

**CITY OF MONROE REGIONAL AIRPORT  
SCHEDULE OF MINIMUM STANDARDS  
FOR COMMERCIAL AERONAUTICAL ACTIVITIES  
AND SPECIALIZED AVIATION SERVICES OPERATIONS**

**I. GENERAL CONDITIONS**

The following are minimum standards for the establishment of a Specialized Aviation Services Operation (SASO) at the City of Monroe Regional Airport "Airport". All SASO's at the airport shall be full-time, progressive business enterprises, with staffed office facilities at the Airport during normal business hours. All SASO personnel should have Security Awareness Training Clearance outlined under CFR 49: 1552. Each SASO shall comply with all local, state, and federal environmental laws and regulations especially as it relates to dealing with painting or disposal or use of fuels, oils, or other environmentally hazardous materials. The City of Monroe "City" shall determine and approve substantial conformance to the standards for SASO's. No SASO shall be allowed to operate on the Airport without a fully executed Lease Agreement with the City. Only SASO's, can provide the services listed below. Other services provided to the public not listed below are to be provided exclusively by the City.

- A. A SASO may provide one or more of the limited special services described in Section II, Subsections A through G but shall not engage in the sale of aviation petroleum products, parking services, and/or tie down services to the general public. A SASO providing two or more of the services described in Section II, Subsections A through G, shall be required to meet the individual standards for each of the services to be provided as described in said Subsections A through G unless otherwise stated in a specific section of the Schedule of Minimum Standards. The combined space requirements for two or more of the services in subsection A through G can be reduced to take advantage of staff and facilities serving two or more services. This reduction must be approved in writing by the Airport Manager.
  
- B. Private Hangar owners that are not SASO's may sub-lease their hangar space for aircraft storage up to one year if such space cannot be provided by the City and each SASO for Aircraft Storage. Prior to sub-leasing their hangar space, the hangar owner must submit to the Airport Manager, in writing, a request to sub-lease space in their hangar. Included with the request shall be written statement from each SASO for Aircraft Storage stating they do not have space for lease. The Private Hangar owner must receive a document from the City granting the right to sub-lease their hangar for one year.

**II. SERVICES**

For each type of service described below, the SASO performing such service shall furnish the products, personnel, facilities, and meet the requirements that are listed below under such type of service.

## **A. Aircraft Maintenance Repair Station**

### 1. Fixed Wing Airplane

- a. The SASO shall provide Airplane Airframe, Engine, and Accessory Maintenance and Services for turbine and piston airplanes with at least four (4) qualified full-time mechanics at the Monroe Regional Airport, and as many other properly trained personnel as may be required to adequately perform the various maintenance and repair services in an efficient manner for airplane normally serviced.
- b. The SASO must operate an FAA-approved repair station within nine (9) months of signing a Lease Agreement for at least airframes and engines in accordance with FAR Part 145.
- c. The SASO must be able to provide an adequate stock of repair parts to support a first-class maintenance and repair shop for airplane normally serviced at the facility.
- d. The SASO must lease adequate airplane handling space where required.
- e. The SASO must provide adequate facilities for washing and cleaning airplane of the type normally serviced.
- f. If painting is contemplated, facilities must meet all applicable Federal, State, and local building and fire codes.
- g. The SASO must have a maintenance facility with at least 11,000 square feet of maintenance, shop, and storage space, and air conditioned office, and restrooms available for customers and their guests, that meets all Fire Code and Building Standards requirements for airplane maintenance.
- h. The SASO must have the Library of Airworthiness Directive accessible on site.

### 2. Helicopter

- a. The SASO shall provide Helicopter Airframe, Engine, and Accessory Maintenance and Services with at least three (3) qualified full-time mechanics at the Monroe Regional Airport, and as many other properly trained personnel as may be required to adequately perform the various maintenance and repair services in an efficient manner for helicopters normally serviced.
- b. The SASO must operate an FAA-approved repair station within nine (9) months of signing a Lease Agreement for at least airframes and engines in accordance with FAR Part 145.

- c. The SASO must be able to provide an adequate stock of repair parts to support a first-class maintenance and repair shop for helicopters normally serviced at the facility.
- d. The SASO must lease adequate helicopter handling space where required.
- e. The SASO must provide adequate facilities for washing and cleaning helicopters of the type normally serviced.
- f. If painting is contemplated, facilities must meet all applicable Federal, State, and local building and fire codes.
- g. The SASO must have a maintenance facility with at least 8,000 square feet of maintenance, shop, and storage space, and air conditioned office, and restrooms available for customers and their guests, that meets all Fire Code and Building Standards requirements for helicopter maintenance.
- h. The SASO must have the Library of Airworthiness Directive accessible on site.

