



PUTNAM COUNTY AIRPORT AUTHORITY

100 BALLARD LANE, GREENCASTLE, IN 46135

SERVING AVIATION SINCE 1931

COLLECTIVE REQUIREMENTS & DEFINITIONS

FOR THE PUTNAM COUNTY REGIONAL AIRPORT

Adopted February 2, 2015

G. Duane Skoog – President
Vernon Bothwell Jr – Vice President
Rex Eaton – Treasurer
Perry Wainman – Member

Prepared by the Putnam County Airport Authority

Current a/o February 2, 2015

PUTNAM COUNTY AVIATION AUTHORITY

G. DUANE SKOOG
PRESIDENT

VERN BOTHWELL JR.
VICE-PRESIDENT

REX EATON
TREASURER

DR. PERRY WAINMAN
MEMBER

CATHY TIPTON
MEMBER

I. COLLECTIVE REQUIREMENTS

A. DEFINITIONS

1. Definitions identified and defined in Section II (Definitions), whenever used in the Putnam County Regional Airport Collective Requirements and Definitions, shall be construed as defined therein unless from the context a different meaning is intended, or unless a different meaning is specifically defined and more particularly ascribed to the use of such words or phrases.

B. GOVERNING BODY

1. The Putnam County Regional Airport (Airport) is owned/leased and operated by the Putnam County Airport Authority, a political subdivision of Putnam County established pursuant to Indiana Code 8-22 *et seq.*
2. The Governing Body of the Putnam County Airport Authority is The PCAA Board of the Putnam County Airport Authority (the "Board"), comprising of five members whom are appointed by the County Commissioners of Putnam County, Indiana.
 - a) The PCAA Board reserves unto itself all powers and authority granted to it by statute, as well as all powers necessary or reasonably incident to carrying out the powers and authority granted by statute, and for the operation and maintenance of the Airport as a general aviation facility.

C. STATEMENT OF POLICY

1. It is the intent of the Putnam County Regional Airport and Board to: (1) plan, manage, operate, finance, and develop the Airport to ensure its long-term financial health and protect and promote the health, safety, and general welfare of the public consistent with all applicable Regulatory Measures and (2) encourage the development and operation of General Aviation businesses and the provision of quality aviation products, services, and facilities to the public at the Airport.
2. Therefore, the following mission statement has been established for the Airport:
 - a) The mission of the Putnam County Regional Airport shall be to provide a safe, modern aviation facility to serve the business and recreational needs of our residents, neighbors, and users; to act as a vital local link in the national airport system plan and an asset for enhancing the economic climate of the communities it serves.
3. As set forth by the Federal Aviation Administration (FAA), by way of its Airport Assurances, any airport developed with federal grant assistance is required to operate for the use and benefit of the public and shall be made available to all types, kinds, and classes of Aeronautical Activity on fair and reasonable terms and without unjust discrimination.

D. AIRPORT MANAGEMENT

1. The Airport Manager is responsible for the operation, management, maintenance, and security of the Airport and all Airport owned land, Improvements, facilities, Vehicles, and equipment.
2. The PCAA Board has authorized and directed the Airport Manager to:
 - a) interpret, administer, and enforce Agreements and these Collective Requirements and Definitions and the authority to permit temporary, short-term occupancy or use of certain Airport land or Improvements; and

b) obtain and receive copies of all licenses, permits, certifications, ratings, Certificates of Insurance, and other documents required to be provided to or filed with The PCAA Board.

3. All official inquiries to The PCAA Board regarding these Putnam County Regional Airport Collective Requirements and Definitions and/or compliance therewith should be directed to the Airport Manager.

E. AUTHORITY TO ADOPT

1. These Putnam County Regional Airport Collective Requirements and Definitions are promulgated under the authority granted by Indiana Statutes (IC 8-22), which specifically grants The PCAA Board the power to “acquire, establish, construct, own, control, lease, equip, improve, maintain and operate airports”.

F. EFFECTIVE DATE

1. Unless repealed by The PCAA Board, these Putnam County Regional Airport Collective Requirements and Definitions shall be in effect and shall remain in effect from the date of adoption by The PCAA Board.

G. COMPLIANCE WITH REGULATORY MEASURES

1. All entities occupying or using, engaging in an Aeronautical Activity on, or developing Airport land or Improvements shall comply, at the entity’s expense, with all applicable Regulatory Measures including, without limitation, those of the federal, state, and local government and any other Agency having jurisdiction over the Airport, the businesses operating at the Airport, and the activities occurring at the Airport including the United States Department of Transportation, the FAA, the State of Indiana Department of Transportation, the Putnam County Airport Authority or Board, and these Putnam County Regional Airport Collective Requirements and Definitions; all as may be in effect and amended from time to time.

H. CONFLICTING REGULATORY MEASURES AND AGREEMENTS

1. If a provision of these Putnam County Regional Airport Collective Requirements and Definitions is found to be in conflict with any other provision of these Putnam County Regional Airport Collective Requirements and Definitions or in conflict with a provision of any Regulatory Measure, the provision that establishes the higher or stricter standard or requirement shall prevail.

2. It is not the intent of these Putnam County Regional Airport Collective Requirements and Definitions to repeal, abrogate, annul, or in any way impair or interfere with any existing provision of any Regulatory Measure except those specifically repealed by these Putnam County Regional Airport Collective Requirements and Definitions.

