



City of Phoenix Aviation Department Rules & Regulations

Number: R&R 02-04

Authority: These Rules and Regulations are promulgated pursuant to Phoenix City Code Chapter 4; Article I, Section 4-2 and Article VII, Section 4-149.

Rule and Regulation: Minimum Standards – Fixed Base Operators (FBOs) at Phoenix Goodyear Airport (GYR)

Purpose: These Minimum Standards govern Fixed Base Operators at Phoenix Goodyear Airport (GYR). The purpose of these Minimum Standards for FBOs is to encourage, promote, and ensure: (1) the delivery of high quality General Aviation products, services, and facilities to Airport users, (2) the design and development of quality General Aviation Improvements and facilities at GYR; (3) safety and security, (4) the economic health of Airport General Aviation Businesses, and (5) the orderly development of Airport property.

The information and requirements defined in these Minimum Standards have been derived from Federal Aviation Administration documents, City of Phoenix Ordinances and the City of Phoenix Aviation Department Rules and Regulations and tailored to the nature and scope of current and projected aviation use at Phoenix Goodyear Airport. All amendments to these documents shall be considered as included, and all definitions shall be interpreted on that basis and in consideration of the intentions of these documents.

General Terms and

Conditions: These Minimum Standards include all provisions contained in the General Terms and Conditions for Commercial Aeronautical Activities.

Definitions: Defined terms used in these and all other City of Phoenix Aviation Department Minimum Standards shall be capitalized throughout the Minimum Standards. Definitions may be provided in the text or reflected in the City of Phoenix Rule and Regulation: Definitions. Terms which are neither capitalized nor listed shall be construed using the common meaning as they apply to generally known aviation industry standards.

Introduction And Application of Minimum Standards:

Standards: For purposes of these Minimum Standards, a Fixed Base Operator (FBO) is any commercial operator engaged in the sale of General Aviation products, services, and facilities to include, at a minimum, the following activities at GYR: aviation fuels and lubricants (Jet Fuel, Avgas, and Aircraft lubricants);



City of Phoenix Aviation Department Rules & Regulations

passenger, crew, and Aircraft ground services, support, and amenities; Aircraft Maintenance; and Tiedown, hangar, Aircraft Parking, office, and shop.

The City recognizes that as of the date that these Rules and Regulations for FBO Minimum Standards were adopted and promulgated, there is currently no privately operated FBO at GYR. The City reserves the right to enter into an agreement with a private entity to develop and operate the first FBO at GYR with terms and conditions that are less than those outlined in these Minimum Standards for a limited period of time (i.e. pioneering period). The duration of the pioneering period shall be specified in the Agreement and shall only be valid during that specific period of time.

Each FBO at GYR shall comply with these Minimum Standards, restrictions and conditions at all times.

I. Scope of Activity

Unless otherwise stated in these Minimum Standards, all products and services shall be provided by FBO's Employees using FBO's Vehicles and Equipment.

FBO's products and services shall include the following:

1. Aviation fuels and lubricants (Jet Fuel, Avgas, and Aircraft lubricants):
 - a. FBO shall deliver and dispense, upon request, Jet Fuel, Avgas, and Aircraft lubricants.
 - b. FBO shall provide a response time of no more than 30 minutes during required hours of activity.
2. Passenger, Crew, and Aircraft Ground Services, Support, and Amenities.
FBO shall:
 - a. meet, direct, and park all Aircraft arriving on FBO's Leased Premises
 - b. provide oxygen and compressed air services
 - c. provide Aircraft ground power units
 - d. provide courtesy transportation, utilizing FBO's Vehicles, for passengers, crew, and baggage, as necessary and/or appropriate
 - e. make available crew and passenger ground transportation arrangements (limousine, shuttle, and rental car)
3. Aircraft Maintenance
 - a. FBO shall provide Aircraft Maintenance (as defined in 14 CFR Part 43) for Groups I and II Piston Aircraft.
 - b. FBO shall engage in the sale of Aircraft parts and accessories.
 - c. FBO shall be able to provide Aircraft line maintenance for General Aviation Aircraft up to Group I Turboprop and Turbojet Aircraft.



