

# **RYAN AIRFIELD**



# **MINIMUM STANDARDS**

# TABLE OF CONTENTS

	Page
<b>1. INTRODUCTION .....</b>	<b>1</b>
1.1 PURPOSE AND SCOPE .....	1
1.2 APPLICABILITY .....	1
1.3 GROUNDS FOR DENIAL .....	1
1.4 DEFINITIONS .....	1
<b>2. GENERAL REQUIREMENTS.....</b>	<b>1</b>
2.1 INTRODUCTION .....	1
2.2 TENANT QUALIFICATIONS, EXPERIENCE AND CAPABILITIES.....	1
2.3 FINANCIAL STANDARDS .....	2
2.4 PERSONNEL.....	2
2.5 SECURITY.....	3
2.6 INSURANCE .....	3
2.7 INDEMNITY .....	3
<b>3. FIXED BASE OPERATOR .....</b>	<b>4</b>
3.1 DEFINITION .....	4
3.2 LEASED PREMISES .....	4
3.3 SCOPE OF ACTIVITY.....	4
3.4 FUEL STORAGE AND SALES .....	5
3.5 FUELING EQUIPMENT.....	6
3.6 EQUIPMENT .....	6
3.7 LICENSES AND CERTIFICATION .....	7
3.8 PERSONNEL.....	7
3.9 HOURS OF ACTIVITY.....	7
3.10 AIRCRAFT REMOVAL .....	7
<b>4. AIRCRAFT MAINTENANCE OPERATOR (SASO) .....</b>	<b>8</b>
4.1 DEFINITION.....	8
4.2 LEASED PREMISES .....	8
4.3 LICENSES AND CERTIFICATION .....	9
4.4 PERSONNEL.....	9
4.5 EQUIPMENT .....	9
4.6 HOURS OF ACTIVITY.....	9
<b>5. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO) .....</b>	<b>10</b>
5.1 DEFINITION.....	10
5.2 LEASED PREMISES .....	10
5.3 LICENSES AND CERTIFICATIONS.....	11
5.4 PERSONNEL.....	11
5.5 EQUIPMENT .....	11
5.6 HOURS OF ACTIVITY.....	11
<b>6. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO) .....</b>	<b>12</b>
6.1 DEFINITION.....	12
6.2 LEASED PREMISES .....	12
6.3 LICENSES AND CERTIFICATIONS.....	13
6.4 PERSONNEL.....	13
6.5 EQUIPMENT .....	13
6.6 HOURS OF ACTIVITY.....	13
<b>7. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO) .....</b>	<b>14</b>

# TABLE OF CONTENTS

	<b>Page</b>
7.1	DEFINITION .....14
7.2	LEASED PREMISES .....14
7.3	LICENSES AND CERTIFICATIONS.....15
7.4	PERSONNEL.....15
7.5	EQUIPMENT .....15
7.6	HOURS OF ACTIVITY.....15
<b>8.</b>	<b>SPECIALIZED COMMERCIAL AERONAUTICAL OPERATOR (SASO).....16</b>
8.1	INTRODUCTION .....16
8.2	LEASED PREMISES .....16
8.3	PERSONNEL.....16
8.4	EQUIPMENT .....16
8.5	HOURS OF ACTIVITY.....16
<b>9.</b>	<b>AIRCRAFT STORAGE OPERATOR (SASO).....17</b>
9.1	DEFINITION .....17
9.2	LEASED PREMISES .....17
<b>10.</b>	<b>PRIVATE FLYING CLUBS .....18</b>
10.1	DEFINITION .....18
10.2	RECORDS.....18
10.3	OPERATIONS .....18
<b>11.</b>	<b>PRIVATE FUELING COOPERATIVES.....19</b>
11.1	DEFINITION .....19
11.2	RECORDS.....19
11.3	OPERATIONS .....19
<b>12.</b>	<b>FUELING PERMITS.....20</b>
12.1	PERMIT/APPROVAL .....20
12.2	FUEL STORAGE .....20
12.3	CALIBRATED METERS .....20
12.4	STANDARD OPERATING PROCEDURES/SPILL PREVENTION CONTROL AND COUNTERMEASURES PLAN .....21
12.5	LIMITATIONS .....21
12.6	FACILITY REQUIREMENTS .....21

**1. INTRODUCTION**

**1.1 Purpose and Scope**

The purpose of these General Aviation Minimum Standards is to encourage, promote, and ensure (1) the delivery of high quality general aviation products, services, and facilities to Airport users; (2) the design and development of quality general aviation improvements and facilities at Ryan Airfield; (3) safety and security; (4) the economic health of general aviation Airport businesses; and (5) the orderly development of Airport property.

**1.2 Applicability**

These Minimum Standards specify the standards and requirements that must be met by any entity desiring to engage in one or more general aviation aeronautical activities at the Airport.

