

Rock Springs – Sweetwater County Airport

Minimum Standards

Adopted March 9, 2011

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Section 1 – Preamble and Policy

The Rock Springs - Sweetwater County Airport Joint Powers Board, being the Owner and in a position of responsibility for the administration of the Rock Springs - Sweetwater County Airport, does hereby establish the following Minimum Standards for Aeronautical Service Providers wishing to provide commercial aeronautical services at Rock Springs - Sweetwater County Airport. These Minimum Standards are intended to be the threshold entry requirements for those wishing to provide aeronautical services to the public, and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition. These Minimum Standards were developed taking into consideration the aviation role of the Airport, facilities that currently exist at the Airport, services being offered at the Airport, the future development planned for the Airport, and to promote fair competition at Rock Springs - Sweetwater County Airport. The uniform application of these Minimum Standards containing the minimum levels of service that must be offered by the prospective service provider relates primarily to the public interest and discourages substandard entrepreneurs, thereby protecting both the established aeronautical activity and the Rock Springs - Sweetwater County Airport patrons. Although lease terms and covenants may vary, the basic provisions contained herein are applicable to all individuals, firms, and corporations proposing to conduct an aeronautical business on the Rock Springs - Sweetwater County Airport. No exclusive right to conduct any aeronautical activity will be granted by the Rock Springs - Sweetwater County Airport Board to any commercial enterprise.

The standards as herein set forth or as may be reviewed and revised in the future shall at no time be construed to be less than the applicable Federal Aviation Administration Regulations now or then in effect. All commercial and non-commercial activity shall be subject to and comply with all rules and regulations established by the Rock Springs - Sweetwater County Airport Board concerning the operation of the Airport.

Section 2 - Definitions

Aeronautical Activity - means any activity conducted at Rock Springs - Sweetwater County Airport which 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: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled air carrier operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, parachute or ultralight activities, and any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities.

Aeronautical Service - means any service which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the airport by a person who has a lease from the airport owner to provide such services.

Aircraft - means any contrivance invented, used, or designated for navigation of, or flight in the air.

Aircraft Fuel Servicing Vehicle - means a vehicle having a cargo tank designed for or used in the transportation and transfer of fuel into or from an aircraft.

Aircraft Operator - means any person exercising control of an aircraft.

Airport - means the Rock Springs - Sweetwater County Airport, and all of the property, buildings, facilities, and improvements within the exterior boundaries of the Airport as it now exists on the FAA approved Airport Layout Plan, or as it may hereinafter be extended, enlarged, or modified.

ATA 103 – means the Air Transport Association of America Specification 103, Standard for Jet Fuel Quality Control at Airports, Revision 2006.1 or the updated or replacement document which may be produced in the future.

Board - means the Rock Springs - Sweetwater County Airport Joint Powers Board

Commercial Activity - means to provide or offer to provide goods, services, or entertainment in return for financial remuneration or remuneration in kind, or promise of financial remuneration in kind, or to accept or agree to accept financial remuneration or remuneration in kind for the provision of goods, services, or entertainment.

FAA - means the Federal Aviation Administration.

FAR - means Federal Aviation Regulations.

IFC – means the International Fire Code. All references to an IFC standard mean the most recent edition of that standard, as may be amended from time to time.

Manager - means the Rock Springs - Sweetwater County Airport Manager or his or her designee.

Minimum Standards - means the qualifications which are established herein by the Airport as a minimum requirement to be met as a condition for the right to conduct a commercial or aeronautical activity on the Airport.

Permittee - means a person who holds a self-fueling permit issued by the Airport.

Service Provider – means any aviation business or fixed base operator duly licensed and authorized by written agreement with the Airport to provide aeronautical activities at the Airport under strict compliance with such agreement and pursuant to these regulations and standards.

Tenant - means a person who occupies or rents property on the Airport, or who conducts business operations of any kind upon the Airport premises, regardless of whether there exists a written agreement with the Airport Board.

Section 3 – Minimum Standards for All Aeronautical Service Providers

The following shall apply to all prospective aeronautical service providers wishing to provide aeronautical services at the Rock Springs - Sweetwater County Airport.

