



**MINIMUM STANDARDS
FOR
COMMERCIAL AERONAUTICAL ACTIVITIES**

AT

SALT LAKE CITY INTERNATIONAL AIRPORT (SLC)

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Table of Contents

1. INTRODUCTION.....1

1.1 Purpose & Policy.....1

1.2 General Information.....2

2. DEFINITIONS4

3. REQUIREMENTS & STANDARDS11

**3.1 FAR Part 91 Aircraft Operations. Not for Hire, Military Operations & FAR
 Part 121 Aircraft Operations.....11**

3.2 Minimum Standards for All Operators12

3.3 Application Procedures and Qualifications.....15

3.4 Approval Procedures17

3.5 Minimum Standards for Full Service Fixed Base Operator (FBO)18

3.6 Minimum Standards for Specialized Aeronautical Service Operators (SASO)24

4. VIOLATIONS AND ENFORCEMENT.....33

**APPENDIX A – MINIMUM REQUIREMENTS FOR A WRITTEN
APPLICATION.....34**

APPENDIX B – SCHEDULE OF MINIMUM INSURANCE.....36

1. INTRODUCTION

1.1 Purpose & Policy

The Salt Lake City Department of Airports (SLCDA or Sponsor) will make available the opportunity to engage in commercial and general aviation aeronautical activities at Salt Lake City International Airport (Airport), by persons and entities (Operator(s)) that meet reasonable minimum standards (Minimum Standards).

The purpose of imposing these Minimum Standards is to:

- a. ensure safe, efficient, and adequate levels of services are offered to the public,
- b. protect airport users from unlicensed and unauthorized products and services,
- c. maintain and enhance the availability of adequate services for all airport users,
- d. promote the orderly development of Airport land,
- e. ensure the economic health of all on-airport Operators, and
- f. ensure efficient use of navigable airspace.

The Minimum Standards are based on the Airport's status as a large hub primary commercial service facility, circumstances and conditions at the Airport, and analysis of demand and capacity. These Minimum Standards may be periodically updated and revised as activity or demand for various services changes over time, in such a manner and to such extent as is deemed appropriate by SLCDA. These Minimum Standards may be revised or amended at any time in the discretion of SLCDA.

SLCDA will apply these Minimum Standards objectively and uniformly to all similarly situated on-airport aeronautical service Operators. In accordance with these objectives, SLCDA will approve or deny the opportunity for an Operator, as defined herein, to conduct aeronautical activities at SLCIA based on these standards. These Minimum Standards are not intended to be comprehensive; Operators must also comply with all applicable federal, state, local law, and SLCDA Rules and Regulations.

By adopting these Minimum Standards, SLCDA does not imply a right to provide services to any operator or provider. It is the policy of SLCDA to extend the opportunity for providing an aeronautical service to any entity meeting SLCDA's Minimum Standards for that service, subject to availability of suitable space at the Airport to conduct such activities. The SLCDA Airport Layout Plan, as approved by the Federal Aviation Administration (FAA), provides the primary basis for determining whether suitable space is available for proposed aeronautical activities. SLCDA reserves the right to solicit requests for proposals and to make determinations and choices of suitable Operators based on solicited proposals, to fill any on-airport aeronautical service opportunity.

1.2 General Information

Determinations of what constitutes an acceptable “minimum” and compliance with the Minimum Standards shall be made by SLCDA in its sole discretion. No entity or Operator will be allowed to occupy land and/or improvements or engage in aeronautical activities at the Airport under conditions less than the “minimum,” unless waived in writing by the Executive Director, if determined to be in the best interest of the welfare of Airport operations, in the Executive Director’s sole discretion. These Minimum Standards shall not prohibit any person from performing maintenance and fueling with respect to their Operator-owned or controlled aircraft with their own employees, except for restrictions set forth by any lease or other contractual agreement.

Activities may exist which are too varied to reasonably permit the establishment of specific minimum standards for each activity. If an aeronautical activity is not addressed in these Minimum Standards, appropriate requirements may be developed on a case-by-case basis and incorporated into any agreement or permit relating to the occupancy/use of Airport land and/or improvements, taking into consideration the needs of the Operator, the existing land-use plans and operational plans of SLCDA, and the public interest in, or demand for, the activity.

Upon SLCDA’s adoption of these Minimum Standards, any reference in any agreement to prior standards shall be deemed to be a reference to these Minimum Standards. Any existing Operator that is not currently in compliance with these standards at the time of their adoption shall be given a reasonable time, as determined by SLCDA, to comply with these Minimum Standards.

Notwithstanding the adoption of these Minimum Standards, nothing herein shall be construed as a modification of any existing agreements wherein an Operator has agreed to exceed any of these Minimum Standards nor is SLCDA prohibited from entering into agreements wherein an Operator is required to exceed these Minimum Standards.

SLCDA may prohibit any Operator from using the Airport or engaging in commercial aeronautical activities at the Airport if SLCDA determines the Operator is not complying with these Minimum Standards or has otherwise jeopardized the safety of other individuals or entities utilizing the Airport or the land and/or improvements at the Airport. If the Executive Director determines that any of these Minimum Standards have been violated by any individual or entity operating on the Airport and that the matter cannot be resolved satisfactorily by notice to, and discussion with, the offending entity, then SLCDA may take formal action against the offending entity. Such action shall be at the sole discretion of SLCDA.

SLCDA reserves the right to waive all, or any portion of, these Minimum Standards set forth herein for the benefit of any government or governmental agency performing non-profit and/or public services to the aircraft industry, performing emergency medical or rescue services to the public by means of aircraft, performing fire prevention or firefighting operations, or performing law enforcement operations. SLCDA further reserves the right to waive all or any portion of these Minimum Standards for non-government entities/Operators when the entity or Operator is solely engaged in performing emergency medical or rescue services to the public by means of aircraft, performing fire prevention or firefighting operations, or whenever Executive Director, in

their sole discretion, deems such waiver to be in the best interest or welfare of the Airport's operation.

The operation of the Airport is subject to the various requirements imposed by the Federal Aviation Act of 1958, as amended, the regulations imposed by the Federal Aviation Administration, and regulations imposed by other federal agencies. The foregoing requirements and regulations shall take precedence and supersede these Minimum Standards should they contradict or conflict with these Minimum Standards solely to the extent that they contradict or conflict.

2. DEFINITIONS

All words, terms and phrases when used herein shall have the meanings as described in this section. Words, terms, and phrases which relate to aeronautical practices, processes and equipment, not defined herein, shall be construed according to the definitions in Title 14 of the Code of Federal Regulations or, if not defined therein, according to their general usage in the aviation industry.

2.1 Aeronautical Activity or Aeronautical Service

Any activity or service that involves, makes possible, or is required for the operation of aircraft, or another aeronautical activity, that contributes to or is required for the safety of such operations. The following activities, without limitation, that are commonly conducted on airports are considered aeronautical activities within this definition: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled air carrier operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, parachute or ultralight activities, and any other activity which, in the sole judgement of the SLCDA, because of its direct relationship to the operation of aircraft or the Airport, can be appropriately regarded as an aeronautical activity.

2.2 Air Carrier

The aircraft and associated operator of commercial scheduled aircraft operating under a FAR Part 121 Air Carrier Certificate.

2.3 Aircraft

Aircraft means a device that is used or intended to be used for flight in the air. See 14 CFR § 1.1.

2.4 Aircraft Maintenance

Aircraft maintenance is considered to be the repair, maintenance, alteration, preservation, or inspection of aircraft (including the replacement of parts). Major maintenance includes major alterations to the airframe, powerplant, and propellers as defined in federal regulation (14 CFR Part 43). Minor maintenance includes normal, routine annual inspection with attendant maintenance, repair, calibration, or adjustment of aircraft and its accessories. Aircraft assembly is included within the definition of aircraft maintenance.

2.5 Aircraft Charter Operator

An entity engaged in the commercial operation of providing air transportation of person(s) or property for hire on an on-demand basis, operating under 14 CFR Part 135 and not including Air Carriers. This section does not apply to life flight helicopter and rescue Operators.

2.6 Aircraft Maintenance Operator

An entity engaged in providing Aircraft Maintenance for aircraft not owned and/or operated by the Operator. An Aircraft Maintenance Operator provides one or a combination of airframe, powerplant (engine), or accessory overhauls and/or repair services on aircraft up to and including business jet aircraft and helicopters. This activity also includes the sale of aircraft parts and accessories.

