



**CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
AGENDA
February 26, 2016
9:00 A.M.**

I. CALL TO ORDER

II. ROLL CALL

- A. _____ Lou Patten (Chairman)
- B. _____ Verrill Norwood (Vice Chairman)
- C. _____ Lynn DeVault
- D. _____ Mike McCoy
- E. _____ Steve Wright

III. ACCEPTANCE OF MINUTES (January 2016)

IV. UPDATES

- A. Construction Updates (Mark Fidler)
- B. Director's Report (Mark Fidler)
- C. FBO Report (Taylor Newman)

V. UNFINISHED BUSINESS

- A. Update on Sale of NDB Property – South Lee Highway

VI. NEW BUSINESS

- A. Motion to Approve Correction to Previously Adopted Minutes from December 2015 Meeting (Page 1)
- B. Discussion and Approval of Airport Manager Position Description (Pages 2-5)
- C. Discussion and Approval of RFPs for FBO Services
- D. Discussion and Approval of Minimum Standards
- E. Discussion of FY17 Airport Budget (Page 6)

VII. BOARD MEMBER REPORTS

- A. Lou Patten**
- B. Verrill Norwood**
- C. Lynn DeVault**
- D. Mike McCoy**
- E. Steve Wright**

VIII. ADJOURNMENT

Next Scheduled Meeting – March 18, 2016

Informational Attachments:

Authority Attendance Log (Pages 7-8)
Payments (Page 9)

CLEVELAND MUNICIPAL AIRPORT AUTHORITY

- ROLL CALL -

MEETING DATE: February 26, 2016



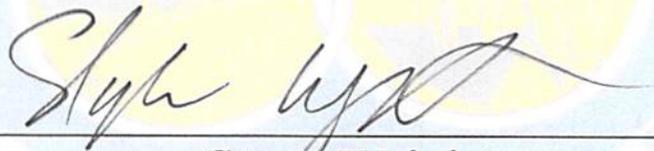
Lou Patten



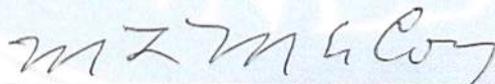
Verrill Norwood



Lynn DeVault



Steve Wright



Mike McCoy

CLEVELAND AIRPORT AUTHORITY

SIGN IN SHEET

MEETING DATE: 2-26-16

Name & Company Name: (<i>PRINT</i>)	Address:	E-mail:
1 <u>Russell H HIGGINS</u>	<u>CITY</u>	
2 <u>Paul Leach</u>	<u>CHART TFP</u>	
3 <u>Joyanna Love</u>	<u>CDB</u>	
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MINUTES
CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
December 4, 2015
10:00 A.M.



Be it recorded that the Cleveland Municipal Airport Authority met in a regular session on Friday, December 4, 2015, at 10:00 a.m. in the Cleveland Municipal Council Room.

MEMBERS PRESENT: Lou Patten, Verrill Norwood, Mike McCoy, Steve Wright and LeRoy Rymer, Jr.

MEMBERS ABSENT: None

CITY STAFF: Kristi Powers (PW Support Services Manager), Mark Fidler (Airport Manager), Renea Brown (Recording Secretary), John Kimball (City Attorney), David Davis (City Reporter), Randall Higgins (City Reporter), Melinda Carroll (Assistant City Manager), Janice Casteel (City Manager), Cathy Long (Purchasing Assistant), Mayor Rowland and Shawn McKay (City Clerk)

FBO STAFF: Taylor Newman

CONSULTANTS: None

GUESTS: Patrick Butler (Jones Airways), Shaun Berry and Jenni Fidler (*not on sign-in sheet*)

MEDIA: Joyanna Love (Cleveland Banner) and Steve Crass (Cleveland Banner)

CALL TO ORDER

The meeting was called to order by the Chairman, Lou Patten, at 10:02 a.m.

ROLL CALL

Chairman Patten called the roll and is recorded above as Members Present.

ACCEPTANCE OF MINUTES

The Chairman called for a motion to accept the minutes from the October 16, 2015, meeting. Verrill Norwood so moved, seconded by Mike McCoy and was unanimously passed.

UPDATES

Construction Update (and slide show presentation)

Mark Fidler reported the Southeast Jet Center pad will be poured this coming Tuesday. Their steel is in position on the field and the erection crew will start as soon as the pad is ready.

City of Cleveland

Job Description

Job Title: Airport Manager
Department: Cleveland Regional Jetport
Reports To: City Manager and Cleveland Municipal Airport Authority

FLSA Status: Exempt
Prepared By: HR Department
Prepared Date: 02/10/2016

SUMMARY

The Airport Manager manages the airport activities, including planning and promotion of airport services and projects. He advises the Cleveland Municipal Airport Authority on the activities of the airport, on-going construction projects, manages the budget, seeks grants for future capital projects, and works with state officials for airport improvement projects. The Airport Manager is under the general supervision of the Cleveland Municipal Airport Authority and the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as the Cleveland Municipal Airport Authority's representative at the Cleveland Regional Jetport.

Attends all Cleveland Municipal Airport Authority meetings.

Ensures that all policies and procedures of the Airport Authority are carried out in a professional manner and in the best interest of the City of Cleveland.

Assesses a variety of emergency situations requiring airport closure or other altered operations such as snow-plowing, ice removal or other extreme weather conditions, bomb threats, fire, crashes or other emergencies. Notifies State and Federal agencies of airport-related accidents and incidents, as appropriate.

Monitors and ensures airport operations, FBO activities, and airport tenants comply with all applicable Federal, State, and local regulations and the Airport Minimum Standards.

Works with various construction managers to ensure projects comply with airport minimum standards, rules, and regulations.

Negotiates airport leases, contracts, and agreements and submits for Airport Authority approval. Processes airport accounts receivable; calculates tenant and concession receivables; prepares and distributes invoices; collects and reports receivables; collects past due accounts.

Prepares and submits the annual budget and annual capital budget to the Airport Authority and forwards approved budget to the City Manager.

Keeps the Airport Authority fully advised as to the financial condition and future needs of the Jetport and makes such recommendations to the Airport Authority concerning the operation of the Jetport.

Purchases fuel products from contract supplier as necessary and determines retail price.

Evaluates airport needs for the Airport Authority's consideration. Prepares short-term (one to two-years) and long-term (five and ten-year) plans for continued operations and further airport development.

Provides monthly reports on the finances and administrative activities of the Jetport to the CMAA and the City Manager .

Provides professional advice to the Airport Authority; makes presentations to the Airport Authority, City Council, civic groups, and the general public.

Maintains cooperative relations with other governmental agencies in establishing and enforcing regulations governing the use of the airport; monitors inter-governmental actions affecting airport activities.

Promotes the Cleveland Jetport through events, meetings, and other means to attract customers.

Represents the Airport Authority at conferences and meetings when requested.

Serves as member of various employee committees as assigned.

Performs other related duties as assigned by the Airport Authority (see attached detailed listing of routine inspections) and City Manager.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

- (a) Bachelor's Degree in aviation, business or public administration or a related field; and
- (b) Minimum three years airport experience, including at least one year in facility management; or
- (c) Any equivalent combination of education or experience, with additional experience substituting for the required education on a year-for-year basis.

Ability to evaluate situations and make decisions.

Ability to express ideas clearly and concisely.

Ability to establish and maintain an effective working relationship with the Airport Authority, City Manager, City Council, State Officials, tenants, City Department Heads, FBO and the public.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference.
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS, MEMBERSHIPS

Valid driver's license in the State of Tennessee.
Pilot's License with Instrument Pilot Rating preferred but not required.
First Aid and CPR certification is preferred but not required.

COMPUTER SKILLS

Personal computer, including word processing, spreadsheet, PowerPoint data base programs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but frequently high in proximity of operating aircraft.

**Airport Manager
Additional Duties**

Inspect airport grounds and facilities and report significant necessary repairs or changes to the Cleveland Municipal Airport Authority.

Ensure that daily inspections are made of all airport facilities.

- 1. Supervise or perform repairs to airport facilities as appropriate to include arranging and monitoring contract repairs.**
- 2. Maintain repair parts and supplies as appropriate for all airport systems.**
- 3. Ensure proper operation of airport lighting systems.**
- 4. Issue NOTAMs as needed for abnormal airport conditions and out-of-service equipment.**
- 5. Ensure that all safety equipment such as fire extinguishers and first aid items are present and in working order.**
- 6. Maintain and organize all records and plans for airport facilities to include:**
 - Manuals and parts lists for airport systems**
 - Plans and surveys**
 - SPCC plans**
 - Stormwater plans**
 - Airport Master Plan**
- 7. Ensure proper accident reporting in the event of an aircraft accident or fuel spill, and assist FAA and other emergency personnel with follow up.**

FUND 110-GENERAL FUND		DEPT-52500- CLEVELAND REGIONAL JETPORT				
OBJECT CODE		2014-2015 ACTUAL BUDGET	2015-2016 ORIGINAL BUDGET	2015-2016 AMENDED BUDGET	2016-2017 REQUESTED BUDGET	2016-2017 PROPOSED BUDGET
Personnel and fringe benefits:						
111	SALARIES	71,268	73,400	73,400	75,900	
119	CONTRACTED SERVICES-FBO	77,992	92,000	133,000	200,700	
133	SOLD VACATIONS	0	1,500	1,500	1,500	
134	CHRISTMAS BONUS	148	200	200	200	
136	SICK PAY INCENTIVE	0	0	0	300	
141	SOCIAL SECURITY TAXES	5,797	5,900	6,200	6,400	
143	RETIREMENT EXP	12,556	12,600	13,400	13,800	
144	LIFE/DISABILITY INSURANCE	839	900	900	900	
145	VISION INSURANCE	8	0	0	0	
149	WORKER'S COMP CLAIMS	0	500	500	500	
191	LAUNDRY & DRY CLEANING	50	600	600	600	
197	CLOTHING ALLOWANCE	350	400	400	400	
Subtotal:		169,008	188,000	230,100	301,200	0
Operating Expenditures:						
211	POSTAGE/SHIPPING EXPENSE	136	300	300	300	
221	PRINTING EXPENSE	0	500	500	500	
228	SERVICE AGREEMENT-CU	0	0	0	0	
237	ADVERTISING	1,357	5,000	5,000	4,000	
239	SUBSC & MEMBERSHIP	1,514	1,000	1,500	1,600	
241	UTILITIES EXPENSE	43,349	45,000	45,000	39,000	
245	TELEPHONE EXPENSE	11,771	15,300	15,300	10,000	
251	CONTRACTED SERV-SECURITY	0	1,000	1,000	1,000	
266	BUILDING MAINTENANCE	6,674	6,000	7,500	8,000	
267	GROUNDS MAINTENANCE	5,189	8,000	9,500	10,000	
282	CAR ALLOWANCE	4,200	4,200	4,200	4,200	
283	TRAVEL & TRAINING	1,847	3,000	3,000	3,000	
288	DEPT/WORK SESSION MEALS	363	2,000	500	500	
290	CREDIT CARD FEES	9,379	12,000	12,000	12,000	
291	LEASE AGREEMENT EXPENSE	30,000	30,000	15,000	0	
292	FUEL TRUCK LEASES	5,000	12,000	12,000	12,000	
293	CONTRACTED SERVICES - MOW	0	0	4,000	15,000	
319	OFFICE SUPPLIES	455	1,200	1,200	1,200	
321	OPERATING EXPENSE	0	1,500	700	500	
324	JANITORIAL EXPENSE	0	2,000	2,000	0	
331	GASOLINE EXPENSE	1,464	3,000	1,800	1,800	
332	REPAIRS & PARTS	5,155	5,000	7,000	8,000	
333	AVGAS & JETFUEL PURCHASE	544,818	900,000	900,000	500,000	
511	INS-BLDGS & CONTENTS	9,777	9,800	9,800	10,100	
512	INS-VEHICLES & EQUIP	0	0	400	400	
513	INS-GENERAL LIABILITY	3,410	3,500	1,300	1,300	
599	MISCELLANEOUS	482	500	500	500	
Subtotal:		686,340	1,071,800	1,061,000	644,900	0
Capital outlay and debt service:						
921	HARDWICK-JONES HANGER	21,177	0	0	0	
930	MITIGATION AT ROLLING HILLS	16,579	0	0	0	
942	SMALL EQUIPMENT	0	1,400	1,400	1,400	
Subtotal:		37,756	1,400	1,400	1,400	0
TOTAL	DEPARTMENT 41710	893,104	1,261,200	1,292,500	947,500	0

Payments

PDC

Apron Construction

Invoice 13A

\$

887.00

**Cleveland Municipal Airport Authority
Cleveland Regional Jetport (KRZR)**

Operating Revenues and Expenses
FY 2015: July 1, 2015 thru June 30, 2016

Revenue Sources as of 02/08/16	January			Year to Date = 58% of FY 2016			YTD %'age of Budget	Budgeted	
	Quantity	\$ Amount	%'age	Quantity	\$ Amount	%'age		\$ Amount	%'age
Jet-A	14,461.00	\$ 36,862.51	61.0%	99,015.80	\$ 271,682.18	63.0%	30.7%	\$ 886,400.00	70.3%
100LL AVGAS	2,415.15	\$ 10,848.35	17.9%	17,394.76	\$ 77,745.90	18.0%	38.4%	\$ 202,500.00	16.0%
Total Fuel	16,876.15	\$ 47,710.86	78.9%	116,410.56	\$ 349,428.08	81.0%	32.1%	\$ 1,088,900.00	86.3%
4.5% Fuel Tax		\$ (2,146.99)	(3.6)		\$ (15,724.25)	(3.6)%	32.1%	\$ (49,000.00)	(3.9)%
NET FUEL		45,563.87	75.4%		\$ 333,703.83	77.3%	32.1%	\$ 1,039,900.00	82.4%
Ramp Fees	10	\$ 800.00	1.3%	102	\$ 7,775.00	1.8%	48.6%	\$ 16,000.00	1.3%
Tie Downs	9	\$ 356.00	0.6%	97	\$ 4,229.50	1.0%	105.7%	\$ 4,000.00	0.3%
GPU Fees			0.0%	13	\$ 345.00	0.1%		\$ -	0.0%
Total Fees		\$ 1,156.00	1.9%		\$ 12,349.50	2.9%	61.7%	\$ 20,000.00	1.6%
Total Ramp Op's		\$ 46,719.87	77.3%		\$ 346,053.33	80.2%	32.6%	\$ 1,059,900.00	84.0%
T-Hangar Leases	19	\$ 5,300.00	8.8%	137	\$ 38,575.00	8.9%	38.3%	\$ 100,800.00	8.0%
Property Leases	9	\$ 7,070.90	11.7%	62	\$ 44,152.85	10.2%	67.9%	\$ 65,000.00	5.1%
Total Leases		\$ 12,370.90	20.5%		\$ 82,727.85	19.2%	49.9%	\$ 165,800.00	13.1%
FBO Hangar Lease & % Return		\$ 1,250.00	2.1%	1	\$ 1,614.59	0.4%	107.6%	\$ 1,500.00	0.2%
Facility (Room) rent	1	\$ 100.00	0.2%	8	\$ 1,155.00	0.3%	15.4%	\$ 7,500.00	0.6%
Advertising								\$ 15,000.00	1.2%
Special Events								\$ 11,500.00	0.9%
Other		\$ -			\$ -			\$ -	0.0%
Other		\$ -			\$ -			\$ -	0.0%
Total Other Revenue		\$ 1,350.00	2.2%		\$ 2,769.59	0.6%	7.8%	\$ 35,500.00	2.9%
Total Ops Revenue		\$ 60,440.77	100%		\$ 431,550.77	100%	34.2%	\$ 1,261,200.00	100%
Budgeted Expenses - Prorated		\$ 105,100.00	173.9%		\$ 735,700.00	170.5%	58.3%	\$ 1,261,200.00	100%
Retained		\$ (44,659.23)	(73.9%)		\$ (304,149.23)	(70.5%)			
Actual Posted Expen: 02/08/16		\$ 46,962.62	77.7%		\$ 406,891.14	94.3%	32.3%	\$ 1,261,200.00	100%
Retained		\$ 13,478.15	22.3%		\$ 24,659.63	5.7%			
Other:		\$ -			\$ -			\$ -	-

Notes:

**Cleveland TN Regional Jetport
Monthly Fuel Quantity Report
January, 2016**

	Jet Fuel		AvGas		Totals	
As of 1 January, 2016						
Tank	8,572.00		8,303.00		16,875.00	
Truck	<u>3,000.00</u>	11,572.00	<u>1,000.00</u>	9,303.00	<u>4,000.00</u>	20,875.00
Fuel Purchased: 01/14/16	7,791.00				7,791.00	
		7,791.00				7,791.00
As of 31 January, 2016 and Purchases		<u>19,363.00</u>		<u>9,303.00</u>		<u>28,666.00</u>
Remaining Inventory at COB 31 January, 2016						
Tank	1,867.00		6,038.00		7,905.00	
Truck	<u>3,000.00</u>		<u>1,000.00</u>		<u>4,000.00</u>	
		4,867.00		7,038.00		11,905.00
Metered Fuel Sold, January 2016		14,461.00		2,370.40		16,831.40
Self Serve Fuel Sold, January 2016				44.75		44.75
Total Metered Fuel Sold		<u>14,461.00</u>		<u>2,415.15</u>		<u>16,876.15</u>
Estimated Fuel Sales from Farm		14,496.00		2,265.00		16,761.00
Difference from Estimated Fuel Sold		-35.00		150.15		115.15
Percentage from Estimated		-0.7%		2.1%		1.0%

Fuel on hand readings are based on calibrated dip-stick findings. Inherent errors accumulate during the fuel storage and transfer process (temperature fluctuation, residual fuel in system and pipes, evaporation loss, etc).

†
 Date: 2/08/2016
 1
 Time: 14:37
 GL6660
 User: CHRISTY

City of Cleveland
 Expenditure Report
 January 2016

Page:
 Id:

Fund: 110-GENERAL FUND

Monthly Comparative % 58.3333

ACCT Number -----Account Name-----

ACCT Number	Account Name	ANNUAL BUDGET	MTD EXPENSES	YTD EXPENSES	UNEXPENDED
52500-111	SALARIES	73,400.00	5,640.48	39,855.63	33,544.37
52500-119	CONTRACTED SERVICES-FBO	92,000.00	6,483.75	41,919.16	50,080.84
52500-133	SOLD VACATIONS	1,500.00			1,500.00
52500-134	CHRISTMAS BONUS	200.00		108.28	91.72
52500-140	DENTAL INSURANCE				
52500-141	SOCIAL SECURITY TAX	5,900.00	458.26	3,483.10	2,416.90
52500-142	HEALTH INSURANCE			14.00	-14.00
52500-143	RETIREMENT EXP	12,600.00	995.61	7,525.74	5,074.26
52500-144	LIFE & DISABILITY INS	900.00	70.10	490.70	409.30
52500-145	VISION INSURANCE				500.00
52500-149	WORKER'S COMP CLAIMS	500.00			500.00
52500-191	LAUNDRY & DRY CLEANING	600.00		13.90	486.10
52500-197	CLOTHING ALLOWANCE	400.00		350.00	50.00
52500-211	POSTAGE/SHIPPING EXP	300.00		43.56	256.44
52500-221	PRINTING EXP	500.00			500.00
52500-228	SERVICE AGREEMENT-CU				
52500-237	ADVERTISING	5,000.00	309.88	1,483.80	3,516.20
52500-239	SUBSCRIPTIONS/MEMBERSHIPS	1,000.00	-13.45	387.95	612.05
52500-241	UTILITIES EXP	45,000.00	4,277.66	20,381.16	24,618.84
52500-245	TELEPHONE EXP	15,300.00	841.07	5,238.86	10,061.14
52500-251	CONTRACTED SVCS-SECURITY	1,000.00			1,000.00
52500-254	AIRPORT MASTERPLAN				
52500-266	BUILDING MAINTENANCE	6,000.00	167.96	3,643.17	2,356.83
52500-267	GROUND MAINTENANCE	8,000.00	509.17	4,375.99	3,624.01
52500-282	CAR ALLOWANCE	4,200.00	350.00	2,450.00	1,750.00
52500-283	TRAVEL & TRAINING EXP	3,000.00			3,000.00
52500-288	WORK SESSION MEALS	2,000.00			2,000.00
52500-290	CREDIT CARD FEES	12,000.00		5,384.62	6,615.38
52500-291	LEASE AGREEMENT EXPENSE	30,000.00	2,500.00	15,000.00	15,000.00
52500-292	FUEL TRUCK LEASES (2)	12,000.00	1,000.00	7,000.00	5,000.00
52500-319	OFFICE SUPPLIES	1,200.00	199.99	313.94	886.06
52500-321	OPERATING EXPENSES	1,500.00			1,500.00
52500-324	JANITORIAL EXPENSES	2,000.00			2,000.00
52500-331	GASOLINE EXP	3,000.00		377.38	2,622.62
52500-332	REPAIRS & PARTS	5,000.00	41.61	4,323.78	676.22
52500-333	AVGAS & JETFUEL PURCHASES	900,000.00	23,171.09	231,680.54	668,319.46
52500-511	INS-BLDGS & CONTENTS	9,800.00		9,628.07	171.93
52500-512	INS-VEHICLES & EQUIPMENTS			332.00	-332.00
52500-513	INS-GENERAL LIABILITY	3,500.00		1,216.00	2,284.00
52500-599	MISCELLANEOUS	500.00	-982.02	-130.19	630.19
52500-921	HARDWICK BLDG-JONES				
52500-930	MITIGATION/ROLLING HILLS				
52500-942	SMALL EQUIPMENT	1,400.00			1,400.00

	RP3910GL			
TOTAL CLEVE REGIONAL JETPORT	1,261,200.00	46,021.16	406,891.14	854,208.86
Fund Total	1,261,200.00	46,021.16	406,891.14	854,208.86

406,891.14 1/16 YTD
 - 359,928.52 12/15 YTD

 46,962.62 1/16 MTD

RECEIVED



Cleveland Fire Department

Fire and Life Safety Inspection Report

423-559-3340 Office 423-472-9169 Fax



Occupant Name Cleveland Jet port Date 2, 11, 16

Address 251 Dry Valley rd Suite _____ Street #'s Visible _____

Mall/Plaza _____ Knox Box Location _____

Emergency Contact #1	Title	Phone#/Type
Emergency Contact #2	Title	Phone#/Type
Emergency Contact #3	Title	Phone#/Type

A fire and life safety inspection has been conducted at the property mentioned above. Any unlawful conflicts or violations with the provisions of the applicable codes or ordinances adopted by the City of Cleveland are listed below and this form shall serve as the notice of violation. **Failure to correct these items may result in the issuance of a citation upon the owner, occupant, or other person responsible for the condition or violation.**

No Violations Noted *The Cleveland Fire Department thanks you for your Cooperation in this matter.*

Terminal - No Violations noted

Hanger - No Violations noted

T-Hangers - ~~NO~~ No Violations noted

If you have any questions regarding fire safety please call Mika Vaughn, Craig Foote, or Gil Frederick at 559-3340. If you have a dispute with the ruling of this inspection you may call Fire Marshal Ben Atchley at 559-3325. This inspection in no way guarantees that a fire will not occur or unseen hazards do not exist.

