

Rockwood Municipal Airport

258 Rockwood Airport Road

Rockwood, TN 37854

Phone: 865.354.3023

MINIMUM STANDARDS

Sponsor: City of Rockwood

110 N. Chamberlain Ave.

Rockwood, TN 37854

Airport Steering Committee

Darryl Meadows, Chair

Gene East

Glen Long

Definitions

1. **Agreement or contract** as used herein contemplates and includes the lease of City-owned property (referred to henceforth as Leased Premises) and permission for Lessee to use such City-owned property for the operation of a commercial activity. The lease must be in writing, executed by other parties, and enforceable by law.
2. **Airport** shall mean the Rockwood Municipal Airport and the airfield operating area.
3. **Airport Sponsor** is the City of Rockwood, Tennessee who is governed by a Mayor and City Council with appointed representatives functioning through an Airport Steering Committee to deal with airport matters and make recommendations to the City Council.
4. **Airport Manager** is the person designated and approved by the city to act in behalf of the city on routine matters pertaining to the approved agreement within the scope of the job description.
5. **Leased Premises** are designated areas of the Airport property as described in the individual lease agreement.
6. **Aeronautical Activity** is any activity conducted on airport property that makes the operation of an aircraft possible or that contributes to or is required for the safe operation of aircraft.

Sample activities would be the following, but not inclusive or limiting: Charter operations, Pilot training, Aircraft Rental, Sightseeing, Aerial surveying, crop dusting, Aircraft Sales and Service, Aviation fuel and oil sales, Repair and maintenance of aircraft, sale of aircraft parts.

7. **Aviation-Related Activity** is any activity conducted on airport property that provides service or support to aircraft passengers or air cargo. The following lists are examples of aviation-related activities as opposed to aeronautical activities: Ground transportation, restaurants, auto parking lot, concessions among others.

8. **Air Charter** is an entity that provides on-demand, non-scheduled passenger service in aircraft having no more than 30 passenger seats and operates under federal aviation regulations (FARs).
9. **Aircraft Maintenance** is the repair, maintenance, adjustment or inspection of aircraft. Major repairs include major alterations to the air-frame, power plant, and propeller as defined in Part 43 of the FARs. Minor repairs include normal, routine annual inspection with attendant maintenance, repair, calibration adjustment, or repair of aircraft and their accessories.
10. **Airport Operating Area (AOA)** is the ramp, apron, runway, and taxiway system at the airport.
11. **Airport Layout Plan (ALP)** is an engineers drawing depicting the physical layout of the airport that identifies the location and configuration of runways, taxiways, buildings, roadways, utilities, nav aids, etc. The ALP must also show planned airport development.
12. **Apron** refers to the paved area suitable for aircraft staging and parking.
13. **Assurance** is a provision contained in a federal grant agreement to which the recipient of federal airport development assistance has voluntarily agreed in consideration for the assistance provided.
14. **Commercial Aeronautical Activity** denotes any aeronautical activity intended to secure earnings, income, compensation, or profit, whether or not such objectives are accomplished.
15. **Commercial Aviation Operator** is a commercial aviation operator who may be classified as either a fixed base operator (FBO) or a specialized aviation service operator (SASO).
16. **Entity** is a person, persons, firm, partnership, a limited liability company, corporation, unincorporated proprietorship, association or group.
17. **Equipment** includes personal property and machinery together with the necessary supplies, tools, and apparatus necessary for the proper conduct of the activity being performed.

18. **Exclusive Right** is a power, privilege, or right that excludes another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred by express agreement, by the imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties but excluding others would be an exclusive rights.
19. **FAA:** Federal Aviation Administration
20. **FAR:** Federal Aviation Regulation
21. **Fixed Base Operator (FBO)** is an entity that is authorized and required by agreement with the airport to provide, at a minimum, the following aeronautical activities at the airport: Sale of aviation fuel and oil, Tie-down, hangaring, and parking, Aircraft maintenance, Flight instruction, etc.
22. **Grant Agreement** is any agreement made between the sponsor and a representative of the FAA who is acting in behalf of the United States in following federal guidelines regarding airport purposes and conveyance of affected land.
23. **Minimum Standards** refers to a criteria established by the airport owner as minimum requirements that must be met by businesses in order to engage in providing on-airport aeronautical activities or services.
24. **Invasion of Air Space:**

These operations may be approved only by the digression of the Airport Manager and Airport Steering Committee decision.
- A. **“ULTRALIGHT VEHICLES”** shall mean a Vehicle that is used or intended to be used for manned operation in the air by a single occupant; is used or intended to be used for recreation or sport purposes only; does not have any U.S. or foreign airworthiness certificate; and if un-powered, weighs less than 155 pounds; or if powered: weight less than 254 pounds empty weight, excluding floats and safety devices which are intended for deployment in a potentially catastrophic situation; has a fuel capacity not exceeding five U.S. gallons; is not capable of more than 55 knots calibrated airspeed at full power in level flight; and has a power off stall speed which does not exceed 24 knots calibrated air speed, or as otherwise defined by Federal Aviation Regulations Par 103.

B. **“PARACHUTE OPERATION”** means the performance of all activity for the purpose of, or in support of, a parachute jump or parachute drop. This parachute operation can involve, but is not limited to, the following persons: parachutist, parachutist in command and passenger in tandem parachute operations, drop zone or owner or operator, jump master, and certified parachute rigger, or pilot; or as otherwise defined by Federal Aviation Regulations Part 105.

C. **“PARACHUTIST”** means the person who intends to exit an aircraft while in flight using a single harness, dual parachute system to descend to the surface; or as otherwise defined by Federal Aviation Regulations Part 105.

ROCKWOOD MUNICIPAL AIRPORT

INTRODUCTION.

In order to encourage and ensure the provision of adequate services and facilities, the economic health of, and the orderly development of aviation and related aeronautical activities at the Rockwood Municipal Airport, the Airport Steering Committee with approval of the Rockwood City Council has established these minimum standards and requirements.

The following sections set forth the minimum standards prerequisite to a person or entity operating upon and engaging in one or more commercial aeronautical activities at the airport. The minimum standards are in a flux of change with continuing revisions to meet new regulations. Any person or entity engaging in aviation operations and/or aeronautical activities at the airport will be required to comply with all applicable federal, state, and local laws including ordinances, codes, and other similar regulatory measures pertaining to such activities.

STATEMENT OF POLICY

The Rockwood Municipal Airport intends to operate, manage, plan, finance, and develop the airport for its long-term financial health and safety in a manner consistent with accepted airport practices and applicable federal, state, and local policies and regulations.

Accordingly, all applicants who perform commercial aeronautical activities at the airport shall be accorded a fair and reasonable opportunity, without unlawful discrimination, to qualify and to complete (if applicable) to occupy available airport facilities. All agreement signees will be subject to the minimum standards as established by the City of Rockwood specifically applying to persons or entities after the date of the latest revision of these Minimum Standards. Agreements will be written and operating within the parameters of its inclusion within the Minimum Standard.

However, the granting of rights and privileges to individuals and businesses to engage in aeronautical activities shall not be construed in any manner as affording any operator any exclusive right for use of the premises and/or facilities at the airport, other than those premises which may be leased exclusively to any operator, and then only to the extent provided in a written lease and/or permit. If there is any conflict between these regulations and standards and any law, rule, regulations, order or ordinance of any governmental agency cited in this Section exercising the same or similar jurisdiction, the latter will prevail.

SECTION 1-1 AIRPORT MANAGER.

The person designated as Airport Manager is hereby authorized and empowered to enforce, and is hereby charged with the duty of enforcing, the rules and regulations herein adopted and under jurisdiction of the Rockwood City Council.

SECTION 1-2 GENERAL RULES AND REGULATIONS.

- (A) Operations. The City, either directly or through its authorized representative, may suspend or restrict any or all operations without regard to weather conditions whenever such actions are deemed necessary and in the interest of safety.
- (B) Conduct of Business.
 - (1) **Commercial use.** No person, firm, or corporation shall use the Rockwood Municipal Airport as a primary or secondary base or terminal for the carrying on of any aviation activities for which payment has been or is to be received without first securing a permit or contract from the City and paying the fees and charges prescribed for such privileges.
 - (2) **Concessions.** No person shall engage in the sale of refreshments, gasoline, oil or any other commodity or service, nor shall any person solicit funds from the public at the airport for any purpose, nor shall any person distribute or display signs, advertisements, handbills, circulars, or other printed or written matter at the airport except with the written approval of the City and in the manner prescribed and upon payment of the rates and charges set by the City for such purpose.
 - (3) **Leases.** Leases will 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. A deposit for first and last month = s fee shall be paid at lease signing. Failure to pay fees = for 60 days will be cause for cancellation of lease and eviction.
 - (4) **Reversion clause.** At the end of the lease period or termination, all buildings with attached permanent equipment revert back to the City of Rockwood as owner.

- (5) **Subleasing** Any subleasing of services that include a portion of lessee = s building must be approved by lessor. Lessor shall receive 10% of the gross revenue generated by sublease.
- (6) **Lease Transfer.** Lessee may not, at any time during the term of this lease, assign, or transfer this agreement or any interest therein, without the written consent of Lessor; the Lessee shall have the right to lease that portion of the buildings placed on the premises by Lessee which are not needed by Lessee in the operation of his business with the approval of the Lessor.
- (7) Any Lease Holder utilizing a portion of any public use area may not interfere with public access.
- (C) Roads, walks, ramps, taxiways, runways. No person shall use the roads, walks, ramps, taxiways or runways in such a manner as to obstruct their proper use.
- (D) Records. Every company or organization operating at the airport shall maintain an up-to-date file containing the name, address, telephone number, and occupation of all employees, pilots and owners of aircraft based on its premises. This information shall be available to the City on request.
- (E) Construction, alterations, electrical wiring. No person shall do any construction, alteration work or electrical wiring in or to any building on the airport without first securing written permission from the City. Any construction shall comply with City's regulations and applicable local, state, and federal regulations and applicable codes.
 - (1) Adding a building or building alteration on Leased Land: lessee desiring to build will submit a plan to the Airport Steering Committee. It is the Lessee = s responsible to submit required state and federal forms. The Airport Steering Committee will review the current ALP for compliance. Final approval must be made by the Rockwood City Council. Construction of a new building will require an amendment to the land lease. Alterations of an existing building will be submitted in advance and approved before construction begins.
 - (2) Steps for construction on leased property by lessee: 1) Submit a comprehensive plan including intended use, how it will meet all regulations of city, TDOT and FAA, 2) Submit a business plan for a five-year period showing how this building will benefit the airport through lessee(s) resources, 3) A building must meet minimum current size

requirements, type of construction materials, and construction method.
4) A building addition will require a new lease with clear terms defined.

The current ground rental rate is established by the City upon recommendation of the Airport Steering Committee. Any reduction in the normal established rates and charges due to private investments, will be done in accordance with quantifiable methods predetermined by the Airport Steering Committee and approved by the City.

- (F) Malfunctions. The malfunctioning of any airport equipment or building shall be reported to the office of the Airport Manager in an effort to have the same corrected.
- (G) General. No person shall operate any motor vehicle on the airport except in a safe and reasonable manner.
- (H) Ramps and aprons. Except for authorized motor vehicles, all automobile traffic and similar vehicular traffic is prohibited from the main ramp area. Authorized vehicles are restricted as follows:
 - (1) Automobile parking on the ramp areas is prohibited. Automobiles must be parked at designated locations in front of the terminal building or with special permission of Airport Manager. See Fee/Charge schedule for consideration of long-term parking or special circumstance.
 - (2) The vehicle entrance gate area must be closed at all times. It will be each user responsibility to ensure that the gate is closed immediately after entering or exiting the gate. Additional security requirements may be imposed on airport users by the Airport Commission or Airport Manager.
 - (3) Landing areas. Only authorized persons including but not limited to FAA, TDOT and City officials shall operate vehicles on the landing areas of the airport. Authorized persons operating vehicles on the landing areas of the airport shall notify the Airport Manager prior to entering and after leaving the aircraft operating area.
 - (4) Control. All motor vehicles and mobile equipment shall be operated so as to be under the safe control of their drivers at all times and taking into consideration existing traffic and road conditions.
 - (5) Accidents. All accidents and witnesses thereto in which a motor vehicle or mobile equipment is involved shall be reported promptly to the office of the Airport Manager who shall immediately notify the City.

- (I) Use of ramps and aprons. No persons shall be permitted to loiter or otherwise enter aircraft aprons, hangars, and ramps unless carrying out duties pertaining to the servicing of aircraft or equipment and when going and coming from aircraft except where otherwise approved by Airport Manager.
- (J) Intoxication. No person under the influence of an intoxicant or narcotic drug shall operate a motor vehicle or mobile equipment on the airport.
- (K) Disorderly conduct. No person shall commit any disorderly, obscene, or indecent act or commit any nuisance on the airport.
- (L) Alcoholic beverages. No person shall consume alcoholic beverages or narcotic drugs anywhere on the airport. Persons under the influence of alcohol or narcotics will be refused use of and admittance to any part of the airport.
- (M) Gambling. No person shall engage in or conduct gambling in any form or operate gambling devices anywhere on the airport.
- (N) Property damage. Any and all airport property destroyed, injured, or damaged by accident or otherwise shall be paid for by the party or parties responsible for such destruction, injury, or damage thereto.
- (O) Firearms or explosives. No persons except law enforcement officers, FAA personnel duly authorized, those authorized by the State of Tennessee, and members of the armed forces of the United States on official duty shall carry any firearms or explosives at the airport without the written permission of the City.
- (P) Sanitation. No person shall dispose of garbage, papers, refuse, or other materials on the airport except in the receptacles provided for that purpose. No person shall use restrooms other than in a proper and sanitary manner and shall not commit any nuisance in connection, therewith.
- (Q) Use of ramps and aprons. No persons shall be permitted to loiter or otherwise enter aircraft aprons, hangars, and ramps unless carrying out duties pertaining to the servicing of aircraft or equipment and when going and coming from aircraft except where otherwise approved by the Airport Manager.
- (R) BALLOON OPERATIONS
 1. Balloon operators must contact the Airport Manager before their first operation of any balloon at the airport.
 2. Balloon pilots are required to have a radio and monitor Unicom on frequency 122.8.
- 3. All FAA regulations pertaining to balloon flight must be followed.
- (S) GLIDER OPERATIONS or ULTRA LIGHT OPERATIONS

All glider operations must be conducted in accordance with current Federal Aviation Regulations Part 91 and current Airport Operational Directives, and approved in advance by the Airport Manager.

All ultra light operations are subject to Federal Aviation Regulations Par 103 and must be approved in advance by the Airport Manager/Airport Steering Committee.

(T) KITES, MODELS, BALLOONS PROHIBITED

No kites, model airplanes, tethered unmanned balloons or other objects constituting a hazard to Aircraft operations shall be flown on or within the vicinity of the Airport. The only exception being special model airplane events given written permission by Airport Manager/Airport Representative.

(U) PARACHUTE OPERATION

The sport of parachuting is ill-advised because of down shears and updrafts/downdrafts that constantly change. The terrain is very dangerous and unadvised for all but no-recourse emergency only. Any question should be brought to the Airport Manager for discussion with the Airport Steering Committee.

SECTION 1-3 FIRE HAZARDS.

- (A) Non-Smoking Environment. No person shall smoke on the airport apron, in the hangars, or in any other area in violation of posted No Smoking signs and in no case at a distance less than fifty feet from any aircraft or storage area for inflammable materials. Only authorization of the Manager or a representative can give permission for smoking anywhere on the Aeronautical use property based upon per incident per person.
- (B) Refueling aircraft. It is required that all aircraft be grounded in an approved manner during all refueling operations.
- (C) Fire equipment. No person shall remove or cause to be removed from its holder, container, reel, or bracket any equipment or device used in fire prevention except in case of emergency or fire.
- (D) Elimination of fire hazards. All firefighting apparatus shall be kept clear of obstruction at all times. When an agent of the City has notified any lessee, tenant, or other person at the airport to correct or eliminate any fire hazard on the airport for which the person is responsible, such lessee, tenant or other person shall correct or eliminate such hazard in the manner and within the time prescribed in the notification received by such person.

SECTION 1-4 AIRPORT PROPERTY

- (A) Airport property. All persons having entered upon the airport property shall be governed by the rules and regulations therein prescribed, and by instructions of the City relative to the use or occupation of any part of the airport property.
- (B) FAA air traffic rules. The air traffic rules as established by the FAA and currently in effect, or as subsequently revised or amended, are hereby adopted by reference and made a part of these rules as fully as if the same and each and all of them were set forth herein.
- (C) Aircraft storage. Aircraft shall be stored or parked in spaces designated for that purpose by the Airport Manager.
- (D) Securing of unattended aircraft. No aircraft shall be left unattended on the airport unless properly secured or within a hangar. All aircraft shall be chocked. Owners of such aircraft shall be held responsible for any damage resulting from failure to comply with this rule.
- (E) Parking of aircraft. No aircraft shall be parked or left unattended unless reasonably clear of runways, taxiways and parking aprons unless permission is secured from the Airport Manager.
- (F) Self-servicing aircraft. An aircraft owner, as described in the Federal Aviation Administration Advisory Circular 150/5190-5, may tie-down, adjust, repair, refuel, clean, and otherwise service the owners own aircraft, provided the service is performed by the aircraft owner or the owners employees with resources supplied by the aircraft owner.

In order for an employer-employee relationship to meet the requirements of this section, an employer pays the individual employee wages and reports those wages to federal and state agencies using employer reporting forms as required. This includes filing the appropriate state and federal income tax and social security withholding forms and complying with state laws on Workers Compensation. Any individual wishing to be recognized as an employee must pay required employee taxes and withholding.

- (G) Disabled aircraft. Aircraft owners, their agent, or their pilot shall be responsible for the prompt disposal of disabled aircraft and parts thereof on the airport unless required or directed to delay such action pending an investigation of an accident or unless written permission is received by the Airport Manager.

- (H) Full control of aircraft required. All aircraft shall be taxied under full control at reasonable speeds. Following a landing or prior to take off as well as taxiing, the pilot shall ensure that there is no danger of collision with other aircraft.
- (I) Starting, running, and warming of engines. No aircraft engine shall be started or run unless a competent operator shall be attending the controls. Chocks shall always be placed in front of the main landing wheels before starting the engine(s) unless the aircraft is equipped with adequate locking brakes which are on. Engines shall not be operated in such a position that hangars, shops, other buildings, spectators, automobiles, or other aircraft shall be in the path or propeller wash. The engine(s) of aircraft shall not be started inside hangars at any time.
- (J) Proper consent and authority required. No person shall take or use any aircraft, aircraft parts, instruments or tools thereof owned, controlled, or operated by any other person while such aircraft, aircraft parts, instruments, or tools are stored, housed, or otherwise left on the airport or within its hangars or buildings without the written consent of the owner or operator thereof, or satisfactory evidence of the right to do so duly presented to the attendant in charge.
- (K) Accident reports. Witnesses of and participants in any accident on or within the airport shall make a full report thereof to the City as soon after the accident as possible giving the names, addresses, and details of the accident.
- (L) Damage to airport property. Any and all airport property destroyed, injured, and damaged by accident or otherwise shall be paid for by the party or parties responsible for such destruction, injury, or damage thereto.
- (M) Glider / Ultra Light / kits / model operations. Consultation with Airport manager is necessary prior to any activity *and submitted to the Airport Steering Committee. A final decision will be made by the Airport Steering Committee.*
- (N) Parachute jumps. Consultation with Airport Manager is necessary before any actual parachute jump. The FBO operation will meet or exceed the Basis Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR Part 105, and related FAA Advisory Circulars. The jump plane pilot must hold an FAA commercial pilot certificate and appropriately rated for the aircraft being operated. *Any request to conduct this activity will go to the Airport Steering Committee for a final decision.*
- (O) Demonstrations. No experimental flight or ground demonstrations shall be conducted on the airport property or in an air traffic pattern without the prior written approval of the Airport Manager.

SECTION 1-5 AIR TRAFFIC REGULATIONS.

