

OKLAHOMA CITY
DEPARTMENT OF AIRPORTS

MINIMUM STANDARDS FOR AERONAUTICAL ACTIVITIES

AND

LEASING OF LAND AND FACILITIES

AT

OKLAHOMA CITY AIRPORTS

Approved November 17, 2010

MINIMUM STANDARDS
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INTRODUCTION

The Oklahoma City Airport Trust, recognizing the necessity of protecting the public health, safety, and interest in the Oklahoma City-owned Airports, and in order to foster, encourage, and insure the economic growth and orderly development of Aeronautical Activities, hereby promulgates and adopts the following procedures and minimum standards for the use of any land and/or facility on said Airports. The Minimum Standards and Requirements are set forth below as a minimum for a person or persons, partnership, company, trust, or corporation based upon and/or engaging in one or more Aeronautical Activities at the Airport. These standards are not intended to be all inclusive, as the Operator of an Aeronautical Activity on the Airport shall be subject to additional federal, state, and local laws, codes, ordinances, lease provisions, and other similar regulatory measures, including Airport Rules and Regulations, pertaining to all such activities.

Leasing of land and facilities owned or leased by the Oklahoma City Airport Trust for commercial or certain non-aeronautical purposes are governed by the Commercial Leasing Standards.

SECTION I DEFINITIONS

Aeronautical Activity - Shall mean any activity whether or not conducted on or off Airport property 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 and shall include, but not by way of limitation, all activities commonly conducted on airports, such as charter operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, flying clubs, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other included activities, repair and maintenance of aircraft, repair of aircraft parts and accessories, sale of aircraft parts and accessories, radio communication and navigation equipment, and any other activity which, because of its direct relationship to the operation of aircraft, can appropriately be regarded as an Aeronautical Activity.

Aircraft Charter – An Aeronautical Activity in which a person or company is engaged in the business of providing air transportation (person or property) to the general public for hire, either on a charter basis or as an air taxi.

Aircraft Radio and Avionics Sales and Service – An Aeronautical Activity in which a person is engaged in the business of selling, repairing, and servicing aircraft radios, aircraft avionics, and associated aircraft instruments.

Aircraft Rental or Leasing – An Aeronautical Activity in which any person rents or leases aircraft or offers to rent or lease aircraft for hire or compensation.

Airport - Shall mean Will Rogers World Airport, Wiley Post Airport, and Clarence E. Page Airport or future City-owned airports, located on City, County, and State lands and operated by the Oklahoma City Airport Trust.

City - The City of Oklahoma City.

City Council - The duly elected City Council members of Oklahoma City.

Corporate Hangar – A hangar constructed exclusively to store the owner's/corporation's aircraft, and which is intended for the sole use of the corporate owner/lessee. The use of the aircraft is adjunct to their primary business and not the major source of income.

Director of Airports – The Chief Administrator of Airports of the City of Oklahoma City.

Executive Hangar - A commercial Aeronautical Activity hangar/building that is generally clear spanned and capable of housing large twin engine and small jet aircraft.

FAA - Federal Aviation Administration.

Fixed Base Operator (FBO) – An Aeronautical Activity in which at a minimum offers public fueling and lubrication of aircraft, line service, parking of aircraft, storage of aircraft, repair/ maintenance of aircraft, and repair/maintenance of avionics. In addition, the following services may be offered if approved by the Oklahoma City Airport Trust: Sale of ground and flight instruction, aircraft charter services, aircraft rental, aircraft sales and/or sales of parts and accessories, and other activities not listed herein that may be approved by the Trust.

Flight Training - An Aeronautical Activity in which a person is engaged in giving or offering to give flight instruction leading to a pilot’s certificate or rating for hire or compensation, or advertising, representing, or holding himself out as giving or offering to give such instruction.

Master Plan or Layout Plan - Means the currently approved scaled dimensional layout of the entire Airport properties, indicating current and proposed usage for each identifiable segment as approved by the City Council and amended from time to time.

Minimum Standards (Standards) - The qualifications established herein, as amended from time to time by the City Council upon recommendation of the Oklahoma City Airport Trust, setting forth the minimum requirements to be met as a condition for the right to conduct Aeronautical or Other Activities on the Airports.

National Fire Protection Association (NFPA) - A set of industry accepted codes that establish standards pertaining to the construction of a building’s electrical wiring and fire prevention/protection.

Other Activity - Shall mean any other activity, commercial or otherwise, not directly relating to aviation.

Other Related Activity - Shall mean any other aeronautical related activity, commercial or otherwise, whether directly or indirectly related to aviation.

Person - Shall mean any person, firm, general or limited partnership, corporation, trust, or association making application for, leasing or using land or facilities at the Airports.

Rules and Regulations - Rules and regulations as may be promulgated from time to time by the Director of Airports to protect the public health, safety, interest, and welfare on City-owned Airports and to augment the City Ordinances of Oklahoma City pertaining to Airports.

Specialized Aviation Service Operation (SASO) - An Aeronautical Activity in which a person engages in one or more of the following including, but not limited to: Aircraft charter and taxi, aircraft engine and airframe maintenance, aircraft sales, aircraft repair services (radio, painting, upholstery, propellers, instruments, accessories), aerial photography, flight training and aircraft rental, and other similar activities.

T-Hangar - An enclosed hangar with multiple units consisting of T-shaped configured partitions residing in the mid section of the hangar dividing it into two separate halves.

TSA – Transportation Security Administration.

Trust - Shall mean the Oklahoma City Airport Trust.

