

Auburn-Lewiston Municipal Airport

**MINIMUM STANDARDS
AND
PROCEDURES
FOR
COMMERCIAL
AERONAUTICAL ACTIVITIES**

4 November 1993 Kenneth P. Wolf Chairman

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STATUS PAGE

Issued 1 March 1995 Changed material highlighted by vertical line in right margin.

Page 28 - Change #1 (13 April 1994)Deletes original pages 28-31. Remove and replace with new pages 28 & 29.

Page 29 - Change #2 (16 February 1995)Remove and replace page 29 with new page 29.

Page 29 - Change #3 (June 1, 1995)Remove and replace page 29 with new page 29.

End of Changes.

SECTION 1: PURPOSE, INTENT, AND REQUIREMENTS:

- 1.1 The purpose herein is to allow for the establishment and orderly development of a sound economic base upon which the Airport will thrive and experience a stable growth pattern; to insure that the public receives reliable, safe, adequate and nondiscriminatory service from Operators conducting commercial activities at or from the Airport; and to insure that Operators conducting aeronautical activities at the Airport receive fair, equitable, and nondiscriminatory treatment as compared to others conducting the same or similar activities at the Airport. No person, firm, or corporation shall engage in any commercial activity as a Fixed Base Operator (FBO) as herein defined unless the same is done in full compliance with the standards, rules and regulations herein set forth.
- 1.2 The intent herein is to categorically identify those Minimum Standards and Procedures by which all persons, firms, or other legal entities conducting commercial aeronautical activities (revenue producing) at the Airport shall conduct their respective operations.
- 1.3 The requirements, as set forth in these Minimum Standards and Procedures, are intended to ultimately protect the public health, safety, and other interests; and to foster and promote the continued development of the Airport in a safe and efficient manner.
- 1.4 These Minimum Standards for Commercial Aeronautical Activities have been written in conformance to Advisory Circular 150/5190-1A, 150/5190-2A, and the Federal Aviation Administration Assurances for Airport Sponsors.

SECTION 2. DESIGN AND APPLICATION

- 2.1 It is intended that the design and application of these Minimum Standards and Procedures shall be accomplished by the Auburn-Lewiston Municipal Airport Board of Directors (hereinafter ALBD) and/or its Airport Manager.
- 2.2 These Minimum Standards and Procedures shall be published and appended to all current Lease and Operating agreements and shall be considered a part of all Lease and Operating agreements which the ALBD may enter into relating to the Auburn-Lewiston Municipal Airport except as otherwise provided in Section 4.3.
- 2.3 Any person(s), firm or legal entity wishing to obtain the right to operate and/or establish a leasehold on the Airport shall make written application to the ALBD in the manner and form prescribed herein. Application for permission to establish, acquire, and/or use Airport land or any facilities thereon shall be presented to the ALBD; however, never shall an applicant submit anything less than the following information:

- a. Applicant's legal name and address.
 - b. Applicant's primary business.
 - c. Applicant's express purpose in applying for lease and operating rights at the Auburn-Lewiston Municipal Airport.
 - d. Applicant's express intent for utilization of the land and/or facilities to be occupied, and more important, the services which are intended to be provided to the public.
 - e. Applicant's estimate of costs which he/she will incur for the development and improvements of such leasehold or fee position applied for.
 - f. Applicant's schedule for commencement of lease term, operation and construction of leasehold improvements.
 - g. Applicant shall provide qualified references attesting to his/her financial responsibility and technical ability as related to his/her proposed type of business.
 - h. Applicant shall provide, before commencement of operations, the names, addresses, and qualifications of those key management personnel who will be involved with the day-to-day operation of the business intended.
- 2.4 Upon receipt of the application, it will be reviewed by the ALBD within 90 days. The ALBD reserves the right to reject any proposals presented to the ALBD at their sole discretion.
- 2.5 All Fixed Base Operators (FBOs) shall satisfy the ALBD that they are technically and financially able to perform the services of such FBOs before any lease of Airport property for such an operation shall be executed.

