

**NORTH CAROLINA
GLOBAL TRANSPARK AUTHORITY**



**MINIMUM STANDARD REQUIREMENTS
FOR
AIRPORT AERONAUTICAL SERVICES**

**Adopted
April 24, 2013**

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SECTION 1 - DEFINITIONS

The following terms shall have the following meanings:

Aeronautical Service – any commercial activity or service conducted at the Airport that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance, and any other activities, which because of their relationship to the operation of aircraft can appropriately be regarded as an “aeronautical service”.

Agreement – (Agreement, Lease, or Lease 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 will recite the terms and conditions under which the activity will be conducted at the Airport including, but not limited to, term of the Agreement; rents, fees and charges to be paid; and the right and obligations of the respective parties.

Airframe and Power Plant Maintenance – the commercial operation of providing airframe and power plant services, which includes service, the repair, maintenance, inspection, constructing, and making of modifications and alterations to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul as defined in 14 CFR Part 43. This category of service also includes the sale of aircraft parts and accessories.

Airframe and Power Plant Mechanic (A&P) – A person who holds an aircraft mechanic certificate with both airframe and power plant ratings as authorized and described in 14 CFR Part 65.

Airport (Kinston Regional Jetport, ISO) – all of the Airport owned or leased real or personal property, building, facilities and improvements within the boundaries of said Airport, as it presently exists or as it may exist when it is hereafter modified, expanded or developed. “Airport” includes all of its facilities as shown on the most current and future Airport Layout Plan.

Airport Director – means the chief executive officer of the Authority, or their designee.

Airport Movement Area (AMA) – the runways, taxiways and other areas of an airport that are utilized for taxiing, air taxiing, takeoff and landing of aircraft.

Airport Operations Area or AOA – the area of the Airport used for aircraft landing, takeoff, or surface maneuvering including the areas around hangars, navigation equipment and communication facilities.

ALP – the currently approved Airport Layout Plan depicting the physical layout of the airport and identifying the location and configuration of current runways, taxiways, buildings, roadways, utilities, nav aids, etc.

Aircraft – any device used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, balloon or blimp.

Air Charter or Taxi – the commercial operation of providing air transportation of person(s) or property for hire by either on a charter basis or as an air taxi operator.

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.

Aircraft Operation – an aircraft arrival at, or departure from, the airport.

Aircraft Owner – a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.

Aircraft Parking and Storage Areas – those hangar and apron locations of the Airport designated by the Airport Director for the parking and storage of aircraft.

Aircraft Rental – the commercial operation of renting or leasing aircraft to the public for compensation.

Aircraft Sales – the sale of new or used aircraft through brokerage, ownership, franchise, distributorship or licensed dealership.

Airport Reference Codes – *FAA Advisory Circular 150/5300-13 Airport Design* defines the Airport Reference Code (ARC) as “a coding system used to relate airport design criteria to the operational and physical characteristics of the airplanes intended to use the airport.” The ARC is used to determine design dimensions for the various separation and safety standards, Runway Protection Zones and Object Free Zones dimensions, surface gradients, and threshold siting standards, etc.

Apron – those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft.

Authorized Areas of the Airport – means a common use area open to the Operator and all other similarly situated users of the Airport, or space under the exclusive control of the Authority or a tenant of the Authority in which the Operator is permitted to operate by the Authority or such tenant, as applicable.

Avionics Sales and Maintenance – the commercial operation of providing for the repair and service, or installation of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.

Based Aircraft – an aircraft which the owner physically locates at the airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage (i.e., more than 30 days).

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

Federal Aviation Administration (FAA) – the federal aviation agency established by the Federal Aviation Act of 1958, as amended, and re-established in 1967 under the Department of Transportation.

Federal Aviation Regulations (FAR) – regulations published by the FAA that governs the operation of aircraft, airways and airmen. Compliance with the FARs is mandatory. In 1996, all references to the FARs were changed to "14 CFR" (Title 14 of the Code of Federal Regulations).

Fixed Base Operator (FBO) – a "full service" commercial aeronautical business who is authorized to engage in the primary activities of aircraft refueling and aircraft maintenance and repair services, aircraft storage/hangar rentals, pilot lounge, passenger waiting area, and a minimum of two (2) of the following secondary activities: flight training, aircraft rental, aircraft charter or air taxi, avionics sales and service, aircraft sales, or provision of a pilot supply store and flight planning facilities.

Flight Training – the commercial operation of instructing pilots in dual and solo flight, in fixed or rotary wing aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots licenses and ratings. Flight training shall also include any portion of a flight between two or more airports or other destinations where the primary purpose is to increase or maintain pilot or crew member proficiency.

Flying Club – a non-commercial and nonprofit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club owners on a pro-rata share. The club's aircraft will not be used by other than bona fide members for rental and will not be used by anyone for commercial operations.

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

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 gasoline or any other type of fuel or fuel additive may be stored or loaded.

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

Hazardous Material – any substance, waste or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic or otherwise hazardous, and is or

becomes regulated as a hazardous material by any governmental authority, agency, department, commission, board or agency.

Minimum Standards – the qualifications which are established as the minimum requirements to be met as a condition for the privilege to conduct an Aeronautical Service on the Airport. All operators will be encouraged to exceed the minimums; none will be allowed to operate under conditions below the minimum. These minimum standards are not intended to be all-inclusive, as the operator of a commercial venture which is based on the Airport will be subject additionally to all applicable Federal, State and local laws, orders, codes, ordinances and other similar regulatory measures, including any Airport Rules and Regulations promulgated by the Authority.

Non-Movement Area – specifically designated portions of the AOA that may include aircraft loading ramps and aircraft parking areas.

North Carolina Global TransPark Authority (Authority) – a public body existing under the laws of the State of North Carolina, or its successor in interest.

Operational Areas:

1. **Landside** – those areas not involved in aircraft movement or operation.
2. **Airside** – those areas involved in any aircraft movement or operation, i.e., runways, taxiways, ramps, tie-down areas, hangar areas, etc.

Operator – a person or persons, firm, company, joint venture, partnership or corporation engaging in any Aeronautical Service on the Airport. An Operator may be classified as either a Fixed Base Operator (FBO) or a Specialized Aeronautical Services Operator (SASO).

Person – an individual, corporation, firm, partnership, association, organization and any other group acting as an entity, to conduct business on the Airport. Person includes a trustee, receiver, assignee or similar representative.

Repair Station – a Federal Aviation Administration approved facility utilized for the repair of aircraft. Activities may include repair and maintenance of airframes, power plants, propellers, radios, instruments and accessories.

Restricted Area – Any area of the Airport posted to prohibit entry or to limit entry or access to specific authorized persons.

Roadway – any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

Self-Service – aircraft refueling, repair, preventive maintenance, towing, adjustment, cleaning and general services performed by an aircraft owner or his/her employees on his/her aircraft with resources supplied by the aircraft owner.

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 and sales, and aircraft storage.

Sublease – A written agreement, approved by the Authority, stating the terms and conditions under which a third party Operator leases space from a Lessee for the purpose of providing aeronautical services at the Airport.

Taxilane – the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage areas.

Taxiway – a defined path established for the taxiing of aircraft from one part of the Airport to another.

UNICOM – a two-way communication system operated by a non-governmental entity that provides airport advisory information.

Vehicle Parking Area – any portion of the Airport designated and made available temporarily or permanently by the Authority for the parking of vehicles.

SECTION 2 - GENERAL INFORMATION

PURPOSE

These regulations prescribe Minimum Standards for Aeronautical Services at the North Carolina Global TransPark Authority's Airport (ISO). The purpose of the Minimum Standards is to establish a minimum acceptable level of service and by no means implies a right to provide services.

INTRODUCTION

Prudent and proper administration requires that standards establishing the minimum acceptable qualifications of participants, level and quality of service, and other conditions that will be required of those proposing to provide Aeronautical Services at the Airport be adopted. The requirement to impose standards on those proposing to provide Aeronautical Services at the Airport (ISO) is in the public interest. This requirement provides protection from irresponsible, unsafe or inadequate service.

The adoption and enforcement of such standards insures that the Operator is reasonably fit, willing and able to discharge both its service obligations to its customers and its economic obligations to the airport community, and thereby protects the aviation user, the public and the airport community. Therefore, standards established and applied promote economic stability by discouraging unqualified applicants and fostering the level of services desired by the public and the North Carolina Global TransPark Authority (Authority).

CONDUCT OF AN AERONAUTICAL SERVICE OPERATOR

It is the policy of the Authority to extend the opportunity for providing an Aeronautical Service to any entity meeting the Authority's published standards for that service, subject to availability of suitable space at the Airport to conduct such activities. The Authority's Master Plan provides the basis for determining whether suitable space is available.

APPLICABILITY

These Standards apply to any person or entity that provides one or more Aeronautical Services at Kinston Regional Jetport except that no provision of these Standards shall be deemed to prohibit any person from performing maintenance and fueling with respect to their own aircraft.

WAIVERS

The Authority may, in its sole discretion, waive all or any portion of the Minimum Standards set forth herein for the benefit of any government or governmental agency performing non-profit public services to the aircraft industry, or performing public services to the aircraft industry, or performing emergency medical or rescue services to the public by means of aircraft, or performing fire prevention or firefighting operations and law enforcement operations. The Authority may further temporarily waive any of the Minimum Standards for non-governmental Operators where the Authority, in its sole discretion, deems such waiver to be in the best

interest or welfare of the Airport's operation.

