

**MINIMUM STANDARDS  
FOR COMMERCIAL  
AERONAUTICAL SERVICE PROVIDERS**

**Paulding Northwest Atlanta Airport  
Dallas, Georgia**

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## **SECTION A - Preamble**

These Minimum Standards for Commercial Aeronautical Service Providers have been formulated and adopted by the Paulding County Regional Airport Authority or the Paulding Northwest Atlanta Airport, hereinafter referred to as "Airport".

These Minimum Standards are intended to be the minimum threshold entry requirements for those wishing to provide commercial aeronautical services to the public and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition. These Minimum Standards were developed taking into consideration the aviation role of the Paulding Northwest Atlanta Airport (Airport), the future development planned for the Airport and to promote fair competition. The uniform application of these Minimum Standards, containing the minimum levels of service that must be offered by the prospective service provider, protects Airport patrons and enhances the public interest by both encouraging growth of business at the Airport and discouraging substandard operations.

These standards were developed in accordance with the Federal Aviation Administration (FAA) Advisory Circular 150-5190-5 change 1, Dated June 2002. The Airport will regularly update this document as necessary as required by activities on the Airport or as regulations are changed.

## **SECTION B - Definitions**

### **A. Aircraft**

- (1) Aircraft - any device used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, balloon, or blimp.
- (2) Air Charter or Taxi - the commercial operation of providing air transportation of person(s) or property for hire by either on a charter basis or as an air taxi operator.
- (3) 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.
- (4) Aircraft Operation - an aircraft arrival at, or departure from, the airport.
- (5) Aircraft Owner - a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.
- (6) Aircraft Parking and Storage Areas - those hangar and apron locations of the Airport designated by the Airport Manager for the parking and storage of aircraft.

(7) Aircraft Rental - the commercial operation of renting or leasing aircraft to the public for compensation.

(8) Aircraft Sales - the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

(9) Airport Reference Codes – FAA Advisory Circular 150/5300-13 Airport Design defines the Airport Reference Code (ARC) as “a coding system used to relate airport design criteria to the operational and physical characteristics of the airplanes intended to use the airport.” The ARC is used to determine design dimensions for the various separation and safety standards, Runway Protection Zones and Object Free Zones dimensions, surface gradients, and threshold standards.

(10) Based Aircraft - an aircraft which the owner physically locates at the airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage.

## **B. General**

(1) Aeronautical Activity - any activity or service conducted at the Airport that 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, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance, and any other activities, which because of their relationship to the operation of aircraft can appropriately be regarded as an “aeronautical activity.”

(2) 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.

(3) Airframe and Powerplant Mechanic (A&P) – A person who holds an aircraft mechanic certificate with both airframe and powerplant ratings as authorized and described in 14 CFR Part 65.

(4) Airport - Paulding Northwest Atlanta Airport, and all of the Airport-owned or leased real or personal property, buildings, facilities and improvements within the boundaries of said 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.

(5) ALP - the currently approved Airport Layout Plan depicting the physical layout of the airport and identifying the location and configuration of current runways, taxiways, buildings, roadways, utilities, nav aids, etc.

(6) 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 that involves makes possible or is required for the operation aircraft, or which contributes to or is required for the safety of aeronautical operations.

(7) Commercial Operator (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.

(8) 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, contract, license, lease, and permit or by the imposition of unreasonable standards or requirements, or by any other means.

(9) General Aviation - all phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial air carrier operations.

(10) 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, agency or instrumentality of the United States, the State of Georgia, Paulding County or any political subdivision thereof.

(11) Minimum Standards - the qualifications or criteria, which may be established by the Airport owner as the minimum requirements that shall be met by businesses engaged in commercial aeronautical activities for the right to conduct those activities.

### **C. Governmental**

(1) Airport Manager – The designated individual or duly authorized individual appointed by the County to administer and manage all operations of the Airport and Airport facilities, and to supervise all Airport projects.

(2) 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.

(3) FAR - the Federal Aviation Regulations as published by the FAA that governs the operation of aircraft, airways, and airmen, Compliance with the FARs is mandatory. In 1996, all references to the FARs were changed to “14 CFR” (Title 14 of the Code of Federal Regulations).

## **D. Fueling**

- (1) 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.
- (2) Fuel Storage Area - any portion of the Airport designated temporarily or permanently by the Airport as an area in which aviation or motor vehicle gasoline or any other type of fuel or fuel additive may be stored or loaded.
- (3) Self-Service Fueling - the commercial operation of an unmanned stationary fuel tank and dispensing equipment for general use via a card reader. This includes the operations of anyone utilizing this type of equipment to provide fuel for sale or reuse.