SECTION II STANDARD REQUIREMENTS FOR AERONAUTICAL ACTIVITIES

A. General Provisions

Every applicant for permission to conduct aeronautical or other activities at the Airport shall satisfy the Oklahoma City Airport Trust through its authorized representative, the Director of Airports, that they meet the following requirements:

1. Applicant has a history of management and personal ability in conducting the same or similar or comparable type of service or activity in a good workmanlike manner.
2. Applicant has the financial responsibility and capability to provide facilities and services proposed.
3. Applicant has or can reasonably secure necessary certificates from the FAA or other authority where the same are required for the activity proposed.
4. Applicant has furnished or can furnish suitable indemnity insurance or bond to protect and hold the City and the Trust harmless from any liability in connection with the conduct of the activity proposed. The applicant will furnish insurance in the amounts as stated in **Attachment I**.

In considering every application for establishing aeronautical or other activities, the Trust shall give due consideration to whether or not such proposed activity would be wasteful or uneconomical duplication of facilities and, therefore, detrimental to the public interest.

B. Application

Any person wishing to acquire the use of land or establish or use any facility on the Airport for an aeronautical or any other related activity shall be furnished a copy of these Minimum Standards and/or other applicable Leasing Standards and Policies, as amended from time to time, and shall thereupon make application in writing, filed with the Director of Airports, setting forth in detail the following:

1. The name and address of the applicant.
2. The proposed land use, facility, and/or activity sought.
3. The names and the qualifications of the personnel to be involved in conducting such activity.

4. The financial responsibility (income statement and balance sheet) and ability of the applicant and operator to carry out the activity sought.
5. The tools, equipment, services, and inventory, if any, proposed to be furnished in connection with such activity.
6. The requested or proposed date for commencement of the activity and the term of conducting the same.
7. The estimated cost of any structure or facility to be furnished, the proposed specifications for same, and the means or method of financing such construction or acquisition of facilities.
8. The specific types and amounts of insurance proposed in accordance with minimum requirements for the activity declaring any deductibles or self-insurance retention amounts.

C. Lease & Contract Clauses

Upon the approval of any such application as submitted or modified, the Trust shall cause to be prepared a suitable lease or contract agreement setting forth the terms and conditions of the land and/or facility use. It is the intent of the Trust/City to require Airport tenants, including Fixed Base Operators, to provide certain services through a lease agreement. The lease agreement will be based on the "net" lease concept. More specifically, the total cost of amortizing the investment and maintenance will be borne by the operator. In every instance the lease agreement shall be conditioned upon or contain language assuring:

1. The Minimum Standards are incorporated into said lease or contract agreement by reference and there shall be original and continued compliance with the Standards required for each particular aeronautical or other related activity approved.
2. Any structure or facility to be constructed or placed upon said Airport shall be constructed in a manner to conform to all safety regulations of the State of Oklahoma and the City of Oklahoma City, and shall be in compliance with the requirements of current building codes and fire regulations of the City of Oklahoma City; and any construction once commenced will be diligently prosecuted to completion.
3. The right shall be reserved in the Trust to modify or add to the "Minimum Standards for Operation of Aeronautical Activities at the Airport and Leasing of Land and Facilities at Oklahoma City Airports," and that any lease, contract, or agreement entered into with an applicant shall be terminated or cancelled in the event of failure to comply with any modification or amendments to Standards after notice thereof shall have been given.

4. No person shall be granted an exclusive right to conduct any Aeronautical Activity upon the Airport; provided that no person shall be permitted to use any land or conduct any Aeronautical or any Other Activity or solicit business in connection therewith unless such Aeronautical or Other Activity is conducted in accordance with the standards herein established, and as hereinafter amended from time to time upon the recommendation of the Trust with the approval of the City Council, and after the issuance of the proper permits and licenses.
5. Operators, in their operation and use of the Airport, will not, on the grounds of race, color, age, sex, or national origin, discriminate or permit discrimination against any person or group of persons in any manner prohibited by Part 21 of the Department of Transportation Regulations.
6. All operations on Airport property will be consistent with local, state, and federal standards and policies regarding noise abatement procedures. The Oklahoma City Airport Trust, with the approval of the City Council, has caused to be developed an "Airport Master Plan." The plan indicates the Trust's and City Council's intentions to provide essential support services by allocating space for various Aeronautical Activities. Activities not in accordance with the Airport Master Plan will not be permitted.
7. Airport security shall be maintained at all times in accordance with all applicable federal, state, local requirements and standards or directives established by the Department of Airports, the FAA, and/or TSA.

D. Ground Lease Policy

Land will be leased in accordance with the Airport Master Plan, and as deemed as appropriate by the Trust. Total cost of amortizing the investment, as well as maintenance, shall be borne by the lessee. Proposed hangars must meet the minimum investment requirement, and title is to vest in the City at the end of the lease term, free and clear of all liens and encumbrances including mortgage liens. A copy of a sample general lease agreement is available upon request for review and study. The following lease terms and conditions outline this policy.

E. Lease for New Construction

1. Rentals

a. Ground Rental

Ground rental shall be charged on per square foot basis commensurate with current Airport and/or Market lease rates.

- (i) Effective January 1, 2011, the ground lease rate shall be \$0.11 per sq. ft. per year for aviation use property.
- (ii) Ground lease rate for non-aviation use must be at fair market value as determined by market study or appraisal.
- (iii) Ground lease payments will begin on the first day of the month after the approval of the lease agreement by the City Council.

b. Facility Maintenance Inspection and or Fees

- (i) The Trust may require as a condition of the lease agreement a professional inspection and report of the roof and mechanical systems every 5 years.

c. Infrastructure Amortization Fees

Operator shall reimburse the Trust for all construction costs and related expenses for construction of Infrastructure Improvements made available for the square footage of the premises to be leased. Infrastructure Improvements may include but are not limited to water, storm and sanitary sewer or road construction costs. The annual square foot rate for such infrastructure improved premises shall be determined by amortizing the total cost over a 16-year period, applied to the square footage of the premises to be leased.