3. It is not the intent of these Putnam County Regional Airport Collective Requirements and Definitions to excuse any entity from performing any obligation it may have with The PCAA Board as set forth in any Agreement the entity has with The PCAA Board, whether such Agreement is in existence on the date of the adoption of these Putnam County Regional Airport Collective Requirements and Definitions or entered into at any time thereafter.

4. No future Agreement, nor any payment or performance required thereunder, shall excuse any entity from full and complete compliance with these Putnam County Regional Airport Collective Requirements and Definitions.

I. REPEAL OF REGULATORY MEASURES

1. All Airport leasing, minimum standards, rules and regulations, and development guidelines previously enacted and any other Board ordinance or resolution that is specific to the Airport and in conflict with these Putnam County Regional Airport Collective Requirements and Definitions is hereby repealed to the extent of the conflict.

J. RIGHT TO SELF-SERVICE

1. These Putnam County Regional Airport Collective Requirements and Definitions will not exercise or grant any right or privilege which operates to prevent any entity operating Aircraft on the Airport from performing any services on its own Aircraft with its own Employees (including, but not limited to, maintenance, repair, and fueling) that it may choose to perform.

- a) However, individual Operators may restrict the use of their exclusive Leased Premises;
- b) and all Aircraft Operators must adhere to all applicable Regulatory Measures in the performance of any services on its own Aircraft.

K. PROHIBITED ACTIVITIES

1. Entities desirous of or having "Through-the-Fence" access shall not be permitted to operate from the Putnam County Regional Airport on land located off and adjacent to the Airport.
2. Entities desirous of or having a "Sublease" relationship with another entity, must seek The PCAA Board's written approval as per Section I.Q.

- a) Sublease relationships are reserved only for an FBO and Aircraft Storage Operators (See Minimum Standards).

L. FINES

1. Entities shall have the responsibility to pay any fine or penalty levied against the entity, the Airport, The PCAA Board, individually or collectively, and their representatives, officers, officials, employees, agents, and volunteers as a result of entity's failure to comply with any applicable Regulatory Measure.
2. If the fine or penalty is contestable (and contested by the entity), entity shall pay the fine or penalty when upheld by the Agency having jurisdiction.

M. SEVERABILITY

1. If one or more clauses, sections, or provisions of these Putnam County Regional Airport Collective Requirements and Definitions shall be held to be unlawful, invalid, or unenforceable by final judgment of any Agency or court of competent jurisdiction, the invalidity, voiding, or unenforceability of such clauses, sections, or provisions shall not in any way affect the validity of any other clauses, sections, or provisions of these Putnam County Regional Airport Collective Requirements and Definitions.

N. SUBORDINATION

1. These Putnam County Regional Airport Collective Requirements and Definitions are subject and subordinate to the provisions of any existing or future Agreements between The PCAA Board, the State of Indiana and the United States Government pertaining to the operation, management, planning, and development of the Airport.

O. NOTICES, REQUESTS FOR APPROVAL, APPLICATIONS, AND OTHER FILINGS

1. Any notice, request for approval, application, or other filing required or permitted to be given or filed with the Airport Manager and any notice or communication required or permitted to be given or filed with any Lessee, prospective Lessee, Sublessee, prospective Sublessee, Operator, or prospective Operator pursuant to these Collective Requirements and Definitions shall be in writing, signed by the party giving such notice, and shall be sent by overnight courier, United States certified mail, or in person (with dated and signed receipt), and shall be deemed to have been given when delivered to the Airport Manager, Lessee, Sublessee, or Operator at their principal place of business or such other address as may have been provided to the Airport Manager.

P. AMENDMENTS

1. These Putnam County Regional Airport Collective Requirements and Definitions may be supplemented, amended, or modified by The PCAA Board from time to time and in such a manner and to such extent as is deemed appropriate by The PCAA Board.
2. The PCAA Board, and Airport Manager may issue special rules, regulations, notices, memorandums, directives, covenants, restrictions, or conditions from time to time as is deemed appropriate by The PCAA Board or Airport Manager.
3. The PCAA Board shall provide public notification of pending amendments to these Putnam County Regional Airport Collective Requirements and Definitions in order to provide the opportunity for public comment and input by Operators, Lessees, Sublessees, consumers, users, and the community.

Q. VARIANCE OR EXEMPTION

1. A special variance or exemption may be obtained from The PCAA Board provided that the variance or exemption is petitioned for in writing and that permission for the variance or exemption is obtained in writing from The PCAA Board.
 - a) Each variance or exemption shall be petitioned separately.
2. Requests for special variance or exemption must state definitively the Primary Guiding Document and the provision, for which the variance or exemption is being sought, describe the proposed variance or exemption, state the reason or rationale for the proposed variance or exemption, and identify the duration of the proposed variance or exemption.
3. The PCAA Board has the right, but is not obligated, to approve variances to these Putnam County Regional Airport Collective Requirements and Definitions when a specific clause, section, or provision does not seem justified in a particular case because of special conditions and unique circumstances.
4. Any variance or exemption approved by The PCAA Board shall apply only to the special conditions or unique circumstances of the particular case under which the variance or exemption is granted and shall not serve to amend, modify, or alter the Putnam County Regional Airport Collective Requirements and Definitions.
5. When a specific product, service, or facility is not currently being provided at the Airport, The PCAA Board may enter into an Agreement with an FBO or SASO with terms and conditions that are less restrictive than those outlined in these Putnam County Regional Airport Collective Requirements and Definitions (e.g., reduced rents, lower minimum standards, etc.), only for a limited period of time, not to exceed twelve (12) months (i.e., pioneering period). The maximum duration of the pioneering period shall be specified in the Agreement and shall only be valid during that specific period of time.

