



PUTNAM COUNTY AIRPORT AUTHORITY

100 BALLARD LANE, GREENCASTLE, IN 46135

SERVING AVIATION SINCE 1931

MINIMUM STANDARDS DOCUMENT

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. INTRODUCTION

A. ***Purpose and Scope***

1. The purpose of these Putnam County Airport Authority (The PCAA Board) Minimum Standards (Minimum Standards) is to encourage, promote, and ensure: (1) the delivery of high quality General Aviation products, services, and facilities to Airport users, (2) the design and development of quality General Aviation Improvements and facilities at the Airport; (3) safety and security, (4) the economic health of General Aviation Airport businesses, and (5) the orderly development of Airport property.
2. Aeronautical Activities may be proposed that do not fall within the categories designated herein. In any such cases, appropriate minimum standards shall be developed on a case-by-case basis for such Activities and incorporated into the Operator's Agreement.

B. ***General Provisions and Definitions***

1. These Minimum Standards include all provisions provided in the General Provisions and Definitions.

C. ***Exclusive Rights***

1. In accordance with the Airport Assurances given to the federal or state government by The PCAA Board as a condition to receiving federal or state funds, the granting of rights or privileges to engage in Commercial Aeronautical Activities 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.

D. ***Land Use***

1. The Airport reserves the right to designate specific Airport areas in which Commercial and Non-Commercial Aeronautical Activities 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.

E. ***Applicability***

1. These Minimum Standards specify the standards and requirements that must be met by any entity desiring to engage in one or more General Aviation Aeronautical Activities at the Airport.
 - a) 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 PCAA Board. All entities are encouraged to exceed the applicable minimum standards. No entity shall be allowed to engage in Aeronautical Activities at the Airport under conditions that do not, in The PCAA Board's discretion, meet these Minimum Standards.
2. These Minimum Standards shall apply to any new Agreement or any amendment to any existing Agreement relating to the occupancy or use of Airport land or Improvements for General

Aviation Aeronautical Activities. If an entity desires, under the terms of an existing Agreement, to materially change its Aeronautical Activities, The PCAA Board shall, as a condition of its approval of such change, require the entity to comply with these Minimum Standards.

- a) These Minimum Standards shall not affect any Agreement or amendment to such Agreement properly executed prior to the date of promulgation 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.
 - b) Upon termination of an Agreement (or amended Agreement), the Operator shall be required to comply with these Minimum Standards prior to executing a new Agreement.
 - c) These Minimum Standards shall not be deemed to modify any existing Agreement under which an entity is required to exceed these Minimum Standards, nor shall they prohibit The PCAA Board from entering into or enforcing an Agreement that requires
 - d) an entity to exceed the Minimum Standards.
3. Operators currently providing Activities without an Agreement with The PCAA Board or Airport will have two (2) months from the date of adoption of these Minimum Standards to become compliant with these Minimum Standards.
- a) To be eligible, Operators must enter into an Agreement with The PCAA Board within two (2) months of adoption of these Minimum Standards.

II. GENERAL REQUIREMENTS

A. *Introduction*

1. All Operators engaging in Aeronautical Activities at the Airport shall meet the requirements of this Section 2 as well as the minimum standards applicable to the Operator's Activities, as set forth in subsequent sections.

B. *Experience/Capability*

1. Operator shall, in the reasonable judgment of The PCAA Board, demonstrate the capability of providing the proposed products, services, and facilities and engaging in the proposed Activities in a safe efficient, courteous, prompt, and workmanlike manner in service to and to the benefit of the public.
2. Operator shall, in the reasonable judgment of The PCAA Board, demonstrate the financial and technical responsibility, capability, and integrity to develop and maintain Improvements; procure and maintain required Vehicles, Equipment, and/or Aircraft; employ proper level of personnel; and engage in the Activity.

C. *Agreement/Approval*

1. No entity shall engage in a Commercial Activity unless the entity has an Agreement with The PCAA Board or Airport authorizing such Activity.
2. An Agreement shall not reduce or limit Operator's obligations with respect to these Minimum Standards.
3. No entity shall engage in any Commercial Activity unless the entity has completed the Airport Business Permit Application.

D. *Payment of Rents, Fees, and Charges*

1. Operator shall pay the rents, fees, or other charges specified by The PCAA Board for engaging in Activities in conformity with the Airport's Lease/Rates and Charges Policy. 2.4.2. Operator's failure to remain Current in the payment of any and all rents, fees, charges, and other sums due to The PCAA Board shall be grounds for revocation of the Agreement or approval authorizing the conduct of Activities at the Airport.

E. ***Leased Premises***

1. Operator shall lease sufficient land and/or lease, or construct sufficient Improvements for the Activity as stipulated in these Minimum Standards.

a) Leased Premises that are used for Commercial purposes and require public access shall have direct public street side access.

2. Apron/Paved Tie downs.

a) Aprons/Paved Tie downs (if required) must be adequate to accommodate the movement, staging, and Parking of Operator's, Operator's Sub-lessees', and customers Aircraft without interfering with the movement of Aircraft in and out of other facilities and Aircraft operating in Taxi lanes or Taxiways.

3. Vehicle Parking.

a) Paved Vehicle Parking shall be sufficient to accommodate all Operator's and Operator's Sub-lessees' (if Subleasing facilities) customers, employees, visitors, vendors, and suppliers Vehicles on a daily basis.

b) Paved Vehicle Parking shall be on Operator's Leased Premises and/or located in close proximity to Operator's main facility.

F. ***Products, Services, and Facilities***

1. Products, services, and facilities shall be provided on a reasonable, and not unjustly discriminatory, basis to all consumers and users of the Airport.

2. Operator shall charge reasonable, and not unjustly discriminatory, prices for each product, service, or facility, provided that, Operator may be allowed to make reasonable discounts, rebates, or other similar types of price reductions to volume purchasers.

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 and first class operators providing comparable products, services, and facilities and engaging in similar Activities from similar Leased Premises in like markets.

G. ***Non-Discrimination***

1. Operator, in the use of the Airport or any of the facilities located thereon, shall not discriminate or permit discrimination against any person or class of persons by reason of race, creed, color, national origin, sex, age, or physical handicap in providing any products or services or in the use of any of its facilities provided for the public, or in any manner prohibited by applicable Regulatory Measures including without limitation Part 21 of the Rules and Regulations of the office of the Secretary of Transportation effectuating Title VI of the Civil Rights Act of 1964, as amended or reenacted.
2. In the event of noncompliance with the Section II.G.1, The PCAA Board shall take such action as the federal government may direct to enforce such compliance.

H. ***Licenses, Permits, Certifications, and Ratings***

1. Operator and Operator's personnel shall obtain and comply with all necessary licenses, permits, certifications, or ratings required for the conduct of Operator's Activities at the Airport as required by any duly authorized Agency prior to engaging in any Activity at the Airport. Upon request, Operator shall provide copies of such licenses, permits, certifications, or ratings to the Airport Manager immediately upon availability.
 - a) Cost(s) associated with obtaining Operator (not Operator's personnel) licenses, permits, certifications, or ratings required for the conduct of Operator's Activities shall be borne solely by Operator.
 - b) Operator shall keep in effect and post in a prominent place all necessary or required licenses, permits, certifications, or ratings.

I. ***Personnel***

1. The person managing the Operator's Activities shall demonstrate experience managing a comparable Activity to that proposed on the Operator's application.
2. Operator shall provide a responsible person on the Leased Premises to supervise Activities and such person shall be qualified and authorized to represent and act for and on behalf of Operator during all hours of Activities with respect to the method, manner, and conduct of the Operator and Operator's Activities. When such responsible person is not on the Leased Premises, such individual shall be available by telephone or pager.
3. Operator shall have in its employ, on duty, and on premises during hours of Activity, properly trained, qualified, 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, efficient, courteous, and prompt manner.
4. Operator shall control the conduct, demeanor, and appearance of their employees. It shall be the responsibility of the Operator to maintain close supervision over Operator's employees so that a high standard of products, services, and facilities are provided in a safe, efficient, courteous, and prompt manner.