2.7 Airframe and Powerplant Mechanic (A&P Mechanic)

Someone holding an FAA authorized aircraft mechanic certificate with both airframe and powerplant ratings.

2.8 Aircraft Owner

The FAA registered owner of an aircraft, or their authorized designee.

2.9 Aircraft Refueling

The transportation, sale, delivery, dispensing, storage, or draining of fuel or fuel waste products to or from aircraft.

2.10 Aircraft Rental

The commercial operation of renting or leasing aircraft to the public or another Operator for compensation.

2.11 Aircraft Rental Operator

An entity engaged in the rental of aircraft to the general public or another Operator.

2.12 Aircraft Sales

The sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

2.13 Aircraft Sales Operator

An entity engaged in the sale of new or used aircraft or aircraft parts and provides such repair, services, and parts as necessary to meet any maintenance/service guarantee or warranty or to support the maintenance of aircraft sold. Storage of aircraft sold falls into the category of Commercial Hangar Operator, defined herein.

2.14 Airport

Airport refers to the land and improvements generally known and designated as the Salt Lake City International Airport. The improvements on the land consist of the runways, aircraft taxiways and parking aprons, the passenger and freight terminal buildings, hangars, vehicle roads and parking facilities, and all other improvements on such land. The term Airport shall also

include any adjacent or nearby land hereafter acquired for purposes of the Airport and all improvements hereafter constructed on such land.

2.15 Airport Operations Area (AOA)

The area of the Airport used for aircraft landing, takeoff, or surface maneuvering including the areas around hangars, navigation equipment, and communication facilities.

2.16 Airport Security Plan (ASP)

The plan required by the Transportation Security Administration which defines how the Airport Sponsor will adhere to and maintain the security requirements of 49 CFR Parts 1542 and 1544.

2.17 Airport Layout Plan (ALP)

The FAA approved plan of an airport and showing the layout of existing and proposed facilities.

2.18 Apron

The apron is a surface in the Air Operations Area (AOA) where aircraft park and are serviced, refueled, loaded with cargo, and accessed by passengers.

2.19 Commercial

That which promotes or makes possible earnings, income, revenue, compensation, profits, exchanges (including change of services), trading, buying, hiring, or selling of commodities, goods, services, or tangible or intangible property of any kind, whether or not such objectives are accomplished.

2.20 Commercial Hangar Operator

An entity that develops, constructs, leases, and/or owns a hangar structure(s) for the sole purpose of subleasing hangar space (with or without associated office/shop space) to entities engaged in commercial and/or non-commercial Aeronautical Activities.

2.21 Consortium

Consortium means the SLC Fuel Company LLC, or its successor, comprised of contracting airlines, associate/affiliate airlines, non-contracting users, and itinerant users of the fuel system owned by the City and leased to the Consortium.

2.22 Exclusive Right

A power, privilege, or other right excluding or debarring another person or entity from enjoying or exercising a like/similar power, privilege, or right. An Exclusive Right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by other means. Such a right conferred on one of more parties but excluding others from enjoying or exercising a similar right, would be an exclusive right. The granting of an Exclusive Right to

conduct an aeronautical activity on an airport developed or improved with federal funds is expressly forbidden by law.

2.23 Executive Director

The Executive Director of the Salt Lake City Department of Airports or designee.

2.24 Federal Aviation Administration (FAA)

An agency of the United States Department of Transportation with authority to regulate and oversee all aspects of civil aviation. The Federal Aviation Administration was created by the federal government under Public Law 89-670 and Executive Order 11340 dated March 30, 1967, or to such other governmental agency, which may be successor thereto or be vested with the same or similar authority.

2.25 Federal Aviation Regulations (FAR)

Regulations published by the FAA that govern the operation of aircraft, airways, airports, and airmen.

2.26 Fixed Base Operator (FBO)

A commercial aeronautical service provider of aircraft refueling, maintenance, servicing and storage authorized to engage in the secondary activities of flight training, aircraft sales and rental, aircraft charter, avionics sales and service, and commercial hangar operations.

2.27 Flight Training Operator or Flight School Operator

An entity engaged in providing flight instruction to the general public and/or providing such related ground school instruction as is necessary to take a written examination and flight check for the category or categories of pilot's licenses and ratings involved.

2.28 Flying Club

A nonprofit and all member run entity organized for the express purpose of providing its members with aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club or owned by all the members equally, and no part of the net earnings of the club may inure to the benefit of any individual in any form, including salaries and bonuses, etc., and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.

2.29 Fueling

The transportation, sale, delivery, dispensing, storage, or draining of fuel or fuel waste products to or from aircraft, vehicles, or equipment.

2.30 Fuel System Access Agreement

Means an agreement in the form approved by the City between the Consortium and a Into-Plane Service Operator to allow certain defined privileges and limited access to the fuel system owned by the City and leased and operated by the Consortium.

2.31 Fuel Storage Area

Any portion of the Airport designated temporarily or permanently by the Executive Director as an area in which aviation or motor vehicle fuel, or any other type of fuel or fuel additive, may be stored or loaded.

2.32 General Aviation

All phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial Air Carrier operations. May also generally refer to the operation of small/private or business/corporate aircraft of any type.

2.33 General Aviation Apron

A paved area of the Airport designated and used for taxiing, parking, and loading/unloading of general aviation Aircraft.

2.34 Into-Plane Service Operator

An Operator that executes a Fuel System Access Agreement and obtains all necessary approvals and permits from the City to perform into-plane fueling services at the International Airport. An Into-Plane Service Operator may only provide services to users of the Airport as permitted by the Executive Director. In no event may into-plane services be provided to transient aircraft, which is restricted to FBOs pursuant to these Minimum Standards. An Into-Plane Service Operator is prohibited from installing fuel storage tanks. Fuel storage tanks may only be installed by the Consortium and FBOs, with written approval from the Executive Director.

2.35 Operator(s)

Any person, business, or entity doing business or conducting Commercial Aeronautical Activity or Aeronautical Service at the Airport. An Operator may be classified as either a Fixed Base Operator (FBO) or a Specialized Aeronautical Service Operator (SASO).

2.36 Owned

An aircraft that is owned, leased, or otherwise controlled through written agreement with an Aircraft Owner.

2.37 Person(s)

Any individual, firm, or organization, air carrier co-partnership, corporation, company, association, or body politic, and includes any trustee, receiver, assignee, or other representative thereof.

2.38 Restricted Access Area

These areas include the Airport Operations Area, Security Identification Display Area, sterile, and secure areas, and in general terms, all areas inside the perimeter fence and those portions of buildings that provide access subject to security or operational restrictions.

2.39 Rules & Regulations

The requirements the Airport has established, and which apply to the activities, operation and use of Salt Lake City International Airport, and as applicable, to South Valley Regional Airport and Tooele Valley Airport. Every Person and Operator doing business at the Airport is obligated to comply with Rules and Regulations, and any applicable federal, state, and local requirements.

2.40 Security Identification Display Area (SIDA)

Areas of the Airport where everyone is required to continuously display an Airport-issued identification badge on their outermost garment, unless under Airport-approved escort. These areas are identified in the Airport Security Plan.

2.41 Self-Service

Aircraft refueling (excluding the use of a Self-Service Fueling Pump), repair, preventive maintenance, towing, adjustment, cleaning, and general services performed by an Aircraft Owner or its employees on Owned aircraft with resources supplied by the Aircraft Owner

2.42 Self-Service Fueling Pump

The commercial operation of an unattended stationary fuel tank and dispensing equipment for general use via a payment card reader. This includes the operations of anyone utilizing this type of equipment to provide fuel for sale or reuse.

2.43 Specialized Aeronautical Services Operator (SASO)

A commercial aeronautical business that is authorized to offer a single or limited service according to established Minimum Standards. Examples of a SASO include but are not limited to the following commercial aeronautical activities: flight training, aircraft maintenance, into-plane service operator, air charter or taxi, aircraft sales, avionics maintenance, aircraft rental, aircraft storage, air cargo services and aircraft sales. A SASO is not permitted to install fuel tanks or otherwise provide a fuel storage area. Fuel sales to transient aircraft are restricted to FBOs pursuant to the Minimum Standards of FBOs.