## **E. Lease and Agreements**

- (1) Lease - the written contract between the Airport and an Operator (Lessee) specifying the terms and conditions under which an Operator may occupy and operate from certain Airport facilities and/or property.
- (2) Sublease - A written agreement, approved by the Airport, 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.
- (3) Agreement - the written agreement between the Airport and an Operator specifying the terms and conditions under which the Operator may conduct commercial aviation activities. Such Agreement will recite the terms and conditions under which the activity will be conducted at the Airport including, but not limited to, term of the Agreement; rents, fees, and charges to be paid; and the right and obligations of the respective parties.
- (4) Permit - administrative approval issued by the 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.
- (5) Person - an individual, corporation, firm, partnership, association, organization, and any other group acting as an entity, to conduct business on the Airport. Person includes a trustee, receiver, assignee or similar representative.

## **F. Services**

- (1) Avionics Sales and Maintenance - the commercial operation of providing for the repair and service, or installation of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.

(2) Fixed Base Operator (FBO) - a full service commercial operator who is authorized to engage in the primary activity of aircraft refueling and a minimum of three (3) of the following secondary activities: airframe and power plant maintenance, flight training, aircraft rental, aircraft charter or air taxi, avionics sales and service, and aircraft storage/hangars rentals. FBO shall operate from a minimum 2,500 sq/ft of office and lobby space and own at least 20,000 sq/ft of hangar space.

(3) 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.

(4) Flying Club - a non-commercial and nonprofit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club owners on a pro-rata share, and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.

(5) Preventive Aircraft Maintenance - maintenance that is not considered a major aircraft alteration or repair and does not involve complex assembly operations as listed in 14 CFR Part 43, except for Item 22 in the Regulation. Item 22 involves the replacement of prefabricated fuel lines, and shall, for purposes of these regulations, be considered a major aircraft repair.

(6) Self-Service - aircraft refueling, repair, preventive maintenance, towing, adjustment, cleaning, and general services performed by an aircraft owner or his/her employees on his/her aircraft with resources supplied by the aircraft owner.

(7) Specialized Aviation Service Operation (SASO) - a commercial aeronautical business that is authorized to offer a single or limited services 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 maintenance, aircraft rental, and sales, and aircraft storage. A SASO shall NOT be authorized to sell fuel to based or transit customers.

## **G. Infrastructure**

(1) Aircraft Operations Area (AOA) - The AOA is considered a restricted area and is established for safety and security reasons. Except for passengers enplaning or deplaning aircraft, the general public is prohibited from the AOA unless escorted by an authorized employee of the Airport or Tenant. The general public is also prohibited from all other areas of the Airport posted as being a restricted area.

(2) Roadway - any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

(3) Taxilane - the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage area.

- (4) Taxiway - a defined path established for the taxiing of aircraft from one part of the Airport to another.
- (5) UNICOM - a two-way communication system operated by a non-governmental entity that provides airport advisory information.
- (7) Vehicle Parking Area - any portion of the Airport designated and made available temporarily or permanently by Authority for the parking of vehicles.

### **SECTION C - Minimum Standards for all Specialized Aviation Service Operations (SASOs)**

The following shall apply to all prospective aeronautical service providers wishing to become a SASO at the Airport.

1. Leases shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold.
2. A person shall have such business background and shall have demonstrated his business capability to the satisfaction of, and in such manner as to meet with the approval of the Airport.
3. Any prospective entity seeking to conduct commercial aeronautical activity at the Airport should demonstrate in writing and notarized financial detail that they have adequate resources to realize the business objectives agreed to by the Airport and the applicant.
5. The prospective Specialized Aviation Service Operator (SASO), as defined, shall have its premises open and services available from 9:00 a.m. to 5:00 p.m. at least five (5) days a week unless otherwise indicated or approved by the Airport. The schedule may be reduced during major holidays, as approved by the Airport.
6. All prospective SASOs shall demonstrate to the Airports satisfaction evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation. A SASO should make its own analysis to determine if more is needed. However, such policies of insurance shall be maintained in full force and effect during all terms of existing leases, agreements or business license or renewals or extensions thereof with a 30-calendar day notice of cancellation to the Airport. Such policies shall not be less than the amounts listed at APPENDIX 1; however, in all cases, must meet the statutory requirements of applicable governmental agencies and be approved in writing by the Airport.

