



**Des Moines Airport Authority**  
**5800 Fleur Dr, Suite 207**  
**Des Moines, IA 50321**

**DES MOINES AIRPORT AUTHORITY**  
**MINIMUM STANDARDS**  
**FOR**  
**AIRPORT AERONAUTICAL SERVICES**

**Agenda Item: 7**  
**Number: A20-090**  
**Date: July 14, 2020**

*I hereby certify that this compilation is a true and correct copy of the papers filed in my office.*

Mary S. Benson, Board Clerk

A handwritten signature in blue ink that reads "Mary S. Benson".

Seal:

Date: 07/14/2020



## PREFACE

The airport sponsor of a federally obligated airport agrees to make available the opportunity to engage in commercial aeronautical activities by persons, firms, or corporations that meet reasonable minimum standards established by the airport sponsor. The airport sponsor's purpose in imposing standards is to facilitate that a safe, efficient and adequate level of operation and services is offered to the public. Such standards must be reasonable and not unjustly discriminatory. In exchange for the opportunity to engage in a commercial aeronautical activity, an aeronautical service provider engaged in an aeronautical activity agrees to comply with the minimum standards developed by the airport sponsor. Compliance with the airport's minimum standards should be made part of an aeronautical service provider's lease agreement with the airport sponsor.

This document sets out the minimum standards for all providers of aeronautical services at the Des Moines International Airport. It was developed to provide guidance and protection for all parties concerned. It was written following federal and state regulations, Federal Aviation Order 5190.6B, and Advisory Circular 150/5190-7. It is intended that this document will be reviewed and updated on a regular basis so as to keep current and in tune with contemporary aeronautical business practices.

## PREAMBLE AND POLICY

The Des Moines International Airport Authority Board, being in a position of responsibility for the administration of the Des Moines International Airport, does hereby establish the following Minimum Standards. These Minimum Standards are intended to be the threshold entry requirements for those wishing to provide Aeronautical Services to the public and to ensure that those who have undertaken to provide Aeronautical Services are not exposed to unfair or irresponsible competition. These Minimum Standards were developed taking into consideration the aviation role of the Airport, the facilities that currently exist at the Airport, the services being offered at the Airport, and the future development planned for the Airport; and the promotion of fair and open competition at the Airport. These Minimum Standards contain the minimum levels of facilities and services that must be offered by prospective aeronautical service providers. Their uniform application is in the public interest by discouraging substandard operations, thereby protecting both the aeronautical activities and the Airport patrons.

Although lease terms and covenants may vary, the basic provisions contained in these standards are applicable to all persons proposing to conduct an aeronautical business on the Des Moines International Airport. No exclusive right to conduct an aeronautical activity will be granted by the Authority Board for any commercial enterprise.

These Minimum Standards shall at no time be construed to relieve aeronautical service providers from complying with applicable federal, state and local laws, codes, ordinances, and other regulatory measures.

In addition to these Minimum Standards, all commercial and non-commercial activity will be subject to, and must comply with, all rules and regulations established by the Authority Board concerning the operation of the Airport. All construction on the airport must be in accordance with design and construction standards approved by the Executive Director and in accordance with City of Des Moines codes and ordinances.

Commercial Aeronautical Activities not addressed in the Minimum Standards shall be addressed by the Authority on a case-by-case basis in the Operator's written Lease, Permit, or Agreement.

Subject to applicable orders, certificates, or permits of the FAA or its successor, no person shall use the Airport, or any portion thereof, or any of its improvements or facilities for a revenue-producing Commercial Aeronautical Activity to serve the public, who has not first complied with these Minimum Standards and the Rules and Regulations of the Airport and entered into a written Agreement or obtained a written Permit from the Authority.

The Authority may provide for any of the services within these Minimum Standards itself.

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## 1. DEFINITIONS

Aeronautical Activity or Aeronautical Services: any activity or service conducted at the Airport that involves, makes possible or is required for the operation of aircraft, or that contributes to or is required for the safety of such operations. The following services/activities commonly conducted on airports are Aeronautical Activities within this definition: charter operations, air cargo operations, pilot or flight training, aircraft rental and sightseeing, power line or pipeline patrol, aerial photography, firefighting, crop dusting, aerial advertising, air ambulance services, surveying, air-carrier operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, and any other activities that, because of their direct relationship to the operation of an aircraft, can appropriately be regarded as an "Aeronautical Activity" or "Flight Service."

Agreement: the written agreement between the Authority and an Operator specifying the terms and conditions under which the Operator may conduct commercial aviation activities. Such Agreement shall recite the terms and conditions under which the activity shall be conducted at the Airport, including but not limited to: rents, fees, and charges to be paid; and the rights and obligations of the respective parties.

Air carrier - a person or organization having an operating certificate issued by the United States Department of Transportation to operate an aircraft with passengers, cargo or mail.

Air Operations Area (AOA) - the portion of the Airport, specified in the Airport security program, in which security measures specified in 49 CFR Part 1540 and 1542 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas, for use by aircraft regulated under 49 CFR part 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the secured area.

Aircraft: a device which is used or intended to be used for flight in air.

Aircraft Fuel: all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine in an aircraft.

Aircraft Fueling Vehicle: any vehicle used for the transportation, delivery, and dispensing of Aircraft Fuel.

Aircraft Lease: a written agreement for a minimum of six months wherein the lessee has full control over the scheduling and use of aircraft.

Aircraft Movement Area: the runways, taxiways, and other areas of the airport utilized for taxiing, hover taxiing, air taxiing, and takeoff or landing of aircraft, exclusive of loading ramps, maintenance ramps and parking areas.

AOA: Aircraft Operations Area.

Aircraft Sales: the sale of new or used aircraft through a franchise, licensed dealership, distribution (either on a retail or wholesale basis), or brokerage.

Airplane Design Group: A FAA designated grouping of Aircraft based upon wingspan. 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

Airport: the Des Moines International Airport including the area of land or water that is used or intended to be used for landing and takeoff of aircraft and including its buildings and facilities. Where sections in this chapter refer to real estate or to property or to activities not otherwise located or identified, they refer to real estate, property, and activities on, located at, or taking place at the Airport.

Airport Layout Plan: the FAA approved and Airport adopted drawing, as may be amended from time to time, which reflects an agreement between the FAA and Airport 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. and proposed allocation of Airport land and/or improvements to specific uses and/or development.

Airport Security Plan: the security plan approved by Transportation Security Administration (TSA) under TSR 1542.101.

Airside - that portion of Airport property located within the perimeter security fence.

Authority: the Des Moines Airport Authority and its members, officers, assignees, and employees when acting within the scope of their duties.

Board: the Des Moines Airport Authority Board.

CFR - United States Code of Federal Regulations.

Commercial Aeronautical Activity: an Aeronautical Activity for commercial purposes. A Commercial Aeronautical Activity also includes any third party or contract employee engaged in the performance of an Aeronautical Activity for compensation or hire at the Airport who is not an employee of a Fixed Base Operator or a Specialized Aviation Service Operator. For purposes of this definition, "commercial purposes" is the conduct of any aspect of a business, concession, operation, or agency providing goods or services to any person for compensation or hire, including exchange of services, whether or not such objectives are accomplished. An activity is

considered a commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt.

Commercial Through-the-Fence Operation: means an Operator or entity that provides Commercial Aeronautical Activities to the public for compensation or hire but does not have an Agreement with the Authority and does not occupy space on Airport property. It is the policy of the Authority to not allow Commercial Through-the-Fence Operations at the Airport.

Escort - to accompany or monitor the activities of an individual who does not have unescorted access into or within a restricted area.

Executive Director: the person appointed by the Des Moines Airport Authority Board to have immediate responsibility and supervision of the administration and operation of the Airport. Whenever in these Rules and Regulations where the Executive Director is designated, it includes the Executive Director and his or her staff.

FAA: Federal Aviation Administration.

FAR: Federal Aviation Regulations contained in the Code of Federal Regulations.

Fixed-Base Operator (FBO): any individual, firm or corporation duly licensed and authorized by written Agreement with the Authority to operate, under strict compliance with such Agreement and pursuant to these Minimum Standards, and who provides Aeronautical Services, including fueling services, to the public at the Airport.

Fuel Storage Area: any portion of the Airport designed temporarily or permanently by the Authority as an area in which aviation or motor vehicle fuel or any other type of fuel or fuel additive may be stored.

Fueling or Fuel Handling: the transportation, sale, delivery, dispensing, storage, or draining of fuel or fuel waste products to or from fuel storage tanks, aircraft, vehicles, or equipment.

General Aviation: all phases of aviation other than military aviation, air cargo operations, and scheduled or non-scheduled commercial air carrier operations.

Gross Receipts: all monies, income, or revenue paid or payable (collected and uncollected) to the Operator for sales made and services rendered at or from the Airport.

Ground Service Equipment: equipment used for the operation of aircraft at the Airport. Such equipment includes, but is not limited to, aircraft starter units, baggage tugs and carts, aircraft baggage conveyors, all service vehicles, terminal baggage conveyors, cargo and freight loading/unloading equipment and passenger loading bridges.

Hazardous Material - those materials defined in:

- (a) DOT Regulations published in 49 CFR Parts 100 through 200, as amended.

(b) The list of EPA pollutants, 40 CFR, Section 401.15, as amended.

Hazardous Substance - has the meaning defined under Iowa Code section 455B.381(5).