VIOLATIONS, PENALTIES AND PROCEDURES

If the Airport Director determines that any of these Minimum Standards have been violated by an entity operating on the Airport, and that he or she cannot resolve the matter satisfactorily by notice to, and discussion with, the offending Operator, then the Airport Director may take formal action against the offending Operator. Such action may include, but not limited to, reprimand, fines, suspension of airport operations by the Operator, or revocation of the Operator's right to conduct business at the Airport.

CATEGORIES OF AERONAUTICAL SERVICE OPERATORS

The following sets forth the categories of Aeronautical Service Operators at the Kinston Regional Jetport:

1. Full Service Fixed Base Operator (FBO)
2. Specialized Aeronautical Services Operator (SASO):
 - a. Air Carrier Fueler
 - b. Air Carrier Line Maintenance
 - c. Air Carrier Ramp Services
 - d. Air Carrier Passenger Services
 - e. Air Cargo Services
 - f. Aircraft Sales
 - g. Aircraft Airframe, Engine, and Accessory Maintenance and Repair
 - h. Aircraft Rental
 - i. Flight Training
 - j. Avionics, Instrument, Propeller Repair
 - k. Aircraft Charter and Air Taxi
 - l. Aircraft Storage
 - m. Specialized Commercial Flying Services
 - n. Multiple Services
3. Flying Clubs

REPLACEMENT OF EXISTING AIRPORT STANDARDS

These standards shall be deemed to be a replacement of the ***Minimum Standards for Airport Aeronautical Activities of the North Carolina Global TransPark Authority***, dated October 15, 1999, which were in effect immediately prior to the adoption of these standards. On or after the Effective Date of these Standards, any reference in any Authority agreement to such prior standards shall be deemed to be a reference to these Minimum Standards.

RIGHT TO AMEND STANDARDS

The Authority reserves the right to adopt such amendments to these Minimum Standards from time to time as it determines are necessary or desirable to reflect current trends of commercial airport activity and availability of property for lease, for the benefit of the general public or the operation of the Airport.

EFFECTIVE DATE

These Standards shall become effective on April 24, 2013.

APPROVED

Executive Director or Designee
NC Global TransPark Authority

Rick Barkes,
Airport Director

SECTION 3 - APPLICATION PROCEDURES

1. Application to perform Aeronautical Services must be made in accordance with these Minimum Standards and signed by all parties owning an interest in the business including each partner, director, or corporate officer. The Application is attached to this document as Appendix "A".
2. The original application, together with all required documentation, shall be submitted to:

**Airport Director
North Carolina Global TransPark Authority
2780 Jetport Road
Kinston, NC 28504**

3. Applicants shall furnish the following supporting documents as evidence of organizational and financial capability to provide the proposed activities:
 - a. Business Plan - a written proposal detailing the nature of the proposed Aeronautical Service to be provided, space and facility requirements and the proposed location on the Airport (see Appendix B).
 - b. Financial Statement - a current financial statement prepared in accordance with standard accounting principles by a certified public accountant (CPA). Applicant must submit a report from all principals for a corporation or partnership. The Airport shall be entitled to consider the financial statement in evaluating the applicant's financial ability to provide reasonable, safe and adequate Aeronautical Services to the public. The Authority, in its sole discretion with respect to a Specialized Aeronautical Services Operator, may require other types of financial information in lieu of financial statements prepared by a CPA.
 - c. Credit Report - a current credit report covering all business activities in which the applicant has participated within the past five years. Additional information may be requested on a case-by-case basis.
 - d. Personnel - a listing, with resumes, of key personnel to be assigned to the Authority, along with a description of their duties and responsibilities.
 - e. Evidence of Insurance with policy coverage; conditioned on the faithful performance of an agreement that conforms to the requirements of the Airport Authority's Insurance Requirements as outlined in these Minimum Standards (see Appendix C).
 - f. Where applicable, a copy of any signed written agreement/contract between the applicant and an airline currently serving Kinston Regional Jetport (ISO) indicating that the applicant meets the airline's standards for services to be provided.
 - g. The Authority reserves the right to request a deposit and/or charge a fee with

the submittal of the application to indicate the good faith intentions of the applicant and/or offset any costs incurred by the Authority in the approval of the application.

- h. Identify any and all bankruptcies relating to the entity, and the entity's principals.
- i. Disclose any and all documented violations by entity and/or entity's principals of Federal Aviation Administration Regulations.
- j. Such other information as the Authority may require.

ACTION ON APPLICATION

The Authority may deny any application, or reject proposal to operate any Aeronautical Service on the Airport, if, in its opinion, it finds any one or more of the following:

- a. The applicant does not meet published qualifications, standards and requirements established by these Minimum Standards.
- b. The applicant has supplied the Authority, or any other person, with false or misleading information or has failed to make full disclosure in their application or in the supporting documents.
- c. There is no appropriate, adequate or available space on the Airport to accommodate the applicant at the time of application.
- d. The proposed activity construction/development plans conflict with the Airport's Approved Airport Layout Plan, or which will create a safety hazard as determined by the Authority or by the FAA through the review Form 7460-1.
- e. The proposed activity construction/development requires the Authority to spend funds or to supply materials/manpower that the Authority is unwilling to spend or supply.
- f. The proposed activity construction/development will result in depriving existing Operators of portions of the area in which they are operating; will result in congestion of aircraft or buildings; or will unduly interfere with the operations of any present Operators, or prevent free access to such operations.
- g. The proposed activity or operations have been or could be detrimental to the Airport.
- h. The applicant has violated any of the Authority's Minimum Standards and/or Rules and Regulations, or the standards and regulations of any other airport, the Civil Air Regulations, the Federal Aviation Regulations, any other statutes, ordinances, laws or orders applicable to the Airport or any other airport.

- i. The applicant has defaulted in the performance of any lease or other agreement with the Authority.
- j. The applicant's credit report contains information that would create questions regarding the applicant's abilities to conduct the proposed operation, including but not limited to, delinquencies, judgments, and foreclosures.
- k. The applicant does not have, or appear to have, access to the operating capital necessary to conduct the proposed operation.
- l. The applicant is unable to obtain sufficient insurance, financial sureties or guarantors to protect the interest of the Authority, the FAA or other appropriate governmental entities.
- m. The applicant has been convicted of any crime, or has violated any local, state or federal laws.
- n. The Authority determines that the proposal is not in the best interest of the health, safety, welfare, necessity or convenience of the traveling public or airport.
- o. The applicant is unable to qualify for unescorted access to the Airport Security Areas as required by Title 49 of the Code of Federal Regulations Part 1542.209 or Part 1544.229. These requirements include criminal history records checks.

SECTION 4 - GENERAL REQUIREMENTS

For detailed information about land and facilities for lease, contact the Airport Director or Marketing Director at (252) 522-4929.

1. Land

- a. A Fixed Base Operator must lease property at the Airport sufficient to comply with the provisions of these Standards directly from the Authority. Each Fixed Base Operator shall lease from the Authority sufficient land to conduct its Aeronautical Services at the Airport, including, without limitation, sufficient land for hangars, buildings, aircraft and equipment parking and storage, automobile parking for both employees and customers, and pedestrian access to offices and lounges.
- b. A Specialized Aeronautical Services Operator may either lease such property directly from the Authority, or sublease from another airport tenant, subject to approval by the Authority in accordance with the provisions of the applicable lease documents.

2. Hangars and Other Buildings

The Operator shall lease or construct hangar facilities for aircraft storage and lease, and lease or construct sufficient buildings to accommodate offices and shops to support their activities on the Airport.

3. Aircraft Parking Apron

The Operator shall lease or construct sufficient paved aircraft parking apron within its leasehold premises to meet the applicable standard for their aeronautical activity. The Operator shall provide any paved taxiways or taxilanes required for access to the Airport's taxiway system.

4. Equipment

- a. The specific equipment requirements specified in these Standards shall be deemed satisfied if the Operator owns, leases or otherwise has sufficient access to the equipment to provide the applicable Aeronautical Services promptly on demand without causing any flight delays or other operational impacts on aircraft at the Airport.
- b. If required by the Authority rules and regulations all vehicles operating at the Airport shall have required permits and registrations, including permits for operation on the Air Operations Area.
- c. All vehicles operating at the Airport shall be clearly designated with the name of the Operator on the vehicle.

5. Personnel and Training

- a. All non-management personnel in the Air Operations Area shall be suitably uniformed, and the uniform shall identify the name of the Operator providing the service.
 - 1. At all times an adequate number of qualified and, where applicable, licensed employees shall be on duty to provide a level of service consistent with these Standards.
 - 2. When any Aeronautical Services are being performed, at least one qualified supervisor shall be on duty.
- b. 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.

6. Contract Security

The Operator shall, prior to commencing operations at the Airport, provide Authority with a cash deposit, contract bond, irrevocable letter of credit or other security acceptable to the Authority ("Contract Security") to guarantee the faithful performance by the Operator of its obligations under the Standards and its Operating Agreement with the Authority. At a **minimum**, a \$5,000 deposit or the equivalent of three (3) months fees and charges to be payable by the Operator to the Authority, whichever is greater. In its sole discretion, the Authority reserves the right to increase the required deposit amount.

