



**SEATTLE PAINE FIELD  
INTERNATIONAL AIRPORT**

**MINIMUM STANDARDS**

**FOR**

**COMMERCIAL AERONAUTICAL ACTIVITIES**

**AT**

**SEATTLE PAINE FIELD (PAE) INTERNATIONAL AIRPORT**

*Adopted: January 29, 2025*

*Current as of: January 29, 2025*

**Table of Contents**

**1.0 INTRODUCTION.....1**

**1.1 Purpose & Policy.....1**

**1.2 General Information.....2**

**2.0 DEFINITIONS .....4**

**3.0 REQUIREMENTS & STANDARDS .....10**

**3.1 FAR Part 91 Not for Hire and Military Aeronautical Activities.....10**

**3.2 Minimum Standards for All Operators .....10**

**3.3 Application Procedures and Qualifications.....14**

**3.4 Approval Procedures .....15**

**4.0 SCHEDULE OF SERVICES .....16**

**4.1 Minimum Standards for Fixed Base Operators.....16**

**4.2 Minimum Standards for Specialized Aeronautical Service Operators (SASO) .....23**

**5.0 VIOLATIONS AND ENFORCEMENT .....30**

**APPENDIX A – SCHEDULE OF MINIMUM INSURANCE .....31**

## 1.0 INTRODUCTION

### 1.1 Purpose & Policy

1.1.1 Snohomish County (Sponsor) will make available the opportunity to engage in commercial and general aviation aeronautical activities at Seattle Paine Field International Airport (Airport), by persons and entities (Operator(s)) that meet reasonable minimum standards (Minimum Standards).

1.1.2 The purpose of imposing these Minimum Standards is to:

1. ensure safe, efficient, and adequate levels of services are offered to the public,
2. protect airport users from unlicensed and unauthorized products and services,
3. maintain and enhance the availability of adequate services for all airport users,
4. promote the orderly development of Airport land,
5. ensure the economic stability and competitiveness of all on-airport Operators, and
6. ensure efficient use of navigable airspace.

1.1.3 The Minimum Standards are based on the Airport's status as a non-hub primary commercial service facility, circumstances and conditions at the Airport, and analysis of demand and capacity. These Minimum Standards may be periodically updated and revised as activity or demand for various services changes over time, in such a manner and to such extent as is deemed appropriate by Sponsor. These Minimum Standards may be revised or amended at any time in the discretion of Sponsor.

1.1.4 Sponsor will apply these Minimum Standards objectively and uniformly to all similarly situated on-airport aeronautical service Operators. In accordance with these objectives, Sponsor will approve or deny the opportunity for an Operator, as defined herein, to conduct aeronautical activities at the Airport based on these standards. These Minimum Standards are not intended to be comprehensive; Operators must also comply with all applicable federal, state, local law, and Sponsor Rules and Regulations.

1.1.5 By adopting these Minimum Standards, Sponsor does not imply a right to provide services to any operator or provider. It is the policy of Sponsor to extend the opportunity for providing an aeronautical service to any entity meeting Sponsor's Minimum Standards for that service, subject to availability of suitable space at the Airport to conduct such activities. The Sponsor Airport Layout Plan, as approved by the Federal Aviation Administration (FAA), provides the primary basis for determining whether suitable space is available for proposed aeronautical activities. Sponsor may solicit requests for proposals and to make determinations and choices of suitable Operators based on solicited proposals, to fill any on-airport aeronautical service opportunity.

## 1.2 General Information

1.2.1 Determinations of what constitutes an acceptable “minimum” and compliance with the Minimum Standards shall be made by Sponsor in its sole discretion. No entity or Operator will be allowed to occupy land and/or improvements or engage in commercial aeronautical activities at the Airport without prior authorization from the Airport Director or under conditions less than the “minimum,” unless waived in writing by the Airport Director, if determined to be in the best interest of the Airport in the Airport Director’s sole discretion. These Minimum Standards shall not prohibit any person from performing maintenance and self-fueling with respect to their Operator-owned or controlled aircraft with their own employees, except for restrictions set forth by the Airport Rules and Regulations, any lease, or other contractual agreement.

1.2.2 Activities may exist which are too varied to reasonably permit the establishment of specific minimum standards for each activity. If an aeronautical activity is not addressed in these Minimum Standards, appropriate requirements may be developed on a case-by-case basis and incorporated into any agreement or permit relating to the occupancy/use of Airport land and/or improvements, taking into consideration the needs of the Operator, the existing land-use plans and operational plans of Sponsor, and the public interest in, or demand for, the activity.

1.2.3 Upon Sponsor’s adoption of these Minimum Standards, any reference in any agreement to prior standards shall be deemed to be a reference to these Minimum Standards. Any existing Operator that is not currently in compliance with these standards at the time of their adoption shall be given a reasonable time, as determined by Sponsor, to comply with these Minimum Standards.

1.2.4 Notwithstanding the adoption of these Minimum Standards, nothing herein shall be construed as a modification of any existing agreements wherein an Operator has agreed to exceed any of these Minimum Standards nor is Sponsor prohibited from entering into agreements wherein an Operator is required to exceed these Minimum Standards.

1.2.5 Sponsor may prohibit any Operator from using the Airport or engaging in commercial aeronautical activities at the Airport if Sponsor determines the Operator is not complying with these Minimum Standards or has otherwise jeopardized the safety of other individuals or entities utilizing the Airport or the land and/or improvements at the Airport. If the Airport Director determines that any of these Minimum Standards have been violated by any individual or entity operating on the Airport and that the matter cannot be resolved satisfactorily by notice to, and discussion with, the offending entity, then Sponsor may take formal action against the offending entity. Such action shall be at the sole discretion of Sponsor.

1.2.6 Sponsor reserves the right to waive all, or any portion of, these Minimum Standards set forth herein for the benefit of any government or governmental agency performing non-profit and/or public services to the aviation industry, performing emergency medical or rescue services

to the public by means of aircraft, performing fire prevention or firefighting operations, or performing law enforcement operations. Sponsor further reserves the right to waive all or any portion of these Minimum Standards for non-government entities/Operators when the entity or Operator is solely engaged in performing emergency medical or rescue services to the public by means of aircraft, performing fire prevention or firefighting operations, or whenever Airport Director, in their sole discretion, deems such waiver to be in the best interest or welfare of the Airport's operation.

1.2.7 The operation of the Airport is subject to the various requirements imposed by the Federal Aviation Act of 1958, as amended, the regulations imposed by the Federal Aviation Administration, certain obligations from deeds of property conveyance, obligations that arise from FAA grant agreements, and regulations imposed by other federal agencies. The foregoing requirements and regulations shall take precedence and supersede these Minimum Standards should they contradict or conflict with these Minimum Standards solely to the extent that they contradict or conflict.

## 2.0 DEFINITIONS

All words, terms and phrases when used herein shall have the meanings as described in this section. Words, terms, and phrases which relate to aeronautical practices, processes and equipment, not defined herein, shall be construed according to the definitions in Title 14 of the Code of Federal Regulations or, if not defined therein, according to their general usage in the aviation industry.

**2.1 Aeronautical Activity or Aeronautical Service:** Any activity or service that involves, makes possible, or is required for the operation of aircraft, or another aeronautical activity, that contributes to or is required for the safety of such operations. The following activities, without limitation, that are commonly conducted on airports are considered aeronautical activities within this definition: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled air carrier operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation fuel and petroleum products, repair and maintenance of aircraft, sale of aircraft parts, parachute or ultralight activities, and any other activity which, in the sole judgement of the Sponsor, because of its direct relationship to the operation of aircraft or the Airport, can be appropriately regarded as an aeronautical activity.

**2.2 Aeronautical Services Operating Permit:** An official document issued by the Airport to an Operator providing a Commercial Aeronautical Services outside of area leased by the Operator at the Airport.

**2.3 Air Carrier:** The aircraft and associated operator of commercial scheduled aircraft operating under a FAR Part 121 Air Carrier Certificate. A Carrier certificated by the Secretary of Transportation under 49 U.S.C. § 41102 and 49 U.S.C. § 41103.

**2.4 Aircraft:** Aircraft means a device that is used or intended to be used for flight in the air. See 14 CFR § 1.1.

**2.5 Aircraft Maintenance:** Aircraft maintenance is considered to be the repair, maintenance, alteration, preservation, or inspection of aircraft (including the replacement of parts). Major maintenance includes major alterations to the airframe, powerplant, and propellers as defined in federal regulation (14 CFR Part 43). Minor maintenance includes normal, routine annual inspection with attendant maintenance, repair, calibration, or adjustment of aircraft and its accessories. Aircraft assembly is included within the definition of aircraft maintenance.

**2.6 Aircraft Charter Operator:** An entity engaged in the commercial operation of providing air transportation of person(s) or property for hire on an on-demand basis, operating under 14 CFR Part 135 and not including Air Carriers. This section does not apply to life flight helicopter and rescue Operators.