## **SECTION D - Application and Qualifications**

Demonstration of intent to conduct a business operation at the Airport shall be by application to Paulding County. The written application shall contain the minimum:

1. The propose nature of the business. A business plan may be used to express the proposed nature of the business.
2. The signatures of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.
3. The current financial statement prepared or certified by a Certified Public Accountant.
4. A listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.
5. A current credit report for each party owning or having a financial interest in the business and credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
6. An agreement to provide a bond or suitable guarantee of adequate funds to the Airport to be used to defray any expenses and fees normally paid by the Lessee between the estimated time the Lessee may default and a new lease is executed and another Lessee takes over.
7. A written authorization from the FAA, any aviation or aeronautics commissions, administrations, and departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant shall execute such forms, releases, or discharges as may be required by those agencies.
8. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the Airport as part of the activity for which approval is sought. Applicant must comply with appropriate Review Procedures and the Airport requirements.
9. Proof of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance. Such proof may be in the form of a copy of insurance company letter of intent.
10. Such other information as the Airport may require.

## **SECTION E - Action on Application**

All applications will be reviewed and acted upon by the Airport within ninety (90) days from the receipt of the application. Applications may be denied for one or more of the following reasons:

1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
2. The applicant's proposed operations or construction will create a safety hazard on the Airport.
3. The granting of the application will require the expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to the Authority.
4. There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.
5. If any of the individuals within the application cannot pass the standard FAA background check.
6. The proposed operation, Airport development or construction does not comply with the approved Airport Layout Plan.
7. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present tenant or fixed base operator on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to an existing tenant or SASO, or will result in depriving, without the proper economic study, an existing tenant or SASO of portions of its leased area in which it is operating.
8. Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
9. Any party applying, or having an interest in the business, has a record of violating the Rules, or the Rules and Regulations of any other Airport, Federal Aviation Regulations, or any other Rules and Regulations applicable to this or any other airport.
10. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Airport or any lease or other agreement at any other airport.
11. Any party applying, or having an interest in, the business, is not sufficiently credit worthy and responsible in the judgment of the Airport to provide and maintain the business to which the application relates and to promptly pay amounts due under the SASO lease.

12. The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.

13. The applicant has committed any crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the SASO operation applied for.

## **SECTION F - Aircraft Sales**

### **Statement of Concept**

**New Aircraft Sales:** An aircraft sales SASO engages in the sale of new aircraft through franchises or licensed dealerships (if required by local, county or state authority) or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or used aircraft; and provides such repair, services, and parts as necessary to meet any guarantee or warranty on aircraft sold.

**Used Aircraft Sales:** Many companies engage in the purchasing and selling of used aircraft. This is accomplished through various methods including matching potential purchasers with an aircraft (brokering), assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. In many cases these SASOs also provide such repair, services, and parts as necessary to support the operation of aircraft sold. Some of the requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique history.

### **Minimum Standards**

1. A SASO engaging in this activity shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period. The SASO shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The SASO who is in the business of selling new aircraft shall have available a representative example of the product.

2. A SASO shall have in his employ, on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in an efficient manner. The SASO shall also maintain, during all business hours, a responsible person in, charge to supervise the operations in the leased area with the authorization to represent and act for and on behalf of the SASO, and provide check ride pilots for aircraft sold.

- a. Operate the service in a minimum of five hundred (500) square feet of office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms. Operator must lease or sublease a minimum of Tie down area to accommodate at least two (2) of the largest of the aircraft authorized for sale. If the operator leases hangar space for the storage of sale aircraft this provision is waived.

- b. Employ and have on duty at least one (1) qualified aircraft salesperson and access to a demonstration pilot that has a current commercial pilot certificate with appropriate aircraft type ratings.

## **SECTION G - Aircraft Airframe, Engine and Accessory Maintenance and Repair**

### **Statement of Concept**

An aircraft airframe, engine and accessory maintenance and repair SASO provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft up to annual inspections may include all types of piston and turbine aircraft, business Jet aircraft and helicopters. This category shall also include the sale of aircraft parts and accessories.