Date to be complied with _____ Inspector Craig Foote

Follow-up Information

Owner/Representative Paul Liden

Mark Fidler

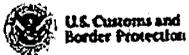
From: RACHAL, BRIAN <BRIAN.RACHAL@CBP.DHS.GOV>
Sent: Thursday, February 18, 2016 1:33 PM
To: Mark Fidler
Subject: Cleveland GAF Project Approved

Good Afternoon,

I just wanted to let you know that the CBP project I submitted for the GAF at your Jetport has been approved and a Program Manager has been assigned! It is now in the process of having a Project Manager assigned. This person will ensure that all the required departments of CBP, such as IA, IT, etc., are available to assist during the design and construction phase.

Have a great day and let me know if I can assist further.
Brian

Brian Rachal
Mission Support Specialist, Facilities
New Orleans Field Office
U.S. Customs and Border Protection
Desk: 504-670-2137
Mobile: 504-400-1885
Fax: 504-670-2286
brian.rachal@cbp.dhs.gov



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16001808

Prepared By: Johnna Pryor

125 County Road 124
Athens, TN 37303

12 PGS:AL-LIEN	
RHONDA BATCH: 169600	
02/16/2016 - 02:49 PM	
VALUE	0.00
MORTGAGE TAX	0.00
TRANSFER TAX	0.00
RECORDING FEE	60.00
DP FEE	2.00
REGISTER'S FEE	0.00
TOTAL AMOUNT	62.00

STATE OF TENNESSEE, BRADLEY COUNTY
DINA SWAFFORD
REGISTER OF DEEDS**CLAIM FOR LABOR LIEN**

Keith Pryor Grading claims a lien upon the land owned by Cleveland Municipal Airport Authority of the County of Bradley, State of Tennessee, described as follow: see exhibit "A" attached copy.

The land situated in the Third Civil District of Bradley County, Tennessee.
Property address: 251 Dry Valley Rd. NE, Cleveland, Tennessee, the following property:

Being that certain property described in exhibit "A" attached hereto titled "Surveyor's Description Tract 2" and incorporated herein by reference. See also Tasso Road (Tract 2) as shown on Exhibit B (4 pages) titled "Right of Way Exhibit" which is also attached hereto and incorporated herein by reference. See Exhibit C.

Also, this lien is for parcel S-4, the lessee being MedTrans Corporation, who's address is 209 State Highway 121 Bypass, Suite 21, Lewisville, TX,75067.

Being a portion of the property shown as Parcel 047.00 on Map 035 in the Tax Assessor's Office for Bradley County Tennessee, and being released and forever quitclaim unto the Cleveland Municipal Airport Authority, by deed of record in Warranty Deed Book 2000, Page 613 and Warranty Deed Book 2188, Page 498 in the Register's Office for Bradley County Tennessee.

This lien is for satisfaction of claim became due for performing labor and excavation services on attached described property in the amount of \$3,700.

Claimant, who's address is 125 County Road 124, Athens, Tennessee, 37303, entered into a valid contract with Hale Construction, who is working under Med Trans Corporation, to perform excavation services on described land. Services and labor have been performed, but FULL payment has not been made. The unpaid amount is \$3,700 plus 10% of total amount due, \$370 per month finance charge and 25% APR.

Claimant does, therefore, hereby claim and hold a lien upon this real property by virtue of Official Code of Tennessee, for the unpaid balance of \$3,700 plus finance charges, said lien having been filed within the three (3) month period as prescribed by law.

next page. . .

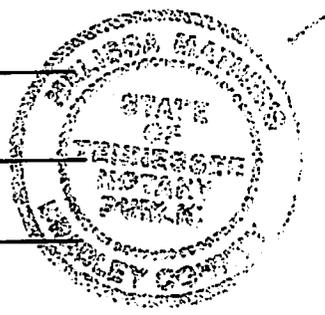
Executed this 16th day of February, 2016.

Keith Pryor P.O.A. Johna Pryor
Claimant

Date: Feb 16, 2016

Melissa Nathan
Notary

My Commission expires: 7/16/17



SURVEYORS DESCRIPTION
TRACT 2
EXISTING TASSO ROAD (TO BE CLOSED)
THIRD CIVIL DISTRICT
CLEVELAND, BRADLEY COUNTY, TENNESSEE

BEING A PARCEL OF LAND IN THE THIRD CIVIL DISTRICT OF CLEVELAND, BRADLEY COUNTY, TENNESSEE AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE NORTHERLY MARGIN OF TASSO ROAD SAID POINT HAVING TENNESSEE STATE PLANE COORDINATES OF N-321629.37 E-2326329.21, THENCE, SOUTH 65 DEGREES 21 MINUTES 57 SECONDS EAST, 117.75 FEET TO THE TRUE POINT OF BEGINNING;

THENCE, SOUTH 65 DEGREES 21 MINUTES 57 SECONDS EAST, 233.60 FEET TO THE BEGINNING OF A CURVE TO THE LEFT;

THENCE, WITH SAID CURVE HAVING A CENTRAL ANGLE OF 81 DEGREES 36 MINUTES 00 SECONDS, A RADIUS OF 90.66 FEET, A LENGTH OF 129.11 FEET AND A CHORD BEARING AND DISTANCE OF NORTH 73 DEGREES 50 MINUTES 03 SECONDS EAST, 118.47 FEET;

THENCE, NORTH 33 DEGREES 01 MINUTES 03 SECONDS EAST, 360.19 FEET TO THE BEGINNING OF A CURVE TO THE RIGHT;

THENCE, WITH SAID CURVE HAVING A CENTRAL ANGLE 96 DEGREES 10 MINUTES 34 SECONDS, A RADIUS OF 115.00 FEET, A LENGTH OF 193.04 FEET AND A CHORD BEARING AND DISTANCE OF NORTH 81 DEGREES 06 MINUTES 20 SECONDS EAST, 171.16 FEET;

THENCE, CONTINUING WITH SAID MARGIN, SOUTH 50 DEGREES 48 MINUTES 23 SECONDS EAST, 1013.11 FEET TO THE WESTERLY MARGIN OF MICHIGAN AVENUE, SAID POINT HAVING TENNESSEE STATE PLANE COORDINATES OF N-321198.17 E-2327912.89

THENCE, SOUTH 32 DEGREES 59 MINUTES 40 SECONDS WEST, 50.29 FEET TO THE WESTERLY MARGIN OF DRY VALLEY ROAD;

THENCE, LEAVING SAID MARGIN AND FOLLOWING THE EXISTING MARGIN OF TASSO ROAD, NORTH 50 DEGREES 48 MINUTES 23 SECONDS WEST, 1018.54 FEET TO THE BEGINNING OF A CURVE TO THE LEFT;

THENCE, WITH SAID CURVE HAVING A CENTRAL ANGLE OF 96 DEGREES 10 MINUTES 34 SECONDS, A RADIUS OF 65.00 FEET, A LENGTH OF 109.11 FEET AND A CHORD BEARING AND DISTANCE OF SOUTH 81 DEGREES 06 MINUTES 20 SECONDS WEST, 96.74 FEET;

THENCE, SOUTH 33 DEGREES 01 MINUTES 03 SECONDS WEST, 360.21 FEET TO THE BEGINNING OF A CURVE TO THE RIGHT;

THENCE, WITH SAID CURVE HAVING A CENTRAL ANGLE OF 81 DEGREES 36 MINUTES 00 SECONDS, A RADIUS OF 140.66 FEET, A LENGTH OF 200.32 FEET AND A CHORD BEARING AND DISTANCE OF SOUTH 73 DEGREES 50 MINUTES 03 SECONDS WEST, 183.82 FEET;

THENCE, NORTH 65 DEGREES 21 MINUTES 57 SECONDS WEST, 350.09 FEET TO THE BEGINNING OF A CURVE TO THE LEFT;

THENCE, WITH SAID CURVE HAVING A CENTRAL ANGLE OF 41 DEGREES 14 MINUTES 39 SECONDS, A RADIUS OF 180.00 FEET, A LENGTH OF 129.57 FEET AND A CHORD BEARING AND DISTANCE OF SOUTH 88 DEGREES 35 MINUTES 28 SECONDS EAST, 126.79 FEET TO THE POINT OF BEGINNING.

CONTAINING, 98,201 sq.ft. or 2.25 Acres, more or less.

EXHIBIT A

Prepared by:
Thornton & Associates, Inc.
1205 South Graycroft Avenue
Madison, TN 37115
File No. 07-1216-02





Habitat for Humanity of Cleveland

PO Box 303 * Cleveland, TN 37364-0303
(423) 476-6947 * www.habitatofcleveland.org

February 4, 2016

Mark Fidler, Director of Operations and Marketing
Cleveland Regional Jetport
251 Dry Valley Road NE
Cleveland, TN 37312

Mark,

I want to personally thank you for the generous use of the conference space for the Habitat for Humanity of Cleveland's Staff Advance. We could not have asked for a more relaxed and efficient venue to host our staff right here in the heart of Cleveland. From your friendly staff to the layout of the hospitality area and the conference room with a spectacular view, it was most enjoyable.

Our goal at Habitat is to work as a team – growing together. Thank you for being a part of that goal.

One family, one house, one community at a time... we are making a difference.

A handwritten signature in black ink, appearing to read "Chip Willis".

Chip Willis
Executive Director
Habitat for Humanity of Cleveland
300 Grove Avenue SW
Cleveland, TN 37312
423.476.6947 x 305

ORDINANCE NO: 2016-06

AN ORDINANCE TO AMEND TITLE 8, CHAPTER 2, SECTION 8-210 OF THE CLEVELAND MUNICIPAL CODE RELATIVE TO BEER PERMITS TO ADD A NEW CLASSIFICATION OF BEER PERMIT

WHEREAS, the City Council desires to amend Title 8, Chapter 2, Section 8-210 of the Cleveland Municipal Code to create a new classification of beer permit to be called a special occasion beer permit and to add a new subsection to be numbered 8-210(5) for this type of permit.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLEVELAND, TENNESSEE, IN REGULAR SESSION ASSEMBLED, THAT:

Section 1. Title 8, Chapter 2, Section 8-210 of the Cleveland Municipal Code is amended by adding the following language to become a new subsection numbered 8-210(5):

8-210(5) - Special occasion beer permits

In addition to the other types of beer permits provided for in this chapter, the beer board shall have the authority to issue a special occasion beer permit to a bona fide charitable, nonprofit or political organization for the sale, storage, dispensing, serving, distribution or manufacture of beer in the City of Cleveland for a temporary period of time.

Such special occasion beer permit shall be issued for no longer than one (1) forty-eight hour period, and each permit shall be subject to the hours of sale which may otherwise be imposed by law or regulation, and each such permit must be issued in advance of its effective date. A special occasion beer permit shall only be valid for one specific location.

No such charitable, nonprofit or political organization shall be eligible to receive more than three (3) special occasion beer permits in any one calendar year, measured from January 1 to December 31.

For the purposes of this section "bona fide charitable or nonprofit organization" means any corporation which has been recognized as exempt from federal taxes under § 501(c) of the Internal Revenue Code, or any organization having been in existence for at least three (3) consecutive years which expends at least sixty percent (60%) of its gross revenue exclusively for religious, educational or charitable purposes.

For purposes of this section "bona fide political organization" means any political campaign committee as defined in Tennessee Code Annotated 2-10-102, or any political party as defined in Tennessee Code Annotated 2-13-101.

A special occasion beer permit shall not be issued unless and until the applicant has submitted an application to the beer board for a special occasion beer permit. A special occasion beer permit holder shall not be subject to the annual privilege tax or application fee set forth in Title 8 of the Cleveland Municipal Code, but there is hereby imposed an application fee of Fifty dollars (\$50.00) for applying for a special occasion beer permit, and all of the other provisions of this Chapter governing the issuance of a beer permit shall apply.

The application for a special occasion beer permit shall set forth the following information:

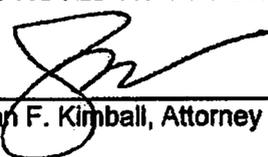
1. The name of the organization seeking a special occasion beer permit;
2. The name, address, and telephone number, including cell number, of the chairperson of the organization seeking a special occasion beer permit;
3. The name, address, cell number and e-mail address of any person who will be selling beer on behalf of the organization seeking the permit.
4. The date(s) and time(s) when the special event or occasion will be held;
5. The hours which beer sales will be conducted during the event;
6. The specific location where the special occasion or event will be held, along with the survey required by Section 8-212 of the Cleveland Municipal Code;
7. A statement that the applicant is a charitable, nonprofit or political organization, including documentation showing evidence of the type of organization; and
8. If the special event or occasion covered by a special occasion beer permit will be held on land not owned by the applicant, a written statement of approval from the landowner must also accompany the application.

A special occasion beer permit shall not be issued to allow the sale, storage, dispensing, serving, distribution or manufacture of beer on publicly owned property, except that the beer board may issue a special occasion beer permit to a bona fide charitable or nonprofit organization authorizing the sale of beer on public property after the City Council approves of the request and the applicant has applied for and received all other permits which may be necessary or required under the Cleveland Municipal Code, including by way of example, but not limited to, a street closure permit, an event permit, or a tent permit.

Failure of the special occasion beer permit holder to abide by all of the conditions of the permit, and all of the laws of the State of Tennessee and ordinances of the City of Cleveland, shall preclude the permit holder from obtaining another special occasion beer permit for a period of one year, in addition to any other penalties that may be otherwise provided for by law.

Section 2. This ordinance shall take effect from and after its final passage, the public welfare requiring it.

APPROVED AS TO FORM:



John F. Kimball, Attorney

Tom Rowland, Mayor

Shawn McKay, City Clerk



Aviation Advisory Task Force Executive Summary and Recommendations

State of Tennessee
Department of Economic and Community Development

January 2016

Aviation Advisory Task Force Executive Summary

Background

The aviation fuel tax cap, passed under 2015 Tennessee Laws Public Chapter 462 (SB982/HB1147), places a cap on Aviation Fuel state sales tax in Tennessee. The sales tax imposed and remitted on a person's purchase, use, consumption, or storage of aviation fuel is not to exceed the following:

- \$21,375,000 for the period of July 1, 2015, through June 30, 2016
- \$17,750,000 for the period of July 1, 2016, through June 30, 2017
- \$14,125,000 for the period of July 1, 2017, through June 30, 2018; and
- \$10,500,000 for any tax year occurring on or after July 1, 2018

In addition, the bill required that the Speaker of the Senate, the Speaker of the House of Representatives, and the governor establish an Aviation Advisory Task Force (Task Force) to study revenue measures regarding the operation of aircraft and airport facilities in this state, the funding available to airports from the Transportation Equity Fund (TEF), and the effect of such funding on the needs of the air carrier and general aviation airports. The Task Force is required to report its findings and recommendations to the chair of the transportation and safety committee of the senate, and the chair of the transportation committee of the house of representatives by no later than February 1, 2016. The Task Force shall cease to exist upon completion of the Task Force's report and recommendations.

Aviation Advisory Task Force Membership

Chairperson: Commissioner Randy Boyd

Members: John R. Black
Mark Blair
Scott Brockman
Jim D. Ethridge
Gary Farlow
Bobby Joslin
Representative Jimmy Matlock
Senate Majority Leader Mark Norris
Charles Louis Patten, Jr.
Commissioner John Schroer
Jo Ann Speer
Dean Tays
Senator Jim Tracy
Patrick Wilson

Task Force Recommendations

Pursuant to meeting the statutory requirements, the Task Force studied potential revenue measures to ensure that adequate funding is available to the state's airport facilities. The Task Force analyzed data provided on a variety of topics including: the Tennessee Department of Transportation's (TDOT) Pavement Study and 10-Year Capital Needs Assessment, projections of aviation fuel sales tax collections, analysis of Tennessee aviation-related tax collections, and aircraft funding in competitor states.

After studying the collected data and several proposals, the Task Force selected five recommendations, which are included in the remainder of this report. Airports play a vital role in the state's transportation infrastructure and economy. The Task Force seeks to ensure that airport facilities receive the funding necessary for maintenance, safety, security, capital improvements and to meet changes in the regulatory environment.

Aviation Advisory Task Force Executive Summary

Recommendation #1: Redirecting the Petroleum Special Tax (Special Privilege and Environmental Assurance Fee) to be transferred to TDOT for the Transportation Equity Fund

The Task Force recommends that the Petroleum Special Tax be redirected to TDOT for use in the Transportation Equity Fund (TEF). Approximately \$19 million was collected from the Petroleum Special tax and deposited into the general fund in the most recent fiscal year.

Aviation Fuel Sales Tax revenue is projected to decrease over the next five years with the introduction of the new aviation fuel tax cap and then increase slowly over the following five years. By redirecting this revenue to TDOT, the state would restore essential funding that is expected to be lost in aviation fuel sales tax collections. TDOT set the target of \$32 million per year for the Equity Fund. The Task Force recommends that the redirected Petroleum Special Tax revenue be phased-in to close the increasing gap that is projected between the funding needs of the state's airports and anticipated fuel sales revenue. In addition, the redirection of funds would not create the need for new funds, but simply redirect funds to support the state's infrastructure.

TDOT Collection Projections with Amount Needed from Petroleum Special Tax*

	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Anticipated Fuel Sales Revenue	\$27.18mm	\$26.60mm	\$23.24mm	\$19.89mm	\$20.17mm	\$20.46mm	\$20.76mm	\$21.07mm	\$21.39mm
Anticipated Needs	\$32.00mm	\$32.96mm	\$33.95mm	\$34.97mm	\$36.01mm	\$37.10mm	\$38.21mm	\$39.36mm	\$40.54mm
Redirection of Petroleum Special Tax from General Fund	\$4.82mm	\$6.36mm	\$10.71mm	\$15.08mm	\$15.84mm	\$16.64mm	\$17.45mm	\$18.29mm	\$19.15mm

* - Assumes a 3% growth in anticipated needs

Recommendation #2: Creation of an Economic Development Fund for Airport Projects

The Task Force recommends the creation of an Economic Development Fund to be managed by TDOT. This fund would provide the department with another mechanism to invest in specific projects that could generate economic development. Additionally, this program would award grants as needed and could help increase the levels of private investment. These funds would be non-recurring from the General Fund providing the legislature flexibility to provide funds on an as needed basis

Recommendation #3: Future Consideration of Converting the Aviation Fuel Tax from a Percentage Tax to a Cents per Gallon Tax

The Task Force recommends that the legislature considers exploring the possibility of converting the aviation fuel tax from a percentage tax to a cents per gallon tax by placing a sunset on the percentage tax. Converting to a cents per gallon aviation fuel tax would allow for a more predictable collection forecast for the state. Currently, the revenue collected by the current tax is affected by variations in the price of fuel. This change would also allow for users to accurately predict their anticipated tax burden. A major advantage of a cents per gallon tax is that it would be based on consumption of aviation fuel and would not be subject to fluctuations in the price of oil. This would also bring Tennessee in line with most other states, with fewer than ten taxing aviation fuel on a percentage basis.