Any activities for which there are no specific minimum standards set forth herein shall be subject to such standards and provisions as are developed by TAA on a case-by-case basis and are set forth in such operator's written lease or operating agreement with TAA.

**1.3 Grounds for Denial**

Any application for lease or operating agreement that does not meet the intent of all qualifications, standards and requirements established by TAA is subject to denial.

**1.4 Definitions**

Terms used herein, whether or not capitalized, shall be given the same meaning as contained in the definitions set forth in the Rules and Regulations for Ryan Airfield.

**2. GENERAL REQUIREMENTS**

**2.1 Introduction**

All operators engaging in aeronautical activities at the Airport shall meet or exceed the requirements of this section and of the Rules and Regulations, as well as any minimum standards applicable to the operator's activities, as set forth in subsequent sections.

**2.2 Tenant Qualifications, Experience and Capabilities**

All prospective commercial users of Airport property shall meet minimum standards with respect to financial capability and responsibility, management qualifications and experience, general reputation to conduct authorized activities, and such other factors as TAA deems appropriate, including without limitation:

**2.2.1** business experience and expertise;

**2.2.2** intended use of the premises;

## **GENERAL REQUIREMENTS**

- 2.2.3** the quality and nature of the business and/or services to be conducted in or from the premises and in any other locations as reflected by, among other things, average sales or revenue; and
- 2.2.4** the compatibility and suitability of the business of the proposed operator to that of other operators and the Airport; and
- 2.2.5** good standing with the FAA.

### **2.3 Financial Standards**

As part of TAA's due diligence review for prospective operators or existing operators requesting new leases or operating agreements or extensions or modifications of existing leases or operating agreement, all or part of the following items will be reviewed on a basis consistent with the proposed business and operating risk:

- 2.3.1** Current audited financial statements - if over six months old, the operator shall provide audited statements and internal stub financials with a certified statement from a corporate officer that there are no material changes in the company's reporting, business operations, debt, etc., and that there are no undisclosed legal matters. If operator has no audited statements (for whatever reason), then operator shall provide three years of un-audited financials. TAA's financial statement review shall include all relevant information, including without limitation:
  - (a) Satisfactory Asset to Current Liability Ratio.
  - (b) Cash - TAA shall verify if there are any restrictions.
  - (c) Verification of receivables if over 50% of current assets.
- 2.3.2** Confirmation of exact company and corporate structure authorized to do business in Arizona.
- 2.3.3** If the prospective operator is a new company with an established parent, then an appropriate guaranty (and financial statements) from the parent company shall be required.
- 2.3.4** Verification of references of similar relationships and business operation as is proposed for TAA.
- 2.3.5** Verification of credit and financing capabilities.
- 2.3.6** If an existing operator, any default, payment or otherwise, under existing or prior leases.

### **2.4 Personnel**

- 2.4.1** Operator shall have in its employ, on duty, and on premises or readily available during hours of activity, properly trained, qualified, and courteous personnel in such numbers as are required to meet these Minimum Standards and to meet

the reasonable demands of the aviation public for each activity being conducted in a safe, efficient, courteous, and prompt manner.

- 2.4.2** Personnel, while on duty, shall be clean, neat, professional in appearance and courteous. Uniforms, if worn, shall identify the name of the operator and the employee and shall be clean, neat, professional, and properly maintained at all times.

**2.5 Security**

- 2.5.1** Operators shall designate a responsible person for the coordination of all security procedures and communications and provide point-of-contact information to TAA, including the name of the primary and secondary contacts and 24-hour telephone numbers for both contacts.
- 2.5.2** Aircraft rental and flight instruction operators must positively identify new students and renter pilots as applicable, per TAA requirements.
- 2.5.3** Aircraft charter and aircraft management operators and other businesses involved in the dispatching of Aircraft must develop procedures to verify to whom aircraft are dispatched.
- 2.5.4** All operators must develop positive key control and apron access procedures.

**2.6 Insurance**

- 2.6.1** TAA has established insurance requirements for entities authorized to operate at the Airport. These requirements may vary among different types of operators and may be periodically adjusted to ensure that the interests of TAA and other users and operators at the airport are adequately protected. Typically, the following types of insurance are required, as applicable: builder's risk, general liability, automobile liability, property, workers compensation and employer's liability. Continuous proof of proper insurance meeting TAA's minimum policy requirements shall be provided to TAA as a condition of operating at the Airport.
- 2.6.2** All insurance which operator is required by TAA to carry and keep in force shall name Tucson Airport Authority and the City of Tucson and their directors, officers, officials, members, employees, and agents as additional insureds.
- 2.6.3** Certificates of insurance for the insurance required by TAA shall be delivered to the TAA upon execution of any agreement or approval. Operator shall furnish additional certificates of insurance 30 days prior to any changes in coverage, if the change results in a reduction.

