

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS

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## **SECTION 1: INTRODUCTION**

### *SECTION 1.1 INTRODUCTION*

~~The County of~~ Stephens County, as Owner and administrator of the Stephens County Airport, establishes these Minimum Standards for persons who are or wish to become Commercial Operators, or anyone who leases land, and who make use of Airport property. These Minimum Standards consider the significant role of the Airport in aviation, facilities that currently exist at the Airport, services being offered at the Airport, and the future development planned for the Airport. These Minimum Standards serve the following purposes:

1. Insure that current Commercial Operators are not exposed to unfair or irresponsible competition
2. Serve the public interest and discourage substandard business practices and construction, thereby protecting both the established Aeronautical Activity and the Stephens County Airport patrons.
3. Set standards for persons leasing land on the airport.

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## **SECTION 2: APPLICABILITY**

### *SECTION 2.1 APPLICATION OF MINIMUM STANDARDS*

Any Commercial Operator or Lessee (as applicable) must comply with these Minimum Standards and any amendments thereto. These Minimum Standards are deemed to be a part of each County lease, permit, or agreement. However, if there is a conflict between a Minimum Standard and the provision of a lease, permit or agreement, the provision in the lease, permit, or agreement governs. (*Refer to Section 3 for Application Process.*)

### *SECTION 2.2 MULTIPLE ACTIVITIES BY ONE COMMERCIAL OPERATOR*

Whenever a Commercial Operator conducts multiple Aeronautical Activities under one lease, permit, or agreement with the County, the Commercial Operator must comply with these Minimum Standards for each activity being conducted. If the Minimum Standards for one of the Aeronautical Activities are inconsistent with the Minimum Standards for another Aeronautical Activity, the County may apply the Minimum Standards which are most beneficial to Airport operations.

### *SECTION 2.3 ACTIVITIES NOT COVERED BY MINIMUM STANDARDS*

The Airport Board may impose additional Minimum Standards for Aeronautical Activities by including them in a Commercial Operator's written lease, permit, or agreement with or from the County.

### *SECTION 2.4 WAIVER OR MODIFICATION OF STANDARDS*

The County may waive or modify any Minimum Standard for the benefit of any governmental agency or when the County determines that a waiver or modification is in the best interest of Airport operations and will not result in unjust discrimination among Commercial Operators.

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## **SECTION 3: APPLICATION PROCESS**

### ***SECTION 3.1 PERMIT REQUIRED***

It is prohibited for any person to conduct a Commercial Aeronautical Activity on Airport property without first receiving an Aeronautical Business Permit from the County.

All improvements constructed on airport property are subject to the requirements of these Minimum Standards and all applicable municipal codes and plans for construction will be approved by an Architectural Review Committee prior to commencement of work.

### ***SECTION 3.2 APPLICATION REQUIRED***

A person must apply for an Aeronautical Business Permit by submitting an application on a form provided by the County. In addition to the following requirements, the Airport Board or designated representative may require the Applicant to provide additional information to ensure compliance with the ~~County of~~ Stephens County ordinances, Airport Rules and Regulations, or these Minimum Standards. The Applicant must, at minimum, submit the following documentation with the above referenced application:

- 1) The name, address, and telephone number of the applicant. If the applicant is a corporation, name, address, and telephone number of registered agent of the corporation. If the applicant is a partnership, name, address, and telephone number of all general partners;
- 2) A detailed description of the scope of the intended operations, including all services to be offered;
- 3) The amount of land, office space, and/or aircraft storage areas required for the operation;
- 4) A detailed description of any improvements or modifications to be constructed or made to airport property, including cost estimates and a construction timetable;

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- 5) The proposed hours of operation;
- 6) Documentation of the applicant's financial capabilities to construct any improvements and to conduct any proposed activities;
- 7) The commencement date for the applicant's activities and the term of the lease, permit or agreement sought, including all option periods.

A copy of the organizing document(s) required to be filed by the entity (corporation, etc.) with the State of Texas, by whatever name (articles of incorporation, certification of formation, etc.).

A Permit Application may be found in Appendix Section 2.

### ***SECTION 3.3 DENIAL OF PERMITS***

The Airport Board or designated representative may deny any application for an Aeronautical Business Permit if the Airport Board or designated representative determines that:

- 1) The applicant does not meet the minimum qualifications and standards set forth in the Minimum Standards or the Rules and Regulations;
- 2) The proposed activities are likely to create a safety hazard at the Airport;
- 3) The activities will require the County to expend additional funds, or to supply additional labor or materials as a result of the applicant's activities, or will result in a financial loss to the Airport;
- 4) No appropriate space or land is available to accommodate the proposed activities;
- 5) The proposed activities are not consistent with the Business Plan, Airport's Master Plan and/or Airport Layout Plan;
- 6) The proposed activities are likely to result in a congestion of aircraft or buildings, a reduction in Airport capacity, or an undue interference

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with Airport operations or the operations of any existing airport users at the Airport;

- 7) The applicant or any of its principals has knowingly made any false or misleading statements in the course of applying for a lease, permit or agreement;
- 8) The applicant or any of its principals has a record of violating the rules and regulations, these minimum standards, federal aviation regulations or any other applicable laws, ordinances, rules or regulations; or
- 9) The applicant has not submitted appropriate documentation supporting the proposed activity as outlined in Section 3.2.

### ***SECTION 3.4 SUSPENSION, REVOCATION, AND APPEAL OF DENIAL.***

The procedures for the suspension, revocation, and the appeal of a denial of an Aeronautical Business Permit are governed by Texas state law.

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### **SECTION 4: GENERAL OPERATIONAL REQUIREMENTS**

#### ***SECTION 4.1 TAXIWAY ACCESS***

If not already provided, each Commercial Operator conducting Aeronautical Activities must provide paved access from its leased premises to the Airport's taxiway/taxilane/apron system. Such access must meet all applicable FAA standards for the largest aircraft type anticipated to use the Commercial Operator's premises.

#### ***SECTION 4.2 RIGHT-OF-ENTRY RESERVED***

The County may, during regular business hours, enter upon each Commercial Operator's premises for any purpose, provided that such entry does not unreasonably interfere with the Commercial Operator's use of the premises.

#### ***SECTION 4.3 RATES AND CHARGES***

Each Commercial Operator may determine the rates and charges for all of its activities and services.

#### ***SECTION 4.4 PERSONNEL***

Each Commercial Operator must employ a sufficient number of trained, on-duty personnel to provide for the efficient, safe, orderly and proper compliance with its obligations under its lease, permit, or agreement. Each Commercial Operator must control the conduct and demeanor of its personnel, subtenants, invitees, and, upon objection by the County concerning the conduct or demeanor of any such person, the Commercial Operator must immediately take all lawful steps necessary to remove the cause of the objection. Each Commercial Operator must conduct its operations in a safe, orderly, efficient and proper manner so as not to unreasonably disturb, endanger or be offensive to others.

#### ***SECTION 4.5 INTERFERENCE WITH UTILITIES AND SYSTEMS***

No Commercial Operator will permit anything that may interfere with the effectiveness or accessibility of any public utility system, drainage system, sewer

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system, fire protection system, sprinkler system, alarm system or fire hydrant and hoses.

### ***SECTION 4.6 FIRE EQUIPMENT***

Each Commercial Operator must supply and maintain adequate and readily accessible fire extinguishers and equipment, as required by law and the County's Fire Department (*Refer to NFPA 407*).

### ***SECTION 4.7 INDEMNIFICATION***

Each Commercial Operator will indemnify and hold harmless the County, its officers, agents, and employees, from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person, or for damage to any property, arising out of the acts or omissions of the Commercial Operator at the Airport.

### ***SECTION 4.8 SOLID WASTE DISPOSAL***

Each Commercial Operator will be responsible for the disposal of solid waste from their operation, in accordance with the Stephens County Airport Solid Waste Management Plan.

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## SECTION 5: AIRPORT LEASES

### SECTION 5.1 LONG TERM LAND LEASES

Minimum Standards for Long Term Land Leases for all Hangars, and any Business Offices at the Airport will be as follows:

#### Section 5.1.1 Corporate Hangar

A corporate hangar is a large hangar, owned by a corporation to base their aviation/flight department and includes, but is not limited to, hangar space to house the corporation's aircraft, office space, waiting area and mechanics shop area. Land on which to build the hangar is leased from the Airport and consists of a designated site. The corporate hangar has the following minimum requirements:

- ~~Minimum Land Lease: 40,000 SF~~
- ~~Minimum Hangar Size: 100' x 100'~~
- ~~Minimum Door Height: 24'~~
- Land Lease Rate: Negotiable
- ~~Minimum Improvements Investment: \$1 million~~
- Improvements must adhere to: Exterior Building and Site Standards, Interior Building Standards for Corporate, Business and Executive Hangars, Exterior Signage and Graphic Standards, (*Appendix – Sections 3, 4, and 5*)
- Escalation Clause: 10% at 5 years

Lessee will also pay for:

- Electrical to site (underground) and upgrades to electrical service
- Water and wastewater to site

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- Drainage to storm sewer system
- Parking areas
- Sidewalks
- Required landscaping
- Hangar construction (must meet Airport Standards)
- All required permits
- Sprinklers
- Signage (must meet Airport Standards)
- Fencing (must meet Airport Standards)
- Building, site and parking lot lighting

Plans (building, site, signage, interiors) must be submitted to Airport ~~Management Board~~ for approval prior to applying for construction permits.

Improvements must meet all applicable County ordinances and State and Federal laws and regulations.

### Section 5.1.2 Business Hangars

A business hangar is a medium to large size hangar, owned or leased by an aviation business to house their operation and includes, but is not limited to, hangar space to house aircraft, office space, and work area. Land on which to build the hangar is leased from the Airport and consists of designated site with apron and possibly tie-downs. The business hangar has the following minimum requirements:

- ~~Minimum Land Lease: 35,000 SF~~
- ~~Minimum Door Height: 24'~~
- Land Lease Rate: Negotiable
- Tie-Down Rate: available at a monthly rate (no subletting of tie-downs allowed) for commercial businesses when used for the parking of aircraft required to conduct their business
- Improvements must adhere to: Exterior Building and Site Standards, Interior Building Standards for Corporate, Business and Executive

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Hangars, Exterior Signage and Graphic Standards (*Appendix – Sections 3, 4 and 5*)

- Escalation Clause: 10% at 5 years

Lessee will also pay for:

- Electrical to site (underground) and upgrades to electrical service.
- Water and wastewater to site
- Drainage to storm sewer system
- Parking areas
- Sidewalks
- Required landscaping
- Hangar construction (must meet Airport Standards)
- All required permits
- Sprinklers
- Signage (must meet Airport Standards)
- Fencing (must meet Airport Standards)
- Building, site and parking lot lighting

Plans (building, site, signage, interiors) must be submitted to Airport Management for approval prior to applying for construction permits.

Improvements must meet all applicable County ordinances and State and Federal laws and regulations.

### Section 5.1.3 Executive Hangars

An executive hangar is a small to medium size hangar, owned or leased by an individual or business to house their aircraft. Land on which to build the hangar is leased from the Airport. The executive hangar must meet the following minimum requirements:

- ~~Minimum Land Lease: 10,000 SF~~
- ~~Minimum Hangar Size: 75' x 75'~~
- ~~Minimum Door Height: 15'~~

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- Land Lease Rate: Negotiable
- Improvements must adhere to: Exterior Building and Site Standards, Interior Building Standards for Corporate, Business and Executive Hangars, Exterior Signage and Graphic Standards (*Appendix – Sections 3, 4, and 5*)
- Escalation clause: 10% at 5 years

Lessee will also pay for:

- Electrical to site (underground) and upgrades to electrical service
- Water and wastewater to site
- Drainage to storm sewer system
- Parking areas
- Sidewalks
- Required landscaping
- Hangar construction (must meet Airport Standards)
- All required permits
- Sprinklers
- Signage (must meet Airport Standards)
- Fencing (must meet Airport Standards)
- Building, site and parking lot lighting

Plans (building, site, signage, interiors) must be submitted to Airport Management for approval prior to applying for construction permits.

Improvements must meet all applicable County ordinances and State and Federal laws and regulations.

### **SECTION 5.2 RETAIL LEASES**

#### **Section 5.2.1 On-Airport Rental Car Concession**

There are ~~two on airport~~ currently no rental car concessionaire spaces within the terminal building at the Airport. Should there be a request to make these available, ~~the~~ lease spaces have the following minimum requirements:

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- Square Footage: 400 SF
- Rate to be increased to cover utilities if significant water and/or electrical usage is expected
- Lessee must provide ~~one~~<sup>two</sup> midsize automobiles for unlimited Airport related purposes (“Crew Cars”) at no charge
- Improvements must adhere to: Exterior Building and Site Standards, Exterior Signage and Graphic Standards (*Appendix – Sections 3 and 5*), and must compliment the terminal interiors while maintaining the quality of design, construction, finishes and furnishings
- Lessee and their employees must adhere to the Stephens County Airport Terminal Rules

Plans (building, site, signage, interiors) must be submitted to Airport Management for approval prior to applying for construction permits.

Improvements must meet all applicable County ordinances and State and Federal laws and regulations.

Lessee will comply with minimum operation standards as defined in lease.

### Section 5.2.2 Retail Space

There are ~~three~~<sup>currently no</sup> retail lease spaces within the terminal building at the Airport. Should there be a request to make these available, The lease spaces have the following minimum requirements:

- Minimum Square Footage: 235 SF
- Improvements must adhere to: Exterior Building and Site Standards, Exterior Signage and Graphic Standards (*Section 8 – Appendix*), and must compliment the terminal interiors while maintaining the quality of design, construction, finishes and furnishings
- Lessee and their employees must adhere to the Airport Terminal Rules

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Plans (building, site, signage, interiors) must be submitted to Airport Management for approval prior to applying for construction permits.

Plans must meet all applicable local and state codes and ordinances.

Lessee will comply with minimum operation standards as defined in lease.

### *SECTION 5.3 NON-AVIATION COMMERCIAL LEASES*

The Airport currently has ~~14.6 acres~~ no available space authorized by the FAA for non-aviation commercial purposes. Leases for these spaces will be considered on a case-by-case basis.

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### **SECTION 6: GENERAL AVIATION SPECIALTY SERVICES**

If **two or more** services listed herein are to be provided in the same facility, the most restrictive minimum standards for the services apply. Minimum land lease for any service provided herein is 10,000 SF. Minimum building size for any service provided herein is 5,000 SF.