SECTION 3: GLOSSARY OF TERMS:

- 3.1 **ALBD**, As hereinafter defined, shall mean the Auburn-Lewiston Municipal Airport Board of Directors, or its successor, operator of the Airport.
- 3.2 **Airport**, as hereinafter defined, shall mean the land, and developments thereon, either held in fee simple or as leasehold either occupied by tenants or fee holders, which are controlled, operated, and maintained by either the ALBD, its tenants and/or those to whom title in fee has been legally transferred. The Airport shall also include, but not necessarily be limited to all runways, taxiways, rights of way, ramps, aircraft and vehicle parking areas, storage areas of all kinds and descriptions, improvements, utilities, facilities or other real property necessary or convenient, or desirable, for the landing, takeoff, accommodation and servicing of aircraft of all types.
- 3.3 **Aircraft**, as hereinafter defined, shall mean and include any contrivances now or hereafter used for the navigation of, or flight in air or space, including but not necessarily limited to airplanes, airships, dirigibles, helicopters, gliders, amphibians and sea planes, and ultralights.

- 3.4 **Applicant**, as hereinafter defined shall mean that person(s), firm, or legal entity desiring to acquire use of a portion of the Airport, or establish or use any facility on the Airport for an aeronautical activity or other purpose; and, who shall apply in writing and in the manner and form prescribed for permission to establish such operations on the Airport.
- 3.5 **Operator**, as hereinafter defined, shall mean any person(s), firm, or legal entity who have applied for and received written permission to engage in a commercial aeronautical activity, on or from the Airport; and have entered into and executed the required lease/operating agreement. This includes any L-FBO (see Section 3.11). An operator shall always be a tenant.
- 3.6 **Tenant**, as hereinafter defined, shall mean any person(s), firm, or legal entity who have applied for and received written permission from the ALBD to establish a leasehold or other right at the Airport whether for commercial activity or not.
- 3.7 **Commercial Activity**, as defined herein, shall mean any on-going activity conducted at, on, or from the Airport by any person(s), firm or legal entity intended to result in monetary gain to the party conducting such activity.
- 3.8 **Aeronautical Activities**, Shall mean any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. "Commercial" aeronautical activities shall mean any activity by any person(s), firm, or legal entity intended to result in a monetary gain.
- 3.9 **Standard Construction Specifications**, shall include, but not necessarily be limited to:
- a. Federal Aviation Administration "Standards for Specifying Construction of Airports"
 - b. All other applicable Federal, State, Local building codes or other ALBD rules and/or regulations controlling construction on the airport.
- 3.10 **A Fixed Base Operator**, as defined herein, and hereafter referred to as "FBO," shall be any operator located on the Airport and doing any one or more of the following "FBO" categories and functions. FBOs will abide by and comply with the standards pertaining to the particular category the FBO offers as set forth below:
1. Aircraft Airframe and Engine Maintenance
 2. Aircraft Charter & Air Taxi Service.
 3. Flight Training.
 4. Aircraft Rental.
 5. Specialized Commercial Flying Services.

6. Provisions of Facilities for L-FBOs.
 7. Aircraft Sales (New and/or Used).
 8. Flying Clubs.
- 3.11 **L-FBO**, as defined herein, and hereafter referred to as "L-FBO," shall be any operator located on the Airport that is subleasing space from an FBO, and/or who is not leasing land and/or buildings directly from the Airport. **NOTE: Operators must lease from the Airport if appropriate space is available unless permission is obtained from the ALBD.** The L-FBO can do any one or more of the "FBO" categories and functions listed in 3.10. The L-FBO shall pay the fees prescribed by the ALBD, and listed in Exhibit "B."
- 3.12 **Leasehold Improvements**, shall include, but not necessarily be limited to any modification, alterations, or repairs, either of a structural or architectural nature, done by the Tenant at his/her sole cost and expense. Any such improvements shall be accomplished only after the ALBD has approved the Tenant's written application requesting same. In all instances, unless provided otherwise in the lease/operating agreement, upon the termination or natural expiration of a lease/operating agreement, title to such land improvements shall revert to and vest with the ALBD, at the option of the ALBD.
- 3.13 **Normal Operating Hours For Fueling Services.** As reasonably set by the Airport Manager. Seven (7) days a week.
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|---------------------|--|
| 7:00A.M. - 8:00P.M. | June - September |
| 8:00A.M. - 6:00P.M. | April, May, & October |
| 8:30A.M. - 5:00P.M. | January, February, March, November, & December |
- 3.14 **Normal Business Hours for FBOs.** Monday through Friday, 8:00 A.M. until 5:00 P.M. or as approved by the ALBD.

