



September 7, 2018

**ADDENDUM NO. 001
REQUEST FOR INTEREST 2019-002
MANAGEMENT OF T-HANGAR/HANGAR FACILITY
WINDHAM AIRPORT**

Prospective proposers and all concerned are hereby notified of the following change(s) in the Request for Interest (RFI) document "Management Of T-Hangar/Hangar Facility for Windham Airport". These changes shall be incorporated in and shall become an integral part of the RFI document.

Addendum Item No. 1

The due date for proposals has been extended to no later than 2:00 p.m., September 24, 2018, Eastern Time. Late submissions will not be accepted.

Addendum Item No. 2

Attached please find answers to questions received prior to the established deadline. Please note, if you do not see a response to any question(s) your firm submitted, then the question was deemed not to be part of the technical process.

This Addendum No. 1 consists of one (1) page and a fifty-four (54) page attachment.

All other terms and conditions of the RFI shall remain the same.

A handwritten signature in black ink, appearing to read 'Laurie A. Sirois', is written over a horizontal line.

Laurie A. Sirois
Purchasing Agent

END OF ADDENDUM NO. 1

ATTACHMENT

ADDENDUM NO. 001

REQUEST FOR INTEREST 2019-002 MANAGEMENT OF T-HANGAR/HANGAR FACILITY WINDHAM AIRPORT

1. The first paragraph on Page 4, under the title **DESCRIPTION**, is accurate, but note that the parking is not within the Leased Area. **Correct this is not included in the leased area.**
2. In the 2nd paragraph, **Background**, the 53 tiedowns are NOT within the stated area. **There are 53 tiedowns located on the airport property. These are not included in the current management solicitation.**
3. Is management of the tiedowns an integral, and necessary service that must be assumed under this RFI? **See Item 2 above.**
4. On Page 4, 2nd paragraph, It states: "Copies of the Windham Airport Minimum Standards and Airport Layout Plan are available upon written request." I would appreciate having these items sent to me as quickly as possible, for the purpose of responding to this RFI. **See attached.**
5. What manner of "ground maintenance" would the manager be expected to provide? **The chosen firm will be required to maintain all areas as defined in the lease agreement to include, but not limited to mowing, plowing, foreign object debris removal, etc.**
6. How does the Authority expect to be paid (or conversely, how does the Authority expect to pay the Manager)? **The payment mechanism and commercial structure will be negotiated with the chosen firm.**
7. Please advise what manner of "Utilities" that the Authority is now furnishing to the T-Hanger complex, that will become the responsibility of the Tenant. **The hangar management firm will be responsible for any and all utilities as will be defined in the lease agreement with the chosen firm.**



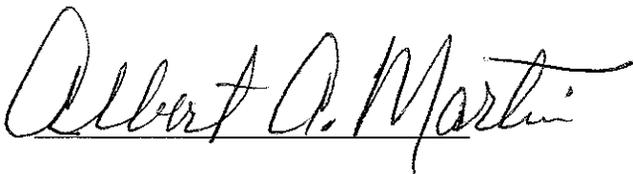
ATTACHMENT A

ADDENDUM NO. 001

**REQUEST FOR INTEREST NO. 2018-001
AVIATION RELATED FACILITY DEVELOPMENT
WINDHAM AIRPORT**

**MINIMUM STANDARDS
FOR
WINDHAM AIRPORT**

Approved as Department of Transportation Policy




Date



WINDHAM AIRPORT

MINIMUM STANDARDS

MINIMUM STANDARDS OUTLINE

- Part I Introduction
- Part II General Requirements
- Part III Leasing Information
- Part IV Minimum Standards for Fixed Base Operators and Specialized Aviation Service Operators
- Part V Independent Aeronautical Operators
- Part VI Severability Clause

PART I – INTRODUCTION

The Connecticut Department of Transportation, Bureau of Aviation and Ports, hereinafter, "ConnDOT" or "Department", is responsible for the safe and efficient operation of Windham Airport. In addition to the safe and efficient operation of the Airport, the Department, as a public agency, also has the responsibility to assure that the conveyance of all goods and services at the Airport are provided in a safe, sound, and efficient manner.