3.1 Each provider shall enter into a lease and/or operating agreement with the Airport. Leases shall be for a term to be mutually agreed upon between the parties with consideration for the financial investment and the need to amortize improvements to the leasehold.

3.2 Lessee shall select and appoint a manager of its operations at the Airport. The manager shall be qualified and experienced and vested with full power and authority to act in the name of Lessee with respect to the method, manner, and conduct of the operation of the aeronautical services to be provided under these Minimum Standards. The manager shall be available at the Airport during regular business hours and during the manager's absence, a duly authorized subordinate shall be in charge and available at the Airport.

3.3 Lessee shall provide, at its sole expense, a sufficient number of employees to provide effectively and efficiently the services required or authorized by these Minimum Standards. It shall also be the responsibility of the Lessee to control the conduct, demeanor, and appearance of its employees, who shall be trained by the Lessee and who shall possess such technical qualifications and hold such certificates of qualification as may be required in carrying out assigned duties.

3.4 Prospective service providers seeking to conduct an aeronautical activity at the Airport shall demonstrate that they have adequate resources to realize the business objectives agreed to by the Rock Springs - Sweetwater County Airport and the applicant.

3.5 Prospective service providers shall construct or lease a building and lease land commensurate of the services provided as well as customary accommodations for convenience of the users. The space must include restrooms and a lounge for customer use. The service provider shall also provide adequate paved auto parking space within the leased area sufficient to accommodate all activities and operations. The Airport Board shall make the final determination on the adequacy of parking. Additionally, a service provider shall provide a paved aircraft apron to accommodate aircraft movement to a taxiway or access to a taxiway to be provided by the service provider.

3.6 Prospective service providers shall have their premises open and services available on a regular basis. Office hours must be posted for public viewing. On call services must be provided eight (8) hours per day, five (5) days per week, fifty-two (52) weeks per year for a specific aeronautical service, unless another period of time is specified herein, and shall make provisions for someone to be in attendance in the office at all times during the required operating hours. Requests for different hours of operation can be requested to the Airport Joint Powers Board.

3.7 In addition to the services required to be provided by the Rock Springs - Sweetwater County Airport, a service provider may request authorization to provide any of the following services:

- 3.7.1 Aircraft Fuels and Oil Services;
- 3.7.2 Specialized Commercial Flying Services;
- 3.7.3 Aircraft Sales;
- 3.7.4 Flight Training, including ground school;
- 3.7.5 Aircraft Lease and Rental;
- 3.7.6 Aircraft Charter and Air Taxi Operations;
- 3.7.7 Avionics, Instrument or Propeller Repair;
- 3.7.8 Aircraft Airframe, Engine and Accessory Maintenance and Repair; and/or
- 3.7.9 Aircraft Storage.

3.8 All prospective service providers shall demonstrate to the Rock Springs - Sweetwater County Airport Manager satisfactory evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation. Please see Appendix A for required insurance coverage. Service providers should make its own analysis to determine if additional or increased insurance is needed.

Section 4 – Applications and Qualifications

Demonstration of intent to conduct an aeronautical business operation at the Airport shall be by application to the Rock Springs - Sweetwater County Airport Joint Powers Board. The written application shall contain at a minimum:

- 4.1 The proposed nature of the business. A business plan may be used to express the proposed nature of the business (see Minimum Requirements for a Business Plan, Appendix B).
- 4.2 The names and signatures of all parties being submitted as owning an interest in the business, who will appear on leases or other documents as being a partner, director, or corporate officer, and those who will be managing the business.
- 4.3 A listing of assets owned, being purchased, or leased which will be used in the business on the Airport.
- 4.4 An agreement to provide a bond or suitable guarantee of adequate funds to the Rock Springs - Sweetwater County Airport Joint Powers Board to be used to defray any expenses or fees normally paid by the Lessee between the estimated time the Lessee may default and a new lease is executed and another Lessee takes over.
- 4.5 A written authorization from the FAA, any aviation or aeronautics commissions, administrators, or departments of all states in which the applicant has engaged in aviation business to release information

in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.

4.6 Preliminary plans, specifications, and dates for any improvements which the applicant intends to make on the Airport as part of the activity for which approval is sought. Applicant must comply with appropriate Review Procedures and Rock Springs - Sweetwater County Airport Joint Powers Board requirements.

