

September 26, 2005

**Manassas Regional Airport
Minimum Standards**

Article 1 Policy, Applicability, and Amendments

Section 1.1 Policy

The City of Manassas being the Owner of, and being responsible for the administration of, the Manassas Regional Airport does hereby establish the following Minimum Standards:

1. The City of Manassas owns and operates the Manassas Regional Airport as a public-use, FAA designated reliever Airport. The Airport is operated as a City Department with the Airport Director reporting directly to the City Manager. The City Council has charged the Manassas Regional Airport Commission with oversight of the Airport to ensure its safe and efficient operation. The daily management of the Airport is under the direction of the Airport Director. The City Council has approved these Minimum Standards recommended by the Airport Commission. A current Rate, Fees and Charges schedule is found in Appendix C of these Minimum Standards.
2. The City has assumed certain responsibilities and obligations to operate the Airport for the use and benefit of the public, and make it available for all types, kinds, and classes of aeronautical activity. It wishes to make the Airport available for public use by applying reasonable terms, without unjust discrimination, for those desiring to offer services or commodities at the Airport. The imposition of these Minimum Standards will provide to all entities who desire, to conduct, carry on, or engage in aeronautical, vehicular, or pedestrian activities at the Airport, the basic requirements to conduct such activities without exclusive right or infringing on the abilities of others to provide similar activities. The City Council is authorized to assess fees and charges for conducting, carrying on, or engaging in activities or services as described in these Minimum Standards. The Manassas Regional Airport fees and charges shall be established to make the Airport as financially self-sustaining as possible and sufficient to cover Airport costs.
3. These Minimum Standards establish the threshold entry requirements for those wishing to provide Aeronautical Services to the public and to ensure that those who have undertaken to provide commodities and services are treated fairly. These Minimum Standards were developed taking into consideration the aviation role of the Manassas Regional Airport, facilities that currently exist at the Airport,

services being offered at the Airport, the future development planned for the Airport, and to promote competition at the Manassas Regional Airport.

Section 1.2 Applicability

1. In the event of conflict between these Minimum Standards and the Rules and Regulations, the Rules and Regulations shall apply.
2. Except when the context in these Minimum Standards requires otherwise, the singular includes the plural, plural includes the singular, and masculine gender includes the feminine.
3. All units of measurement are provided in Standard English Units. Gross square feet are the total footprint of the building and include mechanical rooms, toilets, stairs and halls. Square feet ramp or parking space is measured from edge to edge of the prepared surface.
4. Any activities for which there are no specific Minimum Standards established will be addressed by the Director or the Director's designee on a case-by-case basis and set forth in such commercial operators' written Franchise, Lease, license, Permit or agreement with the City.

Section 1.3 Amendments

Amendments to the Minimum Standards may be proposed by the Airport Director, Airport Commission Members or any Airport user. A recommended change shall be forwarded, in writing to the Director. The Director will have the proposed amendment studied by the staff and the Commission's Executive Committee and then will forward the proposal to the full Airport Commission. The Airport Commission will review the proposed amendment and direct the Airport staff to post a notice on the bulletin board in the Terminal Building and at the pilot's planning rooms located in the Full-Service Fixed Base Operators (FBO) and post on the Airport's web site. Copies of the proposed amendment will be available for review in the Airport Administration Office during regular business hours. A comment period of not less than 30 calendar days from the posting of the notice will be allowed. Comments must be in writing to the Director and received by the Airport administration within the comment period. All comments will be considered by the Director and Commission at a public hearing. After considering all the comments, the Airport Commission will forward its recommendation to the City Council for approval or disapproval. If the amendment is adopted by the City Council, the Director will either have the amendment incorporated in the next update to the Minimum Standards or issue an Operations Directive. Approved amendments will become effective immediately following approval by the City Council.

Section 1.4 Existing Operators

With regards to an existing Franchise or Lease, all conditions not meeting these Minimum Standards shall be considered non-conforming. All such non-conforming conditions shall be brought into conformance upon the happening of any of the following: changes to an existing Franchise, Lease, agreement, or Permit, including assignment, renewal, expiration, or majority ownership change (fifty-one percent or greater).

Section 1.5 Waivers or Modifications

The City may waive or modify any portion of the Minimum Standards for the benefit of any governmental agency performing non-profit public services, fire protection, or emergency response operations. The City may waive or modify any portions of these Minimum Standards for any Entity when it is determined that such waiver or modification is in the best interest of the public and will not result in discrimination against other commercial operators at the Airport.

Article 2 Minimum Standards for all Full-Service FBO/FBO/SASO Activities

A Full-Service Fixed Base Operator (FBO) is an Entity engaged in the business of providing multiple aeronautical services including Aircraft Fueling, to Aircraft owners, Airport users, and Airport tenants. In addition to the primary Aircraft Fueling operations, a Full-Service FBO shall provide a minimum of three (3) other secondary services described in Section 5.1 of these Minimum Standards. Only a Full-Service FBO can provide Aircraft Fueling to Aircraft owners, Airport users, and Airport tenants.