City of Phoenix Aviation Department Rules & Regulations

- d. FBO can meet these Minimum Standards for the provision of Aircraft Maintenance by and through an authorized Sublessee who is in compliance with these Minimum Standards and operates from the FBO's Leased Premises.
4. Aircraft Storage
 - a. FBO shall develop, own, and/or lease facilities for the purpose of Subleasing (to the general public) Aircraft storage facilities and/or associated office or shop space to entities engaging in commercial or non-commercial aeronautical activities.
 - b. FBO shall use the Leased Premises for the purpose of engaging in approved Subleasing of Aircraft storage facilities and associated office and shop space and/or use by FBO (primarily for FBO's Aircraft and/or Equipment).
5. Aircraft Flight Training
 - a. FBO shall engage in providing flight instruction to the general public.
 - b. FBO can meet these Minimum Standards for the provision of Aircraft Flight Training by and through an authorized Sublessee who is in compliance with these Minimum Standards and operates from the FBO's Leased Premises.

II. Leased Premises

FBO shall have adequate land, facilities (hangars, terminal, maintenance, and fuel storage), and Vehicle Parking to accommodate all activities of FBO and all approved Sublessees, but not less than the following:

1. Contiguous Land (total Leasehold) – seven (7) acres (304,920 square feet), upon which all required Improvements including Apron, Paved Tiedown, facilities, and Vehicle Parking shall be located.
2. Apron – six (6) acres (261,360 square feet), with a weight bearing capacity adequate to accommodate an Aircraft with a maximum takeoff weight of 175,000 pounds (dual wheel). Apron area is included in the Contiguous Land area requirement.
3. Paved Tiedown – adequate to accommodate the number, type, and size of Based Aircraft and Transient Aircraft requiring Tiedown space at the FBO's Leased Premises, but not less than twenty-five (25) Paved Tiedown spaces each capable of accommodating Aircraft having a minimum wingspan of 40 feet. Paved Tiedown area is included in the Apron area requirement.
4. Facilities – 28,000 square feet (total) consisting of the following:
 - a. Terminal space – 2,000 square feet



City of Phoenix Aviation Department Rules & Regulations

Customer area shall be at least 1,250 dedicated square feet to include adequate space for crew and passenger lounge(s), flight planning room, conference room, public use telephones, and restrooms.

Administrative area shall be at least 750 dedicated square feet to include adequate space for Employee offices, work areas, and storage.

b. Maintenance space – 10,500 square feet

Maintenance customers shall have immediate access to FBO's customer lounge, public use telephone, and restrooms.

Administrative area for Maintenance shall be at least 250 dedicated square feet to include adequate space for Maintenance Employee offices, work areas, and storage.

Maintenance area/Shop area shall be at least 250 dedicated square feet to include adequate and dedicated space for Maintenance Employee work areas, shop areas, and storage for Aircraft parts and Equipment.

Maintenance Hangar area shall at a minimum be a single structure of no less than 10,000 square feet and a door height of 27 feet and door width of 120 feet, or large enough to accommodate the largest Aircraft undergoing Aircraft Maintenance (other than preventative Aircraft Maintenance), whichever is greater.

c. Aircraft storage space – 15,000 square feet

Each Aircraft storage hangar shall be no less than 10,000 square feet with a door height of 27 feet and door width of 120 feet.

d. Flight Training space – 500 square feet

Customer area shall be at least 250 dedicated square feet to include adequate space for class/training rooms. Flight Training customers shall have immediate access to FBO's customer lounge, public use telephone, and restrooms.

Administrative area for Flight Training shall be at least 250 dedicated square feet to include adequate space for Flight Training Employee offices, work areas, and storage.



City of Phoenix Aviation Department Rules & Regulations

III. Fuel Storage

1. FBO shall construct or lease and maintain an on-Airport aboveground fuel storage facility at GYR in a location approved by the City.
2. Fuel storage facility shall have total capacity for three (3) days peak supply of aviation fuel for Aircraft being serviced by FBO. In no event shall the total storage capacity be less than:
 - a. 40,000 gallons for Jet Fuel storage
 - b. 20,000 gallons for Avgas storage
3. FBO shall have adequate storage, with appropriate secondary containment, for waste fuel or test samples.
4. FBO shall, at its sole expense, maintain the fuel storage facility, all Improvements thereon, and all appurtenances thereto, in a clean, neat, orderly, and fully functional condition consistent with good business practice and equal or better than in appearance and character to other similar Improvements on GYR.
5. FBO shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier/distributor for the delivery of aviation fuels in the quantities that are necessary to meet the requirements set forth herein.
6. FBO shall have a written Spill Prevention, Control, and Countermeasures Plan ("SPCC Plan") that meets Regulatory Measures for aboveground fuel storage facilities. A copy of the SPCC Plan shall be filed with the Aviation Director at least 30 days prior to commencing operations or upon an update of the SPCC Plan.
7. FBO shall be liable, indemnify, and hold harmless the City for all leaks, spills, or other damage that may result through the handling and dispensing of fuel.
8. Fuel delivered/dispensed by the FBO shall be meet quality specification as outlined in ASTM D 1655 (Jet A) and ASTM D 910 (Avgas). Ensuring the quality of the fuel is the sole responsibility of FBO.
9. FBO shall have a current and executed Fuel Dispensary Permit authorized by, and on file with, the Aviation Director.
10. FBO shall maintain current fuel reports on file, including total gallons of fuel delivered by type, and make such reports available for auditing at anytime by the City.