**2.7 Aircraft Maintenance Operator:** An entity engaged in providing Aircraft Maintenance for aircraft not owned and/or operated by the Operator. An Aircraft Maintenance Operator provides one or a combination of airframe, powerplant (engine), or accessory overhauls and/or repair services on aircraft up to and including business jet aircraft and helicopters. This activity also includes the sale of aircraft parts and accessories.

**2.8 Airframe and Powerplant Mechanic (A&P Mechanic):** Someone holding an FAA authorized aircraft mechanic certificate with both airframe and powerplant ratings.

**2.9 Aircraft Owner:** The FAA registered owner of an aircraft, or their authorized designee.

**2.10 Aircraft Refueling:** The transportation, sale, delivery, dispensing, storage, or draining of fuel or fuel waste products to or from aircraft.

**2.11 Aircraft Rental:** The commercial operation of renting or leasing aircraft to the public or another Operator for compensation.

**2.12 Aircraft Rental Operator:** An entity engaged in the rental of aircraft to the general public or another Operator.

**2.13 Aircraft Sales:** The sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

**2.14 Aircraft Sales Operator:** An entity engaged in the sale of new or used aircraft or aircraft parts and provides such repair, services, and parts as necessary to meet any maintenance/service guarantee or warranty or to support the maintenance of aircraft sold. Storage of aircraft sold falls into the category of Commercial Hangar Operator, defined herein.

**2.15 Airport:** Airport refers to the land and improvements generally known and designated as Seattle Paine Field International Airport. The improvements on the land consist of the runways, aircraft taxiways and parking aprons, the passenger and freight terminal buildings, hangars, vehicle roads and parking facilities, and all other improvements on such land within the property boundaries of such airport as it now exists on the Airport Layout Plan or Exhibit A. The term Airport shall also include any adjacent or nearby land hereafter acquired for purposes of the Airport and all improvements hereafter constructed on such land.

**2.16 Airport Director:** The Director of the Airport, appointed by the Snohomish County Executive and confirmed by the Snohomish County Council to manage, superintend, control, and protect the Airport as provided by state and county law or their designee.

**2.17 Airport Operations Area (AOA):** The area of the Airport used for aircraft landing, takeoff, or surface maneuvering including the areas around hangars, navigation equipment, and communication facilities.

**2.18 Airport Security Program (ASP):** A security program approved by TSA under 1542.101 of CFR Chapter XII. The main body of a document that details different security functions and procedures that are carried out to safeguard passengers, personnel, airlines, aircraft, and properties.

**2.19 Airport Layout Plan (ALP):** The FAA approved plan of the airport showing the layout of existing and proposed facilities.

**2.20 Apron:** The apron is a surface in the Air Operations Area (AOA) where aircraft park and are serviced, refueled, loaded with cargo, and accessed by passengers.

**2.21 Commercial:** To provide, or offer to provide goods, services, or entertainment in return for financial or any other type of compensation, a promise of financial remuneration, or to accept or agree to accept financial remuneration for the provision of goods, services, or entertainment.

**2.22 Commercial Hangar / Terminal Operator:** An entity that develops, constructs, leases, or owns hangar / terminal structure(s) for the sole purpose of subleasing hangar or terminal space (with or without associated office/shop space) to entities engaged in commercial and/or non-commercial Aeronautical Activities.

**2.23 Council:** Snohomish County Council.

**2.24 County:** Snohomish County, a political subdivision of the state of Washington.

**2.25 Exclusive Right:** A power, privilege, or other right excluding or debarring another person or entity from enjoying or exercising a like/similar power, privilege, or right. An Exclusive Right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by other means. Such a right conferred on one of more parties but excluding others from enjoying or exercising a similar right, would be an exclusive right. The granting of an Exclusive Right to conduct an aeronautical activity on an airport developed or improved with federal funds is expressly forbidden by law.

**2.26 Federal Aviation Administration (FAA):** An agency of the United States Department of Transportation with authority to regulate and oversee all aspects of civil aviation. The Federal Aviation Administration was created by the federal government under Public Law 89-670 and Executive Order 11340 dated March 30, 1967, or to such other governmental agency, which may be successor thereto or be vested with the same or similar authority.



**2.27 Federal Aviation Regulations (FAR):** Regulations published by the FAA that govern the operation of aircraft, airways, airports, and airmen.

**2.28 Federal Grant Assurance:** A Federal grant assurance is a provision within a Federal grant agreement to which the recipient of Federal airport development assistance has agreed to comply in consideration of the assistance provided. Grant assurances are required by statute, 49 U.S.C. § 47101.

**2.29 Fixed Base Operator (FBO):** A commercial aeronautical service provider of aircraft refueling, maintenance, servicing and storage authorized to engage in the secondary activities of flight training, aircraft sales and rental, aircraft charter, avionics sales and service, and commercial hangar operations. A Full Service FBO is required to provide services for Airplane Design Group I, II, and III aircraft while a Limited Service FBO is restricted to providing services for aircraft with a Maximum Takeoff Weight (MTOW) of 12,500 pounds or less at its premises on the Airport.

**2.30 Flight Training Operator or Flight School Operator:** An entity engaged in providing flight instruction to the general public and/or providing such related ground school instruction as is necessary to take a written examination and flight check for the category or categories of pilot's licenses and ratings involved.

**2.31 Flying Club:** Group of four or more persons in multi-person ownership or non-commercial organization, either in partnership, co-ownership, or a corporation, established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques. Aircraft must be vested in the name of the flying club or owned by all the members equally, and no part of the net earnings of the club may inure to the benefit of any individual in any form, including salaries and bonuses, etc., and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.

**2.32 Fueling:** The transportation, sale, delivery, dispensing, storage, or draining of fuel or fuel waste products to or from aircraft, vehicles, or equipment.

**2.33 Fuel Storage Area:** Any portion of the Airport designated temporarily or permanently by the Airport Director as an area in which aviation or motor vehicle fuel, or any other type of fuel or fuel additive, may be stored or loaded.

**2.34 General Aviation:** All phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial Air Carrier operations. May also generally refer to the operation of small/private or business/corporate aircraft of any type.

**2.35 General Aviation Apron:** A paved area of the Airport designated and used for taxiing, parking, and loading/unloading of general aviation Aircraft.

**2.36 Hazardous Substances:** Any chemical, substance, material, waste, or similar matter defined, classified, listed or designated as harmful, hazardous, extremely hazardous, dangerous, toxic or radioactive or as a contaminant or pollutant, or other similar terms, by, and/or which are subject to regulation under, any federal, state or local environmental statute, regulation or ordinance presently in effect or that may be promulgated in the future, and as they may be amended from time to time.

**2.37 Independent Flight Instructor** means a single individual, working alone without employees or partners, who provides a commercial service as a flight instructor.

**2.38 Independent Operator:** An entity engaged in providing an aeronautical service which do not lease or sublease ground or office space at the airport.

**2.39 Independent Mechanic** means a single individual, working alone without employees or partners, who provides a commercial service in the maintenance and repair of aircraft and/or aeronautical components.

**2.40 Operator(s):** Any person, business, or entity doing business or conducting Commercial Aeronautical Activity or Aeronautical Service at the Airport. An Operator may be classified as either a Fixed Base Operator (FBO) or a Specialized Aeronautical Service Operator (SASO).

**2.41 Owned Aircraft:** An aircraft that is owned, leased, or otherwise controlled through written agreement with an Aircraft Owner.

**2.42 Person(s):** Any individual, firm, or organization, air carrier co-partnership, corporation, company, association, or body politic, and includes any trustee, receiver, assignee, or other representative thereof.

**2.43 Restricted Access Area:** These areas include the Airport Operations Area, Security Identification Display Area, sterile, and secure areas, and in general terms, all areas inside the perimeter fence and those portions of buildings that provide access subject to security or operational restrictions.

**2.44 Rules and Regulations:** The requirements the Airport has established, and which apply to the activities, operation and use of Seattle Paine Field International Airport. Every Person and Operator doing business at the Airport is obligated to comply with Rules and Regulations, and any applicable federal, state, and local requirements.

**2.45 SCC: Snohomish County Code.**

**2.46 Security Identification Display Area (SIDA):** Security Identification Display Area is a special security area designated by an airport operator in the US to comply with Transportation

Security Administration) requirements directed by TSA 1542.205. At Seattle Paine Field International Airport the SIDA Badge must be displayed at all times while on Airport property.

**2.47 Self-Service:** Aircraft refueling (excluding the use of a Self-Service Fueling Pump), repair, preventive maintenance, towing, adjustment, cleaning, and general services performed by an Aircraft Owner or its employees on Owned aircraft with resources supplied by the Aircraft Owner.