#### *SECTION 6.1 AIRCRAFT SALES SERVICES*

An aircraft sales services operator means a person engaged in the sale or brokerage of new and/or used aircraft. Requirements for such an operation shall be as follows:

- Minimum Land Lease: 10,000 SF
- Land Lease Rate: Negotiable
- Minimum Office Space: 1,500 SF with access to public restroom, lobby space and parking area
- Improvements must adhere to: Exterior Building and Site Standards, Interior Building Standards for Corporate and Business Hangars, Exterior Signage and Graphic Standards (*Appendix – Sections 3, 4 and 5*)
- Escalation Clause: 10% at 5 years
- Minimum Insurance Requirements must adhere to those specified in Appendix - Section 1

#### *SECTION 6.2 AIRCRAFT MAINTENANCE AND REPAIR SERVICES*

An aircraft maintenance and repair services operator means a person providing one or more of the following services for a fee: airframe, engine or accessory overhaul; repair service on aircraft radios, avionics, instruments, propellers, accessories, upholstery, and/or similar aircraft components; repair services on

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aircraft, including jet aircraft, piston aircraft, and helicopters; and sells new or used parts, components, and accessories. Requirements for such an operation shall be as follows:

- Minimum Land Lease: 35,000 SF
- Land Lease Rate: Negotiable
- Minimum Hangar Size: 100' x 100'
- Minimum Door Height: 24'
- Minimum Office Space: 1,500 SF with public restroom, lobby space and parking area
- Either: employ and have on-duty during normal business hours at least one person who is currently certified by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant, or aircraft inspector rating; or maintain a current FAR Part 145 Certificate
- Improvements must adhere to: Exterior Building and Site Standards, Interior Building Standards for Corporate and Business Hangars, Exterior Signage and Graphic Standards (*Appendix – Sections 3, 4, and 5*)
- Escalation Clause: 10% at 5 years
- Minimum Insurance Requirements must adhere to those specified in Appendix - Section 1

### ***SECTION 6.3 AIRCRAFT LEASING OR RENTAL SERVICES***

An aircraft leasing or rental services operator means a person engaged in the leasing or rental of aircraft to the public. Requirements for such an operation shall be as follows:

- Minimum Land Lease: 35,000 SF

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- Land Lease Rate: Negotiable
- Minimum Hangar Size: 100' x 100'
- Minimum Door Height: 24'
- Minimum Office Space: 1,500 SF with access to public restroom, lobby space and parking area
- Comply with appropriate requirements of 14 CFR.
- Employ and have on-duty during normal business hours at least one person
- All aircraft must be clean, maintained mechanically with all systems in good operating condition, and maintained to a reasonable standard of appearance.
- Improvements must adhere to: Exterior Building and Site Standards, Exterior Signage and Graphic Standards, Interior Building Standards for Corporate and Business Hangars (*Appendix – Sections 3, 4, and 5*)
- Escalation Clause: 10% at 5 years
- Minimum Insurance Requirements must adhere to those specified in Appendix - Section 1

### **SECTION 6.4 FLIGHT TRAINING SERVICES**

A flight training services operator means a person engaged in instructing pilots in dual and solo flight training, in fixed-wing and/or rotary-wing aircraft, and providing such related ground school instruction as is necessary to take a written examination and flight check ride for the categories of pilot's licenses and ratings involved. Requirements for such an operation shall be as follows:

- Minimum Land Lease: ~~2035~~2035,000 SF

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- Land Lease Rate: Negotiable
- Minimum Hangar Size: ~~47500'~~ x ~~75100'~~
- Minimum Door Height: ~~1524'~~
- Minimum Office Space: 1,0500 SF with public restroom, lobby space and parking area
- Provide adequate classroom facilities for the amount and type of training
- Employ and have on-duty during normal business hours at least one instructor who is currently certified by the FAA to provide the type of training offered
- Improvements must adhere to: Exterior Building and Site Standards, Interior Building Standards for Corporate and Business Hangars, Exterior Signage and Graphic Standards (*Appendix – Sections 3, 4, and 5*)
- Escalation Clause: 10% at 5 years
- Minimum Insurance Requirements must adhere to those specified in Appendix - Section 1

### **SECTION 6.5 FLYING CLUB**

A flying club is a non-profit entity or organization organized solely for the purpose of providing its members with one (1) or more aircraft for their personal use and enjoyment (Refer to FAA Order 5190.6A). Requirements for such an operation shall be as follows:

- Minimum Land Lease: 10,000 SF
- Land Lease Rate: Negotiable
- Minimum Hangar Size: 75' x 75'

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- Minimum Door Height: 15'
- Minimum Office Space: If built, Executive Hangar regulations (*Section 5.1.3*)
- All aircraft must be clean, maintained mechanically with all systems in good operating condition, and maintained to a reasonable standard of appearance.

At the time of applying for a lease and/or permit with or from the County to operate at the airport, the club shall furnish the Airport Board with a copy of its articles of incorporation, if the club is a corporation; a copy of its articles of organization, if the club is a limited liability company; a copy of its certificate of limited partnership, if the club is a limited partnership; a copy of its partnership agreement, if the club is a general partnership; the club's roster or list of members, including names of officers and directors; evidence of required insurance; a description of all aircraft used; evidence that such aircraft are properly certified; evidence of ownership of such aircraft; and any operating rules of the club:

- The club's books and records shall be available for inspection and copying by the Airport Board at any reasonable time. The club shall update its roster or list of members twice annually and provide the Airport Board with such updated roster or list no later than June 30 and December 31 of each year
- All aircraft used by the club shall be owned by the club or leased exclusively by written agreement to the club, and all ownership or lease rights to such aircraft must be vested on a pro-rata basis in all of the club's members. The property rights of the club members shall be equal, and no part of any revenues received by the club shall inure to the direct benefit of any member (e.g., by salary or bonus). The club shall not derive greater revenue from the use of its aircraft than the amount necessary for the operation, maintenance and replacement of its aircraft and facilities
- The club's aircraft shall not be used by anyone other than the club's members and shall not be used by anyone for hire, charter or air taxi. Flight

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instruction may be given in club aircraft, but only by one (1) club member to another member. The member providing flight instruction may be compensated by credit against payment of club dues or flight time

- The club and its members are prohibited from leasing, selling, trading or bartering any goods or services to or with any non-members of the club, except that a club may sell or exchange its aircraft and equipment for replacement or liquidation purposes
- The flying club shall pay fees as prescribed by lease, permit, or agreement, and any applicable fees identified on the airport rates and fees schedule
- Escalation Clause: ~~510~~% at 5 years
- Minimum Insurance Requirements must adhere to those specified in Appendix - Section 1

### *SECTION 6.6 AIRCRAFT CHARTER/MANAGEMENT SERVICES*

An aircraft charter/management services operator means a person performing one or more of the following services in the management of another person's aircraft: pilot staffing, records management, and other aircraft-related services. Aircraft charter/management includes the control of or operation of aircraft under FAR Part 135. Requirements for such an operation shall be as follows:

- Minimum Land Lease: 40,000 SF
- Land Lease Rate: Negotiable
- Minimum Hangar Size: 100' x 100'
- Minimum Door Height: 24'
- Minimum Office Space: 1,500 SF and parking area

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- Improvements must adhere to: Exterior Building and Site Standards, Interior Building Standards for Corporate and Business Hangars, Exterior Signage and Graphic Standards (*Appendix – Sections 3, 4, and 5*)
- Escalation Clause: 10% at 5 years
- Minimum Insurance Requirements must adhere to those specified in Appendix – Section 1

### **SECTION 6.7 MOBILE AIRCRAFT WASHING SERVICES**

Mobile aircraft washing services operators engage in the cleaning, detailing and/or washing of aircraft either for the general public or for individual businesses. Aircraft washing is restricted to designated wash rack/pad areas and/or other approved areas. Requirements for such an operation shall be as follows:

- Submit washing plan that contains the following information:
  - Name of individual/company conducting washing services, contact name and phone number
  - A detailed description of washing method/operation, including the following details:
    - Wash water containment method(s), (ramp scrubber, berms, tarps, containment boom, dry, etc.),
    - An estimate of the amount of water used per wash and frequency of operation,
    - Name and amount of chemical(s) used per wash, and
    - If “dry” washing or waxing/coating operations are conducted, provide affirmation that tarps, vacuum system and/or sweeping will be used to collect residual material for its proper disposal and to protect the ramp (if applicable). Operators must properly dispose of “dry” wash materials and/or residual waste.

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- Material Safety Data Sheets (MSDS) for all chemicals to be used
- If washing is conducted outside of designated wash rack/pad (if it exists), indicate the method of disposal of retrieved wash/waste water. If water is to be disposed of on airport property the following steps shall be taken:
  - Disposal of wash/waste water shall be done through an oil/water interceptor into the sanitary sewer system. At no time is wash/waste water to be disposed of in storm water drainage or dirt/grass areas

Approval for the discharge of wash/waste water on airport property shall be obtained from the Airport Board. An approval letter shall be included in the aircraft wash plan, and be accessible on-demand each time disposal is conducted on airport property.

A copy of the aircraft wash plan shall be on wash site at all times while aircraft washing activities are performed, and shall be accessible to the Airport Board on demand. The aircraft washing services operator shall maintain a complete list of individuals/companies contracting for washing services and all aircraft washed during each month, including the date that service was provided, aircraft owner (if available), FAA registration number, and make and model of aircraft for a period of thirty (30) months. The list shall be made available to the Airport Board upon request.

Mobile aircraft washing services operator shall at all times maintain in effect the types and minimum amounts of insurance, and contain provisions cited herein for any of its activities at the airport that may be covered by such insurance specified in Appendix - Section 1.

### ***SECTION 6.8 MOBILE AIRCRAFT MAINTENANCE AND REPAIR SERVICES***

A mobile aircraft maintenance and repair service operator means a person providing one or more of the following services at the aircraft based location or

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within a designated aircraft maintenance area on the airport: airframe, engine or accessory overhaul; repair services on aircraft; and sales of aircraft parts and accessories. Requirements for such an operation shall be as follows:

- Either: (1) employ at least one person who is currently certified by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant, or aircraft inspector rating; or (2) maintain a current FAR Part 145 Certificate
- Conduct major aircraft alterations or repairs or business activities only inside hangars or other structures designed for such function. Specific lease agreement and/or County fire codes shall determine what hangars or other structures shall be approved for major aircraft alterations or repairs
- ~~Pay applicable permit fees. The operator will be required to purchase a permit for each aircraft serviced. Permit will be valid for one (1) week. The operator shall maintain a complete list of individuals/companies contracting for maintenance services and all aircraft serviced during each month, including the date that service was provided, aircraft owner (if available), FAA registration number, and make and model of aircraft for a period of thirty (30) months. The list shall be made available to the Airport Board upon request~~
- Minimum Insurance Requirements must adhere to those specified in Appendix – Section 1

### *SECTION 6.9 ON-AIRPORT RENTAL CAR CONCESSION SERVICES*

An on-airport rental car concession services (other than airport terminal concession) operator means a person providing rental car services at the airport. Requirements for such an operation shall be as follows:

- Minimum Land Lease: 10,000 SF
- Land Lease Rate: Negotiable

## STEPHENS COUNTY AIRPORT MINIMUM STANDARDS

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- Minimum Office Space: 500 SF with access to public restroom, lobby space and parking area
- Employ and have on duty at the airport at least one person during normal business hours
- Pay fees as prescribed by lease. A typical fee would be assessed a percentage of gross income from the operator's sales of all services. Automobiles are considered rented at Stephens County Airport (and, therefore included in gross income) if:
  - The automobile is delivered to the customer at the airport; or
  - The rental agreement is entered into at the airport even though the automobile is delivered elsewhere; or
  - The automobile was reserved in advance at the airport through an airline or travel agent; or
  - A vehicle rented at the airport is exchanged for another vehicle at any location within fifty (50) miles of the Stephens County Airport for a time period running consecutively with the original rental agreement
- Improvements must adhere to: Exterior Building and Site Standards, Interior Building Standards for Corporate and Business Hangars, Exterior Signage and Graphic Standards (*Appendix – Sections 3, 4, and 5*)
- Escalation Clause: 10% at 5 years
- Minimum Insurance Requirements must adhere to those specified in Appendix - Section 1

# STEPHENS COUNTY AIRPORT

## MINIMUM STANDARDS

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### SECTION 6.10 OFF-AIRPORT RENTAL CAR CONCESSION SERVICES

An off-airport rental car concession services operator means a person providing rental car services at the airport, and whose primary offices are located off-airport. Requirements for such an operation shall be as follows:

- ~~Pay fees as prescribed by permit. An operator located off airport shall pay a monthly permit fee as a percentage of gross income from the operator's sales of all services at Stephens County Airport. Automobiles are considered rented at Stephens County Airport (and, therefore included in gross income) if:~~
- - The automobile is delivered to the customer at the airport; or
  - The customer is picked up at the airport and transported to the operators' off-airport location for the purposes of renting an automobile.
  - The automobile was reserved in advance at the airport through a corporate account or private user; or
  - A vehicle rented at the airport is exchanged for another vehicle at any location within twenty-five (25) miles of the Stephens County Airport for a time period running consecutively with the original rental agreement.

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### SECTION 6.11 ON-AIRPORT CATERING SERVICES

An on-airport catering services operator means a person providing catering services at the airport, and whose primary offices are located on airport premises. Requirements for such an operation shall be as follows:

- Square Footage: 400 SF
- Minimum Lease Rate: Negotiable

# STEPHENS COUNTY AIRPORT

## MINIMUM STANDARDS

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- Rate to be increased to cover utilities if significant water and/or electrical usage is expected
- Concession Fee: As prescribed by lease and permit. An operator located on the airport shall pay a monthly permit fee as negotiated in the lease. This fee is generally assessed as a percentage of gross income from the operator's sales of all services at Stephens County Airport. Catering services are considered conducted at Stephens County Airport (and, therefore included in gross income) if catering is delivered to the customer at the airport for the purpose of in-flight food service
- Improvements must adhere to: Exterior Building and Site Standards, Exterior Signage and Graphic Standards (Appendix – Sections 3 and 5), and must compliment the terminal interiors while maintaining the quality of design, construction, finishes and furnishings
- Lessee and their employees must adhere to the Stephens County Airport Terminal Rules

Plans (building, site, signage, interiors) must be submitted to Airport ~~Management Board~~ for approval prior to applying for construction permits.

Plans must meet all applicable local and state codes and ordinances.

Lessee must comply with minimum operation standards as defined in lease.

### **SECTION 6.12 OFF-AIRPORT CATERING SERVICES**

An off-airport catering services operator means a person providing catering services at the airport, and whose primary offices are located off-airport. Requirements for such an operation shall be as follows:

- Pay fees as prescribed by permit. An operator located off airport shall pay a monthly permit fee set as a percentage of gross income from the operator's sales of all services at Stephens County Airport. Catering services are considered conducted at ~~Sugar Land Regional~~Stephens County Airport (and, therefore

## STEPHENS COUNTY AIRPORT MINIMUM STANDARDS

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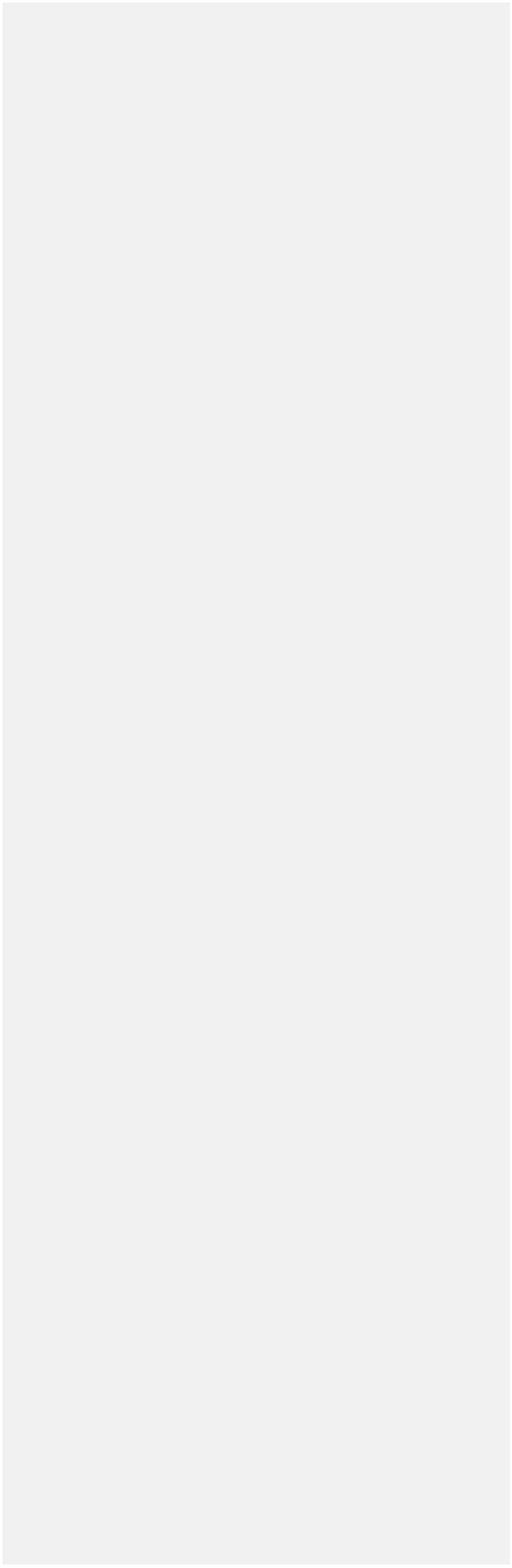
included in gross income) if catering is delivered to the customer at the airport for the purpose of in-flight food service.

