation.

~~Development Standards—The parameters governing the design, construction, and/or modification of Operator, Lessee, and Sublessee land and/or Improvements at the Airports, as may be amended from time to time.~~

~~Drop Zone—Intended parachute landing area.~~

~~Emergency Public Service—Services provided to the public including; law enforcement (police), fire, rescue, and emergency medical or ambulatory transportation.~~

~~Emergency Vehicle—Vehicle of any Agency providing law enforcement, fire protection, rescue, emergency medical or ambulatory transportation, or any Vehicle conveying an County official or a County employee in response to an emergency call.~~

Employee – For the purpose of commercial self-fueling, an Employee is aAny individual employed by an entity whereby said entity collects and pays all associated taxes on behalf of such individual. The determination of status between an Employee and an independent contractor shall be made according to current IRS codes. For all other purposes, The term “Employee” shall mean not only formal employees but also personnel hired as an independent contractor on an as-needed occasional or temporary basis to perform work for an Operator, even if not an employee for purposes of IRS and state or local labor regulations.

Environmental Liability – To include liability for bodily injury, Property damage, and environmental damage resulting from sudden and accidental releases of pollution and covering related or resultant cleanup and/or remediation costs arising out of the occupancy and use of the Leased Premises.

Environmental Protection Agency (or EPA) – The Agency within the United States Government having responsibility for enforcing the environmental regulations or laws enacted by Congress.



Equipment – All Property and machinery, together with the necessary supplies, tools, and apparatus necessary for the proper conduct of the Activity being performed.

Exclusive Right – A power, privilege, or other right excluding or preventing another from enjoying or exercising a like power, privilege, or right. An Exclusive Right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties, but excluding others from enjoying or exercising a similar right or rights, would be an Exclusive Right. An Exclusive Right to conduct an Aeronautical Activity, which is forbidden by federal regulation, is distinguished from an Exclusive Right to occupy real estate, which is permitted by federal regulation under certain conditions. As an exception to the normal prohibition on an Exclusive Right, the County can exercise a Proprietary Exclusive Right if it provides services with its own employees, vehicles, equipment, according to regulations and policies of the FAA, etc.

Federal Aviation Administration (or FAA) – The Agency within the Department of Transportation that has the responsibility of regulating the federal interest in Aeronautical Activities.

Federal Aviation Regulation (or FAR) – Regulations prescribed by the FAA governing all aviation activities in the United States, which are promulgated by the FAA. Compliance with FARs is mandatory. Also referred to as Title 14 of the Code of Federal Regulations (14 CFR).

Fiscal Year (or FY) – The accounting period of the County beginning July 1st and ending June 30th established for accounting purposes.

Fixed Based Operator (or FBO) – A Commercial Operator engaged in the sale of fuel and fuel-related products and services and the leasing of facilities consistent with the Minimum Standards.

Flight Training – The training, other than ground training, received from an FAA-authorized instructor in an Aircraft.

Fuel – Any substance (solid, liquid, or gaseous) used to operate any engine or motor in Aircraft, Vehicles, or equipment.

Fuel Handling – The transporting, delivering, fueling, dispensing, or draining of Fuel or Fuel waste products.

General Aviation – All aviation with exception of Air Carriers and the military.

General Aviation Minimum Standards (or Minimum Standards) – Those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to engage in Activities at the Airports, as may be amended from time to time.

~~Good Standing – Full compliance with all applicable Legal Requirements and not in default of any Agreement with the County.~~

Hangar – Any fully or partially enclosed facility for storing or maintaining an Aircraft.

~~Hangar Keeper's Legal Liability – To include Property damage for all non-owned Aircraft under the care, custody, and control of the Operator.~~

Hazard – Obstructions or hazards to safe use of the Airports or navigable airspace as defined by the FAA.

Hazardous Materials – A substance, item, or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

Immediately – The ability to occupy Leased Premises and offer products, services, and/or facilities (to the public) on the effective date of the Agreement. When construction and/or alteration of facilities are involved, immediately shall



mean the ability to obtain a certificate of occupancy from the authorizing Agency for the proposed facilities within 18 months following the possession of the Leased Premises.

Improvements – All buildings, structures, additions, and facilities including pavement, fencing, and landscaping constructed, installed, or placed on, under, or above any land on the Airports.