SECTION 4. STATEMENT OF POLICY:

- 4.1 It is the policy of the ALBD to grant a lease and/or operating rights on the Airport with the approval of ALBD, to those qualified applicants who have duly made application for said lease rights in the manner and form prescribed in Section 2.
- 4.2 Upon the consideration of the applicant, the ALBD shall determine whether the applicant meets the standards and qualifications as herein set out and if such application should be granted in whole or in part, and if so, upon what terms and conditions.
- 4.3 All present Tenants, and Operators conducting operations on the Airport, before the effective date of these Minimum Standards and Procedures, may be allowed to continue without fully complying with the portions of these Minimum Standards

and Procedures relating to the floor space requirements if the ALBD determines that the continuation of such an operation is in the public interest and does not conflict with any FAA requirements, and if the ALBD determines that it would be an extreme hardship, financial or otherwise, for such an Operator to fully comply with said portions of these revised Minimum Standards and Procedures. When an existing lease of any present Tenant, who is not made to fully comply with these Minimum Standards and Procedures, expires, such Tenant shall at the time of expiration of such existing lease be required to comply with all the provisions of these Minimum Standards and Procedures.

- 4.4 All applicants shall meet the Minimum Standards, as recited herein and which pertain to their respective category.
- 4.5 It is the intent of the ALBD to examine each Applicant. Each Applicant shall be responsible for providing satisfactory evidence to the ALBD of its respective technical ability and financial responsibility, including the capability to meet the insurance requirements as stated herein.
- 4.6 The ALBD may review the "Minimum Standards and Procedures for the Auburn-Lewiston Municipal Airport" from time to time and may make such revisions or amendments as shall be deemed necessary under the circumstances surrounding the Airport to properly protect the health, safety, and interest of the public. Upon enactment of any such amendments, all operators and tenants shall be required to conform to such amended standards except as provided in Section 4.3.
- 4.7 Besides the requirements of the FAA, the ALBD may establish and carry out such rules and regulations as may be required for the (1) safe and orderly operation of the Airport, (2) the safe and orderly operation of aircraft in the airport traffic area and airspace surrounding the airport, and (3) the safe and orderly operation of aircraft on the ground.
- 4.8 No person(s), firm or legal entity shall act as an Operator/Tenant or conduct any commercial activity of any kind or nature whatsoever on the Airport, until that person(s), firm or legal entity has (1) applied for and received permission to so act, and (2) has entered into an executed lease/operating agreement with the ALBD. Each successful Applicant shall, within thirty (30) business days after having received written approval of his application be ready, willing and able to enter into a written lease/operating agreement with the ALBD, in a form prescribed by the ALBD. For an air charter operation which is not based at the airport but which operates to and from the airport under an agreement with the ALBD, the payment of all applicable landing, parking or other levied fees by the non-based air charter operations shall be deemed sufficient to meet the requirements of this paragraph.

- 4.9 It is the intention of the ALBD to enter into and execute a lease/operating agreement with the approved Applicant as soon as convenient after such application is approved.
- 4.10 No applications approved or lease and/or operating agreement executed under these Minimum Standards and Procedures shall be transferable without first obtaining the prior written consent of the ALBD. Sale of a majority of the voting stock of a corporation shall be deemed to be a transfer.
- 4.11 All lease/operating agreements shall contain, inter alia, a covenant reciting the Operator's obligation to pay an amount for the basic monthly rental of agreed space. Any sub-lease approved by the ALBD between Lessee Operator and a sub-lessee shall provide that the sub-lessee pay the fees prescribed by the ALBD for the activity being performed as shown in Exhibit "B."
- 4.12 Concerning land having access to the Airport runway/taxiway system, it is the intent of the ALBD to restrict the amount of land leased to any Operator/Tenant to the minimum area reasonably required for the specific aviation purpose, which the Operator/Tenant agrees to conduct on the leased premises. The ALBD will include a provision in each lease providing for the termination of the Operator/Tenant's rights on the leased premises, or any portion thereof, on which the Operator/Tenant has not made improvements or otherwise utilized for an approved aviation purpose within eighteen (6) months of executing said lease.
- 4.13 Any person, firm or corporation capable of meeting the minimum standards set forth herein for any of the listed categories is eligible to become an FBO at the Airport, subject to the execution of a written lease for five (5) years. When substantial investments are made, the ALBD may allow for longer contract terms.
- 4.14 An FBO or Tenant shall not engage in any business or activity on the Airport or other than that authorized under his particular category or categories. Any Operator/Tenant desiring to extend his operations into more than one category, shall first apply in writing to the ALBD for permission to do so, setting forth in detail the reasons and conditions for the request.
- 4.15 Ramp space other than ramp space specifically leased to the FBO or Tenants shall be for use by the general public. No FBO or Tenant shall be permitted to use any portion of public ramp space for its exclusive use.
- 4.16 The Airport will provide the following services to FBOs and Tenants.
- a. Maintenance of the runways, taxiways, ramp and apron areas which are open to the general aviation public.
 - b. Maintenance and operation of runway lights, rotating light beacon and lighted wind tee to permit night flying operations seven days each week between the hours of sunset and sunrise.

