



WILLISTON BASIN
INTERNATIONAL AIRPORT

421 Airport Road
P.O. Box 1306
Williston, ND 58802
701-774-8594

General Aviation Minimum Standards

City of Williston

Williston Basin International Airport (XWA)

August 13, 2019

1. INTRODUCTION.....	1
1.1. <i>Purpose</i>	1
1.2. <i>General Provisions</i>	1
1.3. <i>Exclusive Rights</i>	1
1.4. <i>Applicability</i>	2
2. GENERAL REQUIREMENTS.....	4
2.1. <i>Introduction</i>	4
2.2. <i>Experience/Capability</i>	4
2.3. <i>Agreement</i>	4
2.4. <i>Payment of Rents, Fees, and Charges</i>	4
2.5. <i>Leased Premises</i>	4
2.6. <i>Products, Services, and Facilities</i>	6
2.7. <i>Licenses, Permits, Certifications, and Ratings</i>	7
2.8. <i>Employees</i>	7
2.9. <i>Aircraft, Equipment, and Vehicles</i>	8
2.10. <i>Hours of Activity</i>	8
2.11. <i>Security</i>	8
2.12. <i>Insurance</i>	9
2.13. <i>Indemnification and Hold Harmless</i>	11
2.14. <i>Enforcement</i>	12
2.15. <i>Taxes</i>	12
2.16. <i>Multiple Activities</i>	12
3. FIXED BASE OPERATOR	13
3.1. <i>Introduction</i>	13
3.2. <i>Scope of Activity</i>	13
3.3. <i>Leased Premises</i>	15
3.4. <i>Fuel Storage</i>	16
3.5. <i>Fueling Reports</i>	17
3.6. <i>Fueling Equipment</i>	18
3.8. <i>Ground Support and Service Equipment</i>	18
3.9. <i>Hours of Activity</i>	19
3.10. <i>Employees</i>	19
3.11. <i>Licenses and Certification</i>	20
3.12. <i>Standard Operating Procedures</i>	20
3.13. <i>Aircraft Removal</i>	21
4. AIRCRAFT MAINTENANCE OPERATOR (SASO).....	22
4.1. <i>Introduction</i>	22
4.2. <i>Leased Premises</i>	22
4.3. <i>Employees</i>	23
4.4. <i>Equipment</i>	23
4.5. <i>Defueling</i>	23

5. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)	24
5.1. Introduction	24
5.2. Leased Premises	24
5.3. Licenses and Certifications	25
5.4. Employees	25
5.5. Equipment	25
6. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)	26
6.1. Introduction	26
6.2. Leased Premises	26
6.3. Licenses and Certifications	27
6.4. Employees	27
6.5. Equipment	27
6.6. Hours of Activity	28
6.7. Insurance Disclosure Requirement	28
7. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)	29
7.1. Introduction	29
7.2. Leased Premises	29
7.3. Licenses and Certifications	30
7.4. Employees	30
7.5. Equipment	30
7.6. Hours of Activity	31
8. AIRCRAFT SALES OPERATOR (SASO)	32
8.1. Introduction	32
8.2. Leased Premises	32
8.3. Dealership	32
8.4. Licenses and Certifications	32
8.5. Employees	33
8.6. Hours of Activity	33
8.7. Sales Guarantee or Warranty	33
9. AIRCRAFT STORAGE OPERATOR (SASO)	34
9.1. Introduction	34
9.2. Leased Premises	34
9.3. Hours of Activity	34
10. OTHER COMMERCIAL AERONAUTICAL ACTIVITIES (SASO)	35
10.1. Introduction	35
10.2. Leased Premises	35
10.3. Employees	36
10.4. Equipment	36
10.5. Hours of Activity	36

11. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (SASO)	37
11.1. Introduction	37
11.2. Scope of Activity	37
11.3. General Aviation Operator Permit	37
12. GENERAL AVIATION OPERATOR PERMIT	38
12.1. Application.....	38
12.2. Approved General Aviation Operator Permit.....	38
12.3. Existing Operator with an Existing Agreement	39
13. ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS)	40

1. INTRODUCTION

1.1. Purpose

1.1.1. The purpose of these General Aviation Minimum Standards (Minimum Standards) is to encourage and promote: (a) the consistent provision of high quality Commercial General Aviation products, services, and facilities at the Williston Basin International Airport (Airport), (b) the development of high quality General Aviation Improvements at the Airport, (c) General Aviation safety and security at the Airport, (d) the economic health of General Aviation Commercial Operators at the Airport, and (e) the orderly development of land and Improvements at the Airport for General Aviation purposes.

1.1.1.1. To this end, all qualified and experienced entities desirous of engaging in Commercial General Aviation Aeronautical Activities (Activities) at the Airport shall be accorded a reasonable opportunity, without unjust discrimination, to engage in such Activities, subject to complying with these Minimum Standards.

1.1.2. Aeronautical Activities may be proposed that do not fall within the categories designated herein. In such a case, appropriate minimum standards shall be established by the City of Williston (City) on a case-by-case basis.

1.1.3. Specialized Aviation Service Operators (SASO) are encouraged to be Sublessees of a Fixed Base Operator (FBO); however, if suitable land or Improvements are not available or cannot be secured from an FBO, SASOs may (if available): (a) Sublease Improvements from another SASO and/or (b) lease land and/or Improvements from the City.

1.2. General Provisions

1.2.1. These Minimum Standards incorporate, by reference, the General Provisions. The terms identified by use of a capital letter in these Minimum Standards are addressed in Section 1.2. of the General Provisions.

1.3. Exclusive Rights

1.3.1. In accordance with the Airport Sponsor Assurances given to the federal and/or state government by the City as a condition to receiving federal and/or state funds, the granting of rights or privileges to engage in Commercial Aeronautical Activities shall not be construed in any manner as affording any entity an Exclusive Right, other than the exclusive use of the land and/or Improvements that may be leased to an entity and then only to the extent provided in an Agreement.

1.3.2. The City will utilize Advisory Circular (AC) 150/5190-6 Exclusive Rights at Federally-Obligated Airports and Federal Aviation Administration (FAA) Order 5190.6B Airport Compliance Manual as guidance on any Exclusive Rights issue.

- 1.3.3. The presence at the Airport of only one Operator engaged in a particular Activity does not, in and of itself, indicate that an Exclusive Right has been granted. It is the policy of the City not to enter into or promote an understanding, commitment, or express Agreement to exclude other reasonably qualified and experienced entities. Accordingly, those entities who desire to enter into an Agreement with the City should neither expect nor request that the City exclude other entities who also desire to engage in the same or similar Activities.
 - 1.3.3.1. The opportunity to engage in an Activity shall be made available to those entities complying with the qualifications and requirements set forth in these Minimum Standards and as space may be available at the Airport to support such Activity provided such use is consistent with the current and planned uses of land and Improvements at the Airport and is in the best interests of the City and the public, as determined by the City in its sole discretion.
- 1.3.4. If the FAA determines that any provision of these Minimum Standards, any provision of any Agreement, or any practice constitutes a grant of a prohibited Exclusive Right, such provision shall be deemed null and void and such practice shall be discontinued immediately.

1.4. Applicability

- 1.4.1. These Minimum Standards specify the standards and requirements which must be complied with by any entity desiring to engage in General Aviation Aeronautical Activities at the Airport.
 - 1.4.1.1. Throughout these Minimum Standards, the words "standards" or "requirements" shall be understood to be modified by the word "minimum" except where explicitly stated otherwise. Any required determinations, interpretations, or judgments regarding what constitutes an acceptable minimum standard or requirement, or regarding compliance with such minimum standard or requirement, shall be made by the Airport Director.
 - 1.4.1.2. All entities may exceed the applicable minimum standards or requirements. No entity shall be allowed to engage in General Aviation Aeronautical Activities at the Airport under conditions that do not, in the City's sole discretion, comply with these Minimum Standards, unless an exemption or variance has been approved by the City.
- 1.4.2. These Minimum Standards shall apply to any Agreement or any amendment to an existing Agreement relating to the leasing and/or occupancy of land or Improvements for General Aviation Aeronautical Activities at the Airport.
 - 1.4.2.1. These Minimum Standards shall not be deemed to modify any Agreement under which an Operator is required to exceed these Minimum Standards nor prohibit the City from entering into or enforcing an Agreement or amendment thereto that requires an Operator to exceed these Minimum Standards.