2. Hangar Amortization

- a. Financing may be available for Executive or Corporate Hangars from The Oklahoma City Airport Trust at a rate of 1% above the rate the Trust is required to pay for funds for 20 years.
- b. T- Hangars as defined in section VII subset B may be amortized over 15 years.
- c. Small corporate hangars, less than 10,000 square feet constructed at Clarence E. Page maybe amortized for 5 years.
- d. Executive, Corporate, or T-Hangars financed by the operator shall in no case have a lease term longer than the time shown for amortization.
- e. Operator shall be responsible for any taxes on personal, real, or other property leased by or owned by the operator that is levied by any agency or unit of government.

3. Construction

- a. All plans and specifications for new construction or alteration shall be approved in writing prior to construction as it relates to the following but not limited to: Receipt and approval of an FAA 7460-1, Notice of Proposed Construction or Alteration Application, architectural conformity, location of building lines, proper hangar clearances, and other specifications that may apply to conform to Airport standards.
- b. All building areas will be as shown on the appropriate Airport leasing plot.
- c. Improvements or alterations to the leased premises become the property of the City upon completion. The Lessee is responsible for all maintenance costs.
- d. Within 30 days of completion of construction or alteration, the Lessee will submit a complete set of "as-built" plans on mylar film with a detailed cost breakdown.
- e. All buildings and construction shall obtain and meet all applicable city, state, and federal permits, building codes, fire codes, and specifications, as well as any other specific requirements established by the Director of Airports.
- f. All utilities, including electrical, telephone, gas lines, or regulators, will be underground; and the Lessee shall bear the expense of relocating utilities on the leased property. Plans and specifications for the construction of utilities, including those constructed by the utility companies, shall require prior written approval by the Director of Airports.

4. Maintenance

- a. Maintenance of pavements constructed by the Trust/City will be performed by the Trust/City. The Lessee will maintain all other facilities and pavements unless otherwise agreed upon by the Lessee and the Director of Airports.
- b. Landscaping of facilities is required. Each Lessee will be required to provide a plan for landscaping his area to be approved by the Director of Airports and maintained by the Lessee in a neat, clean, and aesthetically pleasing manner.

F. Lease of Existing Facilities

The Airport, from time to time, has facilities become available that have been previously amortized and may choose to lease those structures.

1. Ground Rental

Ground rental for leased premises shall be charged on per square foot basis commensurate with current Airport and/or Market lease rates.

- a. Effective January 1, 2011, the ground lease rate is \$0.11 per sq. ft. per year for aviation use property.
- b. Ground lease rate for non-aviation use must be at fair market value as determined by market study or appraisal.
- c. Infrastructure Amortization Fees

Operator shall reimburse the Trust for any unamortized construction costs and related expenses for construction of Infrastructure Improvements made available for the square footage of the premises to be leased. Infrastructure Improvements may include but are not limited to water, storm and sanitary sewer or road construction costs. The annual square foot rate for such infrastructure improved premises shall be determined by amortizing the total cost over a 16-year period, applied to the square footage of the premises to be leased.

2. Building Rental

- a. Building rental for those facilities previously amortized or no longer within the contractual bounds of an above-described amortization agreement shall be based on a percentage of not less than 4% per annum of the "Appraised Actual Cash Value" as determined by an appraisal. Each subsequent year there shall be a 2% increase in the previous years annual rental. The term of such agreements shall be five (5) years and may provide for an option of an additional five-year term. The appraised amount shall be the basis of the rental calculations during that period. The initial term and option may be negotiable; however, the basis of the rental calculations shall be determined from the five-year appraised amount.
- b. T-hangar rental for those facilities previously amortized or no longer within the contractual bounds of an above described amortization agreement shall be based on a percentage of not less than six percent (6%) per annum of the "Appraised Actual Cash Value" as

determined by an appraisal. The term of such agreements shall be five (5) years and may provide for an option of an additional five-year term. The appraisal procedure shall be as described above.

3. Facilities Maintenance Rental

a. Building maintenance (structural maintenance) shall be charged at the rate calculated as follows:

- (i) Two percent (2%) of the appraised actual cash value.
- (ii) All building maintenance on Trust-owned or financed facilities is the responsibility of the Lessee, except for structural, exterior and roof repairs.

b. Facility Maintenance Inspection and or Fees

- (i) The Trust may require as a condition of the lease agreement a professional inspection and report of the roof and mechanical systems every 5 years.

c. Ramp (apron) maintenance rental shall be twenty percent (20%) of the average cost of the replacement of the ramp or apron divided by the anticipated life of fifteen (15) years for asphalt and twenty (20) years for concrete on a square footage basis, to be calculated as follows:

(i) Replacement Cost as
Determined Annually for
Asphalt Per Square Foot X .20 = Rate Per Square Foot
15 years

(ii) Replacement Cost as
Determined Annually for
Concrete Per Square Foot X .20 = Rate Per Square Foot
20 years

SECTION III. STANDARDS FOR FIXED BASE OPERATIONS (FBO)

In addition to meeting the requirements of Section II, every person conducting the following activities shall meet the additional requirements as hereinafter set out:

A. Fixed Base Operator (FBO)

Persons conducting commercial aviation fueling, oil sales, and services to the public on the Airport shall be required to provide:

1. Aviation fuel and jet fuel.
2. An adequate inventory of at least two brands of generally accepted grades of aviation engine oil and lubricants.
3. At least two (2) above ground 10,000-gallon fuel storage tanks, one for each fuel type. Under ground storage tanks are not allowed on any of Oklahoma City's Airports.
4. Proper mobile fuel dispensing equipment to service all types of aircraft.
5. A per gallon fuel flowage fee to the Trust/City on fuel delivered into FBO tanks and or trucks. Fuel flowage fees will be established annually by the Director of Airports.
6. Properly trained line personnel on duty at least eight hours of every calendar day, seven days a week, and on call by readily accessible means at other hours during the day or night.
7. Proper equipment and FAA certified personnel for repairing and servicing aircraft, aircraft engines, airframe and aircraft avionics.
8. Suitable hangar storage facilities, hard surfaced aircraft parking, and tie-downs.
9. Conveniently located heated and air conditioned lounge or waiting rooms for passengers and airplane crews for itinerant aircraft, together with sanitary restrooms and public telephones.
10. Adequate towing equipment and parking and tie-down areas to safely and efficiently move aircraft and store them in all reasonably expected weather conditions.
11. Adequate grounding facilities at fueling locations to eliminate the hazards of static electricity, and approved types of fire extinguishers or other

equipment commensurate with the hazards involved in refueling and servicing aircraft.