J. ***Aircraft, Equipment, and Vehicles***

1. All required Aircraft, Equipment, and Vehicles must be fully operational, functional, and available at all times and capable of providing all required products and services.
 - a) Aircraft, Equipment, and Vehicles unavailable due to routine or emergency maintenance is allowed so long as appropriate measures are taken to return the Aircraft, Equipment, or Vehicle to service as soon as possible.

b) At no time shall Operator have less than one required Equipment and/or Vehicle in an operating and fully functional condition, based upon normal activities.

K. Hours of Activity

1. Hours of activity shall be clearly posted in public view using appropriate (and professional) signage approved in advance by the Airport Manager.

L. Security

1. Operator shall designate a responsible person for the coordination of all security procedures and communications and provide point-of-contact information to the Airport Manager including the name of the primary and secondary contacts and a 24-hour telephone number for both contacts.

2. Operator shall develop and maintain a Security Plan which shall include the following elements:

a) Procedures on securing facilities, Vehicles, Equipment, and Aircraft during hours of operation and after hours.

3. Operator's Security Plan shall be submitted to the Airport Manager no later than before Operator commences Activities at the Airport and annually thereafter.

4. Operator shall maintain fencing, doors, gates, lighting, and locks on Operator's Leased Premises in good condition at all time.

5. All Operators must comply with the pertinent reporting requirements to FAA and law enforcement Agencies.

M. Insurance

1. Operator shall procure, maintain, and pay premiums during the term of an Agreement for insurance policies required by Regulatory Measures and the types and minimum limits set forth in Attachment A (Minimum Insurance Requirements) of the COLLECTIVE REQUIREMENTS & DEFINITIONS FOR THE PUTNAM COUNTY REGIONAL AIRPORT document for each Activity. The insurance company or companies underwriting the required policies shall be licensed (with a minimum Best rating of A-7) or authorized to write such insurance in the state of Indiana.

a) When coverage's or limits set forth in Attachment A are not commercially available, appropriate replacement coverage's or limits must be approved, in advance, by the Airport.

2. When Operator engages in more than one Activity, the minimum limits shall vary depending upon the nature of each Activity or combination of Activities, but shall not necessarily be cumulative in all instances. While it may not be necessary for Operator to carry insurance policies for the combined total of the minimum requirements of each Activity, Operator shall procure and maintain insurance for all exposures in amounts at least equal to the required minimum.

3. All insurance, which Operator is required by the Airport to carry and keep in force, shall name the Putnam County Regional Airport and the Putnam County Airport Authority, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers as additional insured.

a) Liability policies shall contain, or be endorsed to contain, the following provisions:
(1) "the Putnam County Regional Airport and the Putnam County Airport Authority, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers are to be covered as additional

insured with respect to: liability arising out of Activities performed by or on behalf of Operator; products and services of Operator; premises owned, leased, occupied, or used by Operator; or vehicles, equipment, or aircraft owned, leased, hired, or borrowed by Operator. Any insurance or self-insurance maintained by the Putnam County Regional Airport or the Putnam County Airport Authority, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers shall be excess of Operator's and shall not contribute with it."

(2) "Any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the Putnam County Regional Airport and the Putnam County Airport Authority, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers. Operator's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the aggregate limits of the insurer's liability."

(3) "Coverage shall not be suspended, voided, or cancelled by either party or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Putnam County Regional Airport's Airport Manager."

4. Certificates of Insurance for the insurance required by Regulatory Measures and set forth by these Minimum Standards for each Activity shall be delivered to the Airport Manager upon execution of any Agreement or approval. Operator shall furnish additional Certificates of Insurance thirty (30) days prior to any changes in coverage, if the change results in a reduction. Current proof of insurance shall be provided continually to the Airport Manager, including upon renewal, throughout the term of the Agreement.

a) Certificates of Insurance shall indicate the additional insured as specified in Section II.M.3.a.

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.

6. Operator shall, at its sole expense, cause all Improvements on the Leased Premises to be kept insured to the full insurable value (current replacement cost with no depreciation) thereof against the perils of fire, lightning, tornado, wind, hail, earthquake, extended coverage, and/or vandalism. The proceeds of any such insurance paid on account for any of the aforementioned perils, 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 PCAA Board.

7. Operator with known environmental contamination exposures shall be required to secure appropriate environmental liability insurance with coverage limits appropriate for the type and level of environmental contamination exposure risk.

N. *Indemnification and Hold Harmless*

1. Operator shall defend, indemnify, save, protect, and hold harmless the Putnam County Regional Airport and the Putnam County Airport Authority, individually and Adopted February 2nd, 2015 Putnam County Regional Airport, General Provisions & Definitions and Minimum Standards 31 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 Putnam County Regional Airport or the Putnam County Airport Authority, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers as a result of, or arising out of Operator's actions or inaction. In the event a party indemnified hereunder is in part responsible for the loss, the indemnitor shall not be relieved of the obligation to indemnify; however, in such a case, liability shall be shared in accordance with Indiana principles of comparative fault.

2. The Operator shall accept total responsibility, indemnify, and hold harmless the Putnam County Regional Airport and the Putnam County Airport Authority, 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.

3. Nothing herein shall constitute a waiver of any protection available to the Putnam County Regional Airport or the Putnam County Airport Authority, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers under the Indiana governmental immunity act or similar statutory provision.

O. **Taxes**

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 Agency associated with Operator's Leased Premises (land and/or Improvements), Operator's Improvements on Leased Premises, and/or Operator's Activities.

P. **Multiple Activities**

1. When more than one Activity is conducted, except fueling, the minimum requirements shall vary depending upon the nature of each Activity or combination of Activities, but shall not necessarily be cumulative.

- a) Leased Premises (Section 2.5) may be reduced to (20,000 SF)
- b) Facilities or Hangars may be reduced to (2,000 SF)

III. FIXED BASE OPERATOR

A. **Introduction**

1. A Fixed Base Operator (FBO) is a Commercial Operator engaged in the sale of aeronautical products and services, and the maintenance of public-access facilities at the Airport. The Aeronautical Activities to be provided at the Airport shall include, at a minimum, the following:
 - a) Sales and dispensing of aviation fuels and lubricants (Jet Fuel, Avgas, aviation oils and other aircraft lubricants)
 - b) Provision of passenger, crew, and aircraft ground services, including aircraft marshalling and reception, crew and passenger support, and such amenities as are appropriate to enhance business and personal travel on General Aviation aircraft (line service).
 - c) Aircraft Maintenance (Full-time and Type - A or B requirements (see Section IV)
 - d) Flight Training (Full-time Type A or part-time Type B (see Section VI)
 - e) Aircraft Storage and Tie-down, including management of paved tie-down spaces, hangar facilities, and transient aircraft parking.
2. In addition to the General Requirements set forth in Section II, each Fixed Base Operator at the Airport shall comply with the following minimum standards set forth in this Section III.
3. In addition to the General Requirements set forth in Section II and III, the FBO shall agree to pay the current Fuel Flowage Fee (FFF) of \$.12/gallon for all fuel delivered (Section 3.4).

B. **Scope of Activity**

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.
2. FBO's products and services shall include the following:
 - a) Aviation Fuels and Lubricants (Jet Fuel, Avgas, and Aircraft Lubricants):
 - (1) FBO shall deliver and dispense, upon request, Jet Fuel, Avgas, and Aircraft lubricants into all General Aviation Aircraft normally frequenting the Airport.
 - (2) FBO shall provide a response time of no more than 20 minutes during required hours of activity (excepting situations beyond the control of the FBO - i.e. two aircraft needing fuel at same time).
 - (3) FBO may provide afterhours fueling services by operational credit card self-fuel/ pay system.
 - b) Passenger, Crew, and Aircraft Ground Services, Support, and Amenities (line services)
 - (1) FBO shall meet, direct, and park all Aircraft arriving on Operator's Leased Premises and/or other available public apron areas.
 - (2) FBO shall provide courtesy transportation, utilizing Operator's Vehicles, for passengers, crew, and baggage, as necessary and/or appropriate.
 - (3) FBO shall provide parking and Tie-down of Aircraft upon the Operator's Leased Premises and or other available public apron areas.
 - (4) FBO shall provide hangar storage of Aircraft, to include in-out service.
 - (5) FBO shall provide arrival and departure services for Aircraft using Operator's Leased Premises including crew and passenger baggage handling.
 - c) Aircraft Maintenance – Full-Time

- (1) FBO shall provide Aircraft Maintenance on the airframe, power-plants, and associated systems of General Aviation Aircraft. In addition, FBO shall provide Aircraft line maintenance for General Aviation Aircraft (maintenance performed on aircraft on apron areas).
- (2) FBO can meet these Minimum Standards for the provision of Aircraft Maintenance by and through Section 4 requirements. The FBO can maintain Type A or B requirements, provided they are full-time.
- (3) FBO can meet these Minimum Standards for the provision of Aircraft Maintenance by an authorized Sublessee who meets the minimum standards for Aircraft Maintenance Operator and operates from the FBO's Leased Premises.
- (4) FBO can meet these Minimum Standards for the provision of Aircraft Maintenance by and through the requirements as outlined in Section IV with full-time service hours (Type B.).
- d) Flight Training – (Full-time, Type A or part-time Type B)
 - (1) See Section 6 in reference to Flight Training
 - (2) FBO shall provide an IFR Aircraft for rental or and VFR/IFR for flight training purposes.
 - (3) FBO shall provide a Certificated CFI for flight training.
 - (4) Sublessee may be used by an FBO to meet specific requirements.
- e) Aircraft Storage and Tie-down services provided to private aircraft owners.