**2.48 Self-Service Fueling Pump:** The commercial operation of an unattended stationary fuel tank and dispensing equipment for general use via a payment card reader. This includes the operations of anyone utilizing this type of equipment to provide fuel for sale or reuse.

**2.49 Specialized Aeronautical Services Operator (SASO):** A commercial aeronautical business that is authorized to offer a single or limited service according to established Minimum Standards. Examples of a SASO include but are not limited to the following commercial aeronautical activities: flight training, aircraft maintenance, air charter or taxi, aircraft sales, avionics maintenance, aircraft rental, aircraft storage, passenger and/or air cargo services. A SASO is not permitted to sell fuel. Fuel sales are restricted to FBOs pursuant to the Minimum Standards.

**2.50 Specialized Commercial Aeronautical Operator:** An entity engaged in providing limited aircraft services, support, or air transportation services for hire which are not otherwise categorized in these Minimum Standards.

**2.51 Skydiving Operator:** An entity engaged in the commercial transportation of persons for skydiving, skydiving instruction, and rental and sales of skydiving equipment. In accordance with Airport Rules and Regulations, skydiving activities are prohibited at the Airport, unless permitted in writing by the Airport Director.

**2.52 Sponsor:** A public agency of a public-use airport that submits to the FAA an application for financial assistance for the Airport. Snohomish County is the sponsor of Seattle Paine Field International Airport.

**2.53 Vehicle:** Any self-propelled wheeled, tracked vehicle, or trailer hitched onto a motor vehicle for the conveyance of people or goods on airport property or for the service and maintenance of equipment or property or any other vehicle as defined in RCW 47.04.010(19).

**2.54 Violations:** The commission of an act that violates Airport Rules and Regulations, Airport Safety Program, Ground Vehicle Program, Security Plan, or Code of Federal Regulation (CFR) Part 1500 or any other federal, state, or local applicable laws.

### **3.0 REQUIREMENTS & STANDARDS**

#### **3.1 FAR Part 91 Not for Hire and Military Aeronautical Activities.**

Non-commercial FAR Part 91 and military Aeronautical Activities may be allowable without a lease or other agreement with Sponsor, at the sole discretion of the Airport Director, as long as such operations are not for hire or are governmental in nature, do not require special handling by Sponsor, and are generally handled as a routine operation by an FBO or SASO on the Airport. These operations are allowed to utilize the Airport's runways, taxiways, and General Aviation Aprons as long as their operators pay any and all user fees established by Sponsor (such as landing fees, flowage fees, and parking fees, except where exempt by FAA Grant Assurance 27 – Use by Government Aircraft,) to Sponsor or its designated agent for the collection of such fees.

#### **3.2 Minimum Standards for All Operators**

The following standards shall apply to all Commercial Aeronautical Activities at the Airport, except as noted in Section 3.1 above. All Operators engaging in any Aeronautical Activity at the Airport must comply with the requirements and standards of this section plus the Minimum Standards for each specific activity as further indicated herein. Operators authorized to engage in any Aeronautical Activity at the Airport under an Aeronautical Services Operating Permit issued by Sponsor must comply with the standards of this section plus the requirements of the permit, but are not required to meet the minimum land, apron, hangar, or facilities requirements of Section 3.6.

3.2.1 No individual or entity shall operate or perform a commercial aeronautical activity from or on the Airport, without applying for and receiving an Aeronautical Services Operating Permit or entering into either a lease agreement with Sponsor or receiving approval from Sponsor to sublease land and/or improvements from an authorized lessee.

3.2.2 The Operator shall have such business background and shall have demonstrated its business capability to the satisfaction of, and in such manner as to meet with the approval of Sponsor.

3.2.3 Commercial Aeronautical Activities not explicitly identified in the Minimum Standards are restricted at the Airport unless Sponsor provides written authorization, such as providing terminal facilities; operating a restaurant; selling alcohol; selling non-aviation products; air shows; advertising unrelated to the aeronautical activity; storing hazardous materials; building or operating a fuel farm; heavy maintenance on the apron; parking or storing any vehicles not used daily; or contracting with any rental car company except an authorized concessionaire.

3.2.4 Any applicant seeking to conduct a Commercial Aeronautical Activity at the Airport should demonstrate that they have adequate financial resources to meet the Minimum Standards

for their planned activity at the Airport and to realize the business objectives agreed to by Sponsor and the applicant. The applicant shall provide upon request a financial statement of sufficient detail and credibility to allow Sponsor to make a judgment regarding the adequacy of the applicant's financial resources.

3.2.5 Unless otherwise specified herein, the Operator shall (1) lease building or hangar space from Sponsor meeting the specified requirements of their planned Aeronautical Activity; (2) lease ground space from Sponsor, on which shall be erected a building by the Operator or other designated entity; or (3) sublease, with Sponsor written approval, from an entity which has an existing building or hangar, to include space as defined in the following minimum standards for each specific Aeronautical Activity; or (4) Permit issued by Sponsor. All required services must be provided in a consolidated location unless the use of multiple facilities is approved in writing by the Airport Director.

3.2.6 The Operator shall maintain, at a minimum, the coverages and policy limits set forth in Appendix A – “Schedule of Minimum Insurance Requirements.” All Operators shall demonstrate to the Sponsor satisfactory evidence of its ability to acquire insurance coverage as stipulated for each particular type. Insurance policies shall be maintained in full force and effect during all times of existing leases, agreements, business licenses, or renewals or extensions thereof, with a 30-calendar day notice of cancellation to the Airport Director. Snohomish County, its officers, officials, agents, and employees shall be named as an additional insured on all policies carried by the Operator related to their business at the Airport. Failure to comply with the requirements outlined in Appendix A, and as may be adjusted by Sponsor from time to time, may result in termination of Operator's agreement(s) with Sponsor.

3.2.7 The Operator and its designees shall obtain and comply with, at their sole expense, all necessary licenses, permits, certifications, and/or ratings required for the Operator's activities at the Airport as required by Sponsor or any other duly authorized agency prior to engaging in any Aeronautical Activity at the Airport. Upon request, the Operator will provide copies of such licenses, permits, certifications, and/or ratings to Sponsor.

3.2.8 Any construction by an Operator shall be in accordance with design and construction requirements of Sponsor and federal, state, and local regulations and applicable codes. All construction must conform to all applicable regulations and codes, including Sponsor security rules, regulations, and design standards. Operators shall provide a payment and performance bond to ensure the completion of any building or facility to be erected on a leasehold, free and clear of any liens, as required by Sponsor in the Land Lease Construction by Lessee Form, Section B, 1.04. Operators shall provide adequate paved auto parking spaces sufficient to accommodate all activities and operations for Operator and subtenant customers, passengers, and employees, on a daily basis, and in accordance with Snohomish County Code.

3.2.9 Hangars shall be used exclusively for aeronautical purposes, with stated exceptions per FAA guidance. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property is not permitted on the exterior portions of the premises. Operators shall provide an adequate supply of properly located type, size and operable fire extinguishers and other safety equipment. All fire extinguisher certifications must be current. Fire extinguishers shall be maintained within all hangars, on apron areas, at aircraft fuel storage areas, and on all ground handling and fueling vehicles as required by applicable State and local fire codes for the type of operations conducted.

3.2.10 Operators shall engage in Aeronautical Activities in accordance with all applicable federal, state, and local law, and Sponsor Rules and Regulations, and these Minimum Standards, all as may be in effect at any time and as revised from time to time.

3.2.11 Operators shall have the responsibility to pay any fine(s) levied against the Operator, Sponsor, or their representatives, officers, officials, agents, and volunteers as a result of the Operator's failure to comply with any applicable federal, state, local, or Airport rule, regulation, or law. Operators shall, at their own expense, pay all taxes, fees, utilities, and charges that may be levied, assessed, or charged by any duly authorized agency.

3.2.12 Operators shall demonstrate that they own, lease, or otherwise have sufficient access to all infrastructure and equipment required to provide the applicable Aeronautical Services promptly on demand without causing any flight delays or other operational impacts on aircraft at the Airport. All equipment must be maintained in good operating condition, good appearance, and in compliance with all applicable safety standards and regulations. The equipment must have a uniform appearance and include the prominent display of Operator's name and logo, and otherwise conform with Sponsor Rules and Regulations.

3.2.13 All vehicles driven on Airport property (except as allowed by applicable escort rules defined in the Airport Security Program) must have permits and any required registrations, including permits and proper identification for operation on the AOA, and must be operated by persons with appropriate licenses or permits. Vehicle use shall be in authorized and compliant vehicles and with authorized and badged drivers. Additionally, motor vehicle regulations in Title 46 of the Revised Code of Washington (RCW) apply to all vehicles on Airport roads, including licensing and traffic enforcement. All vehicles operating at the Airport shall have required permits and registrations, including permits for operation in the AOA. All commercial vehicles operating inside the AOA shall be clearly designated with the name of the operator on the vehicle as required by Airport Rules and Regulations. Vehicles will be required to be marked on both sides, this is a minimum, 7" tall or individual lettering that is a minimum of 4" tall. Vehicle lighting shall meet FAA Advisory Circular 150-5210-5 guidance.

