

**MINIMUM STANDARDS  
FOR  
AIRPORT AERONAUTICAL ACTIVITIES  
AT**

**Paulding Northwest Atlanta Airport  
Dallas, Georgia**

Approved by PCAA at Public Meeting dated May 21, 2025,  
with updates to the Fuel Flowage Fee approved by PCAA at Public Meeting dated July 16, 2025.

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## **SECTION A - Preamble**

These Minimum Standards for Airport Aeronautical Activities have been formulated and adopted by the Paulding Northwest Atlanta Airport, hereinafter referred to as “Airport”.

These Minimum Standards are intended to be the minimum threshold entry requirements for those wishing to provide commercial aeronautical services to the public and to ensure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition. These Minimum Standards also contain requirements for certain non-commercial aeronautical activities at the Airport as detailed herein, as well as provide standards and processes for construction of facilities on the airfield utilized for aeronautical purposes. These Minimum Standards were developed taking into consideration the aviation role of the Paulding Northwest Atlanta Airport (Airport), the future development planned for the Airport and to promote fair competition. The uniform application of these Minimum Standards, containing the minimum levels of service that must be offered by the prospective service provider, protects Airport patrons and enhances the public interest by both encouraging growth of business at the Airport and discouraging substandard operations.

These standards were developed in accordance with the Federal Aviation Administration (FAA) Advisory Circular 150-5190-8, Dated December 7, 2023. The Airport will regularly update this document as necessary as required by activities on the Airport or as regulations are changed.

## **SECTION B - Definitions**

### **A. Aircraft**

- (1) 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.
- (2) 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.
- (3) 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.
- (4) Aircraft Operation - an aircraft arrival at, or departure from, the airport.
- (5) Aircraft Owner - a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.
- (6) 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.
- (7) Aircraft Rental - the commercial operation of renting or leasing aircraft to the public for compensation.
- (8) Aircraft Sales - the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.
- (9) 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 standards.
- (10) 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.
- (11) Unmanned Aerial Vehicle (UAV) – a powered, aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, can fly autonomously or be piloted remotely, can be expendable or recoverable, and can carry a lethal or nonlethal payload.
- (12). Vertical Takeoff and Landing (VTOL) - an aircraft that can take off and land vertically without relying on a runway. This classification can include a variety of types of aircraft

including helicopters as well as thrust-vectoring fixed-wing aircraft and other hybrid aircraft with powered rotors such as cyclogyros/cyclocopters and gyrodynes.

## **B. General**

(1) Aeronautical Activity - any 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 activity.”

(2) 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.

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

(4) Airport - Paulding Northwest Atlanta Airport, and all of the Airport-owned or leased real or personal property, buildings, 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 Airport Layout Plan.

(5) 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.

(6) Commercial Aeronautical Activity - the conduct of any aspect of a business, concession, operation, or agency providing goods or services to any person for compensation or hire, including exchange of services, whether or not such objectives are accomplished. An activity is considered a commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt. A commercial business activity that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of aeronautical operations.

(7) Commercial Aeronautical Service Provider - a person, firm, corporation, or other entity (Operator), which makes possible, or is required for the operation of aircraft, or which contributes to, or is required for the safe conduct and utility of aircraft operations, the purpose of such activity being to generate and/or secure earnings, income, compensation, and/or profit, whether or not such objectives are accomplished.

(8) 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 can be conferred either by express agreement, contract, license, lease, and permit or by the imposition of unreasonable standards or requirements, or by any other means.

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

(10) 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, agency or instrumentality of the United States, the State of Georgia, Paulding County or any political subdivision thereof.

(11) Minimum Standards - the qualifications or criteria, which may be established by the Airport owner as the minimum requirements that shall be met by businesses engaged in aeronautical activities for the right to conduct those activities.

## C. Governmental

- (1) **Airport Director** – The designated individual or duly authorized individual appointed by the County to administer and manage all operations of the Airport and Airport facilities, and to supervise all Airport projects.
- (2) **FAA** - the Federal Aviation Administration as established in 1967 within the Department of Transportation of the United States government that has the responsibility of promoting safety in the air, by both regulation and education.
- (3) **FAR** - the Federal Aviation Regulations as 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).

## D. Fueling

- (1) **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.
- (2) **Fuel Storage Facilities** - any portion of the Airport designated temporarily or permanently by the Airport as an area in which aviation or motor vehicle gasoline or any other type of fuel or fuel additive may be stored or loaded.
- (3) **Commercial Self-Service Fueling** - a fueling concept that enables a pilot to fuel an aircraft from a commercial fuel pump installed for that purpose by an FBO or the airport sponsor. The fueling facility may or may not be attended. Only approved Fixed Base Operators may conduct fuel sales at the Paulding Northwest Atlanta Airport using branded fuels.
- (4) **Non-Commercial Self Fueling** - Self-Fueling is the dispensing of fuel into an aircraft by the owner, from facilities and equipment provided by the owner. No person or entity shall Self-Fuel his or her aircraft, unless he or she possesses a valid **Non-Commercial Self-Fueling Permit** (Appendix IV) authorizing such activities and approved by the Airport Director.
- (5) **Fuel Cooperative Organizations** - A non-commercial entity composed of multiple members that provides fuel services to its own members. Such entities are prohibited from operating commercially, and may not sell or provide fuel or other services to non-members. Fuel Cooperative Organizations must meet the requirements stipulated in Section T.
- (6) **Fuel Flowage Fee** – Amount charged to any tenant for bringing fuel onto the airfield via ground transportation for the purpose of being transferred into any aircraft.

## **E. Lease and Agreements**

- (1) Lease - the written contract between the Airport and an Operator (Lessee) specifying the terms and conditions under which an Operator may occupy and operate from certain Airport facilities and/or property.
- (2) Sublease - A written agreement, approved by the Airport, 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.
- (3) Agreement - the written agreement between the Airport 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.
- (4) Permit - administrative approval issued by the Airport to a person or company to conduct a commercial aeronautical activity, and provide such services, to based and transient aircraft, only from facilities and locations where such services are authorized.
- (5) 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.
- (6) Land Lease Rate – Amount charged by the Airport per square foot per year for lease-holder construction of facilities, hangars, and infrastructure required for lease-holder business operations. The current initial Land Lease Rate is \$0.45 per square foot per year.
- (7) Land Lease Rate Escalation – Land Leases for terms greater than 3 years will include an escalation factor for Consumer Price Index increases over time.

## **F. Services**

- (1) 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.
- (2) Fixed Base Operator (FBO) - A commercial full-service business granted the right by the Airport to operate on the airport to provide commercial fueling of aircraft and other services. FBOs must meet the requirements of Section S.
- (3) 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 pilot 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.

(4) 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, and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.

(5) Preventive Aircraft Maintenance - maintenance that is not considered a major aircraft alteration or repair and does not involve complex assembly operations as listed in 14 CFR Part 43, except for Item 22 in the Regulation. Item 22 involves the replacement of prefabricated fuel lines, and shall, for purposes of these regulations, be considered a major aircraft repair.

(6) 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.

- a) This does not include Commercial Self-Service Fueling (i.e., self-fueling one's aircraft from a FBO's self-service fuel pump).

(7) Specialized Aviation Service Operation (SASO) - a commercial aeronautical business that is authorized to offer a single or limited services 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. A SASO shall NOT be authorized to sell fuel to based or transit customers. By definition, an FBO is not a SASO.

(8) Small Business SASO – an aviation business offering a single specialized commercial service operating out of less than 12,000 square feet of hangar space and has 10 employees or less.

## **G. Infrastructure**

(1) Aircraft Operations Area (AOA) – The AOA is considered a restricted area and is established for safety and security reasons. Except for passengers enplaning or deplaning aircraft, the general public is prohibited from the AOA unless escorted by an authorized employee of the Airport or Tenant. The general public is also prohibited from all other areas of the Airport posted as being a restricted area.