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MINIMUM STANDARDS

201908 EDITION

**APPENDIX**



# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

## APPENDIX – SECTION 1

### MINIMUM INSURANCE POLICY LIMITS

Non-Commercial Operators	Minimum Limits
Aircraft Storage Only	Commercial general aviation liability coverage for premises - \$1,000,000 CSL Aircraft Liability with coverage for bodily injury and property damage, including passengers - \$1,000,000 CSL
Commercial Operators	Minimum Limits
Aircraft Sales-engaging in the sale of new or used aircraft	Commercial general aviation liability coverage for premises and operation - \$1,000,000 CSL Aircraft Liability - \$1,000,000 CSL The above coverage must include aircraft held for sale and demonstration by the Operator but owned by others
Aircraft Rental-engaging in aircraft rental to the public using owned or leased aircraft	Commercial general aviation liability coverage for premises and operation - \$1,000,000 CSL Aircraft Liability with coverage for bodily injury and property damage, including passengers - \$1,000,000 CSL
Flight Training-engaging in flight training to the public using owned or leased aircraft	Commercial general aviation liability coverage for premises and operation - \$1,000,000 CSL Aircraft Liability with coverage for bodily injury and property damage, including passengers - \$1,000,000 CSL
Air Commerce Service-providing air taxi service	Commercial general aviation liability coverage for premises and operation - \$1,000,000 CSL Aircraft Liability with coverage for bodily injury and property damage, including passengers - \$1,000,000 CSL
Radio, Instrument or Propeller Repair Service-engaged in any of these services	Commercial general aviation liability coverage for premises and operation - \$1,000,000 CSL Product Liability/Completed Operations - \$1,000,000 CSL Hangar Keeper's Liability – Value of aircraft in care, custody, or control

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

## APPENDIX – SECTION 1

### MINIMUM INSURANCE POLICY LIMITS

Airframe and/or Power plant Repair-engaged in repair of engines and/or frames	Commercial general aviation liability coverage for premises and operation - \$1,000,000 CSL Products Liability/Completed Operations - \$1,000,000 CSL Hangar Keeper's Liability – Value of aircraft in care, custody, or control
Large Aircraft Operations or Other Specialized Commercial Aviation Services	Commercial general aviation liability coverage for premises and operation - \$1,000,000 CSL Aircraft Liability with coverage for bodily injury and property damage, including passengers - \$1,000,000 CSL
Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limits of \$500,000 each-occurrence each accident/\$500,000 by disease each-occurrence/\$500,000 by disease aggregate for commercial operators.	
Automobile Liability: Movement Areas \$5,000,000 (Combined Single Limit / Each Occurrence) Owned/ Non-Owned and Hired Vehicles	
Automobile Liability: Landside and Non Movement Areas Combined single limit must total \$500,000 minimum for all owned, non-owned and hired vehicles	
Waiver of Subrogation	
County of Stephens County must be included as an additional insured on all coverage except Worker's Compensation and Employers' Liability	
Thirty (30) day Notice of Cancellation in favor of the County of Stephens County; such certificates shall provide for unequivocal thirty (30) day notice of cancellation or material change of any policy limits or conditions.	
Insurance must be purchased from insurers having a minimum AMBest rating of A 7. The tenant shall furnish and keep current, Certificate Of Insurances evidencing the required coverage cited herein prior to engaging in any airport operator's activities.	
In addition to the types and amounts of insurance required above, each commercial airport operator shall at all times maintain such other insurance as the County's Risk Management may reasonably determine to be necessary for such airport operator's activities.	

\*CSL = Combined Single Limit

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

## APPENDIX – SECTION 2

### PERMIT APPLICATION



#### SUGAR LAND REGIONAL AIRPORT AERONAUTICAL BUSINESS PERMIT

(See Minimum Standards Section 3 for Application Process)

Business or activity to be conducted (Check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Aircraft Charter/Management Services     | <input type="checkbox"/> Mobile Aircraft Maintenance & Repair Services<br>((\$25/Aircraft/Permit Valid for 1 Week) |
| <input type="checkbox"/> Aircraft Leasing or Rental Services      | <input type="checkbox"/> Mobile Aircraft Washing Service<br>(Percentage of Monthly Gross)                          |
| <input type="checkbox"/> Aircraft Maintenance and Repair Services | <input type="checkbox"/> On-Airport Catering Services<br>(Percentage of gross income)                              |
| <input type="checkbox"/> Aircraft Sales Services                  | <input type="checkbox"/> Off-Airport Catering Services<br>(Percentage of gross income)                             |
| <input type="checkbox"/> Flight Training Services                 | <input type="checkbox"/> On-Airport Rental Car Concession<br>(Percentage of monthly gross sales/rentals)           |
| <input type="checkbox"/> Flying Club                              | <input type="checkbox"/> Off-Airport Rental Car Concession<br>(Percentage of gross income)                         |

These activities are governed by the airport minimum standards.

Applicant: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone (work): \_\_\_\_\_ (fax): \_\_\_\_\_ (emergency): \_\_\_\_\_

Email Address: \_\_\_\_\_

The Applicant hereby requests the above action(s) from the city for the privilege of conducting commercial aeronautical activities on the airport and in consideration of this request being granted agrees to the following:

**FEE PAYMENT:** The Applicant agrees to pay all applicable monthly fees on time by the first (1st) day of each month, and all required fee including late fees, interest and penalties without deduction of any kind.

**PERMIT LIMITATIONS:** This permit may not be assigned or transferred, and is limited to only the approved business activity listed above.

**INFORMATION CHANGES:** The Applicant shall notify the Airport Administration Office in writing within fifteen (15) days of any change to the information provided on this form.

**INDEMNIFICATION:** The Applicant shall indemnify the city.

**COMPLIANCE WITH THE LAW:** The Applicant shall comply with all applicable laws, ordinances, rules and regulations.

The undersigned representative certifies he/she is authorized to sign for the business and acknowledges receipt of a copy of this permit.

Authorized Representative's Signature \_\_\_\_\_ Date signed \_\_\_\_\_

Return Original To: 12888-B Highway 6, South, Sugar Land, TX 77478

STEPHENS COUNTY AIRPORT  
MINIMUM STANDARDS – 2008 EDITION

APPENDIX – SECTION 2

PERMIT APPLICATION

\*\*\*\*\* Airport Administration Use Only \*\*\*\*\*

\_\_\_\_\_ Approved:

~~Director of Aviation~~ Airport Manager (or designee) \_\_\_\_\_ Date signed

\_\_\_\_\_ Denied

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 3

### EXTERIOR BUILDING AND SITE STANDARDS

These standards address exterior building colors and site standards in order to provide a uniform, consistent, and easily recognizable identity to the Stephens County Airport in the eyes of visitors and the general public. All structures and improvements must be designed by an Architect licensed in the State of Texas, and all structural, mechanical, and electrical systems must be sealed by an Engineer licensed to practice in the State of Texas. All site work including utility extensions, grading and drainage, a SW3P plan and details, and preparation of the FAA 7460 Form shall be completed by a Civil Engineer licensed in the State of Texas.

A color board showing all major exterior materials to be used must be submitted to Airport Management for approval prior to installation. Buildings are to be designed to meet the requirements of the latest edition of all Building Codes and Ordinances adopted by the County of Stephens County.

No permits may be issued until the building developer/owner or his representatives has received approval from the ~~Aviation Director~~ Airport Board and ~~the DRC with the County of~~ Stephens County, in that order. The procurement and cost of all County, State or FAA permits required for any work on Stephens County Airport property will be the responsibility of the developer/owner making improvements.

### EXTERIOR BUILDING MATERIALS AND COLORS

Buildings should be considered as three-dimensional objects and attention should be given to the compatible treatment of all exterior surfaces. Exterior building materials for Hangar/Office structure must be compatible and should consist of predominately two exterior materials, prefinished metal building wall panels and split-face concrete block. ~~Split face block wainscot shall be used at front and/or sides of buildings where office portion of hangar occurs.~~ All roofing materials shall be white in color and reflective. Equipment mounted on flat roofs shall be appropriately screened. No equipment shall be mounted on sloped roofs. Hangar roofs shall be prefinished standing metal type.

Standard material colors are as follows for Hangar/Office Structures:

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# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 3

### EXTERIOR BUILDING AND SITE STANDARDS

- Metal Roof: Prefinished Kynar 500 – Snow White
- Metal Wall Panels: Prefinished Kynar 500 – ~~Ash Grey~~
- Window and Glazing:
  - Frames: Medium Bronze Anodized Aluminum or Clear Anodized Aluminum.
  - Glass: 1" insulated, Bronze or Grey tinted, low-e glass.
- Masonry Wainscot: Split face concrete block; White Limestone color.
- Entry Canopies: Black Canvas in a profile matching those at Stephens County Airport ~~Corporate Hangar II~~. Exhibit No. 1.

Exterior building material for non-hangar structures shall be approved by Airport ~~Management Board~~ and shall meet the following basic material standards:

- Exterior walls shall incorporate two or more of the following basic materials:
  1. Split-face concrete block – White Limestone
  2. 1" Stone veneer – Color and pattern to be approved by Airport ~~Management Board~~
  3. Stucco – Color and pattern to be approved by Airport ~~Management Board~~
- Roof shall be pitched type and be clad with a standing seam metal roof system. Color: Architectural Building Components – Slate Grey matching the new Terminal Building.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 3

### EXTERIOR BUILDING AND SITE STANDARDS

#### SITE FENCING

Site fencing shall match black picket fencing described below and tie into existing street fencing already installed at existing properties lines along airport roads. (Do not match chain link fencing).

Fencing shall meet the following guidelines:

- 6'-0" high, galvanized iron, prefinished black.
- Fence Components:
  - 2" x 2" post with tops capped, set at 8'-0" o.c. maximum
  - 2 – 1 ¼" square horizontal rails
  - ¾" square pickets at 4" o.c. with tops capped.
- Gate construction shall match fencing style, be rolling type and electronically operated. Width as required for drive access.

#### MAIL DROPS

Mailbox units shall be approved for use by the U. S. Postal Service. Each tenant's individual mail drop must be located on the tenant's property, accessible to U.S. Postal Service personnel and in a location approved by the U.S. Postal Service and Airport Management.

#### DRIVES AND PARKING

The maximum number and location of access drives to a site is determined by site location and layout and must be approved by ~~the County of~~ Stephens County ~~Development Review Committee~~ after a preliminary Site Plan is developed. As a general rule a site is limited to a maximum of two entry drives, one to the parking area/building entry and one to a service area. Access can be controlled at tenant's option. The tenant is limited to one controlled access entry from the main drive/entry area to the apron area.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 3

### EXTERIOR BUILDING AND SITE STANDARDS

#### EXTERIOR ILLUMINATION

Exterior building and parking lot lighting is required on all sites in the interest of public safety. All exterior lighting required approval by the Airport Management Board prior to installation. The fixture location, type, level and direction of illumination must be shown on the submitted site lighting plan. All exterior lighting must be directed down and out to avoid glare, light thrown intrusion, or upward spill into airplane corridors. Never up. Building mounted area lights must not project above the fascia or roofline of the building. In general, exterior site lighting shall be accomplished by wall mounted, metal halide fixtures, with a concealed source of illumination, where possible and be of levels consistent with recognized standards.

Where additional lighting is required for parking lot or other remote areas, ground mounted pole lights with metal halide lamps with a maximum height of 20' may be used. For walkways requiring additional lighting a pole shall be a maximum of 10' high. Covered parking structures must have additional under structure-mounted lighting.

Accent and/or security lighting is permissible for key points such as building entries and loading areas.

Identification graphics illumination is permissible as described in the Signage Standards.

A red obstruction light shall be mounted at the high point of the building structure on the apron side of the building as a nighttime obstruction marking. Such light shall be steady burning and comply with FAA and FCC rules and regulations.

#### MAINTENANCE

Each tenant or lessee shall keep all lots leased by him/her, and all improvements therein or thereon, in good order and repair, including but not limited to, seeding or sodding, watering and mowing of all lawns, the pruning and cutting of all trees

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 3

### EXTERIOR BUILDING AND SITE STANDARDS

and shrubs, and the painting or other appropriate external care, of all building and other improvements, all in a manner and such frequency as is consistent with safety and good property management.

All structures improvements or landscaping damaged by fire, act of God, vehicles, or any other cause, shall be repaired or replaced as promptly as the extent of the damage will permit. Airport ~~Management Board~~ shall have the authority to assure such maintenance.

### LANDSCAPING AND IRRIGATION

A comprehensive landscape plan is required to be submitted to Airport ~~Management Board~~ for approval prior to construction of any building structure or other improvements. An underground automatic irrigation system is required, but the layout and details may be part of a shop drawing submittal during the construction phase of the project. General landscape items shall include the following:

- Hydro-mulch or sodding of all land area disturbed during construction, along with associated watering to insure proper establishment of grass.
- Street trees to match trees in-place along streets bordering property.
- Shrubbery screening of parking areas, mechanical, electrical or other ground mounted equipment and outside service or work areas.

All landscaping must be in compliance with the ~~County of~~ Stephens County ~~Landscaping Ordinance~~ or as directed by Airport ~~Management Board~~.

### SIGNAGE

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# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 3

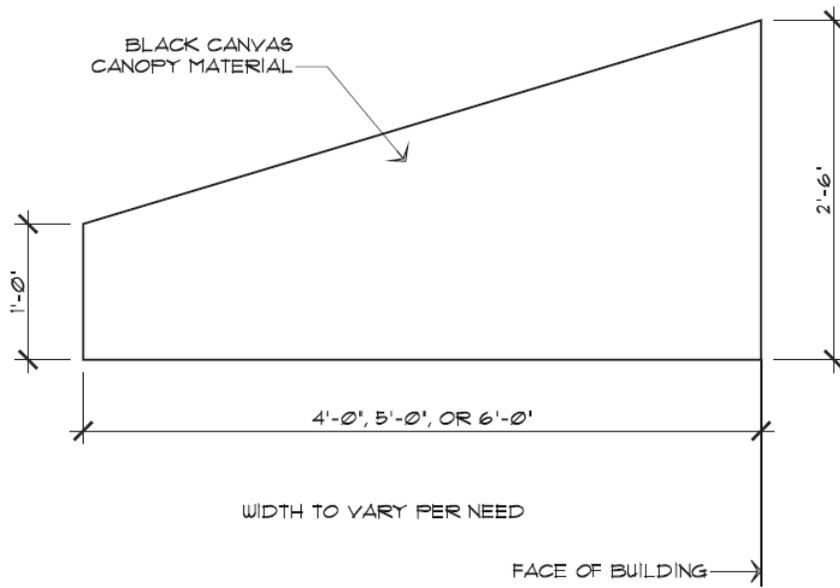
### EXTERIOR BUILDING AND SITE STANDARDS

All exterior signage, both temporary and permanent shall meet the requirements of the Stephens County Airport Signage Standards, ~~and the County of~~ Stephens County Sign Regulations.

STEPHENS COUNTY AIRPORT  
MINIMUM STANDARDS – 2008 EDITION

APPENDIX – SECTION 3

EXTERIOR BUILDING AND SITE STANDARDS



**CANVAS CANOPY PROFILE EXHIBIT #1**  
SCALE: 1" = 1'-0"

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 4

### INTERIOR BUILDING STANDARDS FOR CORPORATE, BUSINESS AND EXECUTIVE HANGARS

These standards address interior building materials and finishes for Corporate, Business, and Executive Hangars in order to provide a uniform and consistent quality to all facilities at the Stephens County Airport. A color board showing all major interior materials and colors to be used must be submitted to Airport ~~Management Board~~ for approval prior to installation.

#### GENERAL ITEMS- CORPORATE HANGARS

1. ~~Entire facility must be equipped with an automatic sprinkler system.~~
2. All walls between Hangar Area and offices or other shop areas shall be concrete block, sealed and painted (or other fire separation approved by local Fire Marshall).
3. Hangar Area floor shall have a minimum of one area drain with oil interceptor and an aviation rated frame and grate.
4. Hangar Floor shall have a light color, heavy-duty epoxy coating.
5. Hangar Walls shall have interior liner panels up 12' minimum.
6. Back sides of Hangar Rolling Doors shall have metal linear panels to match height of Hangar wall liner panels as a minimum.
7. Hangar Area must be ventilated ~~and heated~~.
8. All areas other than Hangar Area must be heated and cooled.
9. Hangar Apron Doors must have electric operation.
10. All overhead doors shall be overhead rolling type doors (excluding hangar apron doors).

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 4

### INTERIOR BUILDING STANDARDS FOR CORPORATE, BUSINESS AND EXECUTIVE HANGARS

11. All doors in office areas shall be 1 ¾” solid core wood slab doors in hollow metal or interior aluminum frames. Doors opening to Hangar area can be hollow metal with hollow metal frames.
12. Fire Extinguishers in finished spaces (i.e. offices area) ~~shall be in cabinets.~~
13. Hangar Roof and Hangar Walls shall be insulated with a minimum R-10 white vinyl backed insulation.
14. Conditioned specs shall have a minimum R-19 insulation in walls and roof/ceiling.

### INTERIOR MATERIALS – CORPORATE HANGARS

The following is a list of materials and interior finishes which will be required as a minimum for each of the spaces listed below.

#### Lobby; Waiting Area; Public Corridors

- Floors – Porcelain Tile as a minimum standard (12 x 12 or larger)
- Base – Porcelain Tile or 4” Rubber
- Walls – Paint or Vinyl Wall covering as a minimum standard
- Ceilings – 2 x 2 Suspended Acoustical

#### Breakroom/Kitchenette

- Floors – Porcelain Tile
- Base – Porcelain Tile or 4” Rubber
- Walls – Paint or Vinyl Wall covering
- Ceilings – 2 x 2 Suspended Acoustical

# STEPHENS COUNTY AIRPORT

## MINIMUM STANDARDS – 2008 EDITION

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### APPENDIX – SECTION 4

#### INTERIOR BUILDING STANDARDS FOR CORPORATE, BUSINESS AND EXECUTIVE HANGARS

##### Restroom/Toilets

Floors – Porcelain Tile or Ceramic Tile  
Base – Tile (coved if ceramic tile)  
Walls – Ceramic Tile at wet walls and adjacent sidewalls, Vinyl  
Wall covering at other walls  
Ceilings – 2 x 2 Suspended Acoustical or Painted Gypsum Board

##### Shower Areas

Floors – Porcelain Tile or Ceramic Tile  
Base – Tile (coved)  
Walls – Ceramic Tile  
Ceilings – Gypsum board or wet area rated Suspended Acoustical Ceiling  
and Grid

##### Office Areas/Lounges, Pilots Area, Bunk Rooms, Workout Area

Floors – Carpet  
Base – 4" Rubber  
Walls – Paint or Vinyl Wall covering as a minimum standard  
Ceilings – 2 x 2 Suspended Acoustical

##### Storage Spaces/Mechanical/Electrical Closets

Floors – VCT  
Base – 4" Rubber  
Walls – Painted  
Ceiling – 2 x 2 Suspended Acoustical or Painted Gypsum Board

##### Hangar Shop/Battery Room

Floors – Epoxy Coating  
Base – Epoxy or 4" Rubber  
Walls – Painted  
Ceiling – 2 x 2 Suspended Acoustical or Painted Exposed Structure

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 4

### INTERIOR BUILDING STANDARDS FOR CORPORATE, BUSINESS AND EXECUTIVE HANGARS

#### Hangar Maintenance/Mechanic Offices

Floors – VCT

Base – 4” Rubber

Walls – Painted

Ceiling – 2 x 2 Suspended Acoustical or Painted Exposed Structure

#### Hangar Area

Floors – Heavy-duty Epoxy Coating

Base – -----

Walls – Prefinished Metal Liner Panels on metal building walls up 12’  
Minimum and Painted Concrete Block where block occurs

Ceilings – Exposed White Vinyl Backed Insulation and White Painted  
Exposed Steel Structure

#### GENERAL ITEMS – BUSINESS HANGARS

~~1. Entire facility must be equipped with an automatic sprinkler system.~~

~~2.1.~~All walls between Hangar Area and offices or other shop areas shall be concrete block, sealed and painted (or other fire separation approved by local Fire Marshall).

~~3.2.~~Hangar Area floor shall have a minimum of one area drain with oil interceptor and an aviation rated frame and grate.

~~4.3.~~Hangar Floor shall have a light color, concrete sealer/hardener.

~~5.4.~~Hangar Walls shall have interior liner panels up 8’ minimum.

~~6.5.~~Back sides of Hangar Rolling Doors shall have metal linear panels to match height of Hangar wall liner panels as a minimum.

~~7.6.~~Hangar Area must be ventilated ~~and heated.~~

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 4

### INTERIOR BUILDING STANDARDS FOR CORPORATE, BUSINESS AND EXECUTIVE HANGARS

~~8.7.~~ All areas other than Hangar Area must be heated and cooled.

~~9.8.~~ Hangar Apron Doors must have electric operation.

~~10.9.~~ All overhead doors shall be overhead rolling type doors (excluding hangar apron doors).

~~11.10.~~ All doors in office area shall be 1 3/4" solid core wood slab doors in hollow metal or interior aluminum frames. Doors opening to Hangar area can be hollow metal with hollow metal frames.

~~12.11.~~ Fire Extinguishers in finished spaces (i.e. offices area) ~~shall be in cabinets.~~

~~13.12.~~ Hangar Roof and Hangar Walls shall be insulated with a minimum R-10 white vinyl backed insulation.

~~14.13.~~ Conditioned specs shall have a minimum R-19 insulation in walls and roof/ceiling.

### INTERIOR MATERIALS – BUSINESS HANGARS

The following is a list of materials and interior finishes which will be required as a minimum for each of the spaces listed below.

#### Lobby; Waiting Area; Public Corridors

Floors – VCT

Base – 4" Rubber or Wood

Walls – Paint or Vinyl Wall covering as a minimum standard

Ceilings – 2 x 2 Suspended Acoustical

# STEPHENS COUNTY AIRPORT

## MINIMUM STANDARDS – 2008 EDITION

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### APPENDIX – SECTION 4

#### INTERIOR BUILDING STANDARDS FOR CORPORATE, BUSINESS AND EXECUTIVE HANGARS

##### Breakroom/Kitchenette

Floors – VCT  
Base – 4” Rubber or Wood  
Walls – Paint or Vinyl Wall covering  
Ceilings – 2 x 2 Suspended Acoustical

##### Restroom/Toilets

Floors – VCT  
Base – Tile (coved if ceramic tile)  
Walls – Ceramic Tile at wet walls and adjacent sidewalls, Semi-gloss Paint at other walls  
Ceilings – 2 x 2 Suspended Acoustical or Painted Gypsum Board

##### Shower Areas

Floors – Porcelain Tile or Ceramic Tile  
Base – Tile (coved)  
Walls – Ceramic Tile  
Ceilings – Gypsum Board or wet area rated Suspended Acoustical Ceiling and Grid

##### Office Areas/Lounges, Pilots Area, Bunk Rooms, Workout Area

Floors – Carpet  
Base – 4” Rubber  
Walls – Paint or Vinyl Wall covering as a minimum standard  
Ceilings – 2 x 2 Suspended Acoustical

##### Storage Spaces/Mechanical/Electrical Closets

Floors – VCT  
Base – 4” Rubber  
Walls – Painted  
Ceiling – 2 x 2 Suspended Acoustical or Painted Gypsum Board

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 4

### INTERIOR BUILDING STANDARDS FOR CORPORATE, BUSINESS AND EXECUTIVE HANGARS

#### Hangar Shop/Battery Room

Floors – Light colored Concrete Sealer/Hardener

Base – 4” Rubber

Walls – Painted

Ceiling – 2 x 2 Suspended Acoustical or Painted Exposed Structure

#### Hangar Maintenance/Mechanic Offices

Floors – VCT or light colored Concrete Sealer/Hardener

Base – 4” Rubber

Walls – Painted

Ceiling – 2 x 2 Suspended Acoustical or Painted Exposed Structure

#### Hangar Area

Floors – Light colored Concrete Sealer/Hardener as a minimum standard.

Base – - - - -

Walls – Prefinished Metal Liner Panels on metal building walls up 8’  
minimum and Painted Concrete Block where block occurs

Ceilings – Exposed White Vinyl Backed Insulation and White Painted  
Exposed Steel Structure

### GENERAL ITEMS – EXECUTIVE HANGARS

1. Entire facility must be equipped with an automatic sprinkler system, as required by local Fire Marshall.
2. All walls between Hangar Area and offices or other shop areas shall be concrete block, sealed and painted (or other fire separation approved by local Fire Marshall).
3. Hangar Floor shall be sealed.
4. Hangar Walls shall be insulated with minimum R-10 (approximately 3”) faced one side with white vinyl.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 4

### INTERIOR BUILDING STANDARDS FOR CORPORATE, BUSINESS AND EXECUTIVE HANGARS

5. Back sides of Hangar Rolling Doors shall be insulated with same material as Hangar Walls.
6. Hangar Area must be ventilated.
7. All areas other than Hangar Area must be heated and cooled.
8. Hangar Apron Doors must have electric operation.
9. All overhead doors shall be overhead rolling type doors (excluding hangar apron doors).
10. All doors in office area shall be 1 ¾" solid core wood slab doors in hollow metal or interior aluminum frames. Doors opening to Hangar area can be hollow metal with hollow metal frames.
11. Fire Extinguishers in finished spaces (i.e. offices area) shall be in cabinets.
12. Hangar Roof and Hangar Walls shall be insulated with a minimum R-10 white vinyl backed insulation.
13. Conditioned specs shall have a minimum R-19 insulation in walls and roof/ceiling.

### INTERIOR MATERIALS – EXECUTIVE HANGARS

The following is a list of materials and interior finishes which will be required as a minimum for each of the spaces listed below.

#### Lobby; Waiting Area; Public Corridors

Floors – VCT

Base – 4" Rubber or Wood

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 4

### INTERIOR BUILDING STANDARDS FOR CORPORATE, BUSINESS AND EXECUTIVE HANGARS

Walls – Paint or Vinyl Wall covering as a minimum standard  
Ceilings – 2 x 2 Suspended Acoustical

#### Breakroom/Kitchenette

Floors – VCT  
Base – 4” Rubber or Wood  
Walls – Paint or Vinyl Wall covering  
Ceilings – 2 x 2 Suspended Acoustical

#### Restroom/Toilets

Floors – VCT or Sealed Concrete  
Base – Tile (coved if ceramic tile)  
Walls – Ceramic Tile at wet walls and adjacent sidewalls, Semi-gloss Paint  
at other walls  
Ceilings – 2 x 2 Suspended Acoustical or Painted Gypsum Board

#### Shower Areas

Floors – Porcelain Tile or Ceramic Tile  
Base – Tile (coved)  
Walls – Ceramic Tile  
Ceilings – Gypsum Board or wet area rated Suspended Acoustical Ceiling  
and Grid

#### Office Areas/Lounges, Pilots Area, Bunk Rooms, Workout Area

Floors – Carpet or VCT  
Base – 4” Rubber  
Walls – Paint or Vinyl Wall covering as a minimum standard  
Ceilings – 2 x 2 Suspended Acoustical

#### Storage Spaces/Mechanical/Electrical Closets

Floors – VCT or Sealed Concrete  
Base – 4” Rubber

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 4

### INTERIOR BUILDING STANDARDS FOR CORPORATE, BUSINESS AND EXECUTIVE HANGARS

Walls – Painted  
Ceiling – 2 x 2 Suspended Acoustical or Painted Gypsum Board

#### Hangar Shop/Battery Room

Floors – Sealed Concrete  
Base – 4” Rubber  
Walls – Painted  
Ceiling – 2 x 2 Suspended Acoustical or Painted Exposed Structure

#### Hangar Maintenance/Mechanic Offices

Floors – VCT or Sealed Concrete  
Base – 4” Rubber  
Walls – Painted  
Ceiling – 2 x 2 Suspended Acoustical or Painted Exposed Structure

#### Hangar Area

Floors – Sealed Concrete as a minimum standard.  
Base – - - - - -  
Walls – Exposed White Vinyl Backed Insulation, full height and Painted  
Concrete Block where block occurs.  
Roof – Exposed White Vinyl Backed Insulation, and Prime Coated  
Exposed Steel.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 5

### EXTERIOR SIGNAGE AND GRAPHICS STANDARDS

All exterior signage, both temporary and permanent and the placement thereof, is subject to a design review by Airport Management prior to fabrication and installation.

This standard deals with signage which pertains to a specific site. All such signage must be located on the site itself, except as approved in writing, in advance of design and placement, and shall be in compliance with the Sign Ordinance of the County of Stephens County. No permits shall be issued without prior approval by the Aviation Director. Cost for a sign permit will be the responsibility of the building Owner.

The objectives of the signage standards are as follows:

- To establish signage that is uniform and consistent in size, color, type style, and materials.
- To reduce conflict among private signs and public information systems.
- To identify the site and building in a manner which is easily discernible to the general public and to public safety authorities and for mail delivery.

No sign shall move, make noise, or employ blinking lights or have exterior fluorescent lamps. All signs shall be kept to a minimum and be tastefully done and placed per approved placement drawings. All signs shall meet the standards established by this document. Each building may have the following types of signs, the cost of which shall be borne by the building Owner:

- Building/Site identification ground monument sign.
- Building address signage – street side.
- Building signage on buildings other than hangars.
- Building numbers – apron and street side.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 5

### EXTERIOR SIGNAGE AND GRAPHICS STANDARDS

- Building signage on hangars

Exception: Hangar numbers required by Airport for directional and safety purposes – cost shall be borne by Airport for existing hangars. All new hangars constructed shall require building numbers with cost borne by the Owner.

- Information/Directional signs within the site.
- Temporary signage prior to and during Construction.
- Highway 6 business identification signage.

### **BUILDING/SITE IDENTIFICATION GROUND MONUMENT SIGN**

- This sign shall identify the site and building as a whole, indicating the predominant occupant or occupants. Generally, multiple occupant listings are to be located on a directory within the building, or within the site in the case of multiple buildings.
- Each site may have no more than one monument sign oriented to the street on which the building has frontage or proximity of the primary vehicular entry to the site.
- Sign design, materials, colors, letter style and size shall be per Exhibit #1 in this standard. Layout and material samples must be submitted to Airport Management prior to sign fabrication/installation.
- Company logos are acceptable, but are to be reproduced in the least amount of colors as possible.
- Copy and logos are to adhere to the standards for the established sign sizes set forth herein.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 5

### EXTERIOR SIGNAGE AND GRAPHICS STANDARDS

- Maximum monument sign shall be 4'-4" high from ground to top of cap, 9'-4" long and 10" wide. Maximum face square footage of monument sign shall be 42 sq. ft. Refer to Exhibit #2 for sign detail.
- All monument signs shall be uniform in stucco color, veneer stone color and pattern, cast stone cap profile, letter style and cast star color and size.
- Stucco Color: Fine Finish Parchment #342 (Senergy)
- Stone: Winsor Gray (Alamo Stone)
- Cast Stone Cap Profile: Plain Peak coping with 1 ½" base, 1 ½" rise with 1" overhang all sides, color – Buff
- Cast Stone Star: 6" star, color – Buff
- Outline for company logo and name shall be a maximum of 17" high and 6'-0" wide, centered in each direction.
- All Monument signs which require lighting shall be lit with a maximum of two ground lights per side. Ground lights will be screened from view by low landscaping in a defined mulched bed. Submit landscape layout and plant materials for approval along with sign submittal.
- Refer to Exhibits for listings of materials, colors, lettering style, and finishes.

### BUILDING ADDRESS SIGNAGE

- This sign shall identify the building address from the street or delivery side of the building.
- Sign can have numbers only as required by the Fire Department. Numbers must be 4" high with a minimum ¾" stroke. An additional Building Address sign may be used with street name and address with smaller letters and numbers. If this sign is intended to be used as the Fire Department sign, then both numbers and letters must be 4" high with ¾" stroke.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 5

### EXTERIOR SIGNAGE AND GRAPHICS STANDARDS

- Sign shall be cast bronze or aluminum with black baked enamel background and gold letters and shall have a gold signage line border. Plaque size shall verify per content, and layout must be submitted to Airport Management for approval before fabrication. Alternate building site identification can be the use of vinyl letters and/or numbers on glass. Letters/numbers must be visible from the road and be 4" high with a minimum of 3/4" stroke if used to meet the Fire Department requirement. Sign may be limited to numbers only, visible from the road.
- Sign shall be mounted on the picket fence by the entry to the building parking lot, or on the building siding facing adjacent street, or if 4" vinyl, on exterior glass facing and clearly visible from the approach road for the building.

#### **BUILDING SIGNAGE (non-hangar buildings or office attached to hangars)**

- This sign shall identify the Building Tenant (Company Name) from the street or delivery side of the building and shall be mounted on the building exterior walls.
- Name shall be made up of individual cast aluminum letters with black or clear aluminum finish to contrast with the wall they are mounted on. Letters shall be projected and mounted, all upper case, Times New Roman font with a minimum height of 3" and maximum height of 10". Provide layout on building elevation along with sample letters to Airport Management for approval before ordering letters.

#### **BUILDING NUMBER – APRON AND STREET SIDE**

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

## APPENDIX – SECTION 5

### EXTERIOR SIGNAGE AND GRAPHICS STANDARDS

- This building sign shall provide an easily visible airport assigned number visible from both the apron and the street/entry access side of the hangar.
- This sign shall be made of minimum ¼" thick aluminum sheet with cutout numbers on the apron side and white vinyl letters on the street side. Apron side sign shall be back lighted and have top and bottom removable cover plates. Top and bottom cover plates not required on street side unit.
- Aluminum shall have a black baked enamel finish and be screw attached to the metal building ribs with screws at 6" o.c.
- Sign shall be the size and configuration shown on Exhibits #4 & #5. Exact location and mounting height shall be determined by Stephens County Airport Management.

### BUILDING SIGNAGE (hangars)

- This sign shall be mounted on the hangar exterior walls.
- For hangars 10,000 SF or greater, sign may be no larger than 4'-0" x 4'-0" per face of building. Only one sign may be mounted for each of the 4 building faces.
- For hangars less than 10,000 SF, sign may be no wider than 4'-0" and no taller than 1.5" per foot of building eave height.
- In addition, all Hangars and/or Lots will be required to display in 6" letters and numbers (for Emergency purposes) their name, hangar/lot number, and telephone number. Order adopted as of March 1, 2015.

### INFORMATIONAL/DIRECTIONAL SIGNS WITHIN THE SITE

- This standard deals with signage around the site that the User may require to provide information or direction. Keep signs to a minimum (2 or 3).

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## STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

### APPENDIX – SECTION 5

- Sign shall be of 1/8" aluminum with 1" radius corners, and turned edges to give 1" depth. Provide a black baked enamel finish with back same if exposed to view. Refer to Exhibit #6.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 5

### EXTERIOR SIGNAGE AND GRAPHICS STANDARDS

- Lettering to be white vinyl, maximum 1 ½" high.
- Sign sized as required for message with maximum size being 2'-2" wide, 1'-6" high.
- Mounting shall be on 2" x 2" galvanized metal or aluminum post, painted black or with black baked enamel finish. Also, may be screw attached to the metal building siding.

### TEMPORARY SIGNAGE

#### CONSTRUCTION SIGN

- Upon issuance of building permit, the General Contractor may install one temporary construction sign on the site.
- This sign must be on of ¾" exterior grade plywood, sealed and painted with exterior grade paint. Sign must be installed on 4" x 4" treated wood post set in the ground a minimum of 3'. Sign bottom should be 3 to 4 feet above the ground.
- These signs shall be no larger than 8' x 8' and may include such information as project name, the Owner, Architect, Engineers, General Contractor, Financial Institution and date to be completed.
- Sign should have a white background with black letters and may include a logo. This sign may be located only in the vicinity of the construction entrance to the site and must be removed prior to building occupancy.

### ON SITE PRE-CONSTRUCTION PROJECT IDENTIFICATION

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 5

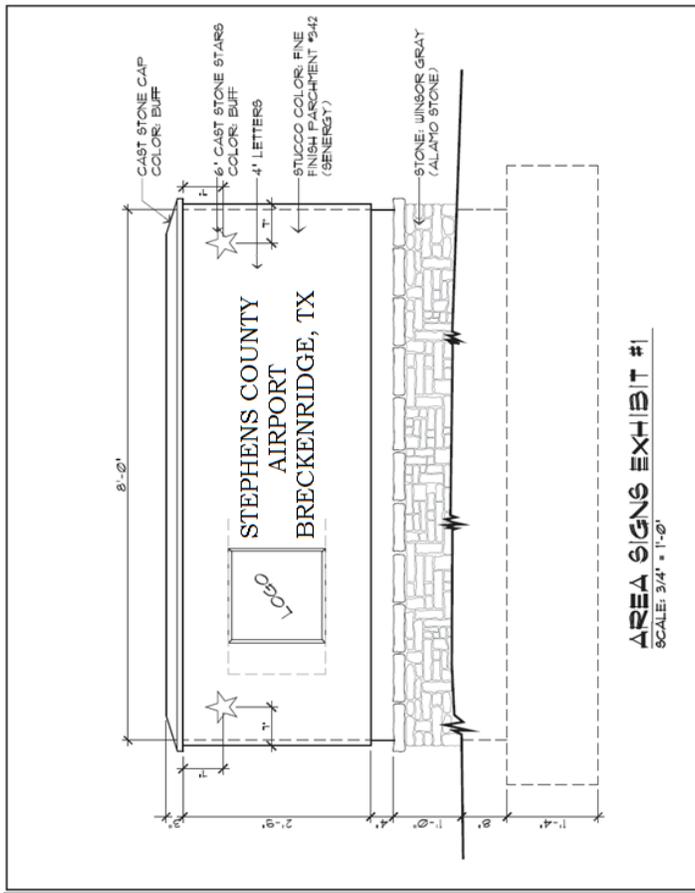
### EXTERIOR SIGNAGE AND GRAPHICS STANDARDS

- Upon receipt of concept Approval of the proposed project, the Owner/Major Tenant of the site may still install one such site for temporary project identification. The message must be limited to the name of the project, a brief project description and opening date, name of developer and telephone number and name of financial institution. A logo is also permissible. This sign must be removed within six months after completion and occupancy of the primary building.
- These signs shall be no larger than 8' x 8' and may include such information as project name, the Owner, Architect, Engineers, General Contractor, Financial Institution and date to be completed.
- Sign should have a white background with black letters and may include a logo. This sign may be located only in the vicinity of the construction entrance to the site and must be removed prior to building occupancy.

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## APPENDIX – SECTION 5

### EXTERIOR SIGNAGE AND GRAPHICS STANDARDS

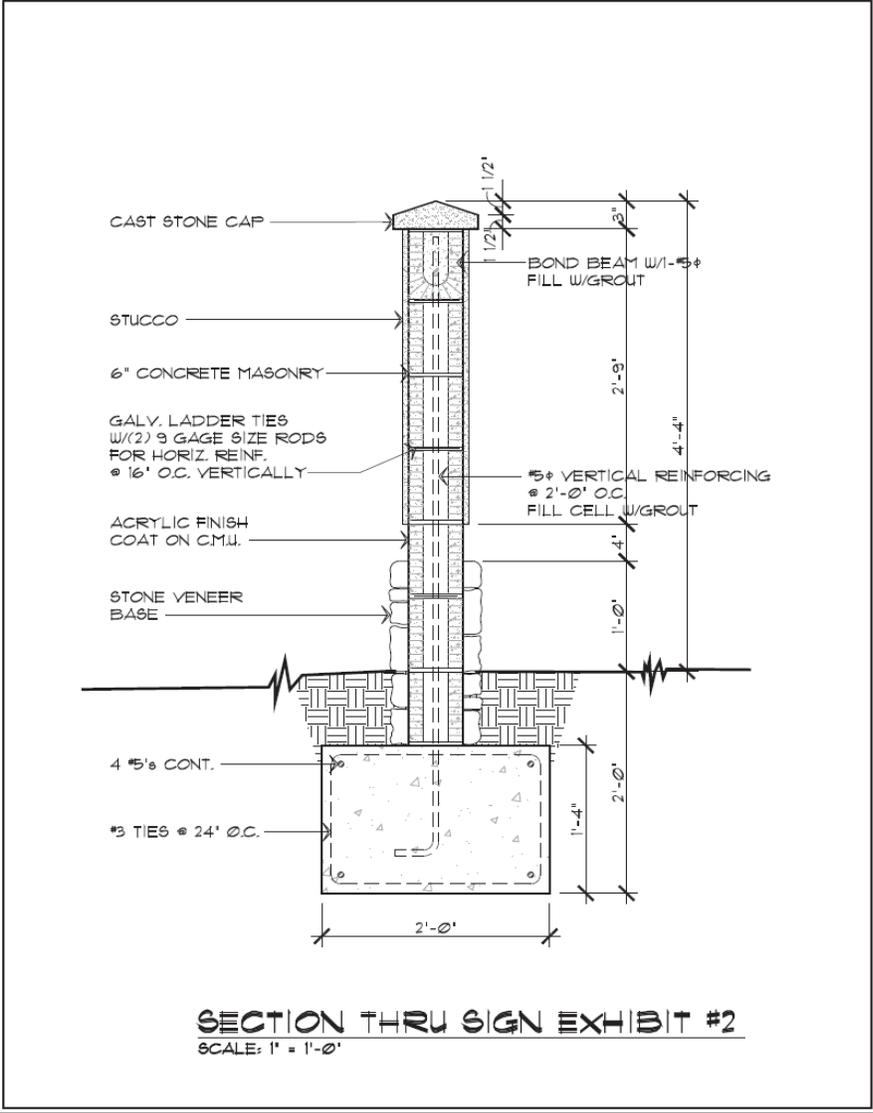


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## APPENDIX – SECTION 5

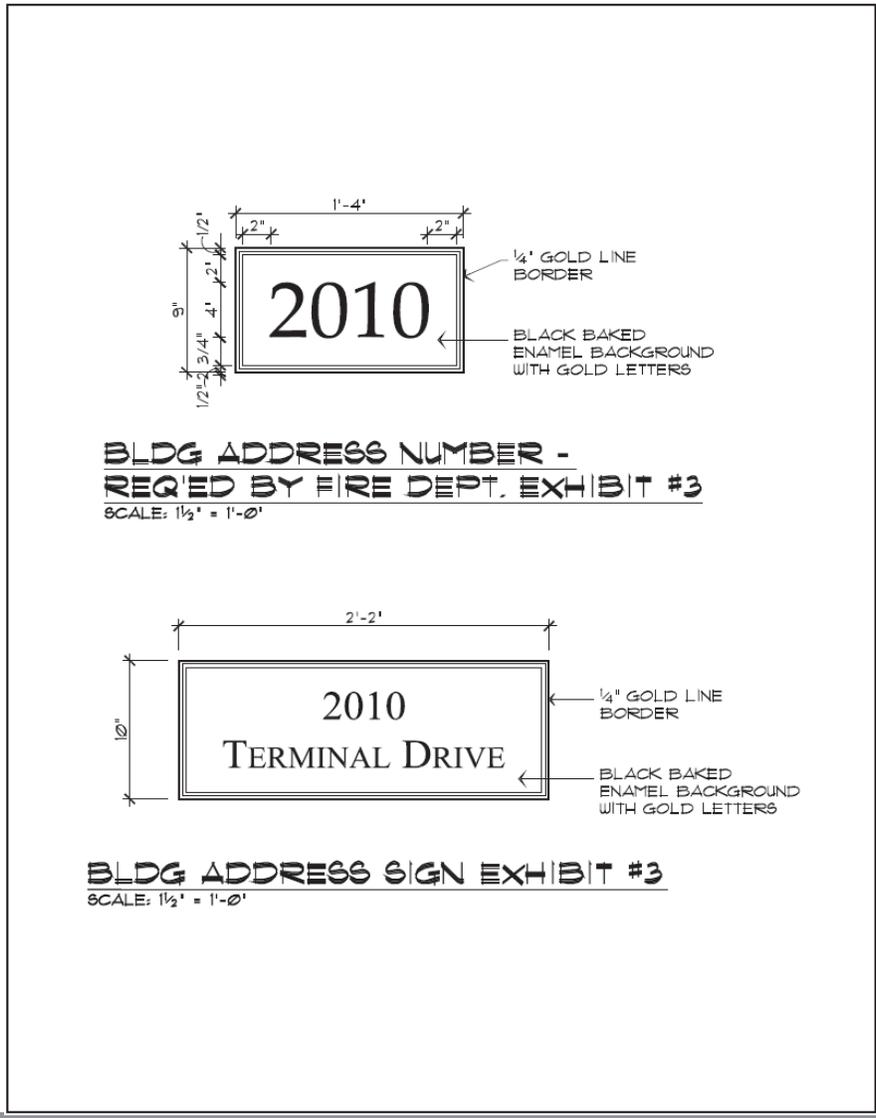
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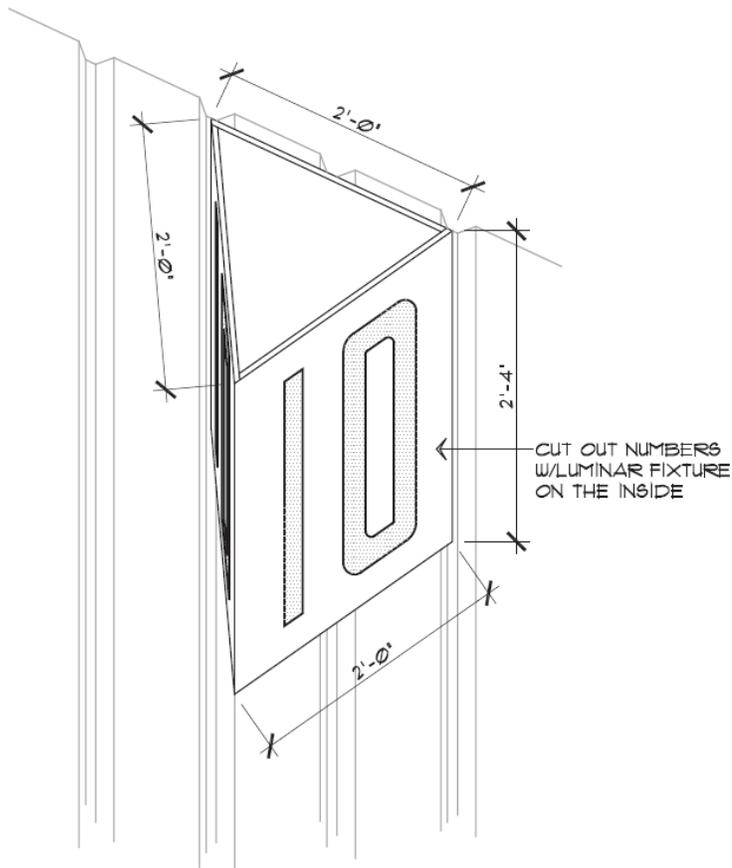
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EXTERIOR SIGNAGE AND GRAPHICS STANDARDS

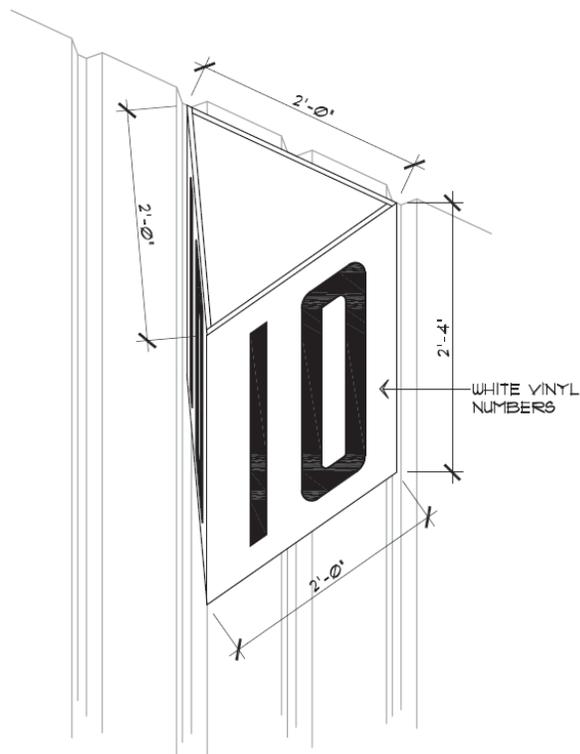


**CUT-OUT BUILDING NUMBERS EXHIBIT #4**  
SCALE: NTS

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EXTERIOR SIGNAGE AND GRAPHICS STANDARDS

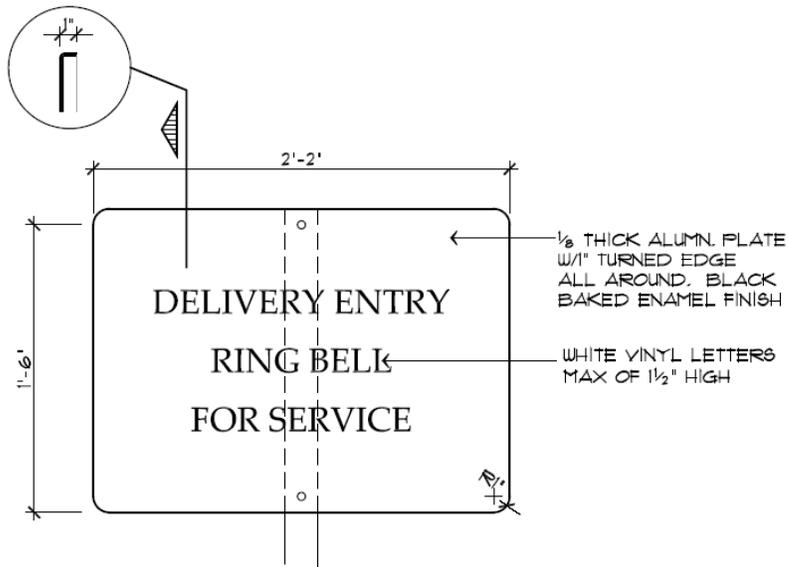


**APPLIED BUILDING NUMBERS EXHIBIT #5**  
SCALE: NTS

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EXTERIOR SIGNAGE AND GRAPHICS STANDARDS



**INFORMATION/DIRECTIONAL SIGNS EXHIBIT #6**

SCALE: 1/2" = 1'-0"

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 6

### TERMINAL RULES FOR AIRPORT RETAIL TENANTS

#### Employee Dress Code

Each tenant is responsible for creating and enforcing an employee dress code. The dress code is intended to reflect the professional image of the Airport terminal, and will be submitted to the ~~Aviation Director~~Airport Board for approval.

#### Employee Behavior

The tenant's employees are expected to be courteous to Airport patrons and employees at all times. Employees will not loiter in the Airport common areas (interior and exterior), fraternize with Airport customers or employees while on duty, or act in a disruptive manner. Employees will not remain at the Airport when off-duty. Tobacco use is prohibited inside County facilities, and within 25' of entrances.

#### Airport Equipment and Facilities

Tenants will ~~not be able to~~ utilize designated Airport office equipment, including computers, fax machines, or copiers. ~~They may utilize the public vending machines, but will take all breaks (including meals) off site, or in the tenant's lease space.~~

#### Badging

Employees will wear a name badge with the company's name, employee's name, and employee's photo on it at all times.

#### Parking

~~All employees will park in the back (last row to the east) of the terminal parking lot.~~ Tenants and employees will park either in designated parking spaces, or inside or near their respective leaseholds in a manner that does not obstruct aircraft or service vehicles.

#### Access to the Facility

## STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

### APPENDIX – SECTION 6

Tenants ~~must escort guests when employees are prohibited from~~ entering any secure area, ~~unless escorted by an Airport employee.~~ Secure areas include the FBO facilities, pilot suite,

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

## APPENDIX – SECTION 6

### TERMINAL RULES FOR AIRPORT RETAIL TENANTS

administrative offices, and the terminal ramp, taxiways, runway and other aircraft operation areas. ~~In addition, employees will not enter the conference rooms, or loiter in the lobby, observation porches, or other retail/car rental areas. The designated tenant employee bathroom is the “Family Restroom” near the pilot suite entrance.~~

#### Signage

All internal signage must be approved by the ~~Aviation Director~~ Airport Board. All exterior signage must be in compliance with the Stephens County Airport Exterior Signage and Graphics Standards, ~~and the County of Stephens County Sign Ordinance.~~

#### Janitorial Service

Tenants are responsible for supplying their own janitorial service. They may utilize the County’s service at their own cost. Access to the janitorial closet for cleaning supply storage may be obtained with the permission of the ~~Aviation Airport Manager~~ Director.

#### Garbage

The Airport ~~custodial staff will pick up trash a minimum of once daily, will arrange waste disposal services. Tenants should coordinate with the Custodian to determine frequency and times.~~ The Tenant is responsible for moving the trash to the ~~Custodian’s vehicle~~ provided dumpster. All garbage will be double-bagged and any leaks or spills will be cleaned immediately.

#### Sanitation

At the close of business, all garbage must be removed, floors sanitized, and no wet rags may remain in the tenant spaces. Lease spaces must be in compliance with the County’s health, fire, and building codes at all times.

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Deliveries/Mail SECTION 6

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## APPENDIX – SECTION 6

### TERMINAL RULES FOR AIRPORT RETAIL TENANTS

All deliveries must be made through the front doors at non-peak hours. Deliveries should be made directly to the tenant, and not to the Airport staff. Airport staff will not sign for tenant deliveries at any time. Mail for retail tenants is not accepted at the Airport.

Aviation business related deliveries (such as catering) shall be made in accordance with the Airport's existing policy on catering deliveries:

Catering deliveries will be made to the ~~north entrance~~ main terminal (a parking space will be designated in the line equipment parking area). The catering company will gain access ~~into the gate on the north side of the building (via intercom)~~, and will be met by ~~an FBO staff member~~ the receiving party ~~and escorted to the workroom~~.

#### **Facilities Management**

Any issues with the Terminal Facility should be directed to the Airport ~~Manager~~ Administration during normal business hours (8:00 a.m. to 5:00 p.m.) and to the Customer Service Desk after hours. These issues could include damage to the building or County property and spills or other cleaning needs outside the tenant lease space.

#### **Emergencies**

Call 9-1-1 immediately for all emergencies. If it is necessary to evacuate the building, tenant employees will do so in accordance with posted emergency instructions, and obey all Airport staff instructions.

#### **Violations**

The tenant will receive a written warning upon the first violation of any terminal rule by an employee. Upon the second violation, the tenant will receive a \$50 fine. Third and subsequent violations will be fined at \$75, and in increments increased by \$25 for each additional violation. If the fine is not paid, the Aviation Director may terminate the lease agreement. Upon the fifth violation by any tenant

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employee, the Aviation Director may terminate the lease agreement.

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APPENDIX – SECTION 6

TERMINAL RULES FOR AIRPORT RETAIL TENANTS

**Amendments to the Terminal Rules**

Airport Terminal Rules may be amended or created at the ~~Aviation Director~~Airport Advisory Board's discretion. New rules or amendments will not go into effect until written notice is provided to the tenant.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

## APPENDIX – SECTION 7

### ASSURANCES

#### A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of the grant offer by the sponsor, these assurances are incorporated in and become part of the grant agreement.

#### B. Duration and Applicability.

1. Airport Development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor. The terms, conditions and assurances of the grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.
2. Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor. The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.
3. Airport Planning Undertaken by a Sponsor. Unless otherwise specified in the grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 30, 32, 33, and 34 in section C apply to planning projects. The terms, conditions, and assurances of the grant agreement shall remain in full force and effect during the life of the project.

#### C. Sponsor Certification. The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements. It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

## APPENDIX – SECTION 7

### ASSURANCES

application, acceptance and use of Federal funds for this project including but not limited to the following:

#### Federal Legislation

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.<sup>1</sup>
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act - 5 U.S.C. 1501, et seq.<sup>2</sup>
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.<sup>12</sup>
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).<sup>1</sup>
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.<sup>1</sup>
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.<sup>1</sup>
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Civil Rights Act of 1964 - Title VI - 42 U.S.C. 2000d through d-4.
- o. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- p. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- q. Architectural Barriers Act of 1968 – 42 U.S.C. 4151, et seq.<sup>1</sup>
- r. Power Plant and Industrial Fuel Use Act of 1978 – Section 403- 2 U.S.C. 8373.<sup>1</sup>
- s. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.<sup>1</sup>
- t. Copeland Antikickback Act - 18 U.S.C. 874.<sup>1</sup>
- u. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.<sup>1</sup>
- v. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- w. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.<sup>2</sup>
- x. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.

#### Executive Orders

- Executive Order 11246 - Equal Employment Opportunity<sup>1</sup>
- Executive Order 11990 - Protection of Wetlands
- Executive Order 11998 - Flood Plain Management
- Executive Order 12372 - Intergovernmental Review of Federal Programs.
- Executive Order 12699 - Seismic Safety of Federal and Federally Assisted New Building Construction<sup>1</sup>
- Executive Order 12898 - Environmental Justice

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

## APPENDIX – SECTION 7

### ASSURANCES

#### Federal Regulations

- a. 14 CFR Part 13 - Investigative and Enforcement Procedures.
- b. 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- c. 14 CFR Part 150 - Airport noise compatibility planning.
- d. 29 CFR Part 1 - Procedures for predetermination of wages rates.<sup>1</sup>
- e. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.<sup>1</sup>
- f. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).<sup>1</sup>
- g. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).<sup>1</sup>
- h. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.<sup>3</sup>
- i. 49 CFR Part 20 - New restrictions on lobbying.
- j. 49 CFR Part 21 - Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- k. 49 CFR Part 23 - Participation by Disadvantage Business Enterprise in Airport Concessions.
- l. 49 CFR Part 24 - Uniform relocation assistance and real property acquisition for Federal and federally assisted programs.<sup>1,2</sup>
- m. 49 CFR Part 26 – Participation By Disadvantaged Business Enterprises in Department of Transportation Programs.
- n. 49 CFR Part 27 - Nondiscrimination on the basis of handicap in programs and activities receiving or benefiting from Federal financial assistance.<sup>1</sup>
- o. 49 CFR Part 29 – Government wide debarment and suspension (nonprocurement) and government wide requirements for drug-free workplace (grants).
- p. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- q. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.<sup>1</sup>

#### Office of Management and Budget Circulars

- a. A-87 - Cost Principles Applicable to Grants and Contracts with State and Local Governments.
- b. A-133 - Audits of States, Local Governments, and Non-Profit Organizations

<sup>1</sup> These laws do not apply to airport planning sponsors.

<sup>2</sup> These laws do not apply to private sponsors.

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3 49 CFR Part 18 and OMB Circular A-87 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in the grant agreement.

#### 2. Responsibility and Authority of the Sponsor.

- a. **Public Agency Sponsor:** It has legal authority to apply for the grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
- b. **Private Sponsor:** It has legal authority to apply for the grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. **Sponsor Fund Availability.** It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under the grant agreement which it will own or control.

#### 4. Good Title.

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

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##### 5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in the grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in the grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of the grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure

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that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in the grant agreement and shall insure that such arrangement also requires compliance therewith.

6. **Consistency with Local Plans.** The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.
7. **Consideration of Local Interest.** It has given fair consideration to the interest of communities in or near where the project may be located.
8. **Consultation with Users.** In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.
9. **Public Hearings.** In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.
10. **Air and Water Quality Standards.** In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.
11. **Pavement Preventive Maintenance.** With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.
12. **Terminal Development Prerequisites.** For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under

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section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

#### 13. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of the grant, the total cost of the project in connection with which the grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to the grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which the grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. **Minimum Wage Rates.** It shall include, in all contracts in excess of \$2,000 for work on any projects funded under the grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. **Veteran's Preference.** It shall include in all contracts for work on any project funded under the grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Veterans of the Vietnam era and disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. **Conformity to Plans and Specifications.** It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the

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approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into the grant agreement.

17. **Construction Inspection and Approval.** It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.
18. **Planning Projects.** In carrying out planning projects:
  - a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
  - b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
  - c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
  - d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
  - e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
  - f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
  - g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
  - h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

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#### 19. Operation and Maintenance.

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-
  - (1) Operating the airport's aeronautical facilities whenever required;
  - (2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
  - (3) Promptly notifying airmen of any condition affecting aeronautical use of the airport.

Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.

- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. **Hazard Removal and Mitigation.** It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. **Compatible Land Use.** It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

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#### 22. Economic Nondiscrimination.

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to –
  - (1) Furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
  - (2) charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
- e. Each air carrier using such airport (whether as a tenant, nontenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or nontenants and signatory carriers and nonsignatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
- f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.

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- g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
  - h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
  - i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.
23. **Exclusive Rights.** It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:
- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
  - b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport.

It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. **Fee and Rental Structure.** It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

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#### 25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. Provided, however, that if covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
- b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.
- c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

#### 26. Reports and Inspections. It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of the grant agreement including deeds, leases,

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agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and

- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
  1. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
  2. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. **Use by Government Aircraft.** It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that –

- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

28. **Land for Federal Facilities.** It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. **Airport Layout Plan.**

- a. It will keep up to date at all times an airport layout plan of the airport showing (1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto; (2) the

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location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities; and (3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.

- b. If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities.

30. **Civil Rights.** It will comply with such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from funds received from this grant. This assurance obligates the sponsor for the period during which Federal financial assistance is extended to the program, except where Federal financial assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon in which case the assurance obligates the sponsor or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits, or (b) the period during which the sponsor retains ownership or possession of the property.

#### 31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will, at the discretion of the Secretary, 1) be paid to the Secretary for deposit in the Trust Fund, or 2)

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be reinvested in an approved noise compatibility project as prescribed by the Secretary.

- b. (1) For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (a) upon application to the Secretary, be reinvested in another eligible airport improvement project or projects approved by the Secretary at that airport or within the national airport system, or (b) be paid to the Secretary for deposit in the Trust Fund if no eligible project exists. (2) Land shall be considered to be needed for airport purposes under this assurance if (a) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (b) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
  - c. Disposition of such land under (a) or (b) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.
32. **Engineering and Design Services.** It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.
  33. **Foreign Market Restrictions.** It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.
  34. **Policies, Standards, and Specifications.** It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including but not limited to the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects,

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dated and included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.

35. **Relocation and Real Property Acquisition.** (1) It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B. (2) It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24. (3) It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.
36. **Access By InterCounty Buses.** The airport owner or operator will permit, to the maximum extent practicable, interCounty buses or other modes of transportation to have access to the airport, however, it has no obligation to fund special facilities for interCounty buses or for other modes of transportation.
37. **Disadvantaged Business Enterprises.** The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non discrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26, and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801).

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## APPENDIX – SECTION 8

### DEFINITIONS

#### – A –

ADVISORY CIRCULAR (AC) – (See FAR Number)

AERONAUTICAL ACTIVITY – any activity or service which involves, makes possible, or is required for the operation of aircraft, or contributes to, or is required for, the safety of such operations. "Aeronautical activities" include, but are not limited to, charter operations (under either Federal Aviation Regulation (FAR) Part 121 or 135~~9~~), charter brokerage, aircraft hangar leasing, pilot training, aircraft rental and sight-seeing, aerial photography, crop dusting, fire suppression, aerial advertising and surveying, aircraft sales, leasing and servicing, aircraft management, whether or not conducted in conjunction with other included activities which have a direct relationship to the operation of aircraft, repair and maintenance of aircraft, sale of general aviation aircraft parts, and any other activities which because of their relationship to the operation of aircraft can appropriately be regarded as an "aeronautical activity."

AERONAUTICAL BUSINESS PERMIT – administrative approval issued by the Stephens County Airport to a person or company to conduct a commercial aeronautical activity and provide such services to based and transient aircraft only from facilities and locations where such services are authorized. Permits are required for the following activities: aircraft charter/management, aircraft leasing or rental, aircraft maintenance and repairs, aircraft sales, flight training, flying club, mobile aircraft maintenance and repair, mobile aircraft washing, on-airport catering, off-airport catering, on-airport rental car concession, and off-airport rental car concession services.

AIR OPERATIONS AREA (AOA) – the portion of the airport that encompasses the landing, takeoff, taxiing, or surface maneuvering including the areas around hangars, navigation equipment, and communication facilities.

AIRCRAFT – any device intended to be used, or designed, to navigate, or fly in the air.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 8

### DEFINITIONS

AIRCRAFT DESIGN GROUP (ADG) – a grouping of airplanes based on wingspan.

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

AIRCRAFT OPERATION – an aircraft arrival at, or departure from, the airport.

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

AIRCRAFT PARKING AND STORAGE AREAS – those hangar and apron locations of the Airport designated by the [Airport Board](#) for the parking and storage of aircraft.

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

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

AIRFRAME AND POWERPLANT MECHANIC (A&P) – a person who holds an aircraft mechanic certificate with both airframe and power plant ratings as authorized and described in 14 CFR Part 65.

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

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 8

### DEFINITIONS

AIRPORT ADVISORY CIRCULARS – an Advisory Circular is published by the Federal Aviation Administration (See FAR).

AIRPORT BOARD – Director of Aviation or his designee.

AIRPORT LAYOUT PLAN (ALP) – plan depicting the physical layout of the Airport and identifying the location and configuration of current runway, taxiways, buildings, roadways, utilities, nav aids, etc.

AIRPORT OPERATIONS AREA (AOA) – the area of the Airport used for aircraft landing, takeoff, or surface maneuvering including the areas around hangars, navigation equipment, and communication facilities.

AIRPORT SPONSOR – the Airport Owner, which is the County of Stephens County.

AIRSIDE – the area of the airport that is either contained within the airport perimeter fence, or which requires access through a controlled access point.

AIR TRAFFIC CONTROL TOWER – a central operations facility using air/ground communications and/or radar, visual signaling, and other devices to provide safe and expeditious movement of air traffic.

APPROACH – the approach end of the runway is the near end of the runway as viewed from the cockpit of a landing aircraft.

APRON – a paved area where aircraft are parked, unloaded or loaded, refueled or boarded. Although the use of the apron will be covered by regulations, such as lighting on vehicles, it is typically more accessible to users than the runway or taxiway.

ASOS (Automated Surface Observing System) – automated observing system sponsored by the Federal Aviation Administration, National Weather Service (NWS) and the Department of Defense (DOD). ASOS provides weather

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 8

### DEFINITIONS

observations which include: temperature, dew point, wind, altimeter setting, visibility, sky condition, and precipitation. ASOS are designed to provide the pilot, and other users, airport weather observations "When they need it and where they need it." The observing systems work nonstop, updating observations every minute, 24 hours a day, every day of the year. By providing information on the atmosphere, at increasing locations, these systems are designed to improve the safety and efficiency of aviation operations as well as being the key to improving forecasts and warnings.

AVIGATION EASEMENT – a property interest conveyed by the property owner to another person for the purpose of granting to such other person the right to use the airspace above the property owner's land for the flight of aircraft.

AVIONICS – electronics designed for use in aircraft.

AVIONICS SALES AND MAINTENANCE – the commercial operation of providing for the repair and service, or installation of aircraft radios, instruments and accessories.

AWOS (Automated Weather Observing System) – real-time continuous 24-hour radio transmitted automatic weather updated every minute at the airport site.

– B –

BASED AIRCRAFT – an aircraft: (1) which the owner physically locates at the airport with no present intention of definite and early removal and with the purpose to remain for an undetermined period; (2) which, whenever absent from the airport, its owner intends to return to the airport for permanent storage or parking; and (3) whose presence on the airport is something other than merely transitory in nature.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 8

### DEFINITIONS

BASED CUSTOMERS – those customers whose aircraft are stationed at Stephens County Airport and have an appropriate lease between the County of Stephens County and customer.

BUSINESS AIRCRAFT – aircraft flying into airport for business related activities.

BUSINESS HANGAR – hangar which provides shelter for business related activities and associated aircraft.

– C –

COUNTY – County of Stephens County.

CLASS D AIRSPACE (STEPHENS COUNTY AIRPORT) – generally, that airspace from the surface to 2,500 feet above the airport elevation (charted in MSL) surrounding those airports that have an operational control tower. The configuration of each Class D airspace area is individually tailored and when instrument procedures are published, the airspace will normally be designed to contain the procedures. Arrival extensions for instrument approach procedures may be Class D or Class E airspace. Unless otherwise authorized, each person must establish two-way radio communications with the Air Traffic Control facility providing air traffic services prior to entering the airspace and thereafter maintain those communications while in the airspace. No separation services are provided to VFR aircraft.

COMMERCIAL AERONAUTICAL ACTIVITY – the conduct of any aspect of a business, concession, operation, or agency providing goods or services to any person for compensation or hire, including exchange of services, whether or not such objectives are accomplished. An activity is considered a commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt. A commercial business activity involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of aeronautical operations.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 8

### DEFINITIONS

COMMERCIAL OPERATOR - a person, firm, corporation, or other entity, which makes possible, or is required for the operation of aircraft, or which contributes to, or is required for the safe conduct and utility of aircraft operations, the purpose of such activity being to generate and/or secure earnings, income, compensation, and/or profit, whether or not such objectives are accomplished.

COMMERCIAL AIR SERVICE – an air carrier certificated in accordance with FAR Parts 121 or 127 to conduct scheduled services on specified routes. The air carriers may also provide nonscheduled or charter services as a secondary operation.

CONTRACTS TOWER PROGRAM – see Federal Contracts Tower Program.

CONTROLLED AIRSPACE – airspace designated as continental control areas, control areas, control zones, terminal control areas, or a transitional area, within which some or all aircraft may be subject to air traffic control.

CORPORATE AIRCRAFT – aircraft used for corporate business.

CORPORATE HANGAR – hangar used to provide shelter for corporate aviation department and associated aircraft.

– D –

DME (Distance Measuring Equipment) – a radio navigation device that determines an aircraft's distance from a given ground station, as well as its ground speed to/from the station.

– E –

ENPLANEMENT – any passenger boarding an aircraft.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 8

### DEFINITIONS

EXCLUSIVE RIGHT – a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred either by express agreement, by the imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties, but excluding others from enjoying or exercising a similar right or rights, would be an exclusive right. Stephens County Airport has exclusive right to be the sole fuel supplier at the airport.

EXECUTIVE HANGAR – hangar used to provide shelter for aircraft larger than what a t-hangar may accommodate, and smaller than what a corporate hangar may accommodate.

– F –

FAA – the Federal Aviation Administration as established in 1967 within the Department of Transportation of the United States government that has the responsibility of promoting safety in the air, by both regulation and education.

FAR – the Federal Aviation Regulations as published by the FAA that govern the operation of aircraft, airways and airmen, Compliance with the FARs is mandatory. In 1966, all references to the FARs were changed to “14 CFR” (Title 14 of the Code of Federal Regulations).

FAR NUMBER – explanation of Advisory Circular (AC) system. The FAA issues AC’s to inform the aviation public in a systematic way of nonregulatory material of interest. Unless incorporated into a regulation by reference, the contents of an AC are not binding on the public. AC’s are issued in a number-subject system corresponding to the Regulations (FAR’s) (Title 14, Code of Federal regulations, Chapter I, Federal Aviation Administration). An AC is issued to provide guidance and information in its designated subject area or to show a method acceptable to the Administrator for complying with a related Federal Aviation Regulation (FAR).

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 8

### DEFINITIONS

FAR PART 107 – Airport Security.

FAR PART 139 – Certification and Operation: Land airports serving certain air carriers.

FIXED BASE OPERATOR (FBO) – the County of Stephens County, which maintains facilities at the airport for the purpose of engaging in the retail sales of aviation fuels, oils, or aircraft storage.

FLIGHT PLAN – specified information related to an intended flight of an aircraft that is filed orally with an Flight Service Station (FSS) or Air Traffic Control (ATC) facility.

FLIGHT SERVICE STATION – an air traffic facility that provides information and services to aircraft pilots before, during and after flights, but unlike air traffic control, is not responsible for giving instructions or clearance or providing separation.

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

FLYING CLUB – See FAA Order 5190.6A .

FOD (FOREIGN OBJECT DEBRIS) – any object that does not belong in or near airplanes and, as a result, can injure airport personnel and damage aircraft.

FUEL FARM – above ground aviation fuel storage facility.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 8

### DEFINITIONS

FUELING OR FUEL HANDLING – the transportation, sale, delivery, dispensing, storage, or draining of fuel or fuel waste products to or from aircraft, vehicles, or equipment.

### – G –

GENERAL AVIATION – all aviation with exception of air carriers (including cargo) and government. General aviation aircraft are utilized for commercial and non-commercial purposes including business/corporate, recreational/pleasure, charter/airtaxi, industrial/special purpose, and instructional.

GPU (Ground Power Unit) – provides electricity to aircraft to start engines or maintain air conditioning.

### – H –

HANGAR – a shelter and all required components constructed for storing aircraft.

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

### – I –

INDEPENDENT OPERATOR (THROUGH THE FENCE OPERATOR) – a commercial operator offering a single aeronautical service but without an established place of business on the airport. The Independent Operator must be permitted by Stephens County Airport and may be denied access to the airport. Stephens County Airport may or may not allow this type of servicing to exist on the airport.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 8

### DEFINITIONS

IFR (INSTRUMENT FLIGHT RULES) – set of regulations and procedures for flying aircraft without the assumption that pilots will be able to see and avoid obstacles, terrain, and other air traffic; it is an alternative to visual flight rules (VFR), where the pilot is primarily or exclusively responsible for see-and-avoid. Since navigation and control of the aircraft under IFR is done by instruments, flying through clouds is allowed; under VFR it is not.

ITINERANT OPERATION – aircraft arrivals and departures other than local operations.

INSTRUMENT APPROACH – a series of predetermined maneuvers for the orderly transfer of an aircraft under instrument flight conditions from the beginning of the initial approach to a landing, or to a point from which a landing may be made visually. It is prescribed and approved for a specific airport by competent authority (FAR Part 91).

– J –

JET PROP – aircraft using turbine engines to drive propellers.

– K –

– L –

LANDSIDE – the general public common use areas of the airport such as public roadways, parking lots and buildings which are not contained in the airside area.

LEASE – the written contract between the Owner (County of Stephens County) and an Operator or Aircraft Owner (Lessee) specifying the terms and conditions under which an Operator or Aircraft Owner may occupy and operate from certain Airport facilities and/or property.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 8

### DEFINITIONS

LOCAL OPERATION – operations performed by an aircraft which: operate in the local traffic pattern or within sight of the control tower, are known to be departing for or arriving from flight in local practice areas located within a 20-mile radius of the control tower, execute simulated instrument approaches or low passes at the airport.

### – M –

MEDIUM INTENSITY APPROACH LIGHTING SYSTEM (MALSR) – used by pilots during instrument landing approach to align the aircraft with the centerline of the runway. Up to sixty-three (63) steady-burning lights are used to create a reference plane, and up to eight (8) lights create a sequential strobing flash pattern that rolls toward the runway threshold.

MINIMUM STANDARDS – the qualifications or criteria, which may be established by the Airport owner as the minimum requirements that shall be met by Aircraft Owners or businesses engaged in activities on the airport.

MOVEMENT AREA – the runway, taxiways and other areas of the airport which require permission from air traffic control prior to entering. The designation of movement areas shall apply at all times, including hours when the airport traffic control tower is closed.

### – N –

NAVAID – any facility used for guiding or controlling flight in the air or during the landing or takeoff of aircraft.

NDB – a radio beacon transmitting non-directional whereby the pilot of an aircraft equipped with direction finding equipment can determine his bearing to or from the radio beacon and “home” on to track to or from the station.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 8

### DEFINITIONS

NON-COMMERCIAL OPERATOR – an entity that either owns or leases and operates Aircraft for personal or recreational purposes. In the case of a business, the operation of Aircraft must be an ancillary activity to support the business’s purpose by providing transportation for the exclusive use of its employees, agents, and/or customers. In all cases, the Non-Commercial Operator neither offers nor engages in Commercial Aeronautical Activities.

NON-HUB – an airport enplaning less than 0.05 percent of the total enplaned passengers in the United States.

NON-MOVEMENT AREA – taxi Lanes, aprons, and other areas not under the control of the air traffic control tower.

– O –

OPERATION – an aircraft’s arrival to or departure from an airport.

OPERATOR – an entity that has entered into an Agreement with the County to engage in Aeronautical Activities on the Airport.

– P –

PARALLEL TAXIWAY – a taxiway that runs parallel to the runway.

PERMIT – see Aeronautical Business Permit.

PISTON AIRCRAFT – an aircraft that utilizes a reciprocating engine for propulsion.

PRECISION APPROACH PATH INDICATOR (PAPI) – light system positioned beside runway consisting of two, three, or four boxes of lights that provide a visual indication of a fixed-wing aircraft’s position on the glidepath for the associated runway.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 8

### DEFINITIONS

PUBLIC AIRPORT – any airport that is used or intended to be used for public purposes.

– Q –

– R –

RAMP GRANT – Routine Airport Maintenance Program Grant.

RELIEVER AIRPORT – an airport designated by the U.S. Secretary of transportation as having the function of relieving congestion at a commercial service airport and providing more general aviation access to the overall community.

ROADWAY – any street or road whether improved or unimproved, within the boundaries of the airport and set aside or designated for use by vehicles, whether dedicated or not.

RUNWAY – a portion of the movement area used for the takeoff and landing of aircraft.

RUNWAY EDGE LIGHTS – used to outline the edges of runways during periods of darkness or restricted visibility conditions. These light systems are classified according to the intensity they are capable of producing; High Intensity Runway Lights (HIRL), Medium Intensity Runway Lights (MIRL), and Low Intensity Runway Lights (LIRL).

RUNWAY END IDENTIFIER LIGHTS (REIL) – light system consisting of a pair of synchronized flashing lights located laterally on each side of the runway threshold. REILs may be visible from only one direction, or they may be omnidirectional. REIL can generally be seen from the air for several miles, even in marginal visibility.

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 8

### DEFINITIONS

RUNWAY INCURSION – any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision or results in loss of separation of an aircraft taking off, intending to take off, landing, or intending to land.

### – S –

SELF-FUELING – the operation of an unmanned stationary fuel tank and dispensing equipment for general use via a card reader.

SPCC PLAN – Spill Control and Countermeasure Plan.

SPECIALIZED AVIATION SERVICE OPERATION (SASO) – a commercial aeronautical business that is authorized to offer a single or limited service according to established Minimum Standards. Examples of a SASO include, but are not limited to the following commercial aeronautical activities: flight training, aircraft maintenance, air charter or taxi, aircraft sales, avionics sales, avionics maintenance, aircraft rental and sales.

SPONSOR – entity applying for federal financial assistance for a project for the development of a public aviation facility (in this case, the Stephens County Airport). In this case, the sponsor would be the County of Stephens County.

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

SWPPP – Stormwater Pollution Prevention Plan.

### – T –

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 8

### DEFINITIONS

TAXILANE - the portion of the aircraft parking area used for access between taxiways and aprons not under air traffic control.

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

T-HANGAR – an individual t-shaped aircraft hangar, which provides shelter for aircraft.

THROUGH-THE-FENCE-OPERATOR – an arrangement that the Stephens County Airport may at times enter into to permit access to the public landing area by independent operators offering an aeronautical activity or to aircraft based on land adjacent to, but not part of, the airport.

TIEDOWN – an area paved or unpaved suitable for parking and mooring of aircraft.

TRAFFIC PATTERN – the traffic flow that is prescribed for aircraft landing at, taxiing on, or taking off from the airport.

TRANSIENT CUSTOMERS – flying customers not based at the airport.

TSA – Transportation Security Administration.

– U –

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

– V –

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 8

### DEFINITIONS

VISUAL APPROACH SLOPE INDICATOR (VASI) – system of lights on the side of a runway that provide visual descent guidance information during the approach to a runway. These lights may be visible from up to eight kilometers (five miles) during the day and up to 32 kilometers (20 miles) or more at night.

VEHICLE PARKING AREA – any portion of the airport designated and made available temporarily or permanently by the County for the parking of vehicles.

VFR (Visual Flight Rules) – rules and procedures under FAR PART 91.105 that govern the procedures for conducting flight under conditions. The term “VFR” is also used in the U.S. to indicate weather conditions that are equal to or greater than minimum VFR requirements. In addition, it is used by pilots and controllers to indicate the type of flight plan.

– W –

WASH RACK – location where the based aircraft owner may wash his/her own aircraft. A wash rack is not a required element on the Airport.

WINDSOCK – device which provides visual clue to the direction and speed of wind in a given direction.

– X –

– Y –

– Z –

# Stephens County Airport

## Airport Tenant Solid Waste Management Plan



**STEPHENS COUNTY AIRPORT  
MINIMUM STANDARDS – 2008 EDITION**

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**APPENDIX – SECTION 9**

**AIRPORT TENANT SOLID WASTE MANAGEMENT PLAN**

**April 2012**

**Table of Contents**

- I. Introduction**
- II. Poly Cart Curbside Pick Up**
- III. Tenant On-Site Dumpsters**
- IV. Airport Solid Waste Rules**

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 9

### AIRPORT TENANT SOLID WASTE MANAGEMENT PLAN

#### I. Introduction

The Stephens County Airport has grown to such a degree that the airport is unable to conduct operations as in the past. This has become especially evident with the method of non-hazardous solid waste collection and removal. Due to factors such as bird attractants, surface water concerns, and illegal public use of dumpsters, the airport is moving away from a central dumpster pad collection point on the airport, and towards individual waste pick up at each leasehold. Most tenants' solid waste on the airfield can be accommodated with curbside poly cart service. Larger tenants who produce a level of waste that cannot easily be accommodated with the poly carts will be allowed to construct a dumpster enclosure on their leasehold, which meets County of Stephens County standards, and airport design standards, which must be approved by the ~~Aviation Director~~Airport Manager.

The ~~change to poly cart~~ service was initiated in ~~April 2012~~, with the ~~curbside~~ service provided by ~~Republic Services, Inc. (Republic Services has a contract with the County of Stephens County which expires December 4, 2021.)~~

Although it will not be addressed in this plan, it is important that all leaseholds and their employees incorporate waste management concepts such as reuse and reduction principles to minimize the amount of solid waste removal.

STEPHENS COUNTY AIRPORT  
MINIMUM STANDARDS – 2008 EDITION  
APPENDIX – SECTION **H9** **Poly Cart Curbside Pick Up**

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

## APPENDIX – SECTION 9

### AIRPORT TENANT SOLID WASTE MANAGEMENT PLAN



Each eligible tenant on the airport must contract with **Republic Services** for curbside collection of non-hazardous solid waste and recycling, at a reasonable fee. (~~April-May 2019~~, the fees were ~~\$17.00~~ per month for one 95-gallon regular poly cart and one 65-gallon recycling poly cart, with twice per week pick up. The tenant may obtain additional regular poly carts for an additional ~~\$10.00~~ per month if needed.) Exception: Larger tenants who produce a level of waste that cannot easily be accommodated with the poly carts. (See Section III.) In addition, Bulky Waste collection will be provided once a month for items too large to fit in the regular cart.

An “eligible tenant” is defined as one that owns their own facility and has a long-term land lease, or one that bases their business on the airport and leases an airport-owned facility. Tenants that are not eligible for curbside poly cart pick up are: corporate hangar tenants on month-to-month leases, t-hangar tenants, or tenants with month-to-month office space leases.