- 1.4.3. If these Minimum Standards are amended after an Operator enters into an Agreement with the City, entity shall not be required to comply with the amended Minimum Standards, except as provided for in such agreement, until:
 - 1.4.3.1. such time as entity's existing Agreement is amended
 - 1.4.3.2. the City approves an assignment to another entity acceptable to the City, or
 - 1.4.3.3. entity enters into a new Agreement with the City.

2. GENERAL REQUIREMENTS

2.1. Introduction

2.1.1. Operator engaging in Aeronautical Activities at the Airport shall comply with or exceed the requirements of this section as well as the minimum standards applicable to Activity(ies), as set forth in subsequent sections.

2.2. Experience/Capability

2.2.1. Operator shall, in the judgment of the Airport Director, demonstrate before and throughout the term of the Agreement, the financial wherewithal and technical capability of paying all rents, fees, or other charges owed the City, developing and maintaining the required Improvements; procuring and maintaining the required Vehicles, Equipment, and/or Aircraft; employing required Employees; and engaging in the Activity.

2.2.2. All Operators shall, in the judgment of the Airport Director, demonstrate before and throughout the term of the Agreement, the capability of consistently providing the required General Aviation products, services, and facilities and engaging in the required Activities in a safe, secure, efficient, courteous, prompt, and professional manner in service to and to the benefit of the public.

2.3. Agreement

2.3.1. Entity shall not engage in an Activity at the Airport without an Agreement authorizing such Activity with the City.

2.3.1.1. If Operator is subleasing land and/or Improvements, Sublease must be approved by the City.

2.3.2. An Agreement shall not reduce or limit Operator's obligations with respect to complying with these Minimum Standards.

2.4. Payment of Rents, Fees, and Charges

2.4.1. Operator shall pay the rents, fees, or other charges on time, as specified by the City for engaging in Activities.

2.4.2. The City may, at its option, enforce the payment of any rent, fee, or other charge due and owing to the City by any legal means available to the City under any Agreement and as provided by Regulatory Measures.

2.5. Leased Premises

2.5.1. Operator shall lease or Sublease Contiguous Land and/or lease, Sublease, or construct Improvements for the Activity as required in these Minimum Standards.

2.5.1.1. Construction of any Improvements shall comply with the Development Standards and must be approved in advance by the Airport Director.

2.5.1.2. Leased Premises that require public access shall have direct Landside access.

- 2.5.2. Contiguous Land
 - 2.5.2.1. All required Improvements including, but not limited to, Ramp, Paved Tiedowns, facilities, and Vehicle parking shall be located on Contiguous Land.
 - 2.5.2.2. Lessees engaging in any Activity shall have adequate Leased Premises to accommodate all Activities of Lessee and all approved Sublessees, as required in these Minimum Standards.
- 2.5.3. Ramp/Paved Tiedowns
 - 2.5.3.1. Ramp/Paved Tiedowns must be:
 - 2.5.3.1.1. contiguous and separated by no more than a Taxilane which allows entity to taxi or tow Aircraft without traversing a Taxiway or public roadway.
 - 2.5.3.1.2. of adequate size and weight bearing capacity to accommodate the movement, staging, and parking of the largest Aircraft currently and/or anticipated to utilize the Operator's Leased Premises.
 - 2.5.3.1.3. able to accommodate the Operator's Aircraft fleet. If Operator utilizes a Hangar for storing all Aircraft in Operator's fleet at the Airport, Tiedowns are not required.
 - 2.5.3.2. If Operator utilizes a Hangar for storing all Aircraft in Operator's fleet at the Airport and Operator does not handle or store customer Aircraft, Tiedowns are not required.
 - 2.5.3.3. Ramp associated with Hangars shall be equal to 125% the square footage of the largest Hangar of the Contiguous development and able to accommodate the movement of Aircraft into and out of the Hangar and the staging and parking of Aircraft.
 - 2.5.3.4. Ramp, Paved Tiedowns, and Hangars must be located so as to provide unimpeded movement of Aircraft in and out of other facilities and/or operating to and from Taxilanes or Taxiways.
- 2.5.4. Vehicle Parking
 - 2.5.4.1. Paved Vehicle parking shall be sufficient, as determined by the Airport Director, to accommodate all Vehicles and Equipment currently utilizing the Operator's Leased Premises on a daily basis.
 - 2.5.4.2. Paved Vehicle parking shall be on the Leased Premises and located in close proximity to Operator's primary facility.
 - 2.5.4.3. On-street Vehicle parking is not permitted.

2.5.5. Hangars

2.5.5.1. Hangars identified throughout these Minimum Standards shall meet the minimum door height and door width (in “feet”) requirements (for the type of Aircraft being serviced) identified in the table that follows, unless otherwise stipulated in these Minimum Standards.

	Door Height	Door Width
Single-engine Piston	15	45
Multi-engine Piston	18	60
Turboprop	18	65
Turbojet	28	100

2.5.5.2. Hangar door heights and door widths may be less than the requirements stipulated in Section 2.5.5.1. of these Minimum Standards if the hangars are single structures of not less than 7,500 square feet, subdivided and configured (although each unit shall not be less than 1,250 square feet) to accommodate individual bays for storage of Single-Engine Piston Aircraft.

2.6. Products, Services, and Facilities

2.6.1. To ensure compliance with the Airport Sponsor Assurances for the City, Operator shall:

2.6.1.1. provide products, services, and facilities on a reasonable, and not unjustly discriminatory, basis to all Airport users.

2.6.1.2. charge reasonable, and not unjustly discriminatory, prices for each product, service, or facility.

2.6.1.2.1. Operator may provide reasonable discounts, rebates, or other similar types of price reductions based on the type, kind, or class of Airport user or the volume purchased.

2.6.1.2.2. Operator shall post its schedule of product, service, and facility pricing in a prominent place readily accessible and/or visible to the general public.

2.6.1.2.3. In the event of a complaint, Operator shall submit a schedule of product, service, and facility pricing to the Airport Director within 14 calendar days. In addition to identifying the Operator’s product, service, and facility pricing, the schedule shall identify any discounts, rebates, or other similar types of price reductions offered by Operator.

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

2.7. Licenses, Permits, Certifications, and Ratings

- 2.7.1. Operator and Operator's employees shall obtain and comply with, at Operator's or employee's sole cost and expense, all necessary licenses, permits, certifications, and/or ratings required for the provision of Operator's Activities as required by the City or any other duly authorized Agency having jurisdiction prior to engaging in any Activity at the Airport.
 - 2.7.1.1. Operator shall keep in effect and post in a prominent place, readily accessible and/or visible to the general public, copies of all necessary or required licenses, permits, certifications, or ratings.
 - 2.7.1.2. Upon request, Operator or its employees shall provide copies of such licenses, permits, certifications, or ratings to the Airport Director within 14 calendar days.
- 2.7.2. Operators engaged in any Activity at the Airport, whether using or occupying Airport land and/or Improvements or otherwise, shall adhere to the practices recommended by the FAA and shall comply with all Safety Management Systems (SMS) regulations or directives issued by the Airport Director.

2.8. Employees

- 2.8.1. Operator shall employ a qualified, experienced, and professional on-site manager who shall be fully responsible for the day-to-day management of Operator's Activities.
 - 2.8.1.1. The person managing Operator's Activities shall have recent experience managing a similar Activity at a similar (or comparable) airport.
 - 2.8.1.2. Operator shall give due consideration to notification from the Airport Director of dissatisfaction with the on-site manager's performance and shall take all reasonable action to eliminate the cause of such dissatisfaction which may include replacement of the on-site manager.
- 2.8.2. During Operator's hours of Activities, a qualified, experienced, and professional on-site supervisor shall be Readily Available and authorized to represent and act on behalf of Operator with respect to Operator's Activities.
- 2.8.3. Operator shall have in its employ, on duty, and immediately available during hours of Activity, properly trained and qualified Employees in such numbers as are required to comply with these Minimum Standards and to meet the reasonable demands of customers for each Activity being conducted by Operator.
- 2.8.4. Operator shall control the conduct, demeanor, and appearance of Operator's employees. It shall be the responsibility of Operator to maintain close supervision over its employees to ensure high quality products, services, and facilities are consistently provided in a safe, secure, efficient, courteous, prompt, and professional manner.