C. *Leased Premises*

- 1. FBO shall have adequate land (see Section II.E.1), Apron/Paved Tie-down (see Section II.E.2), facilities (hangars, terminal, maintenance, and Fuel storage), and Vehicle Parking (see Section II.E.3) to accommodate all Activities of FBO and all approved Sublessees, but not less than the following:
 - a) Contiguous Land – (20,000 SF), upon which all required Improvements including Apron, Paved Tie-down, facilities, and Vehicle Parking shall be located.
 - b) Apron with sufficient weight bearing capacity to accommodate the largest Aircraft handled or serviced by FBO.
 - (1) If an existing or otherwise approved FBO has insufficient Apron to meet the Minimum Standards, and sufficient public Apron is available contiguous to the FBO's Leased Premises, then the Airport may lease, upon fair and reasonable terms, to the FBO that portion of such public Apron area so as to enable the FBO to comply with these Minimum Standards.
 - c) Paved Tie-down – adequate to accommodate the number, type, and size of Based Aircraft and Transient Aircraft requiring Tie-down space at the Operator's Leased Premises, but not less than 4 Paved Tie-down spaces.
 - d) Facilities – (9,200 SF) consisting of the following:
 - (1) Terminal space – (1,200 SF); Customer area shall be dedicated to include adequate space for crew and passenger lounge(s), flight planning room, conference room, public use telephones, and restrooms. Administrative area shall be dedicated to include adequate space for employee offices, work areas, and storage.
 - (2) Maintenance area shall include adequate space for employee offices, work areas, and storage for Aircraft parts and equipment.

(3) Hangar space – (8,000 SF); At least one (1) hangar shall be capable of accommodating an Aircraft regularly utilizing the Airport. No single hangar shall be less than (8,000 SF).

D. **Reporting**

1. FBO shall report all Fuel delivered to the FBO's Fuel storage facility during each calendar month and submit a summary report along with appropriate fees and charges due The PCAA Board on or before the 10th day of the subsequent month.
2. FBO shall during the term of the Permit and for three (3) years thereafter maintain records identifying the total number of aviation Fuel gallons delivered. Records (and meters) shall be made available for audit to the Airport Manager. In the case of a discrepancy, FBO shall promptly pay, in cash, all additional rates, fees, and charges due The PCAA Board, plus annual interest on the unpaid balance at the lesser of 18% or the maximum rate allowable by law from the date originally due.

E. **Fuel Storage**

1. FBO shall construct or install and maintain an on-Airport Fuel storage facility at the Airport, to be owned by the Putnam County Airport Authority subject to lease by the FBO for operation, unless otherwise authorized or required, in a location consistent with the Airport Master Plan, Airport Layout Plan, or other Land Use Plan.
2. Fuel storage facility shall have total capacity for three days peak supply of aviation Fuel for Aircraft being serviced by FBO.
3. FBO shall, at its sole expense, maintain the Fuel storage facility, all Improvements thereon, and all accessories thereto, in a clean, neat, orderly, and fully functional condition consistent with good business practice and equal or better than in appearance and character to other similar Improvements on the Airport.
4. FBO shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier/distributor for the delivery of aviation Fuels in the quantities that are necessary to meet the requirements set forth herein.
5. FBO shall have a written Spill Prevention Contingency and Control Plan ("SPCC Plan") that meets Regulatory Measures for aboveground Fuel storage facilities. An updated copy of the SPCC Plan shall be filed with the Airport Manager at least 30 days prior to commencing operations.
6. FBO shall be liable and indemnify the Airport and Board for all leaks, spills, or other damage that may result through the handling and dispensing of Fuel.
7. Fuel delivered shall be clean, bright, pure, and free of microscopic organisms, water, or other contaminants. Ensuring the quality of the Fuel is the responsibility of FBO.
8. FBO shall maintain current Fuel reports on file, including total gallons of Fuel delivered by type, and make such reports available for auditing at any time by the Airport Manager and annual written report submitted to the Airport.

F. **Equipment**

1. FBO shall have all equipment necessary to perform the operations proposed to include but not limited to the following equipment:
 - a) Adequate Equipment for emergency starting Aircraft
 - b) One Courtesy Vehicle to provide transportation of passengers, crews, and baggage to and from destinations on the Airport and local area hotels and restaurants

- c) Aircraft tug(s) (and tow bar(s)) with a rated draw bar capacity sufficient to meet the towing requirement of the heaviest General Aviation Aircraft normally frequenting the Airport
- d) Aircraft engine heaters
- e) Portable pressure tanks
- f) Adequate number of approved and regularly inspected dry chemical fire extinguisher units shall be maintained at Fuel storage facilities and on all ground handling and Refueling Vehicles
- g) All Equipment reasonably necessary for the proper performance of Aircraft Maintenance in accordance with applicable FAA regulations and manufacturers' specifications.

G. **Personnel**

- 1. Personnel, while on duty, shall be clean, neat in appearance, courteous, and at all times, properly uniformed.
- 2. FBO shall have a properly trained and qualified Employee to provide Aircraft Fueling, Parking, and ground services and support.

H. **Hours of Activity**

- 1. Aircraft Fueling and passenger, crew, and Aircraft ground handling services, support, and amenities shall be continuously offered and available to meet reasonable demands of the public for this Activity seven (7) days a week (excluding legal holidays) and to include at least nine (9) hours per day. Aircraft Fueling and passenger, crew, and Aircraft ground handling services, support, and amenities shall be available after hours, on-call, with response time not to exceed 60 minutes.
 - a) Manned hours of Aircraft Fueling and passenger, crew, and Aircraft ground handling services, support, and amenities shall be conducted by qualified line service personnel whom shall be on duty for a minimum of 8 hours a day Monday through Friday, and five (5) hours on Saturdays. This reduction in the required hours is dependent upon compliance with the provision in III.H.1.b.
 - b) Remaining hours and after hours can be fulfilled by an operable credit card based self-pay fueling system.
 - c) Manned verses non-manned hours of Aircraft Fueling and passenger, crew, and Aircraft ground handling services, support, and amenities may be adjusted by operator upon written request and Board approval to meet seasonal lulls and surges.
- 2. Aircraft Maintenance shall be continuously offered and available to meet reasonable demand of the public for this Activity five days a week, eight hours a day. Aircraft Maintenance shall be available after hours, on-call, with response time not to exceed 90 minutes. Additional Aircraft Maintenance requirements shall comply with Section IV.
- 3. Flight Instruction shall be offered per the requirements set forth in Section VI as Type A or Type B.

I. **Insurance**

- 1. FBO shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.

IV. AIRCRAFT MAINTENANCE OPERATOR (SASO)

A. **Introduction**

1. An Aircraft Maintenance Operator is a Commercial Operator engaged in providing Aircraft 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.

a) Each Aircraft Maintenance Operator shall be established as one of the following Types of Operations

(1) Type A – FAA certificated Repair Station under 14 CFR Part 145

(2) Type B – FAA certified Aircraft Maintenance facility under 14 CFR Part 43

(3) Type C – FAA certified Aircraft Maintenance facility under 14 CFR Part 43

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.