R. ENFORCEMENT

1. The PCAA Board shall be responsible for enforcement of these Collective Requirements and Definitions.
 - a) The Airport Manager is empowered to require compliance with and enforce these Putnam County Regional Airport Collective Requirements and Definitions.
2. Any person or entity who violates these Putnam County Regional Airport Collective Requirements and Definitions may be cited, removed from the Airport, denied the use of the Airport, and/or prevented from engaging in Activities at the Airport and shall be subject to all legal, equitable, statutory, and common law rights and remedies available to The PCAA Board including, but not limited to, actions for declaratory relief, injunctive relief, specific performance, and damages.
 - a) In addition, any person or entity that violates these Putnam County Regional Airport Collective Requirements and Definitions shall, upon conviction thereof, be punished by a fine of not less than \$50.00 nor more than \$500.00.
 - b) Each day's continuing failure to comply with, or violation of, these Putnam County Regional Airport Collective Requirements and Definitions shall constitute a separate and distinct violation subject to the fine schedule in section I.R.2.a.
3. In the event any Operator, Lessee, Sublessee, or other authorized user fails to comply with these Putnam County Regional Airport Collective Requirements and Definitions, the Airport Manager shall send a written statement of violation to such entity at its last known address. The entity shall have 10 days within which to provide a statement to the Airport Manager explaining why the violation occurred and to advise the Airport Manager that the violation has been corrected. The PCAA Board, in their own discretion, has the right to revoke the entity's privileges at the Airport or may suspend the operations for a period of time as they deem necessary in order to obtain a correction of the violation. In addition, any such violation(s) shall be considered in renewing the entity's application. The entity shall pay for any costs incurred by the Airport, including but not limited to attorney fees, under this paragraph.
4. Violation of these Putnam County Regional Airport Collective Requirements and Definitions may also or alternatively result in, termination of any Agreement, denial of use of the Airport, and/or prosecution under the applicable Regulatory Measure.
5. Parties aggrieved by a decision of the Airport Manager may appeal (in writing) such decision to The PCAA Board within 10 days after such decision is issued.

S. CODIFICATION

1. The provisions of these Putnam County Regional Airport's Collective Requirements and Definitions shall become and be made a part of the governing rules of The PCAA Board, as may be amended from time to time.

T. RIGHTS RESERVED

1. In addition to the following rights and privileges, The PCAA Board reserves the rights and privileges outlined under federal and/or state Airport Assurances as such rights and privileges may be amended from time to time.

a) The PCAA Board reserves and retains the right to permit use of the Airport by others who may desire to use the same pursuant to applicable Regulatory Measures pertaining to such use.

b) The PCAA Board further reserves the right to designate specific Airport areas for Activities in accordance with the currently adopted Airport Layout Plan (ALP) as may be amended from time to time. Such designation shall give consideration to the nature and extent of current and/or future Activities and the land and/or Improvements that may be available and/or used for specific Activities and shall be consistent with the safe, orderly, and efficient use of the Airport.

c) The ALP reflects an Agreement with the FAA regarding the proposed allocation of Airport land and/or Improvements to specific uses and/or development. It is the policy of The PCAA Board that any use, occupancy, construction, or modification of land and/or improvements that is inconsistent with the ALP is undesirable. Any development that is substantially different than that depicted on the ALP could adversely affect the safe, orderly, or efficient use of the Airport. While The PCAA Board may consider making application to the FAA for approval of the revision of the ALP on behalf of a prospective Operator, nothing contained in these Putnam County Regional Airport Collective Requirements and Definitions shall require or obligate The PCAA Board to make such application.

d) The PCAA Board reserves the right to develop and make any improvements and/or repairs at (or to) the Airport that they deem necessary in accordance with the Airport Layout Plan and Budget. The PCAA Board will provide advance notice of the date and time that such development, improvements, and/or repairs will be made. The PCAA Board shall not be obligated to reimburse or compensate any Operator, Lessee, Sublessee, or other entity for any expense incurred or loss of revenue (or inconvenience) that may result from such development, improvement, and/or repair. This provision however does not alter or modify any existing leasing agreement or empower The PCAA Board to modify, alter or terminate any agreement for the purpose of development and/or improvement of the Airport.

e) The PCAA Board reserves the right to prohibit any entity from using the Airport or engaging in Activities at the Airport (and/or revoke or suspend any privileges granted to any entity) upon determination by The PCAA Board that such Operator has not complied with these Putnam County Regional Airport Collective Requirements and Definitions, any other applicable Regulatory Measure, any other directives issued by The PCAA Board, or has otherwise jeopardized the safety of entities utilizing the Airport or the land and/or Improvements located at the Airport, subject to the appeal provisions of Section 1.18.7 herein.

f) The PCAA Board will not enter into an Agreement that will require The PCAA Board to relinquish the right to take any action The PCAA Board considers necessary to

protect the aerial approaches of the Airport against obstruction or to prevent an entity from erecting or permitting to be erected any facility or other structure which might limit the usefulness of the Airport or constitute a hazard to Aircraft.

g) The PCAA Board will not enter into an Agreement that requires The PCAA Board to waive any sovereign, governmental, or other immunity to which The PCAA Board may be entitled nor shall any provision of any Agreement be so construed or that would require The PCAA Board to submit to the laws of any state other than those of the State of Indiana.

h) The PCAA Board is under no obligation to provide financing and/or make any improvements to Airport land and/or Improvements to facilitate any development proposed by a prospective Operator.

i) While The PCAA Board may choose to pursue federal, state, or other available funds to contribute to the development, The PCAA Board is under no obligation to do so. In addition, The PCAA Board is under no obligation to provide matching funds if required to secure such funding.

j) The PCAA Board reserves the right to take such actions as they may deem necessary, appropriate, and/or in the best interest of The PCAA Board to preserve and protect the safety and integrity of the Airport's mission, vision, and facilities as well as those who use the Airport.

U. GROUNDS FOR DENIAL

1. The PCAA Board may reject any proposal or any application for any one or more of the following reasons:

a) The entity, for any reason, does not fully meet the qualifications, standards, and requirements established by The PCAA Board. The burden of proof shall be on the entity and the standard of proof shall be by clear and convincing evidence.

b) The entity's proposed Activities and/or Improvements will create a safety hazard at or on the Airport.

c) The PCAA Board would be required to expend funds and/or supply labor and/or materials in connection with the proposed Activities and/or Improvements that The PCAA Board is unwilling and/or unable to spend and/or will result in a financial loss or hardship for The PCAA Board.

d) No appropriate, adequate, or available land and/or Improvement exists at the Airport to accommodate the proposed Activity of the entity (at the time the proposal or application is submitted), nor is such availability contemplated within a reasonable time frame.

e) The proposed Activities and/or Improvements do not comply with the Master Plan of the Airport or the ALP then in effect or anticipated to be in effect within the time frame proposed by the entity.

f) The development or use of the land requested by the entity will result in a congestion of Aircraft and/or the Improvements will, in the sole discretion of The PCAA Board, unduly interfere with Activities of any existing Operator on the Airport and/or prevent adequate access to the Leased Premises of any existing Operator.

g) The entity has intentionally or unintentionally misrepresented or omitted material fact in the proposal, on the application, and/or in supporting documentation.

h) The entity has failed to make full disclosure in the proposal, on the application, and/or in supporting documentation.

- i) The entity or an officer, director, agent, representative, shareholder, or employee of the entity has a record of materially violating the Regulatory Measures of The PCAA Board (or any other airport), the FAA, or any other Regulatory Measure applicable to the Airport and/or the entity's proposed Activity.
- j) The entity or an officer, director, agent, representative, shareholder, or employee of the entity has defaulted in the performance of any Agreement or Sublease at the Airport or at any other airport.
- k) The entity has not demonstrated that it possesses adequate financial responsibility or that it is reasonably capable to undertake the proposed Activity.
- l) The entity cannot provide a performance bond or applicable insurance in the type and amounts required by The PCAA Board for the proposed Activity.
- m) The entity or an officer or director of Applicant has been convicted of a felony.
- n) The entity's proposed Activity has been or could be detrimental to the Airport.
- o) The entity seeks terms and conditions which are inconsistent with The PCAA Board's policies or any request for proposal (or any other invitation for proposals) issued by The PCAA Board.
- p) The entity's interests and/or the proposed Activity or use is inconsistent with the Airport's mission (purpose), vision, values, goals, or objectives; the best interests of The PCAA Board; or, any Airport Assurances.

II. DEFINITIONS

Abandoned, As applied to Property (excluding Aircraft or Vehicles) left at the Airport, means that it has been left on the Airport for 48 hours without the owner moving, claiming it or making prior arrangements.

Abandoned Vehicle, Any Vehicle that has remained stationary on the Airport in excess of 72 hours and is in a condition that would render the Vehicle un-drivable, including expired license plates, missing (or flat) tire, and/or broken window, without permission.

AC, Advisory Circulars, are aviation safety related policies and procedures as mandated or recommended by the FAA.

Accident, A collision or other contact between any part of an Aircraft, Vehicle, person, stationary object and/or other thing which results in Property damage, personal injury, or death; or an entry into or emerging from a moving Aircraft or Vehicle by a person which results in personal injury or death to such person or some other person or which results in Property damage.

Aeronautical Activity (or "Aeronautical Activities" or "Activity" or "Activities"), Any Activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft or another Aeronautical Activity, or which contributes to or is required for the safety of such operations. The following Activities, without limitation, which are commonly conducted on airports, are considered Aeronautical Activities within this definition: Aircraft charter, pilot training, Aircraft rental, sightseeing, aerial photography, aerial spraying and agricultural aviation services, aerial advertising, aerial surveying, air carrier operations (passenger and cargo), Aircraft sales and service, sale of aviation fuel and oil, Aircraft Maintenance, sale of Aircraft parts, and any other Activities which, in the sole judgment of the Airport, because of their direct relationship to the operation of Aircraft or the Airport, can appropriately be regarded as an

Aeronautical Activity. For all purposes of the Putnam County Regional Airport Collective Requirements and Definitions, all products and services described herein are deemed to be "Aeronautical Activities".

Agency, Any federal, state, or local governmental entity, unit, agency, organization, or authority.

Agreement (or "Permit"), A written contract, executed by both parties, and enforceable by law between The PCAA Board and an entity granting a concession, transferring rights or interest in land and/or Improvements, and/or otherwise authorizing and/or prohibiting the conduct of certain Activities. Such Agreement will recite the terms and conditions under which the Activity will be conducted at the Airport including, but not limited to, term of the Agreement; rents, fees, and charges to be paid by the entity; and the rights and obligations of the respective parties.

Air Operations Area (AOA), This area includes Aircraft Movement Areas, Aprons, loading ramps, and safety areas.

Air Traffic Control (or "ATC"), A service operated by appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.

Aircraft, Any contrivance now known or hereafter invented which is used or designed for navigation of or flight in air, except a parachute or other contrivance designed for such navigation but used primarily as safety equipment. This includes, but is not limited to, airplanes, airships, balloons, dirigibles, rockets, helicopters, gliders, gyrocopters, ground-effect machines, sailplanes, amphibians, and seaplanes.

Aircraft Design Group, A grouping of Aircraft based upon wingspan, per the FAA via AC 150/5300-13. The groups are as follows:

Group I: Up to but not including 49 feet.

Group II: 49 feet up to but not including 79 feet

Group III: 79 feet up to but not including 118 feet

Group IV: 118 feet up to but not including 171 feet

Group V: 171 feet up to but not including 214 feet

Group VI: 214 feet up to but not including 262 feet

Aircraft Maintenance, The repair, maintenance, overhaul, alteration, preservation, or inspection of Aircraft (including the replacement of parts). Major repairs include major alterations to the airframe, powerplant, and propeller as defined in 14 CFR Part 43 or 145. Minor repairs include normal, routine annual inspection with attendant maintenance, repair, calibration, or adjustment of Aircraft and their accessories.

Aircraft Operator, A person who uses, causes to be used, or authorizes to be used an Aircraft, with or without the right of legal control (as owner, lessee, or otherwise), for the purpose of air navigation including the piloting of Aircraft, or on any part of the surface of the Airport.

Aircraft Owner, Aircraft owner, owner of an aircraft, or similar terms shall mean the registered owner or lessee of an aircraft having full and exclusive operational control over the aircraft.

Airframe and Powerplant Mechanic (or “A and P Mechanic or A&P”), A person who holds an Aircraft mechanic certificate with both the Airframe and Powerplant ratings. This certification is issued by the FAA under the provisions of 14 CFR Part 65.

Airport, The Putnam County Regional Airport and all land, Improvements, and appurtenances within the legal boundaries of the Airport as it now exists on the Airport Layout Plan (or Exhibit A of the most recent FAA grant and sponsor assurance) and as it may hereinafter be extended, enlarged, or modified.

Airport Assurances, Assurances with which Airport owner/operators must comply, in the performance of grant agreements for Airport development, Airport planning, and noise compatibility program grants for Airport sponsors.

Airport Manager, The individual charged with the duty to manage, supervise, control, and protect the Airport or such other employee of the Putnam County Regional Airport the Airport Manager may from time to time designate in writing to carry out the duties of the Airport Manager.

Airport Operations, The number of arrivals and departures from the airport. There are two types of operations: local (operations performed by aircraft which (1) operate in the local traffic pattern or within sight of the airport; (2) are known to be departing for, or arriving from flight in local practice areas located within a 20 mile radius of the airport; and (3) execute simulated instrument approaches or low passes at the airport) and itinerant (all aircraft operations other than local operations).

Airport Roadway, Those vehicular ways on the Airport designated and made available by the Airport as ways to which the public has the right of access.

Airport Layout Plan, (or “ALP”), The currently approved drawing depicting the physical layout of the Airport and identifying the location and configuration of current and proposed runways, Taxiways, buildings, roadways, utilities, nav aids, etc.

Applicant (or “Proposed Operator”), An entity desiring to use land and/or Improvements at the Airport to engage in Aeronautical Activities and who shall apply in writing and in the manner or form prescribed herein for authorization to engage in such Activities at the Airport.

Appraiser, A person who possesses the education, training, experience, license and professional qualifications necessary to render a properly informed opinion regarding the value of real estate within the State of Indiana.

Apron, Those paved areas of the Airport within the AOA designated by the Putnam County Regional Airport for the loading or unloading of passengers, servicing, or parking of Aircraft.

Association, an entity legally formed and recognized under the laws of the state of Indiana having an existence separate and apart from its members or shareholders (i.e., Limited Liability Company, Corporation, Partnership, Limited Partnership, etc.).

Authorizing Agent, Any business, Lessee, or Aircraft Operator based at the Airport, or an Agency that holds a contract with the Airport.

Autogas or Mogas, Automobile gasoline used for aircraft

Avgas, Aviation Gasoline, specifically in reference to 100 LL (low lead)

Base Rate, Rents and/or fees paid by the Operator during the first year of the Agreement.

Based Aircraft, Any Aircraft utilizing the Airport as a base of operation (other than occasional transient purposes) and registered at the Airport with an assigned tie-down or hangar space on the Airport or adjoining property that has direct Taxiway access to the Airport.

Board, The Putnam County Airport Authority Board of Directors, whose membership and delegated duties are discussed and outlined in the Indiana Statue as appointed the Putnam County Commissioners; organized January 1st, 2014.

Certificates of Insurance, A certificate provided by and executed by an Operator’s insurance company evidencing the insurance coverage(s) and limits of the Operator.

CFR, Code for Federal Regulations, as may be amended from time to time.

Collective Requirements and Definitions, a compilation of policy documents of The PCAA Board properly adopted by Resolution or Ordinance of The PCAA Board, as may be amended from time to time, including General Provisions and Definitions, Lease/Rates and Charges Policy, Minimum Standards, Rules and Regulations, and Development Guidelines.

Commercial, An Activity that involves, makes possible, or is required for the operation of Aircraft, or that contributes to, or is required for the safe conduct and utility of such Aircraft operations, the nature of such Activity normally being to generate and/or secure earnings, income, compensation (including exchange of service), and/or profit, whether or not such objectives are accomplished.

Commercial Vehicle, A Vehicle of any type used or maintained for the transportation of persons, goods or property for hire, compensation or profit.

Compensation, Any form of reimbursement for goods or services such as, but not limited to, monetary, barter, favors, gratuity.

Competitive Proposal Process, A process that is used to seek competitive proposals from qualified entities when land and/or Improvements are or become available at the Airport for occupancy or use.

Condemnation, The taking of land and/or Improvements for any public or quasi-public use under any Regulatory Measure or by the right of eminent domain, or by private purchase in lieu thereof which would prevent or materially interfere with the use of the premises for the purpose for which it is then being used.

Contiguous Land, Land that is sharing an edge or boundary or is separated by no more than a Taxilane.

Courtesy Vehicle, Any Vehicle used in Commercial Activity, other than a taxicab, to transport persons, baggage, or goods, or any combination thereof, between the Airport and off-Airport businesses such as hotels, motels, or other attractions and the business establishment owning or operating such Vehicle, the operation of which is generally performed as a service without direct costs to the passenger.

Current, All rents, fees, and other charges (required to be paid under any and all Agreements) are paid.

Development Guidelines, The parameters governing the design, construction, and/or modification of Operator or Lessee facilities at the Airport.

Emergency Public Service, Services provided to the general public including police, fire, rescue, and emergency medical and/or ambulatory transportation.

Emergency Vehicle, Vehicle of the police or fire department, ambulance or any Vehicle conveying an Airport official or Airport employee in response to an official emergency call.

Employee(s), Any individual employed by an entity whereby said entity collects and pays all associated taxes on behalf of Employee (i.e., social security and medicare) or any person under contract through a temporary employment agency.

Equipment, All property and machinery, together with the supplies, tools, and apparatus necessary for the proper conduct of the Activity being performed.

Exclusive Right, A power, privilege, or other right excluding or preventing another from enjoying or exercising a like power, privilege, or right. An exclusive right may be conferred either by express Agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties, but excluding others from enjoying or exercising a similar right or rights, would be an exclusive right. An exclusive right to conduct an

Aeronautical Activity, which is forbidden by federal regulation, is distinguished from an exclusive right to occupy real estate, which is permitted by federal regulation under certain conditions.

Fair Market Rent, The rent that a property would command in the open market as indicated by rents asked and paid for comparable property as of the date of determination.

Fair Market Value, The price at which a property would change hands between a willing buyer and a willing seller, when there is no compulsion to buy or sell by either party, and both parties have reasonable knowledge of the relevant facts.

Federal Aviation Administration (or "FAA"); The division within the Department of Transportation of the United States government that has the responsibility of promoting safety in the air, by both regulation and education.

Fire Department(s), Firefighting personnel having jurisdiction (responsibility) over those portions of the Airport located within the airport properties who are responsible for firefighting at the Airport.

Fiscal Year (or "FY"), The accounting period beginning January 1st and ending December 31st established for accounting purposes.

Fixed Base Operator (or "FBO"), a Commercial Operator engaged in the sale of multiple products, services, and facilities to Aircraft Operators including, at a minimum, the following Activities at the Airport:

- 1) Sale of Aviation Fuels and Lubricants
- 2) Passenger, crew and aircraft ground services, support and amenities (line service)
- 3) Aircraft Maintenance/Repair (Full-time)
- 4) Flight Training (Full or Part-time)
- 5) Aircraft Storage and Tiedown

Flight Training, Any primary use of an Aircraft to increase or maintain pilot or crewmember proficiency rather than the use of an Aircraft as transportation between two different Airports or other destinations. Flight Training shall also include any portion of a flight between two Airports or other destinations dedicated to increase or maintain pilot or crewmember proficiency.

Flying Club, Any Association or entity that is not-for-profit in its organization that owns an aircraft for use by its members, with proof provided to the Airport Manager.

Flying Club's may operate under a restricted membership or an open public membership.

Please see: **AC No:** 150/5190-7 and **AC No:** 00-25

Fuel, Any substance (solid, liquid, or gaseous) used to operate any engine in Aircraft or Vehicles.

Fuel Handling, The transporting, delivering, fueling, or draining of Fuel or Fuel waste products.

General Aviation, All aviation with exception of air carriers (including cargo) and government. General Aviation Aircraft are utilized for Commercial and non-commercial purposes including business/corporate, recreational/pleasure, charter/air taxi, industrial/special purpose, and instructional.

General Provisions and Definitions, Provisions that are common to all Putnam County Regional Airport Collective Requirements and Definitions.

Good Standing, Consistently in compliance with all applicable Regulatory Measures and not in default of any Agreement with The PCAA Board.

