

WESTERN RESERVE PORT AUTHORITY

**AIRPORT MINIMUM STANDARDS
REQUIREMENTS**

For

Aeronautical Activities

At the

**Youngstown – Warren Regional
Airport**

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TABLE OF CONTENTS

MINIMUM STANDARDS REQUIREMENTS

SECTION 1 – GENERAL INFORMATION 1

SECTION 2 – APPLICATION PROCEDURES 4

SECTION 3 – BUSINESS OPERATIONS 7

SECTION 4 – GENERAL REQUIREMENTS 9

SECTION 5 – MINIMUM STANDARDS 13

SECTION 6 – FIXED BASE OPERATOR 13

**SECTION 7 – SPECIALIZED AVIATION SERVICE OPERATOR –
AIRCRAFT MAINTENANCE AND REPAIR Stations 17**

**SECTION 8 – SPECIALIZED AVIATION SERVICE OPERATOR –
AIRCRAFT SALES 18**

**SECTION 9 - SPECIALIZED AVIATION SERVICE OPERATOR –
AIRCRAFT RENTAL 19**

**SECTION 10 - SPECIALIZED AVIATION SERVICE OPERATOR –
FLIGHT TRAINING 20**

**SECTION 11 - SPECIALIZED AVIATION SERVICE OPERATOR –
AVIONICS, INSTRUMENTS, PROPELLER REPAIR STATION,
ENGINE OVERHAUL/REPAIR STATIONS 21**

**SECTION 12 - SPECIALIZED AVIATION SERVICE OPERATOR –
AIRCRAFT CHARTER AND AIR TAXI 22**

**SECTION 13 - SPECIALIZED AVIATION SERVICE OPERATOR –
AIRCRAFT STORAGE 23**

**SECTION 14 - SPECIALIZED AVIATION SERVICE OPERATOR –
SPECIALIZED COMMERCIAL FLYING SERVICES 24**

**SECTION 15 - SPECIALIZED AVIATION SERVICE OPERATOR –
MULTIPLE SPECIALIZED AERONAUTICAL SERVICES 25**

**SECTION 16 - SPECIALIZED AVIATION SERVICE OPERATOR –
OTHER AERONAUTICAL SERVICES 26**

SECTION 17 - LIMITED AVIATION SERVICE OPERATOR – 26

SECTION 18 - SCHEDULED / NON-SEHEDULED AIR CARRIER / CARGO AIRLINE OPERATOR 27

SECTION 19 - MINIMUM STANDARDS FOR PRIVATE CORPORATION OWNED NON-COMMERCIAL HANGAR AND AVIATION FUEL DISPENSING FACILITIES 27

SECTION 20 - FLYING CLUBS 29

SECTION 21 - PUBLIC HANGAR SUB-TENANT, BASED FLIGHT DEPARTMENTS AND FLIGHT SCHOOLS 30

SECTION 22 - THROUGH-THE-FENCE OPERATIONS 31

SECTION 23- DEFINITIONS 31

APPENDIX “A” - APPLICATION FOR COMMERCIAL BUSINESSES 38

APPENDIX “B” - BUSINESS PLAN CRITERIA 40

APPENDIX “C” - INSURANCE REQUIREMENTS 42

APPENDIX “D” - SELF FUELING AGREEMENT..... 44

AIRPORT MINIMUM STANDARDS REQUIREMENTS

SECTION 1 – GENERAL INFORMATION, PURPOSE & POLICY

These regulations prescribe minimum standards for aeronautical Service at Youngstown-Warren Regional Airport. The purpose of the Minimum Standards is to establish a minimum acceptable level of service and by no means implies a right to provide services.

INTRODUCTION

Prudent and proper administration requires that standards establishing the minimum acceptable qualifications of participants, level and quality of service, and other conditions that will be required of those proposing to provide Aeronautical Services at the Airport be adopted. The requirement to impose standards on those proposing to provide Aeronautical Services at Youngstown-Warren Regional Airport is in the public interest. This requirement provides protection from irresponsible, unsafe or inadequate service.

The adoption and enforcement of such standards insures that the Operator is reasonably fit, willing and able to discharge both its service obligations to its customers and its economic obligations to the airport community, and thereby protects the aviation user, the public and the airport community. Therefore, standards established and applied promote economic stability by discouraging unqualified applicants and fostering the level of services desired by the public and the Youngstown-Warren Regional Airport.

STATEMENT OF POLICY

The Western Reserve Port Authority (Authority) will provide a fair and reasonable opportunity, without unjust discrimination, to all qualified entities to compete for the right to construct, lease, or sublease appropriate space on Youngstown-Warren Regional Airport (Airport) for the purpose of conducting Commercial Aeronautical activities. Prior to the start of any operations, an Entity must enter into an agreement approved by the Authority. Such agreement shall recite the terms and conditions under which the activity will be operated on the Airport, including, but not limited to, the term of the agreement; the rentals, fees, and charges; and the rights and obligations of the respective parties. The granting of such right or privilege, however, shall not be construed in any manner as affording the Entity and exclusive or continuing right of use of the premises or facilities of the Airport, other than those premises identified in the written agreement, and then only to the extent provide therein.

The Authority reserves the right to enter into an agreement for an existing Authority facility or any portion of an existing Authority facility to a specialized aviation service operator in order to maximize facility use and business opportunities. An agreement of this nature shall be at the Authority's sole discretion, and shall be considered to meet the minimum facility requirements as defined in subsequent sections of these Standards.

The Authority reserves the right to designate from time to time the specific areas where individual aeronautical services or a combination of aeronautical services may be conducted, and

to determine whether or not there is sufficient, appropriate, or adequate space at the proposed site to meet the minimum requirements established herein. Such determination shall consider the nature and extent of the proposed operation and the sites available for such purpose, consistent with the current Airport Master Plan and the orderly, safe, and efficient operation and development of the Airport.

The Authority further reserves the authority unto the Director of Aviation (Director), or his duly authorized representative, to resolve disputes among parties/users/operators for airport related issues, subject to appeal the Director.

These Minimum Standards will not grant any right or privilege that prevents any Entity from operating aircraft on the Airport, or from performing any services on its own aircraft with its own employee that it may choose to perform, in accordance with these Standards and established Federal, State and Local laws.

The Authority reserves the right to amend these Standards from time to time as conditions require.

CONDUCT OF AN AERONAUTICAL SERVICE OPERATOR

It is the policy of the Western Reserve Port Authority to extend the opportunity for providing an aeronautical Service to any entity meeting the WRPA's published standards for that service, subject to availability of suitable space at the Airport to conduct such activities. The Youngstown-Warren Regional Airport Master Plans provide the basis for determining whether suitable space is available.

APPLICABILITY

These Standards apply to any person or entity that provides one or more Aeronautical Services at Youngstown-Warren Regional Airport except that no provision of these Standards shall be deemed to prohibit any person from performing maintenance and fueling with respect to its own aircraft.

WAIVERS

The WRPA may, in its sole discretion, waive all or any portion of the Minimum Standards set forth herein for the benefit of any government or governmental agency performing non-profit public services to the aircraft industry, or performing public services to the aircraft industry, or performing emergency medical or rescue services to the public by means of aircraft, or performing fire prevention or firefighting operations and law enforcement operations. The WRPA may further temporarily waive any of the Minimum Standards for non-governmental Operators where the WRPA, in its sole discretion, deems such waiver to be in the best interest or welfare of the Airport's operation.

VIOLATIONS, PENALTIES AND PROCEDURES

If the Director of Aviation determines that any of these Minimum Standards have been violated by an entity operating on the Airport, and that he or she cannot resolve the matter satisfactorily by notice to, and discussion with, the offending Operator, then the Director of Aviation may take formal action against the offending Operator. Such action may include, but not limited to, reprimand, fines, suspension of airport operations by the Operator, or revocation of the operator's right to conduct business at the Airport.

CATEGORIES OF AERONAUTICAL SERVICE OPERATORS

The following sets forth the categories of Aeronautical Service Operators at the Youngstown-Warren Regional Airport:

1. Full Service Fixed Based Operators (FBO)
2. Specialized Aviation Service Operators (SASO)
 - a. Aircraft Sales
 - b. Aircraft Airframe and Accessory Maintenance and Repair Station
 - c. Aircraft Rental
 - d. Flight Training
 - e. Avionics, Instrument, Propeller, Engine/Overhaul Repair Station
 - f. Aircraft Charter and Air Taxi
 - g. Aircraft Storage
 - h. Specialized Commercial Aviation Handling Services
 - i. Multiple Services
3. Limited Aviation Service Operator (LASO)
4. Scheduled and Non-Scheduled Air Carrier and/or Cargo Airline Operators
5. Flying Clubs

AMENDMENT TO EXISTING STANDARDS

These standards shall for all purpose be deemed to be an amendment and restatement any such Minimum Standards in effect prior to July 15, 2010, which were in effect immediately prior to the adoption of these standards. On or after the Effective Date of these Standards, any reference in a WRPA agreement to such prior standards shall be deemed to be a reference to these Minimum Standards.

RIGHT TO AMEND STANDARDS

The Western Reserve Port Authority reserves the right to adopt such amendments to these Minimum Standards from time to time as it determines are necessary or desirable to reflect current trends of commercial airport activity and availability of property for lease, for the benefit of the general public or the operation of the Airport.

EFFECTIVE DATE

These Standards shall become effective on July 15, 2010.

SECTION 2 – APPLICATION OF MINIMUM STANDARDS

1. Except as otherwise provided for herein, all Entities conducting Commercial Aeronautical Activities at the Airport shall, as a condition of conducting such activities, meet or exceed the requirements of Sections 1, 2 and 3 as well meet the Minimum Standards applicable to the Entity’s specific activities set forth in subsequent Sections. These Minimum Standards are the “minimum” requirements to do business on the Airport, and all Entities are encouraged to exceed such Minimum Standards to conducting their activities.
2. These Minimum Standards shall not affect any Agreement entered into by the Authority prior to the effective date of these Minimum Standards, except as otherwise provided for in such Agreement, in which case these Minimum Standards shall apply to the extent permitted by such Agreement. These Minimum Standards shall not be deemed to modify any existing Agreement under which a Commercial Operator is required to exceed these Minimum Standards, nor shall they prohibit the Authority from entering into or enforcing an Agreement that requires a Commercial Operator to exceed these Minimum Standards. If a Commercial Operator desires to modify an existing Agreement, the Authority shall require compliance with these Minimum Standards as a condition of its approval.
3. Whenever a SASO conducts multiple activities pursuant to one Lease, license, Permit or Agreement with the Authority, and the Minimum Standards for one of the Commercial Operator’s activities are inconsistent with the Minimum Standards which are more stringent, restrictive and/or which are most protective of the public’s health, safety and welfare, shall apply. When one or more activity is conducted, the minimum requirements may vary depending on the nature of each activity or combination of activities, but shall not necessarily be cumulative.

