

**APPENDIX I - MINIMUM STANDARDS MATRIX**

*In the event of any conflict between the provisions of the Minimum Standards and this Appendix, the provisions of the Minimum Standards shall control.*

<b>FBO</b>		
Doc Ref	-----Item -----	Y/N/NA
<b>Sec3</b>	Minimun Standards for All FBOs and SASOs	
Sec3.1	Financial Investment	
Sec3.2	Business Background	
Sec3.3	Financial Resources	
Sec3.3	Management Resources	
	Facility Details	
Sec3.4	Airport Lease	
	5,000 square feet floor space	
	aircraft hangar storage	
	Of which 600 square feet office, customer lounge space	
	heated	
	lighted	
	Public Restrooms	
	heated	
	lighted	
	Flight Planning capability	
	Internet access	
	10 Aircraft Tie Down spaces (may use public tie-down)	
	Paved customer and employee parking	
	Sell Fuel	
	2 other services Sec6 thru Sec16 (List out)	
Sec3.5	Open 8 hrs per Day, 5 Days a week	
	Trained person in attendance	
	Operations hours promptly displayed	
	Working phone number after hours	
	After hours 1 hour max. response time	
Sec3.8	Acquire and Mainatin Insurance	
Sec3.9	Obtain Necessary Environmental Review and permits; maintain in effect	
Sec3.10	Provide copies of necessary documents at City's request	
<b>Sec4</b>	Sec.4 Applications and Qualifications	
Sec4.1	Nature of Business	
Sec4.2	Parties to Business	
Sec4.3	Primary Contact Information	
Sec4.4	Financial Statement, business plan financial info, or other financial documents for proposed business but not existing	
Sec4.7	Construction of facilities, follow review proc.	
	Business Application Submitted	
	Business Operation Approval	
	Applicable Businesses	
	FBO	
<b>Sec6</b>	Aircraft Sales	

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Sec6MS1	Sales and May provide Guarantee or warranty	
	May Provide Sales, repair, servicing arrangements	
	Spare parts for New Aircraft	
	New Aircraft representative example	
Sec6MS3	For Office Space only - 600 square feet	
<b>Sec7</b>	<b>Airframe / Engine and Accessory Maintenance and Repair</b>	
Sec7.1	Sufficient Equipment	
Sec7.1	Sufficient Supplies	
Sec7.1	Sufficient Manuals	
Sec7.1	Sufficient Availability of or access to Parts	
Sec7.1	Required for Certification by the FAA	
Sec7.2	IA or A&P rated employee	
<b>Sec8</b>	<b>Aircraft Rental</b>	
Sec8.1	1 Airworthy Aircraft available for category of instruction	
	Plus 1 airworthy Aircraft for each additional category	
Sec8.2	Employ appropriate rated Pilot for each category	
<b>Sec9</b>	<b>Flight Training</b>	
Sec9.1	1 airworthy Aircraft available for category of instruction	
	Plus 1 airworthy Aircraft for each additional category	
Sec9.2	FAA Maintained Certified Flight Instructor	
Sec9.3	For Individual Flight/Group Instruction, only - 600 Sq. Ft. and no aircraft	
<b>Sec10</b>	<b>Commercial Skydiving</b>	
Sec10.1	1 properly certificated airworthy aircraft	
Sec10.2	Appropriately Certified pilot properly aircraft rated	
<b>Sec11</b>	<b>Fuel and Oil Services (Only FBO may SELL Fuel)</b>	
R&R 13.19.070		
Sec11.1	2000 gals JetA	
Sec11.1	2000 gals 100LL	
Sec11.1	150 gal MoGas	
Sec11.2	supply generally used aviation oils and lubricants	
Sec11.3	Fuel dispensing equipment per regulations	
Sec11.4	Towing equipment	
Sec11.4	Tire inflation equipment	
Sec11.4	Windscreen washing equipment	
Sec11.4	Battery recharge equipment	
Sec11.5	Safe Storage and Handling of fuel per regulations NFPA 407	
Sec11.6	Lawful solid waste, regulated waste disposal	
Sec11.7	Fueling equipment bonding wires	
Sec11.8	Properly located Fire Extinguishers per Fire Code	
Sec11.9	Fixed fuel Storage System	
Sec11.9	Safety fixtures and filtering	