A Fixed Base Operator (FBO) is an Entity engaged in the business of providing two (2) or more aeronautical services to the public.

Specialized Aviation Service Operations (SASO) are entities providing a single commercial activity or limited aeronautical commercial services.

All Full-Service FBOs, FBOs and SASOs shall meet the following requirements:

1. No Entity may operate at the Manassas Regional Airport without an Agreement. This Agreement may be in the form of a Franchise, Permit or a Lease.
2. Franchises shall be for a term to be mutually agreed upon between the entities, however, in no case shall the term of a Franchise exceed forty (40) years.
3. Any prospective Full-Service FBO/FBO/SASO seeking to conduct an Aeronautical Activity or Aeronautical Services at the Airport shall demonstrate to the Airport Commission that they have adequate financial resources to realize the business objectives agreed to by the Director and the applicant. If the Entity seeking to conduct business on the Airport cannot demonstrate that they have adequate

resources, the Airport Commission may require a line of credit be established for the first twelve (12) months of the Entity's business.

4. The City requires Full-Service FBOs, FBOs and SASOs doing business on the Airport to maintain insurance covering themselves against claims arising from their products or activities and provide the Airport Director a certificate of insurance, naming the City, its employees and agents as additional insured. The insurance shall be extended to protect the City, its employees and agents. The City also requires the responsible Entity to defend, indemnify, and hold harmless the City, its employees and agents for losses arising out of the activities, services, or products of its suppliers, contractors, lessees, and consultants. This indemnification agreement is a second source of protection for the City, its employees and agents.
5. Insurance amounts stipulated in these Minimum Standards are stated to provide a minimum guideline and may not meet the requirements of the Operator. Each Full-Service FBO/FBO/SASO should also make its own evaluation to ensure adequate coverage. However, such policies of insurance shall be maintained in full force and effect during all terms of existing Agreements, or renewals and extensions thereof. The Full-Service FBO/FBO/SASO shall require its insurance carrier to notify the Director 30 calendar days prior to cancellation of any policy. Such policies shall be for no less than the amounts specified in the Insurance Matrix found in Appendix B; however, in all cases, amounts of policies must meet the statutory requirements of law.
6. All Full-Service FBOs/FBOs/SASOs shall have permanent facilities of the type and size specified for the Aeronautical Activity or Aeronautical Service. If a Full-Service FBO/FBO/SASO is performing more than one activity, then the requirement is for the greater space for each type of facility per activity (e.g., the first activity requires 10,000 SF of hangar space and 5,000 SF of office space and the second activity requires 5,000 SF of hangar space and 10,000 SF of office space, the total requirement shall be 10,000 SF of hangar space and 10,000 SF of office space).
7. Any Entity desiring to construct, install, erect, or modify any building, sign, structure, facility, or equipment on the Airport shall be required, as appropriate, to submit a copy of the plans and specifications for the same containing, at a minimum, a general layout, drawn to scale, showing the parcel of land actually required for the construction of such building or facility in addition to the portion of the property to be occupied by the building or facility proper; detailed drawings of the modification to any existing structure or equipment; specifications as to the construction desired; a site plan as required by the City and in accordance with the City's Design and Construction Standard Manual; and a plan for the security of the construction area and adjoining Airport Operations Area (AOA) or other Airport security areas. This construction also has to be shown on the FAA currently approved Airport Layout Plan. The applicant is responsible for preparing the FAA Form 7460, which the City will submit to the FAA for the proposed construction or

modification. The preceding shall be submitted to the Director for review and approval. Approval must be received by the Airport Commission before submitting the plans to the City of Manassas for any required permits.

8. All buildings constructed, installed, erected, or modified on the Airport shall conform to the requirements of the Airport as stated within this document and all applicable City building codes, and be approved by the Airport Commission, whether or not building permits are required. In the event building permits are not required, approval must be obtained from the Director prior to scheduling any work to commence.

Article 3 Application and Qualifications for Full-Service FBO/FBO/SASO

1. Any Entity conducting commercial business at the Airport and who desires to lease land or facilities from the City requires a Franchise or Lease Agreement between the prospective business and the City. Demonstration of intent to conduct a business operation at the Airport shall be by application to the Director. The application shall consist of at the minimum:
 - A. The proposed nature of the Business with the names of all persons including partners, directors, or corporate officers and those who will be managing the Business.
 - B. A statement of financial data (may include assets, lines of credit, etc.) certified by a CPA in accordance with Generally Accepted Accounting Principals (GAAP) that demonstrates the financial ability to perform the terms of the proposed agreement.
 - C. A listing of assets owned, being purchased, or leased, which will be used in the Business at the Airport.
 - D. Written authorization for the Director to obtain a credit report if necessary.
 - E. Preliminary plans and dates for any improvements which the applicant intends to make on the Airport as part of the activity for which approval is sought. Applicant must comply with appropriate FAA, City of Manassas and Airport requirements.
 - F. Proof of ability to obtain liability insurance, or a certificate of insurance coverage appropriate to the proposed aeronautical activity.
2. Requests for Permits, as needed, shall be presented to the Airport Director. The information required differs depending on the Permit.