7. Insurance Requirements

The Operator shall procure and maintain continuously in effect throughout the term of its activities upon the Airport at Operator's sole expense, insurance of the types and in at least such minimum amounts as set forth in this document (see Appendix C).

a. Policy Change

All Agreements shall require a minimum of thirty (30) days prior written notice of any adverse material change in Contractor's required insurance coverage.

b. Insurer Ratings

All Operating Agreements shall require Operators to obtain all required insurance coverages from insurance companies that are approved to issue insurance policies in the State of North Carolina.

c. Indemnity

All Agreements shall contain a hold harmless and indemnity agreement in favor of the Authority.

d. Additional Insured

All insurance that the Operator is required by the Authority to carry and keep in force shall include an additional insured endorsement, except Professional Liability and Workers' Compensation Insurance. Any such endorsement shall include as additional insureds, the North Carolina Global TransPark Authority (including, without limitation, members of the Authority's Board, officers, agents, and employees).

e. Evidence of Insurance

All Agreements that specify a minimum insurance requirement shall require the Operator to provide Evidence of Insurance in the form of a current ACORD certificate of insurance or its equivalent executed by the insurer, or its agent or broker, evidencing that a policy of insurance and any endorsements required have been issued, together with a Statement of Agent/Broker form executed by the Agent/Broker.

f. Automobile Liability Insurance

- i. Each Operator operating one or more motor vehicles on the Authority's premises in the performance of their work shall purchase and maintain Automobile Liability Insurance in the amounts set forth in these Minimum Standards.
- ii. Operators having unescorted access to the AOA at the Authority shall purchase and maintain Automobile Liability Insurance in accordance with Exhibit C.

g. General Liability Insurance

Each Operator at the Authority shall maintain Commercial General Liability Insurance in accordance with Exhibit C. The Commercial General Liability Insurance policy for an Operator that operates a hangar facility shall include Hangar Keeper's Legal Liability Insurance.

h. Umbrella Liability Insurance

The minimum policy limit requirements under the Authority's policy may be met by a primary Liability Insurance Policy and an Umbrella or Excess Liability Policy.

i. Waiver of Subrogation

All contracts requiring Property Insurance shall contain a waiver of subrogation

clause in favor of the Authority.

j. Workers' Compensation and Employers Liability Insurance

All Operators that have employees working on Authority property shall purchase and maintain Workers' Compensation and Employer's Liability Insurance. Policy limits of Employer's Liability Insurance shall not be less than \$100,000 "each accident," \$500,000 "disease policy limit," and \$100,000 "disease each employee." If the Operator is self-insured, the Operator shall provide proof of self-insurance and authorization to self-insure as required by applicable state laws and regulations. In lieu of Workers' Compensation and Employer's Liability coverage, an Operator may present a valid Certificate of Exemption to the Authority for all employees working on Authority property unless an employee is a member of an excluded class under the North Carolina Workers Compensation law.

k. Exceptions/Waivers

As may be necessary or in the best interests of the Authority to increase competition, reduce the Authority's expenses, or as otherwise may be deemed appropriate under the circumstances, the Airport Director or his Designee may waive, reduce, or otherwise modify any of the requirements of the Authority's Insurance Requirements, including, without limitation, reducing policy limit requirements, waiving certain coverage, or authorizing larger self-insured retentions.

8. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for Kinston Regional Jetport. The Airport reserves the right to impose additional security measures based on internal security assessments at any time.

9. Operating Agreement

No applicant may provide an Aeronautical Service at the Airport until entering into a written Agreement with the Authority. The Agreement shall be in a form acceptable to the Authority, shall specify which types of Aeronautical Services the Operator is authorized to provide, and shall contain, without limitation, provisions for fees payable to the Authority, insurance, indemnification, and a security deposit or other form of contract security as required in these Standards.

10. Subcontracting

- a. A Fixed Base Operator shall not subcontract any fueling services. Subject to the prior written approval of the Authority, which may be withheld in the Authority's and unfettered discretion, an FBO may subcontract any other Specialized Aeronautical Services Operator Services. In determining whether to grant or deny such approval, the Authority may consider such factors as it deems to be

pertinent and may impose such conditions, as it shall deem to be pertinent.

- b. Notwithstanding the approval by the Authority, all subcontractors to a Fixed Base Operator must comply with all provisions of these standards and the FBO shall remain fully responsible to the Authority for ensuring that any subcontracted Aeronautical Services are performed in accordance with all of the provisions of these Standards.
- c. Specialized Aeronautical Services Operators may not subcontract any of the services they are authorized to provide.

11. Required Fees and Payments

The exact fees and payments due to the Authority will be determined on an individual basis and incorporated into a Lease/Operating Agreement.

SECTION 5 - MINIMUM STANDARDS

The following standards have been developed after consideration of the above elements with attention to their applicability at the North Carolina Global TransPark Authority. The standards are grouped according to the specific type of activities to which they pertain and any applicant desiring to provide these services at the Airport must meet the standards pertaining to that type of aeronautical service.

The standards set forth herein are the minimum which the Authority will require in agreements authorizing an entity to provide an Aeronautical Service at the Airport, and, unless specifically limited herein, do not preclude the applicant from seeking greater operating authority than the minimum required.

The Authority reserves the right to adjust and/or combine the square footage of building space or area required herein for each Aeronautical Service if more than one Aeronautical Service is to be provided by one entity.

The Authority reserves the right to review and amend these Minimum Standards as necessary.

SECTION 6 - FIXED BASE OPERATOR

This section sets forth the minimum standards for a "full service" Fixed Base Operator (FBO) at the North Carolina Global TransPark Authority's Kinston Regional Jetport (ISO).

STATEMENT OF CONCEPT

A Fixed Base Operator engages in and furnishes a full range of aeronautical activities and services to the public, which shall include, as a minimum, the following:

1. Aviation Fueling and Line Services

Only Fixed Base Operators (Full Service) shall be permitted to engage in the public business of sales and dispensing of aviation fuels. No other Operator shall be permitted to engage in these specific aeronautical business activities.

2. Passenger Transportation

Gratuitous passenger transportation services between the Leased Premises and other places of origin and destination on the Airport for the FBOs patrons arriving on non-commercial aircraft.

3. Emergency Assistance

Emergency assistance is available to disabled aircraft on the Airport, including towing or transporting of disabled aircraft having a gross landing weight not in excess of 60,000 pounds to the Leased Premises, at the request of the owner or operator of the disabled aircraft or the Authority.

4. Collection Agent

Collection agent when requested by the Authority, with respect to fees applicable to any aircraft arriving at the Airport, excluding aircraft owned by or leased to a certificated air carrier holding an agreement with the Authority for use of the Airport.

5. Other Services

In addition to aircraft refueling, the FBO must provide aircraft maintenance and repair services, aircraft storage/hangar rentals, a pilot lounge, passenger waiting area, and at least two (2) of the following specialized services, either directly or through an approved sublessee:

- a. Aircraft Sales
- b. Aircraft Rental
- c. Flight Training
- d. Avionics Sales and Service
- e. Aircraft Charter
- f. Air Taxi

g. Pilot Supply Store and Flight Planning Facilities

MINIMUM STANDARDS

1. Land

Must lease enough land to provide adequate space for: hangars and other buildings; paved private auto parking; paved aircraft apron; paved pedestrian walkways; fuel storage facilities; and all storage, servicing utilities and support facilities.

2. Hangars and Other Buildings

- a. Must lease or construct building to provide a minimum of 20,000 square feet for aircraft storage and maintenance, and an additional 5,000 feet shall be constructed for shops areas and spare parts storage .
- b. Must lease or construct 4,000 additional square feet of lounge, offices, flight planning facilities, pilot waiting areas, public restrooms and telephone facilities.

3. Aircraft Parking Apron

The aircraft parking apron must be a minimum of 200,000 square feet.

4. Fuel Storage Facilities

- a. Land for underground or above-ground fuel storage tanks to be constructed and operated in accordance with all applicable environmental requirements and FAR Part 139.321 requirements on the FBO's leased premises.
- b. The total capacities shall be at least 30,000 gallons for Jet A and 10,000 gallons for 100LL to assure an adequate supply at all times. The FBO shall be required to provide both Jet A and 100LL fuels.
- c. The storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel spill containment and countermeasures control plan.
- d. The FBO shall be required to undertake, at its expense, any environmental testing which the Authority may request from time to time, and any remedial actions which the Authority may determine to be necessary or appropriate as a result of such testing. The FBO is responsible for compliance with all local, state and federal environmental laws, and remediation of any environmental violations at the premises.

5. Mobile Dispensing Equipment

- a. The FBO shall provide at least two (2) metered filter-equipped mobile dispensing trucks for dispensing the two (2) types of fuel, with separate dispensing pumps and meters required for each type of fuel.
- b. At least one (1) of the mobile dispensing trucks contain Jet A fuel with a capacity of at least 1,500 gallons.
- c. The remaining mobile dispensing truck shall be for aviation gasoline with a capacity of at least 500 gallons to assure adequate service.
- d. All dispensers must have bottom-refilling capabilities and jet fuel dispensers must have single point refueling capabilities.
- e. All equipment shall be maintained and operated in accordance with OSHA, Local, State, and Federal regulations, and FAA regulations, including but not limited to FAR Part 139.321 with metering devices subject to independent inspection.