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

(3) Taxilane - the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage area.

(4) Taxiway - a defined path established for the taxiing of aircraft from one part of the Airport to another.

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

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

## **SECTION C - Minimum Standards for all Aeronautical Service Providers (Operators)**

The following shall apply to all prospective aeronautical service providers wishing to conduct business, at the Airport.

1. Airport property is a valuable and limited resource. No land shall be leased to any person without a demonstrated need and a comprehensive plan.
2. Leases shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold.
3. All plans, specifications, architectural designs and landscaping shall meet the standards outlined in Appendix III - Declaration of Covenants and Restrictions for Buildings and Structures and shall require written approval of the Paulding County Airport Authority or designated representative
4. A person shall have such business background and shall have demonstrated his business capability to the satisfaction of, and in such manner as to meet with the approval of the Airport.
5. Any prospective entity seeking to conduct commercial aeronautical activity at the Airport should demonstrate in writing and notarized financial detail that they have adequate resources to realize the business objectives agreed to by the Airport and the applicant.
6. For commercial aeronautical service providers, the prospective Operator shall have its premises open and services available from 9:00 a.m. to 5:00 p.m. at least five (5) days a week unless otherwise indicated or approved by the Airport. The schedule may be reduced during major holidays, as approved by the Airport.
7. All prospective Operators shall demonstrate to the Airport's satisfaction evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation. An Operator should make its own analysis to determine if more is needed. However, such policies of insurance shall be maintained in full force and effect during all terms of existing leases, agreements or business license or renewals or extensions thereof with a 30-calendar day notice of cancellation to the Airport. Such policies shall not be less than the amounts listed at APPENDIX 1; however, in all cases, must meet the statutory requirements of applicable governmental agencies and be approved in writing by the Airport. In all cases, the Paulding County Airport Authority shall be listed as an Additional Insured on all Operator's insurance policies and proof of such inclusion shall be provided to the Airport office annually or upon request.

8. All fueling operations shall comply with the requirements detailed in Section D. – Fueling Regulations. All fueling operations will be charged a fuel flowage fee payable to the Airport at the approved Airport rate as detailed in Section D.

## SECTION D - Fueling Regulations

- (1) **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.
- (2) **Fuel Storage Facilities** - any portion of the Airport designated temporarily or permanently by the Airport as an area in which aviation or motor vehicle gasoline or any other type of fuel or fuel additive may be stored or loaded.
- (3) **General Fuel Standards** – General fuel standards that apply to all entities, including commercial and non-commercial operators.

- a. **Standard Operating Procedures** - In accordance with all applicable Regulatory Measures and appropriate industry practices, the operator shall develop and maintain Standard Operating Procedures (SOPs) for fueling and shall ensure compliance with the standards set forth in FAA Advisory Circular 00-34B, entitled “Aircraft Ground Handling and Servicing (including updates) and Advisory Circular 5230-4C, entitled “Aircraft Fuel Storage, Handling, Training, and Dispensing at Airports” (including updates).

The SOP shall include a training plan, fuel quality assurance and daily fuel sampling procedures, recordkeeping, inventory management and reconciliation, compliance with Federal, State, and Local environmental regulations and reporting requirements, and emergency response procedures for fuel spills and fires. The SOP shall be submitted to the Airport Director no later than ten (10) business days before the operator commences fueling at the Airport.

The Airport shall conduct inspections on a periodic basis to ensure compliance. If found in non-compliance, the Airport shall identify the areas of non-compliance and establish a reasonable time frame for the operator to cure any deficiencies or discrepancies. Failure to resolve any deficiencies or discrepancies to the Airport’s satisfaction shall be grounds for termination of fueling privileges and, if applicable, the operator’s lease.

- b. **Fuel Dispensing** - The dispensing of Fuel must meet all applicable Airport, State of Georgia, and Federal regulations, including Federal Aviation (FAA) Advisory Circulars, as well as American Standard Testing Method (ASTM) D-910 for Av-Gas, ATM D-1655 for Jet Fuel and ASTM D-439-85a for Mogas, which shall be determined at the time of delivery into the aircraft, and NFPA 407. Fuel filtration systems shall meet applicable Energy Institute (EI) standards.
- c. **SPCC** - Prior to transporting Fuel onto the Airport, all approved operators shall provide the Airport with a Spill Prevention Control and Control Countermeasure (SPCC) that meets regulatory requirements for above ground Fuel storage facilities. A copy of such SPCC Plan shall be filed with the Airport Director at least ten (10)

- business days prior to such implementation. Such plan shall describe, in detail, those methods that shall be used by the operator to clean up any potentially hazardous Fuel spills. This plan shall also describe, in detail, which methods the operator intends to use to prevent any such spill from ever occurring.
- d. **SWPPP** - All approved operators shall comply and furnish all information required for the Airport's Storm Water Pollution Prevention Plan (SWPPP).
  - e. **Fuel Storage Facilities** - Any party desiring to utilize and construct a fuel storage facility at the Paulding Northwest Atlanta Airport shall comply with Airport, National Fire Protection Agency (NFPA), Federal Aviation Administration, Environmental Protection Agency, Georgia, and Paulding County Rules and Regulations in regard to fuel handling, storage and delivery, and must be an approved full-service Fixed Base Operator (Section S), a Fuel Cooperative Organization (Section T) or be limited to self-fueling operations only. All parties shall provide written proof that the County Fire Marshal has inspected the fueling facilities and reviewed the fueling methods for dispensing fuel into the aircraft.
  - f. **Refuelers** - A single refueling vehicle shall be used for each type of fuel to be dispensed. Each refueling vehicle shall be equipped and maintained to comply at all times with the applicable safety and fire prevention requirements set forth in the Airport Rules and Regulations, Paulding County Fire Code and the National Fire Protection Association Codes. All refueling vehicles shall be capable of bottom loading.
    - i. **Commercial Fueling (Fixed Base Operators – FBOs):** Refuelers utilized by FBOs shall have the minimum storage capacities listed in Section S.
    - ii. **Non-Commercial Self-Fueling Operations:** If utilized for non-commercial self-fueling, AvGas refuelers shall have a minimum capacity of 750 gallons and Jet refuelers shall have a minimum capacity of 1,200 gallons.
  - g. **Insurance** - Provide Insurance coverage in amounts no less than specified in Appendix I of the Airport Minimum Standards.
- (4) Commercial Fueling** - Only approved Fixed Base Operators (FBOs) may conduct fuel sales at the Paulding Northwest Atlanta Airport using branded fuels. Commercial fueling includes fuel offered for sale to the public from a commercial self-serve pump, as well as fuel dispensed from a refueler ("full-service"). FBOs shall comply with the all applicable requirements in these Minimum Standards.
- (5) Non-Commercial Self-Fueling** – Non-Commercial Self-Fueling is the dispensing of fuel into an aircraft by the owner, from facilities and equipment provided by the owner.

- a. **Non-Commercial Self-Fueling Permit** - No person or entity shall engage in non-commercial self-service fueling, unless he or she possesses a valid Non-Commercial Self-Fueling Permit (Appendix IV) authorizing such activities and approved by the Airport Director.

Prior to non-commercial self-fueling of any aircraft, the person shall provide to the Airport Director a copy of the FAA's Aircraft registration certificate for that aircraft verifying sole ownership by the person, or proof of being the lessee of said aircraft, and that he or she has complete operational control over the aircraft.

- b. **Fuel Cooperative Organizations** - A non-commercial entity composed of multiple members that provides fuel services only to its own members. Such entities are prohibited from operating and selling fuel commercially, and may not sell or provide fuel or other services to non-members. Fuel Cooperative Organizations must meet the requirements stipulated in Section T.