3. Requests for Proposal (RFP) issued by the City for specialized services may be offered at various times. These RFPs will have their own information requirements that may supplement or replace those found in this section.

Article 4 Action on Application

1. All completed applications for a Franchise or Lease will be reviewed and acted upon by the Commission within 120 calendar days from receipt of a completed application. Permits will be reviewed and acted upon by the Airport Director within 60 calendar days from receipt of a completed application.
2. Applications may be approved based on the following criteria:
 - A. The application meets qualifications, standards, and requirements established by these Minimum Standards.
 - B. The applicant's proposed operations or construction will not create a safety hazard on the Airport.
 - C. The granting of the application will not require any expenditure of Airport or City funds, labor, or materials on the facilities described in or related to the application and the operation will not result in a financial loss to the Airport or the City of Manassas.
 - D. There is adequate space available on the Airport to accommodate the activity of the applicant.
 - E. The proposed Airport development or construction complies with the currently approved Airport Layout Plan, Master Plan and other Airport studies that have been approved by the Airport Commission.
 - F. The development or use of the area requested will not result in a congestion of Aircraft or buildings, or will not result in interfering with the operations of any present FBO/SASO on the Airport, such as problems in connection with air traffic or service, or will not prevent free access and egress to the existing FBO/SASO area, or will not result in depriving, without the proper economic study, an existing FBO/SASO of portions of its leased area in which it is operating.
 - G. Any Entity applying, or having an interest in the business, has not supplied false information, or has not misrepresented any material fact in the application or in supporting documents, or has not failed to make full disclosure on the application.
 - H. Entities applying, or having an interest in the business, have not defaulted in the performance of any agreement with the Airport.

- I. Any Entity applying has demonstrated that they are sufficiently creditworthy and responsible to provide and maintain the Business to which the application relates and to promptly pay amounts due under the agreement.
- J. The applicant has not been convicted of a felony or crime of moral turpitude or violated any material Airport rule or regulation, Airport minimum standard or Federal Aviation Regulation, which adversely reflects on its ability to conduct the operations applied for.

3. Application Appeal Process.

The applicant shall have the ability to appeal the denial of an application by the Airport Director to the Airport Commission, subject to the following provisions:

- A. Providing written notice of appeal to the Airport Director within ten (10) calendar days of said denial.
- B. The notice of appeal will be forwarded to the Airport Commission for review and a hearing de novo.
- C. The Airport Commission shall render its decision in writing within thirty (30) calendar days of receipt of the notice of appeal.
- D. An appeal from final decisions of the Airport Commission may be made to city council if a written notice of appeal is filed with the city clerk within thirty (30) calendar days of the Airport Commission's final decision. Upon receipt of a notice of appeal, the city clerk shall immediately notify the city manager, who shall, after consultation with the city council, schedule a hearing de novo on the matter. On any appeal, the final decision of the Airport Commission shall be stayed, pending the outcome of the appeal before the city council. The city council shall conduct a full and impartial hearing on the matter before rendering any decision. The city council shall affirm, reverse, modify or remand back to the Airport Commission for reconsideration the decision of the Airport Commission, in whole or in part. The decision of the city council shall be final.

Article 5 Full-Service Fixed Base Operators (FBO)

Section 5.1 Statement of concept.

1. A Full-Service Fixed Base Operator (FBO) is an Entity engaged in the business of providing multiple aeronautical services including Aircraft Fueling, to Aircraft owners, Airport users, and Airport tenants. Only a Full-Service FBO can provide Aircraft Fueling to Aircraft owners, Airport users, and Airport tenants. A Full-

Service FBO shall provide Aircraft Fuel and Oil Sales and Services, Airframe and Powerplant Repair Services, as well two (2) of the following aeronautical activities:

- A. Sale of New Aircraft Parts and Components
 - B. Flight Training and Aircraft Rental
 - C. Aircraft Charter
 - D. Aircraft Hangar Storage
 - E. Sale of New and Used Aircraft
 - F. Aircraft Refurbishing and or Painting
 - G. Avionics Repairs and Sales
2. A Full-Service FBO shall comply with all of the standards and requirements contained in this article. In addition, a Full-Service Fixed Base Operator (FBO) shall meet the minimum standards for each aeronautical activity engaged in as described in these Minimum Standards.
 3. Each Full-Service FBO shall provide the personnel, equipment, and facilities required to service all types of Aircraft normally frequenting the Airport.
 4. Each Full-Service FBO shall conduct its business and activities on and from the leased/assigned premises in a safe and professional manner consistent with the degree of care and skill exercised by experienced Full-Service FBOs providing comparable products, services, and activities from similar airports in like markets.
 5. Each Full-Service FBO shall lease from the City a minimum of five (5) acres of contiguous total land area.
 6. Each Full-Service FBO shall lease Airport property for its Aircraft operating ramp, independent of any building area, Vehicle parking area, and Fuel storage area. The Aircraft operating ramp shall provide transient Aircraft parking and tie-downs for a minimum of ten (10) Aircraft.

