

## Minimum Standards for Commercial Aeronautical Activities at the Greenville/Greene County Municipal Airport

Whereas, the Town of Greeneville and Greene County, being a municipality and county created under and pursuant to the Laws of the State of Tennessee own and operate by and through the Greenville-Greene County Airport Authority, a duly constituted public body corporate and politic and agency of the said Town of Greeneville and Greene County, hereinafter referred to as the "Authority", a public airport known as the Greenville Municipal Airport, hereinafter referred to as "Airport", and

Whereas, the Authority desires that certain aeronautical services and activities be furnished and engaged in for the benefit of the general aviation flying public, and,

Whereas, the Authority, in recognition of the statutory prohibition against granting an exclusive right to conduct an aeronautical activity on the Airport imposed by Section 308 of the Federal Airport Act and in contractual obligations contained in certain contracts between said Authority and the United States of America relative to the expenditure of Federal funds for the development and operation of said Airport, desires that all such commercial aviation aeronautical activities be conducted on said Airport in a fair and equitable manner.

Therefore, the Authority does hereby resolve that said aeronautical services and activities at said Airport shall hereafter be rendered by and engaged in by duly qualified operators so determined by the hereinafter established standards which are hereby adopted as the "Minimum Standards for Commercial Aeronautical Activities", as follows:

### **Section 1. Application Procedures**

Any applicant wishing to establish an aeronautic activity on the Airport which involves any element of commerce shall be furnished a copy of these Minimum Standards, as amended, and shall make application in writing to the Chairman of the Authority, setting forth in detail the following:

- a) The name and address of the applicant
- b) The proposed land use, facility and/or activity sought.
- c) The names and qualifications of the personnel to be involved in conducting such activity.
- d) The financial responsibility and technical ability of the applicant and operator to carry out the activity sought.

- e) The tools, equipment, services and inventory, if any, proposed to be furnished in connection with such activity.
- f) The requested or proposed date for commencement of the activity and the term of conducting the same.
- g) 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.

## **Section 2. Notice and Hearing**

Upon the filing of such an application with the Chairman of the Airport Authority, it shall be immediately referred to the Authority and considered at the next scheduled meeting. If no meeting is scheduled within forty-five (45) days from the filing of such application, a meeting shall be called for considering same and notice thereof given to the applicant.

If such application involves conduct of an aeronautical activity for commercial purposes, all other persons then conducting commercial aeronautical activities on said Airport shall be notified of the filing of such application and the time and place of the Authority meeting to consider the same together with such public notice as required by the Laws of the State of Tennessee. Upon consideration of the application, the Authority shall determine whether or not the applicant meets the standards and qualifications as herein established and whether or not such application should be granted in whole or in part, and if so, upon what terms and conditions, and shall as soon as practicable advise the applicant of the disposition in the matter.

## **Section 3. Lease or Contract**

Upon approval of any such application as submitted or modified, the Authority shall cause to be prepared a suitable lease or contract setting forth the terms and conditions under which the commercial aeronautical activity shall be conducted. In every instance the lease or contract shall be conditional upon the following:

- a) Original and continued compliance with the Minimum Standards of each authorized aeronautical activity. The lease or contract shall refer to and incorporate these Standards by reference. Failure to comply after notification shall constitute grounds for termination or cancellation of the lease or contract.
- b) Any structures or facility to be constructed or placed upon said airport shall conform to all safety regulations of the State of Tennessee and the Town of Greeneville, and shall conform to the requirements of current building codes and fire regulations of the Town of Greeneville; and any construction commenced will be diligently pursued to completion. Performance bonds commensurate with the value of the construction shall be required.

- c) The Authority shall reserve the right to modify or alter these Standards from time to time, however, any increase or expansion in the Standards shall not apply retroactively to an existing lease or contract but would be applicable at time of renewal or extension of any leasehold or contractual term.

#### **Section 4. Standard Requirements for all Operators**

1. Each individual or corporation desiring to conduct commercial aeronautical activities on the Airport must satisfy the Authority:
  - a) That the applicant has sufficient management experience and available personnel to conduct the proposed service or activity in an efficient and workmanlike manner.
  - b) That the applicant is financially responsible and able to provide the facilities and services proposed.
  - c) That the applicant has or can reasonably secure necessary certificates from the FAA or other authority where the same are required for the activity proposed.
  - d) Unless waived by the Authority in appropriate circumstances, that the applicant has or can furnish suitable insurance or bond to protect and hold the applicant, the Authority and the Town of Greeneville and Greene County harmless from any liability in connection with the conduct of the activity proposed.
2. The rate or charges for any and all activities and services of such operators shall be determined by the operator, subject to the approval of the Authority, and subject, further, to the requirement that all such rates or charges shall be reasonable and be equally and fairly applied to all users of the services.
3. No operator shall be permitted to operate at the Airport without a fully executed agreement with the Authority containing provisions for strict compliance with these Minimum Standards and regulations and containing such other special provisions as may be determined by the Authority to be necessary on account of any building or other construction which may be required under such agreement or any other special circumstances which may be applicable to such particular operator.
4. All operators shall abide by and comply with all state, county and city laws and ordinances, the rules and regulations of the Authority, the rules and regulations of the Tennessee Bureau of Aeronautics governing such Airport, and the rules and regulations of the Federal Aviation Administration.
5. All contracts and leases between such operators and the Authority shall be subordinate to the provisions of any existing or future agreement between the Town of Greeneville and Greene County and the State of Tennessee or the United States,

relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of State or Federal funds for the development of the Airport properties.

6. No operator shall sublease or sublet any premises leased by such operator from the Authority, or assign any such lease, without the prior written approval of the Authority and any such subletting or assignment shall be subject to all of the Minimum Standards herein set forth.

## **Section 5. Requirements for Specific Operators**

### **a) Fixed Base Operator**

A Fixed Base Operator shall be only those individuals, corporations, or firms which are authorized by the Authority to engage at a minimum in and furnish the following aeronautical activities and services:

1. Sale of aviation fuel and oil
2. Tie-down, community hangaring, and parking
3. Ancillary aircraft ground services.

Each Fixed Base Operator shall:

1. At its sole expense maintain the lighting for all its facilities, including the fuel farm, and Community hangar.
2. Provide a Fuel Farm with (1) fuel storage tank with a minimum capacity of (10,000) gallons for JETA, (1) fuel storage tank with a minimum capacity of (10,000) gallons for AVGAS, protective dike, electric pumps, fueling hoses, piping and necessary support equipment to operate both fuel storage systems.
3. Provide Trained Line Personnel certified through an accredited Line Service Training Program and who are proficient in fueling and ground handling of aircraft in compliance with ATA 103 (Standard for Jet Fuel Quality Control), NFP 407 (Standard for Aircraft Fuel Servicing), and AC 150-5230-4A (Aircraft Fuel Storage Handling and Dispensing) standards and practices.
4. Provide sufficiently trained and certified personnel to maintain the fuel farm and all associated fueling equipment in accordance with NFPA 407, ATA 103, and AC 150-5230-4. All expenses incurred in maintaining and servicing the fuel farm, including the electricity to operate the facility, will be the sole responsibility of the Fixed Base Operator.
5. Provide personnel that are properly trained and demonstrate the skills necessary to be proficient in customer service.

6. Provide at least two (2) full-time properly trained and certified line employees to be on station at the fixed base operation, Monday-Friday from the hours of 0730-1930. One (1) such employee may be a working manager.
7. Provide at least one (1) properly trained and certified line employee to be on station, Saturday and Sunday from the hours of 0800-1900. Service consistent with the Fixed Base Operator's ordinary daily operations will be provided by the employee for customers remaining after 1900.
8. Provide a properly trained and certified line employee for "On-call" requests after normal business hours seven (7) days a week. "On-call" employees will respond to a call in one (1) hour time or less.
9. Require employees to be in uniform at all times.
10. Display "after-hours" and emergency phone numbers and contact names for the general public.
11. Require Line Personnel to marshal-in and marshal-out all corporate aircraft whenever possible.
12. Require Line personnel to use lighted guidance wands after dusk to marshal all aircraft.
13. Maintain and promptly answer the Unicom frequency during the hours of 0730-1930, Monday-Friday; and during the hours of 0800-1900, Saturday - Sunday. The Airport Authority shall direct responsibility for this task in the event of multiple General Fixed Base Operators.
14. Maintain and promptly answer the telephone with onsite personnel during the hours of 0730-1930, Monday-Friday, and 0800-1900 on Saturday-Sunday. Answering machine usage will be permitted for telephone calls received after business hours.
15. Maintain at least two (2) phone lines dedicated to incoming/outgoing telephone calls and a cordless phone for use by employee(s) that are working outside.
16. Maintain a public phone to be located on the exterior of the fixed base operation, ramp-side, to be used for aircraft arriving and needing services after hours.
17. Maintain a copier and fax machine available for customer use.

18. Provide signage for the exterior of the facility that identifies the name of the fixed base operator. The design and dimensions of the signage will meet the approval of the Airport Authority. Such signage will be kept in a presentable state, will be presented on one (1) side of the facility.
19. Provide customary catering and car rental services, or secure agreements from outside contractors for such services.
20. Log all incoming aircraft utilizing a system approved by the Airport Authority.
21. Provide a courtesy vehicle able to transport a minimum of at least four (4) customers in comfort. The courtesy vehicle must be kept clean inside and out at all times, full of gas, contain no visible stains or disagreeable odors in the interior, must have all the accessories operational, must not be damaged on the outside, and have a presentable finish to the exterior of the car.
22. Provide and utilize proper equipment for inflating aircraft tires, washing aircraft and aircraft windows and windshields.
23. Provide a clean conveniently located air-conditioned lounge/lobby with a minimum seating capacity of ten (10). The lounge will be furnished with at least two (2) couches, a television and VCR with cable service, and two (2) recliners, all of which shall be maintained in good and clean condition.
24. Provide a designated area outside the FBO furnished with patio furniture.
25. Provide a pilot's "snooze room" furnished with at least two (2) recliners which shall be maintained in good and clean condition.
26. Provide a kitchen area where coffee is provided.
27. Provide a refrigerator capable of holding at least two (2) catering trays and which shall be maintained in good and clean condition.
28. Provide an ice machine which shall be maintained in good and clean condition.
29. Provide clean conveniently located modern bathrooms.
30. Provide a weather room consisting of a flight planning area complete with a paid subscription to a meteorological weather service approved by the Authority.
31. Provide customary aviation periodicals for customer use.

32. Provide and utilize towing equipment capable of handling aircraft that frequent the Airport at least two (2) times in a six (6) month period.
33. Provide and utilize a Lavatory Cart or secure services of same.
34. Provide and utilize tow-bars of a type capable of handling aircraft that frequent the Airport at least two (2) times in a six (6) month period.
35. Provide and utilize rubber chocks suitably sized for all based and transient aircraft parked on the ramp or in the Community hangar.
36. Provide and utilize appropriate greeting mats, to be placed at the entrance of all arriving corporate aircraft.
37. Provide and utilize a storage rack appropriate for storing greeting mats and rubber chocks.
38. Provide and utilize appropriate traffic cones for placement at the wing tips of corporate aircraft while parked on the ramp.
39. Maintain adequate inventories of AVGAS and JETA fuels and appropriate oils to meet the ordinary requirements of the users of the Airport.
40. Promptly provide the Airport Authority with monthly fuel sales and transient aircraft activity.
41. Maintain compliance with all ADA requirements.

b) Aircraft Engine and Accessory Maintenance

All persons operating aircraft engine and accessory maintenance facilities whether as a fixed base operator or a specialized aviation service operator shall provide:

1. Sufficient hangar space to house any aircraft upon which maintenance is being performed.
2. Suitable storage space for aircraft awaiting maintenance or delivery. No aircraft shall be stored for salvage operations.
3. Adequate shop space to house the equipment and adequate 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 certified airframe and powerplant mechanic available during all hours of operation.
5. Screening from public view of all aircraft undergoing repair which are expected to be in a non-airworthy condition in excess of thirty (30) days.
6. Separately partitioned space with adequate exhaust fans and fire protection for spray painting if this type work is performed.

c) Flight Training

All persons conducting flight training activities whether as a fixed base operator or a specialized aviation service operator shall provide:

1. At least one (1) part-time properly certified flight instructor for single engine land airplanes.
2. At least one dual equipped single engine land aircraft properly equipped and maintained for flight instruction and such additional types of aircraft as may be required to give flight instruction of the kind advertised.
3. Continuing ability to meet certification requirements of the FAA for flight training proposed.

d) Aircraft Charter and Taxi Service

All persons operating aircraft charter and taxi service whether as a fixed base operator or a specialized aviation service operator shall provide:

1. Passenger lounge, rest room and telephone facilities as required of a general fixed base operator.
2. Adequate table desk or counter for checking in passengers, handling ticketing or fare collection, handling of luggage.
3. Properly certified suitable aircraft with a properly certificated and qualified operating crew, one of which shall be located at the airport and ready for departure Monday through Friday for at least eight hours of daylight operation, and at other times, stand-by units with crews available upon call within one hour's notice.
4. Tie-down spaces for a minimum of three (3) aircraft.



e) Aircraft Rental

All persons offering aircraft rental whether as a fixed base operator or a specialized aviation service operator shall provide:

1. Suitable office space for consummating rentals and the keeping of the proper records in connection thereof.
2. Hangar storage space to be used for at least one aircraft to be used for rental.
3. Adequate facilities for servicing and repairing the aircraft or satisfactory arrangements for such service and repair.
4. Upon reasonable notice, a properly certified pilot capable of checking out prospective aircraft rental customers.
5. The minimum stock of readily expendable spare parts, or adequate arrangements for securing spare parts required for the type of aircraft and models rented.
6. Proper check-out lists and operating manuals on all aircraft rented.

f) Skydiving

All persons offering skydiving whether as a fixed base operator or a specialized aviation service will be required to conduct operations i/a/w Part 105 of the Federal Aviation Regulation, the pertinent parts of the Aeronautical Information manual, and the United States Parachute Association Skydiver Information Manual.

*Approval:* Unless prior written approval has been given by the Greenville/Greene County Airport Authority, no person may make a parachute jump, and no pilot in command of an aircraft may allow a parachute jump to be made from that aircraft over or onto the Greenville/Greene County Municipal Airport.

*Qualifications:* Persons making jumps onto the Greenville/Greene County Airport may do so only as members of the United States Parachute Association and must do so through a local USPA group. Students receiving training from a USPA Jumpmaster, Instructor, or Instructor/Examiner are exempt from this requirement.

*Drop Zones:* Persons making parachute jumps on to the Greenville/Greene County Municipal Airport must utilize designated drop zones so designated by the Airport Authority.

***Pilot Responsibilities:*** The pilot in command of the jump plane bears the ultimate responsibility of the operation of the airplane i/a/w Federal Aviation Regulations and the Aeronautical Information Manual. He/She is responsible for the release of skydivers to exit the airplane, making all required radio communications from aircraft to aircraft and aircraft to ground.

***Safety and Training Advisor Responsibilities:*** Ensure that all skydiving activities are carried out i/a/w Federal Aviation regulation Part 105, the appropriate sections of the Aeronautical Information Manual, The United States Parachute Association Skydiver Information Manual, and the Minimum Standards for Aeronautical Activities for the Greeneville/Greene County Municipal Airport.

***NOTAMS:*** Appropriate NOTAMS must be filed for the jumping activity to be conducted. This is the responsibility of the USPA Safety and Training Advisor of the group conducting the jump.

***Radio Requirements:*** The jump plane being utilized will have the capability to monitor and transmit on both ATC and Local UNICOM frequencies. If either of the required radio communications systems become inoperative, the jumping activity will be abandoned. The group conducting the jumping activity will have the responsibility to provide a person at the drop zone with a radio to announce on local UNICOM "All skydivers are on the ground at the Greeneville Airport".

***Departures:*** Departing aircraft will announce their departure, direction of flight, and designate "skydiver on board for \_\_\_\_\_ thousand feet". If possible the climb to jump altitude will not be conducted over densely populated areas.

***Announcements:*** Upon reaching the desired jump altitude and when appropriate the pilot will make the following announcement on UNICOM frequency prior to the jumping activity:

"Three minutes to jump".

"One minute to jump".

"Jumpers away at \_\_\_\_\_ altitude and below".

***Note:*** Pilots should avoid releasing parachutes while in an airport traffic pattern when other aircraft in the pattern.

***Prohibited Maneuvers:*** Maneuvers by skydivers which may create a hazard to aircraft or personnel on the ground are strictly prohibited. Specifically low altitude, high speed approaches, also known as "hook turns" over taxiways, parking areas, or persons on the ground are strictly prohibited.

*Visual/Radio Contact:* The jump pilot will maintain visual contact, as much as possible, with the skydivers and maintain radio contact, on the local Unicom frequency, with the drop zone, until the skydivers reach the ground. At that time the Drop Zone will announce "All skydivers on the ground Greeneville Airport", then the jump plane will announce, "All skydivers on the ground Greeneville Airport".

*Descent:* The jump plane will make its descent from jump altitude to pattern altitude then enter the pattern making an approach using left hand turns i/a/w Part 91, FAR. The jump plane will not make a steep spiraling descent within the pattern as this type of descent conflicts with the normal traffic pattern flow.

g) Combination Activities

All persons conducting a combination of the specific activities listed herein above shall not be required to duplicate the requirements of the individual activities where the requirement of one activity is sufficient to meet the requirement of the other activity.

**Section 6: Airport Management**

The operation of the Airport is governed by the Greeneville-Greene County Airport Authority. The Airport Manager has been given the authority to act for the Authority to ensure compliance with these Minimum Standards. All Operators shall cooperate with the Airport Manager. Any dispute between an Operator and the Airport Manager with respect to these Minimum Standards shall be resolved by the Authority which resolution shall be final and binding in the absence of a finding that the Authority acted in an arbitrary or capricious manner.