3.2.14 All personnel in the AOA or SIDA areas of the Airport shall be suitably uniformed, with the name of the Operator prominently displayed. All personnel in the AOA and SIDA areas of the Airport shall display security badges above the waist on the outermost garment at all times as required by the Airport Security Program.

3.2.15 An adequate number of qualified and, where applicable, licensed employees shall be on duty at all operational times to provide services consistent with these Minimum Standards.

3.2.16 Each Operator shall establish a written training program to ensure that all employees are thoroughly trained and qualified to perform the tasks to which they are assigned. The training program shall contain detailed instruction in proper operating procedures for each job classification. Upon request, the Operator shall submit a copy of its written training program(s) to Sponsor.

3.2.17 All Operators shall comply with all requirements of the Airport's TSA-approved Airport Security Program and the FAA-approved Airport Certification Manual, as updated from time-to-time.

3.2.18 Each Operator shall provide to Sponsor a list of company officials and 24-hour contact information for each. This list shall include (1) a corporate representative with administrative, operational, and fiscal authority; (2) a local representative with operational authority; and (3) the Operator's point of contact for emergency/security incidents, including environmental incidents.

3.2.19 With the exception of fueling and aircraft line services provided by an FBO, an Operator may subcontract any of the services it is obligated or authorized to provide, so long as such subcontractor meets the minimum standards, but only with written consent of the Airport Director.

3.2.20 Any Operator may sublease space to another Operator if such space is available, both parties desire such sublease arrangement, and the sublease is approved, in writing, by the Airport Director. Under no circumstances is any Operator obligated to sublease to another Operator. An Operator can meet the requirement to lease space if it has a sublease that has been approved by the Airport Director, as required. Fueling of subtenant aircraft is prohibited, except when conducted by an FBO. Self-service operations are only permitted for those meeting the definition of Self-Service. If an operator hires an A&P mechanic to perform maintenance, then that "Independent Mechanic" must meet the required minimum standards.

3.2.21 If more than one type of service will be provided by a SASO from the same premises, the space requirements set forth for each type of aeronautical service may be adjusted or combined to reduce the overall amount of space required, with the Airport Director's written approval.

3.2.22 Operator is responsible to comply with all federal, state and local environmental regulations and maintain all records and other documentation required for environmental compliance.

3.2.23 The Airport Director, Airport staff, and/or the FAA will periodically conduct inspections of activities and facilities to ensure compliance with all applicable laws, regulations, and these Minimum Standards.

### **3.3 Application Procedures and Qualifications**

3.3.1 An Operator proposing to engage in Aeronautical Activity shall request an initial consultation and assessment with Sponsor prior to submitting a written application. Applicants must submit a Prospective New Business & Tenant Lease Application required by Snohomish County Code 15.08.410 and Land Lease Construction by Lessee Form (if applicable) as amended by the latest version found on the Doing Business page of the Paine Field Airport website.

3.3.2 Sponsor may deny any application of an applicant to provide aeronautical services or perform aeronautical activities at the Airport if, in the Sponsor's sole discretion, it determines that any of the following apply:

- The applicant does not meet one or more of any provisions of these Minimum Standards;
- The applicant has supplied Sponsor, or any other person, with false or misleading information or has failed to make full disclosure in its application or supporting documents;
- There is no appropriate, adequate, or available space on the Airport to accommodate the applicant at the time of application;
- The proposed activity would conflict with Sponsor's FAA approved Airport Layout Plan or create a safety hazard;
- The proposed activity would require Sponsor to spend funds, would likely result in a loss of Sponsor funds, or would require Sponsor to supply funds, materials, or manpower that Sponsor does not have budgeted.
- The proposed activity, development, or use of land would require an existing Operator or lessee to reduce the size of such leased premises without their consent or result in congestion of aircraft or buildings anywhere within the Airport boundaries, or an unjustified interference with the activities of existing Operator or tenant on the Airport;
- The proposed services or activities could be detrimental to the Airport or otherwise result in creating a safety hazard at the Airport, as determined by the FAA;
- The applicant has violated any of these Minimum Standards or any other statutes, regulations, ordinances, laws, or orders applicable to the Airport within the last 10 years;
- The applicant is currently in default, or has been in default in the past, in the performance of any lease or other agreement with Sponsor;



- The applicant's current financial statement, credit report, business plan, or other financial information submitted to Sponsor, contains information that creates doubt as to the applicant's abilities to provide the proposed services, meet the operational requirements of the business, and pay the applicable fees required by Sponsor;
- The applicant does not have, or cannot demonstrate access to, the operating capital necessary to conduct the proposed operation;
- The applicant is unable to obtain sufficient insurance, financial sureties, or guarantors to protect the interests of Sponsor or other appropriate governmental entities;
- The applicant, including any principal in the business, has been convicted of any disqualifying criminal offense as defined by the Transportation Security Administration under 49 CFR § 1572.103 within the last 10 years;
- The applicant's proposal is not in the best interest of the health, safety, welfare, or convenience of the traveling public;
- The applicant is unable to qualify for unescorted access to Restricted Access Areas as required by 49 CFR Parts 1542.209 and 1544.229; or
- Approval of the proposed activity would be inconsistent with Sponsor's obligations contained in its grant assurances as defined by the FAA.

### **3.4 Approval Procedures**

Sponsor shall have ninety (90) days to either approve or deny any applicant's application/proposal to provide any Aeronautical Services or conduct any Aeronautical Activities, as defined herein. All applications will be responded to in writing. Applicants may ask for reconsideration of any application denial within thirty (30) calendar days of the receipt of a denial if the reconsideration request is in writing and addresses all the reasons for denial outlined in the written denial letter, assuming any reasons were given. If such reconsideration is requested, Sponsor will respond to the request within thirty (30) calendar days. After such reconsideration by Sponsor, its decision will be final, with no further internal reconsiderations, except as may be required by the FAA.

## **4.0 SCHEDULE OF SERVICES**

### **4.1 Minimum Standards for Fixed Base Operators**

4.1.1 In addition to the general requirements set forth in Section 3.2 through 3.4 herein, the following sets forth the Minimum Standards for a Full-Service or Limited-Service Fixed Base Operator (FBO) at the Airport.

4.1.2 Leased Premises. A FBO shall provide and/or develop, via lease or other agreement, adequate land for apron, hangar(s), facilities (terminal, office, fuel storage, and shop) and vehicle parking to accommodate all activities of the FBO and all approved sublessees, sufficient to meet all permitted design standards, but not less than the following requirements for aircraft apron, hangar, and fuel storage.

4.1.3 Aircraft Apron / Paved Tie-down. Apron shall be a minimum of 200 percent of hangar square footage, commensurate with the total number of aircraft handled on site by the Operator and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft to be handled by the FBO. The FBO must be able to provide a parking area for the aircraft being serviced by the Operator.

4.1.4 Hangar. For Full-Service FBO's, one single structure, conventional type hangar comprising a minimum of 16,000 square feet of which 12,000 square feet is dedicated to aircraft maintenance and storage operations, capable of accommodating the largest aircraft likely to be serviced by the Operator at the Airport. The hangar must also contain a minimum of 4,000 square feet dedicated to a terminal and office area in addition to the aircraft maintenance and storage area. The terminal area must include crew and passenger lounges, administrative offices, and restrooms. For Limited-Service FBO's, a minimum of 16,000 square feet of non-contiguous hangar capable of accommodating the largest aircraft likely to be serviced by the Operator at the Airport.

4.1.5 Hours of Operation. Aircraft fueling, ground handling, and customer service shall be continuously offered and available to meet reasonable customer demand during normal hours, and on-call as appropriate, with a response time not to exceed one (1) hour. Normal business hours for a Full-Service FBO are between the hours of 5:00 a.m. and 10:00 p.m. in summer months and between the hours of 5:00 a.m. and 8:00 p.m. in winter months, seven (7) days per week, except as otherwise approved in writing by the Airport. Normal business hours for a Limited-Service FBO are between the hours of 8:00 a.m. to 8:00 p.m. Monday through Friday and 8:00 a.m. to 6:00 p.m. on Saturday and Sunday in summer months and 8:00 a.m. to 6:00 p.m. seven days per week in winter months. Full Service FBO's shall also have a staff member available on-call twenty-four (24) hours a day, seven (7) days a week to respond to the needs of the customer or Airport. Lessee shall make best efforts to provide response time within one (1) hour.