Section 5.2 Subcontracting Services; Restrictions.

The Full-Service FBO may subcontract or use third party operators to provide any two (2) of the additional activities identified in Section 5.1.1, provided that such subcontractor meets the requirements of these Minimum Standards, approved by the Airport Commission in writing, and operates from the Full-Service Fixed Base Operator's premises.

Article 6 Aircraft Fuels and Oil Sales and Service

Section 6.1 Statement of Concept

A Full-Service Fixed Base Operator (FBO) sells aviation Fuels, lubricants, and other services supporting both itinerant Aircraft operations and operations of Aircraft

based on the Airport. Aircraft Fuels and Oil Sales and Services shall be only provided by a Full-Service FBO that meets the requirements of these Minimum Standards. Aircraft Fuels and Oil Sales and Services shall not be considered a Specialized Aviation Service Operation (SASO).

Section 6.2 Minimum Standards

Aircraft Fuels and Oil Sales and Services shall be provided by a Full-Service FBO as stated in Section 5.1. Except as otherwise provided in any Agreement between the Full-Service FBO and the Airport, a Full-Service FBO conducting Aircraft Fuels and Oil Sales and Services to the public shall be required to provide the following services and equipment:

1. Full-Service FBO may, at their option, provide Fueling and/or ground services to certificated Air Carriers.
2. Minimum types of aviation Fuel offered shall be 100LL and Jet A.
3. An adequate inventory of generally accepted grades of aviation engine oil and lubricants.
4. Fuel dispensing equipment, meeting all applicable Federal, Commonwealth of Virginia, and City of Manassas requirements for each type of Fuel dispensed. At least two mobile dispensing trucks, one (1) truck with a minimum of 750 gallons of aviation gasoline (100LL) and one (1) truck with a minimum of 1,500 gallons of Jet A Fuel, are required for the minimum grades specified. If additional grades are offered, at least one additional truck per grade will be required. All dispensing equipment shall be equipped with certified metering equipment, filters, and bonding equipment and shall meet all applicable Federal, State, and Local requirements.
5. The storage, transportation, and dispensing of Fuel shall be done in strictest accordance with Federal, Commonwealth of Virginia, and City of Manassas codes, Airport Rules and Regulations, and applicable NFPA Codes.
6. All Fuel dispensing equipment and Fueling Operations will comply with NFPA requirements for Aircraft Fueling Operations and the appropriate FAA Advisory Circulars.
7. A Full-Service FBO shall have a minimum of one (1) 15,000 gallon 100LL Fuel storage tank and one (1) 20,000 gallon Jet A Fuel storage tank for its own use.
8. All bulk Fuel storage tanks shall be above-ground units, located in the containment area in the central Airport Fuel Farm and shall meet all applicable Federal, Commonwealth of Virginia, and City of Manassas regulations for the storage of Fuel and petroleum products. Fuel storage tanks must include adequate Fuel spill

prevention features together with an approved Fuel Spill Prevention Countermeasures and Control Plan (SPCC), as applicable. Storage of other materials deemed hazardous shall be in containers or lockers meeting all applicable Federal, Commonwealth of Virginia, and City of Manassas regulations for the storage of Hazardous materials.

9. The City of Manassas has the option to grant authorization for Self-Service Fueling operations to a Full-Service FBO if Airport activity, market demand, and safety criteria justify such an operation. A Full-Service FBO may not install Self-Service Fueling equipment without providing full service Fueling service to the public. Self-Service Fueling is the dispensing of Fuel by a pilot into an Aircraft from a pump installed for that purpose. A Self-Service Fueling facility is for public use. The Fueling facility may or may not be attended by the Full-Service FBO that owns and operates the equipment.
10. The lawful and sanitary handling and timely disposal, away from the Airport, of all solid waste, regulated waste, and other materials including, but not limited to used oil, solvents, and other regulated waste. The stacking and storage of crates, boxes, barrels, 55 gallon drums and other containers will not be allowed within the Fuel Farm.
11. Properly trained personnel of a quantity to meet all operational requirements normally expected. The Fuel Service FBO supervisor in charge of Fueling and quality control shall attend an FAA approved Fueling school, which meets the requirements of FAR Part 139.321 (b)(6). The Full-Service FBO shall establish and carry out all operations in accordance with procedures sufficient to provide the services required and safely store, dispense and handle Fuel, lubricants, and oxygen on the Airport.
12. Provide a minimum of twelve (12) hours of line service per day, seven days per week, excluding Christmas and Thanksgiving. Line service shall consist of, at a minimum, Fueling, providing oil, parking and tie-down of Aircraft, starting, towing, pre-heating, and courtesy shuttle service. The Full-Service FBO Operator shall also be on-call on a twenty-four (24) hour basis.
13. Oxygen dispensing and servicing for low pressure and high pressure gaseous oxygen. Only Aviator's Breathing Oxygen quality oxygen shall be offered.
14. Provide insurance coverage in amounts no less than specified in Appendix B.