Application Process

1. Application to perform Aeronautical services must be made in accordance with the Minimum Standards and signed by all parties owning an interest in the business including each partner, director, or corporate officer. The Application is attached to this document as Appendix “A”.
2. The original application, together with all required documentation, shall be submitted to:

**Director of Aviation
Youngstown-Warren Regional Airport
Western Reserve Port Authority
1453 Youngstown-Kingsville Rd NE
Vienna, Ohio 44473**

3. Applicants shall furnish the following supporting documents as evidence of organizational and financial capability to provide the proposed activities when requested by WRPA:
 - a. A written proposal (Business Plan) detailing the nature of the proposed Aeronautical Service to be provided, space and facility requirements and the proposed location on the Airport (see Appendix B).
 - b. Financial Statement – a current financial statement prepared in accordance with standard accounting principles by a certified public accountant (CPA). The airport shall be entitled to consider the financial statement in evaluating the applicant’s financial ability to provide reasonable, safe and adequate Aeronautical Services to the public. The Director of Aviation in his sole discretion with respect to a Specialized Aviation Service Operator may waive this requirement.
 - c. Credit Report – a current credit report covering all business activities in which the applicant has participated within the past ten years. Applicant may be required to submit a report for all principals for a corporation or partnership.
 - d. Personnel – a listing, with resumes, of all principals and of all key personnel to be assigned to the Youngstown-Warren Regional Airport along with a description of their duties and responsibilities.
 - e. Evidence of Insurance with policy coverage; conditioned on the faithful performance of an agreement that conforms to the requirements of the Airport Authority’s Insurance Requirements as outlined in these Minimum Standards (see Appendix C).
 - f. Such other information as the WRPA may require i.e., personal financial statements, etc.

ACTION ON APPLICATION

1. The WRPA may deny any application, or reject proposal to operate any Aeronautical Service on the Airport, if, in its opinion, it finds any one or more of the following:
 - a. The applicant does not meet published qualifications, standards and requirements established by these Minimum Standards.
 - b. The applicant has supplied the WRPA, or any other person, with false or misleading information or has failed to make full disclosure in their application or in the supporting documents.
 - c. There is no appropriate, adequate or available space on the Airport to accommodate the applicant at the time of application.
 - d. The proposed activity construction/development plans conflict with the Airport’s Approved Airport Layout Plan, or which will create a safety hazard as determined by the WRPA or by the FAA through the review Form 7460-1.
 - e. The proposed activity construction/development requires the WRPA to spend funds or to supply materials/manpower that the WRPA is unwilling to spend or supply.
 - f. The proposed activity construction/development will result in depriving existing Operators or portions of the area in which they are operating; will result in congestion of aircraft or buildings; or will unduly interfere with the operations of any present Operators, or prevent free access to such operations.

- g. The proposed activity or operations have been or could be detrimental to the Airport.
- h. The applicant has violated any of the Youngstown-Warren Regional Airport Minimum Standards and/or Rules and Regulations, or the standards and regulations of any other airport, the Civil Air Regulations, the Federal Aviation Regulations, any other statutes, ordinances, laws or orders applicable to the Airport or any other airport.
- i. The applicant has defaulted in the performance of any lease or other agreement with the WRPA.
- j. The applicant's credit report contains information that would create questions regarding the applicant's abilities to conduct the proposed operation.
- k. The applicant does not have, or appear to have, access to the operating capital necessary to conduct the proposed operation.
- l. The applicant is unable to obtain sufficient insurance, financial sureties or guarantor to protect the interest of the WRPA, the FAA or other appropriate governmental entities.
- m. The applicant has been convicted of any crime, or has violated any local, state or federal laws.
- n. The WRPA determines that the proposal is not in the best interest of the health, safety, welfare, necessity or convenience of the traveling public or airport.
- o. The applicant provides an affidavit that the entity has no arrearage regarding local, county, state or federal taxes as it may pertain to real estate, property, sales, sales use, personal or any at risk entity for which applicant may be subject to liens.
- p. All operating rates, charges, permit fees and lease/development requirements are determined in the Airport Development, Leasing, Rates & Charges Policy, FBO or SASO Agreements, and/or Airport/Airline Use Agreements.
- q. The Minimum Standards, Development, Leasing, Rates & Charges Policy and Conduct of Activities are enforced by the Airport Rules & Regulations.

ACTIVITIES NOT COVERED BY MINIMUM STANDARDS

Any activities for which there are no specific Minimum Standards established will be addressed by the Airport on a case-by-case basis and set forth in such Commercial Operator's written Lease, license, Permit or Agreement with the Authority.

VARIANCE OF EXEMPTION

1. The Airport may approve variances to these Minimum Standards when a specific clause, section, or provision does not seem justified in a particular case because of special conditions and unique circumstances.
2. Any variance and/or exception approved by the Airport apply only to the special conditions or unique circumstances of the particular case under which the variance and/or exemption is granted and shall not serve to amend, modify, or alter these Minimum Standards.

SERVICE PIONEERS

When an Operator wishes to qualify as a Specialized Aviation Service Operator in order to provide specific services not already provided at the Airport, these Standards may be modified for a limited period of time to encourage the expansion of services at the Airport. The temporary modification will be applied only where such services do not already exist, and only to the extent and for the period of time necessary to create an inducement to the establishment of such services.

OTHER AERONAUTICAL SERVICES

Many types of aeronautical services may exist that are too varied to reasonably permit the establishment of specific minimum standards for each. When specific aeronautical services are proposed which do not fall within the categories listed in these Standards, such proposals will be evaluated on a case-by-case basis, taking into consideration the desires of the proponent, the needs of the Airport, and the public demand for such service.

CONFLICTING STANDARDS

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

SEVERABILITY

If one or more clause, section, or provision of these Minimum Standards shall be held to be unlawful, invalid, or unenforceable by final judgment of any court of competent jurisdiction, the invalidity of clause, section, or provision shall not in any way affect any other clause, section, or provision of these Standards.

SECTION 3 – BUSINESS OPERATIONS**EMPLOYEE CONDUCT AND CUSTOMER SERVICE EMPHASIS**

The Authority works diligently to provide high quality services to the growing needs and requests from Airport users. As such, the Authority requires its Commercial Operator, businesses, and tenants to do the same. Consequently, the goal of the Authority is straight-forward: offer the tenants and users of the Airport, Commercial Operators that provide high quality customer service by meeting and exceeding customer needs through consistent, responsive, and professional service.

MANAGEMENT CONTROL AND SUPERVISION

Each Commercial Operator is required to employ the necessary quantity of trained staff, on-duty management and supervisors to provide for the efficient, safe, and orderly compliance with its Lease, Agreement, sublease or Permit. In addition, each Commercial Operator is required to control the conduct and demeanor of its personnel and subtenants, as well as to conduct its

business operations in a safe, orderly, efficient and proper manner so as not to unreasonably disturb, endanger or offend any customers, tenants, or competitive operators.

PERSONNEL TRAINING AND CERTIFICATION

All Commercial Operator personnel shall be fully qualified and trained or be in training with supervision, to provide a high quality standard of courteous, efficient, and safe service to the general public, customers, and Airport users. Personnel shall meet all Federal, State, and local training and certification requirements applicable to their individual duties and company services.

BUSINESS IDENTIFICATION REQUIREMENT

Personnel

All personnel employed by the Commercial Operator to perform Aeronautical Activities on the Airport are required to be appropriately dressed and identifiable while on duty. The Commercial Operator's business name shall be included in the means of identification of each employee.

Buildings, Vehicles and Equipment

Each building, vehicle, and piece of mobile or vehicular equipment used on the Airport in conjunction with the Commercial Activity shall bear the Commercial Operator's identification in the form of a company logo, sign, emblem, or other means to designate the operator to whom the building, vehicle, or equipment is assigned. Identification shall be legible and on a contrasting background and shall be displayed in a manner that is acceptable to the Airport.

LICENSING REQUIREMENT

Commercial Operators shall meet all Federal, State, and local licensing requirements applicable to the type of Commercial Service to be provided. A copy of the appropriate Authority of occupational license shall be submitted to the Airport prior to commencing operations.

INSURANCE REQUIREMENT

Each Commercial Operator shall maintain the types of amounts of insurance contained in Appendix C of the Minimum Standards. Insurance policies shall name the Authority as additional insured in the manner specified in Appendix C and the Authority shall have the right to modify and/or change insurance requirements from time to time. Certificates of insurance shall be provided annually to the Airport for each required policy.

SECTION 4 – GENERAL REQUIREMENTS

1. **Land**

- a. A Fixed Base Operator must lease property at the Airport sufficient to comply with the provisions of these Standards directly from the WRPA. Each Fixed Base Operator shall lease from the WRPA sufficient land and or buildings to conduct its Aeronautical Services at the Airport, including, without limitation, sufficient land for hangars, building, aircraft and equipment parking and storage, automobile parking for both employees and customers, and pedestrian access to offices and lounges. All new FBO development or operation on the Airport beginning July 15, 2010 requires a minimum of two (2) acres of land to be leased by the Operator from the Port Authority.
- b. A Specialized Aviation Service Operator may either lease such property directly from the WRPA, or sublease from a Fixed Base Operator (FBO) or other airport tenant, subject to approval by the WRPA in accordance with the provisions of the applicable lease documents. All new SASO development or operation on the Airport beginning July 15, 2010 requires a minimum of one (1) acre of land to be leased by the Operator from the Port Authority.