Hazardous Waste - has the meaning defined under Iowa Code section 455B.411(3).

Landside - that portion of Airport property not enclosed by the perimeter security fence.

Lease: the written, contractual agreement between the Authority and an entity which is enforceable by law and typically grants the following rights and privileges:.

(1) The right for the licensee or tenant to use the airfield and public airport facilities in common with others so authorized; or

(2) The right to occupy as a tenant and to use certain designated premises exclusively; or

(3) The commercial privilege to offer goods and services to airport users.

Minimum Standards: these Minimum Standards for Commercial Aeronautical Service Providers adopted by the Authority, as amended from time to time.

Multiple Service Specialized Aviation Service Operator (SASO): a SASO Operator providing services in more than one of the four Primary Service Areas.

NFPA: National Fire Protection Association.

Non-movement area - that portion of the airside designated for aircraft operations that does not require contact with the tower to obtain access.

Operator: either a Fixed Base Operator, Specialized Aviation Service Operator, and all other persons or entities conducting commercial aeronautical services at the Airport, as applicable, or the Authority, when performing a Commercial Aeronautical Activity, unless the context clearly indicates another meaning.

Owner: means the Authority.

Permit or Operating Permit: an administrative approval issued by the Authority to a person or company to conduct a Commercial Aeronautical Activity from facilities and locations where such services are authorized. A Permit may be clearly labeled as a permit, or may be in the form of an Agreement or Lease, depending upon its complexity and the rights being granted.

Person: any individual, firm, partnership, co-partnership, limited partnership, limited liability company, corporation, trust, association, company (including any assignee, receiver, trustee, or similar representative of the foregoing), any group, United States of America, any state or

political subdivision of the United States, any member state of the United Nations or other legal entity.

Personnel: persons who are employees of an Operator or who are contractually obligated to render services to the public on behalf of an Operator.

Primary Service Area: any one of the following: location based services, technical services, flight services, and aircraft sales.

Ramp Privilege: the privilege to drive a vehicle upon an aircraft parking apron on the airside of the Airport per the Airport Rules and Regulations.

Restricted Area - any portion of the Airport, including the SIDA, secured area, AOA, or portion of any building on the Airport, to which access is restricted to authorized persons and is not accessible to the public generally.

Rules and Regulations: the policies, procedures, and regulations which are established and amended from time to time by the Authority, to govern the safe, orderly, and efficient use of the Airport.

Secured Area - the portion of the Airport, specified in the Airport security program, in which certain security measures specified in 49 CFR Part 1542 are carried out. This area is where aircraft operators and air carriers that have a security program under part 1544 or 1546 enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

Shall: the word “shall” is always mandatory and not merely directory.

Specialized Aviation Service Operator (SASO): a Commercial Aeronautical Activity or any entity that provides any one of the Primary Service Areas in these Minimum Standards, not including fueling services.

State: State of Iowa.

Sterile Area - the portion of the Airport defined in the Airport security program that provides passengers access to boarding aircraft and to which access generally is controlled through the screening of persons and property by TSA or by an aircraft operator under 49 CFR Part 1544 or by a foreign air carrier under 49 CFR Part 1546.

Technical Services: either an avionics, instrument or propeller repair station; or a specialized commercial service provider such as a paint shop, aircraft dealer, or aircraft interior customization shop.

TSA: Transportation Security Administration.

Two-way Radio: a two-way communication system operated by a non-governmental entity that provides Airport advisory information.

Unescorted Access Authority - the Authority granted by the Airport to individuals to gain entry to and be present without an escort in the secured area and SIDA.

Vehicle Permit- the authorized medium issued by the Authority to operate a motor vehicle airside.

## 2. APPLICATION AND QUALIFICATION

An application shall be made to the Authority for permission to carry on any Commercial Aeronautical Activity at the Airport. Two complete originally signed applications, as set forth herein, shall be delivered to the office of the Executive Director. The application shall be in writing and in sufficient detail to discern the complete qualifications of the applicant to perform the proposed Commercial Aeronautical Activity and shall include, as a minimum, the following:

- A. A business plan that describes the nature of the proposed business including a description of the proposed business activity (See **Appendix 1**). The business plan shall include the following information:
  1. The name, addresses, electronic mail address, and telephone number of the applicant.
  2. A detailed description of the proposed Commercial Aeronautical Activity including the proposed date of commencement of the services and proposed hours of operation.
  3. The amount, size, and location of the land and/or facilities to be leased.
  4. Descriptions and cost estimates of any proposed capital improvements for the proposed site.
  5. The number and type of aircraft to be based, if applicable.
  6. The number of persons to be employed.
  7. An organizational chart listing the number of positions and staff to be assigned to the Airport including the professional and technical qualifications of personnel who will manage and/or operate the proposed business.
  8. The types and amounts of insurance coverage to be maintained for the proposed operation.
- B. A current financial statement prepared within the last twelve (12) months by the Chief Financial Officer, or other director or manager of the applicant and certified by an independent certified public accountant. The Authority shall consider financial statements in evaluating the applicant's financial ability to provide responsible, safe, and adequate service to the public.
- C. A current credit report for each party owning or having a financial interest in the business and a credit report on the business itself covering all sites at which it has done business in the ten-year period immediately prior to such application.
- D. An agreement to provide a bond or suitable guarantee of adequate funds to the Authority to be used to reimburse the Authority for any expenses incurred and any rent and fees lost because of the applicant's default of a lease or an agreement to provide Aeronautical Services.
- E. A written listing of the assets owned, leased, or being purchased that will be used in the business on the Airport. Copies of any relevant leases or purchase contracts shall be attached.

- F. If applicable, a statement indicating past experience in providing the specified services proposed to be offered at the Airport, including references from up to three (3) individuals familiar with the applicant's ability to perform such services.
- G. Copies of all licenses and Permits required by Federal, State and/or local law for the conduct of the proposed business, including licenses and Permits required for any personnel who will manage or operate the business or who will perform any services in connection with the proposed business.
- H. A written acknowledgement that the applicant shall execute such forms, releases, or discharges as may be required by the FAA and all aviation or aeronautic commissions, administrators, or departments of all States in which the applicant has engaged in aviation business, to release information in their files relating to the applicant or its current or proposed operation.
- I. A written authorization for the FAA, any aviation or aeronautics board or administrator, and departments of all states in which the applicant has engaged in an aviation business to release to the Airport information in their files relating to the applicant or its operations. The applicant shall execute any forms, releases, or discharges that may be required by those entities.
- J. Preliminary plans, specifications and completion dates for any improvements that the applicant intends to make on the Airport as part of the activity for which approval is sought.
- K. Proof (copy or insurance company letter of intent) of insurance coverage required for the operation.
- L. The application shall be signed and submitted by the owner of the business, if a sole proprietorship; every partner if a partnership; every member if a liability company (LLC); and the President or CEO if a corporation.
- M. The applicant shall agree to provide any additional information and material necessary or requested by the Authority to establish to the satisfaction of the Authority that the applicant can qualify and shall comply with these Minimum Standards.

### 3. ACTION ON APPLICATION

After an application has been completed and material submitted in accordance with Section 2, the matter shall be considered by the Airport. All applications for a lease agreement shall be considered by the Authority Board. All applications for a permit to operate shall be considered by the Executive Director. The Executive Director is authorized to issue permits on behalf of the Authority for periods of five or less years when said permit complies with these Minimum Standards.

In an effort to promote a new business on the airport, certain requirements in these Minimum Standards may, at the discretion of the Authority, be suspended for a maximum of twelve (12) months.

The Authority may deny any application if, in its sole opinion, it finds any one or more of the following:

- A. The applicant does not meet the qualifications, standards, and requirements established by these Minimum Standards.
- B. The applicant's proposed operation or construction will create a safety hazard on the Airport.
- C. The granting of the application will require the Authority to spend funds, supply labor or materials in connection with the proposed operation, or the operation is expected to result in a financial loss to the Authority.
- D. Inappropriate, inadequate, or insufficient space exists in buildings at the Airport to accommodate the entire activity of the applicant at the time of application, or, no available Airport land suitable for construction of buildings and facilities exists to accommodate the entire activity of the applicant at the time of application.
- E. The development or construction on the Airport necessary to accommodate the proposed business does not comply with the FAA-approved Airport Layout Plan for the Airport.
- F. The development or use of the area requested will result in congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present Fixed Base Operator or Specialized Aeronautical Service Operator on the Airport, such as, by, creating problems in congestion with aircraft traffic or service, preventing free ingress and egress to the existing operator's area, or effectively depriving an existing operator of portions of its leased area.
- G. The applicant has either intentionally or unintentionally misrepresented or omitted any pertinent information in the application or in supporting documents.

- H. The applicant has a record of violating the Rules and Regulations of the Airport or of any other airport, FAA regulations, or any other federal, State, or local statutes, laws, rules, or regulations.
- I. The applicant has defaulted in the performance of any lease or any other agreement with the Authority or other airport(s).
- J. The applicant, or any party having substantial interest in the applicant, is not sufficiently credit worthy or responsible in the judgment of the Authority to provide and maintain the business to which the application relates and to promptly pay amounts due under the Operator's proposed lease, agreement or permit.
- K. The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.
- L. The applicant cannot provide acceptable surety in the amount required by the Authority for that contract.
- M. The applicant, or any party having an interest in the applicant, has committed any crime, or violated any local ordinance, rule or regulation, which adversely reflects on its ability to conduct the Operator's operation applied for.
- N. The proposed Commercial Aeronautical Activity or development is not in the best interest of the Airport or the public.