Section 6.3 Services

A Full-Service FBO shall provide the following services:

1. Service equipment necessary to properly provide support for Aircraft including, but not limited to: Fire extinguishers, Aircraft tugs, ground power starter, auxiliary power units, lavatory service and oxygen servicing equipment.
2. Emergency service to disabled Aircraft on the Airport including towing or transporting disabled Aircraft to the Full-Service FBO's premises at the request of the owner or pilot of the disabled Aircraft or the Airport Director. Movement of any disabled Aircraft shall be at the expense of the Aircraft owner. The Airport bears no liability in moving an Aircraft.

Section 6.4 Facilities

A Full-Service FBO shall provide the following minimum facilities:

1. A building which will provide a minimum of 6,000 SF of properly lighted, cooled and heated space for the following purposes: to provide office space, a public waiting area, pilot's lounge separate from public waiting areas, including a flight planning area that has all items necessary for complete flight planning (weather communication links), sanitary restroom facilities, snack food and beverage machines and public use telephone.
2. A separate hangar facility of a minimum of 10,000 SF of properly lighted space to perform work, Aircraft storage, parts storage, office space and sanitary restrooms.
3. A paved Apron of not less than 50,000 SF. A minimum of ten (10) tie-down spaces must be provided for transient Aircraft.
4. A paved area that complies with the City of Manassas parking requirements for employee and patron parking.

Article 7 Specialized Aviation Service Operations (SASO)

Section 7.1 Statement of Concept.

1. The City of Manassas has developed reasonable, relevant, and applicable Minimum Standards for SASOs. SASOs providing the same or similar services shall equally comply with all applicable Minimum Standards. However, the City will not require, without adequate justification, that a SASO meet all criteria for a Full-Service FBO. SASOs shall not be permitted to provide Fueling services to the public.
2. Each SASO shall lease the required amount of space from the City or an existing Airport tenant as specified in these Minimum Standards.
3. Each SASO shall provide the City, and keep current, a written statement of names, addresses, Aircraft, and contacts of all personnel responsible for the operations

and management of the SASO. Each SASO will provide the City with a point-of-contact and phone numbers for emergency purposes.

Article 8 Airframe and Powerplant Repair

Section 8.1 Statement of Concept

An Aircraft Airframe and Powerplant Repair business provides one or a combination of airframe, engine, and accessory repairs on Aircraft. This category shall also include the sale of Aircraft parts and accessories. Usually, this type of repair is performed on the Aircraft, although it may also include the bench repair of items removed from an Aircraft that are intended to be replaced on that Aircraft.

Section 8.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, an Operator conducting Airframe and Powerplant Repair services to the public shall be required to provide the following services and equipment:

1. The Operator under this section may provide services to a scheduled Air Carrier.
2. Maintain hours of operation sufficient to meet public demand. Have on duty at least one person who holds an FAA Airframe, Powerplant, or Aircraft Inspector Rating. A SASO may at his discretion provide on-call twenty-four (24) hours, seven (7) days a week for emergency purposes only.
3. Provide insurance coverage in amounts not less than specified in Appendix B.
4. Provide equipment, supplies and parts required for Aircraft airframe, power plant, inspections, and other routine Aircraft maintenance functions.

Section 8.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A ventilated hangar which will provide a minimum of 3,000 SF of properly lighted and heated space to perform work and to provide storage, office space, and a public waiting room area which includes sanitary restroom facilities.
2. A paved Apron area or hangar sufficient to tie-down and maneuver three (3) Small Aircraft, not less than 1,050 square yards.
3. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.

4. These requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder or Lease holder.

Article 9 Aircraft Component Repair

Section 9.1 Statement of Concept

An Aircraft Component Repair business provides avionics, instrument, propeller or other Aircraft component repair services. Removal and replacement of components is covered under Article 8, Airframe and Powerplant Repair.

Section 9.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. It is recommended that the Operator shall be certificated as a Repair Station (as defined by FAA) with appropriate ratings by the FAA.
2. Sufficient trained and/or certified personnel to accomplish the work required.
3. Maintain sufficient hours of operation to meet public demand.
4. Provide insurance coverage in amounts not less than specified in Appendix B.