12. Adequate and sanitary handling and disposal, away from the Airport, of all trash, waste, and other materials including, but not limited to, used oil, solvents, and other waste. The piling or storage of crates, boxes, barrels, and other containers will not be permitted within the leased premises.
13. Proper equipment for repairing and inflating aircraft tires, servicing oleo struts, changing engine oil, washing aircraft and aircraft windows and windshields, and recharging or energizing discharged aircraft batteries and starters.
14. Optional Services permitted by FBO: Each service below shall meet all applicable requirements as found herein and outlined in Standards for Specialized Aviation Service Operations (SASO).
 - a. Aircraft Charter
 - b. Aircraft Sales
 - c. Aircraft Flight Training
 - d. Aircraft Rental

**SECTION IV
FACILITY REQUIREMENTS (FBO)**

A. Land and Improvements

1. The minimum ground lease for a Fixed Based Operator (FBO) shall be:
 - a. Commercial Service Airport 350,000 Sq. Ft.
 - b. Reliever Airport 300,000 Sq. Ft.
 - c. Non-Reliever/General Aviation Airport 250,000 Sq. Ft.

2. The minimum facilities constructed shall be:
 - a. Executive Hangar:
 1. Commercial Service Airport 25,000 Sq. Ft.
 2. Reliever Airport 20,000 Sq. Ft.
 3. Non-Reliever/GA Airport 18,000 Sq. Ft.

 - b. Paved Apron:
 1. Commercial Service Airport 125,000 Sq. Ft.
 2. Reliever Airport 100,000 Sq. Ft.
 3. Non-Reliever/GA Airport 75,000 Sq. Ft.

 - c. Auto Parking: Sq. Ft. as listed or per City Code, whichever is greater.
 1. Commercial Service Airport 50,000 Sq. Ft. (or per City Code)
 2. Reliever Airport 45,000 Sq. Ft. (or per City Code)
 3. Non-Reliever/GA Airport 35,000 Sq. Ft. (or per City Code)

 - d. Office Space:
Adequate to house office, pilots' lounge, restroom facilities, and appropriate shop areas.

 - e. T-hangars:
T-hangars shall be constructed with at least ten (10) individually partitioned spaces containing doors, and will be in accordance with all applicable codes established by the City of Oklahoma City.

3. All paving and other construction shall be permanent and fire resistant and shall be kept compatible with the design, material, and landscaping of the basic structures of the Airport as outlined.

4. Detailed plans and specifications of all construction and architectural design shall require the written approval of the Director of Airports before any construction takes place.
5. Landscaping shall require approval of the Director of Airports.

SECTION V
STANDARDS FOR SPECIALIZED AVIATION SERVICE OPERATIONS (SASO).

The City/Trust recognizes that SASO's do not wish to offer a full line of services most generally offered by a Fixed Base Operator. Specialized operations and other similar activities are encouraged to be tenants of Fixed Base Operators. If suitable facilities cannot be obtained in that manner, hangar, shop, and/or office facilities may be permitted in specific areas as plotted on the Airport Master Plan.

A. Aircraft Charter and Taxi Service

Persons conducting an aircraft charter and/or air taxi service shall be required to provide:

1. Passenger lounge, restroom, and telephone facilities as required of an operator for fuel and oil sales.
2. All applicable security requirements for charter and taxi service promulgated by the FAA, TSA, or Airport.
3. Adequate table, desk, or counter for checking in passengers, handling ticketing or fare collection, and handling of luggage.
4. FAA Air Carrier Operating Certificate, utilizing FAA certificated aircraft with properly certificated and qualified operating crew, but at no point any less than two, one of which shall be located at the Airport and ready for departure during at least eight hours of each day during daylight operations. Stand-by units and crew will be available within one hour's notice at all other times.

B. Aircraft Engine, Airframe, & Accessory Sales & Maintenance

Persons operating aircraft engine, airframe, and accessory maintenance facilities for hire to the public shall provide:

1. Sufficient hangar space to house any aircraft upon which such service is being performed.
2. Suitable inside and outside storage space for aircraft awaiting repair or maintenance, or delivery after repair and maintenance has been completed, other than major repairs or alterations of less than 24 hours duration.
3. Adequate shop space to house equipment and machine tools, jacks, lifts, and testing equipment to perform top overhauls as required for FAA certification and repair of parts not needing replacement on all single engine land and light multi-engine land general aviation aircraft.

4. At least one FAA certificated airframe and power plant mechanic available during eight hours of the day, five days per week.

C. Aircraft Radio & Avionics Sales and Service

Persons operating aircraft radio & avionics sales and service facilities for hire to the public shall provide:

1. Sufficient hangar space to house any aircraft upon which such service is being performed.
2. Suitable inside and outside storage space for aircraft awaiting repair or maintenance, or delivery after repair and maintenance has been completed.
3. Adequate shop space to house equipment, supplies and parts to perform maintenance and repair to radio and avionics equipment.
4. At least one FAA certificated and licensed radio and/or instrument technician, that is available during eight hours of the day, five days per week.