4.7 Proof of liability coverage (or proof of ability to obtain) for the business operation, flight operations, aircraft, operators, and premises insurance.

4.8 A current reviewed financial statement prepared by a Certified Public Accountant.

4.9 Such other information as the Rock Springs - Sweetwater County Airport Joint Powers Board may require.

Section 5 – Action on Application

All applications will be reviewed and acted upon by the Rock Springs - Sweetwater County Airport Joint Powers Board within 90 days from the receipt of the application. Applications may be denied for one or more of the following reasons.

5.1 The applicant does not meet qualifications, standards, and/or requirements established by these Minimum Standards.

5.2 The applicant's proposed operations or construction will create a safety hazard on the Airport.

5.3 Granting of the application will require the expenditure of local funds, labor, or materials on the facilities described in or related to the application, or the operation will result in a financial loss to the Rock Springs - Sweetwater County Airport.

5.4 There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.

5.5 The proposed operation, development, or construction does not comply with the Airport's approved Airport Layout Plan.

5.6 The development or use of the area requested will result in a congestion of aircraft or buildings, will result in unduly interfering with the operations of any present aeronautical service provider on the Airport, such as problems in connection with aircraft traffic or service, will prevent free access and egress to the existing fixed base operator area, or will result in depriving an existing fixed base operator of portions of its leased area in which it is operating.

5.7 Any party applying, or interested in the business, which has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.

5.8 Any party applying, or having an interest in the business, has a record of violating the rules, or the rules and regulations of any other airport, civil air regulations, Federal Aviation Regulations, or any other rules and regulations applicable to this or another airport.

5.9 Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Rock Springs - Sweetwater County Airport Board or any lease or other agreement with any other agency.

5.10 Any party applying, or having an interest in the business, is not sufficiently credit worthy and responsible in the judgment of the Rock Springs - Sweetwater County Airport Board to provide and maintain the business to which the application relates and to promptly pay amounts due under the aeronautical service provider lease.

5.11 The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.

5.12 The applicant has committed a crime, or violated a local ordinance rule or regulation, which adversely reflects on its ability to conduct the operation applied for.

5.13 The proposed operation, development, or construction will unduly increase, in the Airport Board of Trustee's option, a threat to Airport security or breach of the Airport's approved Airport Security Program.

Section 6 – Aircraft Sales

Statement of Concept

New Aircraft Sales - An aircraft sales service provider engages in the sale of new aircraft through franchises or licensed dealerships or distributorship of an aircraft manufacturer and provides, through the operator or by or through a third party entity, such repair, service, and parts as necessary to meet any guarantee or warranty on aircraft sold.

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. In many cases these service providers also provide such repair, service, 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

The service provider shall provide necessary and satisfactory arrangements for repair and servicing of aircraft only for the duration of any sales guarantee or warranty period. The service provider who is

engaged in the business of selling new aircraft is encouraged to have a representative example of the product on the Airport or availability of the example from the manufacturer.

The service provider 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. The service provider shall have 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 service provider.

Insurance Requirements (see Appendix A for policy limits):

- Aircraft Liability
- Comprehensive General Liability
- Automobile Liability
- Hangar Keepers' Liability
- Workers' Compensation and Employer's Liability
- Property Insurance

Section 7 – Aircraft Airframe, Engine and Accessory Maintenance and Repair

Statement of Concept

An aircraft airframe, engine, and accessory maintenance and repair service provider provides one or a combination of airframe, engine, and accessory overhauls and repair services on aircraft which may include business jet aircraft and helicopters. This category shall also include the sale of aircraft parts and accessories.

Minimum Standards

The service provider shall provide sufficient equipment, supplies, manuals, and availability of parts equivalent to that required for certification by the FAA. The service provider shall employ trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category of services but never less than one person currently certificated by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant, or an Inspection Authorization. If the service provider intends to perform aircraft painting or repairs, the service provider's building shall include a segregated painting area which meets all local and State industrial code requirements.

Insurance Requirements (see Appendix A for policy limits):

- Comprehensive General Liability
- Automobile Liability
- Hangar Keeper's Liability
- Workers Compensation and Employers Liability
- Property Insurance

Section 8 – Aircraft Lease and Rental

Statement of Concept

An aircraft lease or rental service provider engages in the rental or lease of aircraft to the public.