The Task Force does not feel that enough information has been collected on this topic in the time allowed for the February 1, 2016 legislatively mandated report. In addition, with the low cost of oil the Task Force does not believe that this is the proper time to change the tax. However, by placing a sunset provision on the percentage tax, the legislature would provide adequate time for further analysis of this proposal, which could provide stability for future aviation fuel sales tax collections.

Aviation Advisory Task Force Executive Summary

TDOT Estimated Annual Collections with Corresponding Revenue per Gallon

Annual Collections	Revenue per gallon	Revenue per sales
\$40,000,000	\$0.1426	7.79%
\$39,000,000	\$0.1390	7.60%
\$38,000,000	\$0.1355	7.40%
\$37,000,000	\$0.1319	7.21%
\$36,000,000	\$0.1283	7.01%
\$35,000,000	\$0.1248	6.82%
\$34,000,000	\$0.1212	6.62%
\$33,000,000	\$0.1177	6.43%
\$32,000,000	\$0.1141	6.23%
\$31,000,000	\$0.1105	6.04%
\$30,000,000	\$0.1070	5.84%
\$29,000,000	\$0.1034	5.65%
\$28,000,000	\$0.0998	5.45%
\$27,000,000	\$0.0963	5.26%
\$26,000,000	\$0.0927	5.06%
\$25,000,000	\$0.0891	4.87%
\$24,000,000	\$0.0856	4.67%
\$23,000,000	\$0.0820	4.48%

Recommendation #4: Funding and Promotion of a Revolving Loan Fund

The Task Force recommends adequate funding and promotion of the Tennessee Transportation State Infrastructure Fund. This program was created in 2009 with the transfer of the existing infrastructure bank. Under this program, the commissioner of transportation reviews proposed projects to determine eligibility and whether to recommend a project to the Tennessee Local Development Authority. Preference may be given to eligible projects that have financial support in addition to any loan that may be received from the fund.

The Tennessee Local Development Authority (Authority) reviews each loan application to determine the borrower's capability to assure sufficient revenues to operate and maintain the project for its useful life and to repay the loan. The borrower may pledge its state-shared taxes, its full faith and credit and unlimited taxing power, or other security as the Authority deems appropriate.

Air transport and airport facilities are considered to be "eligible projects" under this fund. The program could provide funds for airport projects that could be repaid by the revenues generated from the project. In addition, this program could be used for projects where grant money is not available.

Since the program's implementation, the Authority has received and approved one application from the fund. The Task Force recommends an increase in promotion of the Tennessee Transportation State Infrastructure Fund and that the legislature ensures that adequate funding is available for proposed projects.

Recommendation #5: Redirecting aviation-related sales and use tax revenue to the Transportation Equity Fund

In the October 22, 2015 Task Force meeting, Task Force members requested that the Tennessee Department of Revenue provide information regarding historical collections of aviation-related state sales tax, including state sales tax collected directly from the purchase of airplanes and states sales tax collected from aviation-related sales tax accounts. These accounts include taxpayers that sell parts and taxable services, but do not include tax collections from the sale of aviation fuel. The intent was to evaluate the potential to redirect funds generated from current taxes paid by aviation users to help offset the anticipated funding lost as a result of the aviation fuel tax cap.

The Tennessee Department of Revenue provided the following information to the state regarding aviation-related sales and use tax revenues, excluding aviation fuel tax:

- State sales tax annually from taxpayers who purchased airplanes \$ 2,853,425 (5 yr. average)
- Sales tax annually from other aviation related sales tax accounts \$ 2,100,286 (5 yr. average)

The Task Force recommends redirecting tax collections from aviation-related sales and use tax revenue to the TEF. Revenue from these taxes are currently placed into the General Fund. The Task Force believes that because these taxes are generated by aircraft owners and operators they should be reinvested into our statewide airport system. Additionally, reallocating this funding to the TEF would not require a new form of taxes or fees.

Conclusion

Tennessee's airport facilities are considered to be among the best in the nation, with the state consistently ranking in the upper tier in the amount of state funding provided to airports. These facilities are significant intermodal assets that provide communities with an improved quality of life and play an important role in the local economy. It is important to ensure that changes in the aviation fuel tax do not negatively impact the available funding and quality of these facilities. Careful consideration of these recommendations would help to maintain the funding necessary for maintenance, safety, security, capital improvements and the ever-changing regulatory environment.

The Task Force believes these recommendations will ensure that the state is adequately funding Tennessee's air carrier and general aviation airports, while developing new and promoting existing mechanisms that could generate additional funding opportunities for the state's airport system.

CLEVELAND TN REGIONAL JETPORT (KRZR)
REQUEST FOR STATEMENT OF QUALIFICATIONS

The Cleveland Municipal Airport Authority solicits statement of qualifications from experienced and qualified businesses or individuals who would potentially be interested participating in presenting proposals to offer any of the following operations at the Cleveland TN Regional Jetport.

- Aircraft Maintenance Operator:**
To provide aircraft airframe and powerplant maintenance as defined in 14 CFR Part 43 for aircraft owned, leased or operated by others than the Maintenance Operator. Services include sales of parts and accessories.
- Aircraft Avionics Maintenance Operator:**
To provide aircraft avionics maintenance as defined in 14 CFR Part 43 for aircraft owned, leased or operated by others than the Maintenance Operator. Services include sales of parts and accessories
- Aircraft Flight Training Operator:**
To provide commercial operations engaged in flight instruction to the general public including related ground school instruction as required for completion of written and flight examinations for obtaining pilots' licenses and ratings. Flight training operations are to be conducted in accordance with 14 CFR Parts 91 and/or 141.
- Airport Fixed Base Operator:**
Engaged in the sale of products, services and facilities to aircraft operators including aviation fuels, ground services and support, tie-downs, hangars, parking.
- Aircraft Charter Operator:**
Commercial operator to provide on-demand carriage of persons and/or property as defined in 14 CFR Part 135 or 14 CFR Part 125.

Cleveland Regional Jetport is Tennessee's newest and fastest growing Airport. RZR is located in Southeast Tennessee's Bradley County MSA of over 100,000 people, all within 30 miles of Chattanooga, and the beautiful Smokey Mountains. While tourism is a significant factor to Bradley County's economy, we are also home to a tremendous manufacturing base, in fact in the last 5 years over 2 billion dollars has been invested by industry creating hundreds of new jobs and a dynamic atmosphere for business.

The atmosphere of growth is evident at Cleveland Regional Jetport as well. Since opening in January of 2013 the number of based aircraft has grown from 30 to a projected 65 upon the completion of the second set of Tee Hangers next month. Fuel sales have grown from an annualized 132,000 gallons in 2013 to in excess of 190,000 gallons in 2015. RZR Features a 5,500 foot runway, (with plans in the works to extend to 6,200 feet) dual GPS Approaches, and an amazing FBO facility. The Cleveland Municipal Airport Authority believes the growth potential to

be among the best in the Southeast, and we are looking for partners to share in the amazing potential of the airport and the surrounding area.

Statements of Qualifications will be accepted until close of business on April 15, 2016 at the following address:

Cleveland Municipal Airport Authority
P. O. Box 1519
Cleveland, TN 37364-1519
Attention: Melinda Carrol

Questions may be directed to Mark Fidler, Airport Director, at 423-472-4343 or by email at rzsog@clevelandtn.gov

Applicants must meet the Minimum Standards of the Cleveland Regional Jetport which may be viewed or downloaded at..... rzs is great place

1.0 INTRODUCTION

1.1. Preamble

The Cleveland Airport Authority (the “Authority”) is responsible for the conduct of aeronautical and related activities at Cleveland Regional Jetport. The Cleveland Regional Jetport (the “Airport”) is subject to grant assurances which require compliance with the Federal Aviation Act of 1958, as amended, and its predecessor, the Civil Aeronautics Act of 1938; the Civil Rights Act of 1964; FAA order 5190.6B, Airport Compliance Manual; and Advisory Circulars 150/5190-6 Exclusive Rights at Federally Obligated Airports and 150/5190-7 Minimum Standards for Commercial Aeronautical Activities.

The Federal Aviation Administration (FAA) encourages airport owners, such as the Authority, to develop and publish Minimum Standards for commercial aeronautical services and to assist in meeting the Airport Owner’s obligations to the FAA. Such standards must be reasonable, fair, equal, and not unjustly discriminatory. Minimum Standards established for any particular commercial aeronautical activity must be relevant to that activity, must be reasonable in scope, and must be applied objectively and uniformly. Standards, thus established and applied, promote economic stability by encouraging service levels desired by the public and discouraging unqualified applicants.

1.2. Purpose

The purpose of the general aviation Minimum Standards (Minimum Standards), set forth herein, is to provide aeronautical businesses and operators, here after “Operator” or “Operators,” the threshold entry requirements that must be met by any entity desirous of engaging in aeronautical activities at the Cleveland Regional Jetport. In addition, these Minimum Standards are designed to protect aviation consumers (which include the owners and operators of based and transient aircraft as well as the public) from unqualified, inexperienced, unlicensed, uncertified, unsafe, and inadequate (substandard) Operators. The underlying objectives of these Minimum Standards are to:

- 1.2.1. Establish minimum entry qualifications for Operators willing to engage in aeronautical activities or aeronautical services at Cleveland Regional Jetport, including but not limited to, the provision of aeronautical products, services and/or facilities to the public;
- 1.2.2. Encourage the provision of high quality products, services, and facilities to Airport users;
- 1.2.3. Promote the economic health of Airport businesses;
- 1.2.4. Promote the orderly development of Airport property;

- 1.2.5. Promote the design and development of quality general aviation improvements and facilities at the Airport;
- 1.2.6. Promote the economic self-sufficiency of the Airport; and
- 1.2.7. Protect the public from unsafe, inadequate, or substandard aeronautical products, services, and facilities; and insure that those Operators engaged in commercial aeronautical activities or commercial aeronautical services at the Airport are not exposed to unfair competition.

Additionally, these Minimum Standards were developed taking into consideration the anticipated:

- 1.2.8. Role of the Airport;
- 1.2.9. Needs of aviation consumers and the public at the Airport including the range, level, and quality of aeronautical products, services, and facilities to be provided at the Airport; and
- 1.2.10. Promotion of fair competition at the Airport.

An "Operator", defined as any person or persons, partnership, company, trust corporation, or other entity based on the Airport and providing one or more commercial aeronautical services at the Airport are subject to and charged with knowledge of all applicable federal, State, and local laws, codes, ordinances, and/or regulations. Operators are also subject to the terms of their Lease Agreement or License to do business at the Airport.

1.3. Scope

- 1.3.1. These Minimum Standards specify the standards and requirements that must be met by an Operator desiring to engage in one or more aeronautical activities at the Airport.
- 1.3.2. A fair and reasonable opportunity, without unjust discrimination, shall be afforded to all applicants to qualify, or otherwise compete for, available Airport facilities, and the furnishing of selected commercial aeronautical services and/or aeronautical activities. This is subject to these Minimum Standards and requirements for the conduct of aeronautical services and activities at Cleveland Regional Jetport, as established by the Airport Authority.
- 1.3.3. Throughout these Minimum Standards, the words "standards" or "requirements" shall be understood to be modified by the word "minimum" except where explicitly stated otherwise. Any required determinations, interpretations, or judgments regarding what constitutes an acceptable minimum standard, or

regarding compliance with such standard, shall be made by the Airport Authority in its sole discretion.

1.3.4. All Operators are encouraged to exceed the applicable minimum standards. No Operator shall be allowed to occupy or use land or improvements at the Airport, or engage in aeronautical activities at the Airport under conditions that do not, in the Authority's sole discretion, meet these Minimum Standards.

1.3.4.1. When an Operator modifies the aeronautical activity(s), or aeronautical service(s) which it is licensed by the Airport to perform, the Operator will be required to comply with applicable Minimum Standards for all new activities/services being provided under the modified agreement. When an Operator enters into a new agreement upon the expiration or termination of an existing agreement, the Operator will be required to comply with these Minimum Standards.

1.3.5. Aeronautical Activities may be proposed that do not fall within the categories described herein. In any such cases, appropriate Minimum Standards shall be developed on a case-by-case basis for such activities and incorporated into the Agreement.

1.3.6. Specialized Aviation Service Operators (SASO) are encouraged to be subtenants of Fixed Base Operators (FBO); however, if suitable land or Improvements are not available or cannot be secured from an FBO, SASOs may sublease improvements from another SASO, lease land from the Authority, or may request in writing to the Airport Authority to construct Improvements on such land in areas designated by the Airport, or lease Improvements from the Airport.

1.3.7. The Adoption Date of these Minimum Standards is ~~07/20/2012~~, (Insert new date)

1.4. Applicability

1.4.1. These Minimum Standards shall apply to any new Agreement or any extension of the term of an existing agreement relating to the occupancy or use of airport land or improvements for aeronautical activities. If an Operator desires to materially change its aeronautical activities, the Authority shall as a condition of its approval of such change, require the Operator to comply with these Minimum Standards. Sole discretion as to the determination of a material change to an Operator's aeronautical activity shall remain with the Airport Authority.

1.4.2. These Minimum Standards do not affect any Agreement or amendment to such Agreement properly executed prior to the adoption date of these Minimum Standards, except as provided for in such Agreement, in which case these Minimum Standards shall apply to the extent permitted by such Agreement.

- 1.4.3. These Minimum Standards shall not be deemed to modify any existing Agreement under which an Operator is required to exceed these Minimum Standards, nor shall they prohibit the Authority from entering into or enforcing an Agreement that requires an Operator to exceed the Minimum Standards.
- 1.4.4. The establishment of these Minimum Standards does not alter the Authority's proprietary right to engage in the development of Airport property as it deems prudent.
- 1.4.5. An Operator which is a lessee or sublessee of the Airport must be licensed by the Airport Authority for the aeronautical activity or aeronautical service it conducts. The license process involves registering company information along with the proper insurance coverage certificates and any federal or state licenses or certificates that the Operator has.
- 1.4.6. The Airport Authority reserves the right to adopt such amendments to these Minimum Standards as it determines are necessary or desirable to reflect current trends of aeronautical activity and availability of property for lease or for the benefit of the general public or the operation of the Airport. Existing Operators at that time will be provided thirty (30) days prior written notice of such changes.

2.0. GENERAL REQUIREMENTS

All Operators engaging in aeronautical activities or aeronautical services at the Airport shall meet or exceed the requirements of this section as well as the Minimum Standards applicable to the specific activities set forth in subsequent sections. Additional information, such as fee structures, is available from the Airport Authority.

2.1. Experience/Capability

- 2.1.1. The prospective Operator shall furnish a detailed business plan, which, in the sole judgment of the Authority, demonstrates the capability of providing high quality products, services, and facilities, and engaging in activities in a good and workmanlike manner.
- 2.1.2. The prospective Operator's business plan shall, in the sole judgment of the Authority, demonstrate the financial resources and capability to develop and maintain Improvements; procure and maintain required vehicles, equipment, and/or aircraft; employ personnel; and engage in the activity at the Airport.
- 2.1.3. The prospective Operator's business plan shall include a statement of the Operator's past experience in the specified commercial aeronautical activities or commercial aeronautical service(s). Additionally, three (3) Letters of Reference shall accompany prospective Operator business plan.

2.2. Agreement/Approval

- 2.2.1. No Operator shall engage in an activity unless the Operator has an Agreement and license with the Airport Authority authorizing such activity, or the Operator has received approval from the Airport Authority to sublease land or Improvements from an authorized Operator and conduct the Activity at the Airport.**
- 2.2.2. A reasonable opportunity, without unjust discrimination, shall be afforded to all applicants to qualify, or otherwise compete for, available Airport facilities and the furnishing of selected commercial aeronautical activities or commercial aeronautical services subject to these Minimum Standards.**
- 2.2.3. An Agreement shall not reduce or limit the Operator's obligations with respect to these Minimum Standards.**

2.3. Application Requirements

The prospective Operator shall submit the following information to the Airport Authority in written form, and thereafter such additional information as may be requested by the Airport Authority:

- 2.3.1. As a condition precedent to the granting of an operating privilege on the Airport, the prospective Operator's business plan must detail the intended operation and the means and methods to be employed to accomplish the complemented operations per established operating standards and requirements, in order to provide high-quality service to the users of Cleveland Regional Jetport Including:**
 - 2.3.1.1 The name, address, and telephone number of the applicant. If the applicant is a corporation, the name, address and telephone number of the registered agent of the corporation. If the applicant is a partnership/joint venture or limited liability company, the names, addresses, and telephone numbers of all general investors, partners, and/or members;**
 - 2.3.1.2. The services to be offered;**
 - 2.3.1.3. The proposed date for commencement of operations;**
 - 2.3.1.4. The amount of land to be leased;**
 - 2.3.1.5. The square footage of improvements to be constructed or leased;**
 - 2.3.1.6. The number of aircraft to be provided;**
 - 2.3.1.7. The number of persons to be available to provide the services offered;**

- 2.3.1.8. The hours of proposed operation;
- 2.3.1.9. A current and complete financial statement;
- 2.3.1.10. Evidence of financial capability to perform and provide the services and facilities, **including assurances that the prospective Operator is free of judgments, liens, levies, and has not filed for bankruptcy ;**
- 2.3.1.11. Commitment to provide insurance as required by the Authority;
- 2.3.1.12. Copies of licenses, certificates/certifications, and licenses possessed by the Applicant or its key employees, to be based at the Airport, which are necessary or required to perform the proposed commercial aeronautical activities or commercial aeronautical services; and
- 2.3.1.13. Other information which may be required by the Authority.

2.4. Payments of Rents, Fees, and Charges

- 2.4.1. Operator shall pay the rents, fees, other charges specified by the Authority for leasing or using land or improvements or engaging in aeronautical activities or aeronautical services.
- 2.4.2. No Operator shall be permitted to engage in aeronautical activities or aeronautical services unless said Operator is current in the payment of all rents, fees, charges, and other sums due to the Authority under any and all Agreements the Operator has with the Authority.
- 2.4.3. Operator's failure to remain current in the payment of any and all rents, fees, charges, and other sums due to the Authority shall be grounds for revocation of the Agreement or approval authorizing the occupancy or use of land or improvements, or the conduct of aeronautical activities or commercial aeronautical services at the Airport.

2.5. Leased Premises

Operator shall lease, sublease, or construct sufficient Improvements for the Activity as stated in these Minimum Standards. All Operators must acquire a Certificate of Occupancy (COO) from the City of Cleveland before moving into the leased or subleased premises. If an Operator desires to sublease space to another person(s) to provide one or more specialized aviation services, the following conditions shall apply:

- 2.5.1. Prior to finalizing an agreement, the Operator and the proposed sublessee must obtain written approval of the sublease agreement from the Airport Authority for

the sublease and the type of business and service to be offered by the sublessee Operator.

- 2.5.2. The sublessee Operator must meet all of the Minimum Standards for the category or categories of services to be furnished. The Standards may be met in combination by the lessee Operator and the sublessee Operator. In addition, cross-utilization of personnel between the Operator and the sublessee may be permitted to the extent that personnel qualifications and licensing requirements and the applicable operating hours of these Standards are met. The sublease agreement shall specifically define those services provided by the Operator to the sublessee that must be used to meet the Standards.
- 2.5.3. The Operator must have the facilities and physical space necessary to support the aeronautical services of his sublessees. Such facilities and space shall be sufficient to accommodate the Operator's aeronautical service as well as those requirements for the sublessee, according to these Minimum Standards.
- 2.5.4. The sublessee Operator shall obtain a License from the Airport Authority. Such License shall be appropriate to the particular type of services to be provided by the sublessee Operator. The License shall be required to ensure that the sublessee Operator has appropriate insurance and other licenses and certificates from the FAA or other lawful regulating agency. The sublessee Operator shall provide evidence of minimum insurance coverage as determined by the Authority for the categories of service to be offered.
- 2.5.5. Leased premises that are used for commercial purposes and require public access shall have access through the lessee's leasehold to direct public street-side access. All permanent improvements constructed on the Airport, other than trade fixtures, shall become a part of the land and belong to the Airport upon expiration, termination, or cancellation of the Lease Agreement between the Operator and the Authority covering such improvements unless otherwise specified by Agreement. If an Operator chooses to develop a site which is not currently served by taxiways, roadways, and/or utility services, the Operator shall be responsible for extending such services and pavement surfaces to its site at the Operator's sole expense, unless otherwise negotiated with the Authority. All such utility services and pavement areas shall be constructed in full compliance with Authority, City, County, State, and FAA standards.
- 2.5.6. Apron/Paved Tie-downs: All aprons/paved tie-down areas shall be designed and constructed in accordance with the current and FAA approved Airport Master Plan, and:
 - 2.5.6.1. Aprons/paved tie-downs (if required) must be sufficient, in size and weight bearing capacity, to accommodate the movement, staging and parking of Operator's, Operator's sublessee's, and customer's aircraft

without interfering with the movement of aircraft in and out of other facilities and aircraft operating in taxilanes or taxiways.