**2.7 Indemnity**

Operators will be required, in any lease, use or other agreement, to indemnify TAA and the City of Tucson and their directors, officers, officials, members, employees, and agents for all loss, claim or damage incurred as a result of the operator's use of and operations on the Airport.

**3. FIXED BASE OPERATOR**

**3.1 Definition**

A Fixed Base Operator (FBO) is a commercial operator engaged in the sale of products, services, at a minimum, aviation fuels and lubricants; passenger, crew, and aircraft ground services support, and amenities; aircraft maintenance; and facilities to include; tiedown, aircraft parking, and hangar, office, and shop.

**3.2 Leased Premises**

An FBO shall lease not less than the following square footages:

- (a) Contiguous land – 4.0 acres (174,240 square feet) upon which all required improvements, including apron, facilities, and vehicle parking shall be located.
- (b) Apron/paved tiedowns – adequate to accommodate the total number of aircraft in the operator’s fleet based at the Airport, but not less than 1.5 acres.
- (c) Facilities – shall include customer, administrative, maintenance and hangar areas.
  - (i) Customer/administrative area shall be at least 3,400 square feet to include adequate space for customer lounge, public use telephone, restrooms, office space, and storage.
  - (ii) Hangar area shall be large enough to accommodate the largest aircraft regularly frequenting the airport, but not less than 20,000 square feet.
  - (iii) Maintenance area shall include adequate and dedicated space for employee work areas, ship areas, and storage for aircraft parts and equipment, but not less than 1,250 square feet.

**3.3 Scope of Activity**

**3.3.1** FBO's products and services shall include the following:

- (a) Jet fuel and avgas
- (b) Aircraft lubricants suitable for general aviation aircraft normally frequenting the airport
- (c) Passenger, crew, and aircraft ground services, support, and amenities
  - (i) Aircraft marshalling, towing and removal
  - (ii) Lavatory services
  - (iii) Ground power

- (iv) Courtesy transportation (using operator's vehicles)
- (v) Ground transportation arrangements (limousine, shuttle, and rental car)
- (vi) Aircraft catering arrangements
- (vii) Oxygen service
- (d) Aircraft Maintenance
  - (i) FBO shall be able to provide minor aircraft maintenance (i.e., including preventative maintenance as defined in 14 CFR Part 43, Appendix A, but excluding major maintenance associated with 50 hour, 100-hour, annual inspections, major alteration, and major repair) on the airframe, powerplants, and associated systems of general aviation aircraft up to 12,500 pounds maximum takeoff weight.
  - (ii) FBO can meet these Minimum Standards for the provision of aircraft maintenance by and through an authorized sublessee who meets the minimum standards for aircraft maintenance operator and operates from the FBO's leased premises.
  - (iii) FBO shall provide a response time of no more than 15 minutes during required hours of activity (with the exception of situations beyond the control of FBO).

### **3.4 Fuel Storage and Sales**

- 3.4.1** FBO shall construct or install and maintain an on-airport aboveground fuel storage facility at the Airport in a location consistent with the Airport Master Plan, Airport Layout Plan, or other Land Use Plan approved by TAA. Underground fuel storage is not allowed.
- 3.4.2** Fueling trucks or other vehicles shall not be used for storage in lieu of the required storage facility.
- 3.4.3** Fuel storage facility shall have total capacity for three days' peak supply of aviation fuel for aircraft being serviced by FBO. In no event shall the total storage capacity be less than:
  - (a) 12,000 gallons for jet fuel storage
  - (b) 12,000 gallons for avgas storage
  - (c) 250 gallons for waste fuel or test samples (or the capability to recycle waste fuel or test samples);
- 3.4.4** FBO shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier/distributor for the delivery of aviation fuels in the quantities that are necessary to meet the requirements set forth herein.

- 3.4.5** In lieu of installing and maintaining fuel storage facilities, an FBO may make arrangements with other authorized FBO(s) on the Airport for fuel storage or for purchase of fuel provided that the minimum requirements set forth herein are met.

### **3.5 Fueling Equipment**

**3.5.1** FBO shall have the following fueling equipment:

- (a) At least one jet fuel refueling vehicle with a capacity of at least 2,000 gallons.
- (b) At least one avgas refueling vehicles having a capacity of at least 750 gallons. A fixed avgas refueling (self-fueling) system cannot be substituted for an avgas refueling vehicle.

**3.5.2** Any out-of-service fueling vehicle required hereunder shall be repaired or replaced within 24 hours.

**3.5.3** Aircraft refueling vehicles shall be equipped with calibrated metering devices. All refueling vehicles dispensing jet fuel shall have over-the-wing and single-point aircraft servicing capability. All refueling vehicles shall be bottom loaded.