- 4.17 The ALBD or its authorized representative shall have the right during business hours to inspect, examine, and audit all books or accounts, records and devices used in the accounting system of the business of all FBOs and Tenants. Such examination will be made at a place designated by the ALBD and to be done in a manner which will not unreasonably disrupt or interfere with operations of FBOs or Tenants.
- 4.18 All FBOs shall permit individual aircraft owners to effect their own preventive maintenance which do not require FAA licensed mechanics, if such owner so desires.
- 4.19 No construction of any kind shall be done at the Airport without the prior approval of the FAA and the ALBD and no approval shall be granted unless it is consistent with the master plan for the development of the airport.
- 4.20 The operating rights of the Airport owned underground fuel facility is normally leased to the Operator located in hangar #3 next to the airport terminal, however, the Airport reserves the right to operate the fuel farm. This operator and any other operator at the Airport wishing to provide into-aircraft fuel services will comply with the following:

Equipment:

1. Operator shall have two metered filter equipped dispensers for dispensing two grades of aviation fuel (Avgas and Jet-A fuel) from two storage tanks having a minimum capacity of 10,000 gallons each, with at least one tank dedicated to Avgas. In addition, if dispensing trucks are used, they shall have a total of 600 gallon minimum capacity for each grade of fuel. Separate dispensing pumps for each grade of fuel is required.
2. If the Operator uses mobile fuel dispensing equipment it shall be maintained in serviceable condition, in such quality and quantity, with reliable marking devices approved by the Federal Aviation Administration, capable of servicing, in an efficient and safe manner, the typical general aviation aircraft frequenting this Airport.
3. In conducting fuel operations, Operator shall install and use adequate electrical grounding facilities at fueling locations to eliminate the hazards of static electricity and shall provide approved types of fire extinguishers or other equipment commensurate with the hazard involved with fueling, defueling, and servicing aircraft. All fuel storage tanks will be installed above ground, unless otherwise directed by Local, State, or Federal authorities. In addition, Operator shall comply with Section 7 of the Rules and Regulations for the Auburn-Lewiston Municipal Airport.

Scope of Services/Standards:

1. Into-aircraft delivery of aviation fuels, lubricants and other related petroleum products shall be available during normal operating hours, 7 days a week.
2. Operator shall maintain an adequate inventory of at least one brand and two generally accepted grades of aviation fuel, engine oil, and lubricants. The Operator shall demonstrate, to the satisfaction of the ALBD, a written, long-term, commercially-reasonable agreement with a reputable national-brand aviation gasoline and lubricant distributor to permit the Operator to purchase fuel and oil for resale in such quality and quantities as are necessary to meet the requirements set forth herein. Aviation fuels and oils delivered to the Operator by a vendor will be considered by the ALBD to be fuels and oils dispensed by the Operator.
3. The Operator shall take all precautions necessary to insure that only non-contaminated fuel is delivered into the aircraft serviced. Fuel delivered shall be clean, bright, pure and free of microscopic organisms, water or other contaminants. Quality control of the fuel is the responsibility of the Operator/FBO. The Operator shall maintain current fuel reports on file and available for auditing at any time by the Airport Manager, or the Federal Aviation Administration.

Personnel/Certifications:

1. Line service personnel training to include certification for fueling, defueling, quality assurance, fire safety, and hazardous material handling as required by Federal, State and Local regulations.
2. All fueling services and systems shall be subject to inspection for fire and other hazards by the Airport Manager or other representative of the Auburn Fire Department and the appropriate State and Local fire agency. Operator shall meet all applicable fire codes: Federal, State and Local laws, statutes, ordinances, rules and regulations pertaining to fire safety, including proper fire protection, electrical grounding and fire suppression.

Insurance:

1. An operator providing this service shall purchase, and for the period of the operations hereunder, maintain insurance in the types, amounts and forms set forth in Exhibit "A."

SECTION 5. DESCRIPTION OF FBO REQUIREMENTS

NOTE: The Airport will consider a reduction in minimum square footage requirements for FBOs providing multiple FBO services. Floor space requirements for multiple service FBOs are not additive. **Restrooms, customer lounge, office, etc need not be duplicated.**

AIRFRAME AND POWER PLANT MAINTENANCE:

A. Commercial Service or Activity.

1. The Operator shall provide these services to at least the minimum necessary for the typical General Aviation aircraft frequenting the Airport. This category of aeronautical services shall also include the sale of aircraft parts and accessories, but such is not an exclusive right.

B. Facilities.

1. The Operator shall lease a facility or erect a facility if none now exists, to provide a minimum of 3,200 sq. ft. of floor space for aircraft maintenance, storage and 100 sq. ft. of office space, which shall be properly heated and lighted, and shall provide telephone facilities for customer use.
2. The Operator shall provide for (under terms agreeable to the ALBD) adequate auto parking space to accommodate all the Operator's employees and customers.

C. Equipment.

1. The Operator shall provide sufficient equipment, supplies and availability of parts to perform aircraft/engine maintenance in accordance with manufacturers recommendations or equivalent.

D. Scope of Services/Standards.

1. The Operator shall have his facility open and services available 8:00 A.M. until 5:00 P.M. Monday through Friday or as approved by the ALBD.
2. The Operator shall have in his employ (and on duty during the required operating hours) trained personnel in such numbers as are required to meet these minimum standards and lease requirements in an efficient manner, but never less than one (1) person currently certified by the Federal Aviation Administration with certificates appropriate to the work being performed and who holds an airframe and power plant (A&P), and an aircraft inspector certificate.
3. Sufficient work space for any aircraft upon which airframe or engine repairs are being performed.
4. Suitable storage space for aircraft before and after repairs.
5. Adequate shop space to house the equipment, and adequate equipment and machine tools, jacks, lifts and testing equipment as required for the maintenance to be performed.
6. Sufficient equipment, supplies and availability of parts to allow timely repair of aircraft/engines.

E. Personnel.

1. An aircraft airframe, engine maintenance and repair Operator shall provide at least one (1) person currently certified by the Federal Aviation Administration with an A&P and I.A. rating appropriate to the work being performed.

F. Certifications.

1. As Required in D.2 above.

G. Insurance.

1. The Operator performing the services under this category shall purchase, and for the period of operations hereunder, maintain insurance in the types, amounts and forms set forth in Exhibit "A."

AIRCRAFT CHARTER & AIR TAXI SERVICE:

A. Commercial Service or Activity.

1. An air charter and/or taxi operator shall provide air transportation (persons or property) to the public for hire, either on a charter basis or as an air taxi operator, as defined in the Federal Aviation Act of 1958, or as said Act may be supplemented or amended from time to time. These operations are subject to Part 135 and/or Part 121 of the Federal Aviation Regulations.

B. Facilities.

1. The Operator shall lease a facility or erect a facility, if none now exists, to provide for a minimum of 3,200 sq. ft. of floor space for aircraft storage and 800 sq. ft. for office space, customer lounge, and restrooms, which shall be properly heated and lighted, and shall provide telephone facilities for customer use.
2. The Operator shall provide for (under terms agreeable to the ALBD) adequate auto parking space to accommodate all of the Operator's employees and customers.
3. The Operator shall provide or lease a paved ramp area to accommodate his own aircraft tie-downs and the movement of aircraft from the Operator's facilities to the existing Airport taxiway and/or apron system.

C. Equipment.

1. A minimum of one single-engine or twin-engine aircraft properly certificated by the Federal Aviation Administration. Aircraft shall be owned or leased by and under the exclusive control of this FBO.

D. Scope of Services/Standards.

1. The Operator shall have premises open and services available from 8:00 A.M. until 5:00 P.M. Monday through Friday or as approved by the ALBD.

E. Personnel

1. The Operator shall have in his employ, and on duty during the required operating hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner, and appropriately rated to permit the flight activities offered by the operator.

F. Certifications.

1. Must be FAA certified under Part 135 and/or Part 121 of the Federal Aviation Regulations.

G. Insurance.

1. The Operator performing the services under this category shall purchase, and for the period of operations hereunder, maintain insurance in the types, amounts and forms set forth in Exhibit "A."

FLIGHT TRAINING:

A. Commercial Service or Activity.

1. The Operator shall instruct pilots in dual and solo flight training infixed and/or rotary wing aircraft, and provide such related ground school instruction as is necessary to take a written examination and flight check ride for the appropriate pilot certificate and ratings.

B. Facilities.

1. The Operator shall lease a facility or erect a facility if none now exists, to provide a minimum of 3,200 sq. ft. of floor space for aircraft storage and 800 sq. ft. for offices, pilot lounge, classroom, briefing room and restrooms, which shall be properly heated and lighted, and shall provide telephone facilities for customer use.
2. The Operator shall provide for (under terms agreeable to the ALBD) adequate auto parking space to accommodate all of the Operator's employees and customers.
3. The Operator shall provide or lease a paved ramp area to accommodate his own aircraft tie-downs and the movement of aircraft from the Operator's facilities to the existing Airport taxiway and/or apron system.
4. No flight training operations or operator may be allowed to operate off a tie-down only.

C. Equipment.

1. A minimum of one single-engine aircraft which is owned or leased by and under the exclusive control of this FBO. Aircraft must be properly

equipped and FAA certificated for flight instruction and maintained in airworthy condition according to FAA Regulations pertaining to this category of operations.

D. Scope of Services/Standards.

1. The Operator shall have his facilities open and provide properly trained personnel in sufficient quantity on duty from 8:00 A.M. until 5:00 P.M. Monday through Friday, or as approved by the ALBD, and other hours required to support the flight training program.
2. The Operator shall have available on the premises at least one (1) flight instructor who is currently certificated by the FAA to provide the type of flight training offered.
3. Office, classroom and briefing room space required for FAR Part 61 and/or Part 141 flight training.
4. The Operator shall have in stock, and make for sale to the public, flight training textbooks, manuals and other miscellaneous pilot supplies such as plotters, computers, navigational charts, etc.

E. Personnel.

1. As Required in Section D.2.

F. Certifications.

1. Flight School operation shall be in compliance with FAR Part 61 or Part 141.

G. Insurance.

1. The Operator performing the services under this category shall purchase, and for the period of operations hereunder, maintain insurance in the types, amounts and forms set forth in Exhibit "A."

AIRCRAFT RENTAL:

A. Commercial Service or Activity.

1. The Operator shall make available the rental of aircraft to the public.

B. Facilities.

1. The Operator shall lease a facility or erect a facility if none now exists, to provide a minimum of 3,200 sq. ft. of floor space for aircraft storage and 100 sq. ft. for office space, which shall be properly heated and lighted, and shall provide telephone facilities for customer use.

2. The Operator shall provide for (under terms agreeable to the ALBD) adequate auto parking space to accommodate all of the Operator's employees and customers.
3. The Operator shall provide or lease a paved ramp area to accommodate his own aircraft tie-downs and the movement of aircraft from the Operator's facilities to the existing Airport taxiway and/or apron system.
4. No rental operations or operator may be allowed to operate off a tiedown only.

C. Equipment.

1. A minimum of one single-engine aircraft which is owned or leased and under the exclusive control of this FBO. Aircraft must be properly equipped and FAA certificated and maintained in airworthy condition according to FAA Regulations pertaining to this category of operations.

D. Scope of Services/Standards.

1. The Operator shall have premises open and provide properly trained personnel in sufficient quantity on duty from 8:00 A.M. until 5:00 P.M. Monday through Friday, or as approved by the ALBD.
2. The Operator shall have available at least one (1) flight instructor who is currently certificated by the FAA to provide the type of rental offered.

E. Personnel.

1. As Required in Section D.2.

F. Certifications.

1. As Required in Section D.2.

G. Insurance.

1. The Operator performing the services under this category shall purchase, and for the period of operations hereunder, maintain insurance in the types, amounts and forms set forth in Exhibit "A."

SPECIALIZED COMMERCIAL FLYING SERVICE:

A. Commercial Service or Activity.

1. A specialized commercial flying services Operator shall engage in air transportation for hire for the purposes listed below.
 - a. Commercial glider operations.
 - b. Any other operations specifically excluded from Part 135 of the FARs, and approved to operate on the Airport by the ALBD.

B. Facilities.

1. The Operator shall lease a facility or erect a facility if none now exists, to provide a minimum of 3,200 sq. ft. of floor space for aircraft storage and 100 sq. ft. for office space, which shall be properly heated and lighted, and shall provide telephone facilities for customer use.
2. The Operator shall provide for (under terms agreeable to the ALBD) adequate auto parking space to accommodate all of the Operator's employees and customers.
3. The Operator shall provide or lease a paved ramp area to accommodate his own aircraft tie-downs and the aircraft movement from the Operator's facilities to the existing Airport taxiway and/or apron system.

C. Equipment.

1. The Operator shall provide and have based on his leasehold, either owned or under written lease to the Operator, not less than one (1) airworthy aircraft, suitably equipped for, and meeting all the requirements of the Federal Aviation Administration with respect to the type of operation to be performed.

D. Scope of Services/Standards.

1. The Operator must provide, by means of an office and a telephone, a point of contact for the public desiring to utilize Operator's services.
2. The Operator shall have in his employ, and on call during normal operating hours, trained personnel in such numbers as may be required to meet the minimum standards herein set forth in an efficient manner, but never less than one (1) person holding a current Federal Aviation Administration commercial certificate, properly rated for the aircraft to be used and type of operation to be performed.

E. Personnel.

1. As Required in D.2 above.

F. Certifications.

1. As Required in D.2 above.

G. Insurance.

1. The Operator performing the services under this category shall purchase, and for the period of operations hereunder, maintain insurance in the types, amounts and forms set forth in Exhibit "A."

PROVISION OF FACILITIES FOR L-FBOS:

A. Commercial Service or Activity.

1. The operator may provide space and facilities for sublease, license or permit, for L-FBOs otherwise qualified to operate on the Airport (see A(3)). **NOTE: Subleases for L-FBOs are allowed only if the Airport has no appropriate facilities available to lease.**
2. L-FBOs are encouraged to be tenants of FBOs and to share space, facilities, and personnel. The Airport will consider reduction in minimum square footage for combined operations (e.g. an L-FBO that is a tenant of the FBO need not duplicate facilities such as restrooms, customer lounge, etc. if its lease includes the right to use the FBO's facilities). To this end, Operators are encouraged to provide subleased facilities to L-FBOs and are encouraged to provide joint use of facilities. An FBO may provide the necessary aggregation of facilities by sublease with L-FBOs.
3. In any of these standards where the words "lease from ALBD" are used, it shall mean to lease directly from ALBD or to lease from a party who is leasing from ALBD. All such subleases must receive prior written approval from the ALBD. No party shall be allowed to sublease Airport property without the written approval of the ALBD.

B. Facilities.

1. Operator shall provide a structure with interior heated office space to accommodate his own and the L-FBOs, along with hangar space appropriate to the L-FBO.

C. Equipment.

1. As required in the Minimum Standards for the service offered.

D. Scope of Services/Standards.

1. As required in the Minimum Standards for the service offered.

E. Personnel.

1. As required in the Minimum Standards for the service offered.

F. Certifications.

1. As required in the Minimum Standards for the service offered.

G. Insurance.

1. The Operator performing the services under this category shall purchase, and for the period of operations hereunder, maintain insurance in the types, amounts and forms set forth in Exhibit "A."

AIRCRAFT SALES (NEW AND/OR USED):

A. Commercial Service or Activity.

1. An aircraft sales operator is a person engaged in the sales of new and/or used aircraft and provides such repair, services, and parts as necessary to meet any guarantee or warranty on new and/or used aircraft sold by the operator.

B. Facilities.

1. The Operator shall lease a facility or erect a facility if none now exists, to provide a minimum of 3,200 sq. ft. of floor space for aircraft storage and 100 sq. ft. for office space which shall be properly heated and lighted, and shall provide telephone facilities for customer use.
2. The Operator shall provide for (under terms agreeable to the ALBD) adequate auto parking space to accommodate all of the Operator's employees and customers.
3. The Operator shall provide or lease a paved ramp area to accommodate his own aircraft tie-downs and the movement of aircraft from the Operator's facilities to the existing Airport taxiway and/or apron system.

C. Equipment.

1. The Operator shall provide necessary and satisfactory arrangements for the repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period. Servicing facilities may be provided through written agreement with a repair shop operation at the Airport. The Operator shall provide an adequate inventory, or the availability within 24 hours or less, or spare parts for the type of new aircraft for which sales privileges are granted.

D. Scope of Services/Standards.

1. The Operator shall have facilities open and his services available from 8:00 A.M. until 5:00 P.M. Monday through Friday, or as approved by the ALBD.

E. Personnel.

1. As required.

F. Certifications.

1. As required.

G. Insurance.

1. The Operator performing the services under this category shall purchase, and for the period of operations hereunder, maintain insurance in the types, amounts, and forms set forth in Exhibit "A."