2. **Hangars and Other Buildings**

The Operator shall lease or construct hangar facilities for aircraft storage and lease or construct sufficient building to accommodate offices and shops to support their activities on the Airport. Size requirements and amenities for FBO and SASO hangars and other buildings are specified under the various Operator types. Any construction plans must be approved by the Director in writing and likely incur an airport engineering review fee that will address aeronautical compliance with Airport Minimums, AMA, AOA, FAA Part 139 and other local, state and federal regulations as they may apply.

3. **Signage**

The Operator shall submit a signage rendering with dimensions, specifying any illuminating mechanism/s (if any), to the Director of Aviation for review of appropriate standard signage, and, upon given written approval by the Director, the Operator will then be permitted to install and maintain signage

4. **Aircraft Parking Apron**

The Operator shall lease or construct sufficient paved aircraft parking apron within its leasehold premises to meet the applicable standard for their aeronautical activity. The Operator shall provide any paved taxiways or taxilanes required for access to the Airport taxiway system.

5. **Property Appearance**

The Operator shall keep leased area and building and equipment, clean, neat and orderly at all times. The Operator, at its own expense, will arrange for proper disposal of all trash, garbage and refuse. No disposal of any debris or waste shall be on Airport property.

6. Equipment

- a. The specific equipment requirements specified in these Standards shall be deemed satisfied if the Operator owns, leases or otherwise has sufficient access to the equipment to provide the applicable Aeronautical Services promptly on demand without causing any flight delays or other operational impacts on aircraft at the Airport.
- b. If required by the Youngstown-Warren Regional Airport Rules and Regulations all vehicles operating at the Airport shall have required permits and registrations, including permits for operation on the Air Operations Area.
- c. All vehicles operating at the Airport shall be clearly designated with the name of the Operator on the vehicle.

7. Personnel and Training

- a. All non-management personnel in the Air Operations Area shall be suitably uniformed, and the uniform shall identify the name of the Operator providing the service.
 1. At all times an adequate number of qualified and, where applicable, licensed employees shall be on duty to provide a level of service consistent with these Standards.
 2. When any Aeronautical Services are being performed, at least one qualified supervisor shall be on duty.
- b. 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.

8. Contract Security

The Operator may be required, prior to commencing operations at the Airport, provide WRPA with a cash deposit, contract bond, irrevocable letter of credit or other security acceptable to the WRPA ("Contract Security") to guarantee the faithful performance by the Operator of its obligations under the Standards and its Operating Agreement with the WRPA.

9. Insurance Requirements

The Operator shall procure and maintain continuously in effect throughout the term of its activities upon the Airport at Operator's sole expense, insurance of the types and in at least such minimum amounts as set forth in this document (see Appendix C).

a. Policy Change

All Agreements shall require a minimum of thirty (30) days prior written notice of any adverse material change in Contractor's required insurance coverage.

b. Insurer Ratings

All Operating Agreements shall require Operator to obtain all required insurance coverage from insurance companies that are approved to issue insurance policies in the State of Ohio.

- c. **Indemnity**
All Agreements shall contain a hold harmless and indemnity agreement in favor of the WRPA.
- d. **Additional Insured**
All insurance that the Operator is required by the WRPA to carry and keep in force shall include an additional insured endorsement, except Professional Liability and Workers' Compensation Insurance. Any such endorsement shall include as additional insured, the Western Reserve Port Authority (including, without limitation, members of the WRPA's Board, officers, agents, and employees).
- e. **Evidence of Insurance**
All Agreements that specify a minimum insurance requirement shall require the Operator to provide Evidence of Insurance in the form of a current ACORD® Certificate of Insurance of its equivalent executed by the insurer, or its agent or broker, evidencing that the policy of insurance and any endorsements required have been issued, together with a Statement of Agent/Broker form executed by the Agent/Broker.
- f. **Automobile Liability Insurance**
i. Each Operator operating one or more motor vehicles on the WRPA's premises in the performance of their work shall purchase and maintain Automobile Liability Insurance in the amounts set forth in these Minimum Standards.
ii. Operators having unescorted access to the AOA at Youngstown-Warren Regional Airport shall purchase and maintain Automobile Liability Insurance with policy limits of not less than that contained in Appendix C.
- g. **General Liability Insurance**
Each Operator at Youngstown-Warren Regional Airport shall maintain Commercial General Liability Insurance with policy limits not less than that contained in Appendix C. The Commercial General Liability Insurance policy for an Operator that operates a hangar facility shall include Hangar Keeper's Legal Liability Insurance.
- h. **Hangarkeepers Liability Insurance**
Each Operator shall procure such coverage in limits not less than those depicted in Appendix C.
- i. **Umbrella Liability Insurance**
The minimum policy limit requirements under the WRPA's policy may be met by a primary Liability Insurance Policy and an Umbrella or Excess Liability Policy.
- j. **Waiver of Subrogation**

All contracts requiring Property Insurance shall contain a waiver of subrogation clause in favor of the WRPA.

k. Workers' Compensation and Employers Liability Insurance

All Operators that have employees working on WRPA property shall maintain and provide evidence of Workers' Compensation and Employer's Liability Insurance. Policy limits of Employer's Liability Insurance shall not be less than \$100,000 "each accident," \$500,000 "disease policy limit," and \$100,000 "disease each employee." If the Operator is self-insured, the Operator shall provide proof of self-insurance and authorization to self-insure as required by applicable state laws and regulations.

l. Exceptions/Waivers

As may be necessary or in the best interests of the WRPA to increase competition, reduce the WRPA's expenses, or as otherwise may be deemed appropriate under the circumstances, the Director of Aviation or his Designee may waive, reduce or otherwise modify any of the requirements of the WRPA's Insurance Requirements, including, without limitations, reducing policy limit requirements, waiving certain coverage, or authorizing larger self-insured retentions.

10. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of any adopted Security Plans for Youngstown-Warren Regional Airport. The WRPA reserves the right to impose additional security measures based on threat vulnerability estimates at any time.

11. Operating Agreement

No applicant may provide an Aeronautical Service at the Airport until entering into a written Agreement with the WRPA. The Agreement shall be in a form acceptable to the WRPA, shall specify which types of Aeronautical Services the Operator is authorized to provide, and shall contain, without limitation, provisions for fees payable to the WRPA, insurance, indemnifications, and a security deposit or other form of contract security as required in these Standards.

12. Subcontracting

A Fixed Base Operator shall not subcontract any fueling services. Subject to the prior written approval of the WRPA, which may be withheld in the WRPA's and unfettered discretion, an FBO may subcontract any two of the three required Specialized Aviation Service Operations secondary activities: airframe and power plant maintenance, flight training, aircraft rental, aircraft charter or air taxi, avionics sales and service, and aircraft storage/hangar rentals.

- a. In determining whether to grant or deny such approval, the Director of Aviation may consider such factors as it deems to be pertinent and may impose such conditions, as it shall deem to be pertinent. Notwithstanding the approval by the WRPA, all subcontractors to a Fixed Base Operator must comply with all provisions of these standards and the FBO shall remain fully responsible to the

WRPA for ensuring that any subcontracted Aeronautical Services are performed in accordance with all the provisions of these Standards.

- b. Special Aviation Service Operators may not subcontract any of the services they are authorized to provide.

13. **Required Fees and Payments**

The exact fees and payments due to the WRPA will be determined on an individual basis and incorporated into a Lease Agreement.

14. **Prohibited Activity**

All Operators are specifically prohibited from renting, leasing, or selling of automobiles.

15. **Rights to Audit**

The WRPA reserves the right to audit operator's financial and operational records for those operators which by nature of their activities collect fees and/or are required to adopt airport maximums, minimums, procedures and fee structures. These records will be available for inspection as requested and whereby procedures may be developed to accommodate this process.

SECTION 5 – MINIMUM STANDARDS

The following standards have been developed after consideration of the above elements with attention to their applicability at the Youngstown-Warren Regional Airport. The standards are grouped according to the specific type of activities to which they pertain and any applicant desiring to provide these services at the Airport must meet the standards pertaining to that type of aeronautical service.

The standards set forth herein are the minimum which the WRPA will require in agreements authorizing an entity to provide an Aeronautical Service at the Airport, and, unless specifically limited herein, do not preclude the applicant from seeking greater operating thresholds than the minimum required.

The WRPA reserves the right to adjust and/or combine the square footage of building space or area required herein for each Aeronautical Service if more than one Aeronautical Service is to be provided by one entity.

The WRPA reserves the right to review and amend these Minimum Standards as necessary.

SECTION 6 – FIXED BASE OPERATOR

This section sets forth the minimum standards for a Fixed Base Operator (FBO) at the Youngstown-Warren Regional Airport.

STATEMENT OF CONCEPT

A Fixed Base Operator engages in and furnishes a full range of aeronautical activities and services to the public, which shall include, as a minimum, the following:

1. **General Aviation Fueling and Line Service**
Only Fixed Based Operators shall be permitted to engage in the public business of sales and dispensing of aviation fuels. No other Operator shall be permitted to engage in these specific aeronautical business activities.
2. **Passenger Transportation**
Gratuitous passenger transportation services between the Leased Premises and other places or origin and destination on the Airport for the FBOs patrons arriving on non-commercial aircraft.
3. **Emergency Assistance**
Emergency service to disabled aircraft on the Airport, including towing or transporting of disabled aircraft to the Leased Premises, at the request of the owner or operator of the disabled aircraft or the WRPA.
4. **Collection Agent**
Collection agent when requested by the WRPA, with respect to landing fees applicable to any aircraft arriving at the Airport.
5. **Other Services**
The FBO must provide at least three (3) of the following specialized services either directly or through an approved subcontractor:
 - a. Aircraft Sales
 - b. Aircraft Airframe, Engine, and Accessory Maintenance and Repair Station
 - c. Aircraft Rental
 - d. Flight Training
 - e. Avionics, Instrument, Propeller Repair Station
 - f. Aircraft Charter and Air Taxi
 - g. Aircraft Storage
 - h. Specialized Commercial Aviation Handling Services

MINIMUM STANDARDS

1. **Land**
 - a. Must lease enough land to provide adequate space for: hangars and other buildings; paved private auto parking; paved aircraft apron; paved pedestrian walkways; fuel storage facilities; and all storage, servicing utilities and support facilities. All new FBO development or operation on the Airport beginning July 15, 2010 requires a minimum of 87,120 square feet or two (2) acres of land to be leased by the Operator from the Port Authority.