Independent Operator – An entity offering aeronautical service(s) but without a lease and without an established place of business on the Airports.

Infrastructure – Runways, Taxiways, Taxilanes, Ramps, nav aids, airport roadways, utilities, etc. constructed, installed, or placed on, under, or above any land on the Airports.

Jet Fuel – Fuel commonly utilized to power turbine-engine (Turboshaft, Turboprop, and Turbojet) Aircraft.

Landside – The portion of the Airports used for activities other than the movement of Aircraft, such as Vehicle access roads and parking.

~~Land Use Plan – A document approved by the FAA as part of the Airport Layout Plan used to guide land use surrounding the Airports.~~

Law Enforcement Officer – A public-sector employee or agent charged with upholding the peace who is empowered to effect an arrest with or without warrant and who is authorized to carry a firearm in the performance of that person's duties.

Leased Premises – The land and/or Improvements used exclusively under Agreement by an Operator, or Lessee, or Sublessee.

~~Leasing/Rents and Fees Policy – Sets forth the parameters for leasing the Airports' land and Improvements and outlines the process for establishing and adjusting rents and fees at the Airports, as may be amended from time to time. See also "Master Rent and Fee Schedule"~~

Legal Requirements – All applicable federal, state, county, and local laws, codes, ordinances, policies, and regulations that apply to the Airports or to Commercial Activities.

Lessee – An entity (other than a Licensee) that has entered into an Agreement to occupy, use, and/or develop land and/or Improvements at the Airports.

~~Licensee – An entity that has entered into a license Agreement with the County.~~

~~Light Aircraft – Aircraft having a maximum takeoff weight of 12,500 pounds or less.~~

~~Light Sport Aircraft – An Aircraft certificated by the FAA which is restricted by maximum takeoff weight, maximum operating airspeeds, maximum seating capacity, engine and related controls type (if powered), and type of landing gear.~~

~~Limousine – A Vehicle, for hire, that is not configured with a taximeter. Transportation services using limousines are provided for unmetered predetermined rates.~~

~~Loitering – Remaining in an area for no obvious reason or not being able to give a satisfactory explanation of one's presence in an area.~~

~~Lost Property – Property that has been involuntarily or unintentionally dropped or left without an intent to abandon it.~~



~~Master Plan—An assembly of documents and drawings (which have been approved by the FAA and adopted by the County) covering the development of the Airports from a physical, economic, social, and political jurisdictional perspective. The Airport Layout Plan is part of the Master Plan.~~

Market Rent – The rent that land or Improvements would command in the open market as indicated by rents asked and paid for at comparable land or improvements as of the date of determination.

~~Master Rent and Fee Schedule—A listing of all rents, fees and other charges applicable to the Airports established by the County as may be amended from time to time.~~

Movement Area – The Runways, Taxiways, and other areas of the Airports which are utilized for taxiing, hover taxiing, takeoff, and landing of Aircraft (exclusive of Aircraft parking, loading, unloading, fueling, and servicing areas) where Aircraft are moved with radio contact with ATC or other Aircraft. The Movement Area includes all areas under the direct and positive control of ATC. Specific approval for entry onto the movement area must be obtained from ATC.

National Fire Protection Association (or NFPA) – All codes and standards contained in the Standards of the National Fire Protection Association, as may be amended from time to time.

Non-Commercial – Not for the purpose of securing earnings, income, Compensation (including exchange or barter of goods and services), and/or profit.

~~Non-Commercial Flying Club—an entity that is legally formed as a non-profit entity with the State of California that collectively owns and operates Aircraft and restricts membership from the general public.~~

Non-Movement Area – Those portions of the Airports where Aircraft taxi or are moved without radio contact with ATC or other Aircraft.

Notice to Airmen (or NOTAM) – Guidelines regarding aeronautical operations issued by a representative of the FAA, the Airport Manager, ATC, or other authorized Agency.

Object Free Area (OFA) – An area on the ground centered on a Runway, Taxiway, or Taxilane centerline provided to enhance the safety of Aircraft operations by having the area free of object, except for objects that need to be located in the Object Free Area for air navigation or Aircraft ground maneuvering purposes.

~~Obstacle Free Zone (OFZ)—A defined volume of airspace centered above the Runway centerline extending 200 feet beyond each end of the Runway.~~

Operation – The takeoff or landing of an Aircraft

Operator – An entity that has entered into an Agreement with the County to engage in Commercial Aeronautical Activities at the Airports.