### **Minimum Standards**

1. The SASO shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.
2. The SASO shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category of services in an efficient manner, but never less than one person currently certificated by the FAA with ratings appropriate to the work being performed and who holds an airframe and power plant rating and is an inspector authorized by the FAA.
  - a. Operate the service from a minimum of two thousand five hundred (2,500) square feet of ventilated hangar and shop space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.
  - b. Employ and have on-duty a minimum of one (1) FAA certified technician who possesses an airframe, power plant, or aircraft inspector rating, or the maintenance facility must be certified under 14 CFR Part 145.
  - c. Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week. A technician shall also be available on-call twenty-four (24) hours, seven (7) days for emergency purposes only. If more than one (1) maintenance facility is located on airport the on-call responsibility may be rotated on a mutually agreeable schedule.
  - d. Provide equipment, supplies and parts required for aircraft airframe, power plant, inspection, tire, battery, oxygen, and other routine aircraft maintenance functions.

## **SECTION H - Aircraft Lease and Rental**

### **Statement of Concept**

A SASO that engages in the rental or lease of aircraft to the public.

### **Minimum Standards**

#### **Aircraft:**

1. The SASO shall have available for rental, either owned or under written lease, two (2) certificated and currently airworthy aircraft, one (1) of which must be a four-place aircraft, and one (1) of which must be equipped for and capable of flight under instrument meteorological conditions.

- a. Operate the service in a minimum five hundred (500) square feet of office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms. Arrange for or lease ramp or hangar space for aircraft.
- b. Employ and have on duty at least two (2) person having a current commercial pilot certificate with appropriate ratings, including instructor rating.
- c. Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week.

## **SECTION I - Flight Training**

### **Statement of Concept**

A flight training SASO engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing aircraft, and provides such related ground school instruction as is necessary and preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

### Minimum Standards

1. The SASO shall have available for use in flight training, either owned or under written lease to SASO, properly certificated aircraft, one (1) of which must be a four-place aircraft, and one (1) of which must be equipped for and capable of use in instrument flight instruction.
2. The SASO shall have, on a full-time basis, at least one flight instructor who has been properly certificated by the FAA to provide the type of training offered.
  - a. Operate the service from a minimum of two hundred fifty (250) square feet of classroom and office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.
  - b. Flight training operations shall include adequate mock-ups, pictures, slides, filmstrips, movies, videotapes, or other training aides necessary to provide proper and effective ground school instruction. All materials shall meet FAA requirements for the training offered.

### **SECTION J - Commercial Skydiving**

#### Statement of Concept

A Skydiving SASO engaged in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment.

#### Minimum Standards

1. A SASO shall have available for skydiving, either owned or under written exclusive use lease to the SASO, at least three properly certificated aircraft.
2. Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week.
3. A SASO operation shall meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR 105, and related FAA Advisory Circulars. The jump plane pilot must hold a FAA commercial pilot certificate and be appropriately rated for the aircraft being operated.
4. A skydiving SASO shall carry the same insurance coverage and limits as any other SASO on the Airport and provide the following minimum facilities:

- a. Operate the service from a minimum of fifteen hundred (1,500) square feet of classroom and office space on the Airport and have immediate access to a customer lounge, public telephones, and restrooms.
- b. Flight training operations shall include adequate mock-ups, pictures, slides, filmstrips, movies, videotapes, or other training aides necessary to provide proper and effective ground school instruction. All materials shall meet FAA requirements for the training offered.
- c. Have a hangar of not less than five thousand (5,000) square feet for the storage rigging and packing of equipment.

## **SECTION K - Avionics, Instruments or Propeller Repair Station**

### **Statement of Concept**

An avionics, instrument, or propeller repair station SASO engages in the business of and provides a shop for the repair of aircraft avionics, propellers, instruments, and accessories for general aviation aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments, and accessories. The SASO shall hold the appropriate repair station certificates issued by FAA for the types of equipment he plans to service and/or install.

### **Minimum Standards**

1. The SASO shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is a FAA rated radio, instrument or propeller repairman.
  - a. Operate the service from a minimum of two thousand five hundred (2,500) square feet of ventilated hangar and shop space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.
  - b. Employ and have on-duty a minimum of one (1) FAA certified technician. .
  - c. Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week. .
  - d. Provide equipment, supplies and parts required for avionics work.

## **SECTION L - Aircraft Charter and Air Taxi**

### Statement of Concert

An unscheduled or scheduled air charter or air taxi SASO engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis under the Federal Aviation Regulations set forth in the Code of Federal Regulations CFR 14 Part 135.

### Minimum Standards

1. The SASO shall provide, either owned or under written lease type, class, size and number of aircraft intended to be used by the SASO, not less than one (1) single engine four-place aircraft and two multi-engine aircraft, both of which must meet the requirements of the air taxi. Commercial certificate held by the SASO. The multi-engine aircraft shall be certificated for instrument operations.
2. The SASO shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by SASO. This SASO shall operate from the following type facilities:
  - a. Operate the service from a minimum of two hundred fifty (250) square feet of office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.