- c. **Fuel Storage Facilities for Non-Commercial Self-Fueling**

In addition to the conditions set forth in the Non-Commercial Self-Fueling Permit, non-commercial self-fueling operators wishing to construct their own fuel storage facilities must meet the following conditions. (Fuel Cooperative Organizations must meet the additional requirements stipulated in Section T.)

- A. Be a Master Leaseholder in good standing.
- B. Construct a minimum permanent hangar/office aviation facility of not less than 12,000 square feet.
- C. Have a minimum fuel storage facility capacity of 12,000 gallons Jet A or 10,000 gallons AvGas.
- D. This self-fueling privilege requires an annual fuel usage of at least 100,000 gallons of Jet A, or 100,000 gallons of AvGas, and be subject to a fuel flowage fee determined by the Airport Authority and set forth in the Permit.
  - i. Fuel Cooperative Organizations are subject to a higher minimum fuel flowage guarantee as stipulated in Section T.
- E. Failure to comply with minimum annual fuel flowage requirements shall result in a penalty fee per gallon short payable to the Airport equal to twice the current established fuel flowage rate.
- F. Failure to pump the required annual fuel usage in any given year shall warrant a review by the Airport Authority and may be deemed sufficient justification for the closure of the fueling facility. All cost associated with closing and any

associated clean-up is solely the responsibility of the owner/operator of the fueling facility.

**(6) Fuel Flowage Fee** – Amount charged to any entity or tenant for bringing fuel onto the airfield via ground transportation for the purpose of being transferred into any aircraft.

The current approved fuel flowage fee for Fiscal Year 2026 (July 1, 2025 – June 30, 2026) is \$0.20 per gallon delivered onto the Airport premises for all fuel types regardless of fuel delivery or dispensing methods.

Unless otherwise amended by the Paulding County Airport Authority, the Fuel Flowage rate shall increase by 2% on July 1<sup>st</sup> for each year thereafter. The rate shall be rounded to the nearest one-tenth of a cent (i.e., \$0.2027 = \$0.203 per gallon)

The tenant shall submit payment and documentation of fuel flowage fees to the Airport for the preceding month no later than the tenth (10<sup>th</sup>) of each following month. (For example, the fuel flowage fees and associated documentation for March shall be paid no later than April 10<sup>th</sup>). Documentation shall include the Bill of Lading (BOL) for each delivery, and the fuel flowage rate will be calculated based on the net amount of gallons delivered as reported on the BOL. Failure to pay the flowage fee by the tenth (10<sup>th</sup>) of the month will result in a late fee of the amount owed, plus a 10% penalty.



## **SECTION F - Application and Qualifications**

NOTE: Requirements of Section F may be tailored or waived at the discretion of the Airport Director.

Demonstration of the intent to conduct a business operation and/or construct a facility for aeronautical purposes at the Airport shall be by application to the Paulding County Airport Authority. The written application shall contain the minimum:

1. The proposed nature of the business or operation (Business Plan/Letter of Intent).
2. The signatures of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.
3. The current financial statement prepared or certified by a Certified Public Accountant.
4. A listing of assets owned, being purchased, or leased which will be used in the business on the Airport.
5. A current credit report for each party owning or having a financial interest in the business and credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
6. An agreement to provide a bond or suitable guarantee of adequate funds to the Airport to be used to defray any expenses and fees normally paid by Lessee between the estimated time the Lessee may default, and a new lease is executed and another Lessee takes over.
7. A written authorization from the FAA, any aviation or aeronautics commissions, administrations, and 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 shall execute such forms, releases, or discharges as may be required by those agencies.
8. Preliminary plans, specifications and dates for any improvements which the applicant intends to make to the Airport as part of the activity for which approval is sought. Applicants must comply with appropriate Review Procedures and the Airport requirements.
9. Proof of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance. Such proof may be in the form of a copy of an insurance company letter of intent.

10. Such other information as the Airport may require.

## **SECTION G - Action on Application**

All applications will be reviewed and acted upon by the Airport within ninety (90) days of the receipt of the application. Applications may be denied for one or more of the following reasons:

1. The applicant does not meet the qualifications, standards and requirements established by these Minimum Standards.
2. The applicant's proposed operations or construction will create a safety hazard on the Airport.
3. The 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 Authority.
4. There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.
5. If any of the individuals within the application cannot pass the standard FAA background check.
6. The proposed operation, Airport development or construction does not comply with the approved Airport Layout Plan.
7. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present tenant or fixed base operator on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to an existing tenant or SASO, or will result in depriving, without the proper economic study, an existing tenant or SASO of portions of its leased area in which it is operating.
8. Any party applying, or interested in the business, 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.
9. 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, Federal Aviation Regulations, or any other Rules and Regulations applicable to this or any other airport.
10. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Airport or any lease or other agreement at any other airport.
11. Any party applying, or having an interest in, the business, is not sufficiently credit worthy and responsible in the judgment of the Airport to provide and maintain the

business to which the application relates and to promptly pay amounts due under the SASO lease.

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

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

## **SECTION H - Aircraft Sales**

### Statement of Concept

New Aircraft Sales: An aircraft sales SASO 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.

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 SASOs 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 history.

### Minimum Standards

1. A SASO engaging in this activity shall provide necessary and satisfactory arrangements for the repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period. The SASO shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The SASO who is in the business of selling new aircraft shall have available a representative example of the product.
2. A SASO shall have in his employ, 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. The SASO 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 SASO and provide check ride pilots for aircraft sold.
  - a. Operate the service in a minimum of five hundred (500) square feet of office space at the Airport and have immediate access to a customer lounge, public telephones, and restrooms. Operators must lease or sublease a minimum of Tie down area to accommodate at least two (2) of the largest of the aircraft authorized for sale. If the operator leases hangar space for the storage of sale aircraft this provision is waived.
  - b. Employ and have on duty at least one (1) qualified aircraft salesperson and access to a demonstration pilot that has a current commercial pilot certificate with appropriate aircraft type ratings.

## **SECTION I - Aircraft Airframe, Engine and Accessory Maintenance and Repair**

### Statement of Concept

An aircraft airframe, engine and accessory maintenance and repair SASO provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft up to annual inspections may include all types of piston and turbine aircraft, business Jet aircraft and helicopters. This category shall also include the sale of aircraft parts and accessories.

### Minimum Standards

1. The SASO shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.
2. The SASO shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category of services in an efficient manner, but never less than one person currently certificated by the FAA with ratings appropriate to the work being performed and who holds an airframe and power plant rating and is an inspector authorized by the FAA.
  - a. Operate the service from a minimum of two thousand five hundred (2,500) square feet of ventilated hangar and shop space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.
  - b. Employ and have on-duty a minimum of one (1) FAA certified technician who possesses an airframe, power plant, or aircraft inspector rating, or the maintenance facility must be certified under 14 CFR Part 145.
  - c. Keep premises open and services available for a minimum of eight (8) hours daily, five (5) days a week. A technician shall also be available on-call twenty-four (24) hours, seven (7) days for emergency purposes only. If more than one (1) maintenance facility is located at the airport, the on-call responsibility may be rotated on a mutually agreeable schedule.
  - d. Provide equipment, supplies and parts required for aircraft airframe, power plant, inspection, tire, battery, oxygen, and other routine aircraft maintenance functions.

## **SECTION J - Aircraft Lease and Rental**

### Statement of Concept

A SASO that engages in the rental or lease of aircraft to the public.

### Minimum Standards

Aircraft:

1. The SASO shall have available for rental, either owned or under written lease, two (2) certificated and currently airworthy aircraft, one (1) of which must be a four-place aircraft, and one (1) of which must be equipped for and capable of flight under instrument meteorological conditions.
  - a. Operate the service in a minimum of five hundred (500) square feet of office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms. Arrange for or lease ramp or hangar space for aircraft.
  - b. Employ and have on duty at least two (2) persons having a current commercial pilot certificate with appropriate ratings, including instructor rating.
  - c. Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week.