6. Aircraft Service Equipment

The FBO shall procure and maintain tools, jacks, tugs, towing equipment, tire repairing equipment, ground power units, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies on request, fire extinguishers, mobile passenger stairs (on request) chocks, ropes, tie-down supplies, crew and passenger courtesy transportation vehicles and a "Follow-Me" vehicle, as appropriate and necessary for the servicing of aircraft types normally expected to use the airport.

7. Hours of Operation

All FBOs shall provide aircraft fueling and line services at a minimum from 7:00 a.m. to 7:00 p.m. EST, every day, including holidays or such other hours as may be mutually agreed upon in writing by the Authority and FBO. On call service is required during hours of darkness.

8. Personnel and Training

- a. Line Service: At least two (2) fully trained and qualified fuel service person and one (1) person to act as a qualified supervisor, customer service representative, ramp attendant, landing/parking fee collector and dispatcher shall be on duty during normal business operating hours.
- b. Maintenance: At least one (1) FAA-licensed aircraft mechanic shall be made available promptly upon request. This requirement can be met by contract with a Specialized Aeronautical Services Operator authorized to conduct Aircraft Maintenance at the Airport.
- c. All fuel service personnel shall be suitably uniformed with the name of the FBO thereon.
- d. All fuel service personnel shall have successfully completed a National Aviation

Transportation Association (NATA) approved line technician safety course or similar fuel safety course provided by a major fuel company supplier approved by the Federal Aviation Administration for compliance with FAR Part 139 and all applicable FAA Advisory Circulars. Fuel Service Personnel must be recertified every 3 years or as required by FAA regulations and Advisory Circulars.

SECTION 7 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR
- AIR CARRIER FUELING

STATEMENT OF CONCEPT

An Air Carrier Fueler is a person, firm, corporation or other entity acting as the "Into-Plane Agent" of a Signatory or Non-Signatory air carrier at the terminal gates. An Air Carrier Fueler provides the following services:

- a. The into-plane delivery and quality control of contract aviation fuel of all grades ordinarily used and required by Signatory and Non-signatory air carriers serving Kinston Regional Jetport, and,
- b. The delivery of aviation oils and lubricants of all types and grades ordinarily required by Signatory and Non-signatory air carriers utilizing the Airport.

MINIMUM STANDARDS

1. Experience

An Operator proposing to engage in air carrier fueling shall have a minimum of 5 years experience fueling air carrier aircraft. At the time of application, the Operator must have at least two (2) other fueling operations at non-hub or larger airports.

2. Facilities

- a. An Operator performing air carrier fueling shall have executed a agreement with the Airlines.
- b. This Operator will be required to lease or sublease space at the Airport in support of its activities. The type and amount of space would be dependent on the size of the operation. An example of the type of space required to be leased is: office area, operations area and breakroom. In addition, additional space away from the terminal area must be leased to park, store and maintain equipment when it is not actually being used.

3. Equipment

- a. An Operator performing air carrier fueling shall maintain equipment in sufficient quantities and of sufficient type to service all aircraft handled by the Operator.
- b. A dedicated fuel spill team consisting of a minimum of two properly trained individuals with a sufficient supply of absorbent materials and the vehicular means to transport this material for the immediate containment and subsequent clean up of a fuel spill and proper disposal of any hazardous waste created by any fuel spill. The training requirements, methods of disposal and clean up are all subject to approval by the Airport Director of his/her Designee.

- c. Any deviations from this portion of the Standards may be requested in writing for the Authority's consideration.

4. Hours of Operation

The Operator shall provide services in a timely manner during the hours specified by the air carrier.

5. Personnel and Training

- a. The Operator shall have in its employ, and on duty during the appropriate business hours, sufficient trained personnel to meet the airline's requirements.
- b. The Operator shall have a duly appointed supervisor during business hours with the authority to represent and act for and on the behalf of the Operator.
- c. All employees will be in uniform with the name of the company prominently displayed.

6. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

7. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for the Kinston Regional Jetport. The Airport reserves the right to impose at any time additional security measures based on internal security assessments.

8. Operating Agreement

- a. An Operator in this category may contract directly with and provide services to any Signatory or Non-Signatory Air Carrier at ISO provided they shall:
 - i. Execute an Operating Agreement with the Authority and provide the Authority with all necessary documents and deposits as outlined in the Operating Agreement.
 - ii. Execute a Agreement with the Airline and the Authority.
- b. Each Operator shall provide the Authority with a copy of all signed written agreements or contracts with airlines currently serving ISO.
- c. Each Operator shall advise the Authority within five (5) working days of any changes in their agreements or contracts with any airline by using the form

supplied in these Standards.

9. Required Fees and Payments

- a. This category of Operator may be required to pay an annual privilege fee to the Authority for the right to dispense fuel at the terminal gates.
- b. Information relative to other rental fees and charges applicable to the aeronautical services included herein will be made available to the prospective Operator at the time of application. [NOTE: This information is not yet developed. Hope is that it will not be needed until later.]

SECTION 8 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR
- AIR CARRIER LINE MAINTENANCE

STATEMENT OF CONCEPT

An Aircraft Line Maintenance Operator is a person, firm, corporation or other entity that provides routine and non-routine line maintenance in accordance with an Air Carrier's instructions and procedures. These Operators are mobile and often provide their services from a step van that is a well-equipped mobile workshop.

MINIMUM STANDARDS

1. Facilities

The actual facilities will depend on the services rendered to the airlines and the availability of space at the Airport. Equipment parking needs will likewise be handled individually. However, due to the limited space for equipment and vehicle parking on the Airside, all vehicles are to be removed from the AOA between service calls.

2. Equipment

- a. The Operator shall have all of the tools and equipment required to perform the services outlined in the Operator's contract with the Air Carrier, unless they are provided by the Air Carrier.
- b. The Operator will provide certification from the Air Carrier to the Authority in writing that the company is qualified and properly trained to perform the services required.

3. Hours of Operation

The Operator shall provide services in a timely manner during the hours specified by the air carrier.

4. Personnel and Training

- a. The Operator shall have in its employ, and on duty during the appropriate business hours, sufficient trained personnel to meet the airline's requirements.
- b. The Operator shall have a duly appointed supervisor during business hours with the authority to represent and act for and on the behalf of the Operator.
- c. All employees will be in uniform with the name of the company prominently displayed.

5. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

6. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for the Kinston Regional Jetport. The Airport reserves the right to impose at any time additional security measures based on internal security assessments.

7. Operating Agreement

An Operator in this category may contract directly with and provide services to any Signatory or Non-Signatory Air Carrier at ISO provided they shall:

- a. Execute an Operating Agreement with the Authority and provide the Authority with all necessary documents and deposits as outlined in the Operating Agreement.
- b. Each Operator shall provide the Authority with a signed copy of all agreements or contracts with an airline(s) serving the Airport.
- c. Each Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any airline(s) by using the form supplied in these Standards.

8. Required Fees and Payments

Information relative to rental fees and charges applicable to the aeronautical services included herein will be made available to the prospective Operator at the time of application.

SECTION 9 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR **- RAMP SERVICES**

STATEMENT OF CONCEPT

A Ramp Services Operator is a person, firm, corporation or other entity that engages in providing the following services to the airlines at the terminal facilities. The actual services to be provided will vary from airline to airline. This list is not intended to be all-inclusive and is provided as an example of the types of services that are typical of this category.

- Aircraft Marshalling
- Aircraft Parking
- Ramp to Flight Deck Communication
- Loading and Unloading of Passengers or Baggage
- Starting of Aircraft
- Moving of Aircraft
- Exterior Cleaning
- Interior Cleaning
- Lavatory Service
- Water Service
- Cooling and Heating
- Cabin Equipment and Inflight Entertainment Material
- Storage of Cabin Material
- Flight Operations and Crew Administration
- Baggage Handling

MINIMUM STANDARDS

1. Facilities

- a. Shall lease space to provide for storage of ramp equipment when it is not in use.
- b. Shall have access to an area designated as a "Flight Planning Room" for crews of commercial air carriers serviced by the operator. This room shall be available 24 hours per day, seven days per week.

2. Equipment

Shall maintain equipment in sufficient quantities and type to provide the services desired by the airline and to service all aircraft used by the airline at ISO.

3. Hours of Operation

Shall have services available as required by the airline.

4. Personnel

- a. At least one Supervisor, with a minimum of five (5) years experience, on duty when customer's aircraft is on the ground.
- b. All personnel shall be properly uniformed with the company name prominently displayed.

5. Contract Security

As specified in the Operating Agreement.

6. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

7. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for Kinston Regional Jetport. The Airport reserves the right to impose at any time additional security measures based on internal security assessments.

8. Operating Agreement

- a. Execute an Operating Agreement with the Authority and provide the Authority with all necessary documents and deposits as outlined in the Operating Agreement.
- b. Each Operator shall provide the Authority with a signed copy of all agreements or contracts with airline(s), currently serving the Airport.
- c. Each Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any airline(s) by using the form supplied in these Standards.

9. Required Fees and Payments

In accordance with the provisions of the applicable Fee Schedule or Operating Agreement.

SECTION 10 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR
PASSENGER SERVICES

STATEMENT OF CONCEPT

Passenger Services are those activities that may be contracted out by an air carrier to assist their passengers arriving at or departing from the terminal facilities. Typical activities to include the following:

1. Representation and Accommodation

- a. If required, arrange guarantee or bond to facilitate the Carrier's activities.
- b. Liase with local authorities.
- c. Indicate that the Operator is acting as an agent for the Carrier.
- d. Inform all interested parties concerning movements of the Carrier's aircraft.
- e. Effect payment, on behalf of the Carrier.