- (A) Traffic pattern. Traffic patterns for the airport shall be standard left-hand traffic. Traffic pattern procedures as posted on the bulletin board in the main airport terminal building shall be followed at all times.
- (B) Taxi pattern. Aircraft shall taxi to and from runways on approved taxiways. Aircraft will clear the runway as soon as practical after landing.
- (C) Holding. All pilots shall park their aircraft behind run-up lines to check engines and shall clear incoming and outgoing traffic. All landing traffic in the pattern has priority over aircraft on the ground.
- (D) Takeoffs and landings. All takeoffs and landings shall be made from the paved runway in the direction indicated by the wind indicator.
- (E) Aerobatics. No aircraft shall be flown within the airport traffic pattern in maneuvers other than those required in normal routine operation.
- (F) Safety. Pilots operating aircraft in the vicinity of and on the airport shall at all times do so in a manner that will insure maximum safety to other aircraft, property, and persons and consistent with the federal rules and regulations.

SECTION 1-6 HANGAR RENTERS.

All persons renting a hangar or hanger space must execute a hangar rental agreement, the basic form of which shall be approved by the Airport Committee.

SECTION 1-7 AIRPORT LIABILITY.

Neither the City, Airport Committee, Airport Manager, their agents or employees shall be liable for loss, damage, or injury to persons or property arising from accident, incident, or mishap of any nature whatsoever and/or from any cause whatsoever to any individual, aircraft, or property occurring on the airport or in the use of the airport facilities.

SECTION 1-8 PENALTIES.

Any person operating or handling any aircraft, operating any vehicle equipment or apparatus, or using the airport or any of its facilities in violation of any of these rules and regulations, or refusing to comply therewith, may be promptly removed from the airport by or under the authority of the City and such person may be deprived of and refused the further use of the airport and its facilities for such length of time as may be required to insure the safeguarding of the same and the public and its interests therein.

In addition, any person who violates any of the rules in this Chapter or regulations adopted pursuant thereof of the City, may be tried in a court of law and may be fined not less than ten dollars (\$10.00) nor more than the maximum allowed by law.

SECTION 2-1 PERMISSIBLE ACTIVITIES.

Permissible aeronautical activities subject to the standards for commercial and independent operators include but are not limited to:

- (A) aircraft maintenance and repair;
- (B) flight training services;
- (C) aircraft rental service;
- (D) air taxi and charter service;
- (E) radio and instrument services;
- (F) aircraft sales
- (G) crop dusting, seeding, spraying and bird chasing;
- (H) aerial photography or survey;
- (I) banner towing and advertising;
- (J) aviation maintenance technical training;
- (K) aircraft washing, cleaning, painting or refurbishment; and,
- (L) car rentals.
- (M) fuel and oil services

SECTION 2-2 MAINTENANCE / MANAGEMENT AGREEMENT.

Nothing herein contained shall be construed as to limit the right of the City to enter into a contract and agreement with a general fixed base operator which is separate and distinct from the lease agreement with respect to the maintenance and overall supervision of the airport and to designate such operator as the Airport Manager.

SECTION 2-3 FEES AND CHARGES.

Every person or company authorized to sale products at the City of Rockwood Municipal Airport shall collect and pay to the City a fuel flowage fee at the rate established by the Airport Steering Committee for AV Gas, Jet fuel used, and for oil sold or used per individual lease agreement. Rates and charges shall be periodically reviewed by the Airport Committee and shall be established in a manner consistent with federal and state grant assurances.

SECTION 3: MINIMUM STANDARDS FOR FIXED BASE OPERATORS

SECTION 3-1 AIRPORT OPERATORS - GENERAL REQUIREMENTS.

The following general requirements shall apply to all commercial aeronautical activities at the airport-an operator engaging in a commercial aeronautical activity or activities at the airport must comply with the general requirements of this section.

1. **Agreement.** No entity shall conduct a commercial aeronautical activity unless a valid agreement authorizing such activity has been entered into by the entity and the airport City of Rockwood- The agreement will have a maximum initial term of 20 years with five-year reviews regarding terms, lengths, rents and other pertinent changes in airport environment and/or ALP. At the request of the service provider. the airport owner/operator may provide for optional extensions of the agreement under agreed-upon terms and conditions.

The agreement will present the terms and conditions under which the activity will be conducted at the airport, including but not limited to: term of the agreement, rentals, fees and charges; and the rights and obligations of the respective parties.

2. **Fees and Charges** *The Lessor maintains a fee/charge chart that is periodically updated and approved by city council.*
3. **Leased premises.** Under the terms and conditions applied to specialized aviation service operations (SASO), a ground rental lease may not be required. For all others, the following leased premise guide lines apply.

The operator shall lease, sublease, or construct sufficient ground space, facilities, and accommodations for the proposed aeronautical activity. When more than one activity is proposed or when the operator will be conducting activities from an FBO leasehold as an approved sublease, the minimum lease terms may vary depending on the nature of each activity.

The operator must provide a full description and conceptual drawing if required of the location of the ground space, facilities, and accommodations to be utilized for the operator's proposed aeronautical activity. The operator must also provide a schedule of development and identify the location of aircraft parking and staging areas, vehicle parking, and purpose of use areas.

The proposed ground space shall include an appropriate aircraft parking apron

with tie-down and/or hangar facilities sufficient to accommodate the current aeronautical activity and the types of general aviation aircraft frequenting the airport. Ground space shall also accommodate paved road ways and vehicle parking facilities which do not enter the AOA.

The facilities and floor space allotments shall include office and customer lounge facilities which must be properly heated, ventilated, cooled, and lighted General aviation user accommodations shall include telephones for customer use, restrooms, and sufficient on-site customer vehicle parking spaces.