2. Hangars and Other Buildings

- a. Must lease or construct building to provide a minimum of 20,000 square feet for aircraft storage and maintenance.
- b. Must lease or construct 1,500 additional square feet of lounge, offices, flight planning facilities, pilot waiting areas, public restrooms and telephone facilities.

3. Aircraft Parking Apron

The aircraft parking apron must be a minimum of 20,000 square feet.

4. Fuel Storage Facilities

- a. Land for above-ground fuel storage tanks to be constructed and operated in accordance with all applicable environmental requirements and other regulatory requirements on the FBO's leased premises.
- b. The tank capacities shall be at least 10,000 gallons for Jet A and 5000 gallons for 100LL as to assure an adequate supply at all times. The FBO shall be required to provide 100LL fuel and Jet A.
- c. The storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel spill containment and countermeasures control plan.
- d. The FBO shall be required to undertake, at its expense, any environmental testing which the WRPA may request from time to time, and any remedial actions which the WRPA may determine to be necessary or appropriate as a result of such testing.

5. Mobile Dispensing Equipment

- a. The FBO shall provide at least one (1) metered filter-equipped mobile dispensing trucks for dispensing each type of fuel and, if a self fueling facility is installed, one (1) self fueling facility, with separate dispensing pumps and meters required for each type of fuel.
- b. Any mobile dispensing truck must contain 100LL fuel with a capacity of at least 750 gallons.
- c. Any mobile dispensing truck must contain Jet A fuel with a capacity of at least 5000 gallons to assure adequate service.
- d. All dispensers must have bottom-refilling capabilities and jet fuel dispensers must have single point refueling capabilities.

All equipment shall be maintained and operated in accordance with OSHA, Local and Federal regulations, and FAA regulations, including but not limited to other regulatory requirements with metering devices subject to independent inspection.

6. Aircraft Service Equipment – General Aviation

The FBO shall procure and maintain tools, jacks, tugs, towing equipment, tire repairing equipment, ground power units, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies on request, fire extinguishers, chocks, ropes, tie-down supplies, crew and passenger courtesy transportation vehicles, a UNICOM system (air to ground), two way radio system for line service communication (ground to ground), and

any such other equipment as appropriate and necessary for the servicing of general aviation aircraft types normally expected to use the airport.

7. **Aircraft Service Equipment – Commercial Air Carriers**

The FBO shall procure and maintain tools, jacks, tugs, towing equipment, tire repairing equipment, ground power units, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies on request, fire extinguishers, chocks, ropes, tie-down supplies, de-icing equipment and solutions, baggage handling equipment, crew courtesy transportation vehicles, a UNICOM system (air to ground), two way radio system for line service personnel communication (ground to ground), and any such other equipment as appropriate and necessary for the servicing of commercial passenger aircraft types normally expected to use the airport. This provision, so as to meet obligations of the airport and its customers, is mandatory.

8. **Aircraft Service Equipment – Cargo**

The FBO shall procure and maintain tools, jacks, tugs, towing equipment, fork lift, tire repairing equipment, ground power units, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies on request, fire extinguishers, chocks, ropes, tie-down supplies, De-icing equipment and solutions, cargo handling equipment, crew and passenger courtesy transportation vehicles, a UNICOM system (air to ground), two way radio system for line service communication (ground to ground), and any such other equipment as appropriate and necessary for the servicing of cargo aircraft types normally expected to use the airport.

9. **Hours of Operation**

All FBOs shall provide aircraft fueling and line services from 6:00 am to 11:00 pm, seven (7) days per week, and twenty-four (24) hours a day *non chargeable* on call service, including holidays or such other hours as may be mutually agreed upon in writing by the WRPA and FBO.

Upon the establishment of commercial air passenger services all FBOs shall extend their hours of services to accommodate commercial carrier flight schedules or such other hours as may be mutually agreed upon in writing by the WRPA and FBO.

10. **Personnel and Training**

- a. Line Service: At least one (1) fully trained and qualified fuel service person and one (1) person to act as a qualified supervisor, customer service representative, ramp attendant, landing/parking fee collector and dispatcher shall be on duty during normal business operating hours unless there is a self-service fueling station in which one (1) person may act as both.
- b. Maintenance: At least on (1) FAA-licensed aircraft mechanic (A&P) shall be made available promptly upon request. This requirement can be met by contract with a Specialized Aviation Service Operator authorized to conduct Aircraft Maintenance at the Airport.
- c. All fuel service personnel shall be suitably uniformed with the name of the FBO thereon.

- d. All fuel service personnel shall have successfully completed a National Aviation Transportation Association (NATA), or equivalent, approved line technician safety course provided by a major fuel company supplier and be recertified every 2 years.

11. **Commercial Air Carrier Into Plane Fee Maximum**

In the best interest of providing air service to the public and in the best interest of the airport, the WRPA has established a maximum Into Plane Fee that FBOs can charge of \$.25 cents per gallon for those commercial air carriers operating under FAR 121. Exceptions may be presented to the Director for consideration, which may be granted at the Director's unfettered discretion.

SECTION 7 – SPECIALIZED AVIATION SERVICE OPERATOR – AIRCRAFT MAINTENANCE AND REPAIR STATION

STATEMENT OF CONCEPT

An Aircraft Maintenance Operator is a person, firm, corporation or other entity providing maintenance, repair, rebuilding, alteration and/or inspection of an aircraft or any of its component parts. An Aircraft Maintenance Operator must be certified by the Federal Aviation Administration under FAR 145 to perform aircraft maintenance and shall provide only those maintenance and inspection services permitted by its FAA certification. This category shall also include the sale of aircraft parts and accessories, but such is not an exclusive right.

MINIMUM STANDARDS

1. **Land**
Must lease enough land to provide adequate space for: hangars and other buildings; paved private auto parking; paved aircraft apron; paved pedestrian walkways; fuel storage facilities; and all storage, servicing utilities and support facilities. All new SASO development or operation on the Airport beginning July 15, 2010 requires a minimum of 43,560 square feet or one (1) acre of land to be leased by the Operator from the Port Authority.
2. **Hangars and Other Buildings**
The Operator shall lease or construct hangar facilities providing at least 10,000 square feet for maintenance and storage of aircraft. In addition to the hangar, the Operator must provide adequate and properly illuminated and conditioned space for offices and shops.
3. **Aircraft Apron**
The Operator shall lease paved aircraft parking and storage area to support its activities.
4. **Aircraft Service Equipment**
 - a. The Aircraft Maintenance Operator shall at all times maintain an adequate supply of all necessary parts, equipment and accessories.

- b. One aircraft tug of sufficient power or braking weight to handle any aircraft that the operator is permitted to service under the operator's FAA certificate.
 - c. All of the tools and equipment required under the operator's FAA certificate.
5. **Hours of Operation**
- a. Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week with a 24-hour contact telephone number.
 - b. The Operator shall provide for services during off-hours through an "on-call" system.
6. **Personnel and Training**
- a. The Operator shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in a safe and efficient manner, but never less than one (1) person currently certified by the FAA with ratings appropriate to the work being performed, and who holds an airframe, power plant or an aircraft inspector rating, plus one (1) additional person not necessarily rated.
 - b. The Operator shall maintain during business hours, a qualified person in charge to supervise its operations on the Airport and with the authorization to represent and act for and on behalf of the Operator.

SECTION 8 – SPECIALIZED AVIATION SERVICE OPERATOR – AIRCRAFT SALES

STATEMENT OF CONCEPT

- A. **New Aircraft Sales:** An aircraft sales Operator engages in the sale of new aircraft through franchises or licensed dealerships (if required by local, county or state authority) or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or used aircraft; and provides such repair, services and parts as necessary to meet any guarantee or warranty on aircraft sold.
- B. **Used Aircraft Sales:** Many companies engage in the purchasing and selling of used aircraft. This is accomplished through various methods including matching potential purchasers with an aircraft (brokering), assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. Sometimes these companies' also provide such repair, services and parts as necessary to support the operation of aircraft sold. Some of the requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique operational history.

MINIMUM STANDARDS

- 1. **Land**
The Operator shall lease enough land to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities. . All new SASO development or operation on the Airport beginning

July 15, 2010 requires a minimum of 43,560 square feet or one (1) acre of land to be leased by the Operator from the Port Authority.

2. **Buildings**

The Operator must provide a minimum of 200 square feet of illuminated and conditioned space for offices and public areas.

3. **Aircraft Apron**

The Operator shall lease paved aircraft parking and storage area to support its activities.

4. **Aircraft Service Equipment**

The sales entity shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period and shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The Operator engaged in the business of selling new aircraft shall have available representative example of the product.

5. **Hours of Operation**

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week.

6. **Personnel and Training**

The company shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in an efficient manner. They shall also maintain, during all business hours, a responsible person in charge to supervise the operations in the leased area with the authorization to represent and act for an on behalf of the firm, and provide the pilot with the proper check ride certification and qualifications for each aircraft sold.

SECTION 9 – SPECIALIZED FIXED BASE OPERATOR – AIRCRAFT RENTAL

STATEMENT OF CONCEPT

An aircraft lease or rental Operator engages in the rental or lease of aircraft to the public.

MINIMUM STANDARDS

1. **Land**

The Operator shall lease enough land to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities. . All new SASO development or operation on the Airport beginning July 15, 2010 requires a minimum of 43,560 square feet or one (1) acre of land to be leased by the Operator from the Port Authority.

2. **Buildings**
The Operator must provide a minimum of 200 square feet of illuminated and conditioned space for offices and public areas, and access to public restrooms.
3. **Aircraft Apron**
The Operator shall lease paved aircraft parking and storage area to support its activities.
4. **Aircraft Equipment**
Aircraft: The Operator shall have available for rental, either owned or under written lease to the Operator, two (2) certified and currently airworthy aircraft, one of which must be a four-place aircraft, and of which one must be equipped for and capable of flight under instrument weather conditions.
5. **Hours of Operation**
Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week with a 24 hour contact telephone number.
6. **Personnel and Training**
Aircraft: The Operator shall have in his employ and on duty during the appropriate business hours, a minimum of one person have a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

SECTION 10 – SPECIALIZED AVIATION SERVICE OPERATOR – FLIGHT TRAINING

STATEMENT OF CONCEPT

A flight training Operator engages in instructing pilots in dual and solo flight training, in fixed wing, or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and rating involved.