## **SECTION K - Flight Training**

### Statement of Concept

A flight training SASO 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 and preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

### Minimum Standards

1. The SASO shall have available for use in flight training, either owned or under written lease to SASO, properly certificated aircraft, one (1) of which must be a four-place aircraft, and one (1) of which must be equipped for and capable of use in instrument flight instruction.
2. The SASO shall have on a full-time basis, at least one flight instructor who has been properly certificated by the FAA to provide the type of training offered.
  - a. Operate the service from a minimum of two hundred fifty (250) square feet of classroom and office space at the Airport and have immediate access to a customer lounge, public telephones, and restrooms.
  - b. Flight training operations shall include adequate mock-ups, pictures, slides, filmstrips, movies, videotapes, or other training aids necessary to provide proper and effective ground school instruction. All materials shall meet FAA requirements for the training offered.



## **SECTION L - Commercial Skydiving**

### Statement of Concept

A Skydiving SASO engaged in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment.

### Minimum Standards

1. A SASO shall have available for skydiving, either owned or under written exclusive use lease to the SASO, at least three properly certificated aircraft.
2. Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week.
3. A SASO operation shall meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR 105, and related FAA Advisory Circulars. The jump plane pilot must hold a FAA commercial pilot certificate and be appropriately rated for the aircraft being operated.
4. A skydiving SASO shall carry the same insurance coverage and limits as any other SASO on the Airport and provide the following minimum facilities:
  - a. Operate the service from a minimum of fifteen hundred (1,500) square feet of classroom and office space on the Airport and have immediate access to a customer lounge, public telephones, and restrooms.
  - b. Flight training operations shall include adequate mock-ups, pictures, slides, filmstrips, movies, videotapes, or other training aides necessary to provide proper and effective ground school instruction. All materials shall meet FAA requirements for the training offered.
  - c. Have a hangar of not less than five thousand (5,000) square feet for the storage, rigging and packing of equipment.

## **SECTION M - Avionics, Instruments or Propeller Repair Station**

### Statement of Concept

An avionics, instrument, or propeller repair station SASO 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 SASO shall hold the appropriate repair station certificates issued by FAA for the types of equipment he plans to service and/or install.

### Minimum Standards

1. The SASO shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is a FAA rated radio, instrument or propeller repairman.
  - a. Operate the service from a minimum of two thousand five hundred (2,500) square feet of ventilated hangar and shop space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.
  - b. Employ and have on-duty a minimum of one (1) FAA certified technician.
  - c. Keep premises open and services available for a minimum of eight (8) hours daily, five (5) days a week.
  - d. Provide equipment, supplies and parts required for avionics work.

## **SECTION N - Aircraft Charter and Air Taxi**

### Statement of Concert

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

### Minimum Standards

1. The SASO shall provide, either owned or under written lease type, class, size and number of aircraft intended to be used by the SASO, not less than one (1) single engine four-place aircraft and two multi-engine aircraft, both of which must meet the requirements of the air taxi. Commercial certificate held by the SASO. The multi-engine aircraft shall be certificated for instrument operations.
2. The SASO shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards 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 SASO. This SASO shall operate from the following type facilities:
  - a. Operate the service from a minimum of two hundred fifty (250) square feet of office space at the Airport and have immediate access to a customer lounge, public telephones, and restrooms.

## **SECTION O - Aircraft Storage**

### Statement of Concept

An aircraft storage SASO engages in the rental of conventional hangars and/or multiple T-hangars.

These standards shall also apply to hangars built solely for personal use. Standards that may not be applicable towards hangars utilized for personal use may be waived at the discretion of the Airport Director.

### Minimum Standards

1. The conventional hangar SASO shall have its facilities available for the tenant's aircraft removal and storage on a continuous basis.
2. The SASO shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.
3. The SASO shall provide a 24 on call number for emergencies to the Airport and to the hangar tenants.
4. A current list of tenants will be provided to the Airport on a quarterly basis. Information will include, at a minimum, the following:
  - a. Aircraft registration number
  - b. Address and phone number of aircraft owner
  - c. Emergency contact information
5. The SASO must provide restroom facilities for their tenants.
6. Aircraft stored in all hangars must be airworthy or show visible progress on becoming airworthy.

## **SECTION P - Specialized Commercial Flying Services**

### Statement of Concept

Specialized commercial flying services SASO 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 pipeline patrol.
- f. Fire fighting.
- g. Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations.

### Minimum Standards

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

2. The Airport shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed on a case-by-case basis. The minimum requirements shall be applicable to all operations of a similar nature. All SASOs will, however, be required to maintain the Aircraft Liability Coverage as set forth for all SASOs.

3. The SASO 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.

4. The SASO must provide, by means of an office or a telephone, a point of contact for the public desiring to use the SASO's services.

## **SECTION Q - Multiple Services**

### Statement of Concept

Multiple services SASOs engages in any two or more of the aeronautical services for which Minimum Standards have been herein provided. If a SASO desires to provide commercial fueling services, they must meet all FBO minimum requirements and be approved by the Airport as an FBO.

### Minimum Standards

1. The SASO 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 SASO except aircraft used for crop dusting, aerial application, or other commercial use of chemicals. When a SASO is providing multiple services, minimum space requirements will be determined by the Authority.
2. The SASO shall provide the equipment and services required to meet the Minimum Standards as herein provided for all aeronautical service the SASO is performing.
3. The SASO shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all aeronautical services being performed by SASO.
4. The SASO shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards for each aeronautical service the SASO is performing as herein provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the SASO.

## **SECTION R - Flying Clubs**

### Statement of Concept

A group of individuals that have equal and joint ownership of an aircraft(s); aircraft(s) not used for any commercial activities.

### Minimum Standards

The Airport has the right to require a Flying Club to furnish documents such as insurance policies, Club by-laws, meeting minutes and notifications, and a current list of members to ensure that the Club remains a non-commercial and non-profit organization. Each Flying Club shall be required to provide the Director with insurance/indemnification at the limits and types determined by Sponsors.

1. No member (owner) of a Flying Club shall receive compensation for services provided for such Flying Club or its members (owners) unless such member is an authorized Commercial Operator with the Sponsor.
2. Flying Club members Aircraft shall not be used by non-members.
3. No member (owner) shall use Flying Club Aircraft in exchange for compensation.
4. Flying Club members (owners) shall file and keep current with the Sponsor a complete membership (owner) list and the investment share held by each member.

## **SECTION S – Fixed Base Operator (FBO)**

### Statement of Concept

Full-service Operator authorized to provide commercial aircraft fueling and handling as well as other services.

### Minimum Standards

1. At a minimum, an FBO must provide full-service fueling for both piston and jet aircraft, hangar management, ramp management, Ground Support Equipment availability appropriate for aircraft typically utilizing the airport, and aircraft towing.
2. The FBO shall follow the fueling regulations listed in Section D – Fueling Regulations. The FBO shall utilize a branded fuel provider.
3. In addition to the required minimum services, an FBO may also provide services such as aircraft rental, aircraft maintenance, flight instruction, aircraft sales, charter operations, and other related aviation services.
4. The pricing for services and products provided by and sold by the FBO shall be reasonable and not unjustly discriminatory.
5. The FBO must have access to the minimum space as outlined below. If so indicated, this space must be dedicated to the use of the FBO, but otherwise may be shared, leased, constructed, or otherwise obtained by the FBO for their use and the use of their customers, pilots, employees, guests, passengers, and other users of the FBO's services. If the space is shared, the FBO lease must identify the owner of the shared space and any limitations on its availability for use by the FBO. The Airport is not required to provide this shared space if such space is unavailable.
  - a. A minimum of 2500 sq. ft. of inside space consisting of public restrooms, lobby area, waiting area, pilot's lounge, pilot briefing room, pilot sleep room, and FBO Office Space.
  - b. A minimum of 1000 sq. ft. of dedicated FBO office space for housing FBO employees, business records, communication equipment, an FBO "window" open to the public, an FBO restroom and break room exclusively for FBO employees, and other space required for the efficient operation of the FBO.
  - c. A minimum of 2 acres of dedicated ramp space for transient aircraft, short-term parking, and tiedown. This ramp must be adjacent to the building where the FBO office is located.