Minimum Standards

The service provider shall have available for rental, either owned or through an underwritten lease, at least one (1) certified and currently airworthy aircraft.

The service provider shall have in his employ a minimum of one person having a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

Insurance Requirements (see Appendix A for policy limits):

- Aircraft Liability
- Comprehensive General Liability
- Automobile Liability
- Student and Renters Liability
- Workers Compensation and Employers Liability
- Property Insurance

Section 9 – Flight Training

Statement of Concept

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

Minimum Standards

The service provider shall have available for use in flight training, either owned or through an underwritten lease, properly certificated aircraft. The service provider shall have at least one flight instructor who has been properly certificated by the FAA to provide the type of training offered.

Insurance Requirements (see Appendix A for policy limits):

- Aircraft Liability
- Comprehensive General Liability
- Automobile Liability
- Student and Renters Liability
- Workers Compensation and Employers Liability
- Property Insurance

Section 10 – Aircraft Fuels and Oil Service

Statement of Concept

An aircraft fuels and oil service provider provides aviation fuels, lubricants, and other services supporting itinerant aircraft operations or operations of aircraft based on the Airport.

Minimum Standards

Except as otherwise provided in any agreement between the service provider and the Airport, a service provider conducting aviation fuel and oil sales or service to the public on the Airport shall be required to provide the following service and equipment. Additionally, an aviation fuel and oil sales or service provider shall meet all applicable: permit; fuel farm lease and operating agreement; fuel servicing vehicle; fueling operations; parking; fuel facility operations fee; International Fire Code; inspection, records, and audit; and additional requirements specified in Section 14 – Self-Fueling.

Where the requirements of Section 14 may conflict with the requirements of Section 10, the most restrictive requirements shall prevail.

10.1 Appropriate grades of aviation fuel:

10.1.1 Jet A; and

10.1.2 Av-gas.

10.2 An adequate inventory of generally accepted grades of aviation engine oil and lubricants.

10.3 Fuel dispensing equipment meeting all applicable Federal, State, and Airport requirements for each type of fuel dispensed.

10.4 Proper equipment for aircraft towing, inflating aircraft tires, auxiliary power unit(s) or equivalent, and washing aircraft windscreens.

10.5 The safe storage and handling of fuel in conformance with all Federal, State, and County requirements and fire codes pertaining to safe storage and handling of fuel.

10.6 An approved fuel spill containment plan, materials, and trained personnel.

10.7 The lawful and sanitary handling and timely disposal, away from the Airport, of all solid waste and other materials including, but not limited to: used oil, solvents, and other regulated waste.

10.8 Permanent restroom facilities for personnel and customers.

10.9 Auto parking for customers and employees.

10.10 A flight planning area with appropriate seating, work areas, communications facility directories, and all items necessary for complete flight planning separate from other public areas, including direct telephone or internet access to the Automated Flight Service Station and/or DUATS.

10.11 A pilot lounge and waiting area for transition of air passengers to ground transportation, and vice versa.

10.12 Courtesy vehicle ground transportation to and from the main terminal building.

10.13 Adequate bonding wires installed and inspected and maintained on all fueling equipment to reduce the hazard of static electricity.

10.14 An adequate supply of properly located fire extinguishers and equipment required by applicable fire codes.

10.15 A fixed fuel storage system in the Airport's fuel farm facility, which shall contain safety fixtures and filtration systems to ensure airline type quality. The system shall be required to have at least 12,000 gallons of storage for each type of fuel the service provider is required to provide. The storage system must include adequate fuel spill prevention feature and containment and approved fuel Spill Prevention Counter measures and Control Plan (SPCC), as applicable.

10.16 The prospective service provider shall have his premises open and service available 10 hours per day, 7 days a week. Provisions shall be made for someone to be in attendance in the office during required operating hours, and adequate provisions shall be made for fuel availability during non-operating hours (on-call service). The Board shall make the final determination on the adequacy of the on-call service provisions.

10.17 Provider shall at all times comply with ATA 103.

10.18 Provide two or more of the following services:

- Aircraft Sales;
- Flight Training, including ground school;
- Aircraft Lease and Rental;
- Aircraft Charter and Air Taxi Operations;
- Avionics, Instrument or Propeller Repair;
- Aircraft Airframe, Engine and Accessory Maintenance and Repair; and
- Aircraft Storage.