Owner – The registered legal Owner of an Aircraft according to FAA records or a Vehicle according to the applicable state Department of Motor Vehicle records.

~~Operations Division—County Airports staff responsible for the safety and security of the Airports.~~

~~Participant—Persons paying a fee to an Operator and subsequently participating in Commercial Skydiving.~~

Paved – Covered with asphalt or concrete that forms a firm level surface.

~~Permittee—An entity who has written permission from the County to conduct an Activity at the Airports according to the parameters established by a permit.~~



~~Piston Aircraft—An Aircraft that utilizes a reciprocating engine for propulsion.~~

~~Private Vehicle—Any Vehicle operated for transportation of persons or baggage for which no revenue is being derived either directly or indirectly.~~

Property – Any tangible or intangible possession that is owned by an entity or a person.

~~Public Area—Those areas normally used by the general public. Such areas include concessionaire shops, restrooms, Terminal lobby, hallways, passage ways, viewing areas, roadways, walkways, sidewalks, and Vehicle parking lots. Public areas do not include the areas owned and/or leased by Commercial Operators unless such businesses so designate certain areas as public use areas. Public Areas do not include the AOA, Restricted Areas, and employee parking lots.~~

Ramp – Those Paved areas of the Airports within the AOA designated by the County for parking, loading, unloading, fueling, or servicing of Aircraft.

Readily Available – Conveniently located (in close proximity) and accessible, but not necessarily located on the Leased Premises.

Redwood City Fire Department (or Fire Department) – The Fire Department provides fire services as well as several community services at San Carlos Airport.

Refueling Vehicle – Any Vehicle used for transporting, handling, or dispensing of Fuels and lubricants.

Repair Station – A certificated Aircraft Maintenance facility approved and certified by the FAA under 14 CFR Part 145 to perform specific maintenance functions.

~~Rent Study—A streamlined approach that is used to derive an opinion of market rent for airport land and Improvements that are being used for general aviation purposes without conducting an appraisal.~~

~~Restricted Area—Areas of the Airports, other than Public Areas, wherein entry or use thereof is restricted to authorized personnel (pursuant to applicable Legal Requirements) including, but not limited to the fuel farm, Airport maintenance facilities/shop, mechanical rooms, electrical vaults, computer server room, and any other areas marked/posted as restricted with signage or placards.~~

Right of Entry Permit is a County-issued permit issued to allow Through-the-Fence access to the Airports.

Rules and Regulations – The rules and regulations set forth by the County for the safe, secure, orderly, and efficient use of the Airports, as may be amended from time to time.

~~Runup—Aircraft engine operation above normal idle power for purposes other than initiating or sustaining taxiing or takeoff.~~

Runway – An area of the Airports developed and improved for the purpose of accommodating the landing and takeoff of Aircraft.

~~Runway Safety Area (RSA)—A defined surface surrounding the Runway prepared or suitable for reducing the risk of damage to Aircraft in the event of an undershoot, overshoot or excursion from the Runway.~~

~~Safety Management System (or SMS)—The formal, top-down business approach to managing safety risk, which includes a systemic approach to managing safety, including the necessary organizational structures, accountabilities, policies, and procedures.~~

Sailplane or Glider – A type of Aircraft used in the sport of gliding and designed for sustained flight.



Security Plan – A document developed by Operators to ensure the safety and security of people and property at the Airports.

Self-Fueling – The Non-Commercial Fueling of an Aircraft by the Aircraft Owner or the Owner’s Employee(s) using the Aircraft Owner’s Vehicles, Equipment, and resources.

Self-Service – The servicing of an Aircraft (i.e., maintaining, repairing, fueling, etc.) by the Aircraft Owner or the Aircraft Owner’s Employees using the Aircraft Owner’s Vehicles, Equipment, and resources.

Skydive/Parachute Jumping – Jumping from an Aircraft at a moderate or high altitude and deploying a parachute to create drag or lift for descent to the ground.

Special Event – Any event at the Airports whereby individuals have unescorted access to the AOA or any event that may or will require: the assistance of County staff (outside the realm of typical duties); the closure of any portion of any roadway, walkway, Vehicle parking area, Ramp, Taxilane, Taxiway, or Runway; and/or the issuance of an airspace waiver or NOTAM.