Hazardous Materials, Any oil, petroleum products, flammable substances, explosives, radioactive materials, hazardous wastes, toxic wastes or substances or any other wastes, material or pollutants which pose a hazard to the health and safety of the owners, occupants or any person on (or entering) the Leased Premises or properties adjacent to it and/or cause the Property to be in violation of any Regulatory Measure.

Immediately, The ability to occupy premises leased from the Airport and offer products, services, and/or facilities (to the public) as of the effective date of the Agreement. When construction and/or alteration of facilities are involved, immediately shall mean the ability to obtain a certificate of occupancy from the authorizing Agency for the proposed facilities within 18 months following receipt of possession of the leased premises.

Improvements, All buildings, structures, and facilities including pavement, concrete, fencing, signs, and landscaping constructed, installed, or placed on, under, or above any land on the Airport.

Independent Operator, Commercial Operator or SASO, that has an agreement with The PCAA Board along with a defined amount of time to perform work.

Infrastructure, Runways, Taxiways, Aprons, nav aids, roadways, and utilities.

Intergovernmental Agreement, An agreement between the City of Putnam County Regional and The PCAA Board that provides emergency services to the Airport dated January 4th, 2007, as may be amended from time to time.

Jet Fuel, Fuel commonly utilized in Turboprop and Turbojet Aircraft (Jet-A).

Leased Premises, The land and/or Improvements used exclusively by Operator for the conduct of Operator's Activities.

Lessee, An entity that has entered into an Agreement with The PCAA Board to occupy, use, and/or develop land and/or Improvements and engage in Aeronautical Activities.

Loitering, Unable to give satisfactory explanation of one's presence.

Master Plan, An assembly of appropriate documents and drawings covering the development of the Airport from a physical, economical, social, and political jurisdictional perspective and adopted by The PCAA Board, a copy of which is on file and available for inspection in the Airport Manager's office, and any amendments, modifications, revisions, or substitutions thereof. The Airport Layout Plan is a part of the Master Plan.

Minimum Standards, Those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to engage in Activities at the Airport.

Movement Area, The runways, Taxiways, and other areas of the Airport which are utilized for taxiing/hover taxiing, air taxiing, takeoff, and landing of Aircraft, exclusive of loading ramps and parking areas. Specific approval for entry onto the movement area must be obtained from ATC.

Municipalities, The Putnam County Airport Authority, the City of Greencastle, Indiana, and the Putnam County Commissioners, local governing bodies having a direct relationship with the Airport.

National Fire Protection Association (or "NFPA"), All codes, standards, rules, and regulations contained in the Standards of the National Fire Protection Association, as may be amended from time to time, and are incorporated herein by reference.

Non-Commercial, Not for the purpose of securing earnings, income, compensation (including exchange of service), and/or profit.

Non-Commercial Operator, An entity that either owns or leases and operates Aircraft for personal or recreational purposes. In the case of a business, the operation of Aircraft must be an ancillary Activity to support the business's purposes by providing transportation for the exclusive use of its employees, agents, and/or customers. In all cases, the Non-Commercial Operator neither offers nor engages in Commercial Aeronautical Activities.

Non-Exclusive Use or Common Areas, The land and/or Improvements at the Airport that is available for use on a non-exclusive basis.

Official Vehicle, Crash fire rescue, ambulance, police, security, maintenance, FAA and others specifically authorized by the Airport Manager.

Operations Department, Department of the Airport responsible for Airport safety and security.

Operator (as used in Lease/Rates and Charges Policy and Minimum Standards), An entity that has entered into an Agreement with The PCAA Board to engage in Aeronautical Activities.

Park, The standing of an Aircraft or Vehicle, whether occupied or not, other than for the purpose of and while engaged in loading or unloading of Property and/or passengers.

Paved, to lay or cover with asphalt or concrete that forms a firm level surface.

Permission, A right or approval granted by the Airport Manager

Permittee, A person or business who has written permission (permit) from the Airport Manager to conduct occasional Commercial Activity, within the confines of the permit, at the Airport.

Piston Aircraft, An Aircraft that utilizes a reciprocating engine for propulsion.

Police Department(s), Agency and law enforcement officers having jurisdiction (responsibility) over those portions of the Airport located within the property. As such, the terms "Police Department(s)" and "law enforcement officer" are used interchangeably.

Private Aircraft, Aircraft operated non-commercially by the owner(s). This does not prohibit the owner(s) or operator(s) of private Aircraft from sharing the expense of the operations of an Aircraft. Private Aircraft may be used by a person other than the owner, provided no remuneration accrues to the owner, which can be considered profit. Company and corporately owned Aircraft that are operated for the free transportation of personnel and/or products are classified a private Aircraft and subject to the same restrictions. New and used privately owned Aircraft held for sale only may be demonstrated to prospective purchasers or, when sold, may be used to instruct the new owner in their operation.

Private Vehicle, Any Vehicle operated for transportation of persons or baggage that are not customers of the Vehicle Operator, and no revenue is being derived from the transportation either directly or indirectly.

Property, anything that is owned by an entity. Property is divided into two types: "real property," which is any interest in land, real estate, growing plants or the Improvements on it, and "personal property", which is everything else.

Public Area ("or Common Area"), those areas of the Airport open for public thoroughfare, gathering, waiting, and/or viewing, and in which access is not restricted by federal and Airport regulations.