D. Aircraft Rental

Persons conducting aircraft rental activity shall provide:

1. Suitable office space for consummating rentals and the keeping of the proper records in connection therewith.
2. Two airworthy aircraft suitably maintained and certificated.
3. Adequate facilities for servicing and repairing the aircraft or satisfactory arrangements with other operators licensed by the Trust on the Airport for such service and repair.
4. At least during eight hours of the working day, a properly certificated pilot available and capable of checking out rental aircraft.
5. Proper checklists and operating manuals on all aircraft rented.

E. Aircraft Sales

All persons conducting aircraft sales activities shall provide:

1. Suitable office, lounge, and public space for consummating sales.

2. For new aircraft sales, at least one demonstrator model of such aircraft.
3. The minimum stock of readily expendable spare parts, or adequate arrangements for securing spare parts, required for the type of aircraft and models sold.
4. Current up-to-date specifications and price lists for types and models of new aircraft sold, and adequate parts catalogue and service manual on the aircraft.
5. At least during eight hours of the working day, a properly certificated pilot available and capable of demonstrating new or used aircraft for sale.

F. Flight Training

All persons conducting aircraft flight training activities shall provide:

1. At least one full-time (eight hours per day, six days per week) properly certificated flight instructor for single engine land airplanes.
2. At least two dual control equipped single engine land aircraft properly equipped and maintained for flight instruction and at least one of which must be equipped for and capable of use for instrument flight instruction, and such additional types of aircraft as may be required to give flight instruction of the kind advertised.
3. Adequate office and classroom space for at least 10 students with proper restroom and seating facilities.
4. Adequate mock-ups, pictures, slides, filmstrips, or other visual aids necessary to provide proper ground school instruction.
5. Properly certificated ground school instructor providing regularly scheduled ground school instructions sufficient to enable students to pass the FAA written examinations for private pilot and commercial ratings.
6. Continuing ability to meet certification requirements of the FAA for the flight training proposed.
7. Adequate facilities for storing, parking, servicing, and repairing all its aircraft, or satisfactory arrangements with other operators licensed or otherwise permitted by the Trust on the Airport for such services.
8. Adequate public liability and property damage insurance sufficient to protect the operator and the City and Trust from legal liabilities involved.

G. Crop Dusting & Spraying

Persons seeking to conduct crop dusting or spraying of agricultural chemicals shall be required to satisfy the Trust that:

1. Operator shall inform the Director of Airports and the appropriate control tower, prior to operations, of the date and area to be sprayed or dusted.
2. Suitable arrangements have been provided for the safe storage and containment of noxious chemical materials including a minimum of a 1,000 sq. ft. of segregated chemical storage area protected from public access that meets all applicable fire codes; no poisonous or inflammable materials shall be kept or stored in close proximity to other facility installations at the Airport.
3. The operator shall have available properly certificated aircraft suitably equipped for the agricultural operation undertaken.
4. The operator shall make suitable arrangements for servicing, repairing, storing, and parking its aircraft with adequate safeguards against spillage on runways and taxiways or pollution or disbursement of chemicals by wind to other operational areas on the Airport.
5. Adequate public liability and property damage insurance sufficient to protect the operator and the City and the Trust from legal liabilities involved is provided.

**SECTION VI
FACILITY REQUIREMENTS (SASO)**

A. Land and Improvements

1. Facilities shall be constructed by the SASO upon review and approval of the proponent's application and financial capability in accordance with Section II. Facilities shall meet the general requirements in Sections II, V, and VI as applicable.

2. The minimum ground lease shall be:
 - a. Commercial Service Airport 55,000 Sq. Ft.
 - b. Reliever Airport 45,000 Sq. Ft.
 - c. Non-Reliever/GA Airport 35,000 Sq. Ft.

3. The minimum facilities constructed shall be:
 - a. Hangar:
 1. Commercial Service Airport 12,500 Sq. Ft.
 2. Reliever Airport 10,000 Sq. Ft.
 3. Non-Reliever/GA Airport 8,000 Sq. Ft.

 - b. Paved Apron:
 1. Commercial Service Airport 15,000 Sq. Ft.
 2. Reliever Airport 10,000 Sq. Ft.
 3. Non-Reliever/GA Airport 5,000 Sq. Ft.

 - c. Auto Parking: Sq. Ft. as listed or per City Code, whichever is greater.
 1. Commercial Service Airport 8,000 Sq. Ft. (or per City Code)
 2. Reliever Airport 5,000 Sq. Ft. (or per City Code)
 3. Non-Reliever/GA Airport 3,000 Sq. Ft. (or per City Code)

4. The facilities shall be constructed to permit the addition of segments or modules if needed and as required for the expansion of the applicant's business, as determined by the City/Trust.

5. The lease terms and conditions shall permit the applicant to engage only in those specific commercial aeronautical activities as he or she so indicates in the application. Changes in the nature of his/her commercial pursuits, which necessitate additional facilities or the enlargement of the original facilities, will require formal application to the City/Trust and appropriate lease amendments in compliance with the applicable Minimum Standards.

6. Any person conducting a combination of the specialized operations listed above shall not be required to duplicate the requirements, where the requirements of one activity is sufficient to meet the requirements of a separate activity, and where one facility can be sufficient to meet both requirements.
7. Subletting space is prohibited, except with prior written approval from the Airport Trust.
8. All applications for facilities for specialized operations or combinations thereof shall be subject to all other applicable provisions of the Minimum Standards for Commercial Aeronautical Activities for the Oklahoma City Municipal Airports.