2.44 Specialized Commercial Aeronautical Operator

An entity engaged in providing limited aircraft services, support, or air transportation services for hire which are not otherwise categorized in these Minimum Standards.

2.45 Skydiving Operator

An entity engaged in the commercial transportation of persons for skydiving, skydiving instruction, and rental and sales of skydiving equipment. In accordance with Airport Rules and Regulations, skydiving activities are prohibited at the Airport, unless permitted in writing by the Executive Director.

2.46 Sponsor

A public agency of a public-use airport that submits to the FAA an application for financial assistance (such as AIP grants) for the airport. In accepting an application for financial assistance, the FAA will ensure that the airport sponsor is legally, financially, and otherwise able to assume and carry out the certifications, representations, warranties, assurances, covenants, and other obligations required of sponsors, which are contained in the AIP grant agreement and property conveyances.

3. REQUIREMENTS & STANDARDS

3.1 FAR Part 91 Not for Hire, Military, and FAR Part 121 Aeronautical Activities.

Non-commercial FAR Part 91 and military Aeronautical Activities may be allowable without a lease or other agreement with SLCDA, at the sole discretion of the Executive Director, as long as such operations are not for hire or are governmental in nature, do not require special handling by SLCDA, and are generally handled as a routine operation by an FBO or SASO on the Airport. These operations are allowed to utilize the Airport's runways, taxiways, and General Aviation Aprons as long as their operators pay any and all user fees established by SLCDA (such as landing fees, flowage fees and parking fees) to SLCDA or its designated agent for the collection of such fees.

FAR Part 121 Air Carrier Aircraft operations require a special operational and/or lease agreement with the Sponsor and are not included in these Minimum Standards.

3.2 Minimum Standards for All Operators

The following standards shall apply to all Commercial Aeronautical Activities at the Airport, except as noted in Section 3.1 above. All Operators engaging in any Aeronautical Activity at the Airport must comply with the requirements and standards of this section plus the Minimum Standards for each specific activity as further indicated herein. Operators authorized to engage in any Aeronautical Activity at the Airport under an Aeronautical Services Business Permit issued by SLCDA must comply with the standards of this section plus the requirements of the permit, but are not required to meet the minimum land, apron, hangar, or facilities requirements of Section 3.6.

- a. No individual or entity shall operate commercially or perform an aeronautical activity from or on the Airport, without applying for and receiving an operating permit or entering into either a lease agreement with SLCDA or receiving approval from SLCDA to sublease land and/or improvements from an authorized lessee.
- b. The Operator shall have such business background and shall have demonstrated its business capability to the satisfaction of, and in such manner as to meet with the approval of SLCDA.
- c. Aeronautical Activities not explicitly identified in the Minimum Standards are restricted at the Airport unless SLCDA provides written authorization, such as providing terminal facilities; operating a restaurant; selling alcohol; selling non-aviation products; air shows; advertising unrelated to the FBO; storing hazardous materials; building or operating a fuel farm without permission; heavy maintenance on the apron; parking or storing any vehicles not used daily; or contracting with any rental car company except an authorized concessionaire.
- d. Any applicant seeking to conduct an Aeronautical Activity at the Airport should demonstrate that they have adequate financial resources to meet the Minimum Standards for their planned activity at the Airport and to realize the business objectives agreed to by SLCDA and the applicant. The applicant shall provide upon request a financial statement of sufficient detail and credibility to allow SLCDA to make a judgment regarding the adequacy of the applicant's financial resources.
- e. Unless otherwise specified herein, the Operator shall (1) lease building or hangar space from SLCDA meeting the specified requirements of their planned Aeronautical Activity; (2) lease ground space from SLCDA, on which shall be erected a building by the Operator or other designated entity; or (3) sublease, with SLCDA written approval, from an entity which has an existing building or hangar, to include space as defined in the following minimum standards for each specific Aeronautical Activity; or (4) Permit issued by SLCDA.
- f. The Operator shall maintain, at a minimum, the coverages and policy limits set forth in Appendix B – "Schedule of Minimum Insurance Requirements." All Operators shall demonstrate to the Sponsor satisfactory evidence of its ability to acquire insurance coverage as stipulated for each particular type. Insurance policies shall be

- maintained in full force and effect during all times of existing leases, agreements, business licenses, or renewals or extensions thereof, with a 30-calendar day notice of cancellation to the Executive Director. SLCDA shall be named as an additional insured on all policies carried by the Operator related to their business at the Airport. Failure to comply with the requirements outlined in Appendix B, and as may be adjusted by SLCDA from time to time, may result in termination of Operator's agreement(s) with SLCDA.
- g. The Operator and its designees shall obtain and comply with, at their sole expense, all necessary licenses, permits, certifications, and/or ratings required for the Operator's activities at the Airport as required by SLCDA or any other duly authorized agency prior to engaging in any Aeronautical Activity at the Airport. Upon request, the Operator will provide copies of such licenses, permits, certifications, and/or ratings to SLCDA.
 - h. Any construction by an Operator shall be in accordance with design and construction requirements of SLCDA and federal, state, and local regulations and applicable codes.
 - i. All construction must conform to all applicable regulations and codes, including SLCDA security rules, regulations, and design standards.
 - j. Operators shall provide a payment and performance bond to ensure the completion of any building or facility to be erected on a leasehold, free and clear of any liens, as SLCDA may request.
 - k. Operators shall provide adequate paved auto parking spaces sufficient to accommodate all activities and operations for Operator and subtenant customers, passengers, and employees, on a daily basis, and in accordance with Salt Lake City Code.
 - l. Hangars shall be used exclusively for aeronautical purposes, with stated exceptions per FAA guidance.
 - m. Operators shall engage in Aeronautical Activities in accordance with all applicable federal, state, and local law, and SLCDA Rules and Regulations, and these Minimum Standards, all as may be in effect at any time and as revised from time to time.
 - n. Operators shall have the responsibility to pay any fine(s) levied against the Operator, SLCDA, or their representatives, officers, officials, agents, and volunteers as a result of the Operator's failure to comply with any applicable federal, state, local, or Airport rule, regulation, or law. Operators shall, at their own expense, pay all taxes, fees, utilities, and charges that may be levied, assessed, or charged by any duly authorized agency.
 - o. Operators shall demonstrate that they own, lease, or otherwise have sufficient access to all equipment required to provide the applicable Aeronautical Services promptly on demand without causing any flight delays or other operational impacts on aircraft at the Airport. All equipment must be maintained in good operating condition, good

appearance, and in compliance with all applicable safety standards and regulations. The equipment must have a uniform appearance and include the prominent display of Operator's name and logo, and otherwise conform with SLCDA Rules and Regulations.

- p. All vehicles driven on Airport property (except as allowed by applicable escort rules defined in the Airport Security Plan) must have permits and any required registrations, including permits and proper identification for operation on the AOA, and must be operated by persons with appropriate licenses or permits.
- q. All personnel in the AOA or SIDA areas of the Airport shall be suitably uniformed, with the name of the Operator prominently displayed. All personnel in the AOA and SIDA areas of the Airport shall display security badges at all times as required by the Airport Security Plan.
- r. An adequate number of qualified and, where applicable, licensed employees shall be on duty at all operational times to provide services consistent with these Minimum Standards.
- s. Each Operator shall establish a written training program to ensure that all employees are thoroughly trained and qualified to perform the tasks to which they are assigned. The training program shall contain detailed instruction in proper operating procedures for each job classification. Upon request, the Operator shall submit a copy of its written training program(s) to SLCDA.
- t. All Operators shall comply with all applicable requirements of SLCDA's TSA-approved Airport Security Plan and the Airport's FAA-approved Airport Certification Manual, as updated from time-to-time.
- u. Each Operator shall provide to SLCDA a list of company officials and 24-hour contact information for each. This list shall include (1) a corporate representative with administrative, operational, and fiscal authority; (2) a local representative with operational authority; and (3) the Operator's point of contact for emergency/security incidents, including environmental incidents.
- v. With the exception of fueling services provided by an FBO, an Operator may subcontract any of the services it is obligated or authorized to provide, so long as such subcontractor meets the minimum standards, but only with written consent of the Executive Director.
- w. An Operator may sublease space from another Operator, if such space is available, both parties desire such sublease arrangement, and the sublease is approved, in writing, by the Executive Director. Under no circumstances is any Operator obligated to sublease to another Operator. An Operator can meet the requirement to lease space if it has a sublease that has been approved by the Executive Director, as required.
- x. Fueling of subtenant aircraft is prohibited, except when conducted by an FBO or an authorized Into-Plane Service Operator with that has access to the fuel system owned

by the City and leased and operated by the Consortium. . Self-service operations are only permitted for those meeting the definition of Self-Service.