4.1.6 Services. An FBO must provide all the listed products and services for Airplane Design Group I, II, and III aircraft for a Full Service FBO or aircraft with a Maximum Takeoff Weight (MTOW) of 12,500 pounds or less at its premises on the Airport for a Limited Service FBO:

1. Sale and dispensing of required aviation fuels and other petroleum products such as engine lubricants. FBO shall be capable of providing a response time for fueling not to exceed one (1) hour in normal conditions during regular hours of operation.
2. Aircraft and engine maintenance and repair services for the general aviation aircraft normally utilizing the airport for a Full-Service FBO or aircraft with a Maximum Takeoff Weight (MTOW) of 12,500 pounds and under for a Limited-Service FBO.
3. Terminal and passenger services such as, but not limited to passenger, ramp, baggage handling, and passenger lounge services.
4. Aircraft storage and line services to safely marshal, park, and secure aircraft; aircraft towing, and aircraft interior cleaning.
5. Aircraft de-icing at Airport designated locations. Not required for Limited-Service FBO.
6. Aircraft ground power, lavatory, potable water, and oxygen services. Not required for Limited-Service FBO.
7. Aircraft food and beverage catering. Not required for Limited Service FBO.
8. At least one (1) courtesy/crew vehicle to provide transportation of passengers, crews, and baggage. Not required for a Limited-Service FBO.
9. Crew escorting in Restricted Access Areas.
10. Collection and remittance of various fees, as designated by Sponsor.
11. Aircraft rental and flight instruction. Not required for Full-Service FBO.

	Full Service FBO	Limited Service FBO
1. Fuel Sales	Jet Fuel and Avgas	Avgas for aircraft 12,500 lbs MTOW and below
2. Aircraft Maintenance	All General Aviation Aircraft*	Aircraft under 12,500 lbs. only
3. Terminal/Passenger Services	Yes	Yes
4. Aircraft Storage/Line Services	Yes	Yes
5. Aircraft Deicing	Yes*	No
6. Aircraft Services	Yes	No
7. Food and Beverage Catering	Yes*	No
8. Courtesy Crew Vehicle	Yes	No
9. Crew Escorting	Yes	Yes
10. Collection of Fees	Yes	Yes
11. Aircraft Rental/Flight Instruction	No	Yes

\* FBO has the option to assist its customers in obtaining catering, deicing and aircraft maintenance services directly from one or more third party providers

4.1.7 Other services. An FBO may provide other specialized aeronautical services on its leasehold including the sale of new or used aircraft, the sale or rental of all types of consumer

products normally related to the ownership or operation of aircraft, and any other services normally performed by similar FBOs at other airports in the United States. A Full-Service FBO may additionally provide other specialized aeronautical services and “into-plane” or contract fueling services to Air Carriers at the terminal gates or elsewhere within the Airport provided the FBO has a written agreement with an air carrier or commercial terminal operator to provide such services. These requests will be subject to the review and approval of Sponsor, through the Airport Director, on a case-by-case basis.

4.1.8 Fuel Storage and Dispensing. The Full Service FBO shall lease or construct an on-airport above-ground fuel storage facility, in a location approved by the Sponsor, capable of containing at a minimum 8,000 gallons of AvGas and 20,000 gallons of Jet fuel with double walled tanks spaced a minimum of three feet apart. Filter-equipped aviation fuel dispensers with separate dispensing pumps and meter systems for each grade of aviation fuel shall be provided. Such fuel storage area shall be designed, constructed, and maintained to all applicable standards and shall contain the proper drainage and secondary containment as required by applicable federal, state and local laws, and Airport Rules and Regulations, Section 4.9. All fuel storage will be periodically inspected by Sponsor and at least annually by the FAA. FBO’s will be subject to fuel flowage fees per Snohomish County Code 15.08.621. Fuels is intended to be defined broadly to include but not be limited to petroleum, hydrogen, electric and/or other alternative fuels used to supply power to an aircraft or GSE. In the future the Sponsor may elect to adopt tariffs, fees or other charges applicable to the use of fuels at the airport. The FBO shall maintain records of all fueling deliveries for not less than a three (3) year period.

4.1.9 The Full Service FBO shall provide the sale and into-plane delivery of common and recognized brands of aircraft fuels, lubricants, and other aviation petroleum products. The Full Service FBO shall dispense 100 octane AvGas, Jet-A aircraft fuel, and fuel for GSE. All equipment used for the dispensing of aviation fuels must meet all applicable Federal, State, local laws, rules, and regulations. The Full-Service FBO shall demonstrate that it has made satisfactory arrangements with an industry-recognized aviation fuel supplier for delivery of aviation fuels in such quantity as are necessary to meet the requirements set forth herein and to meet customer demand. Not required for Limited Service FBO.

4.1.10 Aviation fuels and lubricating oils shall be stored and dispensed by an FBO in accordance with all local, state, and federal laws, regulations, rules, and other requirements, as same may be amended from time-to-time, regarding the sale and storage of such fuels and oils, including without limitation any rules, regulations, or Minimum Standards that are established (and as modified from time-to-time) by Sponsor. All metering devices must be inspected, checked, and certified annually by appropriate local and State agencies.

4.1.11 The FBO shall have an approved, written Spill Prevention Contingency and Control Plan (SPCC Plan) that meets federal, state, local, and the Airport Rules and Regulations for all fuel

storage facilities. Prior to commencement of storage, selling, or dispensing of any fuels at the Airport, an FBO shall submit to Sponsor, for review and comment, the FBO's Spill Prevention Control and Countermeasures Plan and its Pollution Prevention Plan. Fuel storage, selling, or dispensing will be disallowed by Sponsor if any serious deficiencies are found in these plans that are not rectified prior to commencement of the operations and which would cause Sponsor or the FBO to be in violation of any applicable rule or regulation. An updated copy of the SPCC Plan shall be filed with the Airport Director at least thirty (30) days prior to commencing operations.

4.1.12 The FBO shall provide all required training and maintain all required training records to meet the requirements of the FAA.

4.1.13 Equipment. Operator will provide regular monitoring and timely response for repair of equipment and reimbursement resulting from malfunction. Sponsor reserves the right to periodically inspect all equipment used by the Operator and to deny its use on the Airport if Sponsor determines that the equipment is not safe or otherwise unfit for use. Such determination shall be based on noncompliance with any applicable NFPA Standards, the Sponsor's Airport Certification Manual, any applicable Federal or FAA Advisory Circular or FAA Order, or Sponsor's observation regarding the equipment's leaking of oil, fuel, or other chemicals that could cause damage to Airport pavements or create an explosive hazard.

4.1.14 The FBO shall provide at least the following equipment:

1. Adequate equipment required to safely secure parked aircraft.
2. Adequate equipment for recharging or energizing discharged aircraft batteries.
3. Two (2) operational aircraft tugs and tow bars with rated draw bar capacities and one (1) operational ground power unit sufficient to meet the requirements of the General Aviation and commercial service aircraft normally frequenting the General Aviation Apron.
4. Appropriate tools, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies, mobile passenger stairs (air stairs), and crew cars. Not required for Limited Service FBO.
5. Adequate number of approved and regularly inspected dry chemical (and other ratings as needed) fire extinguisher units shall be maintained within the FBO hangar(s), at fuel storage facilities, and on all refueling vehicles.
6. All equipment necessary for the proper performance of aircraft maintenance in accordance with applicable FAA regulations and manufacturers specifications.
7. Lavatory servicing cart capable of serving the General Aviation and commercial service aircraft normally utilizing the airport, and capable of emptying into the Airport's lavatory dump station. Not required for Limited-Service FBO.
8. Appropriate equipment for deicing General Aviation aircraft normally utilizing the Airport.\* Not required for Limited-Service FBO.

9. Fueling Equipment. The FBO shall provide sufficient National Fire Protection Association (NFPA) 407 compliant metered filter-equipped mobile dispensing trucks for dispensing aviation fuel for meeting the daily commercial and general aviation needs, with separate dispensing pumps and meters required for each type of fuel. The FBO shall have at least two (2) operating and fully functional jet refueling vehicles with a capacity of at least 5,000 gallons each and at least one operating and fully functional AvGas refueling vehicle with a capacity of at least 750 gallons. A Limited-Service FBO is only required to have at least one fully functional AvGas refueling vehicle with a capacity of at least 750 gallons.