MINIMUM STANDARDS

1. **Land**
The Operator shall lease enough land to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities. . All new SASO development or operation on the Airport beginning July 15, 2010 requires a minimum of 43,560 square feet or one (1) acre of land to be leased by the Operator from the Port Authority.
2. **Buildings**

The Operator must provide a minimum of 400 square feet of illuminated and conditioned space for offices, classrooms and pilot briefings, and public areas, and access to public restrooms.

3. **Aircraft Apron**

The Operator shall lease paved aircraft parking and storage area to support its activities.

4. **Aircraft Equipment**

Aircraft: The Operator shall have available for flight training, either owned or under written lease to the Operator, two (2) certified and currently airworthy aircraft, one of which must be a four-place aircraft, and of which one must be equipped for and capable of flight under instrument weather conditions.

5. **Hours of Operation**

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week with a 24 hour contact telephone number.

6. **Personnel and Training**

Aircraft:

The Operator shall have in his employ and on duty during the appropriate business hours, a minimum of one person have a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

SECTION 11 – SPECIALIZED AVIATION SERVICE OPERATOR – AVIONICS, INSTRUMENTS, PROPELLER REPAIR, ENGINE OVERHAUL/REPAIR STATION

STATEMENT OF CONCEPT

An avionics, instrument or propeller repair station Operator engages in business of and provides a shop for the repair of aircraft avionics, propellers, instruments, engine overhaul/repair, and accessories for aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments and accessories. The Operator shall hold the appropriate repair station certificates issued by FAA for the types of equipment being serviced and/or installed.

MINIMUM STANDARDS

1. **Land**

The Operator shall lease enough land to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities. . All new SASO development or operation on the Airport beginning July 15, 2010 requires a minimum of 43,560 square feet or one (1) acre of land to be leased by the Operator from the Port Authority.

2. **Buildings**

Must lease or construct 5,000 square feet of combined offices, support maintenance and storage areas, access to public restrooms.

3. **Aircraft Apron**

The Operator shall lease paved aircraft parking and storage area to support its activities.

4. **Engine Run Stand**

For engine shops, the Operator shall lease paved aircraft parking and storage area to support its activities.

5. **Aircraft Service Equipment**

- a. The Operator shall at all times maintain an adequate supply of all necessary parts, equipment and accessories.
- b. All of the tools and equipment required under the operator's FAA certificate.

6. **Hours of Operation**

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week with a 24 hour contact telephone number.

7. **Personnel and Training**

The Operator shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category but never less than one person who is an FAA rated radio, instrument or propeller repairman.

**SECTION 12 – SPECIALIZED AVIATION SERVICE OPERATOR –
AIRCRAFT CHARTER AND AIR TAXI**

STATEMENT OF CONCEPT

An on demand, or scheduled air charter or air taxi Operator engages in business of providing air transportation (person or property) to the general public for hire, on an unscheduled or scheduled basis under CFR 14 Part 135 of the Federal Aviation Regulations.

MINIMUM STANDARDS

1. **Land**

The Operator shall lease enough land to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities. . All new SASO development or operation on the Airport beginning July 15, 2010 requires a minimum of 43,560 square feet or one (1) acre of land to be leased by the Operator from the Port Authority.

2. **Buildings**

Must lease or construct 5,000 square feet of combined offices, support space, and provide access to public restrooms.

3. **Aircraft Apron**
The Operator shall lease paved aircraft parking and storage area to support its activities.
4. **Aircraft Equipment**
The Operator shall provide, either owned or under written lease, intended to be used by the Operator, not less than on (1) single-engine four-place aircraft and one (1) multi-engine aircraft, both of which must meet the requirements of the air taxi commercial certificate held by the Operator. The multi-engine aircraft shall be certified for instrument operations.
5. **Hours of Operation**
Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week with a 24 hour contact telephone number.
6. **Personnel and Training**
The Operator shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by the company.

SECTION 13 – SPECIALIZED AVIATION SERVICE OPERATOR – AIRCRAFT STORAGE

STATEMENT OF CONCEPT

An aircraft storage Operator engages in the rental of conventional multi-aircraft hangar or multiple individual t-hangars.

MINIMUM STANDARDS

1. **Land**
The Operator shall lease enough land to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities. . All new SASO development or operation on the Airport beginning July 15, 2010 requires a minimum of 43,560 square feet or one (1) acre of land to be leased by the Operator from the Port Authority.
2. **Buildings**
 - a. Must lease or construct 10,000 square feet for a conventional multi-aircraft storage hangar, or
 - b. Must lease or construct a minimum of eight (8) t-hangar storage units, and
 - c. Must construct or provide access to public restrooms.

3. **Aircraft Apron/Taxilanes**

The Operator shall lease or construct paved aircraft parking and access to such facilities to support its activities.

4. **Aircraft Services/Equipment**

a. The Operator shall have his facilities available for the tenant's aircraft removal and storage on a continuous basis

b. The Operator shall provide sufficient personnel and equipment to meet all the requirements for the storage if the aircraft.

5. **Hours of Operation**

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week with a 24 hour contact telephone number.

6. **Personnel and Training**

The Operator shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner.

**SECTION 14- SPECIALIZED AVIATION SERVICE OPEATOR –
SPECIALIZED COMMERCIAL FLYING SERVICES**

STATEMENT OF CONCEPT

A specialized commercial flying service Operator engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:

- a. Crop dusting, seeding, spraying and bird chasing.
- b. Banner towing and aerial advertising.
- c. Aerial photography or survey.
- d. Fire fighting.

MINIMUM STANDARDS

1. **Land**

The Operator shall lease enough land to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities. . All new SASO development or operation on the Airport beginning July 15, 2010 requires a minimum of 43,560 square feet or one-half (1/2) acre of land to be leased by the Operator from the Port Authority.

2. **Buildings**

Must lease or construct 200 square feet of combined offices, and support space, and provide access to public restrooms and telephone facilities.

3. **Aircraft Apron**
The Operator shall lease or construct paved aircraft parking and access to such facilities to support its activities.
4. **Other Requirements**
In the case of crop dusting or aerial application, the Operator shall make suitable arrangements and have such space available in his leased area for safe loading and unloading and storage and containment of chemical materials. A written emergency plan for the handling of hazardous materials will be required. All spills should immediately be report to the WRPA. All companies' shall demonstrate that they have the availability of aircraft suitably equipped and certified for the particular type of operation they intend to perform.
5. **Hours of Operation**
Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week with a 24 hour contact telephone number.
6. **Personnel and Training**
The Operator shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner.

SECTION 15- SPECIALIZED AVIATION SERVICE OPEATOR – MULTIPLE SPECIALIZED AERONAUTICAL SERVICES

STATEMENT OF CONCEPT

This section would apply to any Specialized Aviation Service Operator that engages in any two (2) or more of the specialized aeronautical services for which Minimum Standards have been developed. The sale of aviation fuels and lubricants are not included in this category. These functions are reserved solely to Fixed Base Operator as set forth in Section 6 of this document.

MINIMUM STANDARDS

1. **Land**
The Operator shall lease from the WRPA, or sublease from an FBO, an area that is equal to the total area required by the sum of the minimum land area required under the individual specialized services the Operator is providing. All new SASO development or operation on the Airport beginning July 15, 2010 requires a minimum of 43,560 square feet or one (1) acre of land for the first operation and one-half (1/2) acre for each additional service, to be leased by the Operator from the Port Authority.
2. **Hangars and Other Buildings**
The Operator shall lease or construct hangar facilities providing a total square footage that is equal to the total area required by the sum of the minimum hangar size required under the individual specialized services the Operator is providing.

3. **Aircraft Apron**

The Operator shall lease or construct paved aircraft parking apron that provides a total square footage that is equal the total area required by the sum of the minimum apron area required under the individual specialized services the Operator is providing.

4. **Hours of Operation**

The Operator shall adhere to the hours of operation required elsewhere in these Minimum Standards for each specialized aeronautical service being provided.

5. **Equipment**

The Operator shall provide the facilities, equipment and services required to meet the Minimum Standards as provided for each specialized aeronautical service the Operator is performing.

6. **Personnel**

The Operator shall have in his employ and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards for each specialized aeronautical service the Operator is providing. Multiple responsibilities may be assigned to meet the personnel requirements for each specialized aeronautical service being performed.

SECTION 16- SPECIALIZED AVIATION SERVICE OPEATOR – OTHER AERONAUTICAL SERVICES

STATEMENT OF CONCEPT

Many types of Aeronautical Services may exist which are too varied to reasonably permit the establishment of specific minimum standards for each. When specific Aeronautical Services are proposed which do not fall within the categories in this document, minimum standards will be developed on a case-by-case basis, taking into consideration the desires of the proponent, the needs of the WRPA, and the public demand for such service.

SECTION 17- LIMITED AVIATION SERVICE OPERATOR –

STATEMENT OF CONCEPT

This section would apply to any Limited Aviation Service Operator (LASO) that engages a single commercial aeronautical business that is authorized to offer a single service, according to established Minimum Standards, however, with no established facility presence on the Airport nor lease space from a FBO, Port Authority or other airport tenant.

Examples of a LASO include, but are not limited to the following commercial aeronautical activities: flight training, aircraft maintenance, air charter or taxi, aircraft sales, avionics

maintenance, aircraft rental and sales, and aircraft storage. The sale of aviation fuels and lubricants are not included in this category.

SECTION 18 – SCHEDULED AND NON SCHEDULED AIR CARRIER / CARGO AIRLINE OPERATORS

STATEMENT OF CONCEPT

Scheduled and Non-Scheduled Air Carrier and/or Cargo Airline Operators engage in the business of providing air transportation (persons or cargo/freight/property) to the general public for hire, under Code of Federal Regulations CFR Parts 121, 125 and/or 135. Such operators are to be in good standing with the Airport and enter into an Airport/Airline Use Agreement to operate at the Airport.