The purpose of the minimum standards, set forth below, are to provide commercial aeronautical businesses and operators, hereinafter "Operator" or "Operators," the basic criteria necessary to be met in order to provide goods and services at the Airport. Such goods and services, in addition to meeting the minimum standards, must be provided in a safe, sound and efficient manner. It is the Department's intent to enforce these minimum standards in order to assure that its responsibility to the Airport, tenants, operators, users and the general public are met. In addition, the minimum standards are intended to be consistent with the established role of the Airport as follows:

- (1) Establish minimum entry qualifications for entities seeking to engage in Commercial Aeronautical Activities or Commercial Aeronautical Services at the Airport including but not limited to, the provision of aeronautical products, services and/or other facilities to the public;
- (2) Encourage the provision of high quality products, services, and facilities to airport users and the general public;
- (3) Encourage the development of quality capital improvements at the Airport;
- (4) Promote the economic health of Aviation related businesses at the Airport;
- (5) Promote the orderly and compatible development of Airport property;
- (6) Promote the financial self-sufficiency of the Airport; and



- (7) Protect the public from unsafe, inadequate, or substandard aeronautical products, services, and facilities; and insure that those entities engaged in Commercial Aeronautical Activities or Commercial Aeronautical Services at the Airport are not exposed to unfair competition.

The minimum standards presented herein apply to commercial aeronautical services and activities only. They were developed in accordance with the Federal Aviation Act of 1958, as amended, and its predecessor, the Civil Aeronautics Act of 1938; the Civil Rights Act of 1964; FAA order 5190.6A, Airport Compliance Requirements; Advisory Circular 150/5100-16A, Airport Improvement Program Grant Assurances; and Advisory Circulars 150/5190-6, Exclusive Rights at Federally Obligated Airports and 150/5190-7 Minimum Standards for Commercial Aeronautical Activities as changed or amended.

Airport Role – Windham Airport's primary role is to serve small to medium sized general aviation aircraft in central Connecticut. The Airport is located about three miles northeast of the city of Willimantic, in Windham County. The Airport is designated as a general aviation utility airport in the FAA's National Plan of Integrated Airport Systems (NPIAS). Windham's role is to provide full service facilities that focus on the demands of recreational, flight training activity, and a low volume of corporate/business activity, as well as provide maintenance, fuel, aircraft storage for single and multi-engine aircraft, and support facilities.

Applicability - These minimum standards apply to all persons, businesses, partnerships or corporations desiring to engage in one or more commercial aeronautical activities at Windham Airport, whether such persons, businesses, partnerships, or corporations are physically located on airport property, or not.

The minimum standards do not affect any pre-existing standards or conditions of operation that may be established in any valid operating permit, license, lease or other agreement that may exist between an Operator and the Department, hereinafter "Agreement", provided such Agreement is in substantial compliance with the provisions therein. A substantial default of any provision of an existing agreement by an Operator shall serve as the basis for the State to require the holder of the Agreement to implement and adhere to the Minimum Standards herein as a condition of ameliorating any default of the Agreement thereby permitting the Operator to continue to provide services at the Airport.



PART II – GENERAL REQUIREMENTS

Section 1. Purpose

These Standards shall establish the minimum requirements to be met as a condition for any person conducting or proposing to conduct commercial aeronautical activities at Windham Airport (IJD). As operator of IJD, the Department's goal in adopting standards is to encourage the development of quality aeronautical services and to make the airport available for aeronautical activities on fair and reasonable terms without unjust discrimination.

Section 2. Definitions

All definitions pertinent to Fixed Base Operators (FBO) or other Specialized Aviation Service Operators (SASOs) are contained within the appropriate sections of this document.

Section 3. Statement of Policy

The Department will provide a fair and reasonable opportunity, without unjust discrimination, to all qualified persons to compete for the right to construct, lease, or sublease appropriate space at Windham Airport in order to conduct aeronautical activities that are not currently provided exclusively by the Department. Prior to starting any operations, an Operator must enter into an agreement with the Department. Such agreement will recite the terms and conditions under which the activity will be operated on the Airport, including, but not limited to, the term of the agreement; the rentals, fees, and charges; and the rights and obligations of the respective parties. The granting of such right or privilege, however, shall not be construed in any manner as affording the Operator any exclusive or continuing right of use of the premises or facilities of the Airport, other than those premises which may be leased exclusively to the Operator for the term of the lease, and then only to the extent provided in the written agreement.

The Department reserves the right to lease an existing facility or any portion of an existing facility to a Specialized Aviation Service Operator (SASO) in order to maximize facility use and business opportunities. A lease of this nature shall be at the Department's sole discretion, and shall be considered to meet the minimum facility requirements as defined in Part IV of these standards.

The Department further reserves the right to designate, from time to time, the specific areas where individual aeronautical services or a combination of aeronautical services may be conducted, and to determine whether or not there is sufficient, appropriate, or adequate space at the proposed site to meet the minimum requirements established herein. Such determination shall consider the nature and extent of the proposed operation and the sites available for such purpose, consistent with the current Airport Master Plan and/or Airport Layout Plan (ALP), the role of the airport, and the orderly, safe, and efficient operation and development of the Airport.