### **3.6 Equipment**

FBO shall have the following equipment:

- (a) Adequate equipment for recharging or energizing discharged aircraft batteries.
- (b) One courtesy vehicle to provide transportation of passengers, crews, and baggage to and from destinations on the Airport and local area hotels and restaurants.
- (c) One aircraft tug and tow bar with rated draw bar capacity, or other equipment designed for aircraft movement, sufficient to meet the towing requirement of the heaviest general aviation aircraft that frequent the airport.
- (d) Spill control equipment (as outlined in Rules and Regulations)
- (e) Adequate number of regularly inspected dry chemical fire extinguisher units shall be maintained within all hangars, on apron areas, at fuel storage facilities, and on all grounding handling and refueling vehicles.
- (f) All equipment reasonably necessary for the proper performance of aircraft maintenance in accordance with applicable FAA regulations and manufacturers' recommendations.

**3.7 Licenses and Certification**

All operator's personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certification for the work being performed.

**3.8 Personnel**

**3.8.1** FBO shall provide a sufficient number of uniformed personnel to adequately and safely provide aircraft fueling, parking, and ground services, customer service and support.

**3.8.2** Each employee with fueling responsibilities shall be trained in a TAA-approved fire safety program and a TAA-approved aviation fueling program.

**3.8.3** FBO (or approved sublessee) shall have one uniformed FAA licensed airframe and power plant mechanic properly trained and qualified to perform aircraft maintenance on aircraft normally frequenting the Airport.

**3.9 Hours of Activity**

**3.9.1** Aircraft fueling and passenger, crew, and aircraft ground handling services, support, and amenities shall be continuously offered and available to meet reasonable demands of the public for this activity seven days a week (including holidays) during the hours of tower operation and shall be available after hours, on-call, with a response time not to exceed 60 minutes.

**3.9.2** Aircraft maintenance shall be continuously offered and available to meet reasonable demand of the public for this activity five days a week, eight hours a day. Aircraft maintenance shall be available after hours, on-call, with response time not to exceed 60 minutes.

**3.10 Aircraft Removal**

The FBO shall be prepared to lend assistance within 30 minutes during business hours and within 60 minutes after hours upon request in order to maintain the operational readiness of the Airport. The FBO shall file an aircraft removal plan with TAA which shall be subject to TAA's approval and the FBO shall have the necessary equipment readily available.

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

**4.1 Definition**

**4.1.1** An Aircraft Maintenance Operator is a commercial operator engaged in providing aircraft maintenance for aircraft other than those owned, leased, and/or operated by (and under the full and exclusive control of) the operator. This category includes the sale of aircraft parts and accessories.

**4.1.2** An Aircraft Maintenance Operator shall be able to provide minor aircraft maintenance (i.e., including preventative maintenance as defined in 14 CFR Part 43, Appendix A, but excluding major maintenance associated with 100-hour, annual inspections, major alteration, and major repair) on the airframe, powerplants, and associated systems of general aviation aircraft up to 12,500 pounds maximum takeoff weight.

**4.2 Leased Premises**

An Aircraft Maintenance Operator shall lease not less than the following square footages:

	<b>Group I Aircraft</b>	<b>Group II Aircraft</b>	<b>Group III Aircraft</b>
Contiguous Land	21,780 SF	35,000 SF	51,000 SF
Customer Area	200 SF	300 SF	300 SF
Administrative Area	200 SF	300 SF	300 SF
Maintenance Area	400 SF	1,250 SF	1,500 SF
Hangar	3500 SF	8,000 SF	15,000 SF
Hangar door height	16 ft. clearance	18 ft. clearance	20 ft. clearance

- (a) All required improvements, including apron, facilities, and vehicle parking shall be located on contiguous land and shall be of sufficient size to support operations.
- (b) Facilities shall include customer, administrative, maintenance, and hangar areas.
  - (i) Customer area shall include adequate space for customer lounge, public use telephone, and restrooms.

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

(iii) Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts and equipment. Maintenance area must meet all Part 145 facility requirements.

(iv) Hangar area shall be at least large enough to accommodate the largest aircraft undergoing aircraft maintenance (other than preventative aircraft maintenance) but not less than the square footage required for the type of aircraft maintenance being provided (as identified above).

### **4.3 Licenses and Certification**

All operators' personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certification for the work being performed based on job function.

### **4.4 Personnel**

**4.4.1** Operator shall provide a sufficient number of personnel to adequately and safely carry out aircraft maintenance in a courteous, prompt, and efficient manner and meet the reasonable demands of the public for this activity.

**4.4.2** Operator shall have one FAA licensed airframe and powerplant mechanic properly trained and qualified to perform aircraft maintenance on aircraft normally frequenting the Airport on duty during hours of operation.

**4.4.3** Operator shall have one customer service representative on duty during business hours.

**4.4.4** Airframe and power plant mechanics may fulfill the responsibilities of the customer service representative unless mechanic is performing duties off Airport.