2. General Services

- a. Inform passengers and/or public about time of arrival and/or departure of Carrier's aircraft and surface transport.
- b. Make arrangements for stopover, transfer and transit passengers and their baggage and inform them about services available at the airport.
- c. Provide or arrange for special equipment, facilities and specially trained personnel for assistance to:
 1. Unaccompanied minors
 2. Disabled passengers
 3. VIPs
 4. Deportees
 5. Others
- d. Take care of passengers when flights are interrupted, delayed or cancelled according to instructions given by the Carrier. If instructions do not exist, deal with such cases according to the practice of the airline's governing tariffs.
- e. If applicable, arrange storage of baggage in the Custom's bonded store if required.
- f. Notify the Carrier of complaints and claims made by the Carrier's clients and process such claims, as mutually agreed.
- g. Handle lost, found, damaged property matters and storage as mutually agreed.
- h. Report to the Carrier any irregularities discovered in passenger and baggage

handling.

- i. Provide or arrange for:
 - 1. Check-in position(s)
 - 2. Service counter(s)/desk(s) for other purposes
 - 3. Lounge facilities
- j. Provide or arrange for personnel and/or facilities for porter service.

3. Arrival/Departure Services

- a. Passenger ticketing and seat assignments.
- b. Baggage tagging.
- c. Boarding information and ticket lift.
- d. Supervision of passengers while on the ramp.
- e. Passenger supervision for U.S. Immigration and Customs Enforcement Services (ICE) when needed.
- f. Supervision and responsibility for tour operators who may be present.
- g. Posting for the public the flight number and the name of the airline, tour operator and handling companies for each flight handled by the operator.
- h. Other passenger services as may be approved by the Authority.
- i. Direct passengers from aircraft (through controls, if required) to connecting flights or to the landside terminal baggage claim area.
- j. Compliance with all TSA Security Directives.

MINIMUM STANDARDS

1. Facilities

- a. Have access to the Authority ticket counters.
- b. Lease or sublease office space for supervisory and support personnel.
- c. Shall maintain sufficient numbers of wheelchairs and aisle chairs as required by the airline and/or Authority.
- d. Shall have access to the Authority loading bridges and received training in the operation of this equipment.
- e. Shall have access to an Authority approved baggage make-up and claim area.
- f. Shall lease a designated area for lost and damage baggage. Airline leased space may be used to meet this requirement.

2. Equipment

Operator shall have the usual and typical equipment, either owned or leased, for providing the services necessary to the airline.

3. Hours of Operation

Operator shall have services available as required by airline and the capability to handle

early or late flight operations as directed by either the airline or the Authority.

4. Personnel and Training

- a. While providing passenger-handling services, the operator shall have at least one supervisor on duty, with a minimum of one-year experience.
- b. Employees engaged in passenger handling shall be trained in and familiar with:
 - 1. Passenger ticketing and check-in services
 - 2. ICE rules and procedures when needed.
 - 3. Kinston Regional Jetport's (ISO) ground transportation system and the services available for the handicapped.
 - 4. Such employees shall possess the recommended foreign language capability for foreign flights
 - 5. Common Use Terminal Equipment (CUTE)
 - 6. Security requirements as required by the TSA, Carrier or Authority
 - 7. Other as required by the Airline
- c. All personnel shall be uniformed with the company name prominently displayed.

5. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

6. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for the Kinston Regional Jetport. The Airport reserves the right to impose at any time additional security measures based on internal security assessments.

7. Operating Agreement

- a. Execute an Operating Agreement with the Authority and provide the Authority with all necessary documents and deposits as outlined in the Operating Agreement.
- b. Each Operator shall provide the Authority with a signed copy of all written agreements or contracts with airline(s), currently serving the Airport.
- c. Each Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any airline(s) by using the form supplied in these Standards.

8. Required Fees and Payments

In accord with the provisions of the applicable Fee Schedule or Operator Agreement.

**SECTION 11 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR –
AIR CARGO SERVICES**

An Air Cargo Services Operator may provide either of the following types of air cargo services:

1. Air Cargo Handler

An Air Cargo Handler is a person(s), firm(s) or corporation(s) engaged in the business of loading or unloading air cargo (excluding passenger baggage, and also excluding over-the-counter items weighing less than 70 pounds and handled over the ticket counter in the passenger terminal) on or off an aircraft. An owner or operator of an aircraft that uses its own employees to load or unload air cargo on or off such aircraft shall not be considered an Air Cargo Handler as defined herein.

2. Cargo Warehouse Operator

A Cargo Warehouse Operator is a person(s), firm(s) or corporation(s) engaged in the business of processing air cargo through a warehouse located on the Airport, who takes care of the administrative control of the air cargo and performs the physical handling and control of such air cargo on behalf of an airline, agent, customs house broker, consolidator, break bulk agent, handling agent, shipper or consignee or other party. The Cargo Warehouse Operator may also provide or arrange for the surface transportation of air cargo to and from an aircraft for a customer, but may not engage in the business of loading or unloading air cargo on or off an aircraft unless the Cargo Warehouse Operator meets the minimum standards to provide such service and has executed an Agreement with the Authority authorizing such service.

MINIMUM STANDARDS

1. Facilities

a. The Air Cargo Handler must have adequate facility space available at the Airport to store its equipment, to operate its business, and to accommodate its employee parking requirements. Minimum space and facilities requirements in order to service aircraft of the size described below are as follows:

1. Antonov/C-5	5,500 square feet
2. DC8/Widebody Aircraft	4,500 square feet
3. Boeing 707/757	3,750 square feet
4. Boeing 727/Electra/Convair/Martin Class	3,000 square feet
5. Small/Feeder Cargo Aircraft	2,000 square feet

The Airport reserves the right to review this requirement on a case-by-case basis.

b. The Cargo Warehouse Operator must lease or sublease a minimum of 2,000 square feet of combined warehouse and office space at the Airport plus adequate space to store equipment to operate its business and to accommodate

its employee parking requirements. An Operator in this category may satisfy these standards if it performs its services pursuant to a written agreement with a Signatory airline under which the Operator has the right to use at least the minimum space required under these standards to provide its services to a third party from the Signatory airline's space. This agreement must be approved by the Authority.

2. Equipment

- a. The Air Cargo Handler must have the use of sufficient and appropriate equipment to serve the customer's aircraft. The following **minimum** equipment list shall serve as a guideline:
 1. Three baggage tugs and tow bars for baggage equipment and freight carts
 2. Two lower deck container/pallet loaders
 3. One main deck container/pallet loader
 4. 28-pallet dollies and 16 container dollies or an equal amount of equivalent equipment
 5. One belt loader
 6. Non-motorized equipment, including but not limited to, freight carts and aircraft tow bars.

The Airport reserves the right to review this requirement on a case-by-case basis.

- b. The Cargo Warehouse Operator must have the use of the following minimum equipment:
 1. One floor scale certified by the State of North Carolina in accordance with applicable legal requirements
 2. One forklift, having a minimum 5,000 lb. rating, LP gas or electric with pneumatic tires or equivalent
 3. If surface transportation of cargo is provided, one tug, having a minimum 5,000 lb. draw bar pull or equivalent.

3. Hours of Operation

Shall have services available as required by the Authority and/or to properly service customers.

4. Personnel and Training

Shall have sufficient uniformed personnel to provide the services desired by the customer.

5. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

6. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for the Kinston Regional Jetport. The Airport reserves the right to impose at any time additional security measures based on internal security assessments.

7. Operating Agreement

- a. Execute an Operating Agreement with the Authority and provide the Authority with all the necessary documents and deposits as outlined in the Operating Agreement.
- b. Provide the Authority with a signed copy of all agreements or contracts with airline(s) currently serving the Airport.
- c. Each Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any airline(s) by using the form supplied in these Standards.

8. Required Fees and Payments

- a. The Air Cargo Handler shall pay the Authority a minimum monthly payment of the greater of ten percent (10%) of Gross Receipts or One Hundred Dollars (\$100.00). Without limiting anything herein, Gross Receipts shall include: operations conducted at a ramp that is leased to such Air Cargo Services Operator or any ramp areas at the Airport. Air Cargo Services Operator's Gross Receipts shall be computed and audited in accordance with the provisions of the Operating Agreement.
- b. In the event of conflict between the provisions of said Operating Agreement and generally accepted accounting principles or general accepted auditing standards, the provisions of the Operating Agreement shall control, and the provisions of the Operating Agreement shall not be limited by such principles or standards.
- c. The Cargo Warehouse Operator shall pay the Authority a monthly payment of One Hundred Dollars (\$100.00) as a privilege fee.

SECTION 12 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR – AIRCRAFT MAINTENANCE AND REPAIR

STATEMENT OF CONCEPT

An Aircraft Maintenance Operator is a person, firm, corporation or other entity providing maintenance, repair, rebuilding, alteration and/or inspection of an aircraft or any of its component parts. An Aircraft Maintenance Operator must be certified by the Federal Aviation Administration under FAR 145 to perform aircraft maintenance and shall provide only those maintenance and inspection services permitted by its FAA certification. This category shall also include the sale of aircraft parts and accessories, but such is not an exclusive right.

MINIMUM STANDARDS

1. Land

The Operator shall lease enough land to provide space for hangars and other buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities.