## **SECTION M - Aircraft Storage**

### Statement of Concept

An aircraft storage SASO engages in the rental of conventional hangars and/or multiple T-hangars.

### Minimum Standards

1. The conventional hangar SASO shall have its facilities available for the tenant's aircraft removal and storage on a continuous basis.
2. The SASO shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.
3. The SASO shall provide a 24 on call number for emergencies to the Airport and to the hangar tenants.

4. A current list of tenants will be provided to the Airport on a quarterly basis. Information will include, at a minimum the following:
  - a. Aircraft registration number
  - b. Address and phone number of aircraft owner
  - c. Emergency contact information
5. The SASO must provide restroom facilities for their tenants.
6. Aircraft stored in all hangars must be airworthy, or show visible progress on becoming airworthy.

## **SECTION N - Specialized Commercial Flying Services**

### **Statement of Concept**

Specialized commercial flying services SASO engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:

- a. Non-stop sightseeing flights that begin and end at the same airport.
- b. Crop dusting, seeding, spraying, and bird chasing.
- c. Banner towing and aerial advertising.
- d. Aerial photography or survey.
- e. Power line or pipe line patrol.
- f. Fire fighting.
- g. Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations.

### **Minimum Standards**

1. The SASO shall lease from the Airport a building sufficient to accommodate all activities and operations proposed by the SASO. The minimum, areas in each instance shall be subject to the approval of the Airport. In the case of crop dusting or aerial application, the SASO shall make

suitable arrangements and have such space available in his leased area for the safe loading and unloading and storage and containment of chemical materials. All SASOs shall demonstrate that they have the availability of aircraft suitably equipped for the particular type of operation they intend to perform.

2. The Airport shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed on a case by case basis. The minimum requirements shall be applicable to all operations of a similar nature. All SASOs will, however, be required to maintain the Aircraft Liability Coverage as set forth for all SASOs.

3. The SASO shall have in his employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the Minimum Standards herein, set forth in an efficient manner.

4. The SASO must provide, by means of an office or a telephone, a point of contact for the public desiring to use the SASO's services.

## **SECTION O - Multiple Services**

### **Statement of Concept**

Multiple services SASOs engages in any two or more of the aeronautical services for which Minimum Standards have been herein provided.

### **Minimum Standards**

1. The SASO shall comply with the aircraft requirements, including the equipment thereon for each aeronautical service to be performed except that multiple uses can be made of all aircraft owned or under lease by SASO except aircraft used for crop dusting, aerial application, or other commercial use of chemicals. When a SASO is providing multiple services, minimum space requirements will be determined by the Authority.

2. The SASO shall provide the equipment and services required to meet the Minimum Standards as herein provided for all aeronautical service the SASO is performing.

3. The SASO shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all aeronautical services being performed by SASO.

4. The SASO shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards for each aeronautical service the SASO is performing as herein provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the SASO.

## **SECTION P - Flying Clubs**

### **Statement of Concept**

A group of individuals that have equal and joint ownership of an aircraft(s); aircraft(s) not used for any commercial activities.

### **Minimum Standards**

The Airport has the right to require a Flying Club to furnish documents such as insurance policies, Club by-laws, meeting minutes and notifications, and a current list of members to ensure that the Club remains a non-commercial and non-profit organization. Each Flying Club shall be required to provide the Director with insurance/indemnification at the limits and types determined by Sponsors.

1. No member (owner) of a Flying Club shall receive compensation for services provided for such Flying Club or its members (owners) unless such member is an authorized Commercial Operator with the Sponsor.
2. Flying Club members Aircraft shall not be used by non-members.
3. No member (owner) shall use Flying Club Aircraft in exchange for compensation.
4. Flying Club members (owners) shall file and keep current with the Sponsor a complete membership (owner) list and the investment share held by each member.

## **SECTION Q - SASOs Subleasing from another Commercial SASO**

Prior to executing an agreement, the lessee and proposed sublessee shall obtain the written approval of the Airport for the business proposed. Said sublease shall define the type of business and service to be offered by the sublessee.

Any sublessee shall meet all of the Minimum Standards established by the Authority for the categories of services to be furnished. The Minimum Standards may be met in combination between lessee and sublessee. The sublease agreement shall specifically define those services to be provided by the lessee to the sublessee that shall be used to meet the standards.