**4.4.5** Operators providing 100-hour, annual, or progressive inspections shall employ an airframe and powerplant mechanic certified with Inspection Authorization.

### **4.5 Equipment**

**4.5.1** Operator shall provide sufficient equipment, supplies, and availability of parts, as required for certification as a repair station.

**4.5.2** Equipment requirements include tugs, tow bars, jacks, dollies, and other equipment, supplies, and parts required to perform the activity.

### **4.6 Hours of Activity**

Operator shall be open and services shall be available to meet reasonable demands of the public for this activity, at least five days a week, eight hours a day.

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

**5.1 Definition**

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).

**5.2 Leased Premises**

**5.2.1** An Avionics or Instrument Maintenance Operator shall lease not less than the following square footages.

- (a) For operators performing just bench work (i.e., no removal and replacement, installation, in-aircraft troubleshooting, or related services are being performed):

	<b>Group I and II and III Aircraft</b>
Customer Area	300 SF
Administrative Area	300 SF
Maintenance Area	400 SF

- (b) Operators performing services beyond bench work (i.e., removal and replacement, installation, in-aircraft troubleshooting, or related services are being performed) shall lease sufficient space and improvements to accommodate all of the proposed operations, but not less than the following:

<b>Customer Area</b>	<b>200 SF</b>
Administrative Area	200 SF
Maintenance Area	300 SF
Hangar	3500 SF
Door Clearance	16 FT
Total SF	4200

- (c) All required improvements, including apron, facilities, and vehicle parking shall be located on contiguous land and shall be of sufficient size to support operations.
- (d) Facilities shall include customer, administrative, maintenance, and hangar (if required) areas.
- (i) Customer area shall include adequate space for customer lounge, public use telephone, and restrooms.

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

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

(iii) Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts and equipment.

(iv) Hangar area (if required) shall be large enough to accommodate the largest aircraft undergoing avionics or instruments, and/or removal and replacement services, but not less than the square footage stipulated for the type of service being provided (as identified above).

**5.3 Licenses and Certifications**

**5.3.1** Operator shall obtain and maintain aircraft maintenance certification under Part 145 for the special maintenance functions being performed.

**5.3.2** At least one technician on duty shall be properly certificated by the FAA or FCC, current, and hold the appropriate ratings and medical certification for the work being performed.

**5.4 Personnel**

**5.4.1** Operator shall provide a sufficient number of personnel to adequately and safely carry out activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.

**5.4.2** Operator shall employ one technician and one customer service representative on duty during business hours.

**5.4.3** Technician may fulfill the responsibilities of the customer service representative unless technician is performing duties off-Airport.

**5.5 Equipment**

Operator shall provide sufficient shop space, equipment, supplies, and availability of parts as required for certification as a repair station.

**5.6 Hours of Activity**

Operator shall be open and services shall be available to meet the reasonable demands of the public for this activity five days a week, eight hours a day.

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

**6.1 Definition**

**6.1.1** An Aircraft Rental Operator is a commercial operator engaged in the rental of aircraft to the general public.

**6.1.2** A Flight Training Operator is a commercial operator engaged in providing flight instruction to the general public or, the operator of a flight training school operating according to FAR Part 141.

**6.1.3 6.1.4** A person holding a current FAA flight instructor's certificate, who gives occasional flight instruction (who does not make flight instruction available to the general public) to an owner of an aircraft in the owner's aircraft, shall not be considered to be conducting a commercial activity subject to this Section 6.

**6.2 Leased Premises**

An Aircraft Rental or Flight Training Operator engaging in this activity shall lease not less than the following:

- (a) Contiguous land – one-half acre (21,780 square feet) upon which all required improvements, including apron, facilities, and vehicle parking, shall be located.
- (b) Apron/paved tiedowns – shall be adequate to accommodate five aircraft having a minimum wingspan of 40 feet. If operator utilizes a hangar(s) for the storage of operator's entire fleet at the airport, paved tiedowns are not required.
- (c) Facilities – shall include customer and administrative areas. Maintenance and hangar areas are required if operator is conducting aircraft maintenance on aircraft owned, leased, and/or operated by (and under the full and exclusive control of) operator. If operator provides aircraft maintenance on other aircraft, operator shall meet the minimum standards for an aircraft maintenance operator.
  - (i) Customer area and the administrative area shall be at least 1,000 square feet to include adequate space for customer lounge, class/training rooms, public use telephone, restrooms, employee offices, work areas, briefing rooms and storage.
  - (ii) Hangar area, if required, shall be large enough to accommodate the largest aircraft in operator's fleet at the Airport maintained by operator, but not less than at least 3000 square feet.
  - (iii) Maintenance area, if required, shall be at least 500 square feet to include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts and equipment.