**SECTION VII
MISCELLANEOUS OPERATIONS**

A. Corporate Hangars

The Trust recognizes the need for individual corporations to construct their own hangars to accommodate the corporation's aviation department and or operations. Corporations will be encouraged to obtain hangar facilities from the Fixed Base Operators. If suitable facilities are unavailable, such buildings will be permitted in specific areas as designated by the Department of Airports' Master Plan; and the following conditions must be met:

1. Facilities will be constructed by the Lessee, and all plans and specifications shall be approved in writing by the Director of Airports prior to construction.
2. Ground rentals shall be charged on a per square foot basis commensurate with current Airport lease rates and policies.
3. Subletting space is prohibited, except with prior written approval from the Airport Trust.
4. Owners of corporate hangars may construct and operate their own fuel facilities (See Non-Commercial Aircraft Fueling).
5. Taxiway improvements to the site will be borne by the tenant unless the area under consideration is to be developed by the City as a part of a capital improvement program.
6. Section II, part D of Minimum Standards "Lease for New Construction" shall apply.
7. The minimum facility requirements for Corporate Hangars shall be:

a.	Ground Lease	20,000 Sq. Ft
b.	Hangar and Office	10,000 Sq. Ft
c.	Aircraft Parking	5,000 Sq. Ft
d.	Auto Parking	1,500 Sq. Ft (or per City

Code)

B. T-Hangars

The Trust provides an area for private T-hangar development at **Wiley Post Airport** with a minimum ground lease of **100,000** square feet. Hangar development must occupy 75% of the ground lease, and each T-hangar unit must have a minimum of ten (10) individually partitioned spaces, fully enclosed and which shall meet all provisions in Section II, part D.

In addition, the Trust provides an area at **Clarence E. Page Airport** to accommodate privately owned hangars. This area consists of lots 70' x 90' which will be leased to an individual for an initial term of 5 years and upon which a privately owned hangar can be built.

Persons wishing to lease ground for T-hangars must meet the following requirements:

1. Submit a written application to lease space (not to exceed 10 lots at Clarence E. Page Airport and 500,000 sq. ft. at Wiley Post Airport) to the Director of Airports and obtain building criteria and minimum specifications for permitted T-hangars.
2. Submit detailed construction plans and specifications for approval by Director of Airports prior to construction. Such approval shall include architectural conformity, wind load characteristics, location of building lines, clearance, and other specifications.
3. Ground rentals shall be charged on a per square foot basis commensurate with current Airport lease rates and shall be escalated every five years.
4. No commercial activity or enterprise shall be conducted by an individual owner, or his assignee, from the hangar(s).
5. No fueling of any kind shall be permitted in or in conjunction with the hangar operation.
6. Owner must provide adequate public liability and property damage insurance sufficient to protect the owner and the Trust and the City from any legal liabilities involved.

C. Non-Commercial Aircraft Fueling

The Oklahoma City Department of Airports has adopted a separate policy and guidelines to address non-commercial aircraft fueling. It is Departmental Policy No. 08-01 and titled Aircraft Self Fueling Policy at the Oklahoma City Airports. Persons may obtain a copy of the policy upon request.

1. An entity may not be formed for the express purpose of providing fuel services under this standard.
2. The Department will only approve above ground storage tanks, underground storage tanks are not allowed.

SECTION VIII OTHER OPERATIONS

Any other aeronautical related operations, commercial or otherwise in nature shall be subject to review under the terms and conditions set forth in Sections II, III, IV, and V. Rental rates and charges may be determined by the Trust upon recommendation of the Director of Airports. Each application shall be considered on its own merits, and the Trust reserves the right to reject any application with or without cause.

SECTION IX
AMENDMENT OF STANDARDS

The Trust shall review the Standards for conducting Aeronautical or other related activities at least every two years and shall recommend such revisions or amendments as shall be deemed necessary under the use circumstances surrounding the Airport to properly protect the health, safety, and interest of the City and the public. Upon approval of any such amendments, the operators of Aeronautical Activities secured hereunder shall be required, within a reasonable time frame, to conform to such amended Standards.

SECTION X NOTICES

Notices of other applications for like or similar Aeronautical Activities or of intent to amend the Standards as established herein shall be sent, first class mail, postage prepaid, to all holders of a Fixed Base Operator's lease or permit for the conduct of an Aeronautical Activity on the Airport.

Any other operations, commercial or otherwise in nature, whether directly or not directly relating to aviation shall be subject to review under the terms and conditions set forth in Sections II, III, IV, and V. Rental rates and charges may be determined by the Trust upon recommendation of the Director of Airports. Each application shall be considered on its own merits, and the Trust reserves the right to reject any application with or without cause.

ATTACHMENT I

OKLAHOMA CITY DEPARTMENT OF AIRPORTS SCHEDULE OF MINIMUM INSURANCE REQUIREMENTS

A. COMMERCIAL AVIATION OPERATORS

1. Aircraft Liability

Combined Single Limit
Bodily Injury & Property Damage \$1,000,000 each occ.

2. Commercial General Public Liability and Property Damage

Combined Single Limit
Bodily Injury & Property Damage *\$1,000,000 each occ.

Property damage limits must provide coverage of a minimum of \$100,000 and any other limits of liability in an amount not less than those established from time to time in the Governmental Tort Claims Act, 51 O.S. § 151 et seq.

4. Hangar Keeper's Liability \$1,000,000 each occ.

5. Products Liability \$ 500,000 each occ.

ATTACHMENT II

**OKLAHOMA CITY DEPARTMENT OF AIRPORTS
APPLICATION FOR COMMERCIAL AERONAUTICAL ACTIVITIES AND LEASE**

All persons who desire to establish a commercial aeronautical operation must first make application with the Oklahoma City Airport Trust by providing the information requested on this form to the Director of Airports.

Please complete each question as thoroughly as possible. Where necessary, attach further explanatory materials. An attached Supplemental Application provides a general list of additional information which may be required following review of initial application. The Oklahoma City Airport Trust reserves the right to request additional material.