FLYING CLUBS:

1. The following requirements pertain to all flying clubs desiring to base their aircraft on the Airport and be exempt from the Minimum Standards.
 - a. **Flying Club Regulations:** Each club must be a non-profit corporation or partnership. Each member must be a bona fide owner/part owner of the aircraft or a stockholder in the corporation. The club may not derive greater revenues from the use of its aircraft than the amount necessary for the actual use of operation, maintenance, and replacement of its aircraft. The club will file and keep current with the ALBD a complete list of the club's membership and investment share held by each member.
 - b. **Aircraft:** The club's aircraft will not be used by other than bona fide members for rental, and by no one for commercial operations. Student instruction can be given in club aircraft to club members provided such instruction is given by a lessee based on the airport who provides flight training, or by an instructor who shall not receive remuneration in any manner for such service.
 - c. **Violations:** In the event that the club fails to comply with these conditions ALBD will notify the club in writing of such violations. If the club fails to correct the violations in 15 days ALBD will revoke the Club's operating privileges at the Airport.
- d. **Insurance:** The Flying Club performing the services under this category shall purchase, and for the period of operations hereunder, maintain insurance in the types, amounts, and forms set forth in Exhibit "A."

EXHIBIT "A"

INSURANCE REQUIREMENTS

The Auburn-Lewiston Airport, the City of Auburn, and the City of Lewiston shall be named as additional insureds in any policy and certificate of insurance evidencing the same and the required coverage and shall be delivered to the Airport Manager prior to or at the time of any lease of Airport Property. The Certificate of Insurance shall also provide that the Airport Manager will be notified by the insurance company, in writing, ten (10) days in advance of any cancellation of such insurance.

All Tenants, FBOs, and L-FBOs shall procure and maintain General Comprehensive Liability insurance coverage for death, personal injury and property damage occurring as a result of their respective activities at the Airport or their occupancy of the leased premises. Such insurance shall be at a minimum no less than the limitation of damages established by the Maine Tort Claims Act (Title 14 S1801 et seq.) per accident and per occurrence.

Tenants, FBOs, or L-FBOs operating hangar facilities shall also procure and maintain Hangar Keeper's Liability insurance in an amount no less than \$50,000 per aircraft / \$200,000 per occurrence.

SPECIAL INSTRUCTIONS:

1. Employers will provide Worker's Compensation Employee Liability Coverage as required by Maine Law.
2. Before a permit is issued to conduct any commercial aeronautical activity, profit or non-profit, the person/business firm seeking a permit must provide the ALBD with an appropriate Certificate of Insurance identifying the Airport and the Cities of Auburn and Lewiston as additional insureds and certificate holders. All Certificates of Insurance will be reviewed by the Airport Manager. Discrepancies identified must be immediately corrected.
3. It is also noted that the above outlined insurance coverages are the minimum required by the ALBD. Higher coverages may be suggested or required by the Lessee's insurance company.

EXHIBIT "B"

SCHEDULE OF FEES AND CHARGES

L-FBO Activity:	Annual Activity Fee Paid to Airport
Airframe and Engine Maintenance	\$250/year
Flying Club	\$250/year
Flight Training	\$250/year
Aircraft Charter and Air Taxi	\$250/year
Aircraft Rental	\$250/year
Aircraft Sales	\$250/year
Specialized Commercial Flying Service	\$250/year

LANDING FEES

\$10.00 PER LANDING FOR THE FOLLOWING:

1. All Multi-Engine Aircraft * (see note)
2. Charter or Cargo Aircraft (single-engine) loading or unloading passengers/cargo

* NOTE:

1. Landing Fees do not apply to aircraft based at the Auburn-Lewiston Airport. Based aircraft are defined as aircraft that are routinely parked/hangared at the Airport when not in use - the airport is their home base of operation (applicable parking/hangar fees apply). Fees for Contract Carrier aircraft based at the Airport are covered under separate letters of Agreement.

2. All aircraft landing for maintenance will not be charged a landing fee subject to verification by the applicable business.(maintenance facility)

3. Military/Government aircraft are exempt from landing and tie-down fees.

TIE-DOWN FEES

Overnight Parking - \$3.00 single engine \$7.50 multi-engine \$10.00 jet/turbo prop
or
Monthly Parking - \$20.00/month all aircraft.

NOTE: Aircraft that are required to pay landing fees can park overnight without charge for two (2) nights. Normal rates apply after that time.

Change #3 June 1, 1995 Board of Directors Meeting