## **SECTION R - Environmental**

Any SASO, person, party, firm or corporation operating on the Airport must comply with all Federal, State and local environmental requirements.

## APPENDIX I

### Minimum Insurance Policy Limits (Risk analysis to be determined by Paulding County)

| <b>Type of Insurance</b>   | <b>Minimum Limits</b> | <b>When Needed</b>   |
|----------------------------|-----------------------|--|
| Aircraft Liability         | Risk Analysis         | Owned or leased aircraft   |
| Worker's Compensation      | Statutory             | Statutory  |
| Non-owned Aircraft         | Risk Analysis         | flying non-owned aircraft  |
| Airport Premises Liability | Risk Analysis         | Airport premises are leased by tenant  |
| Products & Completed Ops   | Risk Analysis         | Aircraft repair or service fuel and oil sales, aircraft sales, avionics repair, aircraft parts sales, and manufacturing. |
| Builder Risk               | Risk Analysis         | Construction projects  |
| Contractual Liability      | Risk Analysis         | Hold harmless and indemnification agreement is includes in a lease.  |
| Hangar Keepers Liability   | Risk Analysis         | Non-owned aircraft are in the care, custody or control of the tenant while on the ground                                 |
| Property Insurance         | Replacement Value     | Covers physical damage of lease hold premises damage to premises leased from the airport.                                |
| Automobile Liability       | Statutory minimum     | Owned and non-owned licensed vehicles are driven on the airport premises.  |
| Environmental              | Risk Analysis         | Investigate state and federal  |

Each SASO shall maintain the types and amounts of insurance as specified in the lease or agreement to adequately cover the respective categories of aeronautical services provided and to meet all Airport insurance requirements. Each SASO shall at all times maintain the following applicable types of insurance reflecting minimum coverages of \$2,000,000.00 per occurrence: commercial general liability, personal injury, contractual liability, automotive liability, aircraft liability, hangar keeper's liability, products-completed operations liability, and environmental clean-up liability insurance.

Each SASO shall maintain at all times fire and extended property coverage for all improvements and fixtures on SASO premises in an amount not less than the full replacement cost of same improvements and fixtures. In addition, each SASO shall maintain at all times the amount of workman's compensation insurance as required by State law. All insurance standards are minimums only and actual requirements may be adjusted by Paulding County according to the scope of services provided by a SASO. See Appendix I for details.

Each SASO shall provide the Airport with a proof of insurance certificate annually. All insurance policies shall contain indemnification and hold harmless language that covers Paulding County and its employees, as additional insured with respect to liability arising from activities performed by or on behalf of the SASO.

## APPENDIX 2

### Minimum Requirements for a Business Plan:

1. List all services that are proposed to be offered.
2. Details on the amount of land desired to lease.
3. Building space that will be constructed or leased.
4. Number of aircraft that will be provided.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed.
7. Short resume for each of the owners and financial backers.
8. Short resume of the manager of the business (if different from "7" above) including this person's experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation.
10. Amounts and types of insurance coverage to be maintained (see requirements in Minimum Standards).
11. Evidence of the projections for the first year and the succeeding four (4) years.
12. Methods to be used to attract new business (advertising and incentives).
13. Amenities to be provided to attract business.
14. Plans for physical expansion, if business should warrant such expansion.

## APPENDIX 3

### Declaration of Covenants and Restrictions for Buildings and Structures

#### INTRODUCTION

The Paulding County Board of Commissioners and the Paulding County Airport Authority, in order to impose a common plan of covenants and restrictions for the mutual benefit of Paulding County and present and future lessees of building sites at Paulding Northwest Atlanta Airport (“Airport”), hereby declares and provides that all building sites and buildings are subject to the following covenants, conditions and restrictions. It shall be understood that all specifications established herein shall be considered **minimum** standards to be met by all contractors, individuals, and developers interested in the construction of an Aircraft Storage Unit (hangar) or any building at the Airport. The Airport reserves the right to update or modify the Covenants as determined necessary by the Paulding County Airport Authority.

For the purpose of this document, the **Owner** shall be the Paulding County Airport Authority; the **Lessee** shall be any individual, group, business, or corporation, which desires to construct an Aircraft Storage Unit or any building at the Airport.

The Lessee agrees to accept the leased premises in its present condition and without expense to the Owner, will maintain any installations thereon. Where submittals are to be approved by the Owner, it is understood that those submittals are to be approved by the Paulding County Airport Authority.

No occupancy of any building shall be permitted before the building is completed and an occupancy permit issued. No building shall be used as a place of residence. No building shall be undertaken without first receiving all applicable building permits.