2.9. Aircraft, Equipment, and Vehicles

2.9.1. Operator required Aircraft, Equipment, and Vehicles must be fully operational, in compliance with applicable Regulatory Measures, and available at all times and capable of providing all required products and services in a manner consistent with the intended use.

2.9.1.1. Aircraft, Equipment, and Vehicles may be unavailable, from time to time, on a temporary basis, for a reasonable period of time, due to routine or emergency maintenance as long as:

2.9.1.1.1. appropriate measures are being taken to return the Aircraft, Equipment, or Vehicle to service as soon as possible and

2.9.1.1.2. fully operational back-up Aircraft, Equipment, or Vehicle is available within a reasonable period of time to provide the required product or service.

2.10. Hours of Activity

2.10.1. Operator hours of activity and contact information for after hours service shall be clearly posted in public view using appropriate and professional signage approved, in advance, by the Airport Director.

2.10.2. Unless otherwise stated in these Minimum Standards, Operator's services shall be continuously offered and available to meet reasonable demand of customers for the Activity eight hours per day between the hours of 6:00 a.m. to 6:00 p.m. Monday through Friday excluding holidays.

2.10.3. Unless otherwise stated in these Minimum Standards, Operator's services shall be available all other times (after hours), on-call, with response time not to exceed one hour.

2.11. Security

2.11.1. Operator shall comply with the Airport Director's security requirements and/or best practices as applicable to the Airport and Operator's Leased Premises and Activities.

2.11.2. Operator shall designate a responsible person for the coordination of all security procedures and communications and provide point-of-contact information to the Airport Director including the name of the primary and secondary contacts. One of the contacts shall be available (by telephone) on a 24-hour basis.

2.11.3. Operator shall develop and maintain a Security Plan.

2.11.3.1. Security Plan shall be submitted to the Airport Director for review no later than 30 calendar days before Operator is scheduled to commence Activities at the Airport and it shall be resubmitted any time changes are made.

2.11.3.2. Upon request, Operators that are required to comply with a TSA security program must demonstrate written compliance with all relevant and applicable TSA requirements to the Airport Director within 14 calendar days.

- 2.11.4. Operator must comply with applicable reporting requirements as established by the Airport Director, FAA, DHS, TSA, and any other Agencies.
- 2.11.5. Fencing, doors, gates, lighting, and locks which are part of the Leased Premises or have been installed by the Operator must be maintained by the Operator and kept in working conditions at all times. Perimeter fencing and associated doors, gates, lighting, and locks will be maintained by the Airport Director.

2.12. Insurance

- 2.12.1. Operator shall procure, maintain, and pay all premiums throughout the term of Agreement for the applicable insurance coverages and amounts required by Regulatory Measures and set forth in Attachment A (Minimum Insurance Requirements) of these Minimum Standards for each Activity conducted. The insurance company or companies underwriting the required policies shall be authorized to write such insurance in the State of North Dakota (with a Best rating of A or above) or be approved in writing by the Airport Director.
 - 2.12.1.1. When coverages or amounts set forth in Attachment A (Minimum Insurance Requirements) are not commercially available, appropriate replacement coverages or amounts must be approved in writing at least 60 calendar days in advance by the Airport Director.
 - 2.12.1.2. The Airport Director reserves the right to require more or different types of insurance coverage based on entity's individual risks or exposures.
- 2.12.2. When Operator engages in more than one Activity, the minimum coverages and amounts shall be established by the City and may vary depending upon the nature of each Activity or combination of Activities, but shall not necessarily be cumulative.
 - 2.12.2.1. While it may not be necessary for Operator to procure and maintain insurance for the combined total of the minimum requirements of each Activity, Operator shall procure and maintain insurance for all exposures in amounts at least equal to the greatest of the required minimum or as established by the City.
- 2.12.3. All insurance, which Operator is required to carry and keep in full force and effect, shall name the City, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers as additional insured.
- 2.12.4. Liability policies shall contain, or be endorsed to contain, the following provisions.

- 2.12.4.1. "City of Williston, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers are to be covered as additional insured with respect to: liability arising out of activities performed by or on behalf of entity; premises owned, leased, occupied, or used by entity; or vehicles, equipment, or aircraft owned, leased, hired, borrowed, or operated by entity. Such insurance shall provide primary coverage and shall not seek any contribution from any insurance or self-insurance carried by agent or the City of Williston."
- 2.12.4.2. "Such insurance, as to the interest of the City of Williston only, shall not be invalidated by any act or neglect or breach of contract of entity. Any failure to comply with reporting or other provisions of the policies, including any breach of warranty, shall not affect coverage provided to City of Williston, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers. Entity's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the aggregate limits of the insurer's liability."
- 2.12.4.3. "Coverage shall not be suspended, voided, or cancelled by either party or reduced in coverage or in limits except after 30 calendar days prior written notice, 14 calendar days prior written notice for cancellation for non-payment of premium, by certified mail, return receipt requested, has been given to City of Williston."
- 2.12.5. Companies issuing the insurance policy or policies shall have no recourse against the City for payment of premiums or assessments for any deductibles that are the sole responsibility and risk of the Operator.
- 2.12.6. Certificates of Insurance for the insurance coverages required by Regulatory Measures and set forth in these Minimum Standards for each Activity shall be delivered to the Airport Director upon execution of any Agreement, or when approval is given by the City to conduct any Activity at the Airport. Thereafter, Operator shall provide Certificates of Insurance to the Airport Director every 12 months. In addition, Operator shall furnish a Certificate of Insurance if any change (e.g., changing underwriters, coverages, or amounts) occurs.
- 2.12.7. The coverages and amounts stipulated herein for each Activity represent the minimum coverages and amounts that shall be maintained by Operator, at all times, to engage in Activities at the Airport.
- 2.12.8. Any self-insured Operator shall furnish evidence of such self-insurance and shall defend, indemnify, save, protect, and hold harmless the City in the event of any claims or litigation arising out of the Activities at the Airport. Such evidence shall be reviewed and approved in writing by the Airport Director.
- 2.12.9. Operator with known environmental contamination exposures shall be required to secure appropriate environmental liability insurance with coverage amounts appropriate for the type and level of environmental contamination exposure risk, as determined by the City.

2.13. Indemnification and Hold Harmless

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

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

2.13.2. In the event of an environmental law violation or an environmental contaminating accident or incident caused by Operator or Operator's employees, vendors, suppliers, contractors, or any other entity associated with Operator or in the event any of these entities violates any environmental law, the following shall apply.

2.13.2.1. Operator shall accept total responsibility and defend, indemnify, save, protect, and hold harmless the City, individually and collectively, and its representatives, officers, officials, employees, agents and volunteers.

2.13.3. Nothing herein shall constitute a waiver of any protection available to the City, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers under the State of North Dakota's governmental immunity act or similar statutory provision.

2.14. Enforcement

2.14.1. In the event an entity fails to comply with these Minimum Standards, the Airport Director shall send a written statement of violation to such entity at its last known address. The entity shall have 14 calendar days within which to provide a statement to the Airport Director (a) explaining why the violation occurred and to advise the Airport Director that the violation has been corrected or (b) when and how the violation will be corrected. The Airport Director has the right to suspend the entity's operations and/or revoke the entity's privileges at the Airport, as the Airport Director deems necessary in order to obtain a correction of the violation. In addition, any such violations shall be considered any time the entity submits an application, seeks permission, or requests approval from the Airport Director. The entity shall pay for any costs incurred by the City, including but not limited to, attorney fees, expert witness fees, court costs, and other legal costs, etc.

2.15. Taxes

2.15.1. Operator shall, at its sole cost and expense, pay all taxes, fees, and other charges, that may be levied, assessed, or charged by any duly authorized Agency, relating to the Operator's Activities conducted at the Airport.