- 2.5.6.2. Aprons associated with hangars shall be sufficient, in size and weight bearing capacity, to accommodate the movement of aircraft in and out of the hangar, staging, and parking of customer and/or Operator aircraft without interfering with the movement of aircraft in and out of other facilities and aircraft operating on taxilanes or taxiways.

2.5.7. Vehicle Parking

- 2.5.7.1. Paved Vehicle Parking shall be sufficient to accommodate all Operator's and Operator's sublessees' (if subleasing facilities) customers, employees, visitors, vendors, and suppliers vehicles on a daily basis.

- 2.5.7.2. Paved Vehicle Parking shall be on Operator's leased premises and/or located in close proximity to Operator's main facility.

- 2.5.8. Operators providing rotary wing aircraft parking must follow AC 150/5390-2B in the design of the apron to be utilized for rotary wing aircraft parking.

2.6. Inspections

The Authority, and other interested regulatory State and Federal agencies shall have the right of entry upon any tenant's premises to inspect the operation, facilities, and equipment at any reasonable time, for any purpose necessary, incidental to, or connected with the performance of its obligations, or in the exercise of its governmental functions.

Inspections will include, but not limited to, the investigation of each tenant's compliance with Federal, State, County, City, and Authority regulations pertaining to building codes and repairs, safety and fire prevention, sanitation, flight operations and maintenance, as these apply to the Minimum Standards and terms of the lease and operating Agreement.

2.7. Facility Maintenance

An Operator shall, at its sole cost and expense, maintain, repair, and keep in good condition all of its improvements on the leased premises, as hereinafter described:

- 2.7.1. Operator shall maintain the leased premises (including all related and associated appurtenances, landscaping, paved areas, installed equipment, utility services, and security lighting) in a neat, safe, and orderly condition.

- 2.7.2. Operator shall have the necessary utility meters installed, as required by the utility company(s), at Operator's expense. Operator shall pay all utility charges, including, but not limited to, electricity, water, wastewater, natural gas, and

telephone. Operator shall maintain and repair all utility service lines and fixtures, including lighting fixtures, within the leased premises to the extent the utility company providing such utility service does not perform such maintenance or repair.

- 2.7.3. Operator shall provide all necessary cleaning services for its leased premises, including janitorial and custodial services, trash removal services, and any related services necessary to maintain the improvements in good condition, normal wear and tear excepted. Operator shall be responsible for the removal of their own refuse, waste, and recycling of materials from the Airport. No uncovered trash containers will be permitted in any area. Areas to be used for refuse, waste containers, or recycling containers shall be designated by the Airport Authority and no other area shall be used. Operators shall keep such area clean and sanitary at all times.
- 2.7.4. Floors of hangars, shelters, aprons, and ramp areas, used by Operators, exclusively, or used in their operations shall be kept clean and clear of oil, grease, and other materials.
- 2.7.5. Operator must comply with all existing Authority, City, County, State, and Federal environmental statutes and regulations and as may be amended. Each Operator shall be responsible for the proper removal, and disposal of any hazardous pollutants, as defined by statutes and regulations.
- 2.7.6. Operator shall not stock or store materials and equipment in such a manner as to be unsightly or to constitute a hazard to persons or property. Each Operator shall be responsible for proper removal of hazardous pollutants per applicable State and Federal Regulations.
- 2.7.7. Operator shall supply, maintain in good operating order, and recharge as necessary such adequate and readily accessible fire extinguishers as may be required by Local, State, and Federal regulation. Vehicles owned or leased by the Operator and used on the Airport Operations Area (AOA) shall also be equipped with fire extinguishers.
- 2.7.8. Operator shall replace in like kind any property damaged by its employees, agents, visitors, suppliers, patrons, subtenants, contractors, or persons with whom they do business, or Operator must require sufficient insurance coverage from these users to pay for property they damage.

2.8. Products, Services, and Facilities

In addition to those products, services, and facilities specifically identified and required in Section 3 - Fixed Base Operator (FBO), an FBO may engage in any activity or activities, as long as applicable standards specified herein are met.

A Specialized Aviation Service Operator (SASO) may engage in any of the permissible Aviation Activities identified for a SASO in these Minimum Standards. All Operators must comply with the following:

- 2.8.1. Products, services, and facilities shall be provided on a reasonable, and not unjustly discriminatory, basis to all customers and users of the Airport.
- 2.8.2. Operator shall charge reasonable, and not unjustly discriminatory, prices for each product or service provided. The Operator may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- 2.8.3. Operator shall conduct its activities on and from the leased premises in a safe, efficient, and first class professional manner consistent with the degree of care and skill exercised by experienced operators providing comparable products, services, and facilities and engaging in similar activities from similar leaseholds in like markets.

2.9. Nondiscrimination

- 2.9.1. Operator shall not discriminate or permit discrimination against any person or class of persons by reason of race, creed, color, national origin, sex, sexual orientation, age, disability, or physical handicap in providing any products or services or in the use of any of its facilities provided for the public. Nor shall discrimination take place that in any manner is prohibited by applicable regulatory measures including, without limitation, Executive Order 13160 and Part 21 of the Rules and Regulations of the office of the Secretary of Transportation affecting Title VI of the Civil Rights Act of 1964, as amended or reenacted. Authorized activities in the Airport shall be furnished on a fair, equal, and non-discriminatory basis to all users thereof.

2.10. Licenses, Permits, Certifications, and Ratings

- 2.10.1. Operator and Operator's personnel shall obtain and comply with, at Operator's sole expense, all necessary licenses, permits, certifications, or ratings required for the conduct of Operator's activities at the Airport as required by the Authority or any other duly authorized agency prior to engaging in any activity at the Airport. Operator shall provide copies of such licenses, permits, certifications, or ratings to the Airport Authority.

2.11. Personnel

- 2.11.1. Operator shall have in its employ, on duty, and on premises during operating hours, trained and courteous personnel in such numbers as are required to meet these Minimum Standards and to meet the reasonable demands of the aviation public for each activity being conducted in a safe and efficient manner.
- 2.11.2. Operator shall provide a responsible person to supervise activities and such person shall be authorized to represent and act for and on behalf of the Operator during all hours of activities. When such responsible person is not on the leased premises, such individual shall be immediately available by telephone or cell phone.

2.12. Security

- 2.12.1. Operator shall designate a responsible person for the coordination of all security communications and procedures.
- 2.12.2. Operator shall develop and maintain a security plan. Operator's security plan shall be submitted to the Airport Authority no later than 30 days before Operator commences activities at the Airport. Operator is solely responsible for implementation of and compliance with Operator's security plan... Operators should use their own discretion when creating one. The Operator can provide security information found in Security Guidelines for General Aviation Airports; May 2004. Operator will provide Authority with Security Plan in compliance with current TSA and FAA security guidance.

2.13. Insurance

- 2.13.1. Operator shall procure and maintain, during the term of an agreement, insurance policies required by the Authority and the types and minimum limits set forth by the Authority. The companies underwriting the required policies shall be licensed or authorized to write such insurance in the State of Tennessee.
 - 2.13.1.1. When coverage or limits set forth in these Minimum Standards are not commercially available, appropriate replacement coverage or limits must be approved by the Authority.
- 2.13.2. When an Operator engages in more than one (1) activity, the minimum limits shall vary depending upon the nature of each activity and/or combination of activities, but shall not necessarily be cumulative in all instances. It shall not be necessary for Operator to carry insurance policies for the combined total of the minimum requirements of each activity. However, Operator shall procure and maintain insurance for all exposures in amounts at least equal to the greatest of the required minimum.

- 2.13.3. All insurance, which an Operator is required by the Authority to carry and keep in force, shall name the Cleveland Municipal Airport Authority and Cleveland Regional Jetport, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers as additional insured.
- 2.13.4. Certificates of Insurance for the insurance required by the Authority and set forth by these Minimum Standards for each activity shall be delivered to the Authority upon execution of any agreement or approval. Operator shall furnish additional certificates of insurance 30 days prior to any changes in coverage, if the change results in a reduction. Current proof of insurance shall be continually provided to the Authority throughout the term of the agreement and shall be made available at Authority's request.
- 2.13.5. The limits stipulated herein for each activity represent the minimum coverage and policy limits that shall be maintained by the Operator to engage in activities at the Airport. Operators are encouraged to secure higher policy limits (See Appendix A).
- 2.13.6. In other than Authority owned facilities, Operator shall, at its sole expense, cause all facilities and improvements on the leased premises to be kept insured to the full insurable value (current replacement cost with no depreciation), using the "Special" or "All Risks" form for property insurance. The proceeds of any such insurance paid for loss, shall be used to defray the cost of repairing, restoring, or reconstructing said facilities or improvements to the condition and location existing prior to the casualty causing the damage or destruction, unless a change in design or location is approved in writing by the Authority.

2.14. Indemnification and Hold Harmless

- 2.14.1. Operator shall defend, indemnify, save, protect, and hold harmless the Airport Authority and Cleveland Regional Jetport individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers from any and all claims, demands, damages, fines, obligations, suits, judgments, penalties, causes of action, losses, liabilities, administrative proceedings, arbitration, or costs at any time received, incurred, or accrued by the Airport Authority and Cleveland Regional Jetport, individually or collectively, and their representatives, officers, officials, employees, agents, and volunteers as a result of, or arising out of, Operator's actions or inaction.
- 2.14.2. The Operator shall indemnify and hold harmless the Airport Authority and Cleveland Regional Jetport individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers in the event of an environmental contaminating accident or incident caused by Operator, its employees, its vendors, or any other personnel used by the Operator to maintain Operator's facilities, vehicles, equipment, or aircraft.

2.15. Taxes

2.15.1. Operator shall, at its sole cost and expense, pay all taxes, fees, and other charges that may be levied, assessed, or charged by any duly authorized taxing entity or municipality.

2.16. Multiple Activities

2.16.1. When more than one (1) activity is conducted, the minimum requirements shall vary depending upon the nature of each activity and/or combination of activities, but shall not necessarily be cumulative.

2.17. Through the Fence Operations

2.17.1. The Authority has decided not to authorize through-the-fence operators to the extent directed by FAA Advisory Circular 150/5190-7, as amended, or any other regulation subsequently imposed by the FAA or other governmental entity succeeding to its jurisdiction, functions, or responsibilities.

2.18. Grounds for Denial

2.18.1 The Authority shall consider a completed application to provide aviation activity or aeronautical service, upon receipt and shall not unreasonably deny or delay consideration. A delay on behalf of the Authority to implement a competitive process to select an Operator is not unreasonable. Grounds for denial of an application include but are not limited to, the following:

2.18.1.1. Failure to meet the qualifications, standards, and requirements established by these Minimum Standards for the proposed aeronautical activity or aeronautical service;

2.18.1.2. The proposed operation, development, or construction would create a safety hazard on the Airport;

2.18.1.3. The granting of the application would require the Authority to expend funds or supply labor or materials in connection with the proposed activity or operation that the Authority is unable or unwilling to spend or supply;

2.18.1.4. There is not appropriate, adequate, or available land, space, or building at the Airport to accommodate the entire operation(s) of the applicant at the time of application, and none is contemplated to be available within a reasonable time thereafter;

- 2.18.1.5. The proposed operation, development, or construction would create excessive and/or prolonged congestion of aircraft or buildings, or result in otherwise undue interference with the operations of any other Operator at the Airport;
- 2.18.1.6. The proposed operation, Airport development, or construction does not comply with approved Airport Layout Plan;
- 2.18.1.7. Intentional or unintentional misrepresentation or failure to make full disclosure in the application or supporting documents;
- 2.18.1.8. Lack of required licenses to undertake the proposed operation or activity based on the information provided with the application;
- 2.18.1.9. The applicant, or any officer, director, key employee, or person having controlling interest in the application has a record of violating laws, rules, and regulations applicable to the Airport or any other airport; defaulting in the performance of a lease, license, permit or similar agreement at the Airport or any other airport; or conviction for a felony offence;
- 2.18.10. Inability or failure to provide the required insurance coverage;
- 2.18.11. Inability to provide the security deposits, or other acceptable surety in the amount required by the Authority for the proposed operation or activity;
- 2.18.12. Inability to provide the required performance and other bonds in the amount required by the Authority for the proposed construction or activity; and/or
- 2.18.13. Revocation or suspension of a fueling license within two (2) years preceding the date of application.

2.19. Exclusive Rights

As provided for in FAA Airport Compliance Order 5190.6B 4. Background, the following exclusive rights obligations, violations, and/or exceptions are hereby included in these Minimum Standards:

"In accordance with the Airport and Airway Improvement Act of 1982, 49 U.S.C. § 47101, et seq., and the Airport Improvement Program (AIP) grant assurances, the owner or operator of any airport that has been developed or improved with federal grant assistance is required to operate the airport for the use and benefit of the public and to make it

available for all types, kinds, and classes of aeronautical activity and without granting an exclusive right. The Surplus Property Act of 1944 (as amended by 49 U.S.C., §§ 47151-47153) contains parallel obligations under its terms for the conveyance of federal property for airport purposes.”

2.19.1. Pursuant to Order 5190.6B, the granting of rights or privileges to engage in commercial aeronautical activities or commercial aeronautical services at the Airport shall not be construed in any manner as affording an Operator any exclusive right, other than the exclusive use of the land and/or Improvements that may be leased to the Operator, and then only to the extent provided in an agreement.

Additionally, Order 5190.6B specifies in Section 1 – Exclusive Rights, 1.1 Obligation Against Granting Exclusive Rights that:

“With few exceptions, an airport sponsor is prohibited from granting an exclusive right to a single operator for the provision of an aeronautical activity to the exclusion of others. . . Accordingly, FAA policy prohibits the creation or continuance of exclusive rights agreements at obligated airports where the airport sponsor has received federal airport development assistance for the airport’s improvement or development. This prohibition applies regardless of how the exclusive right was created, whether by express agreement or the imposition of unreasonable minimum standards and/or requirements (inadvertent or otherwise).”

2.19.2. Therefore, pursuant to this obligation in Order 5190.6B, and Section 1.4 Applicability of these Minimum Standards, which states that these Minimum Standards shall apply to any new agreement or any extension of the term of an existing agreement relating to the occupancy or use of Airport land or improvements for aeronautical activities, any potential exclusive right, whether such exclusive right results from an express agreement, from the imposition of unreasonable standards or requirements, or by any other means, shall be resolved. Thus, all new agreements or extension of terms of an existing agreement shall comply with FAA Order 5190.6B, and all other FAA policies set forth in FAA Compliance Manual, Effective Date September 30, 2009.

2.20. Exclusive Right Violations and Exceptions to the General Rule

The following subsections address exclusive rights violations and certain exceptions to the FAA’s exclusive rights policy due to circumstances that make such an exception necessary, pursuant to Order 5190.6B.

2.20.1 Proprietary Exclusive Activities: The Authority hereby exercises its proprietary right to provide certain aeronautical activities exclusively including management of all Airport property. Order 5190.6B, Section 1 – Exclusive Rights, 1.3 Exclusive

Rights Violations and Exceptions to the General Rule. A. Aeronautical Activities Provided by the Airport Sponsor (Proprietary Exclusive Right) states:

“The owner of a public-use airport (public or private owner) may elect to provide any or all of the aeronautical services needed by the public at the airport. The airport sponsor may exercise, but not grant, an exclusive right to provide aeronautical services to the public. If the airport sponsor opts to provide an aeronautical service exclusively, it must use its own employees and resources. Thus, an airport owner or sponsor cannot exercise a proprietary exclusive right if it does not itself provide the aeronautical services.”

As such, the Authority has chosen to exercise its proprietary right to sell all aviation fuel products at the Airport, and will also license qualified Fixed Base Operators (FBO) meeting these Minimum Standards unless an agreement with the Authority provides otherwise. Additionally, the Authority has chosen to exercise its proprietary right to be the exclusive developer and operator of fuel farms at the Airport. All FBOs and Self-Fuel Operators must obtain their fuel from the Authority, unless otherwise stated by prior agreement with the Authority. FAA regulations allow an aircraft owner to self-fuel his or her aircraft, provided the aircraft owner meets certain specific criteria as established by the FAA and the Authority. Accordingly, the Authority has adopted a Self-Fueling License in the interest of preserving the Authority’s policies with regard to having in place the necessary controls to assure that all fueling operations at the Airport are conducted to the same minimum level of safety, efficiency, consideration to the environment, and by persons adequately trained in the storage and handling of fuel products. Additionally, the Authority, at its discretion, retains the proprietary right to lease or develop Cleveland Regional Jetport property to a Specialized Aviation Service Operator (SASO) or private individual to maximize facility use and business opportunities.

2.20.2. Single Activity: The Authority and these Minimum Standards recognize the following regarding single activity on the Airport, as provided for in Order 5190.6B, Section 1 – Exclusive Rights, b. Single Activity:

“The fact that a single business or enterprise may provide most or all of the on-airport aeronautical services is not, in itself, evidence of an exclusive rights violation. What is an exclusive rights violation is the denial by the airport sponsor to afford other qualified parties an opportunity to be an on-airport aeronautical service provider. The airport sponsor may issue a competitive offering for all qualified parties to compete for the right to be an on-airport service provider. The airport sponsor is not required to accept all qualified service providers without limitation. The fact that only one qualified party pursued an opportunity in a competitive offering would not subject the airport sponsor to an exclusive rights violation.”

Additionally, the Authority and these Minimum Standards recognize the following exception to the general rule, as provided for in Order 5190.6B:

“The statutory prohibition, however, contains an exception relating to single activities. Specifically, providing services at an airport by only one fixed-base operator (FBO) is not an exclusive right if it is unreasonably costly, burdensome, or impractical for more than one FBO to provide the services, and allowing more than one FBO to provide the services requires a reduction in space leased under an existing agreement between one FBO and the airport sponsor. Both conditions must be met.”

2.20.3. Space Limitation: The Authority and these Minimum Standards also recognize the following regarding space limitation on the Airport, as provided for in Order 5190.6B, Section 1 – Exclusive Rights, c. Space Limitation:

“An exclusive rights violation can occur through the use of leases where, for example, all the available airport land or facilities suitable for aeronautical activities are leased to a single aeronautical service provider who cannot put it into productive use within a reasonable period of time, thereby denying other qualified parties the opportunity to compete to be an aeronautical service provider at the airport. An airport sponsor’s refusal to permit a single FBO to expand based on the sponsor’s desire to open the airport to competition is not an exclusive rights violation.

“Additionally, an airport sponsor may exclude an incumbent FBO from participating under a competitive solicitation in order to bring a second FBO onto the airport to create a more competitive environment.”

“A lease that confers an exclusive right will be construed as having the intent to do so and, therefore, be an exclusive rights violation. Airport sponsors are better served by requiring that leases to a single aeronautical service provider be limited to the amount of land the service provider can demonstrate it actually needs and can be put to immediate productive use. In the event that additional space is required later, the airport sponsor may require the incumbent service provider to compete along with all other qualified service providers for the available airport land. The grant of options or preferences on future airport lease sites to a single service provider is likely to be construed as intent to grant an exclusive right. The use of leases with options or future preferences, such as rights-of-first refusal, is highly discouraged.”

2.20.4. Self Fueling: An aircraft owner may self-fuel owned or exclusively leased aircraft, providing such operation is conducted in accordance with NFPA 30 and 407, Aircraft Fuel Storage and Servicing, latest adopted edition; FAA Advisory Circular 150/5230-4A, Aircraft Fuel Storage, Handling, and Dispensing on Airports; Air Transport Association Standards for Jet Fuel Quality Control at Airports, as

applicable and as may be amended; and Airport Standard Operating Procedures (see Section 13). Self-fueling shall be conducted only in those areas designated by the Airport Authority. Aircraft owners may only conduct self-fueling operations after first obtaining a self-fueling license from the Airport Authority. A co-op (an organization formed by several aircraft owners for the purpose of self-fueling) is prohibited from engaging in self-fueling operations.

2.21. Land and Facility Use

2.21.1. The Authority reserves the right to designate specific Airport areas in which commercial and non-commercial aeronautical activities and services may be conducted. Such designation shall give consideration to the nature and extent of the activities, the land and improvements that are available, and the preferred development of the Airport as described in the most recently completed Master Plan, Airport Layout Plan, and/or Land Use Plan.

2.21.2. The Authority reserves the right to lease an existing facility or any portion of an existing facility to a Specialized Aviation Service Operator (SASO), or private Operator in order to maximize facility use and business opportunities. A lease of this nature shall be at the Authority's sole discretion and shall be considered to meet the minimum facility requirements as specified in these Minimum Standards.

2.22. Waiver of Standards and Service Pioneers

2.22.1. Waivers: The Authority may, at its sole discretion, waive all or any portion of these Standards for the benefit of any governmental agency or public utility performing nonprofit public services to the aircraft industry if those services are performed for:

2.22.1.1. The general public in time of emergency (i.e. pandemic).

2.22.1.2. Public services to the aviation industry or performing nonprofit emergency medical or rescue services to the public by means of aircraft.