Mandatory Equipment	Full Service FBO	Limited Service FBO
1. Aircraft Tiedown	Yes	Yes
2. Battery Charging	Yes	Yes
3. Aircraft Tugs and GPU	2 tugs   1 GPU	2 tugs   1 GPU
4. Aircraft Servicing	Yes	No
5. Fire Extinguishing	Yes	Yes
6. Aircraft Maintenance	Yes	Yes
7. Lavatory Servicing Cart	Yes	No
8. Aircraft Deicing*	Yes	No
9. Jet Fuel Trucks	5,000 G Jet Fuel (2)	Optional**
<b>10. Avgas Fuel Trucks</b>	750 G Avgas (1)	750 G Avgas (1)

\* FBO has the option to assist its customers in obtaining catering, deicing and aircraft maintenance services directly from one or more third party providers

\*\* Limited Service FBO can only provide Jet Fuel to aircraft with Maximum Takeoff Weight (MTOW) of 12,500 pounds and under

4.1.15 All aircraft refueling vehicles shall be equipped with reliable metering devices that meet all applicable requirements for fuel sales and inventory control. All dispensers must have bottom-refilling capabilities, turbine fuel dispensers must have single point refueling capabilities, and Jet A refueling vehicles must have capability for single point pressure refueling/defueling and gravity refueling/defueling capabilities. All refueling vehicles shall be maintained and operated in accordance with applicable Federal, State, Local laws and Airport Rules and Regulations, and equipped with reliable metering devices, subject to independent inspection. All refueling vehicles will be periodically inspected by Sponsor and at least annually by the FAA, ensuring that all refueling vehicles are safe and presentable, in the sole judgment of Sponsor, for use on the Airport. Sponsor reserves the right to disallow refueling vehicles on the Airport’s property that do not meet all applicable standards and safety requirements. The FBO shall provide all training and maintain all required training and vehicle records to meet the requirements of the FAA.

4.1.16 All aircraft refueling vehicles shall be equipped and maintained to comply at all times with all applicable federal, state, local, and Sponsor’s Rules and Regulations, including without limitation, those prescribed by the following:

1. State and Snohomish County Fire Codes;
2. National Fire Protection Association (NFPA) Standards;

3. 14 CFR Part 139, Airport Certification, all applicable sections including Section 139.321 “Handling/Storing of Hazardous Substances and Materials;”
4. Applicable FAA Advisory Circulars (AC’s), including the current version of AC 00-34 “Aircraft Ground Handling and Servicing,” AC 150-5210-5 “Painting, Marking, and Lighting of Vehicles Used On An Airport,” and AC 150/5230-4 “Aircraft Fuel Storage, Handling, and Dispensing on Airports”, as may be amended.

4.1.17 Personnel. The FBO shall staff properly trained and qualified employees providing all required services. All personnel must meet the training requirements of the regulations identified in 4.1.16. While on duty at the Airport, all FBO personnel shall be clean, neat in appearance, courteous, and properly uniformed (excluding management and administrative personnel). Personnel uniforms must include the FBO’s company name and the employee’s identification badges and shall at all times be professionally and properly maintained.

1. Full-Time Manager. All activities of the FBO shall be conducted under the guidance and supervision of a full-time, on-site FBO Manager. Such person must be a highly qualified and experienced FBO Manager vested with full power and authority to direct and conduct all matters pertaining to the day-to-day FBO operation. Such FBO Manager shall be assigned to the Airport location and shall be available during normal business hours, also being on-call 24 hours per day in case of emergencies.
2. Line Service. At least two (2) fully trained and qualified fuel service staff persons shall be on duty at all times while the facility is open for business. One must be a responsible and qualified supervisor. All fuel service personnel shall have successfully completed an approved line technician safety course. A National Aviation Transportation Association (NATA) course or equivalent is acceptable.
3. Customer Service. At least one (1) customer service representative must be on duty to handle customers entering the FBO facilities during normal business hours. The customer service representative may be cross trained to count toward staffing requirements for line service personnel as well.

4.1.18 Maintenance. At least one (1) FAA licensed Airframe and Powerplant (A&P) mechanic available to perform maintenance on General Aviation aircraft that normally utilize the FBO shall be on-duty and on-premises for at least eight (8) hours during the FBO’s operating hours, five days a week, and shall otherwise be on-call during other hours. Or the FBO shall assist its customers in obtaining such services directly from one or more third party providers.

4.1.19 Operating Procedures. The FBO shall develop and maintain Standard Operating Procedures (SOPs) for fueling, ground handling and management of aircraft staging on the FBO ramp. The SOPs shall include a training plan, record keeping, fuel quality assurance procedures, and emergency response procedures. The SOPs shall address bonding and fire protection, public protection, control of access to fuel storage facilities, as well as marking / labeling of fuel storage

tanks and refueling vehicles. The FBO's SOPs must be submitted to Sponsor no less than thirty (30) days prior to the commencement of FBO activities at the Airport. Sponsor will conduct periodic inspections to ensure compliance.

4.1.20 Aircraft Removal. Although aircraft removal is the responsibility of an aircraft owner, the FBO shall be prepared to lend assistance during normal business hours with respect to available equipment and personnel within thirty (30) minutes, as requested by Sponsor, in the removal of downed or disabled aircraft from the Airport runways and taxiways to maintain the operational readiness of the Airport. FBO is not required to purchase, maintain, or operate any specialized towing equipment for purposes of emergency assistance. The FBO should train its personnel in proper protocols and procedures to remove aircraft and emergency procedures with regards to working with Sponsor in emergency situations.

4.1.21 Licenses & Certifications. The FBO shall have and provide to Sponsor evidence of federal, state, and local licenses and certificates that are required for all operations.



## **4.2 Minimum Standards for Specialized Aeronautical Service Operators (SASO)**

In addition to the general requirements set forth in Section 3.2 through 3.4 herein, the following sets forth the Minimum Standards for a Specialized Aeronautical Service Operator (SASO) at the Airport. SASOs are not permitted to include fuel tanks or sell fuel under any circumstance.

### **4.2.1 Aircraft Maintenance Operator**

4.2.1.1 Leased Premises. Operators (other than a FBO or authorized sublessee) engaged in this aeronautical activity shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:

4.2.1.2 Land. Sufficient land to accommodate all of the Operator's activities.

4.2.1.3 Aircraft Apron. Apron shall be a minimum of 150 percent of hangar square footage and commensurate with total number of aircraft handled by the Operator, and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft handled by the operator.

4.2.1.4 Hangar. A minimum of 8,000 square feet dedicated to aircraft maintenance and storage operations, with door openings capable of accommodating the largest aircraft likely to be serviced by the Operator at the Airport.

4.2.1.5 Facilities. Adequate space for customer lounges, administrative offices, maintenance shops, and restrooms.

4.2.1.6 Licenses and Certifications. Maintenance personnel must be properly certified by the FAA and hold the appropriate ratings for the work being performed.

4.2.1.7 Personnel. The Operator shall staff sufficient personnel to adequately and safely carry out aircraft maintenance in a courteous, prompt, and efficient manner. At least one FAA licensed A&P Mechanic, one Manager, and one customer service representative must be employed by the company and work at this Airport location.

4.2.1.8 Equipment. The Operator shall provide sufficient shop space, equipment, supplies, and availability of parts as required.

4.2.1.9 Hours of Operation. The Operator shall be open and services shall be available to meet the reasonable demands of the public at least five days per week, eight hours per day.

## **4.2.2 Aircraft Rental, Flying Club, Flight School and/or Flight Training Operator**

4.2.2.1 Leased Premises. Operators (other than a FBO or authorized sublessee) engaged in this activity shall have adequate land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), but not less than the following Leased Premises requirements:

4.2.2.2 Land. Sufficient land to accommodate all of the Operator's activities.

4.2.2.3 Aircraft Apron. Suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft in the Operator's fleet.

4.2.2.4 Hangar/Tie Down Spaces. Sufficient to accommodate the total number of aircraft in the Operator's fleet.

4.2.2.5 Facilities. Adequate space for customer lounges, administrative offices, instructional offices/rooms, maintenance shops, and restrooms.

4.2.2.6 Licenses and Certifications. Persons performing aircraft proficiency checks and/or flight training must be properly certificated by the FAA and hold the appropriate rating for the aircraft being utilized and/or flight training being provided.

4.2.2.7 Personnel. The Operator shall staff sufficient personnel to adequately and safely carry out aircraft rental and/or flight training in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public/members. Aircraft Rental Operators shall employ at least one flight instructor. Flight Training Operators shall employ at least one Chief Flight Instructor and adequate staff to comply with the Airport's TSA-approved ASP for escorting unbadged persons.

4.2.2.8 Flying Clubs shall have a designated person that is available 24 hours per day, 365 days per year, to handle administrative requirements and any emergency or non-emergency situations that might occur with club aircraft. Such clubs shall ensure that the contact information is continually up to date with Sponsor.

4.2.2.9 Equipment. The Operator shall have available for rental and/or use in flight training at least two Owned aircraft based at the airport under the exclusive control of the Operator. Adequate tie-down equipment, including ropes, chains, and other types of restraining devices and wheel chocks which are required to safely secure and tie-down aircraft.

4.2.2.10 Hours of Activity. Operator shall be open and services shall be available to meet the reasonable demands of the public at least five days per week, eight hours per day. Private Flying Clubs are not required to have regular business hours.