- d. A minimum of 24,000 square feet of dedicated hangar space for based and tenant aircraft storage.
  - e. A dedicated fuel farm with minimum total storage of 20,000 gallons and capable of storing both Jet A and 100LL (or future alternative fuel).
  - f. FBOs shall utilize at least one single refueling vehicle for each type of Fuel to be dispensed. AvGas refuelers shall have a minimum capacity of 1,000 gallons and Jet A refuelers shall have a minimum capacity of 3,000 gallons. All refueling vehicles shall be capable of bottom loading.
  - g. A “Crew Car” available to transient crew members for local, short-term trips for the convenience of the crew to obtain a meal, purchase supplies, etc.
  - h. Access to sufficient parking adjacent to the building where the FBO office is located to accommodate a minimum of 20 cars.
  - i. Must maintain minimum operating hours of 8 AM to 6 PM local time 7 days per week except for major holidays such as Thanksgiving Day, Christmas Day, and New Years Day.
6. During normal working hours, the FBO will provide adequate and properly trained staff to provide:
- a. Aircraft servicing
  - b. Attended FBO “Window” open to the public
  - c. Continuous monitoring of a dedicated “FBO” phone line and UNICOM radio
  - d. Communications via UNICOM to provide inbound transient aircraft information as needed
  - e. Visual security of the ramp access points
  - f. Marshaling of transient aircraft
  - g. Concierge services such as assisting with ground transportation, food, hotels, etc.

## **SECTION T – Fuel Cooperative Organizations (CO-OPs)**

### Statement of Concept

A non-commercial entity composed of multiple members that provides fuel services to its own members. Such entities are prohibited from operating as a commercial entity, and may not sell or provide fuel or other services to non-members or transient aircraft.

### Minimum Standards

All CO-OPs shall be approved by the Airport Authority. The CO-OP shall observe the same rules and regulations applicable to all self-service activities.

The ability to establish a CO-OP shall be limited to those entities that have signed a Master Development Agreement with the Airport for the construction of ten or more hangars of at least 12,000 square feet each, on sites exceeding 10 or more acres.

Fuel Cooperative Organizations (“CO-OPs”) shall abide by the following:

- a) The CO-OP shall be a master leaseholder in good standing.
- b) The CO-OP shall obtain a Non-Commercial Self-Fueling Permit from the Airport Authority.
- c) On or before January 1<sup>st</sup> of each year, the CO-OP shall provide a list of aircraft registration numbers and contact information for each aircraft that is a member of the CO-OP. In the event of an addition or removal of an aircraft from the CO-OP, the CO-OP shall notify the Airport within ten (10) days of said addition or removal.
- d) Every aircraft that is part of the CO-OP must be based at the Paulding-Northwest Atlanta Airport (KPUJ).

All aircraft that are members of the CO-OP shall be considered based at the Paulding-Northwest Atlanta Airport (KPUJ) for purposes of the Federal Aviation Administration Form 5010 *Airport Master Record*, National Based Aircraft Inventory Program.

Additionally, all aircraft that are members of the CO-OP shall be considered based in Paulding County, Georgia for ad valorem tax purposes and shall pay annual Paulding County and Georgia ad valorem taxes when due, in addition to all other applicable taxes, permit fees, utility costs, license fees and assessments.

- e) Only those aircraft that are members of the CO-OP as documented in the preceding Paragraphs a) and b), and are in compliance with paragraphs a. and b., will be allowed to receive fueling services by the CO-OP.
- f) The CO-OP shall pay to the Airport the Airport's established Fuel Flowage Fee monthly for all fuel **delivered** to the CO-OP each month. The CO-OP shall submit payment and documentation of fuel flowage fees to the Airport for the preceding month no later than the tenth (10<sup>th</sup>) of each following month. Documentation shall include the Bill of Lading (BOL) for each delivery, and the fuel flowage fee will be calculated based on the net amount of gallons **delivered** as reported on the BOL.

Additionally, the CO-OP shall document and certify monthly that fuel was pumped only into aircraft that are active members of the CO-OP. The CO-OP shall provide a log of aircraft fuelings monthly to the Airport for the preceding month no later than the tenth (10<sup>th</sup>) of each following month. This log shall contain the date and time of each fueling, the registration number of the aircraft that received the fueling, and the amount of fuel pumped into each aircraft at each fueling.

- g) The CO-OP shall demonstrate joint ownership of the fuel tank and the fuel. The CO-OP shall document to Airport that all personnel involved in fueling operations are adequately trained and that self-fueling is conducted only for that CO-OP business partner for which the employee actually works. The CO-OP shall perform and maintain industry-standard fuel quality control and recordkeeping procedures, and shall provide such documentation to Airport upon request.
- h) The CO-OP shall have a minimum fuel storage capacity of 12,000 gallons Jet A or 10,000 gallons AvGas. The fuel facility shall be located in above-ground fixed tanks (i.e., not portable tanks, bowzers, or refuelers), and shall comply with Airport, National Fire Protection Agency, Federal Aviation Administration, Environmental Protection Agency, Georgia state, and Paulding County Rules and Regulations in regard to fuel handling, storage and delivery.

The CO-OP shall lease adequate property to ensure all setback restrictions will not infringe upon present or future airport development.

- i) **Minimum Fuel Flowage:** The CO-OP shall guarantee an annual fuel flowage of at least 200,000 gallons of Jet A, or 200,000 gallons of AvGas. The annual flowage totals shall be calculated by the amount of fuel pumped by the CO-OP into the member aircraft of the CO-OP as identified in Paragraph d) of this Section during the Airport's established Fiscal Year, which is currently July 1<sup>st</sup> to June 30<sup>th</sup>.

Failure to comply with minimum annual fuel flowage requirements shall result in a penalty fee per gallon short payable to the Airport equal to twice the current established fuel flowage rate.

(For example – Jet A required 200,000 gallon annual usage – 175,000 gallon actual usage = 25,000 gallons short.  $25,000 \text{ gallons} \times \$0.20/\text{gal} \times 2 = \$10,000.00$  penalty fee. This is in addition to fuel flowage fee for the 175,000 gallons at the normal rate. In total, the total fuel flowage remitted to the Airport in this example would be \$45,000.  $(175,000 \times \$0.20 = \$35,000) + (25,000 \text{ gallons} \times \$0.20/\text{gal} \times 2 = \$10,000)$ ).

The Airport Director, at his discretion, may prorate or lower the Minimum Fuel Usage requirements during the first two years of operation of the CO-OP.

- j) The CO-OP shall maintain and provide proof of insurance as outlined in Appendix I of the Airport's Minimum Standards for Commercial Aeronautical Service Providers. The Paulding County Airport Authority shall be listed as Additional Insured on all CO-OP's insurance policies and proof of such inclusion shall be provided to the Airport office annually or upon request.
- k) Violation of any provision in these Minimum Standards for Fuel Cooperative Organizations ("CO-OPs") will result in the termination of the Cooperative Fuel Agreement.
- l) Additionally, if any lessee in the CO-OP defaults on its lease with the Airport, or its lease is assumed by another, the co-op fuel farm agreement will be terminated.

## **SECTION V - SASOs Subleasing from another Commercial SASO**

Prior to executing an agreement, the lessee and proposed sublessee shall obtain the written approval of the Airport for the business proposed. Said sublease shall define the type of business and service to be offered by the sublessee.