2.22.1.3. Fire prevention or firefighting operations.

2.22.1.4. The Authority may further temporarily waive or reduce any of these Standards for nongovernmental Operators where the Authority, at its sole discretion, deems such waiver or reduction to be in the best interest or welfare of the Airport's operation and is not likely to conflict with future Operators providing like services.

2.22.2. Service Pioneers: When an Operator wishes to qualify as a Specialized Aviation Service Operator in order to provide specific services not already provided at the

Airport, these Standards may be modified for a limited period of time to encourage the expansion of services at the Airport. The temporary modification will be applied only where such services do not already exist, and only to the extent and for the period of time necessary to create an inducement to the establishment of such services.

3.0. FIXED BASE OPERATOR

3.1. Definition

A fixed Based Operator (FBO) is a Commercial Operator engaged in the sale of products, services, and facilities to Aircraft Operators including aviation fuels and lubricants; ground services and support; tie-downs, hangars, and parking; aircraft maintenance; and aircraft rental/flight training.

3.2. Scope of Activity

3.2.1. Unless otherwise stated in these Minimum Standards, all products and services shall be provided by FBO's employees using FBO's vehicles and equipment.

3.2.2. FBO's products and services shall include the following:

3.2.2.1. Provide arrival and departure services for aircraft using Operator's lease premises including crew and passenger baggage handling.

3.2.2.2. Delivering and dispensing of jet fuel, Avgas, and aircraft lubricants into all general aviation aircraft normally frequenting the Airport.

~~3.2.2.3. Aircraft charter (includes FAR Part 135 and 121 activities) — desired but optional.~~

~~3.2.2.4. Aircraft interior cleaning services.~~

~~3.2.2.5. Airframe and powerplant repair facilities, if not already available at the Airport. This may be a subcontracted service with others if necessary.~~

~~3.2.2.6. Flight training and aircraft rental — desired but optional.~~

3.2.2.7. Aircraft marshalling and towing.

~~3.2.2.8. Oxygen, nitrogen, and compressed air service.~~

3.2.2.9. Hangar storage of aircraft, to include in-out service.

3.2.2.10. Ground power, unless otherwise agreed by Airport Authority.

3.2.2.11. Courtesy transportation.

3.2.2.12. Ground transportation arrangements.

3.2.2.13. Aircraft catering arrangements.

3.2.2.14. Maintain airport activity log.

3.2.2.15. Ramp and landing fee (if applicable) collection.

~~3.2.2.16. Disabled aircraft removal by tug.~~

3.2.3. FBO can meet these Minimum Standards for the provision of optional flight instruction and aircraft rental activities by and through a SASO permitted by the

Authority who meets the Minimum Standards for the aircraft rental and/or flight training operator, if these services are not already available on the Airport.

- 3.2.4. FBO can meet these Minimum Standards for the provision of aircraft maintenance by and through an authorized sublessee who meets the Minimum Standards for the aircraft maintenance Operator and operates from the FBO's leased premises, if these services are not already available on the Airport.

3.3. Leased Premises

Unless stated otherwise in an agreement with the Authority, the FBO shall have adequate land, Apron, Vehicle parking, and facilities (hangars, terminal, maintenance, and fuel storage) to accommodate all activities of the FBO and all approved Sublessees, but not less than the following:

- 3.3.1. Contiguous Land – Two Acres (87,120 square feet), upon which all required improvements including but not limited to, Apron, Vehicle parking, roadway access, and all facilities shall be located.
- 3.3.2. Apron – One Acre (43,560 square feet), with sufficient weight bearing capacity to accommodate the largest Aircraft handled or serviced by FBO.
- 3.3.3. Paved Tie-down – Adequate to accommodate the number, type, and size of based and transient Aircraft requiring tie-down space at the FBO's leased premises, but not less than 10 paved tie-down spaces.
- 3.3.4. Facilities – 12,000 square feet (total) consisting of the following:
 - 3.3.4.1. Terminal Space (building space) – 2,000 square feet. Customer area shall be at least 1,000 dedicated square feet to include adequate space for crew and passenger lounge(s), flight planning room, conference room, public use telephones, and restrooms. Administrative area shall be at least 1,000 dedicated square feet to include adequate space for employee offices, work areas, and storage. The Airport's terminal building can be used to meet this Minimum Requirement.
 - 3.3.4.2 Hangar space – 10,000 square feet. At least one (1) hangar shall be capable of accommodating an Aircraft having a length of 85 feet, a wingspan of 79 feet, and a tail height of 26 feet. No single hangar shall be less than 10,000 square feet, with the exception of individual Box-Hangars or individual T-Hangars.

3.4. Fuel Storage & Fuel Handling

- 3.4.1. The Authority has chosen to exercise its proprietary right to be the exclusive

developer and Operator of fuel farms at the Airport. All FBOs must contract with and obtain the fuel from the Authority, unless otherwise stated in prior agreement with the Authority.

- 3.4.2. FBO shall have a written Spill Prevention Containment and Control Plan (SPCC Plan) that meets regulatory measures for dispensing aviation fuels. An updated copy of the SPCC Plan shall be filed with the Airport Authority at least 30 days prior to commencing operations.
- 3.4.3. FBO shall be liable and indemnify the Authority for all leaks, spills, or other damage that may result through the handling and dispensing of Fuel.
- 3.4.4. FBO shall maintain current fuel reports on file, including total gallons of fuel delivered by type, and make such reports available for auditing at anytime by the Authority.

3.5. Fueling Equipment

- 3.5.1. FBO shall have one (1) operating and fully functional Jet Fuel refueling vehicle with a capacity of at least 2,000 gallons.
- 3.5.2. FBO shall have one (1) operating and fully functional Avgas Fuel refueling vehicle with a capacity of at least 1,000 gallons, unless other fueling facility arrangements are approved by the Airport Authority.
- 3.5.3. Aircraft Refueling Vehicles shall be equipped with metering devices that meet all applicable regulatory measures. One (1) refueling vehicle dispensing Jet Fuel shall have over-the-wing and single point aircraft servicing capability. All refueling vehicles shall be bottom loaded.
- 3.5.4. Each fuel truck shall be equipped and maintained to comply at all the times with all applicable safety and fire prevention requirements or standards including without limitation, those prescribed by:
 - 3.5.4.1. State of Tennessee Fire Code and Local Fire District;
 - 3.5.4.2.. National Fire Protection Association (NFPA) Codes; and
 - 3.5.4.3. Applicable FAA Advisory Circulars (AC) including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5D "Painting, Marking and Lighting of Vehicles Used on an Airport".

3.6. Equipment

- 3.6.1. FBO shall have the following equipment:

- 3.6.1.1. Adequate equipment for recharging or energizing discharged Aircraft batteries.
- 3.6.1.2. One (1) courtesy Vehicle available to provide transportation of passengers, crews, and baggage to and from destinations on the Airport and local area hotel and restaurants.
- 3.6.1.3. One (1) Aircraft tug and tow bars having a rated draw bar capacity sufficient to meet the towing requirement of the aircraft generally anticipated to frequent the Airport.
- 3.6.1.4. Spill kits.
- 3.6.1.5. Adequate number of approved and regularly inspected dry chemical fire extinguishers units shall be maintained within all hangars, on apron areas, at fuel storage facilities, and on all ground handling and refueling vehicles.
- ~~3.6.1.6. All Equipment reasonably necessary for the proper performance of Aircraft Maintenance in accordance with applicable FAA regulations and manufactures' specifications.~~

3.7. Personnel

- 3.7.1. Personnel, while on duty, shall be clean, neat in appearance, courteous, and at all times, properly uniformed except management and administrative personnel. Personnel uniforms shall identify the name of the FBO and shall be clean, professional, and properly maintained at all the times.
- 3.7.2. FBO shall develop and maintain Standard Operating Procedures (SOP) for fueling and ground handling of aircraft and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34 "Aircraft Ground Handling and Servicing." FBO's SOP shall include a training plan, fuel quality assurance procedures and record keeping, and emergency response procedures for fuel fires and spills. FBO's SOP shall also address: (1) bonding and fire protection; (2) public protection; (3) control access to fuel storage facilities; and (4) marking and labeling of fuel storage tanks and refueling vehicles. FBO's SOP shall be submitted to the Airport Authority no later than 30 days before the FBO commences activities at the Airport. The FBOs' SOP must be approved by the Airport Authority prior to the FBO's commencement of operation. The Authority shall conduct periodic inspections to ensure compliance.
- 3.7.3. FBO shall have at least one (1) properly trained and qualified employee, on each shift, providing Aircraft fueling, parking, and ground services, and customer

service support.

- **NOTE:** Add a paragraph to section 3.7 with wording to require training and performance of the line crew in the areas of fueling, marshaling and towing of the aircraft. This may need to include some aircraft specific training which should be coordinated with the based customers various fight departments. (Patrick Butler was working on specific wording)

~~3.7.4. If aircraft maintenance is provided by the FBO instead of a subtenant, the FBO must have at least one (1) FAA licensed airframe and powerplant mechanic employed by the FBO and properly trained and qualified to perform aircraft maintenance on aircraft frequenting the Airport for at least eight (8) hours during FBO's hours of activity, five (5) days a week.~~

3.8. Hours of Activity

3.8.1 Aircraft fueling, ground handling, and customer service shall be continuously offered and available to meet reasonable demands of the public for this activity. ~~seven (7) days a week (including holidays) 9 hours a day.~~ Business hours will be determined by mutual agreement between the FBO operator and the Authority, and subject to change as appropriate.

~~3.8.2 Aircraft Maintenance shall be continuously offered and available to meet reasonable demand of the public for this activity five (5) days a week, eight (8) hours a day. Aircraft maintenance shall be available after hours, on-call, with a reasonable response time. not to exceed 60 minutes.~~

Note: 3.8.2, as modified, has been moved to 4.7.1.

~~3.9. Aircraft Removal~~

~~Recognizing that aircraft removal is the responsibility of the aircraft owner/operator, the FBO shall be prepared to lend assistance within 30 minutes upon request in order to maintain the operational readiness of the Airport. The FBO shall prepare an aircraft removal plan for disabled aircraft and have an aircraft tug readily available that is necessary to remove the aircraft. The FBO must offer aircraft removal on a 24 hour on-call basis.~~

3.9 Insurance

3.9.1. Operator shall maintain, at a minimum, the coverage and policy limits set forth by the Authority.

4.0. AIRCRAFT MAINTENANCE OPERATOR (SASO)

4.1. Definition

4.1.1. An aircraft maintenance Operator is a commercial Operator engaged in providing aircraft (airframe and powerplant) maintenance (as defined in 14 CFR Part 43) for aircraft other than those owned, leased, and/or operated by (and under the full and exclusive control of) the Operator, which includes the sale of aircraft parts and accessories.

4.1.2. In addition to the general requirements set forth in Section 2, each aircraft maintenance Operator at the Airport shall comply with the following minimum standards set forth in this Section 4.

~~4.1.3. FBOs shall comply with the minimum standards set forth in Section 3 associated with aircraft maintenance.~~

4.1.3. An aircraft maintenance operator shall possess all Equipment reasonably necessary for the proper performance of Aircraft Maintenance in accordance with applicable FAA regulations and manufactures' specifications.

If aircraft maintenance is provided by the FBO instead of a subtenant, the FBO must have at least one (1) FAA licensed airframe and powerplant mechanic employed by the FBO and properly trained and qualified to perform aircraft maintenance on aircraft frequenting the Airport for at least eight (8) hours during FBO's hours of activity, five (5) days a week.

4.2 Leased Premises (Lessee or Multiple Activities)

An Operator engaging in this activity as well as other activities shall have adequate land, apron/paved tie-down, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator and all approved sublessees, but not less than the following square footages, which are not cumulative:

Ground	0.25 Acre	10,820 SF
Apron	Shall be adequate to accommodate the movement of aircraft into and out of the hangar and parking of customer Aircraft.	
Office/Building	500 SF	
Hangar	6,400 SF	
Vehicle Parking	1,500 SF	5 Spaces

- 4.2.1. Apron shall be adequate to accommodate the movement of aircraft into and out of the hangar and parking of customer aircraft.
- 4.2.2. All required Improvements including, but not limited to, apron, vehicle parking, roadway access, landscaping, and all facilities shall be located on contiguous land.
- 4.2.3. Facilities shall include customer, administrative, maintenance, and hangar areas. Building/facility shall include adequate space for a public waiting area (customer lounge); public use telephone and restrooms; an administrative area having adequate and dedicated space for employee offices, work areas, and storage; and a maintenance area having adequate and dedicated space for employee work areas, shop areas, and storage for parts, supplies, equipment, and tooling.
- 4.2.4. For aircraft painting, varnishing, or lacquer spraying operations, the arrangement, construction, and ventilation of spraying booths, the storage of materials, disposal of hazardous waste (by- products), and employee safety shall be in accordance with Federal, Tennessee State, and local fire prevention and environmental standards.

4.3. Leased Premises (Sublessee)

With prior written permission of the Airport Authority, the requirements set forth in Section 4.2 above may be satisfied by a sublease of such space from an existing Operator or through a commercial aeronautical operator agreement for Authority owned facilities, if available.

4.4. Licenses and Certification

- 4.4.1. All Operators' personnel shall be properly certificated by the FAA, maintaining current and appropriate ratings for the work being performed.

4.5. Personnel

- 4.5.1. Operator shall provide a sufficient number of personnel to adequately and safely carry out aircraft maintenance in a prompt and efficient manner and meeting FAA requirements and reasonable demands of the public for this activity.

4.6. Equipment

- 4.6.1. Operator shall provide sufficient shop space, equipment, supplies, and availability of parts as required for certification as an FAA Repair Station, as defined by 14 CFR Part 145.
- 4.6.2. Equipment requirements include a tug, tow bars, jacks, dollies, and other equipment, supplies, and parts required to perform aircraft maintenance activity.

4.7. Hours of Activity

- 4.7.1. ~~Operator shall be opened and services shall be available at least five (5) days a week, eight (8) hours a day and available after hours, on-call, with response time not to exceed 60 minutes.~~

Aircraft Maintenance shall be continuously offered and available to meet reasonable demand of the public for this activity five (5) days a week, eight (8) hours a day. Aircraft maintenance shall be available after hours, on-call, with a reasonable response time.

4.8. Insurance

4.8.1. Operator shall maintain, at a minimum, the coverage and policy limits set forth by the Authority.

5.0. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

5.1. Definition

5.1.1 An avionics or instrument maintenance operator is a commercial Operator engaged in the business of maintenance or alteration of one (1) or more of the items described in 14 CFR Part 43, Appendix A (i.e., aircraft radios, electrical systems, or instruments).

5.1.2 In addition to the general requirements set forth in Section 2, each avionics or instrument maintenance Operator at the Airport shall comply with the following minimum standards set forth in this Section 5.

5.2. Leased Premises (Lessee or Multiple Activities)

An Operator engaging in this activity, as well as other activities, shall have adequate land, apron/paved tie-down, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator and all approved sublessees, but not less than the following square footages:

Contiguous Land	0.25 Acre	10,820 SF
Apron	Shall be adequate to accommodate the movement of Aircraft into and out of the hangar and parking of customer Aircraft.	
Office/Building	500 SF	
Hangar	1600 SF	
Vehicle Parking	1,500 SF	5 Spaces

5.2.1. Apron shall be adequate to accommodate the movement of aircraft into and out of the hangar and parking of customer aircraft.

5.2.2. All required improvements including, but not limited to, apron, vehicle parking, roadway access, landscaping, and all facilities shall be located on contiguous land.

5.2.3. Facilities shall include customer, administrative, maintenance, and hangar areas.

5.3. Leased Premises (Sublessee)

With prior written permission of the Airport Authority, the requirements set forth in Section 5.2 above may be satisfied by a sublease of such space from an existing Operator or through a commercial aeronautical Operator agreement for Authority-owned facilities, if available.

5.4. Licenses and Certifications

5.4.1. Operator shall be properly certificated by the FAA as an FAA Repair Station and by the Federal Communications Commission (FCC).

5.4.2. Personnel shall be properly certificated by the FAA and the FCC, maintaining current and appropriate ratings for the work being performed.

5.5. Personnel

5.5.1. Operator shall provide a sufficient number of personnel to adequately and safely carry out the activity in a prompt and efficient manner adequate to meeting the reasonable demands of the public for this activity.

5.5.1.1. Operator shall employ at least one (1) technician and one (1) customer service representative as Employees (on each shift). A technician may fulfill the responsibilities of the customer service representative.

5.6. Equipment

5.6.1. Operator shall provide sufficient shop space, equipment, supplies, and inventory of parts as required for certification as an FAA Repair Station, as defined by 14 CFR Part 145.

5.7. Hours of Activity

5.7.1. Operator shall be open and services shall be available at least five (5) days a week, eight (8) hours a day.

5.8. Insurance

5.8.1. Operator shall maintain, at a minimum, the coverage and policy limits set forth by the Authority.

6.0. AIRCRAFT RENTAL, FLYING CLUB, OR FLIGHT TRAINING OPERATOR (SASO)

6.1. Definitions

- 6.1.1. An Aircraft Rental Operator is a commercial Operator engaged in the rental of aircraft to the general public.
- 6.1.2. A Flying Club Operator is a commercial Operator engaged in owning aircraft and making such aircraft available for use by its members where membership is available to the general public.
- 6.1.3. A Flight Training Operator is a commercial Operator engaged in providing flight instruction to the general public and/or providing such related ground school instruction as is necessary to take the written examination(s) and flight check(s) for the category or categories of pilots' licenses and ratings involved.
- 6.1.3.1. A person holding a current FAA flight instructor's certificate, who gives occasional flight instruction (does not advertise or proactively make available flight instruction) to an aircraft owner in the aircraft owner's aircraft, shall not be deemed a commercial Operator.
- 6.1.4. A Private Flying Club is an entity that is legally formed as a non-profit entity with the State of Tennessee, operates on a non-profit basis (so as not to receive revenues greater than the costs to operate, maintain, acquire and/or replace flying club aircraft), and restricts membership from the general public (i.e., does not advertise its membership availability to the general public).
- 6.1.5. In addition to the General Requirements set forth in Section 2, each Aircraft Rental, Flying Club, or Flight Training Operator at the Airport shall comply with the following minimum standards set forth in this Section 6.

6.2. Leased Premises (Lessee or Multiple Activities)

An Operator engaging in this activity as well as other activities shall have adequate land, apron/paved tie-down, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator and all approved sublessees, but not less than the following square footages:

Contiguous Land	None	
Apron	Shall be adequate to accommodate the movement of aircraft into and out of the hangar and parking of Operator's fleet at the Airport.	
Office/Building	300 SF	
Hangar	**2,500 SF	
Vehicle Parking	1,500 SF	5 Spaces

** These SASO services do not require hangar facilities. If Operator elects to build a hangar, sizing to meet the activity provided shall be required, but in no case less than the minimum listed above.

Unless otherwise provided in an agreement with the Authority, the following minimum areas shall be required:

- 6.2.1. Apron/paved tie-downs shall be adequate to accommodate the total number of aircraft in Operator's fleet at the Airport. (If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, paved tie-downs are not required).
- 6.2.2. Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting aircraft maintenance on aircraft owned and/or operated by Operator.
- 6.2.3. Customer area shall be at least 150 square feet of the terminal building to include adequate space for class/training rooms. Operator's customers shall have access to customer lounge(s), public telephones, and restrooms.
- 6.2.4. Administrative area shall be at least 150 square feet to include adequate space for employee offices, work areas, and storage.
- 6.2.5. Maintenance area, if required, shall be at least 500 square feet to include adequate space for employee work areas, shop areas, and storage.
- 6.2.6. Hangar area, if required, shall be large enough to accommodate the largest aircraft in the Operator's fleet at the Airport maintained by the Operator.
- 6.2.7. Vehicle parking shall be sufficient to accommodate customers and employees on a daily basis.

6.3. Leased Premises (Sublessee)

- 6.3.1. An authorized sublessee engaging in this activity shall have adequate land, apron, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following (unless otherwise stated in prior agreement with the Authority):
- 6.3.2. Apron/paved tie-downs shall be adequate to accommodate the total number of aircraft in Operator's fleet at the Airport, but no less than the space required to accommodate two (2) aircraft having a minimum wingspan of 40 feet.
- 6.3.3. If Operator sublets a hangar, apron shall be adequate to accommodate the movement of aircraft into and out of the hangar, staging, and parking of Operator's aircraft.
- 6.3.4. If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, no paved tie-downs will be required.
- 6.3.5. Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting aircraft maintenance on aircraft owned and/or operated by Operator.
- 6.3.6. Customer area shall be at least 150 square feet to include adequate space for customer lounge(s), class/training rooms, public telephones, and restrooms.
- 6.3.7. Administrative area shall be at least 150 square feet to include adequate space for employee offices, work areas, and storage.
- 6.3.8. Maintenance area, if required, shall be at least 250 square feet to include adequate space for employee work areas, shop areas, and storage.
- 6.3.9. Hangar area, if required, shall be large enough to accommodate the largest aircraft in the Operator's fleet at the Airport maintained by the Operator.
- 6.3.10. Vehicle parking shall be sufficient to accommodate customers and employees on a daily basis.