3. FBO's shall comply with the minimum standards set forth in Section 3 associated with Aircraft Maintenance.

4. Experimental category Aircraft are exempted from FAR 43 and 145 requirements.

B. *Leased Premises*

1. Operators (Type A or B) engaging in this Activity shall have adequate land (see Section II.E.1), Apron/Paved Tie-down (see Section II.E.2), facilities, and Vehicle Parking (see Section II.E.3) to accommodate all Activities of the Operator, but not less than the following square footages (SF) for the specific type of Aircraft accommodated, which are not cumulative:

a) Contiguous Land – (10,000 SF), upon which all required Improvements including Apron, temporary aircraft parking, facilities, and Vehicle Parking shall be located.

b) Facilities (3,500 SF) shall include customer, administrative, maintenance, and hangar areas.

(1) Customer area shall include adequate space for customer lounge, public use telephone, and restrooms. Not applicable for Type B Operators.

(2) Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.

(3) Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and equipment.

(4) Hangar area shall be at least for the Type of Aircraft Maintenance being provided (as identified above) or large enough to accommodate the largest Aircraft undergoing Aircraft Maintenance (other than Preventative Aircraft Maintenance), whichever is greater.

C. *Licenses and Certification*

1. An Operator conducting (Type A) Maintenance shall be properly certificated as an FAA Repair Station as defined in 14 CFR Part 145.

2. An Operator conducting (Type B) Maintenance shall be properly certified as an FAA A&P with IA under 14 CFR Part 43.

3. An Operator conducting (Type C) Maintenance (Independent Operator) shall be properly certified as an FAA A&P under 14 CFR Part 43.

a) Maintenance of specialized nature, not otherwise available at the Putnam County Regional Airport or if maintenance is not available within a reasonable timeframe (one month for routine maintenance or one week for maintenance due to breakage).

- b) Maintenance of specialized nature, can be performed as part of or as a complete procedure.
- 4. All Operators' personnel shall be properly certificated, if applicable, by the FAA, current, and hold the appropriate ratings and medical certification for the work being performed.

D. ***Personnel***

- 1. Operator shall provide a sufficient number of personnel to adequately and safely carry out Aircraft Maintenance in a courteous, prompt, and efficient manner and meet the reasonable demands of the public for this Activity.
 - a) An Operator conducting Aircraft Maintenance shall employ one Airframe and Powerplant Mechanic, whom may fulfill the responsibilities of a customer service representative.
 - b) An Operator conducting 100 hour and annual inspections shall employ an Airframe and Powerplant Mechanic certified as an IA (Inspection Authority).

E. ***Equipment***

- 1. Operator shall provide sufficient Equipment, supplies, and availability of parts, as required for certification as a Repair Station, as defined by 14 CFR Part 145 (Type A) and 14 CFR Part 43 (Types B and C) , to perform maintenance in accordance with manufacture's recommendations or equivalent on various types of based aircraft.
- 2. Equipment requirements include tugs, tow bars, jacks, dollies, and other equipment, supplies, and parts required to perform the Activity.

F. ***Hours of Activity***

- 1. Operator (Type A – Repair Station FAR 145) shall be open and services shall be available to meet reasonable demands of the public for this Activity, at least five days a week, eight hours a day, with public posting of hours of operation.
- 2. Operator (Type B – FAR 43) shall be open and services shall be available to meet reasonable demands of the public for this Activity, with public posting of hours of operation.
 - a) FBO Operator (Section III.B.2.c.) under Type B, shall be open and services shall be available to meet reasonable demands of the public for this Activity, at least five days a week, eight hours a day, with public posting of hours of operation.
- 3. Operator (Type C – FAR 43) shall notify the Airport Manager regarding the planned hours to be performing Maintenance on the Airport, through the Airport Business Permit Application.

G. ***Insurance***

- 1. Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.

V. **AVIONICS, INSTRUMENT OR PROPELLER MAINTENANCE OPERATOR (SASO)**

A. ***Introduction***

- 1. An Avionics, Instrument or Propeller Maintenance Operator is a Commercial Operator engaged in the business of maintenance or alteration of one or more of the items described in 14 CFR Part 43, Appendix A (i.e., Aircraft radios, propellers, electrical systems, or instruments).

2. In addition to the General Requirements set forth in Section 2, each Avionics, Instrument or Propeller Maintenance Operator at the Airport shall comply with the following minimum standards set forth in this Section 5.

B. *Leased Premises*

1. Operator engaging in this Activity shall have adequate land (see Section II.E.1), Apron (see Section II.E.2), facilities, and Vehicle Parking (see Section II.E.3) to accommodate all Activities of the Operator, but not less than the following square footages (SF), which are not cumulative.

a) Contiguous Land – (5,000 SF), upon which all required Improvements including Apron, facilities, and Vehicle Parking shall be located.

b) Facilities (2,000 SF) shall include customer, administrative, maintenance, and hangar (if required) areas.

(1) Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.

(2) Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and equipment.

(3) Hangar area shall be at least equal to the square footage (SF) stipulated for the type of service being provided (as identified above) or large enough to accommodate the largest Aircraft undergoing avionics or instruments, and/or removal and replacement services, whichever is greater.

C. *Licenses and Certifications*

1. Operator shall be properly certificated by the FAA as a Repair Station and/or by the Federal Communications Commission (FCC).

2. Personnel shall be properly certificated by the FAA and/or FCC, current, and hold the appropriate ratings and medical certification for the work being performed.

D. *Personnel*

1. Operator shall provide a sufficient number of personnel to adequately and safely carry out Activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.

a) Operator shall employ one technician, whom may fulfill the responsibilities of the customer service representative.

E. *Equipment*

1. Operator shall provide sufficient shop space, Equipment, supplies, and availability of parts as required for certification as a Repair Station, as defined by 14 CFR Part 145.

F. *Hours of Activity*

1. Operator shall be open and services shall be available to meet the reasonable Putnam County Regional Airport, General Provisions & Definitions and Minimum Standards 40 demands of the public for this Activity five days a week, eight hours a day, unless hours are approved by The PCAA Board through written request or Airport Business Permit Application.

G. *Insurance*

1. Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.

VI. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

A. *Introduction*

1. An Aircraft Rental Operator is a Commercial Operator engaged in the rental of Aircraft.
2. A Flight Training Operator is a Commercial Operator engaged in providing flight instruction.
 - a) A Flight Training Operator can operate as one of the following three Types:
 - (1) Type A – Full-time flight school
 - (2) Type B – Part-time flight school
 - (3) Type C – Independent Operator (must follow Section 10)
3. In addition to the General Requirements set forth in Section 2, each Aircraft Rental or Flight Training Operator at the Airport shall comply with the following minimum standards set forth in this Section 6.

B. *Leased Premises*

1. Operator engaging in this Activity shall have adequate land (see Section II.E.1), Apron/Paved Tie-down (see Section II.E.2), facilities, and Vehicle Parking (see Section II.E.3) to accommodate all Activities of the Operator, but not less than the following:
 - a) Contiguous Land – (10,000 SF) upon which all required Improvements including Apron, facilities, and Vehicle Parking shall be located for Type A Operators.
 - (1) Contiguous Land requirement is (5,000 SF) for Type B Operators.
 - b) Apron/Paved Tie-down shall be adequate to accommodate an Aircraft.
 - (1) If Operator utilizes a hangar for the full-time storage of Operator's entire fleet at the Airport, Paved Tie-downs are not required unless temporary Apron/Paved Tie-down storage (i.e., daytime) is required.
 - c) Facilities (800 SF) shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned, leased, and/or operated by (and under the full and exclusive control of) Operator. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall meet the minimum standards for an Aircraft Maintenance Operator.
 - (1) Customer area shall include adequate space for customer lounge, class/training rooms, public use telephone, and restrooms for Type A Operators.
 - (2) Type C Operators shall include office room and training aids for quality training, which could include space leased from a resident FBO or the Airport.
 - (3) Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.
 - (4) Hangar area (2,000 SF), if required, shall be large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator, whichever is greater. Both Type A and B operators' must have hangar space for flight training and/or rental aircraft.
 - (5) Maintenance area, if required, shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and equipment.

C. *Licenses and Certifications*

1. Personnel performing Aircraft proficiency checks and/or Flight Training shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certification for the Aircraft being utilized and/or Flight Training being provided.