All personal financial information, credit reports or other financial data obtained by or submitted pursuant to said application with the Oklahoma City Airport Trust will be kept confidential as required by the Oklahoma Open Records Act, Title 51, OS Sec. 24A.1 et. seq.

1. APPLICANT INFORMATION

Name to appear on Agreement: _____

sole proprietorship/individual partnership limited liability company (LLC)
 joint venture corporation other

Address to appear on Notices, Agreement: _____

Telephone Number: _____ Cell Phone: _____

Fax Number: _____ E-mail: _____

Billing Address: _____

Contact Name & Title: _____

Telephone Number: _____ Cell Phone: _____ Fax Number: _____

E-mail: _____ EIN: _____

2. FINANCIAL AND BACKGROUND INFORMATION

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| A. Has principal ever had a bond or surety canceled or forfeited?
If yes, attach a statement naming the bonding company, date, amount and reason. | [] | [] |
| B. Has any principal ever been declared bankrupt?
If yes, attach copy of Petition | [] | [] |
| C. Has any principal been convicted of a felony?
If yes, state date, court location, case number and details of conviction. | [] | [] |

D. Is any participant in this application involved in any litigation, liens or claims or insurance, liability, workers compensation claims?
If yes, attach detailed information.

E. Have you or any interested parties in this application had any credit problems? If yes, please explain.

(Attach additional sheets if necessary for details and explanations.)

3. **PURPOSE OF APPLICATION**

A. **Airport location** of property applying for: WRWA WPA CEPA

B. **Nature of Proposed Business** (check all activities proposed to be conducted. The Trust's Minimum Standards and Leasing Policies are available on the website at www.flyokc.com)

Aircraft Support Services

- Aircraft Storage
- Aircraft Painting
- Aircraft Maintenance (major and/or minor repair)
- Repair or reconditioning of used aircraft
- Aircraft parts sales
- Avionics repair, installation and/or sales
- Aircraft sales, leasing, and/or brokerage
- Sale of aeronautical items/supplies (charts, books, etc.)
- Aircraft Management
- Other (specify) _____
- Other (specify) _____

Airline Operations

- Air Carrier or Air Taxi Operations
- Transportation of cargo and/or mail
- Other (specify) _____
- Other (specify) _____

On-Demand Flying Services

- Aircraft rental to the public
- Aircraft charter or any purpose
- Corporate Flight Department
- Flight School
- Aerial photography or survey
- Aerial advertising
- Ground school or Flight examiner
- Aerial operations (crop dusting)
- Sightseeing flights
- Other (specify) _____
- Other (specify) _____

C. **Ownership Information:** List all persons or companies that will own an interest in the proposed business (including financial institution information if applicable).

Name: _____ Phone Number : _____

Address: _____

Name: _____ Phone Number : _____

Address: _____

Name: _____ Phone Number : _____

Address: _____

D. **Management Information:** List the person who will be managing the operations at the Airport.

Name: _____ Title : _____

Phone Number : _____

Address: _____

4. **BUSINESS REQUIREMENTS**

- A. Please provide a brief explanation of the type of commercial aeronautical operation you propose to run and all services you will offer and to whom.
- B. Identify specific needs such as type and minimum size/square footage of land and/or existing facilities, including required utilities, pavements, ramp, etc. as applicable.
- C. If proposing new construction, indicate any special consideration for equipment, drainage, lighting, etc., and describe the estimated cost of any structures and the method of financing such improvements. Attach a site plan and/or drawings as applicable.
- D. Identify your proposed commencement date of operations
- E. Will any part of the operations of this business require the storage, use of transport of volatile, hazardous or toxic chemicals or waste on Airport property? Yes____. No____.

Prior to an official lease agreement being executed with the Oklahoma City Airport Trust, the applicant must file a 7460-1 "Notice of Proposed Construction or Alteration" with the FAA and submit FAA's response to the Department of Airports. If any impacts to the Airport or its operations are indicated, they must be alleviated to the satisfaction of the Director of Airports prior to the commencement of any lease, construction, or operations.

The applicant(s) hereby acknowledge and understand that the following documents must be received by the Department of Airports in order for a lease agreement to be executed by the Oklahoma City Airport Trust.

- Official land survey indicating metes and bounds.
- Official site plan signed by the applicant depicting the building, building coordinates and all improvements.
- Official response from FAA regarding a completed 7460-1 "Notice of Proposed Construction or Alteration."

The applicant(s) hereby acknowledge that any agreement with the Oklahoma City Airport Trust must receive approval by the Trust and the Council of the City of Oklahoma City prior to its becoming effective. Any expenditures or commitments made by the applicant(s) prior to the approval of an agreement by all parties is at the sole risk of the applicant(s).

The applicant(s) hereby respectfully requests that the Oklahoma City Airport Trust consider the foregoing application by _____ for permission to perform the specified Aeronautical Activities at the Oklahoma City Airports.

By: _____ Title _____ Date _____.

Applicant Signature _____

(Please _____ Print _____ Name)

By: _____ Title _____ Date _____.

Signature

(Please _____ Print _____ Name)

**Please mail this application to:
Land & Property Administrator
Oklahoma City Airport Trust
Will Rogers World Airport
Department of Airports
7100 Terminal Drive, Unit 937
Oklahoma City, Oklahoma 73159**

OR

**Drop-off this application to:
Land & Property Administrator
Oklahoma City Airport Trust
Will Rogers World Airport Terminal Building
Department of Airports
7100 Terminal Drive
Third Floor, Room 301
Oklahoma City, Oklahoma 73159**

OR

e-mail pam.newell@okc.gov

ATTACHMENT III
SUPPLEMENTAL APPLICATION

OKLAHOMA CITY DEPARTMENT OF AIRPORTS
SUPPLEMENTAL APPLICATION FOR COMMERCIAL AERONAUTICAL ACTIVITIES
AND LEASE

The following is a list of additional information that may be required after initial submittal of the application (Attachment II). When submitted, all information will be required to be typed or printed legibly.