MINIMUM STANDARDS

- a. A Part 121 or Part 135 Air Carrier Airline Operator shall provide facilities sufficient for passenger ticketing, baggage handling, lounge and office space to meet the demand for customers and personnel.
- b. Part 125 Air Cargo Airline Operators shall provide facilities sufficient for aircraft, cargo ground handling, sort, storage, freight forwarding operations and logistical space (office, etc.) to meet the demands of the demand for customers and personnel.
- c. The Operator shall provide, either owned or written leaseback, type, class, size, and number of aircraft intended to be used by the Operator, not less than one multi-engine aircraft with a minimum of 10 passenger seats or capacity to accommodate a minimum of 1,000 pounds of cargo / freight, which meet the requirements of the appropriate FAA Certificate for the Operation. The Operator shall have in its employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than the number required by FAA requirements for the Operation and pilots appropriately rated to permit flight activity offered by the Operator.
- d. The Operator shall conduct fueling operations per the Airport/Airline Use Agreement.
- e. Commercial Air Carrier User Fees shall be per the Airport Leasing, Rates and Charges Policy and as peer the Airport/Airline Use Agreement.

SECTION 19- MINIMUM STANDARDS FOR PRIVATE CORPORATION OWNED NON-COMMERCIAL HANGAR AND AVIATION FUEL DISPENSING FACILITIES

STATEMENT OF CONCEPT

This section is provided to provide guidance for those Tenants that may desire to lease land directly from the WRPA to construct a privately owned hangar and to construct a privately owned hangar and to dispense aviation fuels and oil and provide other related services for its own aircraft. The following minimum operating standards shall apply:

MINIMUM STANDARDS

1. **Land**
The leasehold shall contain not less than 43,560 square feet (one acre) of land to provide space for: all buildings; paved aircraft parking apron; paved private employee automobile parking, vehicular driveways and service access ways, minimum building setbacks from edges of the leasehold. If the Tenant desires to maintain its own aviation fuel farm facility, such facility shall be located within the above-described leasehold areas, subject to applicable building and fire codes and other local, state, and, federal regulations in effect at the time of Tenant's intent to construct such fueling facility. In addition to the minimum leasehold requirement for hangar facilities, the Tenant shall provide at its own expense, paved taxiway access to the Airport's existing taxiway system. Such taxiways provided by Tenant shall be constructed in full conformance with applicable Airport and FAA standards for the largest type of aircraft expected to use the taxiway.
2. **Buildings**
A building shall be leased or constructed which will provide a minimum of 10,000 square feet of aircraft storage space, plus properly heated space for workshops, offices, storage, employee lounge area and restroom facilities. The paved aircraft parking apron shall be at a minimum ratio of 1.25 to 1 of the square feet for aircraft storage space.
3. **Personnel**
Properly trained and certificated persons shall be on duty during hours of operation. The Tenant shall submit to the WRPA certifications of the training in safety procedures received by each person who will conduct aviation fuel dispensing operations on its premises.
4. **Services Permitted**
Lessee shall not sell, barter, trade, share, sub-lease or in any other manner provide hangar space, fuel or fueling facilities to any other Airport tenant or user, or to any other aircraft except those aircraft owned or leased for the exclusive use of the tenant designated in the Airport lease agreement. Lessee shall use the leased premises solely for storage, maintenance and servicing of its own aircraft with its own personnel. No commercial activity of any kind shall be permitted on the premises. No Aeronautical Services of any kind except operation and servicing of its own aircraft shall be permitted on the premises. Commercial activity is herein defined as the operation of any business for the exchange, trading, buying, hiring, selling or bartering of any commodities, goods, services or property of any kind or any other revenue-producing activity, whether or not a profit is produced. Hangar, office, shop or ramp space shall not be shared, subleased or used on the premises. Commercial activity is herein defined as the operation of any business for

the exchange, trading, buying, hiring, selling or bartering of any commodities, goods, services or property of any kind or any other revenue-producing activity, whether or not a profit is produced. Hangar, office, shop or ramp space shall not be shared, subleased or used by anyone other than the Lessee of the Premises. Lessee shall not exercise any other rights or privileges reserved to Fixed Base Operators or Special Aviation Service Operators at the Airport under these Minimum Standards.

5. **Fuel Facilities**

- a. Lessee shall construct and maintain its facilities at its own expense, and shall conduct self-fueling operations in compliance with all applicable Federal, State, local laws, ordinances, standards and regulations, whether currently in effect or enacted hereafter. Lessee shall enter into an airport fueling agreement with the WRPA which provides for, among other things, current safety, operational and maintenance requirements for fuel farms; payment of fuel flowage fees; inspection of fuel farms; training and testing of fueling personnel; and current FAA procedures for aircraft fueling operations.
- b. Fuel farm facilities shall contain a minimum of 5,000 gallons capacity each for FAA approved turbine aviation fuels (Jet A) and a minimum of 1,500 gallons aviation gasoline fuels (100LL). Properly metered and filtered fixed dispensers for above or below-ground fuel storage tanks shall be provided on the premises. No mobile fuel dispensing equipment shall be permitted.

6. **Specific Instruction of Use of Premises**

- a. Only one (1) tenant shall be permitted to lease, use and occupy a hangar and its related facilities.
- b. No subleasing of hangar, office, shop or ramp space shall be permitted.
- c. Aircraft based and serviced upon the premises shall be directly owned by, or exclusively leased in writing for a minimum period of six (6) months to the tenant. No aircraft owned, leased, borrowed or otherwise used by employees of the tenant shall be permitted on the premises.
- d. All maintenance and service work conducted on the premises and performed on the tenant's aircraft shall be performed only by direct, full-time permanent employees of the tenant, or by any FBO or SFBO based upon the Airport which have written agreements with the WRPA authorizing such Operators to conduct said activities.

SECTION 20- FLYING CLUBS

STATEMENT OF CONCEPT

A Flying Club is a non-profit organization organized for the express purpose of providing its members with an aircraft(s) for their personal use and enjoyment only.

MINIMUM STANDARDS

- a. Each club must be registered as non-profit corporation or partnership.
- b. Each member must be a bona fide co-owner of the aircraft or stockholder in the corporation.
- c. The club may not derive greater revenue from the use of its aircraft than the amount necessary for the actual operation, maintenance, and replacement of its aircraft.
- d. The club will file and keep current with the WRPA a complete list of the club's membership and investment share held by each member.
- e. The club's aircraft will not be used by other than bona fide members for rental and will not be used by anyone for commercial operation.
- f. Student instruction can be given in club aircraft to club members provided such instruction is given by a Lessee based at the Airport who provides flight instruction, or by an instructor who shall not receive remuneration in any manner for such service.
- g. Aircraft maintenance performed by the club shall be limited to only that maintenance that does not require a certificated mechanic. All other maintenance must be provided by a lessee based at the Airport who provides such service, or by a properly certificated mechanic who shall not receive remuneration in any manner for such service.

**SECTION 21 – PUBLIC HANGAR SUB-TENANT
BASED FLIGHT DEPARTMENTS AND FLIGHT SCHOOLS**

STATEMENT OF CONCEPT

This section applies toward any airport tenant which as a corporate entity, and, for their own use, has a Flight Department or is a Flight School (Part 141) that permanently employs personnel dedicated for the exclusive purpose of operating and maintaining its owned aircraft. Such tenants are to be in good standing with, operate and be based at, YNG.

MINIMUM STANDARDS

- a. Each Flight Department will have at least one dedicated airman, rated to pilot its based aircraft, covered by statutory payroll insurance minimums.
- b. Each Flight Department may perform routine/light maintenance on its owned based aircraft provided the following:
- c. A permanent dedicated current licensed A&P is employed, covered by statutory payroll insurance minimums, by and for sole purpose of maintaining its based aircraft.
- d. The Flight Department entity provides, maintains, and names the WRPA as additional insured, of at minimum, the highest insurance that may be attainable for their airframe or \$5mm.
- e. All other maintenance which exceeds the routine/light maintenance threshold must be provided by a lease based facility at YNG who are certificated to provide such service or where such qualified services are provided.

- f. No third party maintenance providers are permitted without first obtaining the Airport Directors written approval. Meeting or exceeding base tenant requirements will be the minimum as toward receiving such approval. An application fee will be required toward issuance of a temporary permit license and fee schedule.

SECTION 22 – THROUGH-THE-FENCE OPERATING AGREEMENTS

STATEMENT OF CONCEPT

This section applies to Through-the-fence Operations to include businesses or individuals that have access to the airport infrastructure from outside airport property, or that utilizes airport property to conduct a business but do not rent business space at the airport. More common types of through-the-fence agreements are for free-lance flight instruction, aircraft maintenance, and aircraft hangars. The lease of airport property produces revenue that is needed for operating, maintaining and improving the airport. Individuals and businesses that are granted access to the airport from off airport property typically do not contribute to the airport fund. Should the off airport access allow operator to become more economically competitive, it may reduce the ability of on-field lessees to compete for services and will diminish the economic viability of the airport. For this reason, the Federal Aviation Administration (FAA) in Order 5190.6 recommends that airport owners refrain from entering into through-the-fence agreements. The Ohio Department of Aviation and Aviation Division support the FAA recommendations.

MINIMUM STANDARDS

The Western Reserve Port Authority has established a policy to discourage entering into Through-the-Fence Operating Agreements on the Youngstown-Warren Regional Airport.

There are instances, however, when the Authority may permit access to the public landing area by such independent operators offering an aeronautical activity or by aircraft based on land adjacent to, but not a part of, the airport property.

SECTION 23 – DEFINITIONS

The following terms shall have the following meanings:

Aeronautical Service – any commercial activity or service conducted at the Airport that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operation, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance, and any other activities, which because of their

relationship to the operation of aircraft can appropriately be regarded as an “aeronautical service”.

Agreement (Agreement, Lease, or Lease Agreement) – the written agreement between the WRPA and an Operator specifying the terms and conditions under which the Operator may conduct commercial aviation activities. Such Agreement will recite the terms and conditions under which the activity will be conducted at the Airport including, but not limited to, term of the Agreement; rents, fees and charges to be paid; and the right and obligations of the respective parties.

Airframe and Power Plant Maintenance – the commercial operation of providing airframe and power plant services, which includes service, the repair, maintenance, inspection, constructing, and making of modification and alterations to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul as defined in 14 CFR Part 43. This category of service also includes the sale of aircraft parts and accessories.