#### 4. GENERAL REQUIREMENTS FOR ALL OPERATORS

The following shall apply to all prospective Aeronautical Service Operators at the Airport. Aeronautical Service Operators must comply with the minimum standards for each service provided. Where inconsistencies exist between the minimum standards required for each individual service proposed, the more stringent standard will take precedence and will become the minimum standard the Aeronautical Service Operator must meet.

##### 4.1. Prior Agreement and Approval

- A. Prior to the commencement of operations, a prospective Operator will be required to enter into a written agreement with the Authority, which agreement will recite the terms and conditions under which it will operate on the Airport, including, but not limited to: the term of agreement, the applicable rates, fees and charges; the rights, privileges, responsibilities, and obligations of the respective parties; the definition and boundary of the assigned premises and/or improvements subject to the agreement; the specific types and levels of service(s) to be provided; and the insurance coverages to be provided by the Operator.
- B. The conditions outlined in these Minimum Standards do not represent a complete recitation of the provisions and covenants to be included in the written agreement. For purposes of these Minimum Standards, “agreement” shall include any legally enforceable contract between the Authority and an Operator, whether termed a contract, lease, license, or permit. A “subtenant” shall be any person or entity under agreement with an Operator to engage in any activity at the Airport.
- C. Operators are required to comply with the provisions of these Minimum Standards as well as their agreement with the Authority.
- D. A person desiring to conduct business on the Airport will, in so far as possible, be granted leases and operational privileges. Property leases will be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold.

##### 4.2. Insurance

- A. Operator shall demonstrate to the Authority’s satisfaction evidence of its ability to acquire insurance coverage as stipulated for each particular type of proposed operation. An Operator should make its own analysis to determine if additional insurance coverage is needed. Operators shall maintain policies of insurance in full force and effect during all terms of leases, agreements, permits or business licenses or renewals and must provide for a 30-calendar day notice to the Authority prior to cancellation. Such policies cannot be for less than the amounts listed in the approved Insurance Requirements as amended from time to time; however, in all cases, amounts of policies must meet the statutory requirements of applicable governmental agencies and be approved in writing by the Authority.

1. The insurance company, or companies, writing the required policy, or policies, shall be licensed to do business in the State of Iowa.
2. Where more than one Aeronautical Service is proposed, the minimum limits shall vary, depending upon the nature of individual services, but shall not necessarily be cumulative in all instances. For example, if three (3) activities are chosen, it would not be necessary for the Operator to carry insurance policies providing the combined total of the minimum limits for each type of operation; however, if one of the selected activities required passenger liability coverage or hangarkeeper's liability not required in either of the other two categories, the Operator would be required to provide insurance on the applicable exposures. As a further example, the minimum limit of property damage on a combination of activities would be the highest minimum limit stated in the grouping chosen. Because of these variables, the applicable minimum insurance coverage on combinations of services shall be discussed with the prospective Operator following the submission of the application.
3. All insurance that the Operator is required to carry and keep in force shall include the officers, agents, and employees of the Authority named as an additional insured as well as a waiver of subrogation in favor of the Authority. These insurance requirements will be provided in the form of an endorsement to the insureds policy.
4. Each Operator shall furnish evidence of compliance with this requirement to the Authority with proper certification that such insurance is in force and shall furnish additional certification as evidence of changes in insurance not less than ten days prior to any such changes, if the change results in a reduction of coverage, and not more than five days after such change if the change results in an increase in coverage.
5. The applicable insurance coverage shall be in force during the period of any construction of the Operator's facilities and/or prior to Operator's entry upon the Airport for the conduct of business.
6. Each Operator shall furnish evidence of compliance with the applicable law with respect to workmen's compensation and unemployment insurance.
7. Each Operator shall procure, maintain, and pay premiums, during the term of the Agreement, for the types of insurance as required by the Authority.

#### 4.3. Indemnification

- A. Each Operator shall protect, defend, and hold the Authority and its employees, agents, and contractors harmless from and against all liabilities, losses, suits, claims, judgments, fines, or demands, including all reasonable costs for investigation and defense thereof (including but not limited to attorney fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to Operator's use of Airport facilities, including use or occupancy of its premises or relating to its premises, including the injury or death of any person or damage to any property, any environmental matter, (including but not limited to expert, investigation, and/or remediation costs and expenses of any site remediation), any other acts or omissions of Operator's officers, agents, employees,

contractors, subcontractors, licensees, or invitees, regardless of where the injury, death, damage, or other liability may occur, unless such injury, death, damage, or other liability is caused by the sole negligence of the Authority, its agents, employees, tenants, or contractors.

#### 4.4. Financial Standards

- A. An Operator desiring to conduct a business on the Airport shall have such business background and such business aptitude to demonstrate to the satisfaction and approval of the Authority its capability to successfully operate the business, construct and maintain all improvements and appurtenances that are required commensurate with the operation(s) and service(s) to be provided, and shall also demonstrate its ability to provide adequate working capital to successfully perform the contemplated operations(s) and service(s) once initiated through the full term of the agreement.
- B. Operator seeking to conduct aeronautical activity at the Airport shall demonstrate that they have adequate resources to realize the business objectives agreed to by the Authority and the applicant.

#### 4.5. Environmental Requirements

- A. Any Operator, person, party, firm or corporation operating on any Airport property shall comply with all federal, state, and local environmental laws, regulations, and requirements and shall not cause or permit any hazardous material, other than those needed in the normal course of business, to be used, generated, manufactured, produced, stored, or brought upon the Airport.
- B. Any Operator, person, party, firm or corporation operating on the Airport shall allow the Executive Director access to its entire operation to inspect for compliance with environmental requirements.
- C. When requested by the Executive Director, any Operator, person, party, firm, or corporation operating on the Airport shall conduct testing and analysis as necessary to ascertain that the operation is in compliance with environmental requirements. All testing and analysis must be conducted by qualified independent experts who are subject to the Executive Director's reasonable approval. Copies of all testing and analysis reports must be furnished to the Executive Director.
- D. Any Operator, person, party, firm, or corporation operating on this Airport shall provide copies of all notices, reports, claims, demands or actions concerning any environmental concern, release, or threatened release of hazardous materials or wastes to the environment.
- E. Any Operator, person, party, firm or corporation operating on this Airport conducting industrial activities that are covered under the Airport's National Pollutant Discharge Elimination System (NPDES) permit will be required to become a co-permittee with the

## GENERAL REQUIREMENTS FOR ALL OPERATORS

Airport on the NPDES permit. Co-permittees will be required to follow and document all of the co-permittee's responsibilities in the permit.

- F. Each Operator shall conduct its business in a lawful and sanitary manner including, but not limited to, the timely handling and disposal of all solid waste, regulated waste, and other materials. In accordance with the Airport Rules and Regulations, the piling and storage of crates, boxes, barrels, containers, refuse, and surplus property is not permitted upon Airport property.

### 4.6. Conduct of Business Operations

- A. Operator shall demonstrate, to the satisfaction of the Authority, that it is capable of consistently providing the proposed Commercial Aeronautical Activity in a safe, secure, efficient, prompt, courteous, and professional manner for a fair and reasonable price.
- B. Operator shall at all times maintain safe operating conditions and keep its leased area in a clean and neat manner.
- C. Each Operator shall furnish good, prompt, courteous, and efficient services adequate to meet all reasonable demands on a fair, reasonable, and nondiscriminatory basis to all users of the Airport who wish to avail themselves of the Operator's services. It shall maintain and operate its business in a first-class manner, and shall at all times keep its premises in a safe, clean, and orderly condition, consistent with the business activity contemplated hereunder and to the reasonable satisfaction of the Authority.
- D. Each Operator shall provide a standard of service that is at least as high as that which is typical and customary of providers at similarly situated commercial service airports. Such standard of service shall include, without limitation, providing equal and responsive service to all users and customers of the Airport.
- E. Operator shall have its premises open and services available as detailed in these minimum standards or as otherwise determined in a negotiated lease, and shall make provision for a customer service representative to be in attendance in the office at all times during the required operating hours. The Operator may request to substitute an answering service and messaging system in lieu of a customer service representative, subject to the approval of the Authority. Requests will be reviewed on a case by case basis.

### 4.7. Personnel and Management Supervision

- A. Each Operator shall provide a sufficient number of properly certified, rated and/or trained personnel to carry out their assigned duties for each service provided. Multiple responsibilities may be assigned to personnel to meet the requirement set forth herein. Where more than one activity is being provided by an Operator, multiple uses can be made of aircraft; except aerial applicator (agricultural) aircraft and those aircraft designated as exclusive use by FAA regulations.

- B. Each Operator shall be responsible for ensuring that it has provided adequate management control and supervision for each service and operation provided on the Airport at all times. A minimum of one designated manager under the employ of the Operator shall be on duty at all times during times when services are offered, and operations are occurring at the Airport. Managers shall also be available after normal business hours in the event of an emergency.