Specialized Aviation Service Operator (or SASO) – A Commercial Operator that provides any one or a combination of the following Activities: Aircraft Maintenance, avionics or instrument maintenance, Aircraft rental or Flight Training, Aircraft charter or Aircraft management, Aircraft sales, and other Commercial Aeronautical Activities.

Spill Prevention, Control, and Countermeasures Plan (or SPCC Plan) – A contingency plan defined by the EPA that covers procedures for spill prevention, control, and countermeasures, points of contact, the chain of command, and individual responsibilities.

Storm Water Pollution Prevention Plan (or SWPPP) – A plan that identifies the controls that have been put in place to minimize the impact of storm water discharges on the environment.

~~Student and Renter Liability – To include bodily injury, personal injury, and Property damage (excluding Aircraft hull) for students and renters of Aircraft.~~

Sublease – An agreement entered into by an entity with an Operator or Lessee that transfers rights or interests in the Operator’s or Lessee’s Leased Premises and for which, the County has given proper consent.

Taxilane – The portion of the Ramp used for access between Taxiways and Ramps. Taxilanes are always outside the Movement Area and differentiated from a Taxiway by the required Object Free Area requirements stipulated by the FAA.

Taxiway – A defined path, usually Paved, over which Aircraft can taxi from one part of an airport to another (excluding the Runway).

Through-the-Fence (TTF) – An activity, whether Commercial or not, which occurs off the Airports for which the County allows access to the Airports airside infrastructure and permission to engage in associated activities from Property adjacent to the Airports.

Tiedown – An area Paved or unpaved suitable for parking and mooring of Aircraft wherein suitable anchoring points and related equipment are located.

Transient Aircraft – Any Aircraft utilizing the Airports for occasional or temporary purposes which is not a Based Aircraft.

Transportation Security Administration (or TSA) – The Agency within the Department of Homeland Security responsible to safeguard United States transportation systems and ensure secure travel.



T-Shade – A partially enclosed storage facility used for an Aircraft.

Turbojet Aircraft (or Turbofan Aircraft) – An Aircraft utilizing one or more gas-turbine engines and develops thrust from the exhaust of gases.

Turboprop Aircraft (or Turboshaft Aircraft) – An Aircraft utilizing a gas-turbine engine to drive a set of reduction gears, which, in turn, drives a propeller or rotor blades for propulsion.

Ultralight Vehicle – Any contrivance used or intended to be used for manned operation in the air by a single occupant; does not have any U.S. or foreign airworthiness certificate; and if unpowered, weighs less than 155 pounds; or if powered, weighs less than 254 pounds empty weight, excluding floats and safety devices which are intended for deployment in a potentially catastrophic situation; has a Fuel capacity not exceeding 5 U.S. gallons; is not capable of more than 55 knots calibrated airspeed at full power in level flight; and has a power-off stall speed which does not exceed 24 knots calibrated airspeed.

Vehicle – Any device that is capable of moving itself, or being moved, from place to place upon wheels; but does not include any device designed to be moved by human muscular power or designed to move primarily through the air

Vehicle Operator – Any person who is in actual physical control of a Vehicle.

Weapons – Including, but not limited to, firearms, tear gas, mace, pepper spray, or other similar devices, materials, or substances) or explosives.

***Acronyms***

- A&P Mechanic            Airframe and Powerplant Mechanic
- AC     Advisory Circular
- ALP    Airport Layout Plan
- AOA    Air Operations Area
- AOG    Aircraft On Ground
- ATC    Air Traffic Control
- CFR    Code of Federal Regulations
- DHS    Department of Homeland Security
- DOT    Department of Transportation
- EPA    Environmental Protection Agency
- EPCRA        Emergency Planning and Community Right-to-Know Act
- FAA    Federal Aviation Administration
- FAR    Federal Aviation Regulation
- FY     Fiscal Year
- FBO    Fixed Base Operator
- HAF    Half Moon Bay Airport
- ME     Multi-Engine Aircraft



NFPA National Fire Protection Association

NOTAM Notice to Airmen

SASO Specialized Aviation Service Operator

SE Single-Engine Aircraft

~~SMS — Safety Management System~~

SPCC Plan Spill Prevention, Control, and Countermeasures Plan

SWPPP Storm Water Pollution Prevention Plan

SQL San Carlos Airport

TSA Transportation Security Administration