Any sublessee shall meet all of the Minimum Standards established by the Authority for the categories of services to be furnished. 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 standards.

## **SECTION W - Off-Airport Temporary Independent Aeronautical Operators**

### Statement of Concept

1. An Independent Operator is an aeronautical operation that does not necessarily require facilities on the airport to satisfactorily conduct business. Such activities include, but are not limited to, aeronautical services not otherwise offered on the airport, specialized mobile aircraft maintenance (e.g., Aircraft On Ground “AOG” providers), banner towing, special events, fly-ins, Young Eagle Program, and any other operations approved by the Airport Director.

### Minimum Standards

1. An Off-Airport Temporary Independent Aeronautical Operator must obtain permission from the Airport Director and the approval of the FBO, SASO, or tenant that will be permitting the activity on their premises.
2. An Off-Airport Temporary Independent Aeronautical Operator shall pay all applicable fees to the Airport Authority.
  - a. The Authority, at its discretion, may enter into separate contracts with any commercial operator on the Paulding Northwest Atlanta Airport. Such contracts shall establish any required fees, operating requirements or other conditions deemed necessary by the Authority.
  - b. The Authority may place a lien on any aircraft for non-payment of any charges due.
3. An Off-Airport Temporary Independent Aeronautical Operator shall provide proof of insurance satisfactory to the Airport Authority.

## **SECTION X – Environmental Requirements**

Any SASO, person, party, firm or corporation operating at the Airport must comply with all Federal, State and Local environmental requirements.

## APPENDIX I - Minimum Insurance Policy Limits

(Risk analysis to be determined by Paulding County)

Type of Insurance	Minimum Limits	When Needed
Aircraft Liability	Risk Analysis	Owned or leased aircraft
Worker's Compensation	Statutory	Statutory
Non-owned Aircraft	Risk Analysis	flying non-owned aircraft
Airport Premises Liability	Risk Analysis	Airport premises are leased by tenant
Products & Completed Ops	Risk Analysis	Aircraft repair or service fuel and oil sales, aircraft sales, avionics repair, aircraft parts sales, and manufacturing.
Builder Risk	Risk Analysis	Construction projects
Contractual Liability	Risk Analysis	Hold harmless and indemnification agreement is included in a lease.
Hangar Keepers Liability	Risk Analysis	Non-owned aircraft are in the care, custody or control of the tenant while on the ground
Property Insurance	Replacement Value	Covers physical damage of lease hold premises damage to premises leased from the airport.
Automobile Liability	Statutory minimum	Owned and non-owned licensed vehicles are driven on the airport premises.
Environmental	Risk Analysis	Investigate state and federal

Each SASO shall maintain the types and amounts of insurance as specified in the lease or agreement to adequately cover the respective categories of aeronautical services provided and to meet all Airport insurance requirements. Each SASO shall at all times maintain the following applicable types of insurance reflecting minimum coverages of \$2,000,000.00 per occurrence: commercial general liability, personal injury, contractual liability, automotive liability, aircraft liability, hangar keeper's liability, products-completed operations liability, and environmental clean-up liability insurance.

Each SASO shall maintain at all times fire and extended property coverage for all improvements and fixtures on SASO premises in an amount not less than the full replacement cost of same improvements and fixtures. In addition, each SASO shall maintain at all times the amount of workman's compensation insurance as required by State law. All insurance standards are minimums only and actual requirements may be adjusted by the Airport according to the scope of services provided by the SASO. See Appendix I for details.



Each SASO shall provide the Airport with proof of insurance certificate annually. All insurance policies shall contain indemnification and hold harmless language that covers Paulding County Airport Authority and its employees, as additional insured with respect to liability arising from activities performed by or on behalf of the SASO.

## **APPENDIX II - Minimum Requirements for a Business Plan:**

1. List all services that are proposed to be offered.
2. Details on the 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 (see requirements in minimum Standards).
11. Evidence of the projections for the first year and the succeeding four (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.

## **APPENDIX III - Declaration of Covenants and Restrictions for Buildings and Structures**

### **INTRODUCTION**

The Paulding County Board of Commissioners and the Paulding County Airport Authority, in order to impose a common plan of covenants and restrictions for the mutual benefit of Paulding County and present and future lessees of building sites at Paulding Northwest Atlanta Airport (“Airport”), hereby declares and provides that all building sites and buildings are subject to the following covenants, conditions and restrictions. It shall be understood that all specifications established herein shall be considered **minimum** standards to be met by all contractors, individuals, and developers interested in the construction of an Aircraft Storage Unit (hangar) or any building at the Airport. The Airport reserves the right to update or modify the Covenants as determined necessary by the Paulding County Airport Authority.

For the purpose of this document, the **Owner** shall be the Paulding County Airport Authority; the **Lessee** shall be any individual, group, business, or corporation, which desires to construct an Aircraft Storage Unit or any building at the Airport.

The Lessee agrees to accept the leased premises in its present condition and without expense to the Owner, will maintain any installations thereon. Where submittals are to be approved by the Owner, it is understood that those submittals are to be approved by the Paulding County Airport Authority.

No occupancy of any building shall be permitted before the building is completed and an occupancy permit issued. No building shall be used as a place of residence. No building shall be undertaken without first receiving all applicable building permits.

### **REQUIREMENTS**

#### **Approvals Required**

No building or any improvement shall be erected, placed, or altered on any building site at Paulding Northwest Atlanta Airport until the plans for such building or improvement, including site plan, landscape plan, building plans and specifications have been approved by the Owner. Approval or disapproval of such plans shall be with respect to conformity with these restrictions and other applicable ordinances and requirements of the Owner, and with respect to harmony of external design and land use as it effects property within and adjacent to the Airport. Building plans shall be in conformance with all County and State laws and ordinances, and shall conform to the current Airport Layout Plan.

## **1. Setbacks**

The Owner will determine setback distances for construction based on FAA regulations, Airport layout plan and other airport regulations that may be enacted from time to time. No part or portion of any building shall be erected, constructed, or extended into any setback area. No building construction equipment or materials shall be staged, placed, or operated in a manner that impedes the movement of aircraft along taxilanes or taxiways.

## **2. Height of Buildings**

All buildings and structures shall comply with the maximum height regulation(s) identified in the current Airport Layout Plan. (These specifications are based on FAA standards for regulating airspace in the vicinity of runways.) The tallest point of a hangar, including antennas or other attachments, may not exceed the maximum structure elevation specified for a given distance from the runway.

## **3. Drainage**

A drainage plan shall be submitted indicating flow and contours/elevations. Drainage shall not negatively impact adjacent properties and shall flow into the Airport's natural or developed drainage. The elevation of the lot shall not be changed so as to materially affect the surface elevation or grade of the surrounding lots. Drainage from roofs shall not create erosion or affect adjacent properties. Perimeter roof drainage with gutter and downspouts shall be required. Roof drainage and a soil erosion control plan shall be indicated on plan submittal.

## **4. Parking**

The number and location of parking stalls required for the specific intended use shall be submitted with the construction plans. Areas provided for parking shall be surfaced with a minimum of 2-inch bituminous or 4-inch concrete over a finished and compacted 6-inch gravel base.

## **5. Apron and Pad Standards**

Apron and floor pad thickness shall be indicated on submitted plans. Aprons and pads shall be designed to accommodate a 60,000 lb. dual wheel aircraft. All floor pads shall be of a minimum four-inch poured concrete, shall be sealed with Ashford Formula or an approved equivalent sealer, and conform to Paulding County standard specifications. All aprons shall provide positive drainage to prevent ponding or standing water. For the purposes of this section, the apron is defined as the area that extends across the entire width of the leased parcel and from the building to the taxiway.