#### 4.8. Personnel Training and Certification

- A. Each Operator shall ensure that all personnel in its employment and/or under its control at the Airport shall receive all required training and certification necessary to provide each service and conduct operations on the Airport in a safe and efficient manner as required by the Authority and all governmental agencies having jurisdiction over the Airport, including without limitation the FAA and TSA. Each Operator shall ensure that all personnel in its employment and/or under its control at the Airport shall have current certifications and identification badges required to perform services in designated areas of the Airport. Copies of all said certificates and badges, including any revisions and amendments, shall be provided to the Authority at the Executive Director's request.

#### 4.9. Maintenance of Premises

- A. Each Operator shall, at its sole expense, provide and maintain all equipment and facilities of the Operator, and shall provide the required services and level of performance in a clean and safe condition at all times.
- B. Operator shall remove from the Airport premises within thirty (30) days any non-airworthy aircraft that is located in the Operators exclusive area, or place such aircraft in closed storage out of public sight. In the case of wrecked aircraft, the Operator shall remove the aircraft from the Airport or place it in closed storage within forty-eight (48) hours after the FAA or NTSB authorizes the aircraft to be moved.

#### 4.10. Site Development and Lease Standards

- A. Operator shall lease from the Authority sufficient areas, but not less than as detailed in these minimum standards, to accommodate the required services and suitable buildings in which to conduct proposed activities. Areas required are ground space to provide for outside display and storage of aircraft, building space that provides floor space for aircraft storage, adequate office space, and public restroom facilities meeting all federal, state, and local regulations. On the leased area the Operator shall also provide paved parking for the Operator's customers and employees meeting all federal, state, and local regulations.
- B. Upon the written approval of the Executive Director, the minimum leasehold/acreage required for each aeronautical service/activity described herein may be combined where

reasonable and practical for Operators desiring to engage in more than one aeronautical service/activity.

- C. Each Operator shall lease or construct a building or buildings that shall provide sufficient, adequate, and properly lighted and heated space for work areas, office spaces, storage, and a public waiting area that includes access to indoor restroom facilities and a public telephone to accommodate the services being provided. Upon written approval of the Executive Director, the minimum square footage required for each aeronautical service/activity described herein may be combined where reasonable and practical for Operators desiring to engage in more than one aeronautical service/activity.
1. No building, structure, tie-downs, ramps, paving, taxi areas, or other improvements or additions to the Airport shall be altered, removed, placed, or constructed on the Airport without the written prior approval of the Authority.
  2. Construction of any new Airport facilities shall comply with all Federal, State, and Local rules and regulations.
  3. In the event of any construction, the Authority may, at its discretion, require an appropriate bond to guarantee the completion of construction and/or demolition.
  4. The Authority shall approve all plans and specifications prior to construction, and a notice of proposed construction required by 14 CFR Part 77 is to be prepared by the Operator and submitted to the Executive Director for FAA coordination and approval.
  5. All constructed improvements shall revert to the ownership of the Authority upon termination or expiration of the lease unless by agreement the improvements are to be demolished or otherwise removed by the Operator.
- D. No tenant, Operator, or other lease holder may sublease any part of their leasehold to another, without the express written permission from the Authority. Each request to sublet a part of the leasehold will be reviewed, approved or denied on a case by case basis.
- E. Operators shall not erect signs or displays or any advertising device on the leased premises or on any other Airport property without obtaining written permission from the Authority.
- F. SASO Operators may meet the requirements of the service category to be offered through a partnership or sub-lease with an FBO if approved by the Executive Director in accordance with Section 7 of these Minimum Standards.
- G. Where a hangar is required in conjunction with a minimum number of aircraft the required aircraft must be hangared in the required hangar space. No tie-down of required aircraft will be permitted without written authorization of the Executive Director.
- H. No Operator facility shall incorporate the use of fire prevention or AFFF foams containing PFOS/PFAS.

## 4.11. Compliance with Laws, Rules, Regulations, and Standards

- A. Operators shall comply with the Rules and Regulations, applicable Federal, State, and local laws, and all regulations, orders, certificates or Permits required by FAA, TSA, the Environmental Protection Agency, local fire regulations, and any other Federal, State, or local agencies and successors having jurisdiction over the Airport and the activities at the Airport, as may change from time to time.
- B. The Airport's Rules and Regulations as adopted are hereby incorporated into these Minimum Standards.
- C. All Operators must comply with applicable International Fire Code, National Fire Protection Association Codes and Standards, and City of Des Moines Municipal Codes.
- D. Each Operator shall follow all security regulations and requirements established by the Federal, State, and local governments and shall abide by all the applicable provisions of the Airport Security Plan, as amended from time to time. In addition, the Authority reserves the right to require that principal officers of an Operator, regardless of level of involvement in the actual operation of the business, and any employee, customer, contractor, or sub-lessee of the Operator submit to a Security Threat Assessment (STA) and/or criminal history records check (CHRC), including fingerprinting, at the expense of the Operator, dependent upon which area on the airfield or facility direct, unescorted access is required. The Authority may suspend the authority of an Operator to conduct business at the Airport if the results of the STA and/or CHRC indicate that the individual poses a threat to the Airport, local community, State, or nation.
- E. Each Operator shall ensure that on-Airport transportation of personnel and equipment using the Operator's facilities and services is conducted solely in the Operator's vehicles. Except as otherwise properly authorized, customer motor vehicles are not permitted on the AOA unescorted. The Operator-owned or operated motor vehicles driven on the Airport, particularly the AOA, shall do so only in strict accordance with the Authority's Rules and Regulations, and all applicable federal, State, and local laws and regulations.

## 4.12. Through the Fence Operations

- A. As a matter of policy, the Authority will not allow "through-the-fence" operations.

## 4.13. Payment of Fees

- A. Each Operator shall pay all fees associated with their operation at the Airport and as defined in the Authority Schedule of Fees.

## 4.14. Reporting

## GENERAL REQUIREMENTS FOR ALL OPERATORS

- A. Each Operator will provide any requested report of operational activity by the Executive Director on a frequency as specified by the Executive Director.
- B. Each Operator with based aircraft will provide to the Authority an annual report of aircraft based on the field including the aircraft type and n-number prior to January 15 of each year.

## 5. FIXED BASE OPERATORS (FBOs)

The following shall apply to all applicants wishing to become an FBO at the Airport.

### Scope of Services

An FBO is (i) an Operator that has entered into a written Lease, Permit, or Agreement authorizing and enabling it to engage in the sale of aeronautical products, services, and facilities required in accordance with this Section, or (ii) the Authority when it provides the services of an FBO. **Only FBOs shall be permitted to provide commercial Aircraft Fueling services and operate retail Aircraft Fueling facilities at the Airport.** An FBO shall provide all the services required in this section. Each FBO shall conduct its business and activities on and from its leased premises in a safe and professional manner consistent with all FAA standards and applicable laws and regulations and the following Minimum Standards.

### Minimum Standards

Each FBO shall meet or exceed the following minimum requirements:

#### A. Airplane Design Group Serviceability

1. The minimum Airplane Design Group aircraft to be supported by an FBO shall be Group IV.

#### B. Manager, Staffing, and Employee Qualifications

1. Select and appoint a full-time manager for its operation at the Airport. Such manager shall be highly qualified and experienced, and be vested with full power and authority to act in the name of the FBO with respect to the method, manner, and conduct of the services to be performed hereunder. Such manager shall be available at the Airport during regular business hours, and during the manager's absence, a duly authorized and qualified subordinate shall be in charge of the FBO and on the FBO Premises at the Airport.
2. Provide, at its sole expense, a sufficient number of employees to effectively and efficiently provide the services herein authorized. During the required hours of operation, employ and have on duty sufficient staff to meet the Minimum Standards for each Commercial Aeronautical Activity provided. However, multiple responsibilities may be assigned to employees where feasible. Provide to the Airport a current written statement of the names, general technical qualifications, addresses, telephone numbers, and other necessary contact information for all personnel responsible for the operation and management of the FBO. In addition, provide the Airport a point-of-contact with phone numbers for emergency situations.

3. Ensure all aircraft Fuel Handling personnel are trained in the safe and proper handling, dispensing, and storage of Aircraft Fuel. Acceptable training shall be an FAA approved safety training course in accordance with FAA Advisory Circular 150/5230-4 and the National Air Transportation Association (NATA) "Safety First" Program or equivalent training program acceptable to the Airport. All training records and qualifications shall be provided to the Airport upon request in accordance with 14 CFR Part 139.321.
4. Control the conduct, demeanor, and appearance of its employees and representatives. Such employees shall be trained and possess technical qualifications, and hold certificates of qualifications, as may be required for such employee to carry out assigned duties. Maintain close supervision over employees to ensure a high standard of service to customers of the FBO.

#### C. Hours of Operation

1. Be open for business and provide Aircraft Fueling and aircraft line services for duration sufficient to serve the demands of customers operating at the airport, including commercial airline operations. Generally this will require coverage twenty-four hours a day, seven days a week, except as when necessitated by business or emergency conditions. An FBO providing fuel service to certificated air carrier airlines serving the Airport shall be available for service to said carriers one hour prior to the first departure of the day and one hour after the last arriving flight. Exceptions to these minimum operating hours may be granted by the Executive Director for certain holidays, or when special circumstances, conditions, or events warrant a reduction in operating hours. Provide within a reasonable period of time (not greater than forty-five (45) minutes) staffing on a call-back basis to address after-hour requests for service from customers.

#### D. Premises

1. FBO premises shall comprise a minimum of 150,000 square feet of Airport land for the co-location of aircraft parking and servicing, a public use terminal building, hangar facilities, automobile parking, hangar(s), and related structures and improvements thereon as more fully described below:
  - i. a public use terminal building of at least 20,000 square feet to include properly lighted, heated, and air-conditioned space to support the following services and activities:
    - a convenient, comfortably furnished, public lobby waiting area with adjoining public restroom facilities;
    - a customer service counter area equipped with two-way radio equipment to facilitate airborne customer requests as well as credit card transaction equipment capable of accepting one or more national bank and major oil company credit cards for fueling, line, and related services;

- a discreet flight planning work area properly equipped with appropriate wall charts, an FAA issued Airport Information Manual, a “Notice to Airmen” board, flight service station, and weather service communication links,
  - pilot’s lounge,
  - offices,
  - a public conference room,
  - a discrete snack food and beverage concession area offering adequate seating and tables and equipment to dispense a selection of hot and cold beverages and pre-packaged snacks, and
  - complimentary wireless public internet access (Wi-Fi).
2. A minimum 12,000 square foot clear span hangar of adequate dimensions to accommodate storage of Airplane Design Group III aircraft
  3. An aircraft apron comprised of at least 12,000 square feet of paved area for parking, tie-down, and maneuvering of aircraft constructed to engineering standards for the current Airplane Design group aircraft at the Airport as defined in the existing Airport Layout Plan. Aircraft apron space may be leased from the Airport or constructed by the FBO.
  4. Lease a sufficient area for fuel tanks as required and,
  5. Customer and employee parking as required by local building and zoning code requirements of the City of Des Moines.

#### E. Required Services

Provide, at a minimum, the following services at the Airport:

##### 1. Aircraft Storage

Provide a clear span hangar of adequate dimensions to accommodate storage of Airplane Design Group III aircraft.

##### 2. Line Service

Provide necessary equipment, supplies, and trained personnel for apron assistance as set forth below. Equipment shall be sufficient to facilitate the handling of aircraft up to and including Airplane Design Group IV aircraft and cannot be contracted unless otherwise noted. During normal business hours, provide line services as follows:

- i. Aircraft marshaling, ramp parking, and tie-down assistance, including ramp personnel and vehicles as appropriate;
- ii. Baggage handling and passenger/crew escorts to and from aircraft;

- iii. Ground handling services (see Section 6.14);
- iv. Tie-down ropes,
- v. Aircraft towing services capable of moving up to the type of aircraft set forth above, or the contracted arrangements therefor;
- vi. Aircraft deicing services capable of servicing the type of aircraft set forth above;
- vii. Nitrogen service for aircraft tires;
- viii. Catering services, or the contracted arrangements therefore;
- ix. Mobile ground power assistance capable of servicing the type of aircraft set forth above;
- x. Aircraft lavatory and cabin cleaning services;
- xi. Aviation grade in-flight oxygen refills;
- xii. Passenger and crew customer service assistance and support to include rental car and ground transportation service referrals;
- xiii. Maintenance services for airline operators on call at all times;
- xiv. Aircraft de-icing services.

### 3. Landing Fees

Collect on behalf of the Authority aircraft landing fees and charges from aircraft owners and operators as the same may be regularly established from time to time by the Authority for aircraft landing at the Airport.

### 4. Fuel and Lubricants

Provide the sale and into-plane delivery of common and recognized brands of Aircraft Fuel, lubricants and other aviation petroleum products. Provide, store, and dispense Jet A and 100LL aviation gasoline in sufficient quantities to meet the needs of the general aviation and air carrier operations at the Airport. Provide, store, and dispense motor fuels necessary to operate Ground Service Equipment required for commercial airline operations. Provide and supply aviation fuel spill kits on the premises for use in the event of a release or discharge of fuel onto paved services of the Airport. Pay a fuel flowage fee as the same may be regularly established from time to time by the Authority for all aircraft fuels sold at the Airport.

### 5. Aircraft Fuel Storage Area and Tanks

At its own expense install, maintain, and manage, a Fuel Storage System, within a leased area, capable of storing a total of 25,000 gallons of fuel (two (2) tanks) with safety features, and filtration systems to ensure Aircraft Fuel quality. Ensure that all Aircraft Fuel is delivered clean, bright, pure, and free of microscopic organisms, water, or other contaminants. Ensuring the quality of the Aircraft Fuel is the sole responsibility of the FBO. The Fuel Storage System shall have proper signage to identify hazards and no smoking.

The Fuel Storage System shall include one 100LL Avgas Fuel Storage tank with a minimum of 10,000 gallon capacity and one Jet-A Fuel Storage tanks with a minimum of 15,000 gallon capacity. Filter-equipped Aircraft Fuel dispensers with separate dispensing pumps and meter systems for each grade of Aircraft Fuel shall be provided. Fuel Storage Area design, construction, and operations shall conform to the Rules and Regulations as well as all applicable Federal, State, and local laws and regulations including but not limited to the National Fire Protection Association, Air Transport Association (ATA) Specification 103 – Jet Fuel Quality at Airports, Environmental Protection Agency, and state regulations pertaining to Aircraft Fuel spill prevention and containment measures. The FBO shall initially commission a Fuel Spill Prevention, Countermeasures, and Control Plan (SPCC), a copy of which shall be provided to the Authority no later than 30 days prior to commencing operations. The FBO shall further provide any amendments to the SPCC Plan anytime the FBO Fuel System is updated or modified. The Authority shall have the authority and right to inspect the Fuel Storage System in accordance with 14 CFR Part 139.327. Aircraft Fuel inventories shall be monitored in accordance with all applicable Federal, State, and Local laws and regulations. The location and design of Aircraft Fuel Storage Areas and Tanks shall:

- i. Not penetrate any 14 CFR Part 77 surfaces;
- ii. Not penetrate any object free areas, runway protection zones, or runway safety areas;
- iii. Not interfere with Airport operations;
- iv. Be located in the Airport Fuel Storage Area or other approved leased premises;
- v. Meet all applicable National Fire Protection Association Codes;

The FBO is to submit preliminary engineering drawings, to include the location and layout of the Aircraft Fuel Storage System and tanks, to the Executive Director for approval. Following the written approval of the preliminary engineering drawings and location and layout of the Aircraft Fuel Storage System and tanks by the Authority, the FBO shall submit stamped engineering drawings along with the following Permits and plans prior to receiving approval for construction:

- vi. Any required City of Des Moines Permits;
- vii. National Pollutant Discharge Elimination System Permits (NPDES); and
- viii. A Spill Prevention, Countermeasures, and Control Plan (SPCC) update.

Upon completion of construction of the Aircraft Fuel Storage System and tanks, the FBO shall have the facility inspected by the Authority prior to bringing the facility online, and submit to the Authority as-built drawings. The Authority's inspection shall be solely for the Authority's benefit, and shall not be deemed to be a representation or warranty that the facility is in compliance with and Federal, State, or local laws and regulations.

#### 6. Aircraft Fueling Vehicles

Provide, as a minimum, two (2) Aircraft Fueling Vehicles for jet fuel, each with a capacity of at least 5,000 gallons; and one (1) Aircraft Fueling Vehicle of at least 750 gallons capacity of 100LL aviation gasoline. All aircraft fueling vehicles dispensing jet fuel shall have over the wing and single point servicing capability, shall be in good working condition, and fully compliant with NFPA Section 407 and ATA Specification 103. The Authority shall have the authority and right to inspect, decommission, or temporarily suspend Aircraft Fueling Vehicles in accordance with 14 CFR Part 139.327.

#### 7. Assistance to Disabled Aircraft

As authorized by the Executive Director, provide on its own or by contract with a qualified 3rd party, as approved by the Executive Director, sufficient equipment and trained personnel to remove disabled aircraft from the Aircraft Movement Area in a safe and timely manner. Have available suitable tractors, tow bars, jacks, dollies, and other equipment as needed to remove Airplane Design Groups I-IV and contract services for aircraft designated Group V or greater. The aircraft owner shall be responsible for compensating the FBO for any and all associated costs to address and remove the disabled aircraft.

## 6. SPECIALIZED AVIATION SERVICE OPERATORS (SASO)

### 6.1. Aircraft Airframe and Engine Maintenance and Repair

#### A. Scope of Service

An aircraft airframe and engine maintenance and repair Operator is a person or persons, firm, or corporation providing one or a combination of airframe and power plant overhaul and repair services. This category of Aeronautical Service also includes the sale of aircraft parts and accessories.

#### B. Minimum Standards

1. Operator's premises shall include:
  - i. A minimum of 43,000 square feet of space meeting local code requirements to accommodate a hangar, shop, equipment, aircraft parking, aircraft storage, aircraft display, employee parking, customer parking, and parts storage space.
  - ii. A minimum of 7,000 square feet of lighted and heated building space to provide for maintenance work, office space, storage and public waiting areas.
  - iii. Sufficient automobile parking space in accordance with local building and zoning code requirements for the Airport.
  - iv. A paved aircraft parking apron with taxiway access, sufficient for the temporary parking of two Airplane Design Group II aircraft.
2. Provide sufficient equipment and supplies and have access to the parts necessary to perform the repairs and to recertify each aircraft being repaired.
3. Comply with all FAA regulations as they apply to the type of work being performed, parts utilized, and certifications required as an approved repair station.
4. Must be an FAA certificated repair station.
5. Have the premises open and services available from 8:00 am to 5:00 pm, five days a week.
6. Provide within a reasonable period of time (not greater than forty-five (45) minutes) qualified staffing on a call-back basis to address after-hour requests for service from customers.
7. Operator shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards in an efficient manner, but never less than one person currently certificated by the FAA with ratings appropriate to the work being performed and

who holds an airframe and power plant license or an aircraft inspection authorization privilege.