2.16. Multiple Activities

- 2.16.1. When more than one Activity is conducted by an Operator at the Airport, the minimum standards or requirements shall be established by the City.
- 2.16.2. The minimum standards or requirements for combined Activities shall not be:
- 2.16.2.1. less than the highest standard or requirement for each element (e.g., land, facilities, etc.) within the combined Activities, or
 - 2.16.2.2. greater than the cumulative standards or requirements for all of the combined Activities.

3. FIXED BASE OPERATOR

3.1. Introduction

3.1.1. A Fixed Base Operator (FBO) is a Commercial Operator engaged in the sale of products and services and the renting or subleasing of facilities including, at a minimum, the following Activities:

Activities	
Aviation Fuels and Aircraft lubricants ¹	Yes
Ground services, support, and amenities ¹	Yes
Aircraft storage	
Ramp/tiedown	Yes
Hangar	Yes
Aircraft maintenance ²	Yes
Aircraft rental ²	Yes
Flight training ²	Yes
Aircraft charter ²	Yes

3.1.2. In addition to the General Requirements set forth in Section 2 of these Minimum Standards, each FBO at the Airport shall comply with the following minimum standards set forth in this section.

3.2. Scope of Activity

3.2.1. Unless otherwise stated in these Minimum Standards, all required products and services shall be provided by FBO’s Employees using the FBO’s Aircraft, Vehicles, Equipment, and resources.

3.2.2. Aviation Fuels and Aircraft Lubricants

3.2.2.1. FBO shall deliver and dispense, upon request, the following Aviation Fuel and Aircraft lubricants into all General Aviation Aircraft and shall be able to deliver and dispense, upon request, into all Air Carrier, government, and military Aircraft using the Airport.

Aviation Fuels and Lubricants	
Jet Fuel	Yes
Avgas	Yes
Lubricants	Yes
Response time (minutes) ³	15

¹ May only be provided by an authorized FBO.

² FBO can meet these requirements by arrangement (and through agreement a copy of which must be provided to the Airport Director) with an authorized Operator who meets the Minimum Standards for the Activity and operates at the Airport.

³ From time of customers’ request during required hours of activities, except in circumstances or situations beyond the control of the FBO.

3.2.3. Ground Services, Support, and Amenities

3.2.3.1. FBO shall provide, upon request, the following passenger, crew, and Aircraft ground services, support, and amenities, for General Aviation Aircraft using the Airport:

Ground Services, Support, and Amenities	
Aircraft marshalling	Yes
Aircraft parking and tiedown	Yes
Aircraft towing	Yes
Oxygen services ¹	Yes
Nitrogen service ¹	Yes
Compressed air services	Yes
Lavatory services	Yes
Potable water service	Yes
Aircraft ground power (Direct Current or DC)	Yes
Aircraft preheat	Yes
Aircraft deicing	Yes
Baggage handling and related services	Yes
Concierge services	Yes
Courtesy transportation ²	Yes
Ground transportation arrangements ³	Yes
Accommodation arrangements	Yes
Aircraft catering arrangements	Yes
Aircraft cleaning/washing service (largest Aircraft) ⁴	Yes

3.2.4. Aircraft Storage

3.2.4.1. FBO shall develop, own, and/or lease facilities for the purpose of Subleasing Aircraft storage facilities.

3.2.5. Aircraft Maintenance

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

¹ Service to be provided by FBO or in compliance with Section 3.2.5.4.

² Utilizing FBO's Vehicles for passenger, crew, and baggage, as necessary and/or appropriate.

³ Crew and passenger transportation arrangements (e.g., limousine, shuttle, rental car, and/or taxi).

⁴ General Aviation Aircraft frequenting the Airport.

Customers Served	
Fixed wing: Piston (single-engine and multi-engine)	Yes
Fixed wing: Turboprop	Yes
Fixed wing: Turbojet ¹	Line Only
Part 145 Repair Station	No

- 3.2.5.2. FBO shall be able to provide Aircraft Line Maintenance for all Air Carrier Aircraft utilizing the Airport.
- 3.2.5.3. FBO shall be able to provide wheel, brake, and battery service.
- 3.2.5.4. FBO can meet these requirements by arrangement and through agreement (a copy of which must be provided to the Airport Director) with an authorized Operator who meets the minimum standards for Aircraft Maintenance Operator and operates at the Airport.
- 3.2.6. Aircraft Rental
 - 3.2.6.1. FBO shall provide Aircraft Rental in accordance with Section 6 of these Minimum Standards.
 - 3.2.6.2. FBO can meet these requirements by arrangement and through agreement (a copy of which must be provided to the Airport Director) with an authorized Operator who meets the minimum standards for Aircraft Rental Operator and operates at the Airport.
- 3.2.7. Flight Training
 - 3.2.7.1. FBO shall provide Flight Training in accordance with Section 6 of these Minimum Standards.
 - 3.2.7.2. FBO can meet these requirements by arrangement and through agreement (a copy of which must be provided to the Airport Director) with an authorized Operator who meets the minimum standards for Flight Training Operator and operates at the Airport.
- 3.2.8. Aircraft Charter
 - 3.2.8.1. FBO shall provide Aircraft Charter in accordance with Section 7 of these Minimum Standards.
 - 3.2.8.2. FBO can meet these requirements by arrangement and through agreement (a copy of which must be provided to the Airport Director) with an authorized Operator who meets the minimum standards for Aircraft Charter Operator and operates at the Airport.

3.3. Leased Premises

- 3.3.1. FBO shall have adequate land and Improvements to accommodate all Activities of the FBO and all approved Sublessees, but not less than the following:

¹ General Aviation Aircraft up to Group III Turbojet Aircraft not exceeding 100,000 pounds maximum gross takeoff weight.

3.3.1.1. Contiguous Land and Ramp consisting of the following:

Contiguous Land and Ramp (square feet)	
Contiguous Land	174,240
Ramp ¹	87,120
Paved Tiedowns ²	10

3.3.1.2. Facilities consisting of the following:

Facilities (square feet)	
Terminal Building (total)	5,000
Customer area ³	2,500
Administrative area ⁴	500
Rental (leasable) office area ⁵	500
Aircraft Maintenance (total)	10,000
Customer area ⁶	250
Administrative area ⁵	250
Maintenance area ⁷	500
Maintenance Hangar ⁸	8,100
Maintenance Hangar door height/width	20'/80'
Aircraft storage (community Hangar ² total)	20,000
Door height/width	28'/100'

3.4. Fuel Storage

- 3.4.1. FBO shall own or lease an above ground Fuel storage facility at the Airport in a location approved by the Airport Director and consistent with the Airport’s Master Plan, Airport Layout Plan, and/or Airport Land Use Plan.
- 3.4.2. Fuel storage facility shall have total capacity for three days peak supply of aviation Fuels (excluding special events) of aviation Fuel for Aircraft being serviced by FBO. In no event shall the total storage capacity be less than:

¹ Ramp associated with (and located immediately adjacent to) the FBO Terminal Building which can accommodate the heaviest General Aviation Aircraft frequenting the Airport.

² Adequate to accommodate the number, type, and size of General Aviation Aircraft (Based Aircraft and Transient Aircraft) requiring Tiedown space on the Leased Premises.

³ Customer/common area shall include customer lounge(s), flight planning room, vending, conference room, restrooms, crew lounge, and crew sleep/quiet room.

⁴ Administrative area shall include adequate space for employee offices, work areas, and storage.

⁵ Rental (leasable) office area shall be available to accommodate offices, work areas, and storage for Sublessees.

⁶ Customers shall have immediate access to FBO’s customer lounge and restrooms. If immediate access is not available, customer area shall be at least the minimum dedicated square feet outlined in the above table to include adequate space for customer lounge and restrooms.

⁷ Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment which may be co-located within Hangar.

⁸ Clear span (on a standalone basis or within another structure) and completely enclosed.