Section 9.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of 2,000 SF of properly lighted and heated shop space to perform work and to provide storage, office space, and a public waiting area which includes a sanitary restroom.
2. A paved Apron or hangar space sufficient to tie down, park, and maneuver a minimum of two (2) Small Aircraft, a minimum of 700 square yards.
3. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.
4. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder or Lease holder.

Article 10 Aircraft Rental

Section 10.1 Statement of Concept

An Aircraft Rental Business engages in the rental or lease of Aircraft to the public.

Section 10.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. A minimum of two (2) fixed wing or two (2) rotary wing Aircraft either owned or under written lease to the Operator.
2. A minimum of one (1) employee on duty when Aircraft are being rented (dispatched).
3. Maintain hours of operation sufficient to meet public demand.
4. Provide insurance coverage in amounts not less than specified in Appendix B.

Section 10.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building that will provide a minimum of 250 SF of properly lighted and heated office space with immediate access to customer waiting area/lounge and sanitary restrooms.
2. A paved Apron or hangar space sufficient to tie down, park, and maneuver a minimum of two (2) Small Aircraft, a minimum 700 square yards.
3. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.
4. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder or Lease holder.

Article 11 Flight Training

Section 11.1 Statement of Concept

A Flight Training business engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing Aircraft, and provides such related ground school

instruction as is necessary for taking a written examination and flight check ride for the category or categories of pilot certificates and or ratings involved.

Section 11.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. A Flight Training Operator shall meet all the appropriate requirements under Code of Federal Aviation Regulations 14 (CFR) Part 61,141 and or 142.
2. A minimum of one (1) fixed wing or one (1) rotary wing Aircraft, either owned or under written lease to the Operator.
3. A minimum of one (1) currently FAA Certificated pilot, with appropriate Instructor Rating and current FAA medical certificate, if applicable, on duty during the appropriate business hours.
4. Maintain hours of operation sufficient to meet public demand.
5. Provide insurance coverage in amounts not less than what is found in Appendix B.

Section 11.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of 600 SF of properly lighted and heated classroom and office space and have immediate access to customer waiting area/lounge and sanitary restrooms.
2. A paved Apron or hangar space sufficient to tie down, park, and maneuver a minimum of two (2) Small Aircraft, a minimum 700 square yards.
3. Adequate classroom training aids that may include mock-ups, pictures, slides, filmstrips, movies, videotapes, and DVDs to provide proper ground school instructions.
4. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.
5. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder or Lease holder.

Article 12 Aircraft Sales

Section 12.1 Statement of Concept

An Aircraft Sales business engages in purchasing and selling of new and/or used Aircraft through various methods including matching potential customers with an Aircraft (brokering), assisting a customer in the purchase or sale of an Aircraft, or purchasing used Aircraft and marketing them to potential purchasers.

Section 12.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator engaged in the sale of new and/or used Aircraft shall provide the following services:

1. Maintain a Commercial Dealers License for the sale of Aircraft in the Commonwealth of Virginia.
2. Make available or on-call a minimum of one (1) Aircraft for sale or as a demonstrator.
3. A minimum of one (1) currently FAA Certificated pilot, with appropriate ratings for the Aircraft to be demonstrated.
4. Maintain hours of operation sufficient to meet public demand.
5. Provide insurance coverage in amounts not less than specified in Appendix B.

Section 12.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of 120 SF of properly lighted and heated office space to perform work and have immediate access to customer waiting area/lounge and sanitary restrooms.
2. A paved Apron or hangar space sufficient to accommodate at least two (2) of the Aircraft authorized for sale. If the Operator leases hangar space for the storage of sale Aircraft this provision is waived.
3. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.

4. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder or Lease holder.

Article 13 Air Charter Operations

Section 13.1 Statement of Concept

An unscheduled or scheduled Air Charter Operator engages in the business of providing air transportation (Persons or property) to the general public for hire, on an unscheduled or scheduled basis under 14 CFR Part 125 & 135. Air Charter Operations include Air Ambulance Operations. An Aircraft Management Operator is a commercial operator engaged in the business of providing Aircraft flight dispatch, flight crews or Aircraft maintenance coordination to the public and is included in Air Charter Operations.

Section 13.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. Be certificated under FAR Part 125 or 135.
2. Maintain sufficient hours of operation to meet public demand.
3. Employ and make available at least one (1) person who holds an appropriate FAA license or certificate for the Aircraft operated.
4. The Operator shall have dispatch capability within six (6) hours of a customer request.
5. Employ one (1) person with experience and ability to provide charter quotes, schedule and dispatch support and customer service.
3. Provide insurance coverage in amounts not less than what is found in Appendix B.