4. **Site Development.** Detailed development plans must be submitted to the airport owner through the airport manager's office. All construction plans must be submitted for approval prior to modification or construction of any building, hangar, or other aeronautical facility on the leased premises and must have been included in the current approved ALP (Airport Layout Plan).

Operators must maintain the leased premises in a neat and orderly condition and provide the necessary personnel to perform day to day operational duties and maintenance upon the facilities.

5. **A Business Plan.** A business history showing successful activity within a continuous 5-year period accompanied by audited reports and show evidence preparedness for an airport activity and the expected outcome. A proposed business layout plan to cover details for five years of operations and resource funding will need to be presented as part of the application process.
6. **Products and Services.** Products and services shall be provided on a fair, equal, and non-discriminatory basis to all users of the airport. These products and services shall be provided at fair, reasonable, and non-discriminatory prices. If lawful, reasonable and non-discriminatory discounts and other similar types of price reductions may be extended to like purchasers and users.
7. **Licenses permits, and Certifications.** The operator shall obtain and comply with all necessary licenses and permits for the conduct of anticipated activities at the airport required by the airport owner or any other duly authorized governmental agency having jurisdiction. The operator shall not engage in any activities at the airport prior to obtaining any certification required by the FAA.
8. **Personnel.** The operator shall have in its employ and on duty during defined operating hours, trained personnel in such numbers as are required to meet minimum standards herein. The operator shall also provide an employee in the office to supervise the operations the leased premises. This employee must be able to address the service and product needs of aircraft owners and pilots. Such person shall be authorized to represent and act for, and on behalf of, the operator during all business hours. All personnel are required to hold appropriate FAA certificates and ratings as applicable.
9. **Payment of rents and Fees.** No entity shall be permitted to engage in

commercial aeronautical activities unless said entity is current in the payment of all rents, fees, or other sums accruing to the airport under any and all agreements.

10. **Laws Rules and Regulations.** Any provider of commercial aero nautical activities and services at the airport shall engage in those activities only in accordance with alt applicable laws, rules, and regulations of the federal government, the state of Tennessee, and all other governmental bodies having jurisdiction, including the regulations of the FAA, the U.S. Department of Transportation, and the airport owner.

11. **Insurance Requirements.** The following insurance requirements apply to those operators who provide an aeronautical service on airport property:
 - !Comprehensive general liability insurance, including, if applicable. products, completed operations, and hangar keeper’s liability.

 - !Aircraft liability insurance. if applicable. For flight training and rental activities, the operator will be required to notify the customer as to whether or not any of the operator’s insurance coverage applies to the customer while using the operator’s aircraft.

 - !Workers compensation insurance, if applicable.

 - !Ground vehicle liability insurance, if applicable. Prior to using the airport property the operator will provide the airport with a certificate(s) of insurance identifying the policies described above with the City of Rockwood added as the additional insured on the operator’s policy. The certificate(s) wilt include a provision that gives the airport 30 days prior written notice of any modification or cancellation to the insurance policy. Other requirements are addressed within the actual lease agreement.

12. **Assignments, Subletting, and Encumbrances.** Proposed agreements between an authorized operator and another entity must receive prior written approval of the City of Rockwood. A request for such written permission, prepared in as much detail as required by the airport, will be submitted to the airport through the Airport Steering Committee for its review and approval, which will be completed in a timely fashion. This does not apply to activities provided for under the terms of an existing agreement, including rental to tie-downs and hangar space for aircraft storage. Permission will not be unreasonably withheld and response to requests will be made within 45 days of receipt by the airport

13. **Taxes.** The operator shall, at its sole cost and expense, pay any and all taxes, which now or in the future may be assessed against the lease hold land, improvements thereto, or otherwise assessed upon its operations.

14. **Signage.** The operator shall not erect, maintain, or display any sign on the leased premises or elsewhere on the airport unless he first obtains the prior consent of the airport manager. All signage must meet the requirements of the airport rules and regulations.
15. **Environmental Compliance.** All operators who dispense fuel, store fuel, and perform aircraft maintenance shall strictly comply with all federal, state, and local laws, rules, and regulations concerning the handling, use, and storage of fuel, oil, solvents, chemicals, and other hazardous materials.

Operators will first obtain approval from the Airport Manager before engaging in, or permitting on the leased premises, the stripping and/or painting of aircraft or any other vehicles.
16. **Safety of Others.** All aeronautical activities at the airport shall at all times be conducted with due consideration to the safety of all airport users, other persons, and property located at or about the airport.
17. **Hours of Operation.** Operators providing fueling, customer services, and ancillary services shall be available to the public a predetermined number of hours per day (at least 8 hours per day weekdays and reduced hours on weekends).
18. **Periodic Reviews.** The City of Rockwood reserves the right to review standards for FBO operators at any time and make corrections effective immediately.

19. **Commercial Activity.** All persons engaging in a commercial activity based at the airport are subject to regulation by the Airport Steering Committee. A commercial operator is a person or company approved by the Airport Commission to engage in an aeronautical activity as defined in Section 2-1 at the airport who has entered into a lease agreement with the City.