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

D. ***Personnel***

1. Operator shall provide a sufficient number of personnel to adequately and safely carry out Aircraft rental and/or Flight Training in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public/members seeking such services.

a) Aircraft Rental Operators shall employ one flight instructor, whom may fulfill the responsibilities of the customer service representative.

b) Flight Training Operators shall employ one flight instructor, whom may fulfill the responsibilities of the customer service representative. In addition, Flight Training Operators shall have available ground school instruction sufficient to enable student to pass the FAA written examinations for private pilot.

E. ***Equipment***

1. Operator shall have available for rental or use in Flight Training, either owned by or under written lease to Operator and under the full and exclusive control of Operator, one properly certified and currently airworthy Aircraft equipped for and fully capable of flight under instrument conditions.

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

F. ***Hours of Activity***

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.

a) Flight Training Operator Type A, shall be open, at least five days a week, eight hours a day, with public posting of hours of operation.

b) Flight Training Operator Type B, shall be open and services shall be available to meet the reasonable demands of the public for this Activity, with public posting of hours of operation.

c) Flight Training Operator Type C, shall notify the Airport Manager regarding the planned hours to be performing Flight Training on the Airport, through the Airport Business Permit Application.

G. ***Insurance***

1. Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.

2. Disclosure Requirement: 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 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 Manager.

VII. FLYING CLUB OPERATORS

A. *Introduction*

1. A Private Flying Club is an entity that has restricted membership.
 - a) Each Private Flying Club shall own at least one (1) serviceable aircraft, and each member must have an ownership interest in the Private Flying Club.
 - b) Private Flying Club shall keep on file and available for review by the Airport Manager, 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, email addresses and the date the membership began and ended.
2. Private Flying Club shall file and keep current with the Airport Manager:
 - a) Copies of bylaws, articles of incorporation, operating rules, membership agreements, and the location and address of the club's registered office.
 - b) Roster of all officers and directors including home and business addresses, phone numbers and email addresses.
 - c) Designee responsible for compliance with these Minimum Standards and other Regulatory Measures.
3. Private Flying Clubs shall not be required to meet the minimum standards (including the associated general requirements in Section II.0) stipulated for Aircraft Rental or Flight Training Operators so long as the Private Flying Club's membership is restricted.
4. Private Flying Club Aircraft shall not be used by other than members (owners).
5. No member (owner) shall use Private Flying Club Aircraft for flight instruction of nonmembers.
6. Applicable FAA Advisory Circular (AC) AC 00-25 "Forming and Operating a Flying Club" dated May of 1969.

B. *Leased Premises*

1. A Private Flying Club may choose to have its own hangar facilities or lease space from appropriate providers.

C. *Licenses and Certifications*

1. All Private Flying Club membership shall have appropriate Licenses and Certifications for appropriate operations.

D. *Personnel*

1. A Private Flying Club shall choose all its officers and directors.

E. *Insurance*

1. A Private Flying Club shall maintain, at a minimum the coverage and limits of insurance set forth in Appendix A – Minimum Insurance Requirements, in reference to requirements for Aircraft Rental or Flight Training Operator (Section 6).

VIII. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

A. *Introduction*

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 operates in private carriage (as defined in 14 CFR Part 125).
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.
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 VII.

B. *Leased Premises*

1. Operator engaging in this Activity shall have adequate land (see Section II.E.1), Apron/Paved Tie-down (see Section II.E.2), facilities, and Vehicle Parking (see Section II.E.3) to accommodate all Activities of the Operator, but not less than the following:
 - a) Contiguous Land – (10,000 SF) upon which all required Improvements including Apron, facilities, and Vehicle Parking shall be located.
 - b) Apron/Paved Tie-down shall be adequate to accommodate an Aircraft.
 - (1) If Operator utilizes a hangar for the storage of Operator’s entire fleet at the Airport, no Paved Tie-downs will be required.
 - c) Facilities (800 SF) shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned, leased, and/or operated by (and under the full and exclusive control of) Operator. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall meet the minimum standards for an Aircraft Maintenance Operator.
 - (1) Customer area shall include adequate space for customer lounge, public use telephone, and restrooms.
 - (2) Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.
 - (3) Hangar area, if required, shall be at least large enough to accommodate the largest Aircraft in Operator’s fleet at the Airport maintained by Operator, whichever is greater.
 - (4) Maintenance area, if required, shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and equipment.

C. *Licenses and Certifications*

1. Aircraft Charter Operators shall have and provide copies to the Airport Manager of all appropriate certifications and approvals, including without limitation, the Pre-application Statement of Intent (FAA Form 8400-6), the Registrations and Amendments under Part 298 (OST Form 4507), and/or FAA issued operating certificate(s).
2. Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings in the Aircraft utilized and medical certifications for Activity.

D. *Personnel*

1. Operator shall provide a sufficient number of personnel to adequately and safely carry out Activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.

a) Operator shall employ a chief pilot (Aircraft Charter Operator only), whom may fulfill the responsibilities of the customer service representative.

E. **Equipment**

1. Aircraft Charter Operators shall provide, either owned or under written lease to Operator and under the full and exclusive control of Operator, one certified and continuously airworthy, at a minimum, four-place, single-engine (instrument-qualified) Aircraft.

F. **Hours of Activity**

1. Operator shall be open and services shall be available to meet the reasonable demands of the public for this Activity. After hours, on-call response time to customer inquiries shall not exceed 60 minutes.

G. **Insurance**

1. Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.

IX. AIRCRAFT SALES OPERATOR (SASO)

A. **Introduction**

1. An Aircraft Sales Operator is a Commercial Operator engaged in the sale of one or more new and/or used Aircraft during a 12-month period.

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.

B. **Leased Premises**

1. Operator engaging in this Activity shall have adequate land (see Section II.E.1), Apron/Paved Tie-down (see Section II.E.2), facilities, and Vehicle Parking (see Section II.E.3) to accommodate all Activities of the Operator, but not less than the following:

a) Contiguous Land – (10,000 SF) upon which all required Improvements including Apron, facilities, and Vehicle Parking shall be located.

b) Apron/Paved Tie-downs shall be adequate to accommodate an Aircraft.

(1) If Operator utilizes a hangar for the storage of Operator's entire fleet at the Airport (inventory), no Paved Tie-downs will be required.

c) Facilities (800 SF) shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned, leased, and/or operated by (and under the full and exclusive control of) Operator. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall meet the minimum standards for an Aircraft Maintenance Operator.

(1) Customer area shall include adequate space for customer lounge, public use telephone, and restrooms.

(2) Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.

(3) Hangar area, if required, shall be large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator, whichever is greater.

(4) Maintenance area, if required, shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and equipment.

C. **Dealership**

1. An Operator which is an authorized factory sales franchise, dealer, or distributor, either on a retail or wholesale basis, shall have available or shall make available (with advance notice) at least one current model demonstrator of Aircraft in its authorized product lines.

D. **Licenses and Certifications**

1. Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certification for providing flight demonstration in all Aircraft offered for sale.

E. **Personnel**

1. Operator shall provide a sufficient number of personnel to adequately and safely carry out Activity in a prompt and efficient manner adequate to meet the reasonable demand of the public seeking such services.

a) Operator shall employ one current commercial pilot.

F. **Equipment**

1. Operator shall provide necessary and satisfactory arrangements for Aircraft Maintenance in accordance with any sales guarantee or warranty period.

G. **Hours of Activity**

1. Operator shall be open and service shall be available to meet the reasonable demands of the public for this Activity.

H. **Insurance**

1. Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A - Minimum Insurance Requirements.

X. SPECIALIZED COMMERCIAL AERONAUTICAL OPERATOR (SASO)

A. **Introduction**

1. A Specialized Commercial Aeronautical Operator is a Commercial Operator engaged in providing limited aircraft services and support (see Section X.A.1.a), miscellaneous commercial services and support (see Section X.A.1.b), or air transportation services for hire (see Section X.A.1.c).

a) Limited Aircraft Services and Support - are defined as limited Aircraft, engine, or accessory support (for example, washing, cleaning, painting, upholstery, etc.) or other miscellaneous Activities directly related to Aircraft services and support.

b) 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.

c) Air Transportation Services for Hire - are defined as non-stop sightseeing flights (flights that begin and end at the Airport and are conducted within 25 statute mile radius

of the Airport); flights for aerial photography or survey, crop applicators/dusters, firefighting or patrol, power line, underground cable, or pipe line patrol; banner towing and aerial advertising; or any other miscellaneous Activities directly related to air transportation services for hire excluded from 14 CFR Part 135 (e.g., helicopter operations in construction or repair work).