Fuel Storage Facility	
Jet Fuel	
Minimum total capacity (gallons) ¹	30,000
Avgas	
Minimum total capacity (gallons)	12,000

- 3.4.2.1. FBO shall have adequate and proper storage for waste Fuel or test samples.
- 3.4.2.2. FBO shall be capable of expanding its Fuel storage facility capacity within a reasonable period of time.
- 3.4.3. FBO shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier for the delivery of aviation Fuels in the quantities necessary to meet the requirements set forth herein or the reasonable peak demands of customers.
- 3.4.4. FBO shall provide the Airport Director with a written Spill Prevention, Control, and Countermeasures (SPCC) Plan that meets Regulatory Measures for FBO's Fuel storage facilities and Activities. An updated copy of the SPCC Plan shall be filed with the Airport Director at least 30 calendar days prior to any scheduled changes in operations.
- 3.4.5. Fuel delivered, stored, or dispensed by FBO shall comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D 1655 (Jet Fuel) and ASTM D 1910 (Avgas). Ensuring the quality of the Fuel is the sole responsibility of FBO.

3.5. Fueling Reports

- 3.5.1. On or before the 10th calendar day of the subsequent month, FBO shall: (a) provide a summary report to the Airport Director identifying the number of gallons of aviation Fuel: (i) purchased by FBO by Fuel type (ii) delivered to FBO's Fuel storage facility by Fuel type, and (iii) dispensed by FBO at the Airport to FBO and customer aircraft, and (b) pay the appropriate fees due to the City at the Airport administrative offices.
- 3.5.2. Upon request, records and meters shall be made available for review by the Airport Director. In the case of a discrepancy between the amount of Fuel purchased by and/or delivered to FBO and the amount of Fuel dispensed by FBO, the greater amount shall prevail and the FBO shall promptly pay all additional fees due and owing the City at the Airport administrative offices, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

¹ Unless FBO has a more than one fuel storage tank for Jet Fuel, a backup Fuel storage tank for Jet Fuel must be Readily Available through written agreement with a separate FBO (a copy of which must be provided to the Airport Director) which operates at the Airport.

3.6. Fueling Equipment

3.6.1. FBO shall have the following Refueling Vehicles and associated capacities:

Fueling Equipment	
Jet Fuel	
Refueling Vehicle(s)	2
Capacity of 1 st Refueling Vehicle (gallons)	5,000
Capacity of 2 nd Refueling Vehicle (gallons)	3,000
Avgas	
Refueling Vehicle(s)	2 ¹
Capacity of Refueling Vehicle (gallons)	750
Fixed self-serve Fueling system	3.7. Optional

3.7.1.1. A fixed Avgas self-serve Fueling system can be substituted for one Avgas Refueling Vehicle. If so, the system shall: (a) be constructed or installed in a location specified and approved by the Airport Director, (b) be available and maintained by FBO for public Commercial use, and (c) have detailed and readily accessible instructions for the proper and safe operation of the system and a fully operational and readily accessible telephone, emergency shut-off, properly rated fire extinguisher, and Fuel spill kit.

3.7.2. Refueling Vehicles shall be equipped with metering devices that meet applicable Regulatory Measures. One Refueling Vehicle dispensing Jet Fuel shall have over-the-wing and single point Aircraft servicing capability. All Refueling Vehicles shall be bottom loaded.

3.8. Ground Support and Service Equipment

3.8.1. FBO shall have the following Equipment:

Ground Support and Service Equipment	
Oxygen cart(s) ²	1
Nitrogen cart(s) ¹⁹	1
Compressed air unit(s)	1
Lavatory service cart(s)	1
Potable water unit(s)	1
Cabin service units	1
Air stair unit(s) ³	1

¹ A fixed fueling system on the FBO's Leased Premises or a backup Refueling Vehicle Readily Available through written agreement with a separate FBO (a copy of which must be provided to the Airport Director) which operates at the Airport can be substituted for one Avgas Refueling Vehicle.

² Equipment to be provided by FBO or in compliance with Section 3.2.5.4.

³ Equipment shall be Readily Available.

Preheat unit	1
Deicing unit	1
Snowplow attachments	As required
Courtesy Vehicle(s) ¹	1
Minimum number of passengers	5
Crew car(s) ²	1
Aircraft towing Vehicle(s) ³	2
Tow bars/heads	As required
Aircraft ground power (Direct Current or DC)	2
Equipment for securing Aircraft on the Ramp ⁴	As required
Spill kits ⁵	2
Dry chemical fire extinguisher units ⁶	As required

3.9. Hours of Activity

3.9.1. Aviation Fuels and Aircraft lubricants as well as ground services, support, and amenities shall be continuously offered and available to meet reasonable demands of customers for this Activity as follows:

Hours of Activity	
Hours	0500-2200
Days per week	7
Holidays	Yes
After hours on-call response time	1 hour

3.9.2. FBO (or authorized Aircraft Maintenance Operator) shall be open and services shall be continuously offered and available to meet reasonable demands of the public for this Activity as outlined in Section 2.10 of these Minimum Standards.

3.10. Employees

3.10.1. Employees, while on duty, shall be clean, neat in appearance, and at all times, properly uniformed. Uniforms shall identify the name of the FBO.

3.10.1.1. Management and administrative employees shall not be required to be uniformed.

3.10.2. FBO shall have properly trained and qualified Employees to provide Aircraft Fueling, parking, and ground services and support, as follows:

¹ To be utilized (by FBO).
² To be utilized (by crew members) for transportation to and from destinations on the Airport to local area resorts, hotels, and restaurants.
³ At least one having a rated draw bar capacity sufficient to meet the towing requirements of the heaviest General Aviation Aircraft normally frequenting the Airport.
⁴ Including ropes, chains, and/or other types of Aircraft restraining devices and wheel chocks which are required to safely secure Aircraft as described in AC 20-35C.
⁵ Including necessary Equipment and materials to contain and restrict a Fuel spill and restrict Fuel or other Hazardous Materials from flowing into drains and other areas, in compliance with the FBO's SPCC Plan.
⁶ Approved and regularly inspected dry chemical fire extinguisher units shall be maintained within all Hangars, on all Ramp areas, at all Fuel storage facilities, and on all ground handling and Refueling Vehicles and Equipment.

Employees	
Line service technician(s) ¹	
During Hours of Activity	3
Customer Service Representative(s) ²	
During Hours of Activity	1

3.10.3. FBO (or authorized Aircraft Maintenance Operator) shall comply with the Aircraft Maintenance Employee requirements as identified in Section 4 of these Minimum Standards.

3.11. Licenses and Certification

3.11.1. FBO shall comply with the Licenses and Certification requirements for Aircraft Maintenance as identified in Section 2.7 of these Minimum Standards.

3.12. Standard Operating Procedures

3.12.1. FBO shall develop and maintain Standard Operating Procedures (SOP). FBO's SOP shall include, at a minimum, a training plan, Fuel quality assurance procedures and associated record keeping, and emergency response procedures to Fuel spills and fires, and aircraft ground handling procedures. FBO's SOP shall also address: (a) regular safety and security inspections, (b) bonding and fire protection, (c) public protection, and (d) marking and labeling of (and controlling access to) Refueling Vehicles, Fueling Equipment, and Fuel storage facilities.

3.12.1.1. FBO's SOP shall be submitted to the Airport Director no later than 30 calendar days before the FBO's Activities are scheduled to commence and it shall be resubmitted any time changes are planned.

3.12.2. Fuel storage facilities and Fueling Equipment shall be equipped and maintained to FBO's SOP and shall comply with applicable Regulatory Measures and industry best practices including, without limitation, those prescribed by:

3.12.2.1. National Fire Protection Association (NFPA) Codes;

3.12.2.2. State of North Dakota;

3.12.2.3. County of Williams;

3.12.2.4. City of Williston;

3.12.2.5. 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials"; and

¹ FBO shall have at least one supervisory line service technician (FBO Employee) trained in an FAA approved fire safety program (14 CFR Part 139.321).

² A line service technician may fulfill the responsibilities of the customer service representative unless the line service technician is performing duties off the Leased Premises.

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

3.13. Aircraft Removal

3.13.1. Recognizing that Aircraft removal is the responsibility of the Aircraft Owner or Aircraft Operator, FBO shall be prepared to lend assistance within 30 minutes from the time a request is made by the Airport Director or the Aircraft Owner or Aircraft Operator in order to maintain the operational readiness of the Airport. FBO shall prepare an Aircraft removal plan and have the Equipment Readily Available necessary to remove up to and including the following Aircraft:

Aircraft Removal	
Aircraft Design Group	Group III

4. AIRCRAFT MAINTENANCE OPERATOR (SASO)

4.1. Introduction

4.1.1. An Aircraft Maintenance Operator is a Commercial Operator engaged in providing Aircraft Maintenance on the Airport for Aircraft other than those owned, leased, and/or operated by (under the full and exclusive control of) Operator on the Airport.