**B. Aircraft Charter Services**

- 1. The SASO must possess a valid FAA Air Carrier certificate in accordance with the U. S. Department of Transportation approved under FAR Part 135 Certification and Operation Specification.
- 2. Have available at least two (2) aircraft including a twin engine and qualified personnel to meet the normal 24-hour seven days per week demand for such service. All aircraft shall be of a current model, equipped as required by appropriate regulations for instrument flight and shall be owned by the SASO or leased in writing by the SASO on a full-time basis. No aircraft required to qualify for this Subsection B shall be counted toward qualification of aircraft required in Subsections C or E. No operations involving unlicensed or unregistered aircraft including experimental and public use aircraft will be permitted on the Airport without prior written approval of the City.
- 3. Have 500 square feet of suitable air conditioned and heated office space with restrooms and aircraft and automobile parking areas. This space must be approved by the Airport Manager. A SASO leasing within the Monroe Regional Airport Terminal Building, shall be required to lease at least 100 square feet of space and a share of the common area for restrooms. Adequate space must be leased for aircraft parking.

**C. Aircraft Rental and Lease Services**

1. Have at least two (2) clean and airworthy 4-place aircraft, owned by the SASO or leased in writing by the SASO on a full-time basis, during normal business hours. No aircraft required to qualify for this Paragraph C shall be counted toward qualification of aircraft required in Paragraphs B or E. No operations involving unlicensed or unregistered aircraft including experimental and public use aircraft will be permitted on the Airport without prior written approval of the City.
2. Have 500 square feet of suitable air conditioned and heated office space with restrooms and aircraft and automobile parking areas. This space must be approved by the Airport Manager. A SASO providing combined flight instruction, and aircraft leasing and rental within the Monroe Regional Airport Terminal Building, shall be required to meet space requirements in Sections II E 3 and II E 6.

**D. Avionics Sales and Repair Services**

1. The SASO shall obtain and maintain, as a minimum, the repair station certificates required by the FAA and FCC in accordance with FAR Part 145 which are applicable to the operation or operations contemplated.
2. Radio repairs available shall include, as a minimum, communications, navigation, transponders, and radar.
3. Have at least 4,000 square feet of hangar space, suitable air conditioned and heated office space with restrooms, and aircraft and automobile parking areas. This space must be approved by the Airport Manager. If a Section II D, Avionics, SASO is combined Section II A, Aircraft Maintenance Repair Station, SASO the SASO only needs to meet the space requirements for a Section II A SASO.

**E. Flight Instruction Services**

1. Have a flight training school program meeting City requirements as approved by the Airport Manager.
2. The SASO shall provide a minimum of four (4) aircraft at the Airport suitable for training which are owned by the SASO or leased in writing by the SASO on a full-time basis. No aircraft required to qualify for this Subsection E shall be counted toward qualification of aircraft required in Subsections B or C. No operations involving unlicensed or unregistered aircraft including experimental and public use aircraft will be permitted on the Airport without prior written approval of the City.
3. Space Requirements:
  - a. Have a minimum of 800 square feet of suitable air conditioned and heated office and classroom space with restrooms. Provide adequate aircraft and automobile parking areas. This space must be approved in writing by the Airport Manager.

- b. If flight training is provided in the Monroe Regional Airport Terminal Building, the SASO must provide and maintain adequate office, restrooms, and classrooms. The minimum space required for office, customer lounge, restrooms, classrooms is 500 square feet of which 300 square feet can be jointly leased as Common Terminal Area Space and Common Aviation Services Operation Space. Automobile parking space will be provided at the Monroe Regional Airport Terminal Building. A minimum of six tie-down spaces must be leased from the City for airplane storage.
4. Have available on a full-time basis adequate, properly certificated instructors and staff as required by the FAA.
5. All flight training activities shall be conducted in accordance with all FAA rules, regulations, and restrictions.
6. Minimum Financial Standards

In addition to meeting the requirements of the Minimum Financial Standards set forth in Section IV, the SASO must show that they have a minimum of \$200,000 invested in aircraft.

**F. Aircraft Sales (New and/or Used) Services**

1. The SASO must have a sales or distributor franchise from an aircraft manufacturer for the sale of new aircraft and for maintaining a stock of spare parts for repair services necessary to meet any guarantees or warranty for the type of aircraft for which sales privileges are granted.
2. Have suitable sales display for new and/or used aircraft and a minimum stock of spare parts for repair service as necessary to meet any guarantees or warranty for the type of aircraft for which sales privileges are granted. No operations involving unlicensed or unregistered aircraft including experimental and public use aircraft will be permitted on the Airport without prior written approval of the City.
3. Have 500 square feet of suitable air conditioned and heated office space with restrooms and aircraft and automobile parking areas. This space must be approved by the Airport Manager. A SASO leasing within the Monroe Regional Airport Terminal Building, shall be required to lease at least 100 square feet of space and a share of the common area for restrooms and automobile parking space. Adequate space must be leased for aircraft parking.