All persons wishing to engage in an aeronautical activity at the airport as a commercial operator must meet certain standards and have applied for and received written approval from the Airport Commission prior to engaging in the commercial activity. These standards include:

- (A) The operator will not receive exclusive rights to conduct a commercial activity at the airport.

- (B) The operator will not discriminate on a basis prohibited by applicable federal, state or local law or regulation.
- (C) The operator will enter into a hold harmless and indemnification agreement with the City.
- (D) The operator will provide insurance as required.
- (E) The operator will be qualified to perform the commercial activity as evaluated by education, experience, licensure, and legal status.
- (F) The operator will be able to perform activities safely and in compliance with applicable safety regulations.
- (G) The operator has provided evidence of ability to meet financial obligations.
- (H) The operator must have demonstrated ability to provide personnel, equipment, or supplies to adequately perform activity.

SECTION 3-2 APPLICATION.

Any person desiring to conduct an aeronautical activity on the airport as a commercial operator must apply in writing and provide detailed information as to:

- (A) applicants identity;
 - (B) its acceptance of the standards;
 - (C) description of the commercial activity for which permission is sought;
 - (D) detailed description of the space or facilities sought to be leased to conduct the activity, if any;
 - (E) information on the personnel, equipment, and inventory to be used in providing the activity and information as to ownership and availability;
 - (F) information on the licenses, certification, or experience proving the applicant = s technical ability and legal right to conduct the activity;
 - (G) a description of past and current commercial activities conducted at other airports, including information on any involuntary termination of such relationship or any litigation or claim filed against the applicant; and,
 - (H) other data which the Airport Commission may require for certain types of operations or from particular applicants.
- (See Exhibit A for sample application)

SECTION 3-3 REVIEW OF APPLICATIONS.

Applications to conduct an aeronautical activity on the airport as a commercial operator will be submitted to the Airport Steering Committee for review as to accuracy and completeness. Upon completion of an application, the Airport Manager shall submit the application with a recommendation on the application and the reasons therefore to the Airport Steering Committee. If the applicant seeks to lease space or facilities, the Committee shall make a recommendation to the Council on such request; any lease or contract shall be approved by the City Attorney. If no lease of space or facilities is required, the Committee may act on the application. Any grant of permission to conduct an aeronautical activity at a minimum, will obligate the operator to provide information to the Airport Committee upon request, to continuously maintain the agreed

upon amount of insurance, and to inform the Airport Manager of any change in the information contained in the application.

In addition, any grant of permission to conduct an aeronautical activity shall be subordinate to the provisions of any existing or future agreement between the City and 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 federal funds for the development of the airport.

SECTION 3-4 FEES.

The Airport Committee may charge a commercial operator for permission to conduct an aeronautical activity based on an activity fee or charge, or based on a combination of such fee or charge and a rental fee for leased space, facilities, and/or equipment. See current fee schedule.

(A) TEMPORARY FACILITIES.

If a building or facility required for a commercial operator to conduct an aeronautical activity is not available for lease, the applicant shall have the right to also submit a proposal for the use of such a building or facility in accordance with the terms, conditions, and standards established by the Airport Committee.

Commercial operators shall be responsible for all required federal and state permits and notifications (such as FAA Form 7460).

SECTION 3-5 AIRCRAFT MAINTENANCE AND REPAIR.

All commercial operators conducting the aeronautical activity of repair and maintenance services for general aviation aircraft shall perform such services with qualified FAA certified mechanics. All commercial operators of repair and maintenance services must lease hangar space at the airport for the storage of their equipment, supplies, and parts and for conducting their business operations. Hangar space leased by a commercial operator must be used for performing all maintenance and repair services offered except when outdoor engine running or testing is required.

Aircraft Service by Owner or Operator. It is clearly understood by the Lessee that no right or privilege has been granted which would operate to prevent any person, firm, or corporation from operating aircraft on the airport. All owner/operator maintenance shall be done in accordance with FAR Part 43, Appendix A, Section C, 1-28. All other maintenance or repairs shall be done by FAA certified mechanics who carry appropriate liability insurance.

SECTION 3-6 FLIGHT TRAINING SERVICES.

All commercial operators conducting the aeronautical activity of flight training services shall have a valid current certificate issued by the FAA. The operator must lease adequate space as defined by the Airport Committee but not less than one hundred square feet at the airport for ground school, preflight and post flight briefings, schedule flights and instructors, telephone inquiries, and other administrative needs.

SECTION 3-7 AIRCRAFT RENTAL SERVICES.

All commercial operators conducting the aeronautical activity of aircraft rental services shall have a valid current certificate issued by the FAA. The operator must lease adequate space as defined by the Airport Committee but not less than one hundred square feet at the airport for scheduling flights, telephone inquiries, and other administrative needs.

SECTION 3-8 AIR TAXI AND CHARTER SERVICES.

All commercial operators conducting the aeronautical activity of a taxi and charter service shall hold a valid and current FAA Air Taxi Commercial Operator Certificate in accordance with the requirements of Part 135. All aircraft shall be owned by or leased to the commercial operator by written agreement and must comply with the requirements of the Air Taxi Commercial Operator Certificate held. All pilots must be certificated with appropriate ratings to conduct the air taxi services offered with each aircraft. The commercial operator must lease adequate space as defined by the Airport Committee but not less than one hundred square feet at the airport for office and counter facilities to handle passengers, fares, and telephone inquiries, in addition to any other office locations.