### **4.2.3 Air Carrier, Air Cargo, Air Taxi, and Aircraft Charter Operator**

4.2.3.1 Leased Premises. Operators (other than a FBO or authorized sublessee) engaged in this aeronautical activity shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), sufficient to meet all permitted design standards, but not less than the following Leased Premises requirements:

4.2.3.2 Land. Sufficient land to accommodate all of the activities.

4.2.3.3 Aircraft Apron. Apron shall be a minimum of 150 percent of hangar square footage, commensurate with the number of aircraft in the Operator's fleet, and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft in the Operator's fleet.

4.2.3.4 Hangar/Facilities. A minimum of 8,000 square feet dedicated to aircraft maintenance and storage operations, with door openings capable of accommodating the largest aircraft in the Operator's fleet, or an operating agreement with a commercial terminal operator with sufficient space to accommodate passengers, baggage, offices, and other facilities for customer and employee use. The hangar shall be exclusively for aeronautical purposes related to the Operator's owned or leased aircraft.

4.2.3.5 Licenses and Certifications. The Operator shall provide copies to Sponsor of all the appropriate certificates and approvals, including without limitation, the Pre-application Statement of Intent (FAA Form 8400-6), the Regulations and Amendments under Part 298 (OST Form 4507), and FAA issued Part 121 or Part 135 operating certificate(s). Personnel must be properly certified by the FAA and hold the appropriate ratings in the aircraft utilized for the activity.

4.2.3.6 Personnel. The Operator shall staff sufficient personnel to adequately and safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public. The Operator shall employ at least one (1) Chief Pilot.

4.2.3.7 Equipment. The Operator shall provide one certified and continuously airworthy qualified aircraft, Owned and under the exclusive control of the Operator. The Operator shall provide proof that all aircraft meet the requirements of FAR Part 36. Adequate tie-down equipment, including ropes, chains, and other types of restraining devices and wheel chocks which are required to safely secure tie-down aircraft.

4.2.3.8 Hours of Activity. The Operator shall be open and services shall be available to meet the reasonable demands of the public. Operator shall provide past, current, and future flight schedules, and passenger/cargo data upon request.

#### **4.2.4 Aircraft Sales Operator**

4.2.4.1 Leased Premises. Operators (other than a FBO or authorized sublessee) engaged in this aeronautical activity shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), sufficient to meet all permitted design standards, but not less than the following Leased Premises requirements:

4.2.4.2 Land. Sufficient land to accommodate all of the activities.

4.2.4.3 Aircraft Apron. Apron shall be a minimum of 150 percent of hangar square footage and commensurate with total number of aircraft controlled on site by the Operator, and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft controlled on site by the Operator.

4.2.4.4 Hangar. A minimum of 5,000 square feet dedicated to aircraft maintenance and storage operations, with door openings capable of accommodating the largest aircraft in the Operator's fleet.

4.2.4.5 Facilities. Adequate space for customer lounges, administrative offices, maintenance shops, and restrooms.

4.2.4.6 Licenses and Certifications. Personnel must be properly certified by the FAA and hold the appropriate ratings for providing flight demonstration in all aircraft offered for sale.

4.2.4.7 Personnel. The Operator shall staff sufficient personnel to adequately and safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public. The Operator shall employ at least one (1) licensed and current commercial pilot current in the types of aircraft offered for sale.

4.2.4.8 Equipment. Necessary and satisfactory arrangements for Aircraft Maintenance shall be provided in accordance with any sales guarantee or warranty period. Adequate tie-down equipment, including ropes, chains, and other types of restraining devices and wheel chocks which are required to safely secure tie-down aircraft.

4.2.4.9 Hours of Activity. The Operator shall be open and services shall be available to meet the reasonable demands of the public five days per week, eight hours per day.

4.2.4.10 Dealerships. An Operator which is an authorized factory sales franchise, dealer, or distributor shall have available or on call at least one current model demonstrator of aircraft in each of its authorized product lines.

#### **4.2.5 Skydiving Operator**

Skydiving operations are not permitted at Seattle Paine Field International Airport in accordance with Airport Rules and Regulations.

#### **4.2.6 Specialized Commercial Aeronautical Operator**

4.2.6.1 Leased Premises. Operators (other than a FBO, SASO, or authorized sublessee) engaged in aeronautical activities not specifically addressed in these Minimum Standards or providing other specialized aeronautical services to Air Carriers at the terminal gates or elsewhere within the Airport shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), sufficient to meet all permitted design standards, but not less than the following Leased Premises requirements:

4.2.6.2 Land. Sufficient land to accommodate all of the activities.

4.2.6.3 Aircraft Apron. Apron shall be commensurate with the size of the hangar, total number of aircraft controlled on site by the Operator, and suitable for the site with sufficient weight bearing capacity to accommodate the largest aircraft controlled on site by the Operator.

4.2.6.4 Hangar. A minimum of 5,000 square feet dedicated to aircraft maintenance and storage operations, with door openings capable of accommodating the largest aircraft in the Operator's fleet.

4.2.6.5 Facilities. Adequate space for customer lounges, administrative offices, maintenance shops or production facilities (as required by Operator), and restrooms.

4.2.6.6 Licenses and Certifications. The Operator shall provide to Sponsor evidence of federal, state, and local licenses and certificates that are required for the operation.

4.2.6.7 Personnel. The Operator shall staff sufficient personnel to adequately and safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public.

4.2.6.8 Equipment. The Operator shall provide and have based at the Airport, either owned or under written lease to the Operator, sufficient equipment, supplies, and availability of parts, including, if appropriate, one continuously airworthy aircraft.

4.2.6.9 Hours of Activity. The Operator shall be open and services shall be available during hours normally maintained by operators conducting similar activities.

#### **4.2.7 Commercial Hangar or Terminal Operator**

4.2.7.1 Leased Premises. Operators (other than a FBO or authorized sublessee) engaged in this aeronautical activity shall have land, apron, hangar, facilities, and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s), sufficient to meet all permitted design standards, but not less than the following Leased Premises requirements:

4.2.7.2 Land. Sufficient land to accommodate all of the Operator's activities.

4.2.7.3 Aircraft Apron. Apron shall be a minimum of 150 percent of hangar and/or terminal square footage and commensurate with total number of aircraft handled by the Operator, and suitable for the site with sufficient weight bearing capacity accommodate the largest aircraft handled by the operator.

4.2.7.4 Hangar. For Commercial Hangar Operators, one single structure, conventional type hangar comprising a minimum of 15,000 square feet dedicated to the Self-Service of Operator or subtenant owned aircraft, with door openings capable of accommodating the largest aircraft likely to be serviced by the Operator at the Airport.

4.2.7.5 Terminal. For Commercial Terminal Operators, one single structure comprising a minimum of 40,000 square feet dedicated to a terminal area, in addition to the aircraft maintenance and storage area, with separate entrances for both areas. The terminal area must include crew and passenger lounges, administrative offices, and restrooms.

4.2.7.6 Equipment. For Commercial Terminal Operators, Lavatory servicing cart capable of serving the General Aviation and commercial service aircraft normally utilizing the Commercial Terminal apron, and capable of emptying into the Airport's lavatory dump station. Appropriate equipment for deicing aircraft normally utilizing the Commercial Terminal.

4.2.7.7 Personnel. Operator shall staff sufficient personnel to adequately and safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public. For Commercial Terminal Operators, the Commercial Terminal shall staff properly trained and qualified employees providing all required services. While on duty at the Airport, all Commercial Terminal personnel shall be clean, neat in appearance, courteous, and properly uniformed (excluding management and administrative personnel). Personnel uniforms must include the Commercial Terminal's company name and the employee's identification badges and shall at all times be professionally and properly maintained.

4.2.7.8 Full-Time Manager. For Commercial Terminal Operators, all activities shall be conducted under the guidance and supervision of a full-time, on-site Commercial Terminal Manager. Such person must be a highly qualified and experienced Commercial Terminal Manager vested with full power and authority to direct and conduct all matters pertaining to the day-to-day Commercial

4.2.7.9 Terminal operation. Such Commercial Terminal Manager shall be assigned to the Airport location and shall be available during normal business hours, also being on-call 24 hours per day in case of emergencies.

4.2.7.10 Line Service. For Commercial Terminal Operators, at least two (2) fully trained and qualified fuel service staff persons shall be on duty at all times while the facility is open for business. All fuel service personnel shall have successfully completed an approved line technician safety course. A National Aviation Transportation Association (NATA) course or equivalent is acceptable.

4.2.7.11 Customer Service. For Commercial Terminal Operators, at least one (1) customer service representative must be on duty to handle customers in Commercial Terminal facilities during normal business hours.

4.2.7.12 Hours of Operation Hours of Activity. The Operator shall be open and services shall be available during hours normally maintained by operators conducting similar activities and two hours prior and one hour after any schedule air carrier operation.

#### **4.2.8 Specialized Operators Performing More Than One Service**

Any Operator who wishes to perform more than one specialized aviation service but who will not meet the definition of a FBO must meet the Minimum Standards for each service that will be provided. However, the Operator may request, in writing, to utilize the same space, facilities, and/or employees to meet the standards by demonstrating that the space, facilities, and/or employees can adequately meet the needs of all activities. Approval will be at the sole discretion of the Airport Director.