65-gallon recycling poly cart

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

## APPENDIX – SECTION 9

### AIRPORT TENANT SOLID WASTE MANAGEMENT PLAN



Regular 95-gallon poly cart

Currently, collection times are: between ~~10:00~~ a.m. and ~~2:00~~ p.m. on ~~Monday~~ (regular waste) and ~~Thursday~~ (both regular waste and recycling). Tenants must place their poly carts at their designated street location the morning of the scheduled pick up, and must remove their poly carts from the street by ~~4:00~~ p.m. the same day.

Contact information for ~~Republic Services~~:

~~Josh Sienkiewicz~~

~~Republic Services~~

~~13630 Fondren Road~~

~~Houston TX 77085 713/726-7443~~

~~[jsienkiewicz@republicservices.com](mailto:jsienkiewicz@republicservices.com)~~

If a tenant produces more solid waste than can be reasonably handled with two to three poly carts, they will be eligible to apply to have a dumpster/dumpster enclosure on their leasehold. (See Section III.)

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**STEPHENS COUNTY AIRPORT  
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APPENDIX – SECTION 9**

**III. Tenant On-Site Dumpsters**

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 9

### AIRPORT TENANT SOLID WASTE MANAGEMENT PLAN

Tenants whose operation produces more solid waste than can be reasonably handled with two to three poly carts will be eligible to apply to have a dumpster/dumpster enclosure on their leasehold. The tenant must provide the following information to the ~~Airport Manager~~ Director of Aviation for review:

1. Estimated quantity (in gallons) of solid waste to be handled in a one-month period.
2. Proposed layout (drawn to scale) of dumpster enclosure within their leasehold.
3. Detailed drawings of dumpster enclosure, with access route, dimensions, materials, colors.
4. Proposed dumpster vendor.

The approval process will be as follows:

1. Review and approval of submittal by ~~EHTKSA~~ Engineers for drainage and site concerns (requires a fee)
2. Airport review and approval (no fee)
3. County of Stephens County review and approval (no fee)
4. County of Stephens County building permit (requires a fee)

#### IV. Airport Solid Waste Rules

# STEPHENS COUNTY AIRPORT MINIMUM STANDARDS – 2008 EDITION

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## APPENDIX – SECTION 9

### AIRPORT TENANT SOLID WASTE MANAGEMENT PLAN

1. Poly carts can withstand 40 MPH winds. Poly carts shall not be placed outside for pick up in winds greater than 40 MPH.
2. When poly carts are not placed in their designated area on the street on scheduled pick up days, they must be stored out of site within the tenant's leasehold.
3. Poly carts may not be placed on the street the night before the scheduled pick up day.
4. Poly carts must be put away promptly after pick up, and may not be left on the street overnight.
5. Tenant may not store a dumpster on their leasehold without the prior approval of the Director of Aviation.
6. Tenant may not place a dumpster on any other location on the airport apart from an approved location on their leasehold.
7. Airport will not handle tenant's solid waste disposal.
8. Cost of solid waste disposal is the responsibility of the tenant.
9. Acceptable items for recycling include:
  - Newspapers, magazines, catalogs, phonebooks, office paper, mail, paperback books
  - Cardboard, paperboard, paper bags
  - Steel, tin cans (labels accepted)
  - Aluminum cans, foil, food trays
  - Glass bottles and jars of all colors
  - Plastics #1 through #5 and #7
10. Acceptable items for bulky waste pick up include:
  - Appliances (freon removed)
  - Furniture
  - Wood (no nails and not treated)
  - Pallets
11. Unacceptable items for bulky waste pick up include:
  - Construction debris
  - Demolition debris

**STEPHENS COUNTY AIRPORT  
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**APPENDIX – SECTION 9**

**AIRPORT TENANT SOLID WASTE MANAGEMENT PLAN**

- Hazardous waste

**EXHIBIT D**

**Monthly Lease Rates for Subsequent Five Year Periods of the Lease**

<u>Years</u>	<u>Sq. Ft. Rate</u>	<u>Monthly</u>	<u>Annually</u>
6-10	\$0.5500	\$4,469	\$53,628
11-15	\$0.6050	\$4,916	\$58,992
16-20	\$0.6655	\$5,407	\$64,884
21-25	\$0.7321	\$5,948	\$71,376
26-30	\$0.8053	\$6,543	\$78,516

**EXHIBIT E**

**CITY OF SUGAR LAND STEPHENS COUNTY  
FORM PU-111F-6**

**MINIMUM INSURANCE POLICY LIMITS FOR AIRPORT LEASE AGREEMENTS**

Non-Commercial Operators	Minimum Limits
Aircraft Storage Only	Commercial general aviation liability coverage for premises - \$1,000,000 CSL Aircraft Liability with coverage for bodily injury and property damage, including passengers - \$1,000,000 CSL
Commercial Operators	Minimum Limits
Aircraft Sales-engaging in the sale of new or used aircraft	Commercial general aviation liability coverage for premises and operation - \$1,000,000 CSL; Aircraft Liability - \$1,000,000 CSL The above coverage must include aircraft held for sale and demonstration by the Operator but owned by others
Aircraft Rental-engaging in aircraft rental to the public using owned or leased aircraft	Commercial general aviation liability coverage for premises and operation - \$1,000,000 CSL; Aircraft Liability with coverage for bodily injury and property damage, including passengers - \$1,000,000 CSL
Flight Training-engaging in flight training to the public using owned or leased aircraft	Commercial general aviation liability coverage for premises and operation - \$1,000,000 CSL, Aircraft Liability with coverage for bodily injury and property damage, including passengers - \$1,000,000 CSL
Air Commerce Service-providing air taxi service	Commercial general aviation liability coverage for premises and operation - \$1,000,000 CSL; Aircraft Liability with coverage for bodily injury and property damage, including passengers - \$1,000,000 CSL
Radio, Instrument or Propeller Repair Service-engaged in any of these services	Commercial general aviation liability coverage for premises and operation - \$1,000,000 CSL; Product Liability/Completed Operations - \$1,000,000 CSL Hangar Keeper's Liability – Value of aircraft in care, custody, or control
Airframe and/or Powerplant Repair-engaged in repair of engines and/or frames	Commercial general aviation liability coverage for premises and operation - \$1,000,000 CSL, Products Liability/Completed Operations - \$1,000,000 CSL Hangar Keeper's Liability – Value of aircraft in care, custody, or control
Large Aircraft Operations or Other Specialized Commercial Aviation Services	Commercial general aviation liability coverage for premises and operation - \$1,000,000 CSL; Aircraft Liability with coverage for bodily injury and property damage, including passengers - \$1,000,000 CSL
Terminal Building Retail Businesses & Other Businesses Not Otherwise Listed	Commercial general liability coverage for bodily injury and property damage - \$1,000,000 CSL (This category is for businesses WITH OUT any aircraft in care, custody or control)
Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limits of \$500,000 each-occurrence each accident/\$500,000 by disease each-occurrence/\$500,000 by disease aggregate for commercial operators.	
Automobile Liability: Movement Areas \$5,000,000 (Combined Single Limit / Each Occurrence) Owned/ Non-Owned and Hired Vehicles	
Automobile Liability: Landside and Non Movement Areas Combined single limit must total \$500,000 minimum for all owned, non-owned and hired vehicles	
Waiver of Subrogation - Waiver of Transfer of Rights of Recovery Against Others in favor of the County of Stephens County is required for all coverages	
County of Stephens County must be included as an additional insured on all coverages except Worker's Compensation and Employers' Liability. All policies must be written on per "occurrence basis".	
Thirty (30) day Notice of Cancellation in favor of the County of Stephens County; such certificates shall provide for unequivocal thirty (30) day notice of cancellation or material change of any policy limits or	
Insurance must be purchased from insurers having a minimum AmBest rating of A 7. The tenant shall furnish Certificate Of Insurances evidencing the required coverage cited herein prior to engaging in any airport operator's activities.	
In addition to the types and amounts of insurance required above, each commercial airport operator shall at all times maintain such other insurance as the County's Risk Management may reasonably determine to be necessary for such airport operator's activities.	

Note: CSL = Combined Single Limit

PU-111F-6

## EXHIBIT F

### STEPHENS COUNTY AIRPORT CONSTRUCTION SAFETY RULES

Updated ~~078/1626/194~~

1. There shall be no smoking within 50 feet of any aircraft.
2. While the Airport is open, no vehicle or equipment shall move upon ~~aprons,~~ taxiways and/or runways until the vehicle is granted permission by the ~~Air Traffic Control Tower~~ Airport Manager. Permission shall be coordinated through the ~~Director of Aviation County, Phillip W. Savko (281-275-2100).~~ Once granted permission, vehicle may proceed by checking in and monitoring ~~Ground Frequency~~ Common Traffic Advisory Frequency, 122.1.84, during the hours Tower is in operation, 0600-2200. Check in and monitor Tower Frequency, 118.65, when Tower is closed, 2200-0600, or be under escort by a vehicle capable of monitoring ~~the both~~ frequencyies. All vehicles must be identified by flag and flashing amber light or be accompanied by an airport vehicle with a flashing amber light.
3. Flagmen will be required to direct the contractor's vehicles and equipment which are operating in the area of moving aircraft. Flagmen will monitor ~~121.4 or 118.65~~ 122.8, as appropriate. Aircraft always have the right of way.
4. Construction personnel and equipment will not be allowed within the Airport Operations Area (AOA) until the area has been closed to aircraft and Notices to Airmen (NOTAMs) issued. Airport Staff will issue the required NOTAM with a minimum 48-hour advance notice. Contact ~~Airport Manager Phillip W. Savko (281-275-2100), Director of Aviation to~~ coordinate.
5. Reference Advisory Circular 150/5370-2F, "Operational Safety on Airports During Construction", for safety requirements and operating procedures when working in aircraft movement areas.
6. General Safety Requirements: During performance of construction work on the Airport, the Airport Runways, Taxiways, and Aircraft Parking Aprons shall remain in use by aircraft to the maximum extent possible. Aircraft use of areas near the contractor's work will be controlled by the Airport to minimize disturbance to the contractor's operation. (This coordination is to be handled through the ~~Director of Aviation, Phillip W. Savko, 281-275-2100~~ Airport Manager.) The contractor shall not allow his/her employees, subcontractor's supplies, or any person over whom he/she has control to enter or remain in any part of the airport which would be hazardous to persons or to aircraft operations. Whenever aircraft operations require, Airport Management may order the contractor to suspend operations, move plant, personnel, equipment and materials to a safe location and stand by until aircraft use is completed.

## STEPHENS COUNTY AIRPORT CONSTRUCTION SAFETY RULES

7. **Obstacle free zone:** Construction activity within an Obstacle Free Zone (OFZ) will require closing part or all of the affected runway. Stephens County Airport services large aircraft and therefore dimensions of the OFZ are 800 feet wide, 400' feet on either side of the runway centerline, and 200 feet beyond each end of the runway. See AC 150/5300-13A: Airport Design.
8. **Runway and taxiway safety areas:** Construction activity within a runway or taxiway safety area will require closing part or all of the affected runway or taxiway. Construction activity within taxiway safety areas/obstacle free areas is permissible when the taxiway is open to aircraft traffic if:
  - a. Adequate wingtip/empennage clearance exists between the aircraft and equipment/material
  - b. Excavations, trenches, or other conditions are conspicuously marked and lighted,
  - c. Notices to Airmen are in effect concerning the activity, usually "personnel and equipment adjacent to Parallel Taxiway ~~F~~" ~~(or Taxiway H)~~. (Coded as PAEW). See AC 150/5300-13A for Safety Area dimensions.
9. **Vehicle identification and parking:**
  - a. Contractor vehicles and equipment shall be identified by flags or flashing amber lights, lights are required for periods of low visibility or darkness.
  - b. Employee parking shall be in the contractor's staging and storage area.
10. The contractor shall not, for any reason, enter active airfield areas without explicit approval by Airport Management. The contractor shall limit operations to limits of construction activities.
11. Runways ~~17/35~~ must be closed any time construction activity is occurring within 250' on either side of the runway centerline. The number and the duration of runway closings shall be minimized. In order to minimize runway closures, multiple construction activities near the runway should occur simultaneously when it is closed.
12. The contractor shall equip all construction vehicles and equipment with a flag on a staff attached to the vehicle and readily visible. The flag shall be not less than 3 feet square consisting of a checkered pattern of international orange and white squares not less than one foot on each side and displayed in full view above the vehicle.

## **STEPHENS COUNTY AIRPORT CONSTRUCTION SAFETY RULES**

- 13. All equipment and materials shall be stored in the contractor's staging and storage area when not in use. Equipment and materials shall not encroach upon active operational areas. Minimum clearances shall be maintained on runways in accordance with part 77 of The Federal Aviation Regulations.**
- 14. All excavations, open trenches and stockpiled material at the construction site shall be prominently marked with flags and light units acceptable to Airport Management during hours of restricted visibility or darkness.**
- 15. Waste and loose material capable of causing damage to airplanes must not be placed on active airplane movement areas; material tracked on these areas must be removed continuously by a sweeper or vacuum truck supplied by the contractor during the project. Trash receptacles and dumpsters must be covered at all times.**
- 16. Damage to existing pavements, which is caused by the contractor's operations, shall be repaired to original or better condition at no expense to the Airport.**
- 17. Access routes for each construction phase shall be coordinated with Airport Management. The contractor shall be responsible for maintaining all access routes (paved and unpaved).**
- 18. The pavement on the access routes may not support construction traffic. The contractor shall limit loads as necessary to prevent damage.**
- 19. Flagmen will be required to direct the contractor's vehicles and equipment which are operating along Airport roadways, as necessary to maintain traffic flow. If one lane of traffic is blocked at any time, flagmen will be required to direct traffic flow. Under no circumstances shall access to the Airport be blocked at any time.**
- 20. Aircraft always have the right of way.**
- 21. Contractor shall sweep pavements frequently to keep free of debris.**
- 22. Contractor shall have water excavation, embankment, borrow areas and access routes as required to minimize dust on the runway, taxiways and other aircraft operations areas as directed by Airport Management. Contractor shall be responsible for dust control over the duration of the project.**
- 23. Contractor shall locate, mark and protect existing electrical cables for runway and taxiway lights and signs and other lighted airfield features. Any damage to these facilities shall be repaired at no cost to the Airport.**

## STEPHENS COUNTY AIRPORT CONSTRUCTION SAFETY RULES

24. No equipment, vehicles, fencing or materials may be parked or placed within 75' of the edge of any taxiway or 100' from the centerline of any taxiway (the obstacle free zone).
25. The Airport must issue a NOTAM whenever a piece of construction equipment higher than 30' (for example, crane) is on the site, or in use. Contractor must give a minimum of 48-hour notice for any NOTAM required for a piece of construction equipment higher than 30 feet. Equipment must be properly flagged and lighted.
26. Restroom Facilities: Contractor must provide restroom facilities on his/her site. Under no circumstances may Airport restroom facilities be used by the contractor's employees, subcontractors or their employees, or their vendors.
27. Facilities Access: Access to any facility on Airport Property, either owned by the Airport or a Tenant of the Airport, is not allowed without permission from Airport Management. Contractor must contact ~~Director of Aviation~~the Airport Manager, Phillip W. Savko (281-275-2100) if he/she needs access to any facilities on the Airport.
28. Deliveries: All deliveries must be coordinated by the Contractor, to be delivered to the Contractor's trailer or jobsite. Airport staff will not sign for any deliveries. No deliveries may be made to the Airport Terminal or any Airport building. Contractor must give explicit delivery instructions, as there may be many separate projects under construction on the Airport at any given time.
29. Emergency Contact Numbers: Contractor will provide ~~Director of Aviation~~Airport Manager, Phillip W. Savko, a list of contact numbers, in case of after-hours emergencies at the site.
30. Project signage must be confined to the extent of the Contractor's construction site. Directional signage may be placed, with Airport Management approval.
31. Shut down of existing utilities for tie-ins must be scheduled at 48 hours in advance, with the ~~Director of Aviation~~Airport Manager, Phillip W. Savko (281-275-2100), in such a way as to minimize inconvenience to the Owner. Any damage to existing utilities shall be repaired by the Contractor, at no cost to the Owner.
32. A preconstruction coordination meeting shall be held with the Architect/ Engineer and the ~~Director of Aviation~~Airport Board on the site prior to start of construction.

**STEPHENS COUNTY AIRPORT  
CONSTRUCTION SAFETY RULES**

**33. If any contractor/subcontractor will need to access any portion of the AOA without an escort, they will need to first complete and pass a Driver Training Course taught by Airport Operations prior to the beginning of construction.**

**34. All reportable spills need to be reported to the Airport.**

## **EXHIBIT G**

There are no easements of encumbrances subject to the Premises.

(There are setbacks on the Premises, as noted in Exhibit A).