2. In addition to the General Requirements set forth in Section II, each Specialized Commercial Aeronautical Operator at the Airport shall comply with the following minimum standards set forth in this Section 9.

B. *Leased Premises*

1. Operator engaging in this Activity shall have adequate land (see Section II.E.1), Apron/Paved Tie-down (see Section II.E.2), facilities, and Vehicle Parking (see Section II.E.3) to accommodate all Activities of the Operator, but not less than the following:

- a) Contiguous Land – (5,000 SF) upon which all required Improvements including Apron, facilities, and Vehicle Parking shall be located.
- b) Apron/Paved Tie-down shall be adequate to accommodate an Aircraft.
 - (1) If Operator utilizes a hangar for the storage of Operator’s entire fleet at the Airport, no Paved Tie-downs will be required.
- c) Facilities (800 SF) shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned, leased, and/or operated by (and under the full and exclusive control of) Operator. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall meet the minimum standards for an Aircraft Maintenance Operator.
 - (1) Customer area shall include adequate space for customer lounge, public use telephone, and restrooms.
 - (2) Administrative area shall be sufficient to accommodate the administrative functions associated with the Activity, whichever is greater, and shall include adequate and dedicated space for employee offices, work areas, and storage.
 - (3) Hangar area, if required, shall large enough to accommodate the largest Aircraft in Operator’s fleet at the Airport maintained by Operator, whichever is greater.
 - (4) Maintenance area, if required, shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and equipment.

C. *Licenses and Certifications*

1. Operator shall have and provide to the Airport evidence of all Agency licenses and certificates that are required to conduct the Activity.

D. *Personnel*

1. Operator shall provide a sufficient number of personnel to adequately and safely carry out its Activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.

E. *Equipment*

1. Operator shall have (based at the Airport), either owned or under written lease to (and under the full and exclusive control of) Operator, sufficient Vehicles, Equipment, and, if appropriate, one continuously airworthy Aircraft.

2. Operator shall have sufficient supplies and parts available to support the Activity.

F. *Hours of Activity*

1. Operator shall be open and services shall be available to meet the reasonable demands of the public at the Airport.

G. ***Insurance***

1. Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.

XI. **TEMPORARY SPECIALIZED AERONAUTICAL SERVICE OPERATOR (SASO)**

A. ***Introduction***

1. The Airport recognizes that Aircraft Operators using the Airport may require specialized assistance with the maintenance of their Aircraft and/or Flight Training of their pilots. When assistance is not available on the Airport through an existing Operator due to the specialized nature of the maintenance and/or Flight Training requirements, the Airport Manager may allow an Aircraft Operator to solicit and utilize the services of a qualified entity to provide said services.

2. In addition to the General Requirements set forth in Section II, each Temporary Specialized Commercial Aeronautical Operator at the Airport shall comply with the following minimum standards set forth in this Section XI.

B. ***Scope of Activity***

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.

C. ***Permit***

1. Aircraft Operator must submit written request, through Airport Business Permit application, to the Airport Manager on behalf of Temporary Specialized Aeronautical Service Operator (Operator) or Independent Operator.

2. Operator shall obtain a thirty (30)-day temporary permit (issued by the Airport Manager) prior to engaging in Activity on the Airport.

a) Renewal shall be subject to the Operator's compliance with all terms of the temporary permit and The PCAA Board's permission.

3. Operator shall comply with all requirements for the permitted Activities and limit service provided to those strictly stated on the temporary permit.

4. Aircraft Operators requiring after-hour or weekend service by a Temporary Specialized Aviation Service Operator must notify the Airport Manager prior to Operator engaging in Activities on the Airport.

a) Aircraft Operator is responsible for assuring compliance of all Regulatory Measures by the Temporary Specialized Aviation Service Operator while on the Airport.

D. ***Licenses and Certifications***

1. Operator shall have and provide to the Airport evidence of all Agency licenses and certificates that are required.

E. ***Insurance***

1. Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.

XII. AIRCRAFT STORAGE OPERATOR (SASO)

A. Introduction

1. An Aircraft Storage Operator 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.
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 12.

B. Scope of Activity

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).

C. Leased Premises

1. Operator engaging in this Activity shall have adequate land (see Section II.E.1), Apron/Paved Tie-down (see Section II.E.2), facilities, and Vehicle Parking (see Section II.E.3) to accommodate all Activities of the Operator and all approved Sublessee(s), but not less than the following:
 - a) Contiguous Land – (5,000 SF) all required Improvements including Apron, facilities, and Vehicle Parking shall be located on Contiguous Land.
 - b) The development of hangar(s) shall be limited to the following types of hangar structures:
 - (1) Hangar – a single structure of not less than (2,500 SF), completely enclosed.
 - (2) Hangars – a single structure of not less than (5,000 SF), subdivided and configured (although each unit shall not be less than (1,250 SF)) to accommodate individual bays for the storage of Aircraft.

D. Hours of Activity

1. Operator shall have facilities available for Sub-lessees' Aircraft removal and storage seven days a week (including holidays) 24 hours a day.

E. Insurance

1. Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A - Minimum Insurance Requirements.

XIII. NON-COMMERCIAL HANGAR OPERATOR

A. Introduction

1. A Non-Commercial Hangar 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.
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 this Section XIII.

B. *Scope of Activity*

1. Operator shall use the Leased Premises for Aircraft owned or leased by (and under the full and exclusive control of) Operator for Non-Commercial purposes.
 - a) Operator shall provide the Airport Manager with a copy of the Aircraft lease.
 - b) The Airport Manager will determine if an Aircraft lease is commercially reasonable.
2. No Commercial Activity of any kind shall be permitted on or from the Leased Premises.
3. Operator shall not be permitted to sublease any land or Improvements on the Leased Premises for any purpose.

C. *Leased Premises*

1. Operator engaging in this Activity shall have adequate land, Apron/Paved Tie-down (see Section II.E.2), facilities, and Vehicle Parking (see Section II.E.3) to accommodate all Activities of the Operator, but not less than the following square footages (SF), which are not cumulative:
 - a) All required Improvements including Apron, facilities, and Vehicle Parking shall be located on Contiguous Land.
 - b) The development of Non-Commercial hangar(s) shall be limited to the following types of hangar structures:
 - (1) Hangar – a single structure of not less than (2,500 SF), completely enclosed.
 - (2) Hangars – a single structure of not less than (5,000 SF), sub-divided and configured (although each unit shall not be less than (1,250 SF)) to accommodate individual bays for the storage of Private Aircraft.

D. **Ownership Structure**

1. Hangar development may be accomplished by any entity, including Associations.
 - a) Association membership shall be contingent upon ownership interest 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 1,250 total SF).
 - b) All members/shareholders of the Association shall be declared to the Airport Manager at the 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 Airport Manager from time to time. Association shall appoint (be represented by) one individual. The hangar facilities developed and utilized by the Association shall be exclusively for storage of Aircraft owned by the member(s)/shareholder(s) of the Association.
 - c) 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.
 - d) Each member/shareholder of the Association shall be responsible and jointly and severally liable with all other members/shareholder for the Association's compliance with these Minimum Standards, and 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 Airport Manager in accordance with paragraph 12.4.1.2 hereof shall remain jointly and severally liable to The PCAA Board 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 PCAA Board.

E. **13.5. Insurance**

1. Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A - Minimum Insurance Requirements.

XIV. NON-COMMERCIAL SELF-FUELING PERMITTEE

A. **Introduction**

1. All entities desirous of self-fueling shall be accorded a reasonable opportunity, without unlawful discrimination, to qualify and receive a Non-Commercial Self-Fueling Permit.
 - a) Those entities that have Agreements granting them the rights to perform commercial Fueling (e.g., FBO) are not required to apply for a Non-Commercial Self-Fueling Permit.
2. This Section XIV sets forth the standards prerequisite to an entity desirous of engaging in Non-Commercial self-fueling at the Airport. Any entity engaging in such activities shall also be required to comply with all applicable Regulatory Measures pertaining to such activities.
3. In addition to the applicable General Requirements set forth in Section II, each entity conducting Non-Commercial self-fueling activities at the Airport shall comply with the following minimum standards set forth in this Section 14.