## **6. Refuse**

No storage of waste, refuse, material, or equipment shall be permitted outside the building. Where necessary, dumpsters should be located at the rear of a structure/site and should be enclosed with an opaque wall. The enclosure should be constructed of masonry building material that is the same as, or similar to, the primary structure and have gates made of metal.

## **7. Open Sided Structures/Portable Building/Bi-fold Doors**

All structures shall be totally enclosed. No open-sided structures shall be permitted. No portable buildings shall be permitted. All hangar buildings shall be required to be constructed with a bi-fold door.

## **8. Alterations**

No alterations to the exterior appearance of any existing building shall be made without first obtaining approval of the Owner.

## **9. Antennas/Satellite Dishes**

All antennas, satellite dishes, and similar equipment shall be indicated on plan submittals. If any such equipment is to be installed after the initial approval of Lessee's facility, Lessee shall receive the Owner's approval prior to installation. No equipment shall be allowed that will interfere with existing or future airport operations.

## **10. Walks**

All pedestrian sidewalks in the hangar area shall be constructed of concrete, at least 4-inches thick and 4-feet wide. Bituminous asphalt, dirt, and gravel walks shall be prohibited.

## **11. Maintenance**

All grass, trees, and shrubbery must be kept in good appearance at all times. All grass must be cut whenever necessary. If the Lessee fails to maintain these areas the Owner reserves the right to maintain them at an additional cost to the Lessee.

## **12. Utilities**

Extension of Utilities to the proposed facilities shall be the financial responsibility of the Lessee. All plan submittals shall include sufficient detailed information on all utility designs and design loads, and work shall not be permitted until approved by the Owner. The submittal shall indicate above ground utilities such as, but not limited to, condensers and transformers. Sewer, gas, water, electric, and communication utilities shall be located underground. The Lessee shall be responsible for restoring all disturbed areas including pavement and grass areas. All above ground utilities shall be screened to comply with the Paulding County Overlay District Landscape Standards.

## **13. Sign Standards**

A single sign, which is limited in content to the name, address and occupation of the owner or occupant of the premises, and which does not exceed 1.5 S.F. in area, may be displayed in the vicinity of a bi-fold door on the front of a hangar building. In the case of a multiple unit building, one such sign is permitted for each unit. At a minimum, each hangar unit must display the building address assigned by the County. The Owner will consider additional signage requests, but freestanding signs will not be allowed.

All signs must adhere to the requirements specified in the Paulding County Sign Code. All hangar sign plans shall be submitted to the Owner for review and approval prior to construction or installation. The Owner shall also review and approve signage requests in regard to Airport operational considerations upon consultation with the Airport Director. The County may require additional addressing to be displayed if required by emergency service providers.

## **14. Building Plans**

The drawings furnished to the Owner are to indicate the intent of the Lessee as to the type of building construction desired, the dimensions shown on floor plan drawings and the height dimension shown on the drawings shall not be changed without the written approval of the Owner. Drawing shall include an architectural view of all four sides of the building. The Owner must review a complete set of plans and specifications before approval is granted. The submittal must bear the seal of a Professional Engineer or Architect, registered in the State of Georgia, thereby certifying that the structural design of the building meets all the requirements of the current Georgia Commercial Building Code.

Combinations of architectural design treatments, additional landscaping, and trees should be provided.

## 15. Exterior Materials

The front, rear, and sides of all buildings shall be faced with materials approved by the Owner. Building facades for building fronts shall include architectural treatments of glass and brick, stone, or architectural block (combining these finishes is allowed and encouraged). At a minimum 10% of the building must be made of one or more of these building materials. Specifically, the front of the building and any side within line of sight of the airport access road must be partially made of one or more of these building materials. If used, Brick shall be Cherokee Brick, engineered size, Old Savannah Grey, tumbled brick or approved equivalent. If used, Rock shall be River Valley Stone, limestone, Poinset, or approved equivalent. Mortar shall be Coosa Antique Buff or approved equivalent.

The front, rear, and sides of all buildings shall be of similar design and aesthetic, however, facades of a primary customer storefront located within a multi-tenant building shall be of a distinct architectural identity.

The Owner shall approve building colors. All building colors shall be consistent with the Airport Terminal Building. Color sample(s) shall be provided with hangar plan submittals.

A model hangar facility that meets the requirements of these covenants is shown below.



## **16. Roofs**

Roofs shall be metal. All hangars shall have gable roofs in order to achieve a uniform appearance from the Airport Access Road. Roof pitches shall have a 4:12 slope (rise-run) for building less than 50 feet in width and a minimum of 3:12 slope (rise-run) for building of greater than 50 feet in width.

Side and rear finished overhangs shall be a minimum of 12" and front finished overhangs shall be a minimum of 24". Perimeter roof drainage with gutter and downspouts shall be required.

## **17. Lighting**

Exterior lighting, if present, shall be located on the building and shall illuminate the building exterior sufficient for safety and security. Cut-off type fixtures shall be used to prevent disturbance of airport operations. All lighting shall be high-pressure sodium and shall not create a vision hazard to aircraft movement or persons on foot. Light fixtures that face a taxiway shall not exceed 0.5 foot-candles at the edge of the taxiway. Plan submittal shall include exterior lighting information including location. All other lighting shall conform to County ordinance and the County's specifications and standards for off-street parking areas.

## **18. Mechanicals and Equipment**

All mechanical, HVAC, and like systems shall be screened from all street, driveway, and pedestrian level views. Roof lines shall be designed to screen such equipment located atop buildings, and an opaque wall or fence of masonry, brick, split-faced block, rock, etc. shall provide adequate screening for ground-based equipment.

## **19. Compliance with Building Codes**

The building codes and restrictions for buildings and structures at the Airport shall run with the land and be binding to all parties and all persons on Airport property.

Those procedures and processes shall describe the enforcement of the building codes and restrictions contained herein in the lease agreement between Lessee and the Owner.

All buildings constructed, erected, or placed upon any lot within the borders of the Airport shall conform to all government zoning and use requirements.

All Building and structures shall comply with all current federal, state and local requirements.

## **20. Invalidation**

Invalidation of any one of these covenants, codes, or restrictions contained within this document, by judgment or court order, shall in no way affect any other provisions herein, which shall remain in full force and effect.



## **21. Variances**

The Owner shall consider and may grant a variance to these covenants, conditions and restrictions. Request for variance must include a full explanation why these codes or requirements cannot be fully met.

## APPENDIX IV – Non-Commercial Self-Fueling Permit

### Non-Commercial Self-Fueling Permit

Applicant: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Aircraft Storage Location/Hangar Address: \_\_\_\_\_

Aircraft to be Fueled (List Type & N number): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Type of Fueling System: ☐ Fuel Farm ☐ Refueler ☐ Transportable Tank

Type of Fuel to be Dispensed: ☐ JET A ☐ 100 LL ☐ Other \_\_\_\_\_

Location of Fueling Station: \_\_\_\_\_

*The applicant requests approval to conduct Non-Commercial Self-Fueling of based aircraft that are owned by or leased by the Applicant.*

**FEE PAYMENT:** The current approved fuel flowage fee for Fiscal Year 2026 (July 1, 2025 – June 30, 2026) is \$0.20 per gallon delivered onto the Airport premises for all fuel types regardless of fuel delivery or dispensing methods.

Unless otherwise amended by the Paulding County Airport Authority, the Fuel Flowage rate shall increase by 2% on July 1<sup>st</sup> on each fiscal year thereafter. The rate shall be rounded to the nearest one-tenth of a cent (i.e., \$0.2027 = \$0.203 per gallon)

The tenant shall submit payment and documentation of fuel flowage fees to the Airport for the preceding month no later than the tenth (10<sup>th</sup>) of each following month. Documentation shall include the Bill of Lading (BOL) and/or receipt for each delivery, and the fuel flowage rate will be calculated based on the net amount of gallons delivered as reported on the BOL and/or receipt. Failure to pay the flowage fee by the 10th of the month will result in a late fee of the amount owed, plus a 10% penalty.