4.1.2. In addition to the General Requirements set forth in Section 2 of these Minimum Standards, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

4.2. Leased Premises

4.2.1. Operator engaging in this Activity shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessees, but not less than the following, which are not cumulative.

Leased Premises (square feet)	
Contiguous Land (Lessee only)	
Single-engine Piston	21,780
Multi-engine Piston	21,780
Turboprop	32,670
Turbojet	43,560
Customer area ¹	
Lessee	500
Sublessee	Immediate access
Administrative area ²	
	500
Maintenance area ³	
Single-engine Piston	500
Multi-engine Piston	640
Turboprop	810
Turbojet	1,000
Hangar ⁴	
Single-engine Piston	3,600
Multi-engine Piston	6,400
Turboprop	8,100
Turbojet	10,000

¹ Customer area (for a Lessee) shall include adequate space for (or in the case of a Sublessee, immediate access to) customer lounge and restrooms.

² Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.

³ Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment which may be co-located within Hangar.

⁴ Hangar area shall be at least equal to the square footage stipulated for the type of service being provided (as identified above) or large enough to accommodate the largest General Aviation Aircraft being serviced, whichever is greater.

4.3. Employees

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

Employees	
A & P Mechanic(s)	1
Customer Service Representative(s) ¹	1

4.3.2. If Operator is not certificated as a Repair Station (as defined in 14 CFR Part 145) and is providing annual or phase inspections, one A & P Mechanic shall have Inspection Authorization (IA).

4.4. Equipment

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

4.5. Defueling

4.5.1. An Aircraft Maintenance Operator may defuel Aircraft if necessary for aircraft maintenance purposes only. Additionally, an Aircraft Maintenance Operator may refuel the defueled Aircraft following provision of required aircraft maintenance. Defueling and refueling shall not be construed to permit an Aircraft Maintenance Operator to engage in the sale of aviation Fuels as this Activity is specifically reserved for an FBO in Section 3 of these Minimum Standards.

4.5.2. Aircraft Maintenance Operator conducting defueling and refueling of defueled Aircraft shall have adequate and proper fuel storage, provide the Airport Director with a SPCC Plan for defueling, refueling, and fuel storage, and conform with Section 3.4.5, Section 3.5, and Section 3.12.2 of these Minimum Standards.

4.5.2.1. If the gallons defueled from an Aircraft are equal to the gallons refueled in the Aircraft, compliance with Section 3.5 of these Minimum Standards is not applicable.

¹ An A & P Mechanic may fulfill the responsibilities of the customer service representative unless the A & P Mechanic is performing duties off the Leased Premises.

5. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

5.1. Introduction

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

5.1.2. In addition to the General Requirements set forth in Section 2 of these Minimum Standards, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

5.2. Leased Premises

5.2.1. Operator engaging in this Activity shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessees, but not less than the following, which are not cumulative.

5.2.1.1. For Operators performing benchwork only (i.e., no removal or replacement services are being performed), the minimum facility requirements are as follows.

Leased premises (square feet)	
Contiguous Land (Lessee only)	10,890
Customer area ¹	
Lessee	250
Sublessee	Immediate access
Administrative area ²	250
Maintenance area ³	250

5.2.1.2. For Operators performing services beyond benchwork (i.e., removal and replacement services are being performed), the minimum facility requirements are as follows.

Leased premises (square feet)	
Contiguous Land (Lessee only)	
Single-engine piston	21,780
Multi-engine piston	21,780
Turboprop	32,670
Turbojet	43,560
Customer area ¹	

¹ Customer area (for a Lessee) shall include adequate space for (or in the case of a Sublessee, immediate access to) customer lounge and restrooms.
² Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.
³ Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment which may be co-located within Hangar.

Leased premises (square feet)	
Lessee	250
Sublessee	Immediate access
Administrative area ²	250
Maintenance area ³	
Single-engine piston	500
Multi-engine piston	640
Turboprop	810
Turbojet	1,000
Hangar ⁴	
Single-engine piston	3,600
Multi-engine piston	6,400
Turboprop	8,100
Turbojet	10,000

5.3. Licenses and Certifications

- 5.3.1. Operator shall be properly certificated by the FAA as a Repair Station, as defined by 14 CFR Part 145.
- 5.3.2. Employees shall be properly certificated by the FAA and the Federal Communications Commission, current, and hold the appropriate ratings for the work being performed.

5.4. Employees

- 5.4.1. Operator shall employ the number of Employees as required by 14 CFR Part 145.

5.5. Equipment

- 5.5.1. Operator shall provide sufficient shop space, Equipment, supplies, and availability of parts as defined by 14 CFR Part 145.

¹ Customer area (for a Lessee) shall include adequate space for (or in the case of a Sublessee, immediate access to) customer lounge and restrooms.

² Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.

³ Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.

⁴ Hangar shall be at least equal to the square footage stipulated for the type of service being provided (as identified above) or large enough to accommodate the largest General Aviation Aircraft being serviced, whichever is greater.

6. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

6.1. Introduction

- 6.1.1. An Aircraft Rental Operator is a Commercial Operator engaged in the rental of Aircraft to the public at the Airport.
- 6.1.2. A Flight Training Operator is a Commercial Operator engaged in providing flight instruction to the public at the Airport.
 - 6.1.2.1. A person holding a current FAA Certified Flight Instructor certificate, who provides occasional Flight Training to an Aircraft Owner in the Owner’s Aircraft and is not compensated by the Aircraft Owner or any other party and does not make Flight Training available to the public, shall not be deemed a Commercial Activity.
- 6.1.3. In addition to the General Requirements set forth in Section 2 of these Minimum Standards, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

6.2. Leased Premises

- 6.2.1. Operator engaging in this Activity shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessee(s), but not less than the following, which are not cumulative.

Leased Premises (square feet)	
Contiguous Land (Lessee only)	21,780
Customer area	
Lessee ¹	250
Sublessee ²	100
Administrative area ³	250
Self-maintenance ⁴	
Maintenance area ⁵	500
Hangar ⁶	3,600

- 6.2.1.1. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall comply with the minimum standards for an Aircraft Maintenance Operator (Section 4 of these Minimum Standards).

¹ Customer area shall include adequate space for customer lounge, class/training rooms, and restrooms.
² Customer area shall include adequate space for class/training rooms and immediate access to customer lounge and restrooms.
³ Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.
⁴ Only for Operators engaged in self-maintenance.
⁵ Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment which may be co-located within Hangar.
⁶ Hangar shall be at least equal to the square footage stipulated (as identified above) or large enough to accommodate the largest Aircraft in Operator’s fleet at the Airport maintained by the Operator, whichever is greater.

6.3. Licenses and Certifications

6.3.1. Employees performing Aircraft proficiency checks and/or Flight Training shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certifications for the Aircraft being utilized and/or Flight Training being provided.

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

6.4. Employees

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

Employees	
Aircraft Rental Operator	
Employee(s)	1
Customer Service Representative(s) ¹	1
Flight Training Operator	
Flight Instructor(s)	1
Certificated ground school instructor(s) ²	1
Customer Service Representative(s) ³	1

6.5. Equipment

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

Equipment	
Aircraft Rental Operator Aircraft	
Fixed wing: single-engine	1 ⁴
Flight Training Operator Aircraft	
Fixed wing: single-engine	1 ⁵

6.5.2. Flight Training Operators shall provide, at a minimum, adequate training aids necessary to provide proper and effective ground school instruction.

¹ An employee may fulfill the responsibilities of the customer service representative unless the employee is performing duties off the Leased Premises.
² Capable of providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for commercial pilot and instrument rating. May be fulfilled by a properly certified flight instructor.
³ A flight instructor may fulfill the responsibilities of the customer service representative unless the flight instructor is performing duties off the Leased Premises.
⁴ One Aircraft must be IFR capable and four place.
⁵ One Aircraft must be IFR capable unless Flight Training Operator is only providing Sport Pilot training.