Section 13.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of 200 SF of properly lighted and heated office space and have immediate access to a customer lounge/waiting area and sanitary bathrooms.

2. The customer lounge/waiting area must be of a size adequate for the number of passengers flown, but at a minimum it must be 200 SF.
3. A paved Apron or hangar space sufficient to tie down, park, and maneuver the Aircraft that are being used for Part 135 Charter.
4. A paved parking area that complies with City of Manassas parking requirements.
5. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Lease holder.

Article 14 Commercial Operating Permit

Section 14.1 Statement of Concept

1. Any Entity that conducts a commercial business at the Airport shall have a Franchise Agreement with the City of Manassas, approved by the Airport Commission and City Council or a Commercial Operating Permit that has been approved and issued by the Airport Director, prior to conducting any commercial business at the Airport.
2. A Commercial Operating Permit shall be obtained by the following categories of commercial operators, prior to conducting business on the Airport:
 - A. A Non-Franchise Tenant: Entity not having a Franchise Agreement with the City of Manassas governing its operations, but who:
 - i. Has a Lease agreement, sublease or other agreement with the City, a sublease with a City Lessee or a Franchise holder and supplies or directly provides goods, commodities, services, or facilities to the general public at the Airport as a regular business activity.
 - ii. Uses the Airport in furtherance of its business interest and has office, hangar and/or storage space on the Airport.
 - B. A Non-Tenant Operator: An Entity with no established office, station or location on Airport property and not having a Franchise or Lease agreement with the City of Manassas or an existing Franchise holder governing its operations, but who:
 - i. Does supply or directly provide goods, commodities, services, or facilities to the general public at the Airport as a regular business activity.

- ii. Uses or enters upon the Airport in furtherance of its business interests and/or to deliver persons, services or goods to customers of that business.
- iii. A Non-Tenant Operator shall include, but is not limited to, rental car concessionaires, mobile certified mechanics, independent flight instructors, Aircraft detailers, mobile oil recyclers and others who perform operations without permanent facilities on the Airport. A Non-Tenant Operator shall not include any commercial transport engaged in providing goods, commodities, or services to the Airport, any Federal, State, or local agency operating at the Airport, or any Full-Service FBO, Franchise holder or Lessee of the Airport.

Section 14.2 Procedures

1. The Airport may issue a Commercial Operating Permit only upon receipt and approval of a signed application from the Non-Franchise Tenant or Non-Tenant Operator on a form approved by the Director containing the following information:
 - A. Name of Entity, address, phone number, type of business, type and description of vehicles to be operated, if any, on Airport property.
 - B. Name of principal(s) of the applying Entity.
 - C. Name, address and job title of the local manager, if different from the principal(s).
 - D. Provide adequate insurance and a certificate of insurance, naming the City, its employees and agents as additional insured.
2. The submission of such application by a Non-Franchise Tenant or a Non-Tenant Operator business shall constitute an express understanding and agreement by such applicant that he/she shall:
 - A. Pay all Permit fees specified.
 - B. Covenant to obey and adhere to all security requirements, Rules and Regulations of the Airport now existing or hereafter adopted.
 - C. Indemnify and hold harmless the Airport and the City, its employees and agents from any claim whatsoever arising from the Non-Franchise Tenant's or Non-Tenant Operator's business operations on Airport property.
 - D. In the case of a Non-Franchise Tenant, provide proof of a City of Manassas business license and proof of insurance coverage not less than specified in Appendix B.

- E. In the case of a Non-Tenant Operator, not establish any office, station, or location on Airport property.
3. In the event a Commercial Operating Permit is approved and there are subsequent changes in the facts or circumstances reflected on the application, the Non-Franchise Tenant business or Non-Tenant Operator is required to file a written statement notifying the Director of the change within ten (10) calendar days from the date such change occurs.
 4. Within thirty (30) calendar days after the application for a Commercial Operating Permit has been submitted to the Director, the application will either be approved or denied. In the event the application is denied, the Director shall specify in writing the grounds for denial. The applicant shall have the right to appeal as stated in Article 4, paragraph 3, ad seq.
 5. A Commercial Operating Permit may be revoked by the Director for cause upon five (5) calendar days written notice to the Permittee. Such notice shall be either hand-delivered or mailed by certified mail to the address stated on the application. Such revocations are subject to the appeal process as stated in Article 4, paragraph 3. Causes for revocation include, but are not limited to:
 - A. Breach of any Agreement entered into with the Airport.
 - B. Failure to make timely payment of any fees, fines, or other moneys due to the Airport.
 - C. Violation of any rule, regulation, security requirement, or Minimum Standard of the Airport now existing or hereafter adopted.
 - D. Any act or omission of the Permittee adversely affecting the Airport operations or posing a danger to the public health, safety, or welfare.