10.19 Insurance Requirements (see Appendix A for policy limits):

- Comprehensive General Liability
- Automobile Liability
- Mobile Fueling Equipment
- Environmental Impairment Liability
- Workers Compensation and Employers Liability
- Property Insurance

Section 11 – Avionics, Instrument or Propeller Repair Station

Statement of Concept

An avionics, instrument, or propeller repair station service provider engages in the business of, and provides a shop for the repair of aircraft avionics, propellers, instruments, and accessories for general aviation aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments, and accessories. The service provider shall hold the appropriate repair station certificates issued by the FAA for the types of equipment he plans to service and/or install.

Minimum Standards

The service provider 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 rated radio, instrument, or propeller repairman.

Insurance Requirements (see Appendix A for policy limits):

- Comprehensive General Liability
- Automobile Liability
- Hangar Keepers Liability
- Product Liability
- Workers Compensation and Employers Liability
- Property Insurance

Section 11 – Aircraft Charter and Air Taxi

Statement of Concept

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

Minimum Standards

The service provider shall provide either owned or through an underwritten lease the type, class, size, and number of aircraft intended to be used by the service provider and not less than one aircraft which meet the requirements of the air taxi commercial service provider certificate held by the provider.

The service provider 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 service provider.

Insurance Requirements (see Appendix A for policy limits):

- Comprehensive General Liability
- Aircraft Liability
- Automobile Liability
- Workers Compensation and Employers Liability
- Property Insurance

Section 12 – Aircraft Storage

Statement of Concept

An aircraft storage service provider engages in the rental of conventional hangars or multiple T-hangars.

Minimum Standards

The conventional hangar Aeronautical Service Provider shall have his facilities, equipment, and personnel available as required for the tenant's aircraft removal and storage twenty-four (24) hours per day, seven (7) days a week, fifty-two (52) weeks per year. The service provider shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment. The Aeronautical Service Provider shall require all sub-lessees and tenants to maintain aircraft liability insurance, and shall additionally require them to hold the County harmless. The County retains the right to prescribe, as it sees fit, minimum aircraft liability insurance amounts, and to audit the Aeronautical Service Providers records to verify said insurance requirements and hold harmless agreements are in full force and effect.

Insurance Requirements (see Appendix A for policy limits):

- Comprehensive General Liability
- Workers Compensation and Employers Liability
- Hangar Keepers Liability
- Property Insurance

Section 13 – Specialized Commercial Flying Services

Statement of Concept

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

13.1 Non-stop sightseeing flights that begin and end at the same airport;

13.2 Crop-dusting, seeding, spraying, or bird chasing;

13.3 Banner towing and aerial advertising;

13.4 Aerial photography or survey;

13.5 Power line or pipeline patrol;

13.6 Firefighting; or

13.7 Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations.

Minimum Standards

The service provider shall lease or construct a building and lease land sufficient to accommodate all activities and operations proposed by the service provider. The minimum areas in each instance shall be subject to approval of the Airport Joint Powers Board. In the case of crop dusting or aerial application, the service provider shall make suitable arrangements and have such space available in his leased area for safe loading, unloading, storage, and containment of chemical materials. All service providers shall demonstrate that they have the availability of aircraft suitably equipped for the particular type of operation they intend to perform.

The Rock Springs – Sweetwater County Airport Board shall set the insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature.

The service provider 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. The service provider must provide, by means of an office or a telephone, a point of contact for the public desiring to utilize the service provider's services.

Section 14 – Multiple Services

Statement of Concept

A multiple services provider engages in any two or more of the aeronautical services for which Minimum Standards have been herein provided.

Minimum Standards

The service provider shall comply with the aircraft requirements, including the equipment thereon for each aeronautical service to be performed except that multiple uses can be made of all aircraft owned or under lease by the service provider except aircraft used for crop dusting or aerial application, or other commercial use of chemicals. The service provider shall provide the facilities, equipment, and services required to meet the Minimum Standards as herein provided for all aeronautical services the service provider is performing.