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Sec11.9	Fuel octane and purity quality standards and measurement	
Sec11.9	Spill Prevention	
Sec11.9	Spill Prevention Countermeasures and Control Plan	
Sec11.9	Emergency Shutoff	
Sec11.10	Mobil equipment per NFPA407	
Sec11.10	20 pound BC In-Date type fire extinguisher	
Sec11.10	Bonding cables	
Sec11.10	Appropriate placards	
Sec11.10	Dead Man control for single point fueling capability	
Sec11.10	1000 gallons JetA	
Sec11.10	500 gallons 100LL	
Sec11.10	150 gallon MoGas	
Sec11.14	Approved, trained, documented, fueling personel each employee	
<b>Sec12</b>	Avionics and/or Instruments and/or Prop Repair	
Sec12.1	1 FAA rated radio, instrument or propeller repair technician	
<b>Sec13</b>	Aircraft Charter / Air Taxi	
Sec13.1	Intendced type class size number of aircraft to be used	
Sec13.1	1 Multi Engine or 1 Single Engine certified for AirTaxi Commercial	
Sec13.2	Properly rated pilot employed	
<b>Sec14</b>	Aircraft Storage	
Sec14.1	Continuous basis Hangared aircraft removal and storage	
Sec14.2	Demonstrate it can provide sufficient trained personnel	
Sec14.2	Demonstrate it can provide sufficient aircraft movement if service is offered	
<b>Sec15</b>	Specialized Comm Flight Service	
Sec15.1	Crop Dusting Hazarous Material Emergency Handling Plan	
Sec15.1	Spill Reporting to City	
Sec15.1	Aircraft for particular operations	
Sec15.2	Contact information	
Sec15.3	Provide sufficient trained personnel	
<b>Sec16</b>	Multiple Commercial Aeronautical Services	
Sec16.1	Meets SASO Requirements	
<b>Sec17</b>	Flying Clubs	
	Shall meet FAA definition	
	Provide Member List address working phone number annually	
	Emergency contact person and working phone number	
	No Commercial services allowed	
<b>Sec18</b>	FBOs and SASOs Sub-Leasing From Another FBO or SASO	
	Shall obtain the City's written approval and the appropriate permit	
	Shall define the type of business and service to be offered by the sub-lessee.	

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<b>Sec20</b>	Environmental	
	Must comply with all related regulations	
	<b>SASO</b>	
Doc Ref	-----Item -----	Y/ N/NA
<b>Sec3</b>	Minimun Standards for All FBOs and SASOs	
Sec3.1	Financial Investment	
Sec3.2	Business Background	
Sec3.3	Financial Resources	
Sec3.3	Management Resources	
	Facility Details	
Sec3.6	Airport Lease, Sublease or Rent	
Sec3.6	1,000 square feet space	
Sec3.6	940 square feet operations, 60 square feet office/lounge	
Sec3.6	60 square feet administrative area	
	heated	
	lighted	
Sec3.6	1 Aircraft tie-down space (may use public use tie-down)	
Sec3.7	Open 4 hrs per day, 3 days a week OR be available for appointment	
Sec3.7	Trained person available during operating hours	
Sec3.8	Maintain Insurance	
Sec3.9	Obtain Necessary Environmental Review and permits; maintain in effect	
Sec3.10	Provide copies of necessary documents at City's Request	
<b>Sec4</b>	Sec.4 Applications and Qualifications	
Sec4.1	Nature of Business	
Sec4.2	Parties to Business	
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Sec4.4	Financial Statement, business plan financial info, or other financial documents for proposed business but not existing	
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	Business Application Submitted	
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	Applicable Businesses	
<b>Sec6</b>	Aircraft Sales	
Sec6MS1	Sales and May Provide Guarantee or warranty	
	May Provide Sales, repair, servicing arrangements	
	New Aircraft representative example	
Sec6MS2	Can be subleasee of FBO	
	Must meet SASO Requirements	
Sec6MS3	For Office Space only - 600 square feet	
<b>Sec7</b>	Airframe / Engine and Accessory Maintenance and Repair	
Sec7.1	Sufficient Equipment	
Sec7.1	Sufficient Supplies	
Sec7.1	Sufficient Manuals	
Sec7.1	Sufficient Availability of or access to Parts	