Article 15 Rental Car Business

Section 15.1 Statement of Concept

Businesses desiring to operate as a Rental Car Business shall comply with the following:

1. Provide makes and models of Vehicles that do not exceed two (2) years of age.
2. Maintain rental automobiles in good operating order, free from known mechanical defects, and in a clean, neat and attractive condition, inside and out.

3. Maintain such business hours for such periods during each day and such days during each week as may be necessary to meet reasonable demands of the public.
4. As used herein, the term “gross receipts” shall mean the total sum of money paid or payable (after any discount specifically shown on the car rental agreement), by the customer to the concessionaire for or in connection with the use of a vehicle contracted for, delivered or rented by the customer at the Airport, regardless of where payment is made, the vehicle is returned or the rental order was received, plus any sum received from the customer by reason of his acceptance of personal accident insurance.

Section 15.2 Procedures

1. Non-Franchise Tenant businesses desiring to operate as a Rental Car Business shall also comply with the following:
 - A. Pay the Airport three percent (3%) of gross receipts within twenty (20) calendar days following the close of the previous month.
 - B. Submit a statement of gross receipts during the preceding month from its operations at the Airport from which the percentage of payments to the Airport may be computed. Said statement must be signed by a responsible accounting officer of the Non-Franchise Tenant.
 - C. For the use of ready and return spaces in the Airport’s public use parking lot there will be a charge of \$10.00 per space per month.
 - D. To make available to the Airport or the City, upon demand and at its local office, all business accounts containing information related to computation of gross receipts and amounts payable to the Airport.
 - E. Provide insurance coverage in amounts no less than specified in Appendix B.
2. Non-Tenant Operators desiring to operate as a Rental Car Business shall also comply with the following:
 - A. Pay the Airport six percent (6%) of gross receipts within twenty (20) calendar days following the close of the previous month.
 - B. Submit a statement of gross receipts during the preceding month from its operations at the Airport from which the percentage of payments to the Airport may be computed. Said statement must be signed by a responsible accounting officer of the Non-Tenant Operator.

- C. To make available to the Airport or the City, upon demand and at its local office, all business accounts containing information related to computation of gross receipts and amounts payable to the Airport.
- D. To operate no vehicle on Airport premises except to pick up or deliver customers holding reservations with the Non-Tenant Operator or who have returned a vehicle to the Non-Tenant Operator.
- E. While operating on Airport property, stop only in areas designated for use by such vehicles and make no attempt to solicit business in any manner while on Airport property.

Article 16 Through-the-Fence Operations

Section 16.1 Statement of Concept

Through-the-Fence Operations is defined as the use of Airport property by operators offering an aeronautical activity on land adjacent to, or by Aircraft based on land adjacent to, but not part of, the Airport property. Through-the-Fence Operations are permitted at the Manassas Regional Airport with written consent of the Airport Director and the Airport Commission.

Article 17 Ultralight Operations

Section 17.1 Statement of Concept

An Ultralight Operator engages in commercial Ultralight operations including rental, training, sales and maintenance activities.

Ultralight Operators must comply with all provisions of the Code of Federal Regulations (CFAR), Part 103 and all operating directives issued by the Airport Director.

Prior to starting Ultralight Operations, the Airport will determine if this activity will present or create a safety hazard to the normal operations of Aircraft arriving or departing the Airport. An FAA airspace study may be necessary to determine the efficiency and utility of the Airport for such operations.

Ultralight Commercial Operators must comply with the provisions of these Minimum Standards for Aircraft Rental and Flight Instructions.

Article 18 Skydiving Operations

Section 18.1 Statement of Concept

A Commercial Skydiving Operator engages in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment.

Commercial Skydiving is not permitted at the Manassas Regional Airport except by written consent of the Airport Director and the Airport Commission. Prior to starting Skydiving Operations, the Airport and FAA will determine if this activity will present or create a safety hazard to the normal operations of Aircraft arriving or departing the Airport. An FAA airspace study may be necessary to determine the efficiency and utility of the Airport for such operations.

Article 19 Specialized Commercial Operations

Section 19.1 Statement of Concept

A Specialized Commercial Flying Service engages in air transportation for hire for the purpose of providing the use of Aircraft including, but not limited to the following:

1. Non-stop sightseeing flights that begin and end at Manassas Regional Airport.
2. Crop dusting, seeding, spraying, and bird chasing.
3. Banner towing or aerial advertising.
4. Aerial photography or survey.
5. Power line or pipe line patrol.
6. Fire fighting.
7. Hot air balloon or blimp operations.
8. Cargo flights
9. Carrier Services.

Section 19.2 Minimum Standards

1. A Permit is required for Specialized Commercial Operations. See the Airport Director for application procedures.
2. Maintain sufficient hours of operations to meet public demand.
3. Maintain the proper Federal, Commonwealth of Virginia and City of Manassas license for the type of operation conducted.
4. Provide insurance coverage in amounts not less than specified by the Airport Director.