City of Phoenix Aviation Department Rules & Regulations

IV. Fueling Equipment

1. FBO shall have two (2) Jet Fuel Refueling Vehicles each having a capacity of at least 5,000 gallons.
2. FBO shall have two (2) Avgas Refueling Vehicles each having a capacity of at least 750 gallons. A fixed, stand-alone Avgas refueling (Self-Fueling) system may be constructed or installed and maintained by an FBO for public commercial use and shall be located on the FBO's Leased Premises. A fixed Avgas refueling (Self-Fueling) system can be substituted for an Avgas Refueling Vehicle.
3. Aircraft Refueling Vehicles shall be equipped with metering devices that meet all applicable Regulatory Measures. One (1) Refueling Vehicle dispensing Jet Fuel shall have a lift-deck and over-the-wing and single point Aircraft servicing capability.
4. Each Refueling Vehicle shall be equipped and maintained to comply with all applicable safety and fire prevention requirements, standards, and Regulatory Measures including without limitation, those prescribed by:
 - a. Goodyear Fire Department Fire Code with Goodyear amendments;
 - b. National Fire Protection Association (NFPA) Codes;
 - c. Arizona Department of Environmental Quality Final Rules;
 - d. Applicable Federal Aviation Administration (FAA) Advisory Circulars (AC) including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used On An Airport";
5. FBO shall maintain current records on file of quality control checks and inspections of fuel storage facilities, fixed Self-Fueling systems, and Refueling Vehicles and shall make such records available (to the City) for review/audit at any time.
6. FBO shall develop and maintain Standard Operating Procedures (SOP) for fueling and ground handling and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34A "Aircraft Ground Handling and Servicing." FBO's SOP shall include a training plan, fuel quality assurance procedures and record keeping, and emergency response procedures to fuel fires and spills. FBO's SOP shall also address: Bonding and fire protection; public protection; control of access to fuel storage facilities; and marking and labeling of fuel storage tanks and Refueling Vehicles. FBO's SOP shall be submitted to the Aviation Director no later than 30 days before the FBO commences activities at GYR.



City of Phoenix Aviation Department Rules & Regulations

V. Equipment

1. FBO shall have the following Equipment:
 - a. One (1) oxygen cart and one (1) compressed air unit
 - b. One (1) courtesy Vehicle (capable of accommodating seven passengers) to provide transportation of passengers, crews, and baggage to and from destinations on GYR and local area hotels and restaurants
 - c. One (1) ramp transportation Vehicle to provide transportation of passengers and baggage between the Terminal and Aircraft
 - d. Two (2) Aircraft tugs (and tow bars) with at least one having a rated draw bar capacity sufficient to meet the towing requirement of the heaviest General Aviation Aircraft frequenting GYR
 - e. Two (2) ground power units with one (1) capable of providing electricity to direct current (DC) powered Aircraft
 - f. Spill kits including the necessary Equipment and materials to contain a fuel spill and keep it from flowing into drains or other areas
 - g. Adequate number of approved and regularly inspected dry chemical fire extinguisher units shall be maintained within all hangars, on Apron areas, at fuel storage facilities, and on all grounding handling and Refueling Vehicles
 - h. All Equipment reasonably necessary for the proper performance of Aircraft Maintenance in accordance with applicable FAA regulations and Aircraft manufacturers' specifications
 - i. Four (4) properly certified and currently airworthy Aircraft under the exclusive control of the FBO (or authorized Sublessee) dedicated for the purpose of Flight Training. At least one (1) of the Aircraft shall be a four-place Aircraft and at least two (2) of the Aircraft shall be single-engine Piston Aircraft which shall be fully capable of flight under instrument weather conditions.

VI. Hours of Activity

1. Aircraft fueling and passenger, crew, and Aircraft ground handling services, support, and amenities shall be continuously offered and available to meet the demands of the public for this activity between the hours of 6:00 a.m. and 9:00 p.m., seven days a week (including holidays).

These services shall also be available after hours, on-call, twenty-four (24) hours a day, seven (7) days a week (including holidays) with response time not to exceed 60 minutes.



City of Phoenix Aviation Department Rules & Regulations

2. Aircraft Maintenance shall be continuously offered and available to meet the demands of the public for this activity eight (8) hours per day, Monday through Friday (including holidays).

Aircraft Maintenance shall also be available after hours, on-call, twenty-four (24) hours a day, seven (7) days a week (including holidays) with response time not to exceed 60 minutes.

3. Flight Training shall be continuously offered and available to meet the reasonable demands of the public for this activity eight (8) hours a day, five (5) days a week.

VII. Aircraft Removal

Recognizing that Aircraft removal is the responsibility of the Aircraft Owner/Operator, the FBO shall be prepared to lend assistance with the removal of an Aircraft on GYR upon request by either the Aviation Director (or his/her Designee) or the Aircraft Owner in order to maintain the operational readiness of GYR. The FBO shall prepare an Aircraft removal plan and have the Equipment readily available that is necessary to remove the General Aviation Aircraft normally frequenting GYR.

VIII. Personnel

1. Personnel, while on duty, shall be clean, neat in appearance, courteous, and at all times, properly uniformed with the exception of management and administrative personnel. Uniforms shall identify the name of the FBO and the Employee and shall be clean, neat, professional, and properly maintained at all times.
2. FBO shall have properly trained and qualified Employees, on each shift (except between the hours of 9:00 p.m. to 6:00 a.m.), providing Aircraft fueling, Parking, and ground services and support sufficient to meet the demands of the public.
3. FBO shall have properly trained and qualified Employees, on each shift (except between the hours of 9:00 p.m. to 6:00 a.m.), to provide customer service and support sufficient to meet the demands of the public.



City of Phoenix Aviation Department Rules & Regulations

4. FBO shall have, on each Aircraft Maintenance shift (see Section VI.2), FAA licensed Airframe and Powerplant Mechanics as Employees of the FBO (or authorized Sublessee) properly trained and qualified to perform Aircraft Maintenance on Aircraft frequenting GYR sufficient to meet the demands of the public.
5. FBO shall have, on each Flight Training shift (see Section VI.3), properly trained and qualified flight instructors and customer service representatives as Employees of the FBO (or authorized Sublessee) sufficient to meet the demands of the public. In addition, the FBO (or authorized Sublessee) shall have available a properly certificated ground school instructor capable of providing regularly scheduled ground school instruction sufficient to enable students to pass the FAA written examinations for private Pilot, commercial Pilot, and instrument rating.

IX. Licenses and Certification

1. FBO shall have and provide to the Aviation Director (for itself and for its Sublessees) evidence of all federal, state, and local licenses, certificates, and permits that are required to conduct the activity.
2. All FBO (and Sublessees) Employees shall be properly certificated by the FAA (when applicable) current, and hold the appropriate ratings and medical certification for the work being performed.

X. Insurance

1. FBO shall maintain, at a minimum, the coverage and limits of insurance set forth below:
 - a. Commercial General Liability of \$3,000,000 – to include bodily injury, personal injury, and property damage for all Premises, products and completed operations, unlicensed Vehicles, and contractual liability.
 - b. Vehicular Liability of \$3,000,000 – to include bodily injury and property damage for all Vehicles (owned, non-owned, or hired).
 - c. Hangar Keepers' Liability of \$3,000,000 – to include property damage for all non-owned Aircraft under the care, custody, and control of the FBO.
 - d. Aircraft and Passenger Liability of \$1,000,000/\$100,000 sub limit per person – to include bodily injury, Property damage, and passenger injury for all owned, leased, or operated Aircraft.
 - e. Pollution Liability of \$1,000,000 – to include liability for bodily injury, property damage, and environmental damage resulting from sudden and accidental Releases of pollution, and covering related or



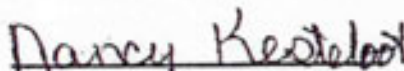
City of Phoenix Aviation Department Rules & Regulations

resultant cleanup and/or remediation costs arising out of the occupancy and use of DVT.

- f. CFI Professional Liability of \$1,000,000 – to include bodily injury and property damage not only during dual flight instruction, but also after flight instruction has been given.
- g. Disclosure Requirement: FBO shall post a notice and incorporate within the Aircraft rental and flight instruction agreements the coverage and limits provided to the renter or student by FBO, as well as a statement advising that additional coverage is available to such renter or student through the purchase of an individual non-ownership liability policy. FBO shall provide a copy of such notice to the Aviation Director.

The foregoing Rules and Regulations are hereby adopted and promulgated this 1st day of August, 2005.


David Krieger
Aviation Director


Nancy Kesteloot
Assistant Chief Counsel