These standards will not grant any right or privilege that prevents any person or company from operating aircraft on the Airport, or from performing any services on its own aircraft with its own employees (including self-servicing and self-fueling) that it may choose to perform, in accordance with these standards and established regulations and requirements of the Department relating to such activity.



The Department reserves the right to amend these standards from time to time as conditions require.

Section 4. Proprietary Exclusive Activities

As provided for in FAA Airport Compliance Order 5190.6A, the Department has exercised its proprietary right to provide certain aeronautical activities exclusively including management of all airport property.

The Department has chosen not to exercise its proprietary right to sell all aviation fuel products at the Airport at this time. While it recognizes that such services are currently permitted to be provided by full service Fixed Base Operators (FBO) at the Airport, FAA regulations allow an aircraft owner to self-fuel his or her aircraft provided the aircraft owner meets certain specific criteria as established by the FAA and the airport operator. Accordingly, the Department has adopted a Self-Fueling Permit in the interest of preserving the Department's policies with regard to having in place the necessary controls to assure that all fueling operations at the Airport are conducted to the same minimum level of safety, efficiency, consideration to the environment, and by persons adequately trained in the storage and handling of fuel products.

- A. Self Fueling: An aircraft owner may self-fuel owned or exclusively leased aircraft in accordance with the Department's Non-Commercial Self-Fueling Policy, Rules, and Procedures, as they may be amended from time to time.
- B. Aircraft Self-Servicing: The Department has chosen not to exercise its proprietary right to maintain and service aircraft at the Airport. Aircraft servicing, including, but not limited to, parking, securing, loading and unloading, fluid level servicing, and other such services that are commonly associated with aircraft arrivals and departures may also be accomplished by an aircraft owner provided such servicing is accomplished by the aircraft owner, his employees, or the exclusive lessee of an aircraft, using resources supplied by the aircraft owner and provided such operations are conducted in accordance with established regulations of the Department.
- C. Property Management: The Department, unless otherwise specified by agreement with the Department, shall be the sole lessor of airport property and facilities for aeronautical activities at Windham Airport. Such activities may include but are not limited to those services identified in Part IV of these Standards.

An individual or other entity may provide property management services for non-aeronautical leasing only after entering into appropriate agreement with the Department.

Section 5. Insurance Requirements

Every Operator shall procure and maintain in effect continuously for the duration of its activities upon the Airport, at the Operator's sole expense, insurance of the types and in at least such minimum amounts as indicated below or otherwise determined by the Department or the State. Such insurance shall be placed with a company (ies) authorized to do business in the State of Connecticut and satisfactory to the Department or State:



- A) Commercial General Liability: \$1,000,000 Bodily Injury/Property Damage
CSL (Includes contractual liability, products/completed operations, independent contractors, fire legal and broad form property damage coverage)
\$ 5,000,000 Fixed Base Operators
- B) Aircraft Liability (if applicable): \$1,000,000 Bodily Injury/Property Damage
CSL (Including Passengers)
- C) Insurance in the full replacement value of all Personal Property, Equipment, and Trade Fixtures on the Leased Premises.
- D) Ground and Hangar Keeper's Legal Liability (if applicable). Adequate coverage for any single aircraft in storage or in care and custody and a limit covering the total value of those aircraft but not less than \$100,000 for damage to any one aircraft.
- E) Environmental Liability Insurance (if applicable). Minimum of \$1,000,000 Combined Single Limit.
- F) For Aircraft Owners involved in Self-Fueling Operations. A Comprehensive Aircraft Liability policy indicating that the coverage includes owner's fueling/de-fueling operations with fueling equipment owned and/or operated by the aircraft owner. The minimum shall be \$1,000,000 Single Limit for Property Damage.
- G) For Aircraft Owners involved in Self-Fueling Operations. A Comprehensive Environmental Liability policy indicating that the coverage includes owner's fueling/de-fueling operations with fueling equipment owned and/or operated by the aircraft owner. The minimum shall be \$1,000,000 Single Limit for Property Damage.
- H) Workers' Compensation Insurance, as required by Connecticut statutes.
- I) Automobile Liability in the amount of \$1 million with an aggregate of \$2 million. In addition, each Operator shall insure that every person, including but not limited to employees, contractors, subcontractors, agents, tenants, subtenants or invitees who shall have or be provided automobile access onto the airport shall procure and maintain Automobile Liability insurance in the amount of \$1 million with an aggregate of \$2 million, and shall provide to the State, upon demand, proof thereof.

All required insurance shall include the State of Connecticut, Connecticut Department of Transportation as an additional insured. All such insurