

**TERRE HAUTE REGIONAL AIRPORT**

**HULMAN FIELD (HUF)**

**AIRPORT MINIMUM STANDARDS FOR COMMERCIAL  
AIRPORT ACTIVITY**

December 30, 2019

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## **SECTION 1. MINIMUM STANDARDS FOR PROVIDING AERONAUTICAL SERVICES TO THE PUBLIC**

### **PURPOSE**

These regulations prescribe minimum standards for providing aeronautical services to the public at Terre Haute Regional Airport. The purpose of the Minimum Standards is to provide for a minimum level of service for the public, to promote safety in all airport activities and to protect airport users from unlicensed and unauthorized products and services. These Minimum Standards are to promote orderly development of airport land, and ensure efficiency of airport operations.

### **INTRODUCTION**

Commercial services include both aeronautical and non-aeronautical providers. These minimum standards are focused on aeronautical service providers such as Fixed Based Operators (FBOs). Aeronautical service providers were broken down as Full-Service and Limited Service FBOs. In each category and sub-category, the services and requirements have been listed. The prospective business would need to provide certain facilities, personnel, equipment and hours of service. Specific types and amounts of insurance are also delineated.

#### **Fixed Base Operator (Full Service)**

##### **General Aviation – Flight School**

Aircraft Rentals  
Fuel, Oil & Transient Aircraft Services  
Airframe/Powerplant Maint. and Repair  
Tie-downs, and  
Pilot Supplies.

##### **General Aviation – Corporate**

#### **Fixed Base Operator (Limited Service)**

Airframe/Powerplant Maint. and Repair  
Aircraft Rental  
Flight Instruction  
Specialty Services  
Aircraft Sales  
Air Taxi/Charter  
Fuel, Oil & Transient Aircraft Services  
Avionics Maintenance and Repair

Practical and proper administration requires that standards establishing the minimum acceptable qualifications of participants, level and quality of service, and other conditions which will be required of those proposing to provide Aeronautical Services to the public at the Airport be adopted. The requirement to impose standards on those proposing to provide aeronautical services to the public at Terre Haute Regional Airport is in the public interest.

The adoption and enforcement of such standards insures that the commercial operator is reasonably fit, willing and able to discharge both its service obligations to its patrons and its economic obligations to the airport community, and thereby protects the aviation user, the public and the airport community. Standards thus established and applied promote economic stability by discouraging unqualified applicants and fostering the level of services desired by the public and the Terre Haute Regional Airport Authority.

The FAA strongly encourages an airport sponsor to develop and implement a minimum standards program. Below are the FAA directives and industry publications which deal with the issues of minimum standards, exclusive rights at airports and airport compliance.

1. USDOT FAA Advisory Circular 150/5190-7 (Minimum Standards for Commercial Aeronautical Activities).
2. USDOT FAA Order 5160.6A
3. AAAE Airport Sponsors Guide to Preparing Minimum Standards for Airport Aeronautical Service Providers and Airport Operating Rules and Regulations.

## **SECTION 2. POLICY REGARDING THE CONDUCT OF AN AERONAUTICAL SERVICE**

It is the policy of the Terre Haute Regional Airport Authority to extend the opportunity for providing an aeronautical service to the public to any entity meeting the Authority's published standards for that service, subject to availability of suitable space at the Airport to conduct such activities. The Terre Haute Regional Airport Master Plan provides the basis for determining whether suitable space is available. If an individual or firm desires to provide commercial aeronautical services at the Airport, they will be provided with a copy of the Minimum Standards, which include definitions, the application process, and the Airport's criteria for approving the application. Each business will be required to be properly registered with the state and submit applicable reports and tax revenues accordingly.

## **SECTION 3. DEFINITIONS**

The following terms shall have the following meanings:

AOA: See Airport Operations Area.

Aeronautical Activity: Any activity commonly conducted at airports which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts, aircraft storage and tie-down rental.

Aeronautical Service: Any service which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the Airport.

Aircraft: A device which is used or intended to be used for flight in air. Examples of aircraft include, but are not limited to, airplane, sailplane, glider, rotorcraft (helicopter and gyroplane), balloon, blimp and ultralight.

Aircraft Maintenance: The inspection, overhaul, repair, preservation and the replacement of parts, but excludes preventative maintenance.

Airport: The Terre Haute International Airport.

*Airport Operations Area (AOA)*: Area of the Airport used or intended to be used for landing, take off or surface maneuvering of aircraft including the associated hangars and navigational and communication facilities.

*Airworthy*: Aircraft maintained to airworthiness standards as more particularly defined pursuant to Federal Aviation Regulations

*Apron or Ramp*: Those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft.

*Authority*: The entity of Terre Haute Regional Airport Authority (THIAA).

*Basing*: Includes the regular or routine use of the Airport for aeronautical activities. Basing occurs when one or more of the following conditions are met:

- A) An aircraft is offered for air transportation or other commercial flying services based on the Airport.
- B) The aircraft is based at and operates from the airport.
- C) Supplies, equipment, facilities, or personnel are offered commercially to the public for aircraft servicing or maintenance on the Airport.

*Building*: Includes the main portion of each structure, all projections or extensions therefrom and any additions or changes thereto, and shall include garages, outside platforms and docks, carports, canopies, eaves and porches. Paving, ground cover, fences, signs and landscaping shall not be included.

*Commercial Activity*: The exchange, trading, buying, hiring or selling of commodities, goods, services or property of any kind, or any revenue producing activity on the Airport.

*Commercial Operating Permit*: A license granting the right to perform an aviation related business function on the Airport which is in writing.

*Commercial Operator*: An individual or company performing an aeronautical service for compensation.

*Commercial Vehicle*: Any vehicle other than a private passenger vehicle.

*Director*: The Terre Haute Regional Airport Director employed by the Authority.

*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 may be conferred either by express agreement, by 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. The granting of an Exclusive Right to conduct a Commercial Aeronautical Activity on an Airport developed or improved with federal funds is expressly forbidden by law.

FAR: Federal Aviation Regulations.

Federal Aviation Administration (FAA): The federal aviation agency established by the Federal Aviation Act of 1958, as amended, and re-established in 1967 under the Department of Transportation.

Full Service Fixed Base Operator (FBO): An aviation business offering a number of aviation services to the general public, which services shall include, as a minimum, the following:

1. Flight School
2. Aircraft Rentals
3. Fuel, Oil & Transient Aircraft Services
4. Airframe/Powerplant Maintenance and Repair
5. Tie-downs, and Pilot Supplies.

Hulman Regional Airport Authority: Also referred to as Terre Haute Regional Airport Authority.

Improvements: All buildings, structures and facilities including pavement, fencing, signs and landscaping constructed, installed or placed on, under or above any franchised or leased area by, or with the concurrence of, a franchisee or lessee.

Large Aircraft: Any aircraft weighing more than 12,500 pounds maximum certified takeoff weight.

Lease: A contractual agreement granting a leasehold interest in property on the Airport which is in writing between the Authority and an entity. A lease does not grant the lessee the right to conduct a commercial activity on the Airport.

Line Services: The intro-plane delivery of fuels, oils and other lubricants, the providing of ramp assistance, parking, storage, and tiedown of aircraft.

Movement Area: The runways, taxiways and other areas of an airport which are utilized for taxiing, air taxiing, takeoff and landing of aircraft.

Non-Commercial Activity: Activities undertaken not for profit but for philanthropic, religious, charitable, benevolent, humane, public interest or similar purposes.



*Non-Movement Area*: Areas consisting of aircraft loading ramps and aircraft parking areas.

*OSHA*: The Occupational Safety and Health Administration - the U. S. government office to which this document refers.

*Public Facility*: Those areas of the Airport provided for public use (e.g., Terminal), but not including areas used by private businesses.

*Public Parking Facilities*: All vehicle parking provided for the public at the Airport.

*Repair Station*: A Federal Aviation Administration approved facility utilized for the repair of aircraft which may include airframes, power plants, propellers, radios, instruments and accessories.

*Restricted Area*: Any area of the Airport posted to prohibit entry or to limit entry or access to specific authorized persons.

*Scheduled Operations*: All regularly scheduled operations of aircraft by a duly certificated air carrier (FAR 121, 125 or 135) holding an agreement with the Authority for the purpose of transporting passengers, mail and freight whose operation is either intra or interstate.

*Sublease*: A lease granted by a franchisee to another entity of all or part of the franchised or leased property.

*Tenant*: Any entity entering into a contractual relationship with the Authority for space to conduct its business or a sublessee who has written approval of the Authority.

*Terminal*: The passenger terminal facility, the designated vehicle parking facilities and all roadways associated therewith.

*Tie-Down Area*: A paved area suitable for parking and mooring of aircraft wherein suitable tie-down points have been located.

*THRAA*: Terre Haute Regional Airport Authority.

*Transient Aircraft*: An aircraft not using the Airport as its permanent base of operations.

## **SECTION 4. MINIMUM STANDARDS FOR FULL/ LIMITED SERVICE FBOs**

### **A. Standards that apply to all prospective aeronautical service providers to become a Full or Limited Service FBO.**

1. Applicant shall agree to a lease for a term to be mutually agreed upon between the parties with due consideration for the applicant's financial investment and the need to amortize improvements to the leasehold. The lease will include appropriate office, hangar or shop space for the proposed services and may be with the Airport or with an existing tenant on the Airport. The applicant must obtain the Airport Director's approval prior to beginning commercial operations, regardless of whether the lease is with the Airport or with a tenant of the Airport.
2. A person or firm shall have such business background and shall have demonstrated his business capability to the satisfaction and in such a manner as to meet with the approval of the Airport Authority.
3. The applicant must demonstrate adequate resources to realize the proposed business objectives. Included in this evaluation are tools, FAA manuals, documentation and updates for the proposed business.
4. The applicant shall lease or otherwise have adequate access to an appropriate amount of building and land space for the proposed service, including adequate floor space for hangar, shop, office, customer lounge and rest rooms, which shall be properly heated and lighted, and shall provide access to a public telephone for customer operations.
5. Applicant shall have the premises open and services available appropriate hours and days a week, and shall make provision for someone to be in attendance in the office or available at all times during the required operating hours.
6. Applicant shall possess a valid Indiana State Tax ID Number, collect appropriate sales tax on revenue, file tax reports with the Department of Revenue and IRS and make all appropriate tax payments required by law.

### **B. Application:**

1. Application to perform aeronautical services must be made in accordance with these Minimum Standards and signed by all parties owning an interest in the business including each partner, director, or corporate officer.

2. The original application, together with all required documentation, shall be submitted to:

**Terre Haute Regional Airport Authority  
581 S. Airport Street  
Terre Haute, IN 47803**

3. Applicants shall furnish the following supporting documents as evidence of organizational and financial capability to provide the proposed activities:

- a. A written proposal detailing the nature of the aeronautical activity including a proposed business plan.
- b. Names of all parties having an interest in the business that would appear on leases and contracts as a partner.
- b. A current financial statement for the business and/or owners. Certification by a Certified Public Accountant may be required.
- c. A current credit report covering all business activities in which the applicant has participated within the past ten years. Applicant must submit a report for all principals for a corporation or partnership or other business entity.
- d. A listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.
- e. A written and signed authorization for the FAA and all aviation/aeronautical commissions, administrators, and departments of all states in which the applicant has engaged in aviation business to release information regarding the applicant and/or business operations. Applicant shall execute such forms, releases or discharges as may be required by those agencies.
- f. A listing of key personnel with resumes to be assigned to the Terre Haute Regional Airport along with a description of their duties and responsibilities.
- g. Evidence of Insurances with policy coverages; "Evidence of all required insurance as described in Exhibit A", a Certificate of Insurance with Terre Haute Regional Airport Authority named on the policies as an additional named insured.
- h. Preliminary plans, specifications and dates for any improvements which the applicant intends to make at the Airport for the proposed business. Applicant must comply with City building code, fire code, and permit requirements. FAA Form 7460-1 must be filed with the Airport Director and approved by the FAA prior to construction.

i. If requested by the applicant, the Authority shall hold the financial information provided with the application separate from the application, and shall not make it available for public inspection, unless required to do so by the Indiana law.

j. Operations plan providing summary of intended use of airport facilities, including proposed environmental compliance plan.

4. No applicant may provide an Aeronautical Service to the public at the Airport until a lease or Commercial Operating Permit, in writing, is executed by the Authority. All leases or Commercial Operating Permits shall conform to the current Minimum Standards as applicable. All commercial operators shall update their operations within a reasonable period of time, specified by the Authority, if the Minimum Standards are changed in the future.

### **C. Action on Application**

**1. The Authority, at its sole discretion, may deny any application, or reject any bid or proposal to operate any aeronautical service on the Airport, if, in its opinion, it finds any one or more of the following:**

a. The applicant does not meet published qualifications, standards and requirements established by these Minimum Standards.

b. The applicant has supplied the Authority, or any other person, with false or misleading information or has failed to make full disclosure in their application or in the supporting documents.

c. There is no appropriate, adequate or available space on the Airport to accommodate the applicant at the time of application.

d. The proposed activity construction/development plans conflict with the Airport's Approved Airport Layout Plan, or which will create a safety hazard as determined by the Authority or by the FAA through the review Form 7460-1.

e. The proposed activity construction/development requires the Authority to spend funds or to supply materials/manpower that the Authority is unwilling to spend or supply.

f. The proposed activity construction/development will result in depriving existing aeronautical service providers of portions of the area in which they are operating; will result in congestion of aircraft or buildings; or will unduly interfere with the operations of any present aeronautical service providers, or prevent free access to such operations.

g. The proposed activity or operations have been or could be detrimental to the Airport or any other Airport.

h. The applicant has violated any of the Terre Haute Regional Airport Minimum Standards and/or Rules and Regulations, or the standards and regulations of any other airport, the Civil Air Regulations, the Federal Aviation Regulations, any other statutes, ordinances, laws or orders applicable to the Airport or any other airport.

i. The applicant has defaulted in the performance of any lease or other agreement with the Authority.

j. The applicant's credit report contains negative information.

k. The applicant does not have, or appear to have, access to the operating capital necessary to conduct the proposed operation.

l. The applicant is unable to obtain sufficient insurance, financial sureties or guarantors to protect the interest of the Authority, the FAA or other appropriate governmental entities.

m. The applicant has been convicted of any crime, or has violated any ordinances, state or federal laws.

## **SECTION 5 - MINIMUM STANDARDS FOR COMMERCIAL OPERATORS AND OTHERS**

### **1. GENERAL:**

A. Any Commercial Operation who is not a Fixed base Operator or Limited Fixed Base Operator, or any Commercial Operator whose principal place of business is located other than the Terre Haute Regional Airport and who further has a valid contract with another airport sponsor, may not be required to maintain facilities at the Airport. This includes Air Taxi/Air Charter Operations.

B. No persons or Fixed Base Operators other than the Commercial Operators qualifying under 1(B) shall be permitted to dispense aviation petroleum products. All other Commercial Operators may engage in such other aeronautical services as they may qualify themselves for in accordance with these regulations and their lease agreements.

B. The Authority shall determine substantial conformance to the standards for all Commercial Operators.

D. The minimum liability insurance which a Fixed Base Operator shall carry including general liability, product liability, and premise liability, as appropriate is included in Attachment A.

E. A person who is not a Commercial Operator shall not be permitted to operate a business on or lease space or lands lying within the Airport Proper.

## **SECTION 6. FUEL, OIL, AND TRANSIENT AIRCRAFT SERVICES:**

All aeronautical activities granted permission by the Authority and engaged in self-fueling of aircraft at the Airport shall be subject to fuel storage and fuel flowage fees, which shall be established by the Authority. The FBO will be required to have a Spill Protection Control and Countermeasure Plan (SPCC) on record with the Airport Director. Persons conducting such activities on the Airport shall be required to provide:

A. A facility or a portion of a building (either leased or constructed) to provide suitable facilities for office space, aircraft parking, and auto parking for customers and employees. The operator shall provide properly lighted and heated restrooms for customers and employees.

B. A mobile fuel truck for each brand of fuel dispensed (100LL or Jet A). Fuel trucks will be commercially manufactured that were designed for the carrying and delivery of fuel with a minimum capacity of 1,000 gallons.

C. Uniformed, qualified line personnel on full-time duty, seven (7) days a week, daylight hours.

- D. Suitable tie-down and hangar storage facilities. Ramp parking sufficient for multiple aircraft, ramp service and aircraft towing.
- E. Adequate ground equipment, i.e., ground power units, fire extinguishers, portable compressed air, etc.
- F. Adequate waiting lounge, pilot briefing room, restrooms, telephone facilities, etc.
- G. Ground transportation, i.e., agreements with local taxi or rent-a-car operators, or provide courtesy car.
- H. Motels, i.e., arrangements with at least one local motel operator for the transportation of overnight guests to motels. Operator may provide, if desired.
- I. Meet all other requirements as set forth in Ordinance 1, 1997, and NFPA 407.
- J. At least three other services as listed on page 3..
- K. Have appropriate insurance on file with the Airport Director.

In conducting refueling operations, every operator shall use adequate grounding facilities at fueling locations to eliminate the hazards of static electricity and shall provide approved types of fire extinguishers or other equipment commensurate with the hazard involved in refueling and servicing aircraft. All refueling shall be performed on a hard surface ramp space accessible by taxiway.

#### **SECTION 7. AIRFRAME/POWERPLANT MAINTENANCE AND REPAIR:**

Lessee desiring to engage in airframe and powerplant repair shall provide as a minimum the following:

- A. Shall construct a facility to provide ample office space, aircraft parking, and auto parking for customers and employees or lease all or a portion of a building to provide for such services.
- B. Sufficient hangar space to house any aircraft upon which such service is being performed. Aircraft shop shall be operated and maintained in accordance with the standards set forth for an FAA approved repair station or as an alternative, lessee shall employ full time an FAA authorized inspector.

- C. Suitable storage space for aircraft awaiting maintenance or delivery after repair and maintenance have been completed.
- D. Adequate facilities for cleaning aircraft.
- E. Non-airworthy aircraft shall be screened from public view or in an approved parking area designated by Airport Director.
- F. Lessee must provide during normal business hours, aircraft and engine maintenance by qualified licensed A&P mechanics. The maintenance facility shall be an FAA approved repair station.
- G. Separately partitionable space with adequate exhaust fans and fire protection for spray painting if this type work is performed.
- H. Appropriate insurance as outlined in Attachment A.

**SECTION 8. FLIGHT TRAINING:**

All persons conducting flight training activities, including ground school instruction, shall provide:

- A. FAA approved private, commercial, certified flight instructor and instrument flight training program. The continued ability to meet certification requirements of the FAA to conduct the training is required.
- B. Availability on a full time basis, of personnel and equipment appropriate to the type of training required including a minimum number of one aircraft for each type of training offered.
- C. Adequate classroom space with proper restroom and seating facilities. A part of the required facilities, with the consent of the Authority, may be located off Airport property.
- D. The availability of minimum training aids
- E. At least one dual equipped single engine land aircraft properly equipped and maintained for flight instruction or such other types of aircraft as may be required to give flight instruction of the kind advertised.
- F. Appropriate Insurance as outlined in Attachment A.

**SECTION 9. COMMUTER, CHARTER, AND AIR TAXI SERVICE:**



Persons desiring to engage in commuter, charter and air taxi services shall in addition to meeting all provisions of FAR Part 135, or Part 91 provide as a minimum the following:

- A. Construct or lease a facility or a portion of a building to provide suitable facilities for office space, flight planning, customer lounge, aircraft parking, and auto parking for customers and employees. The operator shall provide properly lighted and heated restrooms for customers and employees.
- B. Provide a minimum of one FAA certified commercial pilot appropriately rated to conduct air service offered.
- C. Provide a minimum of one aircraft equipped for flight under instrument conditions. Non-owned aircraft must have exclusive lease in writing.
- D. Lessee shall post and maintain hours of operation for the convenience to customers.
- E. The Lessee must possess or obtain an FAA Air Taxi Certificate.
- F. Lessee must provide adequate aircraft and personnel to meet the requirements of Air Taxi needs.
- G. Appropriate Insurance as outlined in Attachment A.

#### **SECTION 10. AIRCRAFT RENTAL AND SALES:**

Lessee conducting aircraft rental and sales activity shall provide:

- A. Construct a building or lease all or a portion of a building to provide adequate facilities for office space, flight planning, pilot supply sales, customer lounge area, aircraft parking, and auto parking for customers and employees. Operator shall provide properly lighted and heated restrooms for customers and employees. Telephone shall be supplied for flight plans, weather briefings, or other flight related uses.
- B. Lessee shall make available during normal business hours at least one airworthy aircraft equipped for flight under instrument conditions for aircraft rental. Aircraft to be maintained in accordance with all applicable FAA regulations.
- C. Construct or lease hangar or other storage space for at least one aircraft to be used for sales or rental.

D. There shall be available, during reasonable business hours, a properly certificated pilot capable of demonstrating new aircraft for sale or for checking out rental aircraft.

E. The minimum stock of readily expendable spare parts, or adequate arrangements for securing spare parts required for the type of aircraft and models sold or rented.

F. Current up-to-date specifications and price lists for types and models of new aircraft sold.

G. Proper checklists and operating manuals on all aircraft rented and adequate parts catalogues and service manuals on new aircraft sold.

I. Appropriate Insurance as outlined in Attachment A.

## **SECTION 11. AVIONICS MAINTENANCE AND REPAIR**

Lessee conducting avionics maintenance and repair shall provide:

A. Construct a building or lease all or a portion of a building to provide adequate facilities for office space, avionics sales, customer lounge area, aircraft parking, and auto parking for customers and employees. Operator shall provide properly lighted and heated restrooms for customers and employees.

B. Construct or lease hangar or other storage space for repairs to aircraft avionics.

C. The minimum stock of readily expendable spare parts, or adequate arrangements for securing spare parts required for the type of avionics repaired.

F. Current up-to-date specifications and price lists for avionic repairs.

G. Proper checklists and operating manuals on all aircraft avionics equipment being repaired and sold.

H. The avionics maintenance and repair facility shall be an FAA approved repair station.

I. Appropriate Insurance as outlined in Attachment A.

## **SECTION 12. SPECIALIZED COMMERCIAL FLIGHT SERVICES**

Persons or firms conducting commercial flight services such as but not limited to the following: Aerial photography or survey, fire fighting, power line or pipeline patrols or any other operations excluded from FAR Part 135 shall comply with the following minimums:

- A. Construct a building or lease building to provide suitable facilities for office space, flight planning, aircraft parking, and auto parking for customers and employees.
- B. Lessee shall provide at least one person having a current commercial certificated with appropriate ratings for the aircraft to be flown.
- C. Lessee shall provide at least one properly certificated aircraft owned or leased by written agreement.
- D. Lessee shall post and maintain hours of operation convenient to customers.
- E. Appropriate Insurance as outlined in Attachment A

## **SECTION 13. MISCELLANEOUS OPERATIONS:**

Activities not herein provided for may be conducted by any person, firm or corporation upon application to and approval of the Authority. Reasonable terms and conditions for the privilege of engaging in these various services will be established by the Authority commensurate with the nature and scope of the activities involved.

## **SECTION 14. HANGAR SPACE:**

Hangar space, office and lounge space, aircraft parking area and other such required facilities will be considered in aggregate where an operator offers multiple services in order that facility requirements will be adequate and reasonable for the services offered.

**Hangar spaces will be used for aeronautical purposes only. As per FAA guidelines and grant assurances, aeronautical facilities of the airport must be dedicated to use for aviation purposes. Failure to comply with this hangar use policy will result in the termination of the lease.**

## **SECTION 15. ADDITIONAL MINIMUM STANDARDS FOR CONSTRUCTION BY COMMERCIAL OPERATORS:**

The following minimum standards shall be established for Commercial Operators desiring to construct hangars, shops or other buildings to be constructed on the Airport:

- A. Maintenance shops to be constructed shall contain a minimum floor space suitable to perform maintenance on aircraft with additional areas to use for storage of required equipment for maintenance work. The determination of the adequacy of floor space for maintenance shops shall be made by the Airport Authority in its sole discretion based on objective criteria.
- B. Office space to be constructed shall contain a minimum floor space suitable for the proposed purpose for the office space. The determination of the adequacy of floor space for office space shall be made by the Airport Authority in its sole discretion based on objective criteria.
- C. All maintenance shops and other buildings designated as public use facilities must provide parking for the public and such parking area must be immediately adjacent to the maintenance or other public use facility. Such public parking space must also be immediately adjacent to a public right of way so that members of the public who visit the maintenance shop or other public use facility will not travel over other restricted portions of the Airport to reach the maintenance shop or other public use facility.
- D. Facilities used to paint aircraft must be designed to meet all Federal, State, and local laws including E.P.A. and O.S.H.A. requirements. A separate partitionable space within a privately owned hangar equipped with adequate exhaust fans, vapor recovery, and fire protection for spray painting is required.

#### **SECTION 16. AIRCRAFT PARKING APRONS:**

Aircraft parking aprons shall be constructed according to plans and specifications approved by the Authority. Areas of aircraft parking apron may be required for operators handling aviation petroleum products, and aircraft repair.

#### **SECTION 17. NO DISCRIMINATION:**

A. All services shall be provided on a fair, equal, and non-discriminatory basis to all users of the Airport. The prices charged for each unit of service shall be fair, reasonable, and not discriminatory; provided, that the operator may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar type price reductions to volume purchasers.

B. Each Commercial Operator shall provide its services in accordance with the provisions of Title VII of the Civil Rights Act of 1964 (P.L. 88-352), as amended.

Accordingly, no person shall be denied equal services on the grounds of race, color, sex, or national origin.

C. Each commercial operator shall also provide its services and ensure that its facilities are in full compliance with the Americans with Disabilities Act.

**SECTION 18. TWO-WAY COMMUNICATIONS REQUIRED:**

No commercial operator may operate any aircraft at the Airport unless such aircraft is equipped with properly functioning two-way radio communications. Radio communications with Hulman Ground on frequency 121.6 MHz shall be used during all ground operations. Pilots operating aircraft for a commercial operator who is departing from and approaching the Airport shall contact Hulman Tower on frequency 134.725 MHz.

## Minimum Coverages and Limits

With respect to tenants, concessionaires, contractors, and any commercial operator on the airport, the Airport requires **at least** the following:

**1. With respect to fixed base operations (i.e. rental and instruction, charter operators, repair facilities, paint shops, sales demo operations, etc.):**

- **Owned** (if the Operator has any owned &/or leased aircraft) **and Non-Owned Aircraft Liability** (if the Operator operates any non-owned aircraft) - Combined Single Limit Bodily Injury & Property Damage coverage of \$1 Million Each Occurrence, with Passengers Liability limited to \$100,000 Each Person.\*  
(\* Charter operators shall provide \$3 million CSL with no passenger liability sub-limit)
- **Airport Premises Liability** – Combined Single Limit Bodily Injury & Property Damage coverage of \$1 Million Each Occurrence, Premises Liability must include liability arising from or out of the Ownership, Maintenance, Use and/or Operation of Mobile Equipment while on Airport property.
- **Products/Completed Operations Liability** – Combined Single Limit Bodily Injury & Property Damage coverage of \$1 Million Each Occurrence and in the Annual Aggregate, Covering Any and All Product/Completed Operations Hazards in which they are involved (i.e. Sale of Fuel, Sale of Used and/or New Aircraft, Repairs & Service, Aircraft Cleaning/Detailing, Avionics Repairs & Service, Aircraft/Avionics Parts Sold Over the Counter, Sale of Food and/or Beverages, Cargo Loading/Unloading, Baggage Loading/Unloading, etc.).
- **Owned &/or Leased Automobile Liability** - \$1 Million Each Occurrence (This should be required if permitted to drive vehicles on any Airport “airside” locations).
- **Ground Hangarkeepers Legal Liability** – MINIMUM limits of \$100,000 Each Aircraft/ \$250,000 Each Occurrence, with a Maximum Deductible of \$10,000 Each and Every Loss. This should be required if the operator is directly HANGARING, TIEING DOWN OR FUELING aircraft that are owned by individuals and/or corporations other than the operator. These limits must be adjusted to reflect the value of a “typical” aircraft in their care/ custody/ control.
- **Independent Contractors Liability** - \$1 Million Each Occurrence.

- **Cargo Legal Liability (If the tenant is storing or loading/unloading cargo –** MINIMUM limits of \$50,000 each occurrence, subject to a maximum deductible of \$2,500 each and every loss. Adjust these limits to reflect the cargo values involved.
- **Non-Owned and Hired Automobile Liability - \$1 Million Each Occurrence** (This should be required if they are permitted to drive non-owned and/or hired automobile on “airside”).
- **Workers Compensation Insurance-** as required by State statute
- **Pollution Liability - \$1 Million Each Occurrence.** This should be required, if the operator is selling fuel and/or storing fuel and/or painting aircraft and/or performing de-icing operations. Coverage required includes first and third party liability.
- **Fire Legal Liability - \$100,000 Each Occurrence.** This should be required if the operator is leasing the building.

## 2. With respect to Concessionaires and Contractors:

- **Premises Liability –** Combined Single Limit Bodily Injury & Property Damage coverage of \$5 Million Each Occurrence. Premises Liability must also include liability arising from or out of the Ownership, Maintenance, Use and/or Operation of Mobile Equipment while on Airport property.
- **Products/Completed Operations Liability –** Combined Single Limit Bodily Injury & Property Damage coverage of \$5 Million Each Occurrence and in the Annual Aggregate. Covering Any and All Product/Completed Operations Hazards in which they are involved.
- **Owned and/or Leased Automobile Liability - \$5 Million Each Occurrence** (This should be required if they are permitted to drive vehicle on Airport airside).
- **Independent Contractors Liability – \$5 Million Each Occurrence.**
- **Non-Owned and Hired Automobile Liability - \$5 Million Each Occurrence** (this should be required if they are permitted to drive vehicles on airside locations).
- **Workers Compensation Insurance-** As required by State statute
- **Pollution Liability - \$1 Million Each Occurrence** (if applicable)

- **Fire Legal Liability** - \$100,000 Each Occurrence- including first and third party coverage

### 3. With respect to Group Hangar Tenants or T-Hangar Tenants:

- **Owned Aircraft Liability** – Combined Single Limit Bodily Injury and Property Damage coverage of \$1 Million Each Occurrence, with Passengers Limited to \$100,000 Each Person.
- **Airport Premises Liability** – Combined Single Limit Bodily Injury and Property Damage coverage of \$1 Million Each Occurrence. Premises Liability must include liability arising from or out of the Ownership, Maintenance, Use and/or Operation of Mobile Equipment while on Airport Property.
- **Owned Automobile Liability** - \$500,000 Each Occurrence- if allowed to drive on “airside” of the airport’
- **Ground Hangarkeepers Legal Liability** - \$100,000 Each Aircraft/\$500,000 Each Occurrence, with a maximum deductible of \$10,000 each and every loss (this should be required only if the owner has any aircraft of others in their care, custody or control- such as storing a friend’s aircraft). Adjust limits to typical values of aircraft stored
- **Pollution Liability** - \$1 Million Each Occurrence (if the owner is storing and/or pumping any fuel). Include both first and third party coverage.

### 4. With Respect to Airline/Commuters:

- **Owned & Non-Owned Aircraft Liability** - Combined Single Limit Bodily Injury and Property Damage coverage of \$250 Million Each Occurrence, Including Passengers. Coverage should include Baggage Legal Liability (including loading and unloading), Cargo Legal Liability (including loading and unloading), and Mail Legal Liability.
- **Airport Premises Liability** - Combined Single Limit Bodily Injury and Property Damage coverage of \$250 Million Each Occurrence. Premises Liability must include liability arising from or out of the Ownership, Maintenance, Use and/or Operation of Mobile Equipment while on Airport property.
- **Products/Completed Operations Liability** - Combined Single Limit Bodily Injury and Property Damage coverage of \$250 Million Each Occurrence and in the Annual Aggregate. Covering Any and All Product/Completed Operations Hazards in which they are involved.



- **Owned and/or Leased Automobile Liability** - \$10 Million Each Occurrence (this should be required if they are permitted to drive vehicles on airside).
- **Independent Contractors Liability** - \$250 Million Each Occurrence
- **Workers Compensation Insurance** – as per Indiana State statute
- **Pollution Liability** - \$10 Million Each Occurrence- first and third party.
- **Fire Legal Liability** - \$1 Million Each Occurrence. This should be required if the operator is leasing a building.

The Airport must be included as additional insureds on the Insurance Policies described herein (with the exception of Workers Compensation Insurance and Fire Legal Liability), including any renewals of such Insurance.