2. Hangars and Other Buildings

The Operator shall lease or construct hangar facilities providing at least 5,000 square feet for maintenance and storage of aircraft. In addition to the hangar, the Operator must provide adequate and properly illuminated and conditioned space for offices and shops.

3. Aircraft Apron

The Operator shall lease paved aircraft parking and storage area to support its activities.

4. Aircraft Service Equipment

- a. The Aircraft Maintenance Operator shall at all times maintain an adequate supply of all necessary parts, equipment and accessories.
- b. One aircraft tug of sufficient power or braking weight to handle any aircraft that the operator is permitted to service under the operator's FAA certificate.
- c. All of the tools and equipment required under the operator's FAA certificate.

5. Hours of Operation

- a. Shall have the Lease of Premises open and services available at least eight (8) hours a day, five (5) days a week with a 24-hour emergency contact telephone number.

- b. The Operator shall provide for services during off-hours through an “on-call” system.

6. Personnel and Training

- a. The 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 set forth in a safe and efficient manner, but never less than one (1) person currently certified by the FAA with ratings appropriate to the work being performed, and who holds an airframe, power plant or an aircraft inspector rating, plus one (1) additional person not necessarily rated.
- b. The Operator shall maintain during business hours, a qualified person in charge to supervise its operations on the Airport and with the authorization to represent and act for and on behalf of the Operator.

7. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

8. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for the Kinston Regional Jetport. The Airport reserves the right to impose at any time additional security measures based on internal security assessments.

9. Operating Agreement

Execute an Operating Agreement with the Authority and provide the Authority with all the necessary documents and deposits as outlined in the Operating Agreement.

10. Required Fees and Payments

As specified in the Operating Agreement.

SECTION 13 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR
- AIRCRAFT SALES

STATEMENT OF CONCEPT

1. **New Aircraft Sales:** An aircraft sales Operator engages in the sale of new aircraft through franchises or licensed dealerships (if required by local, county or state authority) or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or used aircraft; and provides such repair, services and parts as necessary to meet any guarantee or warranty on aircraft sold.
2. **Used Aircraft Sales:** Many companies engage in the purchasing and selling of used aircraft. This is accomplished through various methods including matching potential purchasers with an aircraft (brokering), assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. Sometimes these companies also provide such repair, services and parts as necessary to support the operation of aircraft sold. Some of the requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique operational history.

MINIMUM STANDARDS

1. Land

The Operator shall lease enough land to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities.

2. Hangars and Other Buildings

The Operator must provide a minimum of 5,000 square feet of hangar storage space, as well as illuminated and conditioned space for offices and public areas.

3. Aircraft Apron

The Operator shall lease paved aircraft parking and storage area to support its activities.

4. Aircraft Service Equipment

The sales entity shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period and shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The Operator engaged in the business of selling new aircraft shall have available a representative example of the product.

5. Hours of Operation

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week.

6. Personnel and Training

The company 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 set forth in an efficient manner. They shall also maintain, during all business hours, a responsible person in charge to supervise the operations in the leased area with the authorization to represent and act for and on behalf of the firm, and provide the pilot with the proper check ride certification and qualifications for each aircraft sold.

7. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

8. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for the Kinston Regional Jetport. The Airport reserves the right to impose at any time additional security measures based on internal security assessments.

9. Operating Agreement

Execute an Operating Agreement with the Authority and provide the Authority with all the necessary documents and deposits as outlined in the Operating Agreement.

10. Required Fees and Payments

As specified in the Operating Agreement.

SECTION 14 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR
- AIRCRAFT RENTAL

STATEMENT OF CONCEPT

An aircraft and/or ultralight vehicle lease or rental Operator engages in the rental or lease of aircraft and/or ultralight vehicle to the public.

MINIMUM STANDARDS

1. Land

The Operator shall lease enough land to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities.

2. Hangar and Other Buildings

The Operator must provide a minimum of 5,000 square feet of hangar storage space, as well as illuminated and conditioned space for offices and public areas.

3. Aircraft Apron

The Operator shall lease paved aircraft parking and storage area to support its activities.

4. Aircraft Equipment

The Operator shall have available for rental, either owned or under written lease to the Operator, two (2) certified and currently airworthy aircraft, one of which must be a four-place aircraft, and of which one must be equipped for and capable of flight under instrument weather conditions.

5. Hours of Operation

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week with a 24 hour emergency contact telephone number.

6. Personnel and Training

The Operator shall have in his employ and on duty during the appropriate business hours, a minimum of one person have a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

7. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

8. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for the Kinston Regional Jetport. The Airport reserves the right to impose at any time additional security measures based on internal security assessments.

9. Operating Agreement

Execute an Operating Agreement with the Authority and provide the Authority with all the necessary documents and deposits as outlined in the Operating Agreement.

10. Required Fees and Payments

As specified in the Operating Agreement.

SECTION 15 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR
- FLIGHT TRAINING

STATEMENT OF CONCEPT

A flight training Operator engages in instructing pilots in dual and solo flight training, in fixed wing, rotary wing or ultralight aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

MINIMUM STANDARDS

1. Land

The Operator shall lease enough land to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities.

2. Hangar and Other Buildings

The Operator must provide a minimum of 5,000 square feet of hangar storage space, as well as conditioned space for offices and public areas.

3. Aircraft Apron

The Operator shall lease paved aircraft parking and storage area to support its activities.

4. Aircraft Equipment

The Operator shall have available for flight training, either owned or under written lease to the Operator, two (2) certified and currently airworthy aircraft, one of which must be a four-place aircraft, and of which one must be equipped for and capable of flight under instrument weather conditions.

5. Hours of Operation

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week with a 24 hour emergency contact telephone number.

6. Personnel and Training

The Operator shall have in his employ and on duty during the appropriate business hours, a minimum of one person have a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

7. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

8. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for the Kinston Regional Jetport. The Airport reserves the right to impose at any time additional security measures based on internal security assessments.

9. Operating Agreement

Execute an Operating Agreement with the Authority and provide the Authority with all the necessary documents and deposits as outlined in the Operating Agreement.

10. Required Fees and Payments

As specified in the Operating Agreement.

SECTION 16 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR
- AVIONICS SALES AND SERVICE STATION

STATEMENT OF CONCEPT

An avionics, instrument or propeller repair station Operator engages in the business of and provides a shop for the repair of aircraft avionics, propellers, instruments, and accessories for aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments and accessories. The Operator shall hold the appropriate repair station certificates issued by FAA for the types of equipment being serviced and/or installed.

MINIMUM STANDARDS

1. Land

The Operator shall lease enough land to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities.

2. Hangar and Other Buildings

Must lease or construct 5,000 square feet of combined offices, support maintenance and storage areas, public restrooms and telephone facilities.

3. Aircraft Apron

The Operator shall lease paved aircraft parking and storage area to support its activities.

4. Aircraft Service Equipment

a. The Operator shall at all times maintain an adequate supply of all necessary parts, equipment and accessories.

b. All of the tools and equipment required under the operator's FAA certificate.

5. Hours of Operation

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week and provide an emergency contact number.

6. Personnel and Training

The Operator 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 set forth in this category but never less than one person who is an FAA rated radio, instrument or propeller repairman.

7. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

8. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for the Kinston Regional Jetport. The Airport reserves the right to impose at any time additional security measures based on internal security assessments.

9. Operating Agreement

Execute an Operating Agreement with the Authority and provide the Authority with all the necessary documents and deposits as outlined in the Operating Agreement.

10. Required Fees and Payments

As specified in the Operating Agreement.

SECTION 17 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR - AIRCRAFT CHARTER AND AIR TAXI

STATEMENT OF CONCEPT

An on demand, or scheduled air charter or air taxi Operator engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis under CFR 14 Part 135 of the Federal Aviation Regulations.

MINIMUM STANDARDS

1. Land

The Operator shall lease enough land to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities.

2. Hangar and Other Buildings

The Operator must provide a minimum of 5,000 square feet of hangar storage space, as well as illuminated and conditioned space for offices and public areas.

3. Aircraft Apron

The Operator shall lease paved aircraft parking and storage area to support its activities.

4. Aircraft Equipment

The Operator shall provide, either owned or under written lease, intended to be used by the Operator, not less than one (1) single-engine four-place aircraft and one (1) multi-engine aircraft, both of which must meet the requirements of the air taxi commercial certificate held by the Operator. Both aircraft shall be certified for instrument operations.

5. Hours of Operation

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week with a 24 hour emergency contact telephone number.

6. Personnel and Training

The Operator 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 set forth in this category in an efficient manner but never less than one person who is an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by the company.

7. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

8. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for the Kinston Regional Jetport. The Airport reserves the right to impose at any time additional security measures based on internal security assessments.

9. Operating Agreement

Execute an Operating Agreement with the Authority and provide the Authority with all the necessary documents and deposits as outlined in the Operating Agreement.

10. Required Fees and Payments

As specified in the Operating Agreement.

SECTION 18 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR
- AIRCRAFT STORAGE/HANGAR RENTALS

STATEMENT OF CONCEPT

An aircraft storage Operator engages in the rental of conventional multi-aircraft hangars or multiple individual t-hangars.

MINIMUM STANDARDS

1. Land

The Operator shall lease enough land to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities.

2. Hangars

- a. Must lease or construct 5,000 square feet for a conventional multi-aircraft storage hangar, or
- b. Must lease or construct a minimum of ten (10) t-hangar storage units, and
- c. Must construct or provide access to public restrooms.