With prior written permission of the Airport Authority, the requirements set forth in Section 6.2 and 6.3 above may be satisfied by a sublease of such space from an existing operator or through a commercial aeronautical operator agreement for Authority-owned facilities, if available.

6.4. Licenses and Certifications

- 6.4.1. Personnel performing aircraft proficiency checks and/or flight training shall be properly certificated by the FAA, holding the appropriate ratings and current

medical certification for the Aircraft being utilized and/or flight training being provided.

6.4.1.1. Flight Training Operators shall have at least one flight instructor with the appropriate ratings and medical certification to provide flight instruction.

6.5. Personnel

6.5.1. Operator shall provide a sufficient number of personnel to adequately and safely perform aircraft rental and/or flight training in a prompt and efficient manner, adequate to meet the reasonable demands of the public/members seeking such services.

6.5.1.1. Aircraft rental operators and flying club operators shall employ one (1) flight instructor and one customer service representative as employees (on each shift). A flight instructor can serve as customer service representative.

6.5.1.2. Flight Training Operators shall employ one (1) flight instructor and one customer service representative as employees (on each shift). A flight instructor can serve as a customer service representative. In addition, flight training Operators shall provide ground school instruction appropriate to enable students to pass the FAA written examinations for the course of instruction being taught.

6.6. Equipment

6.6.1. Operator shall have available for rental or use in flight training, either owned by or under written lease to the Operator and under the full and exclusive control of the Operator, at least one (1) properly certified and currently airworthy aircraft equipped for and fully capable of flight under instrument conditions.

6.6.2. Flight training Operators shall provide, at a minimum, adequate mock-ups, pictures, slides, videotapes or DVDs, or other training aids necessary to provide proper and effective ground school instruction.

6.7. Hours of Activity

6.7.1. An aircraft rental Operator and a flight training Operator shall be open and services shall be available to meet the reasonable demands of the public for this activity five (5) days a week, 40 total hours, with at least one of those days being a weekend day.

6.8. Private Flying Clubs

6.8.1. Private flying clubs shall not be required to meet the minimum standards

stipulated for a flying club so long as the private flying club's membership is not available to the general public.

- 6.8.2. No member of a private flying club shall receive compensation for services provided for such private flying club or its members, unless such member is an authorized Operator with the Airport.
 - 6.8.3. Each private flying club member must have an ownership interest in the private flying club.
 - 6.8.4. Private flying club shall keep on file and available for review by the Airport Authority, a complete membership list and investment (ownership) share held by each member including a record of all members (past and present) with full names, addresses, and the date the membership began and ended.
 - 6.8.5. Private flying club shall file and keep current with the Airport Authority:
 - 6.8.5.1. Copies of bylaws, articles of incorporation, operating rules, membership agreements, and the location and address of the club's registered office.
 - 6.8.5.2. Roster of all officers, directors, and members including home and business addresses and phone numbers.
 - 6.8.5.3. Designee responsible for compliance with these Minimum Standards and other regulatory measures.
 - 6.8.6. Private flying club aircraft shall not be used by other than members (owners).
 - 6.8.7. No entity shall use private flying club aircraft in exchange for compensation.
 - 6.8.8. No member (owner) shall use private flying club aircraft for flight instruction of non-members.
- 6.9. Insurance**
- 6.9.1. Operator shall maintain, at a minimum, the coverage and policy limits set forth by the Authority.
 - 6.9.2. Disclosure Requirements: Any Operator conducting aircraft rental, sales, or flight training shall post a notice and incorporate within the rental and instruction agreements the coverage and limits provided to the renter or student by the Operator, as well as a statement advising that additional coverage is available to such renter or student through the purchase of an individual non-ownership liability policy. Operator shall provide a copy of such notice to the Airport

Authority.

7.0. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

7.1. Definition

7.1.1. An aircraft charter Operator is a commercial Operator engaged in on-demand common carriage for persons or property (as defined in 14 CFR Part 135) or operating in private carriage under 14 CFR Part 125.

7.1.2. An aircraft management Operator is a commercial Operator engaged in the business of providing aircraft management including, but not limited to, flight dispatch, flight crews, or aircraft maintenance coordination to the general public.

7.1.3. In addition to the general requirements set forth in Section 2, each aircraft charter Operator and aircraft management Operator at the Airport shall comply with the following minimum standards set forth in this Section 7.

7.2. Leased Premises (Lessee or Multiple Activities)

7.2.1. An Operator engaging in this activity, as well as other activities, shall have adequate land, apron/paved tie-down, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator and all approved sublessees, but not less than the following square footages:

Contiguous Land	None	
Apron	Shall be adequate to accommodate the movement of aircraft into and out of the hangar and the parking of Operator's fleet at the Airport.	
Office/Building	500 SF	
Hangar	**6,400 SF	
Vehicle Parking	1,500 SF	

** These SASO services do not require hangar facilities. If Operator elects to build a hangar, appropriate sizing to meet the Activity provided shall be required, but in no case less than the minimum listed above.

Unless otherwise stated in a prior agreement with the Authority, the following minimum areas shall be required:

7.2.2. Apron paved tie-downs shall be adequate to accommodate the total number of

aircraft in Operator's fleet at the Airport. (If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, no paved tie-downs will be required).

- 7.2.3. Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting aircraft maintenance on aircraft owned and/or operated by Operator.
- 7.2.4. Operator's customer area shall have access to customer lounge(s), public telephones, and restrooms.
- 7.2.5. Vehicle parking shall be sufficient to accommodate customers and employees on a daily basis.

7.3. Leased Premises (Sublessee)

With prior written permission of the Airport Authority, the requirements set forth in Section 7.2 above may be satisfied by a sublease of such space from an existing operator or through a commercial aeronautical Operator agreement for Authority-owned facilities, if available.

7.4. Licenses and Certifications

- 7.4.1. Aircraft Charter Operators shall have and provide copies to the Airport Authority, of all appropriate certifications and approvals from FAA and the USDOT.
- 7.4.2. Personnel shall be properly certificated by the FAA, both current and qualified to hold the appropriate ratings in the Aircraft utilized for this activity.

7.5. Personnel

- 7.5.1. Operator shall provide a sufficient number of personnel to adequately and safely perform the activity in a prompt and efficient manner necessary to meet the reasonable demands of the public seeking such services.
 - 7.5.1.1. Operator shall employ one (1) Chief Pilot (Aircraft Charter Operator only) and one customer service representative as employees. Chief Pilot can perform the duties of customer representative, unless Chief Pilot is performing duties off Airport.

7.6. Equipment

7.6.1. Operator shall provide, either owned or under written lease to Operator and under the exclusive control of Operator, one (1) certified and continuously airworthy single or multi-engine (instrument qualified) aircraft.

7.7. Hours of Activity

7.7.1. Operator shall be available to meet the reasonable demands of the public for this activity five (5) days a week, eight (8) hours a day. After hours, on-call response time to customer inquiries shall not exceed 60 minutes.

7.8. Insurance

7.8.1. Operator shall maintain, at a minimum, the coverage and policy limits set forth by the Authority.

8.0. AIRCRAFT SALES OPERATOR (SASO)

8.1. Definition

8.1.1. An aircraft sales Operator is a commercial Operator engaged in the sale of one (1) or more new and/or used aircraft during a 12-month period.

8.1.2. In addition to the general requirements set forth in Section 2, each aircraft sales Operator at the Airport shall comply with the following minimum standards set forth in this Section 8.

8.2. Leased Premises (Lessee or Multiple Activities)

8.2.1. An Operator engaging in this activity as well as other activities or an authorized sublessee engaging in this activity shall have adequate apron, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator, but no less than the following:

Contiguous Land	None
Apron	Shall be adequate to accommodate the movement of aircraft into and out of the hangar, parking of customer Aircraft, and Operator's fleet at the Airport.
Office/Building	500 SF
Hangar	**6,400 SF
Vehicle Parking	1,500 SF

** These SASO services do not require hangar facilities. If Operator elects to build a hangar, appropriate sizing to meet the Activity provided shall be required, but in no case less than the minimum listed above.

Unless otherwise stated in a prior agreement with the Authority, the following minimum areas shall be required:

- 8.2.2. Apron paved tie-downs shall be adequate to accommodate the total number of aircraft in Operator's fleet at the Airport. (If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, no paved tie-downs will be required).
- 8.2.3. Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting aircraft maintenance on aircraft owned and/or operated by Operator and/or in Operator's inventory. If Operator provides aircraft maintenance on other aircraft, Operator shall meet the Minimum Standards for an aircraft maintenance Operator.
- 8.2.4. Operator's customer area shall have immediate access to customer lounge(s), public telephones, and restrooms.
- 8.2.5. Hangar area, if required, shall be large enough to accommodate the largest aircraft in the Operator's fleet at the Airport maintained by the Operator.
- 8.2.6. Vehicle parking shall be sufficient to accommodate customers and employees on a daily basis.

8.3. Leased Premises (Sublessee)

With prior written permission of the Airport Authority, the requirements set forth in Section 8.2 above may be satisfied by a sublease of such space from an existing operator or through a commercial aeronautical Operator agreement for Authority-owned facilities, if available.

8.4 Licenses and Certification

8.4.1. Personnel shall be properly certificated by the FAA both current and qualified to hold the appropriate ratings and medical certification for providing flight demonstration in all aircraft offered for sale.

8.5 Personnel

8.5.1. Operator shall provide a sufficient number of personnel to adequately and safely perform the activity in a prompt and efficient manner necessary to meet the reasonable demands of the public seeking such services.

8.5.1.1. Operator shall employ at least one (1) current commercial pilot. This can be a part-time position.

8.6. Equipment

8.6.1. Operator shall provide necessary and satisfactory arrangements for aircraft maintenance in accordance with any sales guarantee or warranty period.

8.7. Hours of Activity

8.7.1. Operator shall be opened and service shall be available to meet the reasonable demands of the public for this activity five (5) days a week.

8.8. Insurance

8.8.1. Operator shall maintain, at a minimum, the coverage and policy limits set forth by the Authority.

9.0. SPECIALIZED AVIATION SERVICE OPERATOR (SASO)

9.1. Definition

9.1.1. A Specialized Aviation Service Operator (SASO) is a commercial Operator engaged in providing limited aircraft services and support, miscellaneous commercial services and support, or air transportation services for hire.

9.1.1.1. Limited Aircraft Services and Support is defined as limited aircraft engine; accessory support (for example, washing, cleaning, painting, upholstery, propellers, etc); or other miscellaneous activities directly related to aircraft services and support.

9.1.1.2. Miscellaneous Commercial Services and Support are defined as ground schools, simulator training, charter flight coordinators, aircrew

management, or any other miscellaneous activities directly related to supporting or providing support services for a commercial activity.

9.1.1.3. **Air Transportation Services for Hire** are defined as non-stop sightseeing flights (flights that begin and end at the Airport and are conducted within 50 statute mile radius of the Airport); flights for aerial photography or survey; fire fighting; power line, underground cable, or pipe line patrol; or any other miscellaneous activities directly related to air transportation services for hire (e.g. helicopter operations in construction or repair work).

9.1.2. In addition to the general requirements set forth in Section 2, each Specialized Aviation Service Operator at the Airport shall comply with the following minimum standards set forth in this Section 9.

9.2. Leased Premises (Lessee or Multiple Activities)

9.2.1. An Operator engaging in this activity as well as other activities or an authorized sublessee engaging in this activity shall have adequate apron, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator, but no less than the following:

Contiguous Land	None
Apron	Shall be adequate to accommodate the movement of aircraft into and out of the hangar and parking of customer aircraft.
Building/Facility	500 SF
Hangar	**6,400 SF
Vehicle Parking	1,500 SF

** These SASO services do not require hangar facilities. If Operator elects to build a hangar, appropriate sizing to meet the Activity provided shall be required, but in no case less than the minimum listed above.

Unless otherwise stated in a prior agreement with the Authority, the following minimum areas shall be required:

9.2.2. Apron paved Tie-downs shall be adequate to accommodate the total number of aircraft in Operator’s fleet at the Airport. (If Operator utilizes a hangar for the storage of Operator’s fleet at the Airport, no paved tie-downs will be required).

9.2.3. Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting aircraft maintenance on aircraft owned and/or operated by Operator. If Operator provides aircraft

maintenance on other aircraft, Operator shall meet the Minimum Standards for an aircraft maintenance Operator.

9.2.4. Operator's customer area shall have access to customer lounge(s), public telephones, and restrooms.

9.2.5. Administrative area shall be sufficient to accommodate the administrative functions associated with the activity and shall include adequate space for employee offices, work areas, and storage.

9.2.6. Hangar area, if required, shall be large enough to accommodate the largest aircraft in the Operator's fleet at the Airport maintained by the Operator.

9.2.7. Vehicle parking shall be sufficient to accommodate customers and employees on a daily basis.

9.3. Leased Premises (Sublessee)

With prior written permission of the Airport Authority, the requirements set forth in Section 9.2 above may be satisfied by a sublease of such space from an existing operator or through a commercial aeronautical Operator agreement for Authority-owned facilities, if available.

9.4. Licenses and Certifications

9.4.1. Operator shall have and provide to the Airport Authority evidence of all Federal, State, and local agency licenses and certificates that are required to conduct the activity.

9.5. Personnel

9.5.1. Operator shall provide a sufficient number of personnel to adequately and safely perform its activity in a prompt and efficient manner necessary to meet the reasonable demands of the public seeking such services.

9.6. Equipment

9.6.1. Operator shall have (based at the Airport), either owned or under written lease to Operator and under the exclusive control of Operator, sufficient vehicles, equipment, and, if appropriate, one (1) continuously airworthy aircraft.

9.7. Hours of Activity

9.7.1. Operator shall be opened and services shall be available during hours normally maintained by entities operating competitive businesses at the Airport.

9.8. Insurance

9.8.1. Operator shall maintain, at a minimum, the coverage and policy limits set forth by the Authority.

10.0. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (TSASO)

10.1. Introduction

The Authority recognizes that aircraft Operators using the Airport may require specialized assistance with the maintenance of their aircraft and or flight training of pilots. When assistance is not available on the Airport through an existing Operator due to either the specialized nature of the maintenance and/or flight training requirements, the Authority may allow an aircraft Operator to solicit and utilize the services of a qualified entity to provide said services on a temporary basis.

10.1.1. In addition to the general requirements set forth in Section 2, each Temporary Specialized Aviation Service Operator (TSASO) at the Airport shall comply with the following minimum standards set forth in this Section 10.

10.2. Scope of Activity

10.2.1. Operator shall conduct activity on and from the leased premises of the aircraft Operator in a first-class manner consistent with the degree of care and skill exercised by experienced Operators providing comparable products and services and engaging in similar activities.

10.3. License

10.3.1. Aircraft Operator must submit written request to the Airport Authority on behalf of Temporary Specialized Aviation Service Operator.

10.3.2. Operator shall obtain a 30-day temporary permit (issued by the Airport Authority) prior to engaging in activity on the Airport. Renewal shall be subject to the Operator's compliance with all terms of the temporary permit.

10.3.3. Operator shall comply with all requirements for the permitted activities and limit service provided to those strictly stated in the temporary permit.

10.3.4. Aircraft Operators requiring after-hours or weekend service by a Temporary Specialized Aviation Service Operator must notify the Airport Authority prior to Operator engaging in activities on the Airport.

10.3.4.1. Aircraft Operator is responsible for assuring compliance of all Airport

rules and regulations by the Temporary Specialized Aviation Service Operator while on the Airport.

10.4. Licenses and Certifications

10.4.1. Operator shall have and provide to the Airport Authority evidence of all agency licenses and certificates that are required for the activity.

10.5. Insurance

10.5.1. Operator shall maintain, at a minimum, the coverage and policy limits set forth by the Authority.

11.0. AIRCRAFT STORAGE OPERATOR (ASO)

11.1. Definition

11.1.1. An aircraft storage Operator (ASO) is a commercial Operator that develops, owns, and/or leases facilities for the purpose of selling or subleasing (to the general public) aircraft storage facilities and/or associated office or shop space to entities engaging in Commercial or Non-Commercial aeronautical activities.

11.1.2. In addition to the general requirements set forth in section 2, each commercial aircraft storage Operator at the Airport shall comply with the following Minimum Standards set forth in this Section 11.

11.2. Scope of Activity

11.2.1. Operator shall use the leased premises for the purpose of: selling hangar and associated office or shop space; engaging in subleasing of aircraft storage facilities and associated office and shop space (as an aircraft storage Operator); or use by Operator primarily for Operator's aircraft and/or equipment. All required Improvements including Apron, Facilities, and Vehicle parking shall be located on contiguous land.

11.3. Leased Premises

11.3.1. Operator engaging in this activity shall have adequate land, apron/paved tie-down, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following:

Contiguous Land	1 Acre	43,560 SF
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Apron	Shall be adequate to accommodate the movement of Aircraft into and out of the hangar(s) and parking of customer Aircraft.	
Building/Facility	6,400 SF	
Hangar	10,000 SF	
Vehicle Parking	2,500 SF	10 Spaces

11.3.2. As an alternative, the Operator may construct and maintain a minimum of ten (10) T-Hangars or other multiple aircraft storage facilities to accommodate a minimum of ten (10) aircraft.

11.3.2.1. T-Hangar Building Dimensions: All-metal 10-unit T-hangar dimensions include buildings and bi-fold doors, which shall be a completely integrated system, to the following dimensions:

Hangar Feature	Minimum	Recommended
Clear door width-minimum	41'-6"	47'-8"
Overall building length	231'-0"	264'-0"
Overall building width	51'-0"	58'-0"
Stall Depth	33'-0"	38'-0"
Clear door height (open position)-	12'-0"	14'-0"
Clear tail width – minimum	21'-0"	23'-8"

All T-hangars will have, at a minimum, paved interior floors and paved taxilanes to their units with sufficient width and clearance of other buildings as recommended by FAA planning guidelines. Automobile parking inside T-hangars is permitted when the occupying aircraft are in use.

11.3.2.2. Conventional Hangar Building Dimensions: Conventional hangars may be developed in a variety of sizes larger than the minimum, but must have common design elements which include:

- A. Steel Construction for all columns, braces, rafters, and rods.
- B. Metal siding and roofing.
- C. Bi-fold doors recommended.
- D. Clear-span interior construction and concrete floors.
- E. Hangar apron equal to the size of the interior hangar floor (hangar apron may be asphalt).
- F. Paved automobile parking spaces shall be provided, based upon the size and expected occupancy of the proposed hangar. Rules of thumb include one parking space for each

employee and one space for each 250 square feet of office space. A minimum of five (5) parking spaces will be required at each conventional hangar.

Minimum conventional hangar size shall be 10,000 square feet for ASOs. If desired, this space can be sub-divided and configured to accommodate storage of private aircraft.

Additional restrictions or requirements may be imposed by Airport Authority when, in their judgment, such restrictions or requirements are necessary to insure safety, airport operations, aesthetics, or property value.

11.4. Hours of Activity

11.4.1. Operator shall have facilities available for sublessees' aircraft removal and storage seven days a week (including holidays) 24 hours a day.

11.5. Insurance

11.5.1. Operator shall maintain, at a minimum, the coverage and policy limits set forth by the Authority.

12. NON-COMMERCIAL HANGAR OPERATOR (CORPORATE HANGARS)

12.1. Definition

12.1.1. A non-commercial Operator is an entity that develops, constructs, and/or owns one or more hangar structures for the primary purpose of storing aircraft used for non-commercial purposes only.

12.1.2. In addition to the general requirements set forth in Section 2, each non-commercial hangar Operator at the Airport shall comply with the following Minimum Standards set forth in Section 12.

12.2. Scope of Activity

12.2.1. Operator shall use the leased premises for aircraft either owned by or under written lease to the Operator and under the full and exclusive control of the Operator for non-commercial purposes.

12.2.2. No commercial activity of any kind shall be permitted on or from the leased premises.

12.2.3. Operator shall not be permitted to sublease any land or improvements on the leased premises for any purpose.

12.3. Leased Premises

12.3.1. An Operator engaging in this activity shall have adequate land, apron, and vehicle parking, and facilities to accommodate all activities of the Operator, but no less than the following square footages:

Contiguous Land	0.25 Acre	10,820 SF
Apron	Shall be adequate to accommodate the movement of aircraft into and out of the hangar and parking of Operator's fleet at the Airport.	
Office/Building	500 SF	
Hangar	6,400 SF	
Vehicle Parking	1,500 SF	

12.3.2. All required improvements including apron, facilities, and vehicle parking shall be located on contiguous land.

12.3.3. The development of non-commercial hangar(s) shall be limited to a single structure of not less than 6,400 square feet, completely enclosed.

12.4. Ownership Structure

12.4.1. Hangar development may be accomplished by any entity, including associations.

12.4.2. Association membership shall be contingent upon ownership interested in the association of a proportionate share of the non-commercial hangar facility which shall consist of not less than one individual hangar, or an equal portion of the "common" hangar area which is consistent with the total number of members/shareholders (such area not to be less than 1,000 total square feet).