## 6.2. Aircraft Charter and Air Taxi

### A. Scope of Service

An Aircraft Charter Operator is a non-transient based Operator who engages in the business of providing air transportation (persons or property) to the general public for hire, on a prearranged basis as defined under 14 CFR Parts 119 and 135.

### B. Minimum Standards

1. Operator's premises shall include:
  - i. A minimum of 43,000 square feet of space meeting local code requirements for buildings, aircraft parking, aircraft storage, employee parking, customer parking, and storage.
  - ii. A minimum of 7,000 square feet of lighted and heated building space to provide a flight planning area with appropriate seating, work areas, communication facilities, directories and all items necessary for complete flight planning separate from other public areas, office space, storage and a passenger lounge and public waiting area.
  - iii. Sufficient automobile parking space in accordance with all applicable zoning ordinances and building codes for the Airport.
  - iv. A paved aircraft parking apron, with taxiway access, sufficient for the temporary parking of two Airplane Design Group II aircraft.
2. Have and maintain during the term of the tenancy at the Airport, proper licenses and shall operate in conformance with all appropriate FAA regulations.
3. Hold a proper Commercial Operator certificate and own or have available to it under written lease no fewer than one (1) multi-engine aircraft and one (1) single-engine (4-place) aircraft equipped for and capable of use under instrument condition that meet the requirements 14 CFR Parts 119 and 135.
4. All aircraft used to meet these standards must be domiciled at the Airport. If an air charter SASO with an aircraft domiciled at the Airport is listed on the Operation Specification of an air charter SASO with an office at an airport other than Des Moines International Airport, wishes to conduct business at the Airport, such air charter will be considered based at the Airport and must be in compliance with these minimum standards.
5. Have the premises open and services available to the public from 8:00 am to 5:00 pm, five days per week, but shall provide "on-call" services twenty-four hours daily, seven days a week.

6. Employ and have on duty during the required operating hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category but never less than one (1) FAA-certificated commercial pilot and otherwise appropriately rated to permit the flight activity offered by the Operator.
7. Have available sufficient qualified operating crews or satisfactory number of personnel for checking in passengers, handling of luggage, ticketing, and/or furnishing or arranging for suitable ground transportation.
8. Provide reasonable assurance of a continued availability of qualified operating crews and approved aircraft within a reasonable or specified maximum notice period.

### 6.3. Air Ambulance

#### A. Scope of Service

An Air Ambulance Operator is an FAA-certified person or persons, firm, or corporation engaged in the business of providing a fixed and/or rotary wing aircraft as well as trained pilots and medical professionals capable of offering medical care and air transportation to sick or injured persons.

#### B. Minimum Standards

1. Operator's premises shall include:
  - i. A minimum of 23,000 square feet of space meeting local code requirements for buildings, aircraft, parking, customer parking, and storage.
  - ii. A minimum of 7,000 square feet of lighted and heated building space with adequate space for offices, living quarters, crew space, equipment storage, and a waiting area.
  - iii. Sufficient automobile parking space in accordance with local building and zoning code requirements for the Airport.
  - iv. Sufficient paved parking area to accommodate an ambulance type ground vehicle.
  - v. A paved aircraft parking apron, with taxiway access, sufficient for the parking and maneuvering of the aircraft to be utilized by Operator.
2. Provide a physician, registered nurse or emergency medical technician on an "on-duty" basis, as may be required for individual cases.
3. Provide one pilot with appropriate FAA certificates on duty full time during normal business hours which shall be eight (8) hours per day, six (6) days a week. Back-up pilots shall be on call during other hours.

4. Maintain current licenses and Permits required by federal, state or local governments for the provision of the proposed medical services. Copies of all required certificates, Permits, licenses, and FAA inspections shall be submitted to the Executive Director.
5. Provide at least one Aircraft, either multiengine or helicopter, specifically designed and equipped to transport medical patients for emergency flights, as well as normal treatment transportation. Such Aircraft shall be owned by or available pursuant to a written agreement.

#### 6.4. Air Cargo

##### A. Scope of Service

An air cargo operator, is a person or persons, firm, or corporation not based at the Airport but engaged in the business of providing air cargo transportation for hire, on a prearranged basis as defined under 14 CFR Parts 119 and 135.

##### B. Minimum Standards

1. Operator shall make suitable arrangements for use of aircraft parking apron space and other such premises, and access to such aircraft parking apron space and other premises, as is necessary for the safe and secure transfer of cargo to and from their aircraft. Such arrangements may be made with a Fixed Base Operator or through an agreement with the Authority.
2. Have and maintain at any time while conducting operations at the Airport, proper licenses and shall operate in conformance with all appropriate FAA regulations.
3. Hold a proper Commercial Operator certificate and own or have available to it under written lease no fewer than one (1) single-engine (4-place) aircraft equipped for and capable of use under instrument condition that meet the requirements 14 CFR Parts 119 and 135.
4. Have available sufficient qualified operating crews or satisfactory number of personnel and equipment for the safe and secure transfer of cargo.
5. Pay the required landing fees (signatory or non-signatory) as required.
6. Procure, maintain, and pay premiums, at any time while conducting operations at the Airport, for the types of insurance coverage required by the Authority.

#### 6.5. Aircraft Lease and Rental

##### A. Scope of Service

An Aircraft Rental Operator is a person or persons, firm, or corporation engaged in the rental of aircraft.

#### B. Minimum Standards

##### 1. Operator's premises shall include:

- i. A minimum of 23,000 square feet of space meeting local code requirements to accommodate a hangar, aircraft parking, aircraft storage, aircraft display, employee parking, and customer parking.
- ii. A minimum of 5,000 square feet of lighted and heated building space to provide for aircraft storage, flight planning, office space, storage and public waiting areas.
- iii. Sufficient automobile parking space in accordance with local building and zoning code requirements for the Airport.
- iv. A paved aircraft parking apron with taxiway access, sufficient for the temporary parking of two Airplane Design Group I aircraft.

1. Have available for rental, either owned or under written lease to Operator, at least two (2) certified and currently airworthy aircraft, one (1) of which shall be a four seat aircraft, and one of which must be equipped for, and capable of, flight under instrument flight rules.

2. Have the premises open and services available a minimum of 8:00 am to 5:00 pm, seven days a week, excluding federally recognized holidays.

3. Employ and have on duty during the required operating hours, trained personnel in such number as are required to meet the Minimum Standards in an efficient manner to dispatch the rented aircraft and one person having a current FAA commercial pilot certificate with appropriate ratings, including instructor rating(s).

#### 6.6. Aircraft Sales

##### A. Scope of Service

An Aircraft Sales Operator is a person engaged in the sale of new and/or used aircraft through franchises, or licensed dealerships or distributorships (either on a retail or wholesale basis) of an aircraft manufacturer and provides such repair, services and parts as necessary to meet any guarantee or warranty on new and/or used aircraft sold by said Operator.

##### B. Minimum Standards

##### 1. Operator's premises shall include:

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- i. A minimum of 43,000 square feet of space meeting local code requirements for buildings, aircraft parking, aircraft storage, aircraft display, employee parking, customer parking, and storage.
  - ii. A minimum of 7,000 square feet of lighted and heated building space to provide for warranty work, office space, storage and public waiting areas.
  - iii. Sufficient automobile parking space in accordance with all applicable zoning ordinances and building codes for the Airport.
2. The Operator shall provide necessary and satisfactory arrangements for repairing and servicing aircraft sold for the duration of any sales guarantee or warranty period. Operator shall not make repairs, perform services or sell parts unless it is authorized to provide, or has made contractual arrangements with others to provide, aircraft airframe and engine maintenance. Third party agreements for repair and servicing of aircraft to meet this requirement will be kept on file in the Executive Director's office.
3. Operator shall ensure the lawful and sanitary handling and timely disposal, away from the Airport, of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, and other containers will not be permitted within the leased premises.
4. An Operator who is engaged in the business of selling new aircraft shall have available, on hand or through another source, a representative example of the product.
5. Provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted.
6. Have available at least one fully-assembled and certificated-airworthy demonstrator aircraft for each category or class of aircraft sold.
7. Have the premises open and services available from 8:00 am to 5:00 pm, five days a week, excluding federally recognized holidays.
8. Employ and have on duty during the required operating hours, trained personnel in such numbers as are required to meet these requirements in an efficient manner, but never less than 1 person having a current pilot certificate with appropriate ratings for the operation being conducted.
9. Operator shall also maintain, during all business hours, a responsible person in charge to supervise the operations, with the authority to represent and act for, and on behalf of, the Operator, and provide, as needed, demonstrator and check ride pilots for all types of aircraft sold.

### 6.7. Aircraft Storage

#### A. Scope of Service

An Aircraft Storage operation is a business operated by a person, firm or corporation engaged in the construction and rental of conventional and/or T-type hangars and tie-down areas to the general flying public.