B. *Permit/Approval*

1. No entity shall engage in self-fueling activities unless a valid Non-Commercial Self-Fueling Permit authorizing such activity has been obtained from The PCAA Board. Such entities shall herein be referred to as "Permittees".
2. The Permit shall not reduce or limit Permittee's obligations with respect to these Self-Fueling standards, which shall be included in the Permit by reference.
3. Prior to issuance and subsequently upon request by the Airport Manager, Permittee shall provide evidence of ownership or lease of any Aircraft being operated (under the full and exclusive control of) and Fueled by Permittee.
4. Permittee shall provide evidence of ownership or lease of Equipment and trained Permittee' Employees for purposes of engaging in self-fueling activities.
5. Permittee shall agree to pay current Fuel Flowage Fee (FFF) of \$.12/gallon as further outlined in Section 14.

C. *Reporting*

1. Permittee shall report all Fuel delivered to the Permittee's Aircraft during each calendar month and submit a summary report along with appropriate fees and charges due The PCAA Board on or before the 10th day of the subsequent month.
2. Permittee shall during the term of the Permit and for three (3) years thereafter maintain records identifying the total number of aviation Fuel gallons delivered. Records (and meters) shall be made available for audit to the Airport Manager. In the case of a discrepancy, Permittee shall promptly pay, in cash, all additional rates, fees, and charges due The PCAA Board, plus annual interest on the unpaid balance at the lesser of 18% or the maximum rate allowable by law from the date originally due.

D. *Fuel Storage*

1. Permittee shall arrange and demonstrate that satisfactory arrangements have been made for the storage of Fuel, as follows:
 - a) through either an authorized FBO at the Airport,
 - b) through the development of a fuel storage facility in a Board designated area.
 - (1) Fuel storage facility shall be at a minimum of 10,000 gallons above ground tank, for each grade of fuel.
2. Permittee shall be liable and indemnify the Airport and Board for all leaks, spills, or other damage that may result through the handling and dispensing of Fuel.
3. Fuel delivered shall be clean, bright, pure, and free of microscopic organisms, water, or other contaminants. Ensuring the quality of the Fuel is the responsibility of Permittee.

E. *Fueling Equipment*

1. Permittee shall be limited to a single Refueling Vehicle for each type of Fuel to be dispensed with a minimum capacity of 500 gallons. Avgas Refueling Vehicles may have a maximum capacity of 1,200 gallons and Jet Refueling Vehicles may have a maximum capacity of 3,000 gallons.
2. Each Refueling Vehicle, with the written permission of the Airport Manager, shall have the tail number of the Permittee's Aircraft prominently displayed in 12" characters.

3. Each Refueling Vehicle shall be equipped and maintained to comply at all times with all applicable safety and fire prevention requirements, standards, and Regulatory Measures including without limitation, those prescribed by:

- a) State of Indiana Fire Code and local fire district;
- b) National Fire Protection Association (NFPA) Codes;
- c) Indiana Department of Environmental Management;
- d) 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials".
- e) Applicable FAA Advisory Circulars (AC) including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport".

4. Prior to transporting Fuel onto the Airport, the Permittee shall provide the Airport Manager with a Spill Prevention Contingency and Control Plan (SPCC) that meets regulatory requirements. An updated copy of such SPCC Plan shall be filed with the Airport Manager at least 10 business days prior to actual implementation. Such plan shall describe, in detail, those methods that shall be used by the Permittee to clean up any potentially hazardous Fuel spills. The plan should include Equipment to be used, emergency contact personnel and their telephone numbers, and all other details as to how the Permittee would contain such a spill. This plan should also describe, in detail, what methods the Permittee intends to use to prevent any such spill from occurring.

5. In accordance with all applicable Regulatory Measures and appropriate industry practices, the Permittee shall develop and maintain Standard Operating Procedures (SOP) for Fueling and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34A, entitled "Aircraft Ground Handling and Servicing". The SOP shall include a training plan, Fuel quality assurance procedures, record keeping, and emergency response procedures for Fuel spills and fires. The SOP shall also address the following: (1) bonding and fire protection, (2) public protection, (3) control of access to Refueling Vehicle storage areas, and (4) marking and labeling of Refueling Vehicles. The SOP shall be submitted to the Airport Manager no later than 10 business days before the Permittee commences self-fueling at the Airport and annually thereafter.

F. ***Limitations***

1. Permittees shall not sell and/or dispense Fuels to Based Aircraft or Transient Aircraft that are not owned, leased, and/or operated by (and under the full and exclusive control of) Permittee. Any such selling or dispensing shall be grounds for immediate revocation of the Permit by the Airport Manager.

- a) Revocation upon first violation will be for a period of one year.
- b) Revocation upon a second violation shall be permanent.

G. ***Insurance***

1. Permittee shall maintain, at a minimum, the coverages and policy limits set forth in Attachment A – Minimum Insurance Requirements.

XV. COMMERCIAL OPERATING PERMIT

A. **Application**

1. Any entity desiring to engage in a Commercial Aeronautical Activity at the Airport shall submit a written application of the Airport Business Permit to the Airport Manager for a Commercial Operating Permit (Permit).
2. 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 Manager or The PCAA Board in order to properly evaluate the application and facilitate an analysis of the prospective operation including, but not limited to, verifiable history of experience, financial statements, reference, etc.
3. No application will be deemed complete that does not provide the Airport Manager with the information necessary to allow a meaningful assessment of Applicant's prospective operation and determine whether or not the prospective operation will comply with all applicable Regulatory Measures and be compatible with the Airport's Master Plan, Airport Layout Plan, or Land Use Plan (if any).
4. After The PCAA Board approves the application a Permit will be issued.

B. **Permit**

1. Commercial Aeronautical Activities
 - a) The Permit will be valid as long as the Operator meets the following requirements:
 - (1) The information submitted in the Airport Business Permit Application is current. The Operator shall notify the Airport Manager in writing within 15 days of any change to the information submitted in the application.
 - b) The Permit may not be assigned or transferred and shall be limited solely to the approved Activity.
 - c) The Permit and application shall be appended to the Agreement and become a material part thereof. The breach of any portion of the Permit by Operator, including the application incorporated by reference thereto, shall be deemed a material breach of any associated Agreement allowing The PCAA Board the option to terminate Permit and Agreement.
2. Temporary or Special Use Permit
 - a) The Airport Manager may issue a temporary or special use Permit that allows an entity to engage in specific Activities, in designated areas, and only for a specified period of time, not to exceed two months.
 - b) The Permit will be valid only during the time period specified and only as long as the Operator complies with all applicable Regulatory Measures.
 - c) The Permit may not be assigned or transferred and shall be limited solely to the approved Activity, the designated area, and the specified time period.

C. **Existing Operator with an Existing Agreement**

1. No Change in Scope of Activities
 - a) An existing Operator with an existing Agreement may engage in the Activities permitted under the Agreement without submitting an application for Permit provided that the Operator is in compliance with all applicable Regulatory Measures.
2. Change in Scope of Activities

a) 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 Permit prior to engaging in the Activity.

D. ***Non-Commercial Operators***

1. A Permit is not required; however, the Operator shall comply with all applicable Regulatory Measures.

1. ATTACHMENT A

MINIMUM INSURANCE REQUIREMENTS

Putnam County Regional Airport
Putnam County Airport Authority

Commercial General Liability to include bodily injury, personal injury, and Property damage for all premises, products and completed operations, unlicensed Vehicles, and contractual liability. Non-licensed Vehicles operated on the movement area will require coverage in an amount not less than \$3,000,000 combined single limit per occurrence for bodily injury, personal injury, and Property damage.

Vehicular Liability or Business Automobile Liability to include bodily injury and Property damage for all Vehicles (owned, non-owned, or hired).

Hangar Keeper's Liability to include Property damage for all non-owned Aircraft under the care, custody, and control of the Operator. (this may be exempted on the case by case scenario, for Temporary SASO's performing work on the Airport, whom are proven to covered by Tenants insurance)

Aircraft and Passenger Liability to include bodily injury, Property damage, and passenger injury for all owned, leased, or operated Aircraft.