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Sec7.1	Required for Certification by the FAA	
Sec7.2	IA or A&P rated employee	
<b>Sec8</b>	Aircraft Rental	
Sec8.1	1 Airworthy Aircraft available for category of instruction	
	Plus 1 airworthy Aircraft for each additional category	
Sec8.2	Employ appropriate rated Pilot for each category	
<b>Sec9</b>	Flight Training	
Sec9.1	1 airworthy Aircraft available for category of instruction	
	Plus 1 airworthy Aircraft for each additional category	
Sec9.2	FAA Maintained Certified Flight Instructor	
Sec9.3	For Individual Flight/Ground Instruction, only - 600 Sq. Ft. and no aircraft	
<b>Sec10</b>	Commercial Skydiving	
Sec10.1	1 properly certificated airworthy aircraft	
Sec10.2	Appropriately Certified pilot properly aircraft rated	
<b>Sec11</b>	Fuel and Oil Services (May not SELL Fuel)	
SOC	Individual, corporate or private aircraft owners are allowed to fuel aircraft that they own or lease themselves or by their employee as allowed by the FAA	
R&R 13.19.070		
R&R 13.19.070F1	Fueling Permit Required	
<b>Sec12</b>	Avionics and/or Instrument and/or Prop Repair	
Sec12.1	1 FAA rated radio, instrument or propeller repair technician	
<b>Sec13</b>	Aircraft Charter / Air Taxi	
Sec13.1	Intended type class size number of aircraft to be used	
Sec13.1	1 Multi Engine or 1 Single Engine certified for AirTaxi Commercial	
Sec13.2	Properly rated pilot employed	
<b>Sec14</b>	Aircraft Storage	
Sec14.1	Continuous basis Hangared aircraft removal and storage	
Sec14.2	Demonstrate it can provide sufficient trained personnel	
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<b>Sec15</b>	Specialized Comm Flight Service	
Sec15.1	Crop Dusting Hazardous Material Emergency Handling Plan	
Sec15.1	Spill Reporting to City	
Sec15.1	Aircraft for particular operations	
Sec15.2	Contact information	
Sec15.3	Provide sufficient trained personnel	
<b>Sec16</b>	Multiple Commercial Aeronautical Services	
Sec16.1	Meets SASO Requirements	

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<b>Sec17</b>	Flying Clubs	
	Shall meet FAA definition	
	Provide Member List address working phone number annually	
	Emergency contact person and working phone number	
	No Commercial services allowed	
<b>Sec18</b>	FBOs Sub-Leasing From Another FBO or SASO	
	Shall obtain the City's written approval and the appropriate permit	
	Shall define the type of business and service to be offered by the sub-lessee.	
<b>Sec20</b>	Environmental	
	Must comply with all related regulations	
	<b>NABO</b>	
Doc Ref	-----Item -----	Y/N/NA
	PERMIT IN LEU OF SECTION 4	
	Nature of Business	
	Parties to Business	
	Primary Contact Information	
	Acquire and Maintain Insurance	
	Obtain Necessary Environmental Review and permits; maintain in effect	
	Provide copies of necessary documents at City's Request	
	Business Application Submitted	
	Business Application Approval	
<b>Sec19</b>	Non-Airport Based Operators (NABO) and Non-Standard Specialized Aviation Service	
	Operations (NSASO)	
Sec19.1	Obtain Permit (renew annually)	
Sec19.2	Aircraft Sales \$350.00 Annual Fee	
Sec19.2	Aircraft Airframe, Engine and Accessory Maintenance and Repair: \$350.00 Annually	
Sec19.2	Aircraft Rental: \$350.00 Annually	
Sec19.2	Flight Training: \$350.00 Annually	
Sec19.2	Skydiving: As prescribed in Longmont Municipal Code 4.64.040.D	
Sec19.2	Avionics, Instruments, and Propeller Repair: \$350.00 Annually	
Sec19.2	Aircraft Charter and Air Taxi: \$350.00 Annually	
Sec19.2	Specialized Commercial Flying Services: \$350.00 Annually	
Sec19.3	Insurance	
Sec19.4	Copies of Licences, Approvals, legal docs for City	
Sec19.5	Contact information address and working phone number	
<b>Sec20</b>	Environmental	
	Must comply with all related regulations	

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<b>NSASO</b>		
Doc Ref	-----Item -----	Y/N/NA
	PERMIT IN LEU OF SECTION 4	
	Nature of Business	
	Business Plan for proposed business but not existing	
	Parties to Business	
	Primary Contact Information	
	Acquire and Maintain Insurance	
	Obtain Necessary Environmental Review and permits; maintain in effect	
	Provide copies of necessary documents at City's Request	
	Business Application Submitted	
	Business Application Approval	
<b>Sec19</b>	Non-Airport Based Operators (NABO) and Non-Standard Specialized Aviation Service	
	Operations (NSASO)	
Sec19.1	Obtain Permit (renew annually)	
Sec19.2	Aircraft Sales \$350.00 Annual Fee	
Sec19.2	Aircraft Airframe, Engine and Accessory Maintenance and Repair: \$350.00 Annually	
Sec19.2	Aircraft Rental: \$350.00 Annually	
Sec19.2	Flight Training: \$350.00 Annually	
Sec19.2	Skydiving: As prescribed in Longmont Municipal Code 4.64.040.D	
Sec19.2	Avionics, Instruments, and Propeller Repair: \$350.00 Annually	
Sec19.2	Aircraft Charter and Air Taxi: \$350.00 Annually	
Sec19.2	Specialized Commercial Flying Services: \$350.00 Annually	
Sec19.3	Insurance	
Sec19.4	Copies of Licences, Approvals, legal docs for City	
Sec19.5	Contact information address and working phone number	
<b>Sec20</b>	Environmental	
	Must comply with all related regulations	