6.6. Hours of Activity

6.6.1. Operator shall be open and services shall be available to meet the reasonable demands of customers for this Activity as follows:

Hours of Activity	
Hours	8 hours per day
Days per week	6
Holidays	No
After hours	Prior arrangement

6.7. Insurance Disclosure Requirement

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

7. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

7.1. Introduction

- 7.1.1. An Aircraft Charter Operator is a Commercial Operator engaged in on-demand common carriage for persons or Property (as defined in 14 CFR Part 135) or operates in private carriage (as defined in 14 CFR Part 125) on the Airport.
- 7.1.2. An Aircraft Management Operator is a Commercial Operator engaged in the business of providing Aircraft management including, but not limited to, flight dispatch, flight crews, or Aircraft Maintenance coordination to the public on the Airport.
- 7.1.3. In addition to the General Requirements set forth in Section 2 of these Minimum Standards, each Operator at the Airport shall comply with the following minimum standards set forth in this section.

7.2. Leased Premises

- 7.2.1. Operator engaging in this Activity shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessee(s), but not less than the following, which are not cumulative.

Leased Premises (square feet)	
Contiguous Land (Lessee only)	21,780
Customer area ¹	
Lessee	250
Sublessee	Immediate access
Administrative area ²	250
Self-maintenance ³	
Maintenance area ⁴	500
Hangar ⁵	3,600

- 7.2.1.1. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall comply with the minimum standards for an Aircraft Maintenance Operator (Section 4 of these Minimum Standards).

¹ Customer area (for a Lessee) shall include adequate space for (or in the case of a Sublessee, immediate access to) customer lounge and restrooms.
² Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.
³ Only for Operators engaged in self-maintenance.
⁴ Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment which may be co-located within Hangar.
⁵ Hangar shall be at least equal to the square footage stipulated (as identified above) or large enough to accommodate the largest Aircraft in Operator’s fleet at the Airport maintained by the Operator, whichever is greater.

7.3. Licenses and Certifications

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

7.4. Employees

7.4.1. If certificated to engage in on-demand common carriage for persons or Property, Aircraft Charter Operator shall employ the number of Employees as required by 14 CFR Part 135.

7.4.2. If certificated to engage in private carriage (as defined in 14 CFR Part 125), Aircraft Charter Operator shall, at a minimum, employ the following number of Employees who shall be available during required hours of activity as follows:

Employees	
Chief Pilot ¹	Yes
Commercial Pilot(s)	1
Customer Service Representative(s) ²	1

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

Employees	
Commercial Pilot(s) ³	1
Customer Service Representative(s) ⁴	1

7.5. Equipment

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

¹ A commercial pilot may serve as the chief pilot.

² The chief pilot or a commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off the Leased Premises.

³ If providing pilot services.

⁴ A commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off the Leased Premises.

7.6. Hours of Activity

7.6.1. Operator shall be open and services shall be available to meet the reasonable demands of customers for this Activity, as follows:

Hours of Activity	
Hours	8 hours per day
Days per week	5
Holidays	No
After hours	Yes (initial response within 1 hour)

7.6.2. For Aircraft Charter Operator, after hours, on-call response time is as follows. Each response time is predicated upon the previous step, initialized upon customer inquiry.

After Hours, On-Call Response Time	
Response to customer inquiry	1 hour
Provision of trip quote	1 hour
Flight initiation ¹	2 hours

¹ Notwithstanding circumstances beyond Operator's control, Operator shall be able to initiate the flight within the time period identified.

8. AIRCRAFT SALES OPERATOR (SASO)

8.1. Introduction

8.1.1. An Aircraft Sales Operator is a Commercial Operator engaged in the sale of more than three new and/or used Aircraft during a 12-month period on the Airport. This excludes individuals selling personally owned Aircraft, unless the individual purchases Aircraft for the primary purpose of resale.

8.1.2. In addition to the General Requirements set forth in Section 2 of these Minimum Standards, each Aircraft Sales Operator at the Airport shall comply with the following minimum standards set forth in this section.

8.2. Leased Premises

8.2.1. Operator engaging in this Activity shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessee(s), but not less than the following, which are not cumulative.

Leased Premises (square feet)	
Contiguous Land (Lessee only)	21,780
Customer area ¹	
Lessee	250
Sublessee	Immediate access
Administrative area ²	250
Self-maintenance ³	
Maintenance area ⁴	500
Hangar ⁵	3,600

8.2.1.1. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall comply with the minimum standards for an Aircraft Maintenance Operator (Section 4 of these Minimum Standards).

8.3. Dealership

8.3.1. Operator, who is an authorized factory sales franchise, dealer, or distributor either on a retail or wholesale basis, shall have available or shall make available with reasonable advance notice at least one current model demonstrator of Aircraft in each of its currently authorized product lines.

8.4. Licenses and Certifications

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

¹ Customer area (for a Lessee) shall include adequate space for (or in the case of a Sublessee, immediate access to) customer lounge and restrooms.
² Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.
³ Only for Operators engaged in self-maintenance.
⁴ Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment which may be co-located within Hangar.
⁵ Hangar shall be at least equal to the square footage stipulated (as identified above) or large enough to accommodate the largest Aircraft in Operator’s fleet at the Airport maintained by the Operator, whichever is greater.

8.5. Employees

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

Employees	
Commercial Pilot(s)	1
Customer Service Representatives ¹	1

8.6. Hours of Activity

8.6.1. Operator shall be open and services shall be available to meet the reasonable demands of customers for this Activity as follows:

Hours of Activity	
Hours	8 hours per day
Days per week	5
Holidays	No
After hours	Prior arrangement

8.7. Sales Guarantee or Warranty

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

¹ A commercial pilot may fulfill the responsibilities of the customer service representative unless the commercial pilot is performing duties off the Leased Premises.

9. AIRCRAFT STORAGE OPERATOR (SASO)

9.1. Introduction

9.1.1. An Aircraft Storage Operator is a Commercial Operator that owns (or leases) an Aircraft storage facility and/or associated office or shop space on the Airport and sells (or Subleases) such space to entities engaging in Commercial Aeronautical Activities.

9.1.2. In addition to the General Requirements set forth in Section 2 of these Minimum Standards, each Aircraft Storage Operator at the Airport shall comply with the following minimum standards set forth in this section.

9.2. Leased Premises

9.2.1. Operator engaging in this Activity shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessee(s), but not less than the following, which are not cumulative.

Leased Premises (square feet)	
Contiguous Land	
Single-engine piston	21,780
Multi-engine piston	21,780
Turboprop	32,670
Turbojet	32,670
Hangar ¹	
Single-engine piston	3,600
Multi-engine piston	6,400
Turboprop	8,100
Turbojet	10,000

9.3. Hours of Activity

9.3.1. Operator shall ensure the facilities are available for use (and readily accessible) 24 hours a day, 7 days a week including holidays.

¹ Cumulative amount of Hangar located on contiguous land limited to the following types of Hangar structures: (a) single structures of not less than 2,500 square feet completely enclosed or (b) single structures of not less than 7,500 square feet subdivided and configured (although each unit shall not be less than 1,250 square feet) to accommodate individual bays for storage of Aircraft designed in accordance to the requirements in Section 2.5.5 for Single-Engine Piston Aircraft.

10. OTHER COMMERCIAL AERONAUTICAL ACTIVITIES (SASO)

10.1. Introduction

10.1.1. This section pertains to SASOs engaging in limited Aircraft services and support Activities (see Section 10.1.1.1), experimental Aircraft services and support Activities, miscellaneous Commercial services and support Activities, or air transportation services for hire Activities as outlined below.

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

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

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

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

10.1.2. In addition to the General Requirements set forth in Section 2 of these Minimum Standards, each of the SASOs described in Section 10.1.1 at the Airport shall comply with the following minimum standards set forth in this section.

10.2. Leased Premises

10.2.1. Operator engaging in this Activity shall have adequate land and Improvements, as appropriate and as agreed to by the Airport Director, to accommodate all Activities of Operator and all approved Sublessee(s), but not less than the following, which are not cumulative.