**G. Aircraft Storage**

1. Provide any one or all of: 1) a Hangar-In-Common of at least 10,000 square feet, 2) T-Hangars with at least 10 T-Hangar spaces in one building, 3) Box-Hangars for

individual aircraft in a minimum group of four, and/or 4) at least provide 10 contiguous Shade Ports. A T-Hangar group, a Hangar-In-Common, and grouped individual Box-Hangars must each have a restroom meeting ADA standards. If a Special Aviation Services Operation for Aircraft Storage provides more than 25,000 square feet of any one or all of a Hangar-In-Common(s), Box-Hangar(s) and/or T-Hangar(s) space for lease and/or overnight rental, then adequate climate controlled rest and work space must be provided for pilots.

2. Provide aircraft moving service and equipment compatible with each type of aircraft for storage with service being provided within at least one hour of request to move. A contract must be signed with each hangar renter clearly stating this agreement. This service must include ample personnel trained to prevent damage to aircraft.
3. Facilities must meet all applicable Federal, State, and local building and fire codes.
4. All paving and other construction of buildings shall be permanent, fire-resistant, and shall be kept compatible with the design, material and landscaping of the basic structures of the Airport.

**H. Miscellaneous Services, such as Aerial Advertising, Photography, Aerial Application, Traffic Reporting, Pilot Service, and Aircraft Management**

1. Miscellaneous aeronautical activities, such as aerial advertising, photography, aerial application, traffic reporting, pilot service, aircraft management, and other similar activities not hereinabove described in Subsections A through G, may be conducted upon application to and approval of the City. Reasonable terms and conditions for the privilege of engaging in these various services will be established by the City commensurate with the nature and the scope of the activities involved.
2. Aerial Application shall be conducted in accordance with Federal (FAR Part 137), State, and local laws and EPA standards and guidelines for such operations.

**III. MINIMUM LAND AND IMPROVEMENT STANDARDS FOR SASO(S)**

Each SASO must have available by lease from the City, the area of land described below and provide thereon the improvements described below for the type of SASO to be operated by such SASO.

- A. All paving and other construction of buildings shall be permanent, fire-resistant, and shall be kept compatible with the design, material, and landscaping of the basic structures of the Airport.
- B. Detailed plans and specifications of all construction, landscaping, and architectural design shall require the written approval of the City. City written approval and agreement should be required before any construction commences.
- C. Adequate maintenance of leased areas and improvements shall be provided by the Lessee.
- D. Whenever there is a requirement in these statements that the SASO must provide improvements, that requirement may be fulfilled by the SASO constructing said improvements or leasing them from the City.

**IV MINIMUM FINANCIAL AND INSURANCE STANDARDS**

Each SASO must meet the financial standards described below for the type of Facility to be operated. A SASO must show financial solvency and business ability to the satisfaction of the City. The proposed SASO must:

- A. In order to meet the specific needs of each SASO, be capable of leasing and/or financing hangars, offices, aircraft, and automobile parking areas, and other leasehold improvements for each SASO.
- B. Submit an acceptable audited financial statement adequate to meet the minimum standards and terms of the lease agreement.
- C. Provide and maintain minimum insurance coverage with limits acceptable to the City as follows: general liability, worker’s compensation, automobile liability, property or renters (if applicable), hangar keepers liability (if applicable), products liability (if applicable), and professional liability (if applicable). Provide adequate excess coverage insurance (if applicable).

**V. PREQUALIFICATION REQUIREMENTS**

The prospective SASO shall submit to the City at the time of application the following information and thereafter, such additional information as may be requested by the City.

**A. Intended Scope of Activities**

As a condition precedent to the granting of an operating privilege on the Airport, the prospective SASO must submit a detailed description of the scope of the intended operation, the improvements to be constructed, and the means and methods to be employed to accomplish the contemplated operation standards in order to provide high-quality service to the aviation and general public.

**B. Financial Responsibility**

The prospective SASO must provide a certified statement as prepared by a Certified Public Accountant, said statement to be satisfactory to the City, in evidence of financial responsibility. The prospective SASO must also demonstrate financial capability to initiate operations for the construction of improvements and appurtenances that may be required commensurate with the concept of the proposed operation or operations, and shall also indicate the ability to provide working capital to carry on the contemplated operations, once initiated.

**C. Experience**

The prospective SASO shall also furnish the City with a statement of past experience in the specified aviation services selected to be supplied on the Airport showing at least five (5) years executive management experience in a business engaged in the types of services to be offered.

**VI. REQUIREMENT OF A PRIOR WRITTEN AGREEMENT**

Prior to the commencement of construction or operation, the prospective SASO shall be required to enter into a written agreement with the City, which agreement shall recite the terms and conditions under which said SASO will operate their business on the Airport, including, but not limited to, the term of the agreement; the rentals, fees, and charges; the rights, privileges, and obligations of the parties; and other relevant covenants. It should be understood, therefore, that the conditions set forth in this Schedule of Minimum Standards do not represent a complete recitation of the provisions to be included in a written agreement for construction or operation.

Adopted by Resolution (R-2006-\_\_\_\_\_) on \_\_\_\_\_, 2006.