3. Aircraft Apron/Taxilanes

The Operator shall lease or construct paved aircraft parking and access to such facilities to support its activities.

4. Aircraft Services/Equipment

- a. The Operator shall have his facilities available for the tenant's aircraft removal and storage on a continuous basis.
- b. The Operator shall provide sufficient personnel and equipment to meet all requirements for the storage of aircraft.

5. Hours of Operation

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week or on call.

6. Personnel and Training

The Operator 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 set forth in this category in an efficient manner.

7. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

8. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for the Kinston Regional Jetport. The Airport reserves the right to impose at any time additional security measures based on internal security assessments.

9. Operating Agreement

Execute an Operating Agreement with the Authority and provide the Authority with all the necessary documents and deposits as outlined in the Operating Agreement.

10. Required Fees and Payments

As specified in the applicable Fee Schedule or Operating Agreement.

SECTION 19 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR
- SPECIALIZED COMMERCIAL FLYING SERVICES

STATEMENT OF CONCEPT

A specialized commercial flying services Operator engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:

- a. Non-stop sightseeing flights that begin and end at the same airport.
- b. Crop dusting, seeding, spraying and bird chasing.
- c. Banner towing and aerial advertising.
- d. Aerial photography or survey.
- e. Power line or pipe line patrol.
- f. Fire fighting.
- g. Other Aeronautical Activities

MINIMUM STANDARDS

1. Land

The Operator shall lease enough land to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities.

2. Buildings

Must lease or construct 5,000 square feet of combined offices, and support space, and provide access to public restrooms and telephone facilities.

3. Aircraft Apron

The Operator shall lease paved aircraft parking and storage area to support its activities.

4. Other Requirements

In the case of crop dusting or aerial application, the Operator shall make suitable arrangements and have such space available in his area for safe loading and unloading and "under roof" storage and containment of chemical materials. A written emergency plan for the handling of hazardous materials will be required. The Operator shall adhere to and meet all governmental environmental standards, to include but not limited to EPA, OSHA, and State regulations. All spills should immediately be reported to the Authority. All companies shall demonstrate that they have the availability of aircraft suitably equipped and certified for the particular type of operation they intend to perform.

5. Hours of Operation

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week.

6. Personnel and Training

The Operator shall have in his employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the Minimum Standards herein set forth in an efficient manner.

7. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

8. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for the Kinston Regional Jetport. The Airport reserves the right to impose at any time additional security measures based on internal security assessments.

9. Operating Agreement

Execute an Operating Agreement with the Authority and provide the Authority with all the necessary documents and deposits as outlined in the Operating Agreement.

10. Required Fees and Payments

As specified in the Operating Agreement.

SECTION 20 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR
- MULTIPLE SPECIALIZED AERONAUTICAL SERVICES

STATEMENT OF CONCEPT

This section would apply to any Specialized Aeronautical Services Operator that engages in any two (2) or more of the specialized aeronautical services for which Minimum Standards have been developed. The sale of aviation fuels and lubricants are not included in this category. These functions are reserved solely to Fixed Base Operators as set forth in Section 6 of this document.

MINIMUM STANDARDS

1. Land

The Operator shall lease from the Authority, or sublease from an FBO, an area that is equal to the total area required by the sum of the minimum land area required under the individual specialized services the Operator is providing. If Operator establishes to the Authority that the sum of such land area exceeds the area required to properly operate the proposed Specialized Aeronautical Services, the Authority may in its sole discretion reduce the amount of required land area.

2. Hangars and Other Buildings

The Operator shall lease or construct hangar facilities providing a total square footage that is equal to the total area required by the sum of the minimum hangar size required under the individual specialized services the Operator is providing. If Operator establishes to the Authority that the sum of such hangar area exceeds the area required to properly operate the proposed Specialized Aeronautical Services, the Authority may in its sole discretion reduce the amount of required hangar area.

3. Aircraft Apron

The Operator shall lease or construct paved aircraft parking apron that provides a total square footage that is equal the total area required by the sum of the minimum apron area required under the individual specialized services the Operator is providing. If Operator establishes to the Authority that the sum of such apron area exceeds the area required to properly operate the proposed Specialized Aeronautical Services, the Authority may in its sole discretion reduce the amount of required apron area.

4. Hours of Operation

The Operator shall adhere to the hours of operation required elsewhere in these Minimum Standards for each specialized aeronautical service being provided.

5. Equipment

The Operator shall provide the facilities, equipment and services required to meet the Minimum Standards as provided for each specialized aeronautical service the Operator is performing.

6. Personnel

The 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 for each specialized aeronautical service the Operator is providing. Multiple responsibilities may be assigned to meet the personnel requirements for each specialized aeronautical service being performed.

7. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

8. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for the Kinston Regional Jetport. The Airport reserves the right to impose at any time additional security measures based on internal security assessments.

9. Operating Agreement

Execute an Operating Agreement with the Authority and provide the Authority with all the necessary documents and deposits as outlined in the Operating Agreement.

10. Required Fees and Payments

As specified in the Operating Agreement.

SECTION 21 - SPECIALIZED AERONAUTICAL SERVICES OPERATOR
- OTHER AERONAUTICAL SERVICES

STATEMENT OF CONCEPT

Many types of Aeronautical Services may exist which are too varied to reasonably permit the establishment of specific minimum standards for each. When specific Aeronautical Services are proposed which do not fall within the categories in this document, minimum standards will be developed on a case-by-case basis, taking into consideration the desires of the proponent, the needs of the Authority, and the public demand for such service.

SECTION 22 - MINIMUM STANDARDS FOR PRIVATE CORPORATION OWNED NON-COMMERCIAL HANGAR AND AVIATION FUEL DISPENSING FACILITIES

STATEMENT OF CONCEPT

This section is provided to provide guidance for those Tenants that may desire to lease land directly from the Authority to construct a privately owned hangar. The following minimum operating standards shall apply:

MINIMUM STANDARDS

1. Land

The leasehold shall contain not less than 87,120 square feet (two acres) of land to provide space for: all buildings; paved aircraft parking apron; paved private employee automobile parking, vehicular driveways and service accessways, minimum building setbacks from edges of the leasehold. In addition to the minimum leasehold requirement for hangar facilities, the Tenant shall provide at its own expense, paved taxiway access to the Airport's existing taxiway system. Such taxiways provided by Tenant shall be constructed in full conformance with applicable Airport and FAA standards for the largest type of aircraft expected to use the taxiway.

2. Hangar and Other Buildings

A building shall be leased or constructed which will provide a minimum of 10,000 square feet of aircraft storage space, plus properly heated space for workshops, offices, storage, employee lounge area and restroom facilities. The paved aircraft parking apron shall be at least 24,000 square feet in area.

3. Personnel

Properly trained and certificated persons shall be on duty during hours of operation. The Tenant shall submit, to the Authority, certifications of the training in safety procedures received by each person who will conduct aviation fuel dispensing operations on its premises.

4. Services Permitted

Lessee shall not sell, barter, trade, share, sub-lease or in any other manner provide hangar space, fuel or fueling facilities to any other Airport tenant or user, or to any other aircraft except those aircraft owned or leased for the exclusive use of the tenant designated in the Airport lease agreement. Lessee shall use the leased premises solely for storage, maintenance and servicing of its own aircraft with its own personnel. No commercial activity of any kind shall be permitted on the premises. No Aeronautical Services of any kind except operation and servicing of its own aircraft shall be permitted on the premises. Commercial activity is herein defined as the operation of any business for the exchange, trading, buying, hiring, selling or bartering of any commodities, goods,

services or property of any kind or any other revenue-producing activity, whether or not a profit is produced. Hangar, office, shop or ramp space shall not be shared, subleased or used by anyone other than the Lessee of the Premises. Lessee shall not exercise any other rights or privileges reserved to Fixed Base Operators or Specialized Aeronautical Services Operators at the Airport under these Minimum Standards.

5. Specific Instructions of Use of Premises

- a. Only one (1) tenant shall be permitted to lease, use and occupy a hangar and its related facilities.
- b. No subleasing of hangar, office, shop or ramp space shall be permitted.
- c. Aircraft based and serviced upon the premises shall be directly owned by, or exclusively leased in writing for a minimum period of six (6) months to the tenant. No aircraft owned, leased, borrowed or otherwise used by employees of the tenant shall be permitted on the premises.
- d. All maintenance and service work conducted on the premises and performed on the tenant's aircraft shall be performed only by direct, full-time permanent employees of the tenant, or by any FBO or SFBO based upon the Airport which have written agreements with the Authority authorizing such Operators to conduct said activities.

6. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

7. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the TSA-adopted Airport Security Program (ASP) for the Kinston Regional Jetport. The Airport reserves the right to impose at any time additional security measures based on internal security assessments.

8. Operating Agreement

Execute an Operating Agreement with the Authority and provide the Authority with all the necessary documents and deposits as outlined in the Operating Agreement.

9. Required Fees and Payments

As specified in the Operating Agreement.

SECTION 23 - FLYING CLUBS

STATEMENT OF CONCEPT

A Flying Club is a non-profit organization organized for the express purpose of providing its members with an aircraft(s) only for their personal use and enjoyment.