3.3 Application Procedures and Qualifications

An Operator proposing to engage in Aeronautical Activity shall request an initial consultation and assessment with SLCDA prior to submitting a written application (See **Appendix A** – Minimum Requirements for a Written Application).

- a. SLCDA may deny any application of an applicant to provide aeronautical services or perform aeronautical activities at the Airport if, in the SLCDA's sole discretion, it determines that any of the following apply:
- b. The applicant does not meet one or more of any applicable provisions of these Minimum Standards;
- c. The applicant has supplied SLCDA, or any other person, with false or misleading information or has failed to make full disclosure in its application or supporting documents;
- d. There is no appropriate, adequate, or available space on the Airport to accommodate the applicant at the time of application;
- e. The proposed activity would conflict with SLCDA's FAA approved Airport Layout Plan or create a safety hazard;
- f. The proposed activity would require SLCDA to spend funds, would likely result in a loss of SLCDA funds, or would require SLCDA to supply funds, materials, or manpower that SLCDA does not have budgeted.
- g. The proposed activity would require an existing Operator or lessee to reduce the size of such leased premises at the Airport without their consent, result in congestion anywhere within the Airport boundaries, or would interfere with the orderly activities of existing Operators;
- h. The proposed services or activities could be detrimental to the Airport or otherwise result in creating a safety hazard at the Airport, as determined by the FAA;
- i. The applicant has violated any of these Minimum Standards or any other statutes, regulations, ordinances, laws, or orders applicable to the Airport within the last 10 years;
- j. The applicant is currently in default, or has been in default in the past, in the performance of any lease or other agreement with SLCDA;
- k. The applicant's financial statement, or other financial information submitted to SLCDA, contains information that creates doubt as to the applicant's abilities to

- provide the proposed services, meet the operational requirements of the business, and pay the applicable fees required by SLCDCA;
- l. The applicant does not have, or cannot demonstrate access to, the operating capital necessary to conduct the proposed operation;
 - m. The applicant is unable to obtain sufficient insurance, financial sureties, or guarantors to protect the interests of SLCDCA or other appropriate governmental entities;
 - n. The applicant, including any principal in the business, has been convicted of any disqualifying criminal offense as defined by the Transportation Security Administration under 49 CFR § 1572.103 within the last 10 years;
 - o. The applicant's proposal is not in the best interest of the health, safety, welfare, or convenience of the traveling public;
 - p. The applicant is unable to qualify for unescorted access to Restricted Access Areas as required by 49 CFR Parts 1542.209 and 1544.229 (including criminal history records checks);
 - q. Approval of the proposed activity would be inconsistent with SLCDCA's obligations contained in its grant assurances as defined by the FAA; or
 - r. The proposed development or use of land will result in a congestion of aircraft or buildings or will result in an unjustified interference with the operation of any present tenant or Operator on the Airport.

3.4 Approval Procedures

- a. SLCDA shall have ninety (90) days to either approve or deny any applicant's application/proposal to provide any Aeronautical Services or conduct any Aeronautical Activities, as defined herein. All applications will be responded to in writing.
- b. Applicants may ask for reconsideration of any application denial within thirty (30) calendar days of the receipt of a denial as long as the reconsideration request is in writing and addresses all the reasons for denial outlined in the written denial letter, assuming any reasons were given. If such reconsideration is requested, SLCDA will respond to the request within thirty (30) calendar days. After such reconsideration by SLCDA, its decision will be final, with no further internal reconsiderations, except as may be required by the FAA.

3.5 Minimum Standards for Full Service Fixed Base Operator (FBO)

In addition to the general requirements set forth in Section 3.2 through 3.4 herein, the following sets forth the Minimum Standards for a Full-Service Fixed Base Operator (FBO) at the Airport.

- a. Leased Premises. A FBO shall provide and/or develop, via lease or other agreement, adequate land, apron, hangar(s), facilities (terminal, office, fuel storage, and shop) and vehicle parking to accommodate all activities of the FBO and all approved sublessees, but not less than the following requirements:
 - i. Land. At least 435,600 square feet (10.0 acres), which all required improvements including, but not limited to, apron, hangar(s), facilities (customer lounges, office, and shop), vehicle parking, roadway access, and landscaping will be located.
 - ii. Aircraft Apron / Paved Tie-down. Apron shall be a minimum of 150 percent of hangar square footage, commensurate with the total number of aircraft handled on site by the Operator and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft to be handled by the FBO. FBO must be able to provide tie-down area for the aircraft being serviced by the Operator.
 - iii. Hangar. One single structure, conventional type hangar comprising a minimum of 30,000 square feet dedicated to aircraft maintenance and storage operations, capable of accommodating the largest aircraft likely to be serviced by the Operator at the Airport, with door openings of at least 150 feet in width and at least 28 feet in height. The hangar must contain a minimum of 7,500 square feet dedicated to a terminal area, in addition to the aircraft maintenance and storage area, with separate entrances for both areas. The terminal area must include crew and passenger lounges, a conference room, administrative offices, and restrooms.
 - iv. Fuel Storage. The FBO shall lease or construct an on-airport above-ground fuel storage facility, in a location approved by SLCD, capable of containing at a minimum 12,000 gallons of AvGas and 40,000 gallons of Jet A. Such fuel storage area shall be designed, constructed, and maintained to all applicable standards and shall contain the proper drainage and secondary containment as required by Utah Department of Environmental Quality and all other applicable federal, state and local laws, and Airport Rules and Regulations.
- b. The FBO shall demonstrate that it has made satisfactory arrangements with an industry-recognized aviation petroleum supplier for delivery of aviation fuels in such quantity as are necessary to meet the requirements set forth herein and to meet customer demand.
- c. The FBO shall have an approved, written Spill Prevention Contingency and Control Plan (SPCC Plan) that meets federal, state, local, and the Airport Rules and Regulations for above ground fuel storage facilities. An updated copy of the SPCC Plan shall be filed with the Executive Director at least thirty (30) days prior to commencing operations.

- d. The FBO shall provide all required training and maintain all required training records to meet the requirements of the FAA.
- e. Equipment. Operator will provide regular monitoring and timely response for repair of equipment and reimbursement resulting from malfunction. SLCDA reserves the right to periodically inspect all equipment used by the Operator and to deny its use on the Airport if SLCDA determines that the equipment is not safe or otherwise unfit for use. Such determination shall be based on noncompliance with any applicable NFPA Standards, the SLCDA's Airport Certification Manual, any applicable Federal or FAA Advisory Circular or FAA Order, and SLCDA's observation regarding the equipment's leaking of oil, fuel, or other chemicals that could cause damage to Airport pavements or create an explosive hazard. The FBO shall provide at least the following equipment:
 - i. Adequate tie-down equipment required to safely secure aircraft as set forth in AC 20-35C "Tiedown Sense."
 - ii. Adequate equipment for recharging or energizing discharged aircraft batteries.
 - iii. At least one (1) courtesy/crew vehicle to provide transportation of passengers, crews, and baggage.
 - iv. Aircraft tugs and tow bars with rated draw bar capacities sufficient to meet the towing requirements of the General Aviation and commercial service aircraft normally frequenting the General Aviation Apron.
 - v. Adequate number of approved and regularly inspected dry chemical (and other ratings as needed) fire extinguisher units shall be maintained within the FBO hangar(s), at fuel storage facilities, and on all refueling vehicles.
 - vi. All equipment necessary for the proper performance of aircraft maintenance in accordance with applicable FAA regulations and manufacturers specifications.
 - vii. Lavatory servicing cart capable of serving the General Aviation and commercial service aircraft normally utilizing the General Aviation Apron, and capable of emptying into the Airport's lavatory dump station.
 - viii. Appropriate equipment for deicing General Aviation aircraft normally utilizing the Airport.
 - ix. Fueling Equipment. The FBO shall have at least three (3) jet refueling vehicles, two (2) of which must always be operating and fully functional, with a capacity of at least 5,000 gallons each and at least one (1) fully functional AvGas refueling vehicle with a capacity of at least 1,000 gallons.
- f. All aircraft refueling vehicles shall be equipped with reliable metering devices that meet all applicable requirements for fuel sales and inventory control. At least one (1) Jet fuel refueling vehicle shall have over-the-wing and single point refueling

capability. All refueling vehicles shall be bottom loaded. All refueling vehicles will be periodically inspected by SLCDA and at least annually by the FAA, ensuring that all refueling vehicles are safe and presentable, in the sole judgment of SLCDA, for use on the Airport. SLCDA reserves the right to disallow refueling vehicles on the Airport's property that do not meet all applicable standards and safety requirements. The FBO shall provide all training and maintain all required training and vehicle records to meet the requirements of the FAA.