Airframe and Power Plant Mechanic (A&P) – A person who holds an aircraft mechanic certificate with both airframe and power plant ratings as authorized and described in 14 CFR Part 65.

Airline – Scheduled and Non-Scheduled Air Carrier and/or Cargo Airline Operators engage in the business of providing air transportation (persons or cargo/freight/property) to the general public for hire, under Code of Federal Regulations CFR Parts 121, 125 and/or 135.

Airport – all of the Airport owned or leased real or personal property, building, facilities and improvements within the boundaries of said Airport, as it presently exists or as it may exist when it is hereafter modified, expanded or developed. “Airport” includes all of its facilities as shown on the most current and future Airport Layout Plan.

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

ALP – the currently approved Airport Layout Plan depicting the physical layout of the airport and identifying the location and configuration of current runways, taxiways, buildings, roadways, utilities, nav aids, etc.

Aircraft – any device used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, balloon or blimp.

Air Charter or Taxi – the commercial operation of providing air transportation of person(s) or property for hire by either on a charter basis or as an air taxi operator.

Aircraft Fuel – all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine.

Aircraft Operation – an aircraft arrival at, or departure from, the airport.

Aircraft Owner – a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.

Aircraft Parking and Storage Areas – those hangar and apron locations of the Airport designated by the Director of Aviation for the parking and storage of aircraft.

Aircraft Rental – the commercial operation of renting or leasing aircraft to the public for compensation.

Aircraft Sales – the sale of new or used aircraft through brokerage, ownership, franchise, distributorship or licensed dealership.

Airport – Youngstown-Warren Regional Airport (YNG)

Airport Reference Codes – FAA Advisory Circular 150/5300-13 Airport Design defines the Airport Reference Code (ARC) as “a coding system used to related airport design criteria to the operational and physical characteristics of the airplanes intended to use the airport.” The ARC is used to determine design dimensions for the various separation and safety standards, Runway Protection Zones and Object Free Zones dimensions, surface gradients, and threshold sitting standards, etc.

Apron – those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft.

Authorized Areas Of The Airport – means a common use area open to the Operator and all other similarly situated users of the Airport, or space under the exclusive control of the WRPA or a tenant of the WRPA in which the Operator is permitted to operate by the WRPA or such tenants, as applicable.

Avionics Sales and Maintenance – the commercial operation of providing for the repair and service, or installation of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.

Based Aircraft – an aircraft which the owner physically locates at the airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage (i.e., more than 30 days).

CFR - Code of Federal Regulations

Commercial Air Carrier – a domestic, flag, and supplemental operations of each entity that holds or is required to hold an Air Carrier Certificate as defined in Title 14 CFR, Part 121 or Operating Certificate under Part 119.

Charter Operations – Those commuter and on-demand operations of each entity that holds or is required to hold an air Carrier Certificate or Operating Certificate under Title 14 CFR, Part 135 or Part 119.

Director of Aviation – means the chief executive officer of the Youngstown-Warren Regional Airport. Oversees all aspects Airport operations and policies.

Exclusive Right – a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege or right. An Exclusive Right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties but excluding others from enjoying or exercising a similar right or rights would be an Exclusive Right. 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.

Federal Aviation Administration (FAA) – the federal aviation agency established by the Federal Aviation Act of 1958, as amended, and re-established in 1967 under the Department of Transportation.

Federal Aviation Regulations (FAR) – regulations published by the FAA that governs the operation of aircraft, airways and airmen. Compliance with the FARs is mandatory. In 1996, all references to the FARs were changed to “14 CFR” (Title 14 of the Code of Federal Regulations).

Fixed Base Operator (FBO) – a commercial aeronautical business who is authorized to engage in the primary activity of aircraft refueling and a minimum of three (3) of the following secondary activities: airframe and power plant maintenance, flight training, aircraft rental, aircraft charter or air taxi, avionics sales and service, and aircraft storage/hangar rentals.

Flight Training – the commercial operation of instructing pilots in dual and solo flight, in fixed or rotary wing aircraft, and related ground school instruction as necessary to complete a FAA written pilot’s examination and flight check ride for various categories of pilots licenses and ratings. Flight training shall also include any portion of a flight between two or more airports or other destinations where the primary purpose is to increase or maintain pilot or crew member proficiency.

Flying Club – a non-commercial and non-profit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club owners on a pro-rata share, and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain and replace the aircraft.

Fueling or Fuel Handling – the transportation, sale, delivery, dispensing, storage or draining of fuel or fuel waste products to or from aircraft, vehicles or equipment.

Fuel Storage Area – any portion of the Airport designated temporarily or permanently by the Director of Aviation as an area in which aviation or motor vehicle gasoline or any other type of fuel or fuel additive may be stored or loaded.

General Aviation – all phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial air carrier operations.

Hazardous Material – any substance, waste or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic or otherwise hazardous, and is or becomes regulated as a hazardous material by any governmental authority, agency, department, commission, board or agency.

Limited Aviation Service Operator (LASO) – a commercial aeronautical business that is authorized to offer a single service according to established Minimum Standards. Examples of a LASO include, but are not limited to the following commercial aeronautical activities: flight training, aircraft maintenance, air charter or taxi, aircraft sales, avionics maintenance, aircraft rental and sales, and aircraft storage. A LASO does not have a facility presence on the Airport nor lease space from a FBO, from the Port Authority or other airport tenant.

Minimum Standards – the qualifications which are established as the minimum requirements to be met as a condition for the privilege to conduct an Aeronautical Service on the Airport. All operators will be encouraged to exceed the minimums; none will be allowed to operate under conditions below the minimum. These minimum standards are not intended to be all-inclusive, as the operator of a commercial venture which is based on the Airport will be subject additionally to all applicable Federal, State and local laws, orders, codes, ordinances and other similar regulatory measures, including any Airport Rules and Regulations promulgated by the WRPA.

Movement Area or Airport Movement Area (AMA) – the runways, taxiways and other areas of an airport that are utilized for taxiing, air taxiing, takeoff and landing of aircraft.

Non-Movement Area – specifically designated portions of the AOA that may include aircraft loading ramps and aircraft parking areas.

Operational Areas:

1. **Landside** – those areas not involved in aircraft movement or operation.
2. **Airside** – those areas involved in any aircraft movement or operation, i.e., runways, taxiways, ramps, tie-down areas, hangar areas, etc.

Operator – a person or persons, firm, company, joint venture, partnership or corporation engaging in any Aeronautical Service on the Airport. An Operator may be classified as either a Fixed Base Operator (FBO), A Specialized Aviation Service Operator (SASO) or Limited Aviation Service Operator (LASO).

Permit – administrative approval issued by the WRPA to a person or company to conduct a commercial aeronautical activity, and provide such services, to based and transient aircraft, only from facilities and locations where such services are authorized.

Person – an individual, corporation, firm partnership, association, organization and any other group acting as an entity, to conduct business on the Airport. Person includes a trustee, receiver, assignee or similar representative.

Pilot Schools – Those entities meeting the requirements for issuing pilot school certificates, provisional pilot school certificate, and associated ratings, and the general operating rules applicable to a holder of a certificate or rating issued as required under Title 14 CFR, Part 141.

Repair Station – a Federal Aviation Administration approved facility utilized for the repair of aircraft. Activities may include repair and maintenance of airframes, power plants, propellers, radios, instruments and accessories as required under Title 14 CFR, Part 145.

Restricted Area – any area of the Airport posted to prohibit entry or to limit entry or access to specific authorized persons.

Roadway – any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

Self-Service – aircraft refueling, repair, preventive maintenance, towing, adjustment, cleaning and general services performed by an aircraft owner or his/her employees on his/her aircraft with resources supplied by the aircraft owner.

Specialized Aviation Service 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, air charter or taxi, aircraft sales, avionics maintenance, aircraft rental and sales, and aircraft storage. A SASO has a facility presence on the Airport and leases space from a FBO, from the Port Authority or other airport tenant.

Self-Fueling – the commercial operation of an unmanned stationary fuel tank and dispensing equipment for general use via a card reader. This includes the operation of anyone utilizing this type of equipment to provide fuel for sale or reuse.

Sublease – a written agreement, approved by the WRPA, stating the terms and conditions under which a third party Operator leases space from a Lessee for the purpose of providing aeronautical services at the Airport.

Taxilane – the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage areas.

Taxiway – a defined path established for the taxiing of aircraft from one part of the Airport to another.

Through-the-Fence Operation – Through-the-fence operations include businesses or individuals that have access to the airport infrastructure from outside airport property, or that utilize airport property to conduct a business but do not rent business space at the airport. More common types of through-the-fence agreements are for free-lance flight instruction, aircraft maintenance, and aircraft hangars.

UNICOM – a two-way communication system operated by a non-governmental entity that provides airport advisory information.

Vehicle Parking Area – any portion of the Airport designated and made available temporarily or permanently by the WRPA for the parking of vehicles.

Western Reserve Port Authority (WRPA) – a public body existing under the laws of the State of Ohio, or its successor in interest whose appointed members exercise all the powers provided in Chapter 4582 of the Ohio Revised Code.

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APPENDIX A
APPLICATION FOR COMMERCIAL BUSINESS

APPLICATION FOR COMMERCIAL AERONAUTICAL PERMIT TO OPERATE

WESTERN RESERVE PORT AUTHORITY
Youngstown-Warren Regional Airport
1453 Youngstown-Kingsville Rd., NE, Vienna, OH 44473
Phone: (330) 856-1537 Fax: (330) 609-5371

TYPE: NEW [] ANNUAL [] AFTER JUNE 30 [] CALENDAR YEAR: _____ DATE OF APPLICATION: _____

COMPANY NAME: _____ CONTACT PERSON: _____
ADDRESS (AIRPORT AND LOCATION ON AIRPORT): _____ MAILING ADDRESS: _____

PHONE: _____ PHONE: _____

COMPLETE AS APPLICABLE:

1. CORPORATE OFFICERS (PRESIDENT, SECRETARY, BUSINESS MANAGER, SUPERINTENDENT), PARTNERSHIP PARTNERS, SOLE PROPRIETOR

NAME TITLE ADDRESS

NAME TITLE ADDRESS

NAME TITLE ADDRESS

2. DATE OF INCORPORATION: _____ IN STATE OF: _____

3. PERMIT FOR (Please check only one): LIMITED AVIATION SERVICE OPERATION

- [] SALE OR BROKERING OF AIRCRAFT [] FLIGHT INSTRUCTION [] AVIONICS SALES OR SERVICE
[] SPECIALIZED AIRCRAFT MAINTENANCE [] SALE OF PARTS OR SUPPLIES [] AIRCRAFT UPHOLSTERY
[] CHARTER SERVICE [] AIRCRAFT RENTAL [] SPECIALIZED AIRCRAFT OPERATIONS
[] AIRCRAFT MANAGEMENT [] OTHER _____

4. THIS PERMIT IS SUBJECT TO THE TERMS AND CONDITIONS HEREIN SET FORTH AND ATTACHED HERETO, AND IS ALSO SUBJECT TO ALL APPLICABLE RULES AND REGULATIONS, MINIMUM STANDARDS AND POLICIES AS ADOPTED BY THE WESTERN RESERVE PORT AUTHORITY.