12.4.3. All members/shareholders of the association shall be declared to the Authority at time the application for development and activity is submitted. Thereafter, the association and/or each member/shareholder of the association shall be required to demonstrate ownership (as required herein) as requested by the Authority from time to time. The association shall appoint (be represented by) one individual. The hangar facilities developed and utilized by the association shall be exclusive for storage of aircraft owned by the member(s)/shareholder(s) of the association.

12.4.4. The association may not utilize nor cause the leased premises to be utilized for

speculative development of either the leased premises or the improvements located thereupon.

12.4.5. Each member/shareholder of the association shall be responsible and jointly and severally liable with all other members/shareholders for the association's compliance with these Minimum Standards. Each member/shareholder of the association shall, upon written request, provide appropriate written confirmation of membership status or share ownership. All association members/shareholders declared to the Authority in accordance to paragraph 12.4.3 hereof shall remain jointly and severally liable to the Authority for the association's compliance with these Minimum Standards, regardless of whether the membership or ownership of the association changes, unless a release of the liability of a former association member is approved in writing by the Authority.

12.5. Insurance

12.5.1. Operator shall maintain, at a minimum, the coverage and policy limits set forth by the City.

12.5.2. All required improvements including apron, facilities, and vehicle parking shall be located on contiguous land.

12.5.3. The development of non-commercial hangar(s) shall be limited to a single structure of not less than 6,400 square feet, completely enclosed.

12.6. Insurance

12.6.1. Operator shall maintain, at a minimum, the coverage and policy limits set forth by the City.

13. PRIVATE HANGAR OPERATOR

13.1. Definition

13.1.1. A Private Operator is an entity that develops, constructs, and/or owns one or more hangar structures for the primary purpose of storing aircraft.

13.1.2. In addition to the general requirements set forth in Section 2, each private hangar Operator at the Airport shall comply with the following Minimum Standards set forth in Section 13.

13.2 Scope of Activity

13.2.1. Operator shall use the leased premises for aircraft either owned by or under

written lease to the Operator and under the full and exclusive control of the Operator.

13.2.2. Operator shall not be permitted to sublease any land or improvements on the leased premises for any purpose.

13.3 Leased Premises

13.3.1. An Operator engaging in this activity shall have adequate land, apron, and vehicle parking, and facilities to accommodate all activities of the Operator, but no less than the following square footages set forth in the Minimum Standards For Construction Of Hangars, section 14 (b).

13.4. Insurance

13.4.1. Operator shall maintain, at a minimum, the coverage and policy limits set forth by the City.

14. NON-COMMERCIAL SELF-SERVICE FUELING OPERATOR

14.1 Introduction

14.1.1. All Operators wanting to perform self-service fueling shall be accorded a reasonable opportunity, without unlawful discrimination, to qualify and receive a non-commercial self-service fueling license from the Authority.

14.1.1.1. Those Operators that have Agreements granting them the rights to perform commercial fueling are not required to apply for a non-commercial self-service fueling license.

14.1.2. This Section 14 sets forth the standards prerequisite for an Operator wanting to engage in non-commercial self-service fueling activities at the Airport. Any Operator engaging in such activities shall also be required to comply with all applicable regulatory measures pertaining to such activities.

14.1.3. In addition to the applicable general requirements set forth in Section 2, each Operator conducting non-commercial self-service fueling activities at the Airport shall comply with the following Minimum Standards.

14.2. Agreement/Approval

14.2.1. No Operator shall engage in self-fueling activities unless a valid non-commercial self-service fueling license authorizing such activity has been obtained from the

Airport Authority. Such entities shall herein be referred as "Self-Fueling Operator".

14.2.2 The license shall not reduce or limit a self-fueling Operator's obligations with respect to these self-service fueling standards, which shall be included in the license by reference.

14.2.3. Prior to issuance, and subsequently upon request by the Airport Authority, a self-fueling Operator shall provide evidence of ownership and/or lease of any aircraft being operated under the full control of and fueled by self-fueling Operator. The Authority, in its sole discretion, will determine if a lease is commercially reasonable.

14.3. Reporting

14.3.1.. A Self-Fueling Operator shall report all fuel dispensed during each calendar month and submit a summary report along with appropriate fees and charges due to the Authority on or before the first business day of the subsequent month.

14.3.2. A Self-Fueling Operator shall during the term of the License and for three (3) years thereafter maintain records identifying the total number of aviation fuel gallons purchased from the Authority. Records and meters shall be available for audit to the Authority. In the case of a discrepancy, a self-fueling Operator shall promptly pay, in cash, all additional rates, fees, and charges due to the Authority, plus annual interest on the unpaid balance at the lesser of 10% or maximum rate allowable by law from the date originally due.

14.4 Fuel Storage

14.4.1 A Self-Fueling Operator shall arrange and demonstrate that satisfactory arrangements have been made for the storage of fuel after the fuel is dispensed from the Authority fuel farm, if applicable, as follows:

14.4.1.1 The Self-Fueling Operator must own or lease equipment to dispense Avgas or Jet A fuel. This equipment can include a truck, an approved towed trailer, or a fixed system that a commercial operator could deliver fuel to, unless previous agreement with Airport Authority states otherwise.

14.4.2. Fuel tucks may not be stored in the leased premises.

14.4.3. Self-Fueling Operator shall be liable and indemnify the Authority for all leaks, spills, or other damage that may result through the handling and dispensing of fuel.

14.4.4. Fuel delivered shall be clean, bright, pure, and free of microscopic organisms, water, or other contaminants. After the fuel leaves the Authority fuel farm,

ensuring the quality of the fuel is the responsibility of the self-fueling Operator.

14.5. Fueling Equipment

14.5.1. A Self-Fueling Operator shall utilize a single fuel truck for each type of fuel to be dispensed. Avgas fuel trucks shall have a maximum capacity of 1,500 gallons and Jet fuel trucks shall have a maximum capacity of 5,000 gallons. All fuel trucks shall be capable of bottom loading. Deviations from these standards must be approved by the Airport Authority.

14.5.2. Each fuel truck shall be equipped and maintained to comply at all the times with all applicable safety and fire prevention requirements or standards including, without limitation, those prescribed by:

14.5.2.1. State of Tennessee Fire Code and Local Fire District;

14.5.2.2. National Fire Protection Association (NFPA) Codes; and

14.5.2.3. Applicable FAA Advisory Circulars (AC) including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5D "Painting, Marking and Lighting of Vehicles Used on an Airport".

14.6. Limitations

14.6.1. A Self-Fueling Operator without Authority permission shall not sell and/or dispense fuels to based or transient aircraft that are not owned by or under the full control of the self-fueling Operator. Any such selling or dispensing shall be grounds for immediate revocation of the license by the Authority.

14.6.1.1.. Revocation upon first violation will be for a period of one (1) year.

15.6.1.2. 14.6.1.2. Revocation upon a second violation shall be permanent.

14.6.2.. Prior to issuance and subsequently upon request by the Authority, a self-fueling Operator shall provide evidence of ownership and/or full control of any aircraft being self-fueled.

14.7 Insurance

14.7.1. A Self-Fueling Operator shall maintain at a minimum, the coverage and policy limits set forth by the Authority.

15.0. COMMERCIAL OPERATING LICENSE

15.1. Application

15.1.1.. An entity desiring to engage in a commercial aeronautical activity or service covered under these Minimum Standards at the Airport shall submit a written application to the Airport Authority for a commercial operating license. The prospective Operator shall submit all of the information requested on the application form and thereafter shall submit any additional information that may be required or requested by the Airport Authority in order to properly evaluate the application and facilitate an analysis of the prospective operation.

15.1.2. After the Airport Authority approves the application an Operating License will be issued.

15.2. Operating License

The License will be valid for as long as the Operator meets the following requirements:

15.2.1. The information submitted with the application is current. The Operator shall notify the Airport Authority in writing within 15 days of any change to the information submitted on or with the application.

15.2.2. The Operator is in compliance with all applicable regulatory measures including, but not limited to, these Minimum Requirements and any other Airport primary guiding documents.

15.2.3. The license may not be assigned or transferred and shall be limited solely to the approved Activity. The license is valid for as long as the Operator has a lease agreement with the Authority.

15.3 Temporary or Special Use License

The Airport Authority may issue a temporary or special use License that allows an Operator to engage in specific activities, in designated areas, and only for a specified period of time, not to exceed one (1) year. The License will be valid only during the time period specified and only as long as the Operator complies with all applicable regulatory measures. The License may not be assigned or transferred and shall be limited solely to the approved activity, the designated area, and the specified time period.

15.4. Existing Operator with an Existing Agreement

No Change in Scope of Activities:

15.4.1. An Existing Operator with an existing Agreement may engage in the activities permitted under the Agreement without submitting an application for a license, providing that the Operator is in compliance with all applicable regulatory measures.

Change in Scope of Activities:

15.4.2. Prior to engaging in any activity not permitted under the Agreement or changing or expanding the scope of the activities permitted under the Agreement, the Operator shall submit an application and obtain a license prior to engaging in the activity.

15.5. Non-Commercial Operators

A License is not required; however, the Operator shall comply with all applicable regulatory measures.

15.6 Independent Aeronautical Operators

The Authority and the Cleveland Regional Jetport recognize that certain Aeronautical Operations do not interface directly with the public; and, therefore, do not necessarily require public facilities to satisfactorily conduct business. An aeronautical service provider of this type is considered to be an Independent Aeronautical Operator and must obtain a license from the Airport Authority to conduct such business upon the Airport. The independent aeronautical Operator license provides operating regulations and guidelines and sets forth appropriate fees to be paid to the Airport for the privilege of using the Airport facility area in connection with their business operation.

An independent Operator provides a single-service aeronautical activity on the Airport and may include, but is not limited to, aerial advertising, aerial application (spray operation) aerial photography or survey, power line or pipeline patrol, firefighting or fire patrol, or airborne mineral exploration.

16.0. SEVERABILITY CLAUSE

If one or more clause, section, or provision of these Minimum Standards shall be held to be unlawful, invalid, or unenforceable by final judgment of any court of competent jurisdiction, the invalidity of such clause, section, or provision shall not in any way affect any other clause, section, or provision of these Minimum Standards.

APPENDIX A

INSURANCE REQUIREMENTS

ALL INSURANCE MUST BE PROVIDED BY A COMPANY WITH AN AM BEST RATING OF A- OR BETTER

Fixed Base Operator (FBO)

Aircraft Liability - \$5,000,000 per occurrence combined single limit for bodily injury and property damage including passengers. Aircraft liability insurance provides coverage to the owners and operators of an airplane in the event that a person or property is damaged while on airplane. That is, if a person slips and falls in the bathroom, or if the plane crashes into another on the ground, aircraft liability insurance would protect the plane's owners or operator from any ensuing lawsuits.

Comprehensive Public Liability and Property Damage (Premises) - \$5,000,000 per occurrence of combined single limit bodily injury and property damage. Can include aircraft, hangars, and personal injuries.

Hangar Keeper's Liability - \$5,000,000 per occurrence. Provides coverage for damage to or destruction of the aircraft of others while in the insured's custody for storage, repair, or safekeeping and while in or on the scheduled premises.

Products & Completed Operations Liability - \$5,000,000 per occurrence. This is an insurance policy that covers the liability incurred by a contractor for property damage or injuries that may happen to a third party once contracted operations have ceased or been abandoned. Even though the operations are deemed to be "completed" by the contractor, the loss or injury is deemed to be as a result of those operations.

Environmental Liability - \$1,000,000. Environmental Liability coverage provides protection from liabilities and losses due to pollution. Such a policy pays for cleaning up contaminated property, as well as to pay for liabilities to other people that were hurt by the pollution or environmental hazard.

Motor Vehicle Liability - The operation of all licensed motor vehicles, including those hired or borrowed, used in connection with the operation shall be covered by Automobile Liability Insurance providing for a total limit of \$500,000 for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, in cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$1,000,000.

Aircraft Maintenance Operator SASO

ALL INSURANCE MUST BE PROVIDED BY A COMPANY WITH AN AM BEST RATING OF A- OR BETTER

Premise Liability - \$1,000,000 per occurrence combined single limit for bodily injury and property damage. This insurance is part of a business liability policy that covers an insured for bodily injury or property damage liability to members of the public while they are on his premises.

Products & Completed Operations Liability for Repairs & Services - \$1,000,000 per occurrence.

Hangar Keeper's Liability - Ground and Hangar Keeper's Liability \$100,000 each loss minimum limit and \$50,000 each aircraft minimum limit.

Motor Vehicle Liability - The operation of all licensed motor vehicles, including those hired or borrowed, used in connection with the operation shall be covered by Automobile Liability Insurance providing for a total limit of \$500,000 for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence in cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$1,000,000.

Avionics or Instrument Maintenance SASO

ALL INSURANCE MUST BE PROVIDED BY A COMPANY WITH AN AM BEST RATING OF A- OR BETTER

Premise Liability - \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

Products & Completed Operations Liability for Repairs & Services - \$1,000,000 per occurrence.

Hangar Keeper's Liability - Ground and Hangar Keeper's Liability \$100,000 each loss minimum limit and \$50,000 each aircraft minimum limit.

Motor Vehicle Liability - The operation of all licensed motor vehicles, including those hired or borrowed, used in connection with the operation shall be covered by Automobile Liability Insurance providing for a total limit of \$500,000 for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence in cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$1,000,000.

Aircraft Rental, Flying Club, or Flight Training Operator SASO

ALL INSURANCE MUST BE PROVIDED BY A COMPANY WITH AN AM BEST RATING OF A- OR BETTER

Aircraft Liability - \$1,000,000 per occurrence combined single limit for bodily injury and property damage including passengers. With respect only to passenger bodily injury a minimum sub-limit of \$100,000 per passenger will be permitted as applicable.

Premise Liability - \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

Hangar Keeper's Liability (if Applicable) - Ground and Hangar Keeper's Liability \$100,000 each loss minimum limit and \$50,000 each aircraft minimum limit.

Motor Vehicle Liability - The operation of all licensed motor vehicles, including those hired or borrowed, used in connection with the operation shall be covered by Automobile Liability Insurance providing for a total limit of \$500,000 for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, in cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$1,000,000.

Aircraft Charter or Aircraft Management Operator SASO

ALL INSURANCE MUST BE PROVIDED BY A COMPANY WITH AN AM BEST RATING OF A- OR BETTER

Aircraft Liability - \$1,000,000 per occurrence combined single limit for bodily injury and property damage including passengers. With respect only to passenger bodily injury a minimum sub-limit of \$100,000 per passenger will be permitted as applicable.

Premise Liability - \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

Hangar Keeper's Liability (if Applicable) - Ground and Hangar Keeper's Liability \$100,000 each loss minimum limit and \$50,000 each aircraft minimum limit.

Motor Vehicle Liability - The operation of all licensed motor vehicles, including those hired or borrowed, used in connection with the operation shall be covered by Automobile Liability Insurance providing for a total limit of \$500,000 for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, in cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$1,000,000.

Aircraft Sales Operator SASO (New and/or Used)

ALL INSURANCE MUST BE PROVIDED BY A COMPANY WITH AN AM BEST RATING OF A- OR BETTER

Aircraft Liability - \$1,000,000 per occurrence combined single limit for bodily injury and property damage including passengers. With respect only to passenger bodily injury a minimum sub-limit of \$100,000 per passenger will be permitted as applicable.

Premise Liability - \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

Products & Completed Operations Liability for Sale of Aircraft - \$1,000,000 per occurrence.

Hangar Keeper's Liability (if Applicable) - Ground and Hangar Keeper's Liability \$100,000 each loss minimum limit and \$50,000 each aircraft minimum limit.

Motor Vehicle Liability - The operation of all licensed motor vehicles, including those hired or borrowed, used in connection with the operation shall be covered by Automobile Liability Insurance providing for a total limit of \$500,000 for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, in cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$1,000,000.

Specialized Aviation Service Operator SASO

ALL INSURANCE MUST BE PROVIDED BY A COMPANY WITH AN AM BEST RATING OF A- OR BETTER

Aircraft Liability (if Applicable) - \$1,000,000 per occurrence combined single limit for bodily injury and property damage including passengers. With respect only to passenger bodily injury a minimum sub-limit of \$100,000 per passenger will be permitted as applicable.

Premise Liability - \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

Products & Completed Operations Liability (if Applicable) - \$1,000,000 per occurrence.

Hangar Keeper's Liability (if Applicable) - Ground and Hangar Keeper's Liability \$100,000 each loss minimum limit and \$50,000 each aircraft minimum limit.

Motor Vehicle Liability (if Applicable) - The operation of all licensed motor vehicles, including those hired or borrowed, used in connection with the operation shall be covered by Automobile

Liability Insurance providing for a total limit of \$500,000 for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, in cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$1,000,000.

Temporary Specialized Aviation Service Operator SASO

ALL INSURANCE MUST BE PROVIDED BY A COMPANY WITH AN AM BEST RATING OF A- OR BETTER

Premise Liability - \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

Aircraft Storage Operator

ALL INSURANCE MUST BE PROVIDED BY A COMPANY WITH AN AM BEST RATING OF A- OR BETTER

Premise Liability - \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

Hangar Keeper's Liability - Ground and Hangar Keeper's Liability \$100,000 each loss minimum limit and \$50,000 each aircraft minimum limit.

Motor Vehicle Liability (if Applicable) - The operation of all licensed motor vehicles, including those hired or borrowed, used in connection with the operation shall be covered by Automobile Liability Insurance providing for a total limit of \$500,000 for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, in cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$1,000,000.

Non-Commercial Hangar Operator (Corporate Hangars)

ALL INSURANCE MUST BE PROVIDED BY A COMPANY WITH AN AM BEST RATING OF A- OR BETTER

Premise Liability - \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

Motor Vehicle Liability - The operation of all licensed motor vehicles, including those hired or borrowed, used in connection with the operation shall be covered by Automobile Liability Insurance providing for a total limit of \$500,000 for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury

to or destruction of property in any one accident or occurrence, in cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$1,000,000.

Private Hangar Operator

ALL INSURANCE MUST BE PROVIDED BY A COMPANY WITH AN AM BEST RATING OF A- OR BETTER

Premise Liability - \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

Motor Vehicle Liability - The operation of all licensed motor vehicles, including those hired or borrowed, used in connection with the operation shall be covered by Automobile Liability Insurance providing for a total limit of \$500,000 for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, in cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$1,000,000.

Non-Commercial Self-Service Fueling Operator

ALL INSURANCE MUST BE PROVIDED BY A COMPANY WITH AN AM BEST RATING OF A- OR BETTER

Aircraft Liability - \$2,000,000 per occurrence combined single limit for bodily injury and property damage including passengers.

Comprehensive Public Liability and Property Damage (Premises) - \$2,000,000 per occurrence of combined single limit bodily injury and property damage.

Hangar Keeper's Liability - \$600,000 per occurrence.

Products & Completed Operations Liability - \$2,000,000 per occurrence.

Environmental Liability - \$1,000,000.

Multiple Activities

Operator shall provide certificates of insurance coverage in an amount equal to the highest

individual insurance requirements stipulated for the specific commercial aeronautical activity or service being performed as stated above.

NOTE:

Aircraft Owners Involved in Self-Fueling Operations - A comprehensive Aircraft Liability Policy indicating that the coverage includes owner's fueling/defueling operations with fueling equipment owned and/or operated by the aircraft owner. The minimum shall be \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage.

MINUTES
CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
February 26, 2016
9:00 A.M.



Be it recorded that the Cleveland Municipal Airport Authority met in a regular session on Friday, February 26, 2016, at 9:00 a.m. in the Cleveland Municipal Council Room.

MEMBERS PRESENT: Lou Patten, Verrill Norwood, Lynn DeVault, Mike McCoy, and Steve Wright

MEMBERS ABSENT: None

CITY STAFF: Kristi Powers (PW Support Services Manager), Mark Fidler (Airport Manager), Beverley Lindsey (Executive Assistant to the City Manager), Melinda Carroll (Assistant City Manager), Brian Moran (Social Media & Community Relations/Grants Coordinator), Janice Casteel (City Manager), John Kimball (City Attorney), Randall Higgins (City Reporter) and Shawn McKay (City Clerk)

FBO STAFF: Taylor Newman

CONSULTANTS: None

GUESTS: None

MEDIA: Joyanna Love (Cleveland Banner), Steve Crass (Cleveland Banner) and Paul Leach (Times Free Press)

CALL TO ORDER

The meeting was called to order by the Chairman, Lou Patten, at 9:02 a.m.

ROLL CALL

Chairman Patten called the roll and is recorded above as Members Present.

ACCEPTANCE OF MINUTES

The Chairman called for a motion to accept the revised attendance record of the December 2015 meeting. Verrill Norwood so moved, seconded by Steve Wright and was unanimously passed.

The Chairman also called for a motion to accept the minutes from the January 22, 2015, meeting. Steve Wright so moved, seconded by Verrill Norwood and was unanimously passed.