- g. All aircraft refueling vehicles shall be equipped and maintained to comply at all times with all applicable federal, state, local, and SLCDA's Rules and Regulations, including without limitation, those prescribed by the following:
 - i. Utah State Fire Code and Fire Marshall's Codes;
 - ii. National Fire Protection Association (NFPA) Standards;
 - iii. 14 CFR Part 139, Airport Certification, all applicable sections including Section 139.321 "Handling/Storing of Hazardous Substances and Materials;"
 - iv. Applicable FAA Advisory Circulars (AC's), including AC 00-34A "Aircraft Ground Handling and Servicing," AC 150-5210-5D "Painting, Marking, and Lighting of Vehicles Used On An Airport," and AC 150/5230-4B "Aircraft Fuel Storage, Handling, and Dispensing on Airports", as may be amended.
- h. Personnel. The FBO shall staff properly trained and qualified employees providing all required services. While on duty at the Airport, all FBO personnel shall be clean, neat in appearance, courteous, and properly uniformed (excluding management and administrative personnel). Personnel uniforms must include the FBO's company name and the employee's identification badges and shall at all times be professionally and properly maintained.
 - i. Full-Time Manager. All activities of the FBO shall be conducted under the guidance and supervision of a full-time, on-site FBO Manager. Such person must be a highly qualified and experienced FBO Manager vested with full power and authority to direct and conduct all matters pertaining to the day-to-day FBO operation. Such FBO Manager shall be assigned to the Airport location and shall be available during normal business hours, also being on-call 24 hours per day in case of emergencies.
 - ii. Line Service. At least three (3) fully trained and qualified fuel service staff persons shall be on duty at all times while the facility is open for business. All fuel service personnel shall have successfully completed an approved line technician safety course. A National Aviation Transportation Association (NATA) course or equivalent is acceptable.
 - iii. Customer Service. At least one (1) customer service representative must be on duty to handle customers entering the FBO facilities during normal business

hours. The customer service representative may be cross trained to count toward staffing requirements for line service personnel as well.

- iv. Maintenance. At least one (1) FAA licensed Airframe and Powerplant (A&P) mechanic available to perform maintenance on General Aviation aircraft and the Air Carrier aircraft that normally utilize the Airport shall be on-duty and on-premises for at least eight (8) hours during the FBO's operating hours, five days a week, and shall otherwise be on-call during other hours.
- i. Operating Procedures. The FBO shall develop and maintain Standard Operating Procedures (SOPs) for fueling, ground handling and management of aircraft staging on the FBO ramp. The SOPs shall include a training plan, record keeping, fuel quality assurance procedures, and emergency response procedures. The SOPs shall address bonding and fire protection, public protection, control of access to fuel storage facilities, as well as marking / labeling of fuel storage tanks and refueling vehicles. The FBO's SOPs must be submitted to SLCDA no less than thirty (30) days prior to the commencement of FBO activities at the Airport. SLCDA will conduct periodic inspections to ensure compliance.
- j. Hours of Operation. Aircraft fueling, ground handling, and customer service shall be continuously offered and available to meet reasonable customer demand during normal hours, and on-call as appropriate, with a response time not to exceed one (1) hour.
- k. Aircraft Removal. Although aircraft removal is the responsibility of an aircraft owner, the FBO shall be prepared to lend assistance with respect to equipment and personnel within a one (1) hour response time, as requested by SLCDA, in the removal of downed or disabled aircraft from the Airport runways and taxiways in order to maintain the operational readiness of the Airport. The FBO should train its personnel in proper protocols and procedures to remove aircraft and emergency procedures with regards to working with SLCDA in emergency situations.
- l. Insurance. **See Appendix B.**
- m. Licenses & Certifications. The FBO shall have and provide to SLCDA evidence of federal, state, and local licenses and certificates that are required for all operations.
- n. Services. An FBO must provide all of the following products and services at its premises on the Airport.
 - i. Storage, sale, and dispensing of required aviation fuels and other petroleum products such as engine lubricants. FBO shall be capable of providing a response time for fueling not to exceed 30 minutes in normal conditions during regular hours of operation.
 - ii. Aviation fuels and lubricating oils shall be stored and dispensed by an FBO in accordance with all local, state, and federal laws, regulations, rules, and other requirements, as same may be amended from time-to-time, regarding the sale and

storage of such fuels and oils, including without limitation any rules, regulations, or Minimum Standards that are established (and as modified from time-to-time) by SLCDA.

- iii. Prior to commencement of storage, selling, or dispensing of any fuels at the Airport, an FBO shall submit to SLCDA, for review and comment, the FBO's Spill Prevention Control and Countermeasures Plan and its Pollution Prevention Plan. Fuel storage, selling, or dispensing will be disallowed by SLCDA if any serious deficiencies are found in these plans that are not rectified prior to commencement of the operations and which would cause SLCDA or the FBO to be in violation of any applicable rule or regulation.
- iv. Aircraft and engine maintenance and repair services directed towards the general aviation, corporate, commercial aviation, air carrier, and governmental markets.
- v. Aircraft tie-down service.
- vi. At least one (1) crew vehicle for use by aircraft pilots and crews.
- vii. Marshaling and parking of aircraft.
- viii. Aircraft de-icing of aircraft at locations designated by SLCDA from time-to-time.
- ix. Passenger and aircraft services such as, but not limited to, passenger ramp service, baggage handling, aircraft towing, and aircraft interior cleaning.
- x. Crew escorting in Restricted Access Areas.
- xi. Collection and remittance of various fees, as designated by SLCDA.
- xii. Aircraft storage services.
- xiii. Aircraft ground power service.
- xiv. Catering service for corporate and other general aviation aircraft.
- xv. Aircraft lavatory service.
- o. Other services
 - i. An FBO may provide other specialized aeronautical services on its leasehold subject to the approval of SLCDA, through the Executive Director, including the sale of new or used aircraft, the sale or rental of all types of consumer products normally related to the ownership or operation of aircraft, and any other services normally performed by similar FBOs at other airports in the United States. These requests will be reviewed and approved on a case-by-case basis.
 - ii. An FBO may provide other specialized aeronautical services to Air Carriers at the terminal gates and cargo areas subject to the approval of SLCDA, through the

Executive Director, and provided the FBO has a written agreement with one or more air carriers to provide such services.

An FBO may be an Into-Plane Service Operator elsewhere within the Airport and may provide contract fueling services to Air Carriers at the terminal gates, provided the FBO has written agreements with one or more air carriers and access to the fuel system owned by the City and leased and operated by the Consortium through a Fuel Access Agreement.

3.6 Minimum Standards for Specialized Aeronautical Service Operators (SASO)

In addition to the general requirements set forth in Section 3.2 through 3.4 herein, the following sets forth the Minimum Standards for a Specialized Aeronautical Service Operator (SASO) at the Airport. SASOs are not permitted to include fuel tanks under any circumstance.