#### **PERMIT LIMITATIONS:**

This Permit may not be assigned or transferred.

A holder of a Self-Fueling Permit shall not dispense or permit the dispensing of aircraft fuels into aircraft that are not owned or leased by the applicant.

This permit shall remain in effect until the expiration of the permittee's land lease unless otherwise suspended, relinquished or revoked.

The flowage fee is subject to review and adjustment every year.

**INFORMATION CHANGES:** The Applicant must notify the Airport Director in writing within ten (10) days of any changes to the information provided on this form.

**COMPETENCY:** The Applicant certifies that the personnel engaged in self-fueling are properly trained in aircraft fueling, fuel handling and associated safety procedures, and will conform to the best practices for such operations.

**SELF-FUELING RULES AND REGULATIONS:** The Applicant certifies that he or she has read and understands the Airport's Rules and Regulations regarding Non-Commercial Self-Fueling and acknowledges receipt of a copy of these Rules and Regulations.

**REPORTING:** The Applicant shall provide monthly fuel inventory reconciliation reports listing the type and amount of fuel dispensed to all aircraft, fuel received, spilled, or otherwise accounted for.

*The undersigned representative certifies he/she is authorized to sign for this permit and shall comply with all the provisions of the Airport Rules and Regulations and the Minimum Standards.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date Signed*

\_\_\_\_\_  
*Print Name*

Airport Administration Only

Insurance Certificate ☐ Yes ☐ No

Spill Prevention Contingency and Control Plan (SPCC) ☐ Yes ☐ No

Standard Operating Procedures/Quality Control Plan ☐ Yes ☐ No

Fire Marshal Inspection Conducted ☐ Yes ☐ No

Proof of Aircraft Ownership or copy of Lease ☐ Yes ☐ No

Copy of:

1) NFPA 407 Standards for Aircraft fueling ☐ Yes ☐ No

2) FAA AC 150/5230-4 Aircraft Fuel Storage, Handling, and dispensing ☐ Yes ☐ No

Approved by:

\_\_\_\_\_  
Airport Director

\_\_\_\_\_  
Date Signed

Return Original To: Attention: Airport Director, PCAA, 730 Airport Pkwy., Dallas, GA 30157

**Paulding Northwest Atlanta Airport**

## **Non - Commercial Self – Fueling Rules and Regulations**

### **Section 1 Statement of Concept**

- 1.1 Self-Fueling is the dispensing of fuel into an aircraft by the owner, from facilities and equipment provided by the owner. This section applies exclusively to the dispensing of Fuel by other than an approved Full-Service FBO as described in the Airport Minimum Standards.
- 1.2 All entities desirous of Self-Fueling shall be accorded a fair and reasonable opportunity, without unjust discrimination, to qualify and receive a Non-Commercial Self-Fueling Permit.

### **Section 2 Agreement/Approval**

- 2.1 No person shall Self-Fuel his or her aircraft, unless they possess a valid Non-commercial Self-Fueling Permit authorizing such activities, and approved by the Airport Director.
- 2.2 The Permit shall not reduce or limit the Permittee's obligations with respect to these Self-Fueling Standards.
- 2.3 Prior to issuance and subsequently upon request by the Airport Director, the Permittee shall provide evidence of ownership (and/or lease agreement) of any Aircraft being Fueled by the Permittee or his employee (s). Aircraft that are leased must be under the complete operational control of the Permittee and leased for a minimum of two (2) years. The Permittee may be required to show proof that the person fueling the aircraft is an employee of the Permittee (proof may be a copy of the employee's W-2 Statement).

### **Section 3 Reporting**

- 3.1 Permittee shall report all Fuel dispensed during each calendar month and submit a summary report along with the appropriate Fuel Flowage Fee due to the Airport on or before the 10<sup>th</sup> of each subsequent month.
- 3.2 Permittee shall during the term of the Permit and two (2) years thereafter maintain records identifying the total number of aviation Fuel gallons purchased and delivered. Records shall be made available for Audit by the Airport Director or his designee. In the case of a discrepancy, Permittee shall promptly pay all additional fees and charges due the Airport, plus any applicable penalties.

### **Section 4 Fuel Storage**

- 4.1 Permittee shall arrange and demonstrate that satisfactory arrangements have been made for the storage of fuel on the airport premises.
- 4.2 Operators authorized by the Airport to construct or install a Fuel storage facility at the Airport shall do so at their own expense, on airport property under lease by the permittee. In no event shall the total storage capacity be less than:
  - A. 12,000 gallons for Jet A Fuel
  - B. 10,000 gallons for 100 LL Fuel (AvGas)
- 4.3 The use of a portable or transportable fuel is acceptable at the Airport. The storage of a portable or transportable tank on Airport property is **prohibited**. All transportable tanks or portable fuel tanks must be removed immediately from Airport property once the aircraft is fueled.

## Section 5 General Fuel Standards

- a) Refuelers - A single refueling vehicle shall be used for each type of Fuel to be dispensed. AvGas refuelers shall have a minimum capacity of 750 gallons and Jet refuelers shall have a minimum capacity of 1,200 gallons. All refueling vehicles shall be capable of bottom loading. Fixed Base Operations shall be held to the minimum capacities listed in Section S.

Each refueling vehicle shall be equipped and maintained to comply at all times with the applicable safety and fire prevention requirements set fourth in the Airport Rules and Regulations, Paulding County Fire Code and the National Fire Protection Association Codes.

- b) Prior to transporting Fuel onto the Airport, all approved operators shall provide the Airport with a Spill Prevention Contingency and Control Plan (SPCC) that meets regulatory requirements for above ground Fuel storage facilities. A copy of such SPCC Plan shall be filed with the Airport Director at least ten (10) business days prior to such implementation. Such plan shall describe, in detail, those methods that shall be used by the Permittee to clean up any potentially hazardous Fuel spills. This plan shall also describe, in detail, which methods the Permittee intends to use to prevent any such spill form ever occurring.
- c) All approved operators shall comply and furnish all information required for the Airport's Storm Water Pollution Prevention Plan (SWPPP).
- d) In accordance with all applicable Regulatory Measures and appropriate industry practices, the Permittee shall develop and maintain Standard Operating Procedures (SOP) for Fueling and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34B, entitled "Aircraft Ground Handling and Servicing (including updates) and Advisory Circular 5230-4C, entitled "Aircraft Fuel Storage, Handling, Training, and Dispensing at Airports" (including updates). The SOP shall include a training plan, fuel quality assurance procedures, recordkeeping, inventory management, and emergency response procedures for fuel spills and fires. The SOP shall be submitted to the Airport Director no later than ten (10) business days before the Permittee commences fueling at the Airport. The Airport shall conduct inspections on a periodic basis to ensure compliance.
- e) The dispensing of Fuel must meet all applicable Airport, State of Georgia, and Federal regulations, including Federal Aviation (FAA) Advisory Circulars, as well as American Standard Testing Method (ASTM) D-910 for Av-Gas, ATM D-1655 for Jet Fuel and ASTM D-439-85a for Mogas, which shall be determined at the time of delivery into the aircraft, and NFPA 407. Fuel filtration systems shall meet Energy Institute (EI) standards.
- f) Prior to Self-Fueling of any aircraft, the person shall provide to the Airport Director a copy of the FAA's Aircraft registration certificate for that aircraft verifying sole ownership by the person, or proof of being the lessee of said aircraft, and that he or she has complete operational control over the aircraft.
- g) Provide Insurance coverage in amounts no less than specified in Appendix I of the Airport Minimum Standards.
- h) Provide written proof that the County Fire Marshal has inspected the fueling facilities and reviewed the fueling methods for dispensing fuel into the aircraft.