All personal financial information, credit reports or other financial data obtained by or submitted pursuant to said application with the Oklahoma City Airport Trust will be kept confidential as required by the Oklahoma Open Records Act, Title 51, OS Sec. 24A.1 et. seq.

Detailed information regarding type of organization, to include the following as applicable

SOLE PROPRIETORSHIP:

- (i) Full Name: _____
d/b/a _____
- (ii) Address: _____

- (iii) Business Phone: _____ Other/Cell: _____
- (iv) Social Security Number: _____ Date of Birth: _____
- (v) Driver's License Number: _____ State Issued In: _____

PARTNERSHIP:

- (i) Name of Partnership: _____
- (ii) Date of organization: _____ [] general partnership [] limited partnership
- (iii) Statement of Partnership recorded [] Yes [] No
Date: _____ Book: _____ Page: _____ County of _____
- (iv) Has partnership previously done business in Oklahoma? [] Yes [] No
- (v) List below the name, address and partnership share of each general partner:

	<u>Name</u>	<u>Address</u>	
	<u>Share</u>		
(a)	_____	_____	%
(b)	_____	_____	%
(c)	_____	_____	%
(d)	_____	_____	%

(vi) List below the date of birth, Social Security Number, Driver's License Number and the State from which issued the Driver's License Number for each general partner:

(a)	_____	_____	_____	_____
	(Date of birth)	(SSN)	(Drivers License #)	(State Issued)
(b)	_____	_____	_____	_____
	(Date of birth)	(SSN)	(Drivers License #)	(State Issued)
(c)	_____	_____	_____	_____
	(Date of birth)	(SSN)	(Drivers License #)	(State Issued)

(d) _____
(Date of birth) (SSN) (Drivers License #) (State Issued)

□ **JOINT VENTURE/COOP:**

- (i) Name of organization: _____
- (ii) Date of Organization: _____
- (iii) Joint Venture Agreement recorded? [] Yes [] No
- (iv) Has joint venture done business in Oklahoma County? [] Yes [] No
- (v) Name and address of each person participating in the Joint Venture or co-operative entity:

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____

□ **CORPORATION**

- (i) State of Incorporation: _____ Date of Incorporation: _____
- (ii) Has the State of Oklahoma authorized Corporation to do business in Oklahoma?
[] Yes [] No
If so, on what basis? _____
- (iii) Corporation is held [] privately [] publicly.
If publicly held, where and how is stock traded? _____

(iv) If private corporation, attach a separate sheet listing the name, title, address, number of voting and non-voting shares for each officer, Director, and Principal share holder.

- (v) List the name, title and address of each Officer of the Corporation:

(vi) Business Address & Phone No: _____

(vii) Name, Address and Phone No. of Service Agent: _____

(viii) Attach copy of the Articles of Incorporation or other documentation creating the Corporation.

□ **LIMITED LIABILITY COMPANY (LLC)**

- (i) Name _____ of _____ organization:
- (ii) Date of Organization: _____
- (iii) State of Organization: _____
- (iv) Is this LLC recorded [] Yes [] No Date _____
- (v) Has the State of Oklahoma authorized LLC to do business in Oklahoma? [] Yes [] No
- (vi) List below the name, address and title of all members of the LLC:

<u>Name</u> (Member/Manager)	<u>Address</u>	<u>Title</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(vii) Attach a copy of the agreement that formed the LLC, and was filed with the State or other agency that recorded the LLC. (This agreement should, at a minimum, detail the division of management authority and responsibility; rights of members to withdraw capital; and responsibilities of members to contribute new capital as needed.

- Three (3) business references (including Bank References) with knowledge of debt and payment history.
- Three (3) credit references
- License, permits, or certificates required to conduct this business (i.e. FAA Part 135 Certificate of Air Agency Certificate)
- Business Plan or Pro Forma, to include at least the following:
 - Explanation of the type of commercial aeronautical operation you propose to run and all services you will offer and to whom.
 - The number of personnel to be employed at this location.
 - Identify any required utilities, pavements, ramp, etc.
 - Identify your hours of operations.
 - If there is currently a similar operation at this site, contrast your proposal operation with the current one.
 - List aircraft tail number(s) and type of aircraft to be utilized in the proposed operation.
 - Financial data pertaining to the current operation, if appropriate.
 - If applicable, provide percent of intended sales or services (a) to aircraft/customers based at the Airports and (b) to aircraft/customers based elsewhere that will visit or fly into Oklahoma City's Airports.
- Statement of Experience, to include at least the following:
 - Detailed information as to your experience as related to the type of business you propose to develop.
 - Detailed statement of the persons who will be directly involved in this business.
 - Specifics as to dates of experience and appropriate profit and loss details.
 - Description of past experience in the field of aviation services for which this application is being made.
- Current Financial Statements
- Certificate of Insurance and/or bonds, as applicable to the operations.
If applicable, explain any insurance deductibles or self-insurance. If not applicable, please note.

- Oklahoma Aircraft License

Proof of authorization to do business in the State of Oklahoma

Other:

The applicant(s) hereby acknowledge that any agreement with the Oklahoma City Airport Trust must receive approval by the Trust and the Council of the City of Oklahoma City prior to its becoming effective. Any expenditures or commitments made by the applicant(s) prior to the approval of an agreement by all parties is at the sole risk of the applicant(s).

The applicant(s) hereby respectfully requests that the Oklahoma City Airport Trust consider the foregoing Application by _____ for permission to perform the specified Aeronautical Activities at the Oklahoma City Airports.

By: _____ Title _____ Date _____.

Applicant Signature _____

(Please _____ Print _____ Name)

By: _____ Title _____ Date _____.

Signature

(Please _____ Print _____ Name)