#### B. Minimum Standards

1. Construct buildings in accordance with design, zoning, and construction standards required and established by the Authority for the facility or activity involved.
2. Conventional multi-aircraft hangars shall be a minimum of 14,400 square feet; T-type hangars shall have a minimum of eight (8) units per building.
3. Provide a sufficient number and type of fire extinguishers as required by federal, State, and local laws and regulations and towing equipment capable of maneuvering aircraft to and from the hangar.
4. Provide sufficient customer and employee parking as required by local code and zoning requirements of the City of Des Moines.
5. The lease of Airport property to an entity, or entities for the purpose of constructing and/or occupying a hangar for the non-commercial storage of aircraft is not considered a commercial aeronautical activity and is not subject to these minimum standards. Said premises are not to be used for any business or purpose other than that authorized by the Authority.

### 6.8. Avionics, Instruments, or Propeller Repair Station

#### A. Scope of Service

An Avionics, Instruments, or Propeller Repair Station is a FAA-certified person or persons, firm, or corporation engaged in the business of repairing aircraft radios, propellers, instruments, and/or accessories for general aviation aircraft. This category includes the sale of new and/or used aircraft radios, propellers, instruments, and accessories.

#### B. Minimum Standards

1. Operator's premises shall include:
  - i. A minimum of 23,000 square feet of space meeting local code requirements to accommodate a hangar, aircraft parking, aircraft storage, employee parking, and customer parking.

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- ii. A minimum of 5,000 square feet of lighted and heated building space to provide for aircraft storage, work areas, office space, storage and public waiting areas.
  - iii. Sufficient automobile parking space in accordance with local building and zoning code requirements for the Airport.
  - iv. A paved aircraft parking apron with taxiway access, sufficient for the temporary parking of two Airplane Design Group I aircraft.
2. Obtain and maintain, as a minimum, the repair station certificates required by FAA that are applicable to the operation or operations contemplated. The Operator may furnish one or, if desired, any combination of the services listed above.
  3. Have the premises open and services available to the public from 8:00 am to 5:00 pm daily, five days each week.
  4. Employ and have on duty during the required operating hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category but never less than 1 person who meets the requirements of the appropriate FAA repairman certification.

### 6.9. Commercial Skydiving

#### A. Scope of Service

A Commercial Skydiving operator is a person or persons, firm, or corporation engaged in the business of soliciting and performing skydiving operations for hire.

#### B. Minimum Standards

1. Operator's premises shall include:
  - i. A minimum of 23,000 square feet of space meeting local code requirements to accommodate a hangar, aircraft parking, aircraft storage, employee parking, and customer parking.
  - ii. A minimum of 7,000 square feet of lighted and heated building space to provide for aircraft storage, parachute packing, office space, storage and public viewing areas.
  - iii. Sufficient automobile parking space in accordance with local building and zoning code requirements for the Airport.
  - iv. A paved aircraft parking apron with taxiway access, sufficient for the temporary parking of two Airplane Design Group I aircraft.
2. Drop zones cannot be on the Airport.

3. The Operator shall have available for skydiving, either owned by or through an underwritten Aircraft Lease to the Operator, at least one properly certificated aircraft.
4. Have the premises open and services available to the public from 8:00 am to 5:00 pm daily, five days each week.
5. The SASO operation shall meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), 14 CFR Part 105, and related FAA Advisory Circulars. The jump plane pilot must hold an FAA commercial pilot certificate and be appropriately rated for the aircraft being operated.

#### 6.10. Flight Training

##### A. Scope of Service

A Flight Training Operator is a person or persons, firm, or corporation engaged in instructing pilots in dual and solo operation of aircraft and providing such related ground school instruction as is necessary for taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

##### B. Minimum Standards

1. Operator's premises shall include:
  - i. A minimum of 23,000 square feet of space meeting local code requirements to accommodate a hangar, aircraft parking, aircraft storage, employee parking, and customer parking.
  - ii. A minimum of 5,000 square feet of lighted and heated building space to provide for aircraft storage, individual classrooms, briefing areas, office space, storage and public viewing areas.
  - iii. Sufficient automobile parking space in accordance with local building and zoning code requirements for the Airport.
  - iv. A paved aircraft parking apron with taxiway access, sufficient for the temporary parking of two Airplane Design Group I aircraft.
2. Have available for use in flight training, either owned by or through an underwritten lease at least two (2) aircraft properly certificated to handle the proposed scope of operation. At least one (1) of which shall be a 4-place aircraft, and at least 1 of which shall be equipped and capable of use in instrument flight instruction.
3. Have the premises open and services available to the public from 8:00 am to 5:00 pm daily, five days each week.

4. Employ at least one (1) flight instructor who has been properly certificated by the FAA to provide the type of offering offered. Minimally, the flight instructor shall hold a Certified Flight Instructor, Instrument certificate (CFII). In addition to the full-time instructor, Operator shall have available for call on a part-time basis at least 1 flight instructor who has been properly certified by the FAA to provide the type of training being provided.

### 6.11. Multiple Services

#### A. Scope of Service

A Multiple Services Operator performs more than one Specialized Aviation Service Operations.

#### B. Minimum Standards

1. The Multiple Service SASO shall provide the facilities, equipment and services required to meet the highest Minimum Standards for all aeronautical service the SASO is performing.
2. The Multiple Service SASO providing multiple Flight Services shall comply with the highest aircraft requirements, including the equipment thereon, for each aeronautical service to be performed except that multiple uses can be made of all aircraft owned or under lease by the SASO.
3. The SASO shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all aeronautical services being performed by the SASO.
4. The SASO shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards for each aeronautical service the SASO is performing. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the SASO, provided that any service requested must have personnel available to perform the service at the time of the request.

### 6.12. Specialized Commercial Flying Services

#### A. Scope of Service

A Specialized Commercial Flying Services Operator is a person or persons, firm or corporation engaged in air transportation for hire for the purpose of providing the use of aircraft for any of the activities listed below:

1. Non-stop sightseeing flights that begin and end at the same airport within a 25-mile radius of the Airport.
2. Aerial application including crop-dusting, seeding, spraying, bird chasing, fish spotting, etc.
3. Banner towing and aerial advertising
4. Aerial photography or survey
5. Fire Fighting
6. Power Line or pipeline patrol
7. Any other operations specifically excluded from 14 CFR Part 135.

### B. Minimum Standards

1. The SASO shall lease space from the Authority and the lease must include a building and office space sufficient to accommodate all activities and operations proposed by the SASO. Because of the variation in services performed, land and building requirements will be negotiated. The minimum areas in each instance are subject to the approval of the Authority Board
2. Provide and have based on the leasehold, either owned by or through an underwritten lease to the Operator, at least one aircraft which shall be airworthy, meeting all the requirements of the FAA and applicable regulations of the State with respect to the type of operations to be performed.
3. Comply with all applicable Federal, State, and local laws and regulations. Maintain adequate written records to show compliance with said regulations and make the records available to the Authority for inspection in a reasonable and timely manner.
4. Employ trained personnel in such numbers as may be required to meet these Minimum Standards in an efficient manner. All flight crews shall meet all applicable FAA regulations pertaining to the type of flights conducted. Because of the variation in services performed, hours of operation will be negotiated. The minimum hours of operation in each instance are subject to the approval of the Authority.
5. The Authority will set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements will be applicable to all operations of a similar nature. All Operators will, however, be required to maintain the Aircraft Liability Coverage set forth for all Operators and FBOs
6. Crop-dusting or other aerial chemical application services shall be permitted to operate at the Airport, if the Operator obtains from the Executive Director an permit which requires:

## SPECIALIZED AVIATION SERVICE OPERATORS (SASO)

- i. Proof of proper and current licenses certified by the Federal Aviation Administration, with appropriate ratings to cover the type of aircraft to be operated.
  - ii. Proof of a City of Des Moines Business License if required.
  - iii. Written assurance that adequate public liability and property damage insurance is provided in such amounts as required by the State of Iowa to protect the operation and Authority from legal liabilities resulting from this activity.
  - iv. Written assurance that all federal, state, and local statutes, rules and regulations shall be complied with at all times.
  - v. Written assurance that the applicant has read and agrees to abide by the Authority's "Spill Prevention Control or Countermeasures Plan".
  - vi. Written assurance that aerial agricultural operations shall be limited to less than five days per month.
7. Crop-dusting or other aerial chemical application Operators shall make suitable arrangements and have such space available within their leased premises for the safe loading, unloading, and storage and containment of chemical materials in accordance with all federal, state, and local statutes, rules, and regulations.

### 6.13. Specialized Commercial Services Providers

#### A. Scope of Service

A specialized commercial service provider provides services to aircraft that are not required for the safety of flight and could locate on most any airport. Examples of specialized service providers are listed below:

1. Paint Shops
2. Aircraft Detailers
3. Aircraft Interior Customizing Shops
4. Most other commercial aeronautical service operations not addressed elsewhere in these Minimum Standards.

#### B. Minimum Standards

1. The Operator shall lease from the Authority land and building with office space sufficient to accommodate all activities and operations proposed by the Operator. The minimum areas in each instance will be subject to the approval of the Authority. The Operator shall make suitable arrangements and have such space available in his leased area for safe loading, unloading, storage and containment of chemical materials as dictated by the Environmental Protection Agency, Iowa Department of Natural Resources, and all other federal, state, and local agencies. Interior ventilation and exterior emissions must be monitored and in compliance with the Environmental Protection Agency, Department of Natural Resources,

and all other federal, state, and local agencies. All Operator shall demonstrate that they are suitably equipped for the particular type of operation they intend to perform.

2. The Authority will set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements will be applicable to all operations of a similar nature. All Operators will be required to maintain the minimum insurance coverage set forth for all Operators and FBOs.
3. The Operator shall have in its employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the Minimum Standards in an efficient manner.

#### 6.14. Specialized Baggage Ground Handling/Ramp Working/GSE Maintenance Services

##### A. Scope of Service

A Specialized Baggage Ground Handling/Ramp Working/GSE Maintenance Services Operator is a person or persons, firm, or corporation providing ground services incidental to the flights of non-scheduled air carriers and commercial charter operators of large aircraft. (For clarification, ground handling services Operators are not authorized to provide this class of services to air taxi or commercial operators certificated under Parts 121 and 135 of the Federal Aviation Regulations, unless under a direct agreement with an entity so authorized.)

##### B. Minimum Standards

1. Operator's premises shall include:
  - i. Due to the variation in services performed, land and building requirements will be negotiated between the Operator and the Executive Director, or as directed through permits required in the Airport Rules and Regulations. The Operator shall provide for adequate space sufficient to accommodate all activities and operations proposed by the Operator to include:
    - Sufficient space on Airport premises that meets local code requirements to accommodate an office, shop, parts, and parking of ground handling equipment
    - Access to restrooms for its employees
    - Sufficient automobile parking space in accordance with local building and zoning code requirements of the Airport.
2. The SASO shall compensate the Authority as directed in any permitting process, Airport Rules and Regulations, and as negotiated between the Operator and the Authority.

3. The SASO shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet these Minimum Standards for each aeronautical service the SASO is performing, or as directed through permits required in the Airport Rules and Regulations.
4. A Ground Support Equipment Maintenance SASO shall provide sufficient equipment, supplies, manuals, training, and availability of parts to perform ground support equipment maintenance in accordance with the manufacturer's recommendations or equivalent. The complement of such equipment shall be approved by the Executive Director in advance. Replacements and changes to the complement of equipment shall be approved by the Executive Director and all equipment shall be kept in first-class condition at all times.
5. Operator shall properly furnish ground handling services which reasonably may be expected to be required from time to time by its customers. Operator may not provide into-plane delivery of fuel.
6. A Ground Support Equipment Maintenance Operator shall follow its client(s) Storm Water Pollution Prevention Plan (SWPPP) in accordance with the Airport's National Pollutant Discharge Elimination System (NPDES) Permit, to include storage and disposal of used petroleum and chemical compounds. Operator shall repair ground support equipment on its client(s) or its own designated leasehold area only, unless a separate lease has been negotiated or unless Airport Operations gives temporary approval to undertake such work elsewhere. All areas where ground equipment maintenance is performed must be fully compatible with such work and the work may not violate any applicable building codes, laws, or regulations.

## 7. OPERATORS SUBLEASING FROM ANOTHER

SASOs as defined in these Minimum Standards, may sublease or subcontract services and facilities to another Operator only under the following conditions:

- A. The sublessee and the subcontractor will fully comply with all of the provisions of these Minimum Standards, as well as all applicable rules, regulations, ordinances, leases, permits, agreements, and other requirements established by the Authority, FAA, the City of Des Moines and the TSA that govern the Operator and its services.
- B. At the Executive Director's sole discretion, the Executive Director may require notification, in writing, of any proposed sublease or subcontract, or other similar agreement, before such subleases, subcontracts, or other similar agreements have been entered into or executed by the Operator. The Executive Director reserves the right, at his or her discretion, to review and approve such agreements.
- C. The sublessee, and the subcontractor, shall maintain in effect and full force all of the insurance coverages which the Operator is required to maintain, including holding the Authority harmless.
- D. The Operator is fully responsible and liable for all actions, conduct, statements, errors, and omissions by the sublessee or subcontractor and its employees, contractors, and agents.
- E. The Operator shall provide the Authority with a minimum of sixty (60) days' notice in writing before any change in the sublease or subcontract agreement. The Executive Director may, at his or her discretion, review and approve any proposed change to any sublease or subcontract agreement in writing before such change is executed.

## **8. WAIVERS OF MINIMUM STANDARDS**

The Board may waive any of these Minimum Standards for applicants when it deems such waiver to be in the best interest of the Airport and the public, and shall not result in unjust discrimination against similarly situated aeronautical users and/or service providers at the Airport.

Consistency with FAA Airport Improvement Program (AIP), grant assurances and the FAA Airport Revenue Use Policy is to be considered by the Airport when reviewing a possible waiver of all or any portion of these Minimum Standards.

## 9. WRITTEN AGREEMENT

Prior to the commencement of construction or operation, the Operator shall enter into a written Lease, Agreement, or Permit with the Authority, as the case may be, which shall set forth the terms and conditions under which the Operator shall conduct its business at the Airport. The Lease, Agreement, or Permit shall include all provisions required by law and obligations placed upon the Authority by all federal and State agencies and any other contracting provisions deemed necessary by the Authority.

## 10. FAA REQUIRED LEASE PROVISIONS

Each lease shall contain the following provisions regarding subordination, emergency leasing to the United States, and non-discrimination. The language for these provisions is as follows:

- A. Lease Subordinate to Agreement between Airport and the United States: This lease is subject and subordinate to the terms, reservations, restrictions, and conditions of any existing or future agreements between the Airport and the United States, the execution of which has been or may be required as a condition precedent to the transfer of federal funds for the extension, expansion, or development of the Des Moines International Airport. Should the effect of such agreement with the United States government be to take any of the property under lease or substantially destroy the commercial value of such improvements, Airport shall terminate this Lease.
- B. Emergency Lease to United States: During the times of war or National Emergency, Airport shall have the right to lease the landing area of the Airport, or any part of Des Moines International Airport, thereof, to the United States Government for military or national use, and if any lease is executed, the provisions of this instrument insofar as they are inconsistent with the provision of the lease to the Government, shall be suspended. All facilities of the Airport developed with federal financial assistance and all facilities usable for landing and takeoff of aircraft will be available to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, a charge may be made for a reasonable share, proportional to such use, of the cost for operating and maintaining the facilities used.
- C. Non-Discrimination: The Operator shall furnish all services authorized or licensed on a fair, equal, and not unjustly discriminatory basis to all users and shall charge fair, reasonable, and not unjustly discriminatory prices for each unit or service, provided that it may make reasonable and non-discriminatory discounts, rebates, or other similar types of price reductions to volume purchasers, if permitted by law.

The Operator for itself, its personal representatives, successors in interest, and assignees hereby agrees that:

- 1. No person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- 2. In the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination
- 3. That the premises are to be used in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in

Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulation may be amended.

4. That in the event of breach of any of the above non-discrimination covenants, the Airport shall have the right to terminate the lease and re-enter and repossess said land and the facilities thereon and hold the same as if said lease had never been made or issued.



## OPERATORS DOING BUSINESS ON THE EFFECTIVE DATE OF THESE MINIMUM STANDARDS

### **11. OPERATORS DOING BUSINESS ON THE EFFECTIVE DATE OF THESE MINIMUM STANDARDS**

Existing Leases, Agreements, or Permits with existing Operators supersede these Minimum Standards, unless the minimum standards are otherwise included within the terms and conditions of said Leases, Agreements, or Permits. Existing Operators are encouraged to comply with the Minimum Standards set forth herein, where they, are not specifically addressed in the Operator's current (valid) Lease, Agreement, or Permit. All existing Operators shall become subject to the then current Minimum Standards immediately following the expiration, early termination, and/or modification if an existing Lease, Agreement, or Permit through amendment, addendum, extension, renewal, or other means, or through the provision of new services covered by the Minimum Standards. The exercise by an Operator of a term extension option that was negotiated and made part of its Lease, Agreement, or Permit prior to the adoptions of these Minimum Standards should not, by itself, trigger the applicability of these Minimum Standards.

## APPENDIX 1 – BUSINESS PLAN REQUIREMENTS

### Background

1. Definition of need for services to be provided.
2. All services that will be offered.
3. Business background in providing these services.
4. Business objectives.

### Facilities

1. Amount of land desired to lease.
2. Building space that will be constructed or leased.
3. Number of aircraft that will be provided.
4. Description of any modifications to existing airport facilities that will be necessary to insure proper operation of the business.
5. Equipment and special tooling to be provided.
6. Plans for physical expansion, if business should warrant such expansion.

### Personnel

1. Resume of the manager of the business including this person's experience and background in managing a business of this nature.
2. Number of persons to be employed.
3. Short resume for each of the owners and financial backers.

### Operation

1. Periods (days and hours) of proposed operation.
2. Amounts and types of insurance coverage to be maintained.
3. Amenities to be provided to attract business.
4. Brief description of how the business will operate to provide the listed services.
5. Description of any certifications needed to perform the listed services and how these will be attained.

### Financial

1. Financial resources available to the business in capital and operating monies.
2. Detailed cash flow by month for the first 12 months of operation showing a listing of all income and expense categories.
3. Project cash flow by quarter for the next two years of operation.

### Advertising and Marketing

1. Methods to be used to attract new business (advertising and incentives).

### Competition

1. Describe competition (for services to be provided) locally and in nearby airports.
2. Illustrate how the business will react to this competition.

### Challenges and Concerns

1. Describe the foremost challenges and concerns to be faced in building a profitable business and how they will be addressed if they occur.
2. What assistance does the business need from the Airport for the short and long term.