Public Safety Officer, Law enforcement officers of any federal, state, or local government Agency and Airport Manager.

Readily Available Conveniently located (in close proximity) and accessible, but not necessarily located on the Leased Premises.

Refueling Vehicle, Any Vehicle used for the transporting, handling or dispensing of Fuels, oils, and lubricants.

Regulatory Measures, Federal, state, county, local, and Airport, laws, codes, ordinances, policies, rules, and regulations, including, without limitation, those of the United States Department of Transportation, the FAA, NFPA, and these Putnam County Regional Airport Collective Requirements and Definitions; all as may be in existence, hereafter enacted, and amended from time to time.

Repair Station, A certificated Aircraft Maintenance facility approved by the FAA to perform certain specific maintenance functions. These facilities are certificated under 14 CFR Part 145.

Restricted Area, Areas of the Airport, other than Public Areas, wherein entry or use thereof is restricted to authorized personnel only pursuant to Regulatory Measures, including but not limited to: runways, Taxiways, fire lanes, airport maintenance facilities, mechanical rooms, electrical vaults, fire breaks and any other areas marked as such with appropriate signage.

Rules and Regulations, Rules and Regulations of the Airport, properly adopted by Resolution or Ordinance of The PCAA Board, as may be amended from time to time.

Runup, Aircraft engine operation above normal idle power for purposes other than initiating taxi or takeoff.

Security Plan, a document developed by the Airport to ensure the safety and security of people and property at the Airport.

Self-fueling, means the fueling of an aircraft by the owner having operational control over the aircraft, by use of the owner's own personnel and using the owner's own equipment, including, but not limited to fuel farm facilities owned or leased by the aircraft owner pursuant to the Putnam County Regional Airport Collective Requirements and Definitions. Self-fueling of an aircraft which is subject to fractional ownership by multiple owners, is only permissible by the aircraft owner having full and exclusive operation control over the aircraft for the flight for which the fuel is intended. Self-fueling differs from use of a self-service fuel pump made available by the FBO, Airport Sponsor, or other authorized aeronautical service provider pursuant to the Putnam County Regional Airport Primary Guiding Documents for the purchase of fuel by the general aviation public.

Specialized Aviation Service Operator (or "SASO"), A Commercial Operator that provides any one or a combination of the following Activities: Aircraft Maintenance, avionics or instrument maintenance, Aircraft rental, flying club, or flight training, Aircraft charter or Aircraft management, Aircraft sales, specialized commercial aviation service, temporary specialized commercial aviation service or temporary SASO.

SPCC Plan, Spill Prevention Contingency and Control Plan. Standard Operating Procedures (or "SOP"), Written instructions, which describe procedures designed to work toward maintaining an environment.

Sublease, An Agreement entered into by an entity with an Operator that transfers rights or interests in the Operator's leased premises and is enforceable by law. This right is only applicable to an FBO and Aircraft Storage Operators.

Sublessee, An entity that has entered into a sublease with an Operator who is authorized to engage in Commercial Aeronautical Activities at the Airport. This right is only applicable to an FBO and Aircraft Storage Operators.

Taxiway, A defined path, usually paved, over which Aircraft can taxi from one part of an Airport to another (excluding the runway) within the AOA.

Temporary SASO, a SASO that has a defined agreed duration of time to complete proposed operations; Also see SASO or Independent Operator.

Tie-down, An area paved or unpaved suitable for parking and mooring of Aircraft wherein suitable Tie-down points are located.

Through-the-Fence, The right to have direct access to the Airport from private property located contiguous to the Airport whereby Aircraft located on the private property has direct access to the Airport's runway and Taxiway system.

Touch-and-Go, The act of landing an Aircraft on a runway and immediately taking off in the same direction on that runway instead of landing and coming to a full stop on the runway before proceeding on a Taxiway to a parking location or to another runway.

Transient Aircraft, Any Aircraft utilizing the Airport for occasional transient purposes and not based at the Airport.

Transient Parking, The parking of Aircraft not normally based at the Airport in an area specifically set aside by the Airport for this purpose.

Triple Net, Operator pays all maintenance, utilities, insurance, and taxes associated with Leased Premises.

Turbojet Aircraft, An Aircraft that utilizes a form of heat engine that produces thrust by accelerating a relatively small mass of air through a large change in velocity for propulsion.

Turboprop Aircraft, An Aircraft that utilizes a gas turbine engine to drive a set of reduction gears, which, in turn, drives a propeller for propulsion.

Ultralight Vehicle, Any contrivance used or intended to be used for manned operation in the air by a single occupant; does not have any U.S. or foreign airworthiness certificate; and if unpowered, weighs less than 155 pounds; or if powered, weighs less than 254 pounds empty weight, excluding floats and safety devices which are intended for deployment in a potentially catastrophic situation; has a Fuel capacity not exceeding 5 U.S. gallons; is not capable of more than 55 knots calibrated airspeed at full power in level flight; and has a power-off stall speed which does not exceed 24 knots calibrated airspeed.

Vehicle, Any device that is capable of moving itself, or being moved, from place to place upon wheels; but does not include any device designed to be moved by human muscular power or designed to move primarily through the air.

Vehicle Operator, Any person who is in actual physical control of a Vehicle.

Vehicle Service Road, That portion of the AOA specifically designated and appropriately marked for the movement of authorized Vehicles.