#### **4.2.9 Independent Mechanics and Flight Instructors**

The applicant shall obtain an Aeronautical Services Operating permit from the Airport Director.

The applicant shall have such technical background and shall have demonstrated the technical capability to the satisfaction and in such manner as to meet with the approval of the Airport Director. This includes appropriate FAA certifications and stable work history. (Note: FAA certifications alone, without significant documented work history, will not meet this requirement.)

Demonstrate adequate resources to realize the proposed business objectives. This includes finances, tools, FAA manuals and documentation for the proposed business, and a credit report. Provide a communications plan allowing for responses to customers within a reasonable time.

## 5.0 VIOLATIONS AND ENFORCEMENT

5.1 Failure to comply with these Minimum Standards shall subject an Operator's agreement and privilege to operate at the Airport to suspension or termination, as provided by such agreement. Generally, upon written notice from the Airport Director that an Operator is violating or has violated a provision of these Minimum Standards, Operators are afforded a specified period of time to remedy such violation or become subject to other default provisions of their agreement, including possible termination thereof; or show cause as why additional time should be granted by the Airport Director to enable the Operator to complete a cure. Such appeals must be pursued in accordance with provisions specified in the Operator's agreement.

5.2 Individuals who feel they have been unfairly treated by this process or by interpretations or decisions by the Airport Director may submit a written request for review to the County Executive, who will make a final determination per Snohomish County Code 15.08.651.

5.3 Revocation or Suspension of Permit - The County may revoke or suspend any Operating Permit if it is determined that:

1. Operator has violated any provision of their Operating Permit, Rules and Regulations, these Minimum Standards, their lease, county code, and/or local, state, federal laws and has not made needed corrections in a timely manner as directed by the County;
2. Operator has given false or misleading information to the County during the application process;
3. Operator has intentionally or knowingly impeded a lawful inspection by the County or other operator authorized to inspect their facility or operations, or;
4. Operator has demonstrated an inability or unwillingness, through repeated violations of the their Operating Permit, these Minimum Standards, and/or the Rules and Regulations and/or failure to take appropriate or adequate corrective actions, in the manner and time frame as directed by the County.



## APPENDIX A – SCHEDULE OF MINIMUM INSURANCE

Below are the minimum insurance requirements for all Operators. Additional types of insurance coverage may be required for any Operator, based upon the nature of the service to be provided by the Operator and which is determined by Sponsor on a case-by-case basis.

The Operator, at its sole expense, must purchase or otherwise acquire, carry, and maintain at all times the levels of insurance coverage meeting Sponsor’s minimum requirements.

All insurance must be effected under valid and enforceable policies, issued by recognized, responsible insurers qualified to conduct business in the State of Washington, and which are well-rated by national rating organizations. All companies providing insurance policies required herein shall be appropriately licensed and shall have a financial rating of no lower than [A] as listed in A.M. Best’s Key Rating Guide (current edition or interim report). Companies with ratings lower than [A] will be acceptable only upon written consent of Sponsor.

Insurance policies must name the Operator as the insured, name Snohomish County and Seattle Paine Field International Airport as additional insureds with the specific language included in the policies, ***“Snohomish County, its officers, officials, agents and employees”*** with respect to general liability and automobile liability coverages. Insurance policies shall not have the ability to be canceled, terminated, or materially changed without at least thirty (30) days prior written notice from the Operator’s insurance carrier to Sponsor. Certificates evidencing such insurance must be submitted by the Operator to the Airport Director prior to commencement of service at the Airport and from then on at least fifteen (15) days prior to the expiration dates of expiring policies.

Sponsor reserves the right to request complete copies of any required insurance policy if deemed necessary to ascertain the details of coverage not provided by the Certificates.

Compliance with the insurance requirements contained herein is a continuing condition of the Operator’s rights to operate at the Airport. It is the Operator’s responsibility to submit updated policies annually to the Sponsor or whenever a policy is updated or renewed whichever should occur first. If the Operator fails to procure and maintain such insurance, Sponsor shall have the right, but not the obligation, to terminate the Operator’s right to operate at the Airport. The Sponsor may also take other actions to mitigate the lack of insurance, at Sponsor’s sole discretion.

The Operator waives any and all rights of subrogation for personal injury or property damage against Sponsor, its officers, officials, agents, and employees arising from its operations at the Airport. In addition, the Operator waives any rights of recovery it may have against Sponsor or their officers, officials, agents, and employees for insured losses occurring to any property insured Airport by the Operator in accordance with these Minimum Standards and its written agreement with Sponsor.

## Minimum Standards Matrix

APPENDIX A

	FIXED BASE OPERATORS		SPECIALIZED AERONAUTICAL SERVICE PROVIDERS					INDEPENDENT OPERATORS		
	Full Service FBO	Limited Service FBO	Aircraft Maintenance & Repair	Aircraft Sales	Aircraft Rental and Flight Instruction	Specialized Commercial Aeronautical Operator	Air Carrier, Air Taxi & Aircraft Charter	Flying Club	Independent Mechanic	Independent Flight Instruction
<b>REQUIRED SERVICES:</b>	Aviation fuel storage and sales, maintenance/repair of aircraft, terminal, passenger, aircraft, storage and line services including de-icing, ground power, lavatory, potable water, oxygen, and catering for Airplane Design Group I, II, and III aircraft.	Aviation fuel sales and maintenance/repair for aircraft 12,500 lbs or less MTOW; terminal, passenger, aircraft, storage, rental and flight instruction.	Airframe, power plant and accessory repair	GA Aircraft sales	Aircraft check out and rental; ground school and flight instruction for private pilot or other FAA ratings	Avionics & instrument repair, propeller service, refurbishment (paint/interiors), modifications, pilot shop, parts, supplies, or any other aeronautical activity not specifically addressed in Minimum Standards.	FAR Part 121 or Part 135 certificated aircraft operator	Club flying only, no revenue flights. See Airport Rules and Regulations.	Mobile airframe, powerplant, & accessory maintenance and inspection	Flight instruction for private pilot or other FAA ratings
<b>REQUIRED LAND:</b>	Minimum 16,000 sqft contiguous structure, including 12,000 sqft of hangar and 4,000 sqft dedicated to a terminal and office area, apron 200% of hangar, fuel storage	Minimum 16,000 sqft non-contiguous structure, apron 200% of hangar	Minimum 8,000 sqft hangar, apron 150% of hangar.	Minimum 5,000 sqft hangar with door openings capable of accommodating the largest aircraft in the Operator's fleet, apron 150% of hangar.	Sufficient to accommodate the total number of aircraft in the Operator's fleet.	Sufficient to accommodate the largest aircraft in the Operator's fleet or likely to be serviced by the Operator at the Airport, apron 150% of hangar.	Minimum 8,000 square feet or leased terminal space for passengers, baggage, offices, and other facilities for customer and employee use sufficient to accommodate the largest aircraft in the Operator's fleet, apron 150% of hangar.	Sufficient to accommodate the total number of aircraft in the Operator's fleet.	Must have approval from the Airport Director, or Designee.	Must have approval from the Airport Director, or Designee.
<b>PERSONNEL &amp; HOURS OF OPERATION:</b>	5:00 a.m. to 10:00 p.m. daily in summer months and 5:00 a.m. to 8:00 p.m. daily in winter months in winter months.	8:00 a.m. to 8:00 p.m. Monday through Friday and 8:00 a.m. to 6:00 p.m. on Saturday and Sunday in summer months and seven days per week in winter months.	One (1) FAA licensed A&P Mechanic available five days per week, eight hours per day, and be available after hours, on-call, with a response time not to exceed one hour.	The Operator shall employ at least one (1) licensed and current commercial pilot current in the types of aircraft offered for sale and available to the public five days per week, eight hours per day.	Aircraft Rental and/or Flight Instruction Operators shall employ at least one flight instructor available to the public five days per week, eight hours per day.	Operator shall staff sufficient personnel to adequately and safely carry out the activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public. The Operator shall employ at least one (1) Chief Pilot	Private Flying Clubs are not required to have regular business hours or a minimum number of employees, however they shall have a designated person that is available 24 hours per day, 365 days per year.	N/A	N/A	
<b>LIABILITY INSURANCE:</b>										
Airport/Aviation Commercial General Liability	Yes							Yes		No
Products & Completed Operations	Yes							Yes		Yes
Environmental Liability	Yes							No		No
Refueling	Yes	Yes						N/A		No
Automotive Airside	Yes							Yes		Yes
Hangarkeepers Liability	Yes							No		No
Aircraft/Passenger Liability	If applicable		No	If applicable			Yes	No	No	Yes

Adopted:

\_\_\_\_\_  
Airport Director  
Joshua Marcy