Student and Renter Liability to include bodily injury, personal injury, and Property damage (excluding aircraft hull) for students and renters of Aircraft.

Environmental Liability to include bodily injury, Property damage, and environmental cleanup costs.

SE = Single engine aircraft.

ME = Multi engine aircraft

All Insurance Policies should name the Putnam County Airport Authority/Putnam County Regional Airport as "additional insured" and The Board should receive a certificate of Insurance from the Insurance carrier on the annual basis.

2. ATTACHMENT B

AIRPORT BUSINESS PERMIT APPLICATION

Putnam County Regional Airport
Putnam County Airport Authority

Submitted By: _____ Date: _____
(Print First and Last Name of Applicant)

Doing Business As (dba):

Address:

Phone: _____ Fax: _____

Any entity desiring to engage in a Commercial Aeronautical Activity at the Putnam County Regional Airport must complete this Application. The applicant must present evidence that they are fully competent and have the necessary facilities, experience and pecuniary resources to fulfill the conditions of the commercial operation privilege(s) they request. To provide the Putnam County Airport Authority with this necessary information, please complete the following form and/or attach Business Plan supplying the below information and submit to the Airport Manager:

Information to be Provided:

1) For exactly what purposes do you propose to operate on the Airport?

a) General statement and character of proposed operations:

b) Amount of Office / Hangar / Ramp space to be leased or occupied:

Site:

Hangar/Building:

Ramp:

Office:

c) Estimated business volume (if applicable):

d) Proposed start date of business:

e) Number of employees/new jobs created:

f) Anticipated salary ranges of employees:

g) Proposed hours of operation:

**h) FAA Certificates & Permits held for proposed activities
(Include type of certificate and certificate number):**

i) Putnam County Regional Airport Business Permit Requested (Category for Minimum Standards):

j) Insurance (List all insurance coverage applicable and limits of liability. Must meet minimum insurance requirements contained in minimum standards):

k) Is the Putnam County Airport Authority named as an additional insured?

YES _____ NO _____

2) What person/firm proposes to lease the land/hangar/building?

Individual

Partnership

Corporation

Name: _____

Principal office address: _____

Official representative: _____

Responsible party or principals & ownership percentage:

_____ (%) phone: _____

_____ (%) phone: _____

_____ (%) phone: _____

(Use additional sheet if necessary to completely answer)

If a corporation:

When incorporated: _____

In what state: _____

President's name: _____

Vice President's name: _____

Treasurer's name: _____

Secretary's name: _____

If a partnership:

Date of organization: _____

General or limited partnership: _____

Agreement recorded: _____

(County, State, and Date)

Partner Name

Address

3) What is your previous experience in these activities?

a) _____

b) Years of experience? _____

c) **Locations of activities:** Please identify the names and locations of places at which you or your organization has operated the above-mentioned businesses with dates of operation:

Type of operation	Name	Location	Date
_____	_____	_____	_____
_____	_____	_____	_____

d) **Dollar volume of business:** Please state the range of gross receipts you or your organization has realized from the operation of the above-mentioned facilities.

In any one year?	In most recent year?
\$ _____	\$ _____
Location _____	Location _____

e) **Names and qualifications of key personnel:**

4) References:

a) **Landlord(s):** Please furnish the names and addresses of your landlords for the operations noted above.

Operation	Landlord	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____

Have any leases for the operation of similar privileges held by you or your organization ever been cancelled? If so, please describe location, date, conditions, and the name.

b) **Banks:**

Bank Name

Address

Phone

- 5) Financial Responsibility: Please attach a recent financial statement and balance sheet prepared by your firm. Data should not be more than six (6) months prior to the current date.

3. ATTACHMENT C

COMMERICAL OPERATING PERMIT
Putnam County Regional Airport
Putnam County Airport Authority

To be amended from time to time and available from the Office of the Airport Manager.

Putnam County Airport Authority
PUTNAM COUNTY REGIONAL AIRPORT



COMMERCIAL OPERATOR PERMIT

*Issued: _____

Applicant(s): _____

Business Name: _____

Approved: _____ Date: _____

Travis McQueen, Airport Manager

*This permit may be revoked at anytime for non-compliance with the Airport's established Minimum Standards and Rules and Regulations.

4. ATTACHMENT D (NON-COMMERICAL SELF-FUELING PERMIT and APPLICATION)

To be amended from time to time and available from the Office of the Airport Manager.

Putnam County Airport Authority
PUTNAM COUNTY REGIONAL AIRPORT



NON-COMMERCIAL SELF-FUELING PERMIT

*Issued: _____

Applicant(s): _____

Business Name: _____

Approved: _____ Date: _____

Travis McQueen, Airport Manager

*This permit may be revoked at anytime for non-compliance with the Airport's established Minimum Standards and Rules and Regulations.

NON-COMMERICAL SELF-FUELING APPLICATION
Putnam County Regional Airport
Putnam County Airport Authority

Authorized Applicant: _____ Title: _____

Date: _____

Applicant: _____

Hangar Address: _____

Phone: _____ Fax: _____ Email: _____

Putnam County Regional Airport Business Permit Requested (Please check Category requested):

Aircraft to be Fueled: (List Type and N number: _____)

Type of Fueling System: _____ Transportable Tank: _____ Refueler: _____

Type of Fuel to be Dispensed: _____ JET A: _____ 100 LL: _____

Location of Fueling System: _____

Temporary Aircraft Maintenance Operator: _____

Compensation to Airport: _____

Insurance (List company and all insurance coverage applicable and limits of liability. Must meet minimum insurance requirements contained in minimum standards):

Is the Putnam County Airport Authority named as an additional insured?

YES _____ NO _____

Please write the proposed operation and time duration:

AIRPORT ADMINISTRATION ONLY:

- Insurance Certificate: Yes No
- Spill Prevention Contingency and Control Plan (SPCC): Yes No
- Standing Operating Procedure/Quality Control Plan: Yes No
- Fire Marshall Inspection Conducted: Yes No
- Proof of Aircraft Ownership or copy of Lease: Yes No
- Copy of:
 - 1.) NFPA 407 Standards for Aircraft Fueling Yes No
 - 2.) FAA AC 150/5230-4 Aircraft Fueling Storage, Handling and Dispensing Yes No

Approved by:

???????
Airport Manager

Date signed

Return Original To: Attention: Airport Manager, 100 Ballard Lane, Greencastle, IN 46135

5. 20. ATTACHMENT E (TEMPORARY or SPECIAL USE PERMIT and APPLICATION)

To be amended from time to time and available from the Office of the Airport Manager.

Putnam County Airport Authority
PUTNAM COUNTY REGIONAL AIRPORT



TEMPORARY AIRPORT BUSINESS PERMIT

*Issued: _____

Applicant(s): _____

Business Name: _____

Approved: _____ Date: _____

?????????, Airport Manager

*This permit may be revoked at anytime for non-compliance with the Airport's established Minimum Standards and Rules and Regulations.

TEMPORARY AIRPORT BUSINESS PERMIT APPLICATION
Putnam County Regional Airport
Putnam County Airport Authority

Submitted By: _____ Date: _____
(Print First and Last Name of Applicant)

Doing Business As (dba):

Address:

Phone: _____ Fax: _____ Email: _____

Any entity desiring to engage in a Temporary Commercial Aeronautical Activity at the Putnam County Regional Airport must complete this Application. The applicant must present evidence that they are fully competent and have the necessary facilities, experience and pecuniary resources to fulfill the conditions of the commercial operation privilege(s) they request. To provide the Putnam County Airport Authority with this necessary information, please complete the following form and submit to the Airport Manager:

Putnam County Regional Airport Business Permit Requested (Please check Category requested):

Temporary Specialized Aviation Service Operator: _____
Temporary Aircraft Rental or Flight Training Operator: _____
Temporary Avionics, Instrument or Propeller Maintenance Operator: _____
Temporary Aircraft Maintenance Operator: _____

Compensation to Airport: _____

Insurance (List company and all insurance coverage applicable and limits of liability. Must meet minimum insurance requirements contained in minimum standards):

Is the Putnam County Airport Authority named as an additional insured?

YES _____ NO _____

Please write the proposed operation and time duration:

All questions and comments should be directed to the Office of the Airport Manager:
100 Ballard Lane, Greencastle, IN 46135