I DO SOLEMNLY SWEAR THAT THE INFORMATION CONTAINED IN THE FOREGOING APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE OF APPLICANT TITLE DATE

Office Use Only:

PERMIT FEES RECEIVED: \$ _____ DATE: _____

INSURANCE EXPIRATION DATE: _____

APPROVED:

AVIATION DIRECTOR: _____ DATE: _____

AUTHORITY COUNCIL: _____ DATE: _____

PORT AUTHORITY CHAIRMAN: _____ DATE: _____

APPENDIX B
BUSINESS PLAN CRITERIA

Business Plan Criteria to Conduct Commercial Aeronautical Operations at the Airport**PREQUALIFICATIONS REQUIREMENTS FOR COMMERCIAL OPERATORS**

In addition to the application for Commercial Aeronautical Permit to Operate, prospective aeronautical commercial operator (hereinafter "Applicant") shall submit, in written form, to the Port Authority, at the time of the application, the following "Business Plan" information and, thereafter, such additional information as may be requested by the Port Authority.

1. Intended Scope of Activities – Business Plan Criteria

An Applicant must submit a detailed Business Plan identifying the scope and method of the proposed operation. The Business Plan shall include, but not be limited to, the following:

- a. The services to be offered.
- b. The amount of land to be leased and required for operation.
- c. The building space to be constructed or leased, and the estimated cost for same.
- d. The number and type of aircraft to be provided, if applicable.
- e. The number of persons to be employed.
- f. The hours of proposed operation.
- g. The insurance coverage to be maintained.
- h. The name, address, and telephone number of the Applicant and the proposed name of the business.
- i. The name and qualifications of the principal personnel to be involved in conducting such activity.
- j. The tools, equipment, services, and inventory, if any, proposed to be furnished and/or utilized in connection with such activity.
- k. The requested or proposed date for commencement of activity and the length of term for providing same.
- l. The plans for financing such operation and construction.
- m. The proposed location and layout plan for any future development.

2. Financial Responsibility/Capability Statement

As part of the Business Plan, Applicant must provide a financial responsibility/capability statement (hereinafter "Statement"). In evidence of the Applicant's financial responsibility, the Statement should include a reference from a bank or financial institution doing business in northwest Ohio (or from such other source that may be acceptable to the Port Authority and readily verifiable through normal banking channels). In evidence of the Applicant's financial capability, the Statement should demonstrate the availability of resources to initiate operations for the construction of improvements and appurtenances that may be required in accordance with the application's prospectus. The Statement should also indicate the Applicant's ability to provide working capital to carry on the contemplated operations.

3. Financial Responsibility/Capability Statement

As part of the Business Plan, Applicant shall furnish the Port Authority with a statement of past experience in the aviation services desired to be rendered.

APPENDIX C
INSURANCE REQUIREMENT

AIRPORT MINIMUM LIABILITY INSURANCE REQUIREMENTS & RECOMMENDATIONS

1. Airport Liability or Commercial General Liability Equivalent (Premises & Operations)
Required for all tenants and businesses operating out of the Youngstown-Warren Regional Airport:

For Fixed Based Operators (Fuel-Selling Facilities): Combined single limit of \$5,000,000 per occurrence naming the Western Reserved Port Authority (Authority) as an additional insured.

For All Other Businesses: Combined single limit of \$1,000,000 per occurrence naming the Authority as an additional insured.

Policy must include coverage for: Products and Completed Operations (same limits as above); Personal and Advertising Injury (same limits as above); Fire Legal Liability (\$100,000 any one fire)
Additional Coverages (if applicable):
Hangar Keepers Liability (for property in the cares, custody, and control)
For Fixed Base Operators (Fuel-Selling Facilities): \$5,000,000 any one aircraft or occurrence
For Others: \$1,000,000 any one aircraft or occurrence
2. Aircraft Liability including Non-Owned Aircraft Liability (if applicable)
Required for those flying owned, non-owned, or leased aircraft.
Combined single limit of \$2,000,000 per occurrence naming the Authority as an additional insured.
3. Pollution Liability including Transportation of Pollutants (if applicable)
Required for those engaged in any fueling operations including fuel and oil sales, commingling fuel as a subtenant, and self-fueling.
Combined single limit of \$1,000,000 per occurrence name the Authority as an additional insured.
4. Automobile Liability including Coverage for Owned, Non-Owned, or Hired Vehicles (if applicable)
Required for those operating vehicles on the Airport premises.
Combined single limit of \$1,000,000 per occurrence naming the Authority as an additional insured.
5. Worker's Compensation
Statutory coverage
6. Personal Property
Tenants and Operators at the Youngstown-Warren Regional Airport should insure their own personal property.
7. Real Property (building)
Property owned at the Youngstown-Warren Regional Airport shall be insured by the Authority.
Property owned in full or part by tenant should be insured by tenant and include the Authority as an additional insured.

APPENDIX D
SELF-FUELING AGREEMENT

APPENDIX D

SELF –FUELING AGREEMENT

On this _____ day of _____, 20____, _____
(self-fueler) and the Western Reserve Port Authority agree to the following:

1. The self-fueler may fuel its own aircraft (only) from an apparatus (fuel truck, airportable tank, etc.) that has been approved by the Director of Aviation and the Airport Fire Department, and is in accordance with National Fire Prevention Association and the Airport Rules and Regulations Fuel Handling sections.
2. The self-fueler may order this fuel for its own fueling apparatus either directly from a Fixed Base Operator on the Airport, Fuel Dealer, or through other approved Fuel Distributors.
3. The Western Reserve Port Authority shall be held harmless from storing, dispensing, and handling of the self-fueler’s fuel.
4. Fuel Distributor shall report monthly to the Director of Aviation an accurate total of all aviation fuel and/or jet fuel purchased by the self-fueler.
5. The Self-fueler shall remit the required fuel flow fee (12 cents per gallon) on a monthly basis to the Western Reserve Port Authority in accordance with the Minimum Standards and Rules & Regulations for the Youngstown-Warren Regional Airport.
6. The self-fueler’s fuel apparatus should be stored in an approved (by the Director of Aviation or designee) are on the Airport.
7. This agreement is cancelable by the Port Authority without notice.
8. The Port Authority, operator of the Airport, is aware of this arrangement and has a copy of the agreement on file.

ABSOLUTELY NO SALE OF FUEL TO THE PUBLIC AND NO FUELING ARRANGEMENT S WITH OTHERS.

AGREED: _____
Self-Fueler Date

This agreement is within the scope of the Airport Minimum Standards and Rules & Regulations for the Western Reserve Port Authority and the Youngstown-Warren Regional Airport.

APPROVED: _____
Director of Aviation Date

**2010
FUEL USAGE AND FLOWAGE FEE REPORT
Western Reserve Port Authority
Aviation Department
For
FBO's**

TO:

WESTERN RESERVE PORT AUTHORITY
 AVIATION DEPARTMENT
 YOUNGSTOWN-WARREN REGIONAL AIRPORT
 1453 YOUNGSTOWN-KINGSVILLE RD NE
 VIENNA, OH 44473
 PHONE: (330) 856-1537 FAX: (330) 609-5371

DATE	GALLONS OF FUEL DELIVERED	GALLONS OF FUEL USED OR SOLD	FEE (# OF GALLONS/TIMES \$0.08)

\$0.08 < 700,000 gallons
 \$0.06 > 700,001 gallons; < 1,000,000 gallons
 \$0.05 > 1,000,001 gallons; < 1,500,000 gallons
 \$0.03 > 1,500,001 gallons

FROM:

COMPANY: _____

ADDRESS: _____

Signature: _____

Due on the 10th of each month

2010
FUEL USAGE AND FLOWAGE FEE REPORT
 Western Reserve Port Authority
 Aviation Department
 For
 Non - FBO's

TO:

WESTERN RESERVE PORT AUTHORITY
 AVIATION DEPARTMENT
 YOUNGSTOWN-WARREN REGIONAL AIRPORT
 1453 YOUNGSTOWN-KINGSVILLE RD NE
 VIENNA, OH 44473
 PHONE: (330) 856-1537 FAX: (330) 609-5371

DATE	GALLONS OF FUEL DELIVERED	GALLONS OF FUEL USED OR SOLD	FEE (# OF GALLONS/TIMES \$0.12)

\$0.12 < 500,000 gallons
 \$0.10 > 500,001 gallons; < 750,000 gallons
 \$0.09 > 750,001 gallons; < 1,000,000 gallons
 \$0.08 > 1,500,001 gallons

FROM:

COMPANY: _____

ADDRESS: _____

Signature: _____

Due on the 10th of each month

EXHIBIT VI**FUEL DISTRIBUTION REPORT
ABC FUEL DISTRIBUTORS
(OFFICIAL LETTER HEAD)****December 1 – 31, 2009**

Date	Customer	Gallons Delivered
12/05/2009	1-2-3 FBO, Youngstown-Warren Regional Airport	8,000
12/16/2009	1-2-3 FBO, Youngstown-Warren Regional Airport	8,000
12/22/2009	1-2-3 FBO, Youngstown-Warren Regional Airport	4,000
12/30/2009	1-2-3 FBO, Youngstown-Warren Regional Airport	<u>8,000</u>
	Total Gallons Delivered	28,000