SECTION 3-9: RADIO AND INSTRUMENT SERVICES.

All commercial operators providing the aeronautical activity of radio and instrument repair services must have personnel qualified by holding necessary FAA Mechanic and Federal Communications Commission (FCC) licenses to perform the various radio and instruments services so offered. The operation of a radio and instrument repair services requires the lease of office and shop area at the airport for the storage of equipment, supplies, and parts and for conducting their business operations. Hangar space leased by a commercial operator must be used for performing all radio and instrument services offered except when actual flight testing of equipment is required. The commercial operator must have sufficient equipment, supplies and parts to perform installations, calibrations and services in accordance with FAA, FCC, and manufacturer's requirements and recommendations.

SECTION 3-10 INDEPENDENT OPERATORS STANDARDS.

According to the Federal Aviation Administration Advisory Circular 150/5190-5 the airport may enter into an agreement that permits a person access to the airport, or portions thereof, for the purpose of performing an aeronautical activity as defined in Section 2-1 who does not lease premises from the City. Such a person is an independent operator who performs an aeronautical activity on the airport and is subject to regulation established by the Airport Commission. All persons engaging in an aeronautical activity on a commercial basis as an independent operator at the airport must have applied for and received written approval from the Airport Manager prior to engaging in the aeronautical activity. All persons wishing to engage in an aeronautical activity as an independent operator must meet the same standards as a commercial operator engaging in the same activity, as described in Sections 3-1 except for those requiring the leasing of space at the airport. The airports standards may include requiring the independent operator to:

- (A) register with the Airport Manager each time the operator enters the field to conduct a commercial activity;
- (B) provide information about utilization of the field;

- (C) provide proof of appropriate licenses and certificates pertaining to the activity being performed;
- (D) provide proof of insurance as required by the Airport Commission;
- (E) provide proof confirming approval from the tenant that the operator will be performing the service for;
- (F) pay the independent operator permit fee as defined by the Airport Committee; and,
- (G) demonstrate ability to conduct its activities in a manner that does not compromise the safety, security, and/or integrity of the airport and the ability to comply with applicable rules and regulations adopted by the Airport Commission.

In addition, any grant of permission to conduct an aeronautical activity as an independent operator shall be subordinate to the provisions of any existing or future agreement between the City and 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 federal funds for the development of the airport.

SECTION 4: AIRPORT STEERING COMMITTEE

A three-member airport Steering Committee has been appointed to oversee matters relating to the interest and development of the Rockwood Municipal Airport and make appropriate recommendations to the Rockwood City Council. The meetings of the committee are open to the public.

- (A) **SPECIAL CONSIDERATION.** *The current ground rental rate is established by the City upon recommendation of the Airport Steering Committee. Any reduction in the normal established rates and charges due to private investments, will be done in accordance with quantifiable methods predetermined by the Airport Steering Committee and approved by the City.*

SECTION 4-1: PURPOSES.

The purposes of the Airport Steering Committee are as follows:

- (A) promote the orderly growth, development, and use of the airport;
- (B) promote public safety at and around the airport;
- (C) oversee the operation of the airport and assure service to the citizens who use the airport, owners of airplanes located at the airport, and the traveling public who utilize the airport;

- (D) promote harmony between citizens who reside near the airport and the people who use the airport;
- (E) recommend a budget to the City Council and oversee compliance with the budget; and,
- (G) cooperate with the Tennessee Department of Transportation Division of Aeronautics and the FAA in the development and use of the airport.

SECTION 4-2: REPORTS TO CITY COUNCIL.

The Airport Steering Committee shall from time to time, and at least annually, report to the City Council regarding the status of the Rockwood Municipal Airport. The Committee does not have the authority to enter contracts on behalf of the City but shall recommend contracts and lease agreements to the Council.

Exhibit A
Sample application

(Additional information may be required at the discretion of the Airport Committee
due to the type of activity requested)

Date: _____

Applicant = s full name: _____

Current business name (if active): _____

Address: _____ City: _____ State/Zip: _____

Primary Contact Phone: _____ Secondary Phone: _____

E-mail: _____ Best time to call: between ____ and ____ am/pm

Sign here for Criminal/Drug activity Check: _____

Date: _____

Describe Intended Commercial Activity:

Space/facilities needed:

Number of personnel needed: _____. List equipment and inventory needed: _____

List Aviation licenses, certifications, and experience: _____

Describe past and current commercial activities conducted elsewhere that would prove your ability to perform intended operations.

Data unique to your operations:

Give 4 references listing name, address, phone, and how you know the person.

Other verification may include driver = s license, birth certificate.

Include a 5-year business plan listing resources, projected income, and impact upon the operations of the airport that include the following

1. A detailed description of all services that will be offered.
2. Amount of area required for proposed activities desired to lease.
3. Building space that will be required for activities.
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 of each of the owners and financial backers
8. Periods (days and hours) of proposed operation.
9. Amount and types of insurance coverage maintained.
10. Evidence of the projections for the first year and the succeeding 4 years.
11. Methods to be used to attract new business (advertising and incentives)
12. Amenities to be provided to attract business.
13. Plans for physical expansion, if business should warrant such expansion.
14. Additional requirements relative to unique proposed business activities