#### REQUIREMENTS

##### **Approvals Required**

No building or any improvement shall be erected, placed, or altered on any building site at Paulding Northwest Atlanta Airport until the plans for such building or improvement, including site plan, landscape plan, building plans and specifications have been approved by the Owner. Approval or disapproval of such plans shall be with respect to conformity with these restrictions and other applicable ordinances and requirements of the Owner, and with respect to harmony of external design and land use as it effects property within and adjacent to the Airport. Building plans shall be in conformance with all County and State laws and ordinances, and shall conform to the current Airport Layout Plan.

##### **1. Setbacks**

The Owner will determine setback distances for construction based on FAA regulations, Airport layout plan and other airport regulations that may be enacted from time to time. No part or portion of any building shall be erected, constructed, or extended into any setback area. No building construction

equipment or materials shall be staged, placed, or operated in a manner that impedes the movement of aircraft along taxilanes or taxiways.

## **2. Height of Buildings**

All buildings and structures shall comply with the maximum height regulation(s) identified in the current Airport Layout Plan. (These specifications are based on FAA standards for regulating airspace in the vicinity of runways.) The tallest point of a hangar, including antennas or other attachments, may not exceed the maximum structure elevation specified for a given distance from the runway.

## **3. Drainage**

A drainage plan shall be submitted indicating flow and contours/elevations. Drainage shall not negatively impact adjacent properties and shall flow into the Airport's natural or developed drainage. The elevation of the lot shall not be changed so as to materially affect the surface elevation or grade of the surrounding lots. Drainage from roofs shall not create erosion or affect adjacent properties. Perimeter roof drainage with gutter and downspouts shall be required. Roof drainage and a soil erosion control plan shall be indicated on plan submittal.

## **4. Parking**

The number and location of parking stalls required for the specific intended use shall be submitted with the construction plans. Areas provided for parking shall be surfaced with a minimum of 2-inch bituminous or 4-inch concrete over a finished and compacted 6-inch gravel base.

## **5. Apron and Pad Standards**

Apron and floor pad thickness shall be indicated on submitted plans. Aprons and pads shall be designed to accommodate a 60,000 lb. dual wheel aircraft. All floor pads shall be of a minimum four-inch poured concrete, shall be sealed with Ashford Formula or an approved equivalent sealer, and conform to Paulding County standard specifications. All aprons shall provide positive drainage to prevent ponding or standing water. For the purposes of this section, the apron is defined as the area that extends across the entire width of the leased parcel and from the building to the taxiway.

## **6. Refuse**

No storage of waste, refuse, material, or equipment shall be permitted outside the building. Where necessary, dumpsters should be located at the rear of a structure/site and should be enclosed with an opaque wall. The enclosure should be constructed of a masonry building material that is the same as, or similar to, the primary structure and have gates made of metal.

## **7. Open Sided Structures/Portable Building/Bi-fold Doors**

All structures shall be totally enclosed. No open sided structures shall be permitted. No portable buildings shall be permitted. All hangar buildings shall be required to be constructed with a bi-fold door.

## **8. Alterations**

No alterations to the exterior appearance of any existing building shall be made without first obtaining approval of the Owner.

## **9. Antennas/Satellite Dishes**

All antennas, satellite dishes, and similar equipment, shall be indicated on plan submittals. If any such equipment is to be installed after the initial approval of Lessee's facility, Lessee shall receive the Owner's approval prior to installation. No equipment shall be allowed that will interfere with existing or future airport operations.

## **10. Walks**

All pedestrian sidewalks in the hangar area shall be constructed of concrete, at least 4-inches thick and 4-foot wide. Bituminous asphalt, dirt, and gravel walks shall be prohibited.

## **11. Maintenance**

All grass, trees, and shrubbery must be kept in good appearance at all times. All grass must be cut whenever necessary. If the Lessee fails to maintain these areas the Owner reserves the right to maintain them at an additional cost to the Lessee.

## **12. Utilities**

Extension of Utilities to the proposed facilities shall be the financial responsibility of the Lessee. All plan submittals shall include sufficient detailed information on all utility designs and design loads, and work shall not be permitted until approved by the Owner. Submittal shall indicate above ground utilities such as, but not limited to, condensers and transformers. Sewer, gas, water, electric, and communication utilities shall be located underground. The Lessee shall be responsible to restore all disturbed areas including pavement and grass areas. All above ground utilities shall be screened to comply with the Paulding County Overlay District Landscape Standards.