**6.3 Licenses and Certifications**

- 6.3.1 Personnel performing aircraft proficiency checks and/or flight training shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certification for the aircraft being utilized and/or flight training being provided.
- 6.3.2 Flight training operators shall have at least one flight instructor rated for instrument flight instruction with the appropriate ratings and medical certification to provide flight instruction for an instrument rating.

**6.4 Personnel**

- 6.4.1 Operator shall provide a sufficient number of personnel to adequately and safely carry out aircraft rental and/or flight training in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.
- 6.4.2 Aircraft Rental Operators shall employ one flight instructor and one customer service representative on duty during business hours.
- 6.4.3 Flight Training Operators shall employ one flight instructor and one customer service representative on duty during business hours.
- 6.4.4 Flight Training Operators shall have available a properly certificated ground school instructor capable of providing regularly scheduled ground school instruction sufficient to enable student to pass the FAA written examinations for private pilot, commercial pilot, and instrument rating.

**6.5 Equipment**

- 6.5.1 Operator shall have available for rental or use in flight training, either owned by or under written lease to operator and under the full and exclusive control of operator, no less than two registered, certificated, and airworthy aircraft, at least one of which shall be equipped for and fully capable of flight under instrument conditions and one of which shall be a four-place aircraft.
- 6.5.2 Flight Training Operators shall provide, at a minimum, adequate mock-ups, pictures, slides, filmstrips, movies, videotapes, cut-away or other training aids necessary to provide proper and effective ground school instruction.

**6.6 Hours of Activity**

An Aircraft Rental Operator and a Flight Training Operator shall be open not less than six days a week, eight hours a day.

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

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

**7.1 Definition**

**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 in private carriage under 14 CFR Part 125.

**7.1.2** An Aircraft Management Operator is a commercial operator engaged in the business of providing aircraft management to the general public, including, but not limited to, flight dispatch, flight crews, or aircraft maintenance coordination.

**7.2 Leased Premises**

An Aircraft Charter or Aircraft Management Operator engaging in this activity shall lease not less than the following:

- (a) Land – Adequate for all required Improvements, including apron, facilities, and vehicle parking.
- (b) Apron/paved tiedowns - adequate to accommodate the total number of aircraft in the operator's fleet based at the Airport.
- (c) If operator utilizes a hangar(s) for the storage of operator's entire fleet at the Airport, no paved tiedowns will be required.
- (d) Facilities - shall include customer and administrative areas. Maintenance and hangar areas are required if operator is conducting aircraft maintenance on aircraft owned, leased, and/or operated by (and under the full and exclusive control of) operator. If operator provides aircraft maintenance on other aircraft, operator shall meet the minimum standards for an Aircraft Maintenance Operator.
  - (i) Customer area shall be at least 500 square feet to include adequate space for customer lounge, public use telephone, and restrooms.
  - (ii) Administrative area shall be at least 500 square feet and shall include adequate and dedicated space for employee offices, work areas, and storage.
  - (iii) Hangar area, if required, shall be large enough to accommodate the largest aircraft in operator's fleet at the Airport maintained by operator, but not less than 3500 square feet.
  - (iv) Maintenance area, if required, shall be at least 500 square feet and shall include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts and equipment.

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

**7.3 Licenses and Certifications**

- 7.3.1 Aircraft Charter Operators shall maintain 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).
- 7.3.2 Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certifications for the operations.

**7.4 Personnel**

- 7.4.1 Operator shall provide a sufficient number of personnel to adequately and safely carry out activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.
- 7.4.2 Operator shall employ a chief pilot (aircraft charter operator only) and one customer service representative during business hours.

**7.5 Equipment**

An Aircraft Charter Operator shall provide, either owned or under written lease to operator and under the full and exclusive control of operator, one certified and continuously airworthy multi-engine piston aircraft or single-engine turboprop (instrument-qualified) aircraft.

**7.6 Hours of Activity**

Operator shall be open and services shall be available to meet the reasonable demands of the public for this activity five days a week, eight hours a day. After hours, on-call response time to customer inquiries shall not exceed 60 minutes.

**8. SPECIALIZED COMMERCIAL AERONAUTICAL OPERATOR (SASO)**

**8.1 Introduction**

A Specialized Commercial Aeronautical Operator is a commercial operator engaged in providing one or more of the following:

- 8.1.1** Limited and Miscellaneous Aircraft Services and Support - limited aircraft, engine or accessory support (for example, washing and cleaning), ground schools or simulator training, charter flight coordinators, aircrew management, aircraft sales, and other miscellaneous activities directly related to aircraft services and support.
- 8.1.2** Air Transportation Services for Hire - non-stop sightseeing flights (flights that begin and end at the Airport and are conducted within 25 statute mile radius of the Airport); flights for aerial photography or survey, fire fighting, power line, underground cable, or pipe line patrol; or any other miscellaneous activities directly related to air transportation services for hire (e.g., helicopter operations in construction or repair work).