Leased Premises (square feet)	
Contiguous Land (Lessee only)	21,780
Customer area ¹	
Lessee	500
Sublessee	Immediate access
Administrative area ²	500
Self-maintenance ³	

¹ Customer area (for a Lessee) shall include adequate space for (or in the case of a Sublessee, immediate access to) customer lounge and restrooms.

² Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.

³ Only for Operators engaged in self-maintenance.

Leased Premises (square feet)	
Maintenance area ¹	500
Hangar ²	3,600

10.2.1.1. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall comply with the minimum standards for an Aircraft Maintenance Operator (Section 4 of these Minimum Standards).

10.3. Employees

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

10.4. Equipment

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

10.4.2. Operator shall have sufficient materials and/or supplies available to support the Activity.

10.5. Hours of Activity

10.5.1. Operator shall be open and services shall be available during the hours maintained by qualified and experienced entities providing comparable services and/or engaging in similar Activities at comparable airports.

10.5.2. Operator's services shall be available to meet the reasonable demands of customers for the Activity.

¹ Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and Equipment which may be co-located within Hangar.

² Hangar shall be at least equal to the square footage stipulated (as identified above) or large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by the Operator, whichever is greater.

11. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (SASO)

11.1. *Introduction*

11.1.1. The City recognizes that Aircraft Owners or Aircraft Operators using the Airport may, from time to time, have specialized service requirements (i.e., Aircraft Maintenance, Flight Training, etc.). When specialized service is required, but is not available at the Airport through existing Operators due to the specialized nature of the service requirements and/or existing Operators are unable to provide the services required within a reasonable timeframe, the Airport Director may allow an Aircraft Owner or Aircraft Operator to solicit and utilize the services of a qualified and experienced entity to provide said services.

11.1.1.1. Aircraft Owner or Aircraft Operator shall initialize the process by informing the Airport Director about the specialized services desired, the timeframe for the execution of said services, and the Temporary Specialized Aviation Service Operator to provide such services.

11.1.1.2. Aircraft Operator shall be responsible for assuring the Temporary Specialized Aviation Service Operator complies with all Regulatory Measures while on the Airport.

11.1.2. In addition to the applicable General Requirements set forth in Section 2 of these Minimum Standards (which exclude Section 2.11), each Temporary Specialized Aviation Service Operator at the Airport shall comply with the following minimum standards set forth in this Section.

11.2. *Scope of Activity*

11.2.1. Temporary Specialized Aviation Service Operator shall conduct Activity on the Leased Premises of the Aircraft Owner or Aircraft Operator or in a location approved by the Airport Director in a safe, secure, efficient, prompt, courteous, and professional manner consistent with the degree of care and skill exercised by qualified and experienced operators providing similar services at comparable airports.

11.3. *General Aviation Operator Permit*

11.3.1. Prior to engaging in Activity at the Airport, Temporary Specialized Aviation Service Operator must obtain a General Aviation Operator Permit from the Airport Director for a specific period of time (typically no more than 30 calendar days).

11.3.1.1. Renewal shall be subject to the Temporary Specialized Aviation Service Operator's compliance with all terms and conditions of the approved General Aviation Operator Permit.

11.3.2. Temporary Specialized Aviation Service Operator shall comply with all requirements for the permitted Activities and limit the service provided to the entity, area, and time period identified in the approved General Aviation Operator Permit.

11.3.3. Aircraft Operators requiring after-hours or weekend service by a Temporary Specialized Aviation Service Operator must notify the Airport Director prior to Operator engaging in Activities on the Airport.

12. GENERAL AVIATION OPERATOR PERMIT

12.1. *Application*

- 12.1.1. Any entity desirous of engaging in a Commercial Aeronautical Activity at the Airport (Applicant) shall complete all relevant and applicable sections of the General Aviation Operator and Lessee Application (Application) and submit the Application to the Airport Director and obtain a General Aviation Operator Permit (Permit) from the Airport Director prior to engaging in the desired Activity(ies) at the Airport.
- 12.1.2. Applicant shall submit all of the information requested in the Application and thereafter shall submit any additional information, data, and/or documentation that may be required or requested by the Airport Director in order to properly and fully evaluate the Application and facilitate an analysis of the prospective operation including, but not limited to, verifiable qualifications and experience; past and current financial performance, condition, and capability (as evidenced by historical and current financial statements); references; etc.
- 12.1.3. No Application will be deemed complete that does not provide the Airport Director with the information, data, and/or documentation necessary to enable the Airport Director to make a meaningful assessment of Applicant's prospective operation and determine whether or not the Applicant's prospective operation will comply with all applicable Regulatory Measures and be compatible with the Airport's Master Plan, Airport Layout Plan, and/or Airport Land Use Plan.
- 12.1.4. Following review and approval by the City and subject to the Applicant complying with all requirements, a Permit will be issued by the City.

12.2. *Approved General Aviation Operator Permit*

- 12.2.1. The Permit will be valid for the time period indicated in the Permit as long as Operator meets the following requirements.
 - 12.2.1.1. The information submitted by Operator is and remains current. Operator shall notify the Airport Director in writing within 21 calendar days of any change to the information submitted by Operator.
 - 12.2.1.2. Operator remains in full compliance with all applicable Regulatory Measures and the terms and conditions of the Permit.
- 12.2.2. The Permit may not be assigned or transferred and shall be limited solely to the approved Activity(ies) identified in the Permit.
- 12.2.3. For Lessees, the Permit shall be incorporated by reference into the Lessees' Agreement. The breach of any portion of the Permit by Operator, including the Application incorporated by reference thereto, shall be deemed a material breach of any associated Agreement allowing the City the option to terminate the Permit and/or the Agreement.

12.3. Existing Operator with an Existing Agreement

12.3.1. Change in Scope of Activities

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

13. ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS)

Williston Basin International Airport	Fixed Base Operator	Aircraft Maintenance Operator	Avionics or Instrument Maintenance Operator	Aircraft Rental or Flight Training Operator	Aircraft Charter or Aircraft Management Operator	Aircraft Sales Operator	Aircraft Storage Operator	Other Commercial Aeronautical Activities	Temporary Specialized Aviation Service Operator
COMMERCIAL GENERAL LIABILITY (Combined Single Limit)									
Each Occurrence	\$15,000,000	\$5,000,000 Piston/ Turboprop	\$5,000,000 Piston/ Turboprop	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Unlicensed Vehicles	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
BUSINESS AUTOMOBILE LIABILITY (Combined Single Limit, Each Occurrence) *									
Non-Movement Area	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Movement Area	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
HANGAR KEEPER'S LEGAL LIABILITY (Largest Aircraft Accommodated) **									
SE Piston	\$10,000,000 Each Aircraft \$15,000,000 Each Occurrence	Each Aircraft	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
		Each Occurrence	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
ME Piston		Each Aircraft	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
		Each Occurrence	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Turboprop Group I		Each Aircraft	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
		Each Occurrence	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
Turboprop Group II		Each Aircraft	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
		Each Occurrence	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Turbojet Group I		Each Aircraft	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
		Each Occurrence	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
Turbojet Group II		Each Aircraft	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
		Each Occurrence	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000
Turbojet Group III ***		Each Aircraft	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000
		Each Occurrence	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000
AIRCRAFT AND PASSENGER LIABILITY (Each Occurrence)									
SE Piston				\$1,000,000/\$100,000 sub limit per person				As required	As required
ME Piston				\$1,000,000/\$100,000 sub limit per person				As required	As required
Turboprop				\$5,000,000/\$250,000 sub limit per person				As required	As required
Turbojet/Group I				\$5,000,000/\$250,000 sub limit per person				As required	As required
Turbojet/Group II				\$10,000,000	\$10,000,000	\$10,000,000		As required	As required
Turbojet/Group III ***				\$10,000,000	\$10,000,000	\$10,000,000		As required	As required
Student and Renters				\$100,000					
ENVIRONMENTAL LIABILITY (Combined Single Limit)									
	\$2,000,000	\$1,000,000							
WORKER'S COMPENSATION									
	Limits Based Upon Statutory Requirements								

* If entity operates any vehicle(s)

** Required for Operators possessing the care, custody, and control of non-owned Aircraft

*** Includes Aircraft Design Group IV, Group V, and Group VI