UPDATES

Construction Update (and slide show presentation)

T-Hangars

Mark Fidler reported the west t-hangars are essentially complete and ready for occupancy. The hangar contracts have been sent to customers. The east t-hangars are scheduled for completion on March 17th. They are under roof and the fire wall installation is finished. The electricians are there working steadily on the individual hangars. They are currently waiting on the electrical inspector's report. The City inspector is also scheduled to come out today to follow up. If there aren't any issues, he will provide the certificate of occupancy.

MedTrans/Erlanger Hangar

Last Thursday, Life Force moved into their hangar. They are now operational and self-sufficient. The first day of their twenty-four hour staffing was on the 18th.

Chairman Patten mentioned that an Erect-a-Tube representative was at the t-hangar meeting on Wednesday. The State, architects, engineers and everyone else there expressed their displeasure regarding the delays they caused us. The State even went so far as to say they would not recommend them again for future projects.

Director's Report

Mark Fidler reported:

- The Cleveland Fire Department inspection report noted that no violations were found.
- There were fifty-one attendees at the Civil Air Patrol's pancake breakfast this past Saturday.
- An Experimental Aircraft Association meeting was held Saturday afternoon in the smaller conference room. There were seventeen people in attendance. He was asked to speak about the Jetport, the Tennessee Aviation Association and what is happening with the budget for the airports.
- This past Saturday night at approximately 8:10 p.m., there was an automobile accident causing damage to Jetport property. The driver traveling southbound lost control of the vehicle, crossed the opposing lane, hit the guardrail, a fire hydrant, then several trees before impacting the fence. The City's Risk Manager, Kim Spence, has been provided with the accident report. Gilbert Fence and Don's Fence companies have been asked to provide estimates. He has also been in touch with the driver's insurance company. As soon as estimates are provided, he will forward them to the insurance company for reimbursement.
- Customs & Border Patrol's Brian Rachel sent a note indicating continued progress in our efforts of extending boundaries of the Chattanooga port for the GA Custom's facility at the airport. For the next step, he will be contacted by someone from Washington and New Orleans to discuss the Jetport's capabilities.

Board Member DeVault said she didn't recognize the note for what it was because it said "Design and Construction Phase". She asked if we had to construct something. Mark said ultimately, yes. We have to provide them with a facility, or some type of structure, that will

house their personnel when they are on the field conducting their inspections, and where passengers would report to proceed through customs clearance.

Board Member DeVault asked if they could use one of the two small offices on the first floor of the terminal. Mark said that was one of the things he was going to talk to them about. He was also thinking if they build another hangar they would put office space in that. Aircraft could pull up to that structure; passengers would off load and then process through it. They would then come through the operations side of the airport to be released. One problem he sees with the terminal option is there is no clear way to bring people into the building. They have to be able to come directly from the aircraft into the customs facility without any possible interference. They don't want to lose custody of passengers before they have the opportunity to process them. A good option until another hangar is built is to lease a trailer similar to what MedTrans had. This would provide them with the necessary office space they need plus it gives them the space for passengers to come in, be processed and depart. It is a fairly inexpensive proposition. Board Member DeVault suggested charging user fees.

Chairman Patten asked if they had any funding to help with construction. Mark said no.

- Mark handed out a Claim for Labor Lien involving MedTrans/Erlanger's facility and Keith Pryor Grading Company. Ed Hale, who was under contract with MedTrans to construct the building, had an excavating company they were working with. They weren't able to perform, so on a gentleman's agreement, Keith Pryor came in and tried to do the excavation work at the airport. They didn't finish the job; they had other commitments. They never had a written contract. Essentially, Hale Construction Company is saying Pryor didn't finish the work, so they are not paying them; and Pryor's company is saying they are owed \$3,700.00 for the work they did do. They are at a standoff with one another. John Kimball is aware of this situation. Hale is going to post a bond amount of \$3,700. The Jetport is only named in the suit because it is our property that the dispute is on.

John Kimball had asked Dina Swafford, as a courtesy, if anything came into the Register's Office that relates to the City in any way to let him know. She sent him this information. He then advised Mark to make the contractor aware of it. Their options are to pay it and get the lien released, or post a bond. Based on discussions, they are going to do the latter.

- Chip Willis, Executive Director of Habitat for Humanity in Cleveland, sent a letter expressing his satisfaction in and appreciation of the use of the facilities. Their event was held on January 28th at the Jetport.
- The City Council passed an ordinance to amend the Cleveland Municipal Code making provisions for the issuance of special occasion beer permits. This may come up again in the future. He received a letter yesterday from the Hospice of Chattanooga Foundation saying 'Thank you so much for working with the foundation fundraising manager, Michael Watson, and so graciously assisting with our inquiry about possibly hosting our annual Chef Showdown, a large fundraising event for Hospice of Chattanooga and Bradley County, at the Regional Jetport. Since you and Michael began talking, our event Chairs have gotten much more involved in all aspects of event planning and they have decided to hold the 2016 event at the Cleveland Country Club. With this development, Michael will not be attending the Airport Authority Meeting tomorrow morning, Friday, February 26th. We are so appreciative of all of your help and will

stay in touch about planning a future event at the Jetport...’

Board Member DeVault asked if they decided to hold their event elsewhere because they could not have alcohol at the Jetport or because they just made another selection. Mark said they just made another selection. He said the ordinance that was passed, now opens the door for us to serve alcoholic beverages on public property. John Kimball advised it was only beer. The City only regulates beer. The way this is worded, an entity wanted to have an event that wasn’t on public property. There is a provision in the code otherwise it would prohibit the consumption of alcohol on public property. The way Special Occasion Beer Permits are worded in other cities is if it’s going to be on public property, the legislative body would be informed and they would okay it or not before it ever happens; that is how this is worded if you look on page 2. If you wanted to have an event like that fundraiser, where some charity is going to lease it...his thought would be because the property is under the name of the Airport Authority and they are in control of it...there probably needs to be a section added in the code where it talks about no consumption of alcohol on public property, to say there is an exception if it’s on public property and create some sort of mechanism for that. The ordinance simply says right now if you want a Special Occasion Beer Permit on public property, you would make a request to the City Council. What needs to be done is amend the other section to say ‘if it’s going to be at airport property, they would have to come to the City Council or Airport Authority or possibly both before that could happen.

Right now, the event this was done for is not on public property. They wanted to have an event on private property, but Cleveland doesn’t have a code section for a temporary beer permit. This is Cleveland’s version of one. If someone, a political organization or not-for-profit, wants to have some sort of event with alcohol...wherever...that doesn’t have the right to sell it already; then this creates a mechanism where they can get a forty-eight hour permit but they have to meet some criteria.

Board Member DeVault thinks this could work even for the Authority because she doesn’t think the Authority would want to be in the position of approving beer permits; but more of having the opportunity to sell an event and go to the City Council. Mr. Kimball said that was correct. The Beer Board actually issues the permit; but if a request were on public property, it has an extra requirement in that before the Beer Board could do anything...it would have to go before the City Council. Board Member DeVault clarified saying she did not object to that step because if they were to approve the alcohol on public property, then someone should advise the City Council due to all of the other departments that might be impacted. Mr. Kimball said another thing before you would ever want to do it on your property is to investigate with your insurer whether your coverage needs some sort of a rider such as a Liquor Liability which is a specialized coverage for people who sell alcoholic beverages. The City may already have that or have had it in the past because at one time when the City was running the Golf Course, they sold liquor in the Clubhouse. Chairman Patten said a lot of times in the General Liability policies there is a provision for host liquor liability that if you are not in the actual business of selling it, it provides it for occasional instances. Mr. Kimball advised to just make sure you are insured in case something unforeseeable happens.

Board Member DeVault said from time to time, they get requests to do things like that in their hangar...a not-for-profit would ask Jones Airways if they could use their hangar for this or that...how would they interpret that? It sits on public property... Mr. Kimball said the land that

it sits on is public property so that's why the other section of the code, that just has a prohibition about consumption of alcohol on public property or on private property without the owner's consent, probably needs a subsection added that says it can be authorized by the governmental entity who is in control of the property. For instance, Bradley County owns the courthouse. It's public property sitting in the middle of the city of Cleveland. In his mind, if someone came in wanting one of these for something on the County's courthouse square, he would think the Council would want the Commission to pass on that first because it's actually their property.

Board Member DeVault asked if Jones Airways was giving a private party in their hangar for a prospective charter guest and alcohol was served, would that be against the current law for them to do that if it were a private party inside their hangar? Mr. Kimball said they would not be selling it so they didn't need a permit; but there is a prohibition in the code that talks about no consumption of alcohol on public property. It's a blanket statement...the MTAS model code that's been around forever and it's not even in the beer part of the code. It's under General Municipal Offenses. If someone is walking down the sidewalk with an open beer, they are breaking city ordinance. There are certainly people who can look at those fact patterns and say they are two entirely different things...where you are in control of the property...whereas someone is walking down the street with an open container of alcohol.

Janice Casteel advised they would be looking at amending that section of the code to clarify some of that.

Chairman Patten asked if it would have anything to do with the language in their lease. Mr. Kimball said he doubted there would be anything in the lease that talked about alcohol. There's probably a blanket statement that says 'tenant will comply with all laws and ordinances'. He said the reason this is being talked about is it occurred to us, now that this has passed, that could somewhat conflict so it needs to be clarified. It just passed on final reading this past Monday.

Board Member DeVault suggested since they were doing further work on it, they might want to consider that other tenants may have a private function in their hangar and may choose to serve alcohol. Mr. Kimball said larger cities have events on public property. At this point, Cleveland has not had one of those, but who's to say that someone won't next week. It is important to remember that the purpose of a temporary beer permit is if you want to engage in the sale of beer...where the proceeds go to a non-profit. For example, if the museum holds a private event and the caterer furnishes alcohol...that is the caterer's responsibility. He or she would have a TABC license for that.

- Earlier this month, Mark attended the House Transportation Committee Meeting in Nashville with fellow members of the Tennessee Aviation Association. They had the opportunity to speak with several legislators who were in attendance regarding airport funding issues. During the meeting, they handed out the Aviation Advisory Task Force Executive Summary and Recommendations. The proposed funding formula breakdown is \$2 million or 6% of the budget goes to TDOT administration; \$17.28 million or 54% will be expended on Air Carrier Part 139 airports, which there are six in the State; and \$12.48 million or 39% goes to the seventy general aviation airports in the State for a total of \$32 million in the Tennessee Equity Fund Budget. The previous formula was 50/50; not only has the overall budget been slashed, but the budget for GA airports has been substantially reduced as well.

Chairman Patten said he didn't think they had acted on these recommendations yet; they were only proposed. In addition, he said Commissioner Boyd was going to try to get at least part of the recommendations pushed through.

The next hearing date is March 7th.

- Last month, he discussed the light problems they were experiencing at the airport. He has started plugging the taxi light mounting faces with plumbers putty in order to seal up the base creating a barrier to prevent the ants from climbing inside. They also began poisoning the active ant mounds with pesticides. The goal is to create a barrier around the lights to make it intolerable for the ants.
- One of the LED signs at the airport failed. He contacted the sales representative to talk about a replacement light assembly. They advised Siemens is not making them anymore and they can't get them. He expressed his displeasure. A couple of days later, he received a call from Max Moody with Siemens who agreed to send all new kits to refurbish the LED lighting system.

Board Member Wright wanted to know if there is anything the Authority can do to lobby between now and when action is taken in regards to funding. Mark said yes, especially if anyone has connections with the legislators specifically those in transportation. The legislators need to know how this is adversely affecting our plans. With the way the new funding is, all they can do is maintain what they have. There is no money for development funds. For us that means maintenance of the surfaces and maintenance of the approach pads.

Board Member Wright asked if this affects any matching federal funds. Is this the same pot of money used to match any federal opportunities? Mark said in Tennessee, Federal funding funnels through TDOT. Chairman Patten said he didn't think it would directly affect the federal block funds; it will affect the aviation fuel fund.

Board Member Wright said there are states that turn back transportation dollars because they do not have the State money to match the funds. Is the state of Tennessee in danger of being in that position with the reduction of this fund? Chairman Patten said he has not heard them say that. He wonders if there was a specific bill or piece of legislature that they are acting on. In order for people to go ask for support, we need to know what we are asking for like a specific bill number. Mark stated all TAA is doing now is trying to advise the legislators of the impact of what was done. As far as he knows, there are no bills in the legislature to deal with this issue. No one has introduced anything. Chairman Patten said the Task Force made some recommendations to try and shift some general fund money that relates to aviation type activities and move it over to the aviation department. He believes this would be handled through a budget amendment/administration bill. Mark is to check with TAA to see where this stands.

FBO Report

Taylor Newman reported the following:

- January was reasonably busy. February is really busy but not so much in transient fuel.
- There were two new pilot completions.
- Maintenance is steady even though they are losing one of their employees. They are currently looking for another mechanic to fill the vacancy.

- They added one full-time fuel line service tech. They also hired a part-time customer service person to help out a couple days a week.
- March 5th, they will have their bi-annual mountain flying seminar. It is an all-day seminar with a break for lunch. Food is donated by Crystal Air. There will be a discount offered to those in attendance for their next recurrent training event if taken through Crystal Air.
- He hopes to have an update on the new fuel plan soon. He does know they are selling more fuel and charging less ramp fees.

Mr. Newman mentioned Chattanooga's Customs does not have their own separate facility; they use it through the FBO. The officer typically meets and processes you on the ramp. Board Member DeVault is still trying to figure out how to make it work at the Jetport without having a trailer. She asked Mark to think about having them enter through the side door that was meant for catering. Board Member Wright suggested using part of a hangar like they do in Knoxville. Mark said he will look at all options.

Chairman Patten mentioned an email that was sent regarding ramp fees. He said according to Mark, in both cases, the pilots offered to pay the fee. In one instance, Mark stayed there a considerable amount of time to help them get an alternate charter flight for their passengers because their aircraft was having mechanical issues. He would like to see Mark and Taylor communicate on occasions like this. Taylor said he only voiced it because the pilots complained to him that they had to pay it.

UNFINISHED BUSINESS

Update on Sale of NDB Property – South Lee Highway

Melinda said she found a possible buyer for this property, so she plans to re-advertise. The bid is due by March 14th. The property is landlocked and has an approximate value of \$5,000.00.

NEW BUSINESS

Discussion and Approval of Airport Manager Position Description

Verrill Norwood worked on the position description and coordinated with the Human Resources Department to put in the proper language for the City.

Chairman Patten had a couple of comments:

- Page 2 – 'Promotes the Jetport through events, meetings and other means to attract customers' to add 'including regular contact with area business communities'.
- Page 3 under Certificates, Licenses, Registrations, Memberships – Does the FAA or State Aeronautics require any certification for an Airport Manager? Mark said no.

Chairman Patten called for a motion to approve the Airport Manager Job Description (with the discussed changes). Lynn DeVault so moved, seconded by Steve Wright and was unanimously passed.

Discussion and Approval of Minimum Standards

Board Member Wright highlighted the proposed changes/recommendations to the minimum standards:

- Page 3, Section 1.3.7 – the date was changed.
- Page 6, Section 2.3.1.10 – added 'including assurances that the prospective Operator is free of judgments, liens, levies and has not filed for bankruptcy' in order to add some security for the City to the financial capacity of any Operator on the property.
- Starting with page 19 there was some renumbering within the sections and a lot of removal from

the Fixed Base Operator section.

- Pages 22 & 23 are the heart of the revisions. Items that were considered a requirement for our fixed base operator were moved to maintenance. These days it is normal for FBO's to do fewer services more specialized in the maintenance which is now taken care of by the maintenance group. The maintenance changes are on Page 24 & 26.

There were really no changes to the substance; they just moved things around.

John Kimball said he did not have the correct language for the top of page 23. So he copied and pasted what he had received in an email so it could be discussed.

Board Member Wright said Patrick did get back in touch with them on that matter. Based on what he said, the group decided, in the paragraph or two before this section, they will require a specific fueling plan and training plan since they have the authority to do so...this is the opportunity to govern that process. Patrick's point was there is no need to write specifics into the rules when they are already there.

Board Member DeVault asked what needs to be done in order to approve the Minimum Standards...just delete the 'note'. Mr. Kimball said to not add any more language.

Chairman Patten asked if they received Certificates of Insurance from all of the base aircraft. (*unable to hear response*)

The Chairman called for a motion to approve the minimum standards as amended. Verrill Norwood so moved, seconded by Mike McCoy and was unanimously passed.

Discussion and Approval of RFP's for FBO Services

Board Member Wright said the logic behind the title change of Request for Proposals to say Statement of Qualifications all revolved around seeing if there were any interested parties and if so, is it something they could come to an agreement on. The group decided to recommend listing what they are looking for and write a paragraph...promoting the area, stating the facts...he thinks if you look at the facts Mark provided and consider the airport had thirty something planes when it opened in 2013 and now has over 65...that is amazing in the amount of growth in two years. This is great encouragement for anyone that is actively looking to be in the business.

The group was hoping for an opportunity to get in front of people to say 'hey we are interested in this'. They are hoping to finish this in four to six weeks. That should give plenty of time to see if there is any interest. If there is no interest, there is still time to go to the fall back plan and get it in place by July 1st. Based on his experience, you really need to see if you are interested in a deal before you go to the trouble of writing a proposal.

Board Member DeVault summarized how she saw the process playing out...solicit interest until April 8th, put an ad into the publications, run it as an RFP for thirty days and then get back specific proposals. Board Member Wright suggested setting up an email address specific to the proposal that would forward any interest to those members wanting to receive notification as a way to stay updated. He also suggested creating a web link to the Minimum Standards so any potential proposers could at least view them electronically.

Board Member DeVault is to coordinate with Mark to finalize it. They will then turn it in to an advertisement. Lynn said she had four FBO's and one magazine recommended by the State to advertise to. Mr. Wright's group also brainstormed a list of people to send it to. He is to get that information to Ms. DeVault.

The goal is to get this out as soon as possible. Mark is to look at the technical aspects, Melinda Carroll is to look at the City requirements and Mr. Kimball will look at the final product.

Due to certain magazines running a once per month publication, she would like to go ahead and create an RFP to run in the magazines the following month. Melinda is to develop an RFP format so if it is needed to get into a magazine early, it will be ready. The final RFP response date will be May 15th.

Board Member Wright made a motion to approve the concept with the edits as described and discussed. Board Member DeVault added to approve the concept whereby the Authority agrees to send out the Requests for Statement of Qualifications in advance of running a formal RFP. Verrill Norwood seconded the motion and was unanimously passed.

Discussion of FY17 Airport Budget

Board Member DeVault had a couple of questions/comments:

1. The budget for the FBO expense was increased. She wanted to know if that was based on the assumption of the same deal as now being in place, it would be twelve months instead of six. Mark said honestly the budget is more from the workings of Kristi Powers and Shawn McKay. Shawn McKay said it was based on what they have right now.
2. Is the fuel amount based on current fuel prices and that number was reduced? Mark said yes with an increase of 5%. Kristi said she was looking at what was projected for expenses this fiscal year and based it off of that.
3. We are assuming we would get a contract mower which is a reasonable assumption.
4. On the vehicle and equipment, do we have to buy anything else or is it a plug number as a contingency? Kristi Powers answered under small equipment (line item 942) yes in case more tie downs or miscellaneous equipment are needed. Line item 512 is insurance.

Board Member Norwood said the Mitigation at Rolling Hills line item may actually have to have a number. It was entered with zero dollars. It is possible it may be done for free; he just doesn't know. There is still a problem with the walking path. He and others are still receiving calls. There are four areas that need to be covered. When the weather clears up, Tommy Myers will take a look at it.

The other area he wanted to comment on was the Contracted Services. He recommended adding ten percent. They had to have something there for the budget. There was no rhyme or reason to that; so, that number could be high.

Board Member DeVault asked when the budget would be adopted by the City. Janice Casteel said discussion will transpire with the Council on April 11th. All best guesses have to be done by that date.

Board Member DeVault made a motion to approve the FY17 budget; seconded by Verrill Norwood and was unanimously passed.

BOARD MEMBER REPORTS

Lou Patten – None

Verrill Norwood – None

Lynn DeVault – None

Mike McCoy –None

Steve Wright – None

Adjournment

The next scheduled meeting is Friday, March 18th at 9:00 a.m. Since there was no further discussion, Chairman Patten adjourned the meeting at 10:19 a.m.

Respectfully submitted,

Renea Brown,
Recording Secretary

Attachments and Handouts:

Correction to Previously Adopted Minutes from December 2015 Meeting

Airport Manager Position Description

FY17 Airport Budget

Financial Reports

- Expenditure Report
- Operating Revenues & Expenses
- Monthly Fuel Quantity Report

Fire & Life Safety Inspection Report

CBP Project Approval E-mail

Claim for Labor Lien Notification (Med Trans Corporation)

Surveyors Description Tract 2 Existing Tasso Road

Habitat for Humanity Letter

Ordinance No:2016-06 – New Classification of Beer Permit

TN Dept. of Economic & Community Development – Aviation Advisory Task Force Executive
Summary and Recommendation

CRJ Request for Statement of Qualifications

CRJ Minimum Standards Draft Changes 2-15-16

Information Attachments:

1. Authority Attendance Log
2. Payments