**8.2 Leased Premises**

Operators shall lease or sublease sufficient space and improvements to accommodate all of the proposed operations. Depending on the activity, this may include apron and tiedown area; hangars; maintenance areas, including employee work areas, shop areas, and storage for aircraft parts and equipment; customer areas, including adequate space for customer lounge, public use telephone, and restrooms; and administrative areas. Appropriate minimum standards shall be developed on a case-by-case basis for such activities and incorporated into the operator's agreement.

**8.3 Personnel**

Operator shall provide a sufficient number of personnel to adequately and safely carry out its activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.

**8.4 Equipment**

- 8.4.1** 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 certificated, registered, airworthy aircraft.
- 8.4.2** Operator shall have sufficient supplies and parts available to support the activity.

**8.5 Hours of Activity**

Operator shall be open and services shall be available during hours normally maintained by entities operating competitive businesses at the Airport.

**9. AIRCRAFT STORAGE OPERATOR (SASO)**

**9.1 Definition**

An Aircraft Storage Operator is a commercial operator that develops, owns, and/or leases facilities for the purpose of (i) storing its own aircraft used for noncommercial purposes only or (ii) subleasing aircraft storage facilities to entities engaging in noncommercial aeronautical activities.

**9.2 Leased Premises**

Operator engaging in this activity shall lease not less than the following:

	<b>Group I Aircraft Hangar Storage</b>	<b>Group II Aircraft Hangar Storage</b>
<b>Land</b>	8,280 SF	16,100 SF
<b>Hangar</b>	3,600 SF	6,400 SF
<b>Door clearance</b>	16 FT	18 FT

- (a) All required improvements, including apron, facilities, and vehicle parking, shall be located on contiguous land.
- (b) Each hangar shall be completely enclosed.
- (c) Each hangar shall be not less than 40 feet in depth.
- (d) Each hangar shall have at least one common unisex, handicap accessible restroom.

**10. PRIVATE FLYING CLUBS**

**10.1 Definition**

A private flying club is a nonprofit entity organized for the express purpose of providing its members with an aircraft or aircraft for their personal use and enjoyment only.

Private flying clubs shall not be required to meet the minimum standards stipulated for aircraft rental or flight training operators so long as the private flying club's membership is not available to the general public.

**10.2 Records**

Private flying clubs shall file and keep current with TAA:

- 10.2.1** A complete membership list and investment (ownership) share held by each member including a record of all members (past and present) with full names, addresses, and the date the membership began and ended.
- 10.2.2** Copies of bylaws, articles of incorporation, operating rules, membership agreements, and the location and address of the club's registered office.
- 10.2.3** Roster of all officers and directors including home and business addresses and phone numbers.
- 10.2.4** Designee responsible for compliance with these Minimum Standards and other regulatory measures.

**10.3 Operations**

- 10.3.1** The ownership of the aircraft must be vested in the name of the flying club (or owned proportionately by all its members).
- 10.3.2** The property rights of the members of the club shall be equal and no part of the net earnings of the club may inure to the benefit of any form (salaries, bonuses, etc.).
- 10.3.3** The club may not derive greater revenue from the use of its aircraft than the amount for the operation, maintenance and replacement of its aircraft.
- 10.3.4** No member/owner of a private flying club shall receive compensation for services provided for such private flying club unless such member or owner is an authorized to conduct commercial activities at the Airport.
- 10.3.5** Private flying club aircraft shall not be used by other than members or owners.
- 10.3.6** No member or owner shall use private flying club aircraft in exchange for compensation. Sharing of flight expenses is permitted subject to the restrictions in this Section 10.3.

**11. PRIVATE FUELING COOPERATIVES**

**11.1 Definition**

A private fueling cooperative is an entity formed and registered with the State of Arizona by two or more aircraft owners for the purpose of self-fueling. All members of a fueling cooperative shall be natural persons.

Private fueling cooperatives shall not be required to meet the minimum standards stipulated for fixed base operators so long as the private fueling cooperative cooperative's membership is not available to the general public and fueling is limited to aircraft owned in full by members of the organization and fueling is performed only by members of the organization with equipment owned by members of the fueling cooperative.

**11.2 Records**

Private fueling cooperatives shall file and keep current with TAA:

**11.2.1** A complete membership list including a record of all members (past and present) with full names, addresses, and the date the membership began and ended.

**11.2.2** Copies of bylaws, articles of incorporation, operating rules, membership agreements, and the location and address of the organization's registered office.