## **13. Sign Standards**

A single sign, which is limited in content to the name, address and occupation of the owner or occupant of the premises, and which does not exceed 1.5 S.F. in area, may be displayed in the vicinity of a bi-fold door on the front of a hangar building. In the case of a multiple unit building, one such sign is permitted for each unit. At a minimum, each hangar unit must display the building address assigned by the County. The Owner will consider additional signage requests, but freestanding signs will not be allowed.

All signs must adhere to the requirements specified in the Paulding County Sign Code. All hangar sign plans shall be submitted to the Owner for review and approval prior to construction or installation. The Owner shall also review and approve sign requests in regards to Airport operational considerations upon consultation with the airport manager. The County may require additional addressing to be displayed if required by emergency service providers.

#### **14. Building Plans**

The drawings furnished to the Owner are to indicate the intent of the Lessee as to the type of building construction desired, the dimensions shown on floor plan drawings and the height dimension shown on the drawings shall not be changed without the written approval of the Owner. Drawing shall include an architectural view of all four sides of building. The Owner must review a complete set of plans and specifications before approval is granted. The submittal must bear the seal of a Professional Engineer or Architect, Registered in the State of Georgia, thereby certifying that the structural design of the building meets all the requirements of the current Georgia Commercial Building Code.

Combinations of architectural design treatments, additional landscaping, and trees should be provided.

#### **15. Exterior Materials**

The front, rear, and sides of all buildings shall be faced with materials approved by the Owner. Building facades for building fronts shall include architectural treatments of glass and brick, stone, or architectural block (combining these finishes is allowed and encouraged). At a minimum 10% of the building must be made of one or more of these building materials. Specifically, the front of the building and any side within line of sight of the airport access road must be partially made of one or more of these building materials.

If used, Brick shall be Cherokee Brick, engineered size, Old Savannah Grey, tumbled brick or approved equivalent. If used, Rock shall be River Valley Stone, limestone, Poinset, or approved equivalent. Mortar shall be Coosa Antique Buff or approved equivalent.

The front, rear, and sides of all buildings shall be of similar design and aesthetic, however, facades of a primary customer storefront located within a multi-tenant building shall be of a distinct architectural identity.

The Owner shall approve building colors. All building colors shall be consistent with the Airport Terminal Building. Color sample(s) shall be provided with hangar plan submittals.

A model hangar facility that meets the requirements of these covenants is shown below.



## **16. Roofs**

Roofs shall be metal. All hangars shall have gable roofs in order to achieve a uniform appearance from the Airport Access Road. Roof pitches shall have a 4:12 slope (rise-run) for building less than 50 feet in width and a minimum of 3:12 slope (rise-run) for building of greater than 50 feet in width.

Side and rear finished overhangs shall be a minimum of 12” and front finished overhangs shall be a minimum of 24”. Perimeter roof drainage with gutter and downspouts shall be required.

## **17. Lighting**

Exterior lighting, if present, shall be located on building and shall illuminate the building exterior sufficient for safety and security. Cut-off type fixtures shall be used to prevent disturbance of airport operations. All lighting shall be high-pressure sodium and shall not create a vision hazard to aircraft movement or persons on foot. Light fixtures that face a taxiway shall not exceed 0.5 foot-candles at the edge of the taxiway. Plan submittal shall include exterior lighting information including location. All other lighting shall conform to County ordinance and the County’s specifications and standards for off-street parking areas.

## **18. Mechanicals and Equipment**

All mechanical, HVAC, and like systems shall be screened from all street, driveway, and pedestrian level views. Roof lines shall be designed to screen such equipment located atop buildings, and an opaque wall or fence of masonry, brick, split-faced block, rock, etc. shall provide adequate screening for ground based equipment.

## **19. Compliance with Building Codes**

The building codes and restrictions for buildings and structures at the Airport shall run with the land and be binding to all parties and all persons on Airport property.

Those procedures and processes shall describe the enforcement of the building codes and restrictions contained herein in the lease agreement between Lessee and the Owner.

All buildings constructed, erected, or placed upon any lot within the borders of the Airport shall conform to all government zoning and use requirements.

All Building and structures shall comply with all current federal, state and local requirements.

## **20. Invalidation**

Invalidation of any one of these covenants, codes, or restrictions contained within this document, by judgment or court order, shall in no way affect any other provisions herein, which shall remain in full force and effect.

## **21. Variances**

The Owner shall consider and may grant a variance to these covenants, conditions and restrictions. Request for variance must include a full explanation why these codes or requirements cannot be fully met.