The service provider shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all aeronautical services being performed by the service provider. The service provider shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards for each aeronautical service the service provider is performing as herein provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the service provider.

Section 15 – Aeronautical Service Providers Subleasing from another Aeronautical Service

Provider

Prior to finalizing an agreement, the lessee (and sublessee as the case may be) shall obtain the written approval of the Rock Springs - Sweetwater County Airport Joint Powers Board for the business proposed. Said sublease shall define the type of business and service to be offered by the sublessee service provider.

A sublessee service provider shall meet all of the Minimum Standards established by the Rock Springs - Sweetwater County Airport Board for the categories of services to be furnished by the service provider. The Minimum Standards may be met in combination between lessee and sublessee. The sublease agreement shall specifically define those services to be provided by the lessee to the sublessee that shall be used to meet the standard.

Section 16 – Environmental

Any Aeronautical Service Provider, person, party, firm or corporation operating on the Airport must comply with all federal, state, and local environmental requirements. The Lessee or Aeronautical Services Provider shall throughout the term of any lease or operating agreement maintain insurance in full force and effect in the amounts and coverages prescribed by the Board, with companies or underwriters authorized to do business in the State of Wyoming satisfactory to the Board. The Airport Joint Powers Board shall be named as additional insureds. Certificates of Insurance evidencing the required insurance shall be filed with the Airport Manager and upon request certified copies of the required insurance policies shall also be filed. The Certificates of Insurance and all such policies shall contain a provision that coverages will not be canceled or non-renewed during the term of the agreement unless thirty (30) days advance notice in writing has been given to the Airport in a manner specified in the agreement.

The Board may elect, at its option, to terminate an agreement upon the cancellation or other termination of any insurance policy issued unless another policy has been filed and approved and shall have been in effect at the time of such cancellation or termination. The cancellation or other termination of any insurance policy issued in compliance with this requirement shall automatically terminate an agreement, unless another policy has been filed and approved and shall be in effect at the time of such cancellation or termination.

Section 18 – Penalty Provisions

Any person violating any portion of these standards shall forfeit not less than \$20.00 or more than \$500.00 together with applicable costs. Each day of illegal operation shall constitute a separate violation.

APPENDIX A

Required Insurance

The following coverages and limits should be considered minimum insurance requirements and in all cases amounts of policies must meet the statutory requirements of applicable governmental agencies and be approved in writing by the Rock Springs - Sweetwater County Airport Joint Powers Board. Such policies of insurance shall be maintained in full force and effect during all terms of existing leases, agreements, business licenses, renewals, or extensions thereof, with a 30 calendar day notice of cancellation to the Rock Springs - Sweetwater County Airport Manager. The Airport retains the right to change the coverage amounts, or insurance coverages.

1. Comprehensive General Liability - minimum amount of \$1,000,000.
2. Hangar Keeper's Liability - amount equal to the total value of the aircraft stored, but in no case less than \$500,000.
3. Product Liability - minimum amount of \$1,000,000; \$2,000,000 aggregate.
4. Fire and Extended Coverage Insurance - all fixed improvements erected by Lessee on or in the premises to the full insurable value thereof. Additionally, Lessee shall provide no less than \$250,000 for fire liability.
5. Mobile Fueling Equipment - \$1,000,000; \$2,000,000 aggregate.
6. Property Insurance – sufficient all-risk property insurance on both owned and leased buildings and equipment, including aircraft, at the Airport.
7. Automobile Liability - \$500,000 combined single limit, each occurrence covering all owned, hired and non-owned private passenger autos and commercial vehicles.
8. Student and Renters Liability - minimum amount of \$500,000 each accident.
9. Aircraft Liability - minimum amount of \$1,000,000; \$300,000 per passenger.
10. Workers Compensation and Employers Liability - minimum amount of \$100,000.

APPENDIX B

Minimum Requirements for a Business Plan

1. All services that will be offered.
2. Amount of land desired to lease.
3. Building space that will be constructed or leased.
4. Number of aircraft that will be provided.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed.
7. Short resume for each of the owners and financial backers.
8. Short resume of the manager of the business (if different from 7 above) including this person's experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation.
10. Amounts and types of insurance coverage to be maintained.
11. Evidence of the projections for the first year and the succeeding 4 years.
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.