**11.2.3** Roster of all officers and directors including home and business addresses and phone numbers.

**11.2.4** Designated contact person.

**11.3 Operations**

**11.3.1** The aircraft served by the private fueling cooperative must be owned by members of the fueling cooperative.

**11.3.2** No member/owner of a private fueling cooperative shall receive compensation for services to the members greater than the actual cost of the services.

**11.3.3** Private fueling cooperatives shall not provide fueling services to anyone by other than members.

**11.3.4** No member shall use private fueling cooperatives in exchange for compensation.

**11.3.5** Private fueling cooperatives shall maintain at all times a valid TAA fueling permit.

**11.3.6** The private fueling cooperative and its members shall be jointly responsible for violations of TAA's Minimum Standards and Rules and Regulations.

**12. FUELING PERMITS**

All persons or entities desirous of commercial or self-service fueling shall first obtain a Fueling Permit from TAA Administration.

**12.1 Permit/Approval**

**12.1.1** No person or entity shall engage in fueling activities prior to obtaining a valid Fueling Permit.

**12.1.2** Aircraft owners are only permitted to fuel his/her own aircraft and then only if the fueling is provided by the aircraft owner or his/her employees with resources supplied by the aircraft owner. This restriction does not apply to an FBO operating under Section 3.

**12.1.3** All persons with fueling responsibilities shall be trained in a TAA-approved fire safety program and a TAA-approved aviation fueling program.

**12.2 Fuel Storage**

Operator shall arrange and demonstrate that satisfactory arrangements have been made for the storage of fuel, as follows:

(a) Through an authorized FBO at the Airport, or

(b) In a fuel storage area approved by TAA.

**12.2.2** For noncommercial operators electing to store their own fuel, the minimum total storage capacity shall not be less than 12,000 gallons for each type of fuel being stored. Commercial operators shall meet the minimum standards established for FBOs.

**12.2.3** Operator shall agree to abide by all rules and regulations and policies and procedures promulgated and adopted by TAA from time to time, including without limitation, payment of fuel flowage fees applicable to all fuel delivered to the operator's premises or storage facilities.

**12.2.4** The operator will be required indemnify TAA for all leaks, spills, or other damage that may result through the handling and dispensing of fuel.

**12.3 Calibrated Meters**

**12.3.1** All operators shall install a calibrated metering system to accurately measure fuel delivered to the Airport.

**12.3.2** Commercial operators shall install a calibrated metering system on its refueling vehicles or other delivery devices to accurately measure fuel delivered into customer's aircraft.

**12.3.3** All operators shall maintain the calibrated metering system(s) in compliance with standards promulgated by State of Arizona Department of Weights and Measures.

**12.4 Standard Operating Procedures/Spill Prevention Control and Countermeasures Plan**

- 12.4.1** Operator shall develop and maintain Standard Operating Procedures (SOP) for fueling and ground handling and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34A "Aircraft Ground Handling and Servicing." FBO's SOP shall include a training plan, fuel quality assurance procedures and record keeping, and emergency response procedures to fuel fires and spills (including environmental protection). Operator SOP shall also address: bonding and fire protection; public protection; control of access to fuel storage facilities; and marking and labeling of fuel storage tanks and refueling vehicles. FBO's SOP shall be submitted to TAA no later than 30 days before the FBO commences activities at the Airport.
- 12.4.2** The operator shall provide TAA with a Spill Prevention Control and Countermeasures Plan (SPCC) that meets the requirements of the Oil Pollution Prevention regulations (40 CFR 42). A copy of such SPCC Plan shall be filed with TAA at least 30 days prior to actual implementation. The operation shall comply with the requirements of the AZPDES Industrial Stormwater General Permit and shall participate as a co-permittee with TAA in the Ryan Airfield Stormwater Pollution Prevention Plan.
- 12.4.3** Permittee shall maintain current records on file of quality control inspections of fueling equipment, initial and recurrent training of employees engaged in fueling operations, and fueling vehicle inspections, and shall make such records available for auditing at anytime by TAA.
- 12.4.4** Permittee shall maintain evidence satisfactory to TAA of the specification of all fuel delivered to the Airport. In the case of aircraft approved for the use of non-aeronautical fuels (i.e. mogas), satisfactory evidence of the aircraft's approval shall also be maintained.

**12.5 Limitations**

Except for FBOs operating under Section 3, operators shall not sell and/or dispense fuels to based aircraft or transient aircraft that are not owned, leased, and/or operated by and under the full and exclusive control of operator. Any such selling or dispensing shall be grounds for immediate revocation of the permit by TAA.

- 12.5.1** Revocation upon first violation will be for a period of one year.
- 12.5.2** Revocation upon a second violation shall be permanent.

**12.6 Facility Requirements**

- 12.6.1** Anyone engaging in fueling activities shall lease adequate land to accommodate all required distances of fueling activities from facilities, equipment and vehicles as set forth in these Minimum Standards and the Ryan Airfield Rules and Regulations.