MINIMUM STANDARDS

- a. Each club must be registered as a non-profit corporation or partnership.
- b. Each member must be a bona fide co-owner of the aircraft or stockholder in the corporation.
- c. The club will file and keep current with the Authority, a complete list of the club's membership.
- d. The club's aircraft will not be used by other than bona fide members for rental and will not be used by anyone for commercial operations.
- e. Student instruction can be given in club aircraft to club members only provided such instruction is given by a club member who is a "qualified" Certified Flight Instructor that is properly insured to conduct flight instruction..
- f. Aircraft maintenance performed by the club shall be limited to only that maintenance that does not require a certificated mechanic. All other maintenance must be provided by a Lessee based at the Airport who provides such service, or by a properly certificated mechanic who shall not receive remuneration in any manner for such service.
- g. Required Fees and Payments - As specified in the applicable Fee Schedule or Operating Agreement.

APPENDIX "A" - APPLICATION FOR COMMERCIAL BUSINESSES

**FIXED BASE OPERATOR/
SPECIALIZED AERONAUTICAL SERVICES OPERATOR**

SECTION 1 – COMPANY INFORMATION

a.	Company Name (As it will appear on the permit. Please specify Corporation, Joint Venture, Sole Proprietorship)	
b.	Corporate Name if 1.(a) is a d/b/a:	
c.	Type of Entity:	
d.	State of Incorporation:	
e.	Date of Incorporation:	
f.	List of corporate officers	

SECTION 2 – SERVICE PROPOSAL

Check below the services that the applicant is requesting to provide Airport Tenants/Users and include a business plan giving details of the proposed aeronautical service:

- Full Service Fixed Base Operator
- Specialized Aeronautical Services Operator:
 - Aircraft Maintenance and Repair Services
 - Aircraft Sales
 - Aircraft Rental
 - Aircraft Flight Training
 - Avionics Sales and Service
 - Aircraft Charter and Air Taxi
 - Aircraft Storage/ Hangar Rentals
 - Multiple Service, Other Specialized Aeronautical Services or Flying Clubs (Specify in space provided below)

SECTION 3 – CONTACT INFORMATION

a.	Corporate Address:	
	Web Site:	
	Contact Person:	
	Title:	
	Phone Number:	
	Facsimile Number:	
	Cell Phone Number:	
	E-mail Address:	

b.	Local Address (if different):	
	Contact Person:	
	Title:	
	Phone Number:	
	Facsimile Number:	
	Cell Phone Number:	
	E-mail Address:	

c.	Authorized Representative:	
	Title:	
	Address:	
	Phone Number:	

	Legal Notice Address:	
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SECTION 4 – BUSINESS BACKGROUND

- a. Number of Years in business:
- b. Type of Fixed Base Operator and or Specialized Aeronautical Services Operator Aeronautical Service Activities engaged in and number of years for each type (e.g. FBO – 10 years, Aircraft Maintenance - 5 years, etc.)

	Type of Activity	Number of Years	Location (Airport)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

SECTION 5 – REFERENCES

Please provide the name, address and telephone number of an airport employee who supervised or is otherwise familiar with your activities at each airport where you operated during the past three (3) years (attach additional sheets as necessary):

Reference 1

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone:		E-mail address:	

Reference 2

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone:		E-mail address:	

Reference 3

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone:		E-mail address:	

Reference 4

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone:		E-mail address:	

SECTION 6 – MANAGEMENT EXPERIENCE

Please submit a resume of the owner or manager who will supervise the activities of the FBO or SFBO at the Airport. Please be ensure that the experience of such owner or manager, including type of experience, number of years of experience and number of years of experience at particular airports are include in the resume:

SECTION 7 – SPACE REQUIREMENTS

Indicated the amount, type and preferred location of space needed to support the activity (administrative, operational and other needs):

	Type of Space	Approximate Size (Square Feet)	Preferred Location On Airport
1.	Office		
2.	Breakroom		
3.	Equipment Parking		

4.	Storage (air-conditioned)		
5.	Storage (no air-conditioning)		
6.	Hangar		
7.	Building		
8.	Other (specify)		
9.			
10.			

SECTION 8 – ADDITIONAL INFORMATION

- a. The following items must be on hand prior to start of operations:
- A fully executed Agreement with the North Carolina Global TransPark Authority
 - A security deposit
 - Proof of insurance (Insurance Certificate) as required by the type of agreement
 - Copies of all signed contracts between the applicant and airline(s) currently serving North Carolina Global TransPark Authority, together with the required written statement from the airline(s).

- b. Return this completed application, along with the items listed below, to the:

Airport Director
 North Carolina Global TransPark Authority
 2780 Jetport Road, Suite A
 Kinston, NC 28504

All Items Outlined in Section 3 of these Minimum Standards.

 Signature

 Date

 Print Name

 Phone Number

APPENDIX "B" – BUSINESS PLAN CRITERIA

1. All services that will be offered should be listed and confirmation of all required certification provided.
2. Amount of land or facility space desired to lease. For available land and facilities, contact Airport Director or Marketing Director at (252)522-4929.
3. Building space that is proposed for construction, if any, including the proposed site and floor plans and all existing structures to be leased with any proposed modifications.
4. Number of aircraft that will be provided for each service being offered.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed.
7. Short resume for each of the owners (5% or more equity) and financial backers and supervisory personnel.
8. Short resume of the manager of the business including this person's experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation including a proposed holiday schedule.
10. Amounts and types of insurance coverage to be maintained.
11. Financial projections for the first year by quarter and the succeeding 4 years annualized, including proposed disbursements or payments to the Airport.
12. Methods to be used to attract new business (advertising and incentives).
13. Amenities to be provided to attract business.
14. Plans for physical expansion, if business should warrant such expansion.

APPENDIX "C" – INSURANCE REQUIREMENTS

Type of Insurance	Minimum Limits	When Needed
Workmen's Compensation	Statutory	Statutory
Aircraft Liability	Risk Analysis	For all owned or lease aircraft General liability
Non-owned aircraft	Risk Analysis	Flying non-owned aircraft (such as dual flight instruction, maintenance flights, ferry flights, pilot service, sales demonstrations)
Airport Premises Liability	Risk Analysis	Airport premises are owned or leased by tenant
Products and Completed Ops.	Risk Analysis	Aircraft Repair, or services, fuel, and oil sales, aircraft sales, avionics repair, aircraft parts and manufacturing
Builders Risk	Risk Analysis	Construction projects
Contractual Liability	Risk Analysis	Hold Harmless and indemnification agreement is included in a lease
Property Insurance	Replacement value	Covers physical damage of lease hold premises, damage to premises leased from the airport.
Automobile Liability	Risk Analysis	Owned and non-owned licensed vehicles are driven on the airport premises.
Chemical Liability	Usually statutory	Aerial applicators and fire bombers.
Environmental	Risk Analysis	(Investigate state and federal limits and financial assistance).

APPENDIX "D" – AIRPORT FEE SCHEDULE

The North Carolina Global TransPark Authority has developed an Airport Fee Schedule to fully inform parties who wish to utilize the airport of fees charged by the Authority to reflect cost recovery of facilities. Landing fees are applicable to aircraft with a maximum gross landing weight of greater than 30,000 pounds.

ISO AIRPORT FEE SCHEDULE

Landing Fees	<u>Signatory Aircraft</u> -Organization or person operating aircraft that leases space at the airport.	\$.60 per 1,000 pounds
Landing Fees	<u>Non-Signatory Aircraft</u> -Organization or person operating aircraft that do not lease space at the airport.	\$1.00 per 1,000 pounds
Ramp/Tie Down Charges for all areas not under FBO operation	Single Engine Aircraft	\$5.00 per night
	Twin Engine Aircraft	\$10.00 per night
	Jet Engine Aircraft	\$20.00 per night
T-Hangar Rental (10)	Large Hangar (2)	\$225.00 per month
	Small Hangar (8)	\$190.00 per month
Deicing Aircraft	First 25 gallons deicing fluid (type 2)	\$200.00 Base + \$8.50 per gallon
	Deicing fluid use more than 25 gallons	\$12.50 per gallon
Equipment Rental	Fork Lift (small)	\$25.00 per hour + fuel cost
	Fork Lift (large)	\$65.00 per hour + fuel cost (includes operator)
Equipment Rental	Aircraft Tug (small)	\$40.00 per hour + fuel cost
	Aircraft Tug (large)	\$60.00 per hour + fuel cost
Equipment Rental	Tenant Sweeper	\$55.00 per hour + fuel cost (includes operator)
Charter Terminal Fees	Main Air Carrier Terminal	\$300.00 base + landing fees
	Airport personnel-after hour charter operations (minimum 4 hours)	\$30.00 per hour (Minimum \$120.00)
	Airport personnel-after hour charter operations (ARFF standby) (minimum 4 hours)	\$30.00 per hour (Minimum \$120.00)

APPENDIX "E" – GTP AVIATION SPACE AVAILABILITY

Hangar Complex	Approximately 39,050 SF consisting of 2-12,000 SF hangars, shop space, pilot lounge, and corporate offices
General Aviation Terminal (GAT)	Approximately 4,112 SF consisting of offices, conference room, pilot lounge.
GTP-4 Hangar - Optional	19,600 SF with Deluge System
North Cargo Building – Optional	9,000 SF
Land for Expansion – Optional	3.41 acres adjacent to the GAT
Land for Expansion	Go to www.ncgtp.com Contact airport director 252-522-4929

APPENDIX "F" – UPDATES TO MINIMUM STANDARDS

[Reserved for future use.]