- a. Aircraft Maintenance Operator
 - i. Leased Premises. Operators (other than a FBO or authorized sublessee) engaged in this aeronautical activity shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:
 1. Land. Sufficient land to accommodate all of the Operator's activities.
 2. Aircraft Apron. Apron shall be a minimum of 150 percent of hangar square footage and commensurate with total number of aircraft handled by the Operator, and suitable for the site with sufficient weight bearing capacity accommodate the largest aircraft handled by the operator.
 3. Hangar. One single structure, conventional type hangar comprising a minimum of 15,000 square feet dedicated to aircraft maintenance and storage operations, with door openings capable of accommodating the largest aircraft likely to be serviced by the Operator at the Airport.
 4. Facilities. Adequate space for customer lounges, administrative offices, maintenance shops, and restrooms.
 - ii. Licenses and Certifications. Maintenance personnel must be properly certified by the FAA and hold the appropriate ratings for the work being performed.
 - iii. Personnel. The Operator shall staff sufficient personnel to adequately and safely carry out aircraft maintenance in a courteous, prompt, and efficient manner. At least one FAA licensed A&P Mechanic, one Manager, and one customer service representative must be employed by the company and work at this Airport location.
 - iv. Equipment. The Operator shall provide sufficient shop space, equipment, supplies, and availability of parts as required for certification as a FAA Part 145 Repair Station.
 - v. Hours of Operation. The Operator shall be open and services shall be available to meet the reasonable demands of the public at least five days per week, eight hours per day, and be available after hours, on-call, with a response time not to exceed one hour.

- vi. Insurance. See Appendix B.
- b. Aircraft Rental, Flying Club, Flight School and/or Flight Training Operator
 - i. Leased Premises. Operators (other than a FBO or authorized sublessee) engaged in this activity shall have adequate land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:
 - 1. Land. Sufficient land to accommodate all of the Operator's activities.
 - 2. Aircraft Apron. Apron shall be a minimum of 150 percent of hangar square footage and commensurate with total number of aircraft in the Operator's fleet, and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft in the Operator's fleet.
 - 3. Hangar. One single structure, conventional type hangar comprising a minimum of 15,000 square feet dedicated to aircraft maintenance and storage operations, with door openings capable of accommodating the largest aircraft in the Operator's fleet. The hangar shall be exclusively for aeronautical purposes related to the Operator's Owned aircraft.
 - 4. Facilities. Adequate space for customer lounges, administrative offices, instructional offices/rooms, maintenance shops, and restrooms.
 - ii. Licenses and Certifications. Persons performing aircraft proficiency checks and/or flight training must be properly certificated by the FAA and hold the appropriate rating for the aircraft being utilized and/or flight training being provided.
 - iii. Personnel.
 - 1. The Operator shall staff sufficient personnel to adequately and safely carry out aircraft rental and/or flight training in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public/members.
 - 2. Aircraft Rental Operators shall employ at least one flight instructor.
 - 3. Flight Training Operators shall employ at least one Chief Flight Instructor.
 - 4. Flying Clubs are not required to have a minimum number of employees, however they shall have a designated person that is available 24 hours per day, 365 days per year, to handle administrative requirements and any emergency or non-emergency situations that might occur with club aircraft at the Airport. Such clubs shall ensure that the contact information is continually up to date with SLCDA.

iv. Equipment.

1. The Operator shall have available for rental and/or use in flight training at least two Owned aircraft under the exclusive control of the Operator at the commencement of the Aeronautical Activity, and at least three aircraft after one year of operation. These aircraft shall be based at the Airport. This requirement does not apply to Flying Clubs.
2. Flight Training Operators shall include, at a minimum, adequate training aids necessary to provide proper and effective ground school instruction. All materials, supplies, and training methods must meet FAA requirements for the training offered.
3. Adequate tie-down equipment, including ropes, chains, and other types of restraining devices and wheel chocks which are required to safely secure and tie-down aircraft as set forward in FAA AC 20-35C.

v. Hours of Activity.

1. Operator shall be open and services shall be available to meet the reasonable demands of the public five days per week, eight hours per day.
2. Private Flying Clubs are not required to have regular business hours.

vi. Insurance. See Appendix B.

c. Aircraft Charter Operator

- i. Leased Premises. Operators (other than a FBO or authorized sublessee) engaged in this aeronautical activity shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:
 1. Land. Sufficient land to accommodate all of the activities.
 2. Aircraft Apron. Apron shall be a minimum of 150 percent of hangar square footage, commensurate with the number of aircraft in the Operator's fleet, and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft in the Operator's fleet.
 3. Hangar. One single structure, conventional type hangar comprising a minimum of 15,000 square feet dedicated to aircraft maintenance and storage operations, with door openings capable of accommodating the largest aircraft in the Operator's fleet. The hangar shall be exclusively for aeronautical purposes related to the Operator's owned or leased aircraft.

4. Facilities. Adequate space for customer lounges, administrative offices, maintenance shops, and restrooms.
- ii. Licenses and Certifications.
 1. The Operator shall provide copies to SLCDA of all the appropriate certificates and approvals, including without limitation, the Pre-application Statement of Intent (FAA Form 8400-6), the Regulations and Amendments under Part 298 (OST Form 4507), and FAA issued operating certificate(s).
 2. Personnel must be properly certified by the FAA and hold the appropriate ratings in the aircraft utilized for the activity.
 - iii. Personnel.
 1. The Operator shall staff sufficient personnel to adequately and safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public.
 2. The Operator shall employ at least one (1) Chief Pilot.
 - iv. Equipment.
 1. The Operator shall provide one certified and continuously airworthy instrument qualified multi-engine or single turbine engine aircraft, Owned and under the exclusive control of the Operator.
 2. Adequate tie-down equipment, including ropes, chains, and other types of restraining devices and wheel chocks which are required to safely secure tie-down aircraft as set forth in FAA AC 20-35C.
 - v. Hours of Activity.
 1. The Operator shall be open and services shall be available to meet the reasonable demands of the public five days per week, eight hours per day. Response times to customer inquiries shall not exceed one hour.
 - vi. Insurance. See Appendix B.
- d. Aircraft Sales Operator
- i. Leased Premises. Operators (other than a FBO or authorized sublessee) engaged in this aeronautical activity shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:
 1. Land. Sufficient land to accommodate all of the activities.

2. Aircraft Apron. Apron shall be a minimum of 150 percent of hangar square footage and commensurate with total number of aircraft controlled on site by the Operator, and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft controlled on site by the Operator.
 3. Hangar. One single structure, conventional type hangar comprising a minimum of 15,000 square feet dedicated to aircraft maintenance and storage operations, with door openings capable of accommodating the largest aircraft in the Operator's fleet.
 4. Facilities. Adequate space for customer lounges, administrative offices, maintenance shops, and restrooms.
- ii. Licenses and Certifications. Personnel must be properly certified by the FAA and hold the appropriate ratings for providing flight demonstration in all aircraft offered for sale.
 - iii. Personnel.
 1. The Operator shall staff sufficient personnel to adequately and safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public.
 2. The Operator shall employ at least one (1) licensed and current commercial pilot current in the types of aircraft offered for sale.
 - iv. Equipment.
 1. Necessary and satisfactory arrangements for Aircraft Maintenance shall be provided in accordance with any sales guarantee or warranty period.
 2. Adequate tie-down equipment, including ropes, chains, and other types of restraining devices and wheel chocks which are required to safely secure tie-down aircraft as set forth in FAA AC 20-35C.
 - v. Hours of Activity. The Operator shall be open and services shall be available to meet the reasonable demands of the public five days per week, eight hours per day.
 - vi. Dealerships. An Operator which is an authorized factory sales franchise, dealer, or distributor shall have available or on call at least one current model demonstrator of aircraft in each of its authorized product lines.
 - vii. Insurance. See Appendix B.
- e. Into-Plane Service Operator

- i. Leased Premises. Operators engaged in this aeronautical activity shall have land, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:
 1. Land. Sufficient land to accommodate all of the Operator's activities.
 2. Facilities. Adequate space for administrative offices, maintenance shops, and restrooms.
- ii. Licenses and Certifications. Personnel must be properly certified and hold the appropriate ratings for the work being performed.
- iii. Personnel. The Operator shall staff sufficient personnel to adequately and safely carry out into-plane fueling in a courteous, prompt, and efficient manner.
- iv. The Operator shall have an approved, written Spill Prevention Contingency and Control Plan (SPCC Plan) that meets federal, state, local, and the Airport Rules and Regulations for into-plane fueling services. An updated copy of the SPCC Plan shall be filed with the Executive Director at least thirty (30) days prior to commencing operations.
- v. The Operator shall provide all required training and maintain all required training records to meet the requirements of the FAA.
- vi. Adequate number of approved and regularly inspected dry chemical (and other ratings as needed) fire extinguisher units shall be maintained within the Operator's facilities, and on all refueling vehicles.
- vii. Fueling Equipment. The Operator shall have at least two (2) refueling vehicles, one (1) of which must always be operating and fully functional, with a capacity of at least 5,000 gallons each.
- viii. All aircraft refueling vehicles shall be equipped with reliable metering devices that meet all applicable requirements for fuel sales and inventory control. At least one (1) Jet fuel refueling vehicle shall have over-the-wing and single point refueling capability. All refueling vehicles shall be bottom loaded. All refueling vehicles will be periodically inspected by SLCDA and at least annually by the FAA, ensuring that all refueling vehicles are safe and presentable, in the sole judgment of SLCDA, for use on the Airport. SLCDA reserves the right to disallow refueling vehicles on the Airport's property that do not meet all applicable standards and safety requirements. The Operator shall provide all training and maintain all required training and vehicle records to meet the requirements of the FAA.
- ix. All aircraft refueling vehicles shall be equipped and maintained to comply at all times with all applicable federal, state, local, and SLCDA's Rules and Regulations, including without limitation, those prescribed by the following:

- i. Utah State Fire Code and Fire Marshall's Codes;
 - ii. National Fire Protection Association (NFPA) Standards;
 - iii. 14 CFR Part 139, Airport Certification, all applicable sections including Section 139.321 "Handling/Storing of Hazardous Substances and Materials;"
 - iv. Applicable FAA Advisory Circulars (AC's), including AC 00-34A "Aircraft Ground Handling and Servicing," AC 150-5210-5D "Painting, Marking, and Lighting of Vehicles Used On An Airport," and AC 150/5230-4B "Aircraft Fuel Storage, Handling, and Dispensing on Airports", as may be amended.
 - x. Personnel. The Operator shall staff properly trained and qualified employees providing all required services. While on duty at the Airport, all Operator personnel shall be clean, neat in appearance, courteous, and properly uniformed (excluding management and administrative personnel). Personnel uniforms must include the Operator's company name and the employee's identification badges and shall at all times be professionally and properly maintained.
 - xi. Full-Time Manager. All activities of the Operator shall be conducted under the guidance and supervision of a full-time, on-site Manager. Such person must be a highly qualified and experienced Manager vested with full power and authority to direct and conduct all matters pertaining to the day-to-day operation. Such Manager shall be assigned to the Airport location and shall be available during normal business hours, also being on-call 24 hours per day in case of emergencies.
 - xii. Operating Procedures. The Operator shall develop and maintain Standard Operating Procedures (SOPs) for fueling of aircraft. The SOPs shall include a training plan, record keeping, fuel quality assurance procedures and emergency response procedures. The SOPs shall address bonding and fire protection, public protection, and labeling of refueling vehicles. The Operator's SOPs must be submitted to SLCDA no less than thirty (30) days prior to the commencement of operations at the Airport. SLCDA will conduct periodic inspections to ensure compliance.
 - xiii. Hours of Operation. The Operator shall be open, and services shall be available to meet the reasonable demands of Operator's permitted users at least five days per week, eight hours per day, and be available after hours, on-call, with a response time not to exceed one hour.
 - xiv. Insurance. See Appendix B.
- f. Skydiving Operator

- i. Skydiving operations are not permitted at Salt Lake International Airport in accordance with Airport Rules and Regulations.

- g. Specialized Commercial Aeronautical Operator
 - i. Leased Premises. Operators (other than a FBO or authorized sublessee) engaged in this aeronautical activity shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:
 - 1. Land. Sufficient land to accommodate all of the activities.
 - 2. Aircraft Apron. Apron shall be commensurate with the size of the hangar, total number of aircraft controlled on site by the Operator, and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft controlled on site by the Operator.
 - 3. Hangar. One single structure, conventional type hangar comprising a minimum of 15,000 square feet dedicated to aircraft maintenance and storage operations, with door openings capable of accommodating the largest aircraft in the Operator's fleet.
 - 4. Facilities. Adequate space for customer lounges, administrative offices, maintenance shops or production facilities (as required by Operator), and restrooms.
 - ii. Licenses and Certifications. The Operator shall provide to SLCDA evidence of federal, state, and local licenses and certificates that are required for the operation.
 - iii. Personnel. The Operator shall staff sufficient personnel to adequately and safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public.
 - iv. Equipment. The Operator shall provide and have based at the Airport, either owned or under written lease to the Operator, sufficient equipment, supplies, and availability of parts, including, if appropriate, one continuously airworthy aircraft.
 - v. Hours of Activity. The Operator shall be open and services shall be available during hours normally maintained by operators conducting similar activities.
 - vi. Insurance. See Appendix B.

- h. Commercial Hangar Operator

- i. Leased Premises. Operators (other than a FBO or authorized sublessee) engaged in this aeronautical activity shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:
 - 1. Land. Sufficient land to accommodate all of the Operator's activities.
 - 2. Aircraft Apron. Apron shall be a minimum of 150 percent of hangar square footage and commensurate with total number of aircraft handled by the Operator, and suitable for the site with sufficient weight bearing capacity accommodate the largest aircraft handled by the operator.
 - 3. Hangar. One single structure, conventional type hangar comprising a minimum of 15,000 square feet dedicated to the Self-Service of Operator or subtenant owned aircraft, with door openings capable of accommodating the largest aircraft likely to be serviced by the Operator at the Airport.
 - 4. Hours of Operation Hours of Activity. The Operator shall be open and services shall be available during hours normally maintained by operators conducting similar activities.
 - 5. Insurance. See Appendix B.

- i. Operators Performing More Than One Service

- i. Any Operator who wishes to perform more than one specialized aviation service but who will not meet the definition of a FBO must meet the Minimum Standards for each service that will be provided. However, the Operator may request, in writing, to utilize the same space, facilities, and/or employees to meet the standards by demonstrating that the space, facilities, and/or employees can adequately meet the needs of all activities. Approval will be at the sole discretion of the Executive Director.

4. VIOLATIONS AND ENFORCEMENT

Failure to comply with these Minimum Standards shall subject an Operator's agreement and privilege to operate at the Airport to suspension or termination, as provided by such agreement. Generally, upon written notice from the Executive Director that an Operator is violating or has violated a provision of these Minimum Standards, Operators are afforded a specified period of time to remedy such violation or become subject to other default provisions of their agreement, including possible termination thereof; or show cause as why additional time should be granted by the Executive Director to enable the Operator to complete a cure. Such appeals must be pursued in accordance with provisions specified in the Operator's agreement.

APPENDIX A – MINIMUM REQUIREMENTS FOR A WRITTEN APPLICATION

An Operator proposing to engage in Aeronautical Activity shall provide a demonstration of intent to conduct a business operation at the Airport via written application directed to the Executive Director. All applications to conduct a business operation at the Airport shall be in written form and include a business plan. The application materials and any subsequent documentation provided to SLCDA or any of its representatives are subject to Utah State Public Records Law. The written application shall contain at least the following:

- a. The proposed nature of the business. A business plan should be used to express the proposed nature of the business. At a minimum, the following information shall be included in the written business plan:
 - i. The type of business entity to be formed (or existing) that is proposed to operate (for example: corporation, limited liability company, partnership, etc.). Identify all services that will be provided by this Operator. Give a detailed description of the operation.
 - ii. The amount of land desired to lease and the lease term requested, including where this land is proposed to be located.
 - iii. The building space that will be constructed or leased, including where this building space will be located and/or from what entity it will be leased.
 - iv. The number of aircraft, sizes, and types, that will be operated by the Operator. Alternatively, identify the types, sizes, weights, and numbers of aircraft anticipated to be serviced or stored on-site by the Operator.
 - v. Any specialized equipment and tooling that will be provided by the Operator.
 - vi. The proposed number of persons to be employed at the Airport (indicate how many full or part time).
 - vii. A short resume for each owner and financial backer.
 - viii. A short resume of the manager of the business (if not an owner), including the person's experience and background managing a business of this nature.
 - ix. The operational periods (days and hours) of the proposed operation.
 - x. The amounts and types of insurance to be provided.
 - xi. Financial projections for the first five years of construction and operations.
 - xii. A marketing plan detailing the proposed methods to attract new business.
 - xiii. Any plans for future physical expansion.

- b. A listing of all parties who own an interest in the business or will appear on leases or other documents as a partner, director, or corporate officer, and those who will be managing the business. The listing shall include the name, address, and telephone number of each person with a controlling interest in the business. For corporations and limited liability companies, the listing shall include the name, address, and telephone number of the corporation's (or limited liability company's) officers and directors. If any listed person also has any business interest in any other business currently operating on the Airport, such facts should be noted in detail.
- c. A current, audited financial statement prepared by a Certified Public Accountant. If an audited financial statement is not available, the applicant should provide enough financial information about the business in order for SLCDA to evaluate the financial strength of the business. If the business is new with no prior history, then verifiable letters of credit or investment should be supplied to show that the business is credible.
- d. A listing of the assets owned or leased, current or planned, for the proposed business.
- e. A list of key personnel, with résumés, to be assigned to the business at the Airport, along with a description of their duties and responsibilities.
- f. Copies of all licenses, permits, and certifications possessed by the applicant or its key employees to be based at the Airport that are required to perform the proposed services. If various licenses, permits, or certifications are pending, list the status of each and indicate anticipated receipt dates.
- g. For at least one principal with an interest in the business, complete an Airport SIDA Application and Application for Fingerprinting. These applications are available from SLCDA Badging Office Airport's Public Safety Office (801-575-2423).
- h. Proof (copy of insurance letter of intent) of liability coverage for the business operation, flight operations, aircraft, and operators and premises insurance.
- i. A written authorization for the FAA or any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.
- j. Other information as SLCDA may require to effectively evaluate the proposal.
- k. Where applicable, a copy of any written agreement between the applicant and an Air Carrier currently serving the Airport, together with a written statement from such Air Carrier to SLCDA that the applicant meets the Air Carrier's standards for the services to be provided to such Air Carrier.

APPENDIX B – SCHEDULE OF MINIMUM INSURANCE

Below are the minimum insurance requirements for all Operators. Additional types of insurance coverage may be required for any Operator, based upon the nature of the service to be provided by the Operator and which is determined by SLCDA on a case-by-case basis.

- a. The Operator, at its sole expense, must purchase or otherwise acquire, carry, and maintain at all times the levels of insurance coverage meeting SLCDA's minimum requirements.
- b. All insurance must be effected under valid and enforceable policies, issued by recognized, responsible insurers qualified to conduct business in Utah, and which are well-rated by national rating organizations. All companies providing insurance policies required herein shall be appropriately licensed and shall have a financial rating of no lower than [A] as listed in A.M. Best's Key Rating Guide (current edition or interim report). Companies with ratings lower than [A] will be acceptable only upon written consent of SLCDA.
- c. Insurance policies must name the Operator as the insured, name Salt Lake City Corporation and the Salt Lake City Department of Airports as additional insureds with respect to general liability and automobile liability coverages. Insurance policies shall not have the ability to be canceled, terminated, or materially changed without at least thirty (30) days prior written notice from the Operator's insurance carrier to SLCDA. Certificates evidencing such insurance must be submitted by the Operator to the Executive Director prior to commencement of service at the Airport and from then on at least fifteen (15) days prior to the expiration dates of expiring policies.
- d. SLCDA reserves the right to request complete copies of any required insurance policy if deemed necessary to ascertain the details of coverage not provided by the Certificates.
- e. Compliance with the insurance requirements contained herein is a continuing condition of the Operator's rights to operate at the Airport. If the Operator fails to procure and maintain such insurance, SLCDA shall have the right, but not the obligation, to terminate the Operator's right to operate at the Airport. The SLCDA may also take other actions to mitigate the lack of insurance, at SLCDA's sole discretion.
- f. The Operator waives any and all rights of subrogation for personal injury or property damage against SLCDA, its Board members, officers, employees, and agents and the City of Salt Lake including its councils, Board members, officers, employees, and agents arising from its operations at the Airport. In addition, the Operator waives any rights of recovery it may have against SLCDA or Salt Lake City Corporation, their councils, Board members, officers, employees, and agents for insured losses occurring to any property insured by the Operator in accordance with these Minimum Standards and its written agreement with SLCDA.

- g. Each Operator and approved sublessee shall purchase or otherwise acquire the following basic insurance policies at the stated minimums:
- i. Comprehensive commercial general liability and aircraft liability insurance protecting Salt Lake City Corporation against any and all liability arising by reason of the Operator's conduct or the conduct of its officers, directors, employees, or agents incidental to the use of the Premises, or resulting from any accident occurring on or about the roads, driveways, or other public places, including runways and taxiways, used by FBO at the Airport, caused by or arising out of any wrongful act or omission of the Operator, in the minimum amount of \$5,000,000 (for FBOs) or \$2,000,000 (for all other Operators) combined single limit for each occurrence for all personal and bodily injury (including passengers), death and/or property damage.
 - ii. Hangarkeeper's Liability Insurance in the minimum amount of \$5,000,000 for any one occurrence, subject to deductible of not more than \$25,000 for any one occurrence.
 - iii. Automobile comprehensive liability insurance at a combined single limit coverage of not less than \$5,000,000 (bodily injury and property damage) per occurrence.
 - iv. Aircraft liability coverage in the minimum amount of \$25,000,000 combined single limit for bodily injury and property damage, which shall include but not be necessarily limited to all of the following coverages: Aircraft liability, including General Liability, Aircraft Products and Completed Operations, Liquor Liability, Premise Liability, Products & Completed Operations, Contractual Liability, Hangarkeeper's Liability, Motor Vehicle Liability within the confines of the Airport, Cargo Legal Liability and Fueling and Refueling Liability, if such operations are conducted by the Operator.
 - v. Property Insurance for special form property coverage for any and all of the Leased Premises. Such insurance shall be in an amount equal to the full insurable replacement value of such property. All special form coverage insurance policies shall contain loss payable endorsements in favor of the parties as their respective interests may appear hereunder. All special form coverage insurance policies placed upon the Leased Premises may have a loss payable clause in favor of any mortgage or lender of Operator, as its interests may appear.
 - vi. Business Interruption for gross earnings and extra expense insurance that shall include coverage for all amounts due in accordance with the Lease for a minimum of a six (6) month period. The proceeds of such insurance shall be used first to continue rent and payments to the City.
 - vii. Pollution Legal Liability and Remediation and/or Errors & Omissions applicable to underground or above ground fuel storage tanks, fueling or refueling operations with a limit no less than \$2,000,000 per claim or occurrence and \$2,000,000

aggregate per policy period of one year. This policy shall include coverage for bodily injury, property damage, personal injury, and environmental site restoration, including fines and penalties in accordance with applicable EPA or state regulations.

- viii. Fidelity Insurance or Bond protecting against employee theft in connection with Operator's business. Said insurance or bond shall have limits of not less than \$1,000,000 per occurrence limit of liability.
- ix. Workers' Compensation and Employee Liability insurance policy shall provide Workers' compensation and employer's liability insurance sufficient to cover all of Consultant's employees pursuant to Utah law, unless a waiver of coverage is allowed and acquire pursuant to Utah law. In the event that any work is subcontracted, Consultant shall its subcontractor(s) similarly to provide workers' compensation insurance for all of the latter's employees, unless a waiver of coverage is allowed and acquired pursuant to Utah Law or qualified self-insurance as approved and as required by SLCDA.
- x. Such additional coverage or other insurance in amounts as SLCDA deems advisable for protection against claims, liabilities and losses arising out of or connected with the operation of the Premises.
- xi. Operators providing aircraft rental, flight training, flying club operations, aircraft charter, aircraft sales, and some other specialized Operators shall be required to acquire aircraft and passenger liability insurance of \$1,000,000 (combined single limit – each occurrence) for piston powered aircraft, \$5,000,000 (combined single limit – each occurrence) for turbine powered aircraft, and \$10,000,000 (combined single limit – each occurrence) for turbine powered aircraft with a wingspan 79 feet or greater. This insurance shall include bodily injury, personal injury, and property damage (excluding aircraft hull) for students and renters of aircraft.
- xii. Operators providing aircraft rental, flight training, or flying club operations shall be required to acquire Student and Renter Liability insurance in the amount of \$100,000 (combined single limit – each occurrence) and CFI Professional Liability insurance (for Operators that employ flight instructors) in the amount of \$100,000 (combined single limit – each occurrence). This insurance shall include bodily injury and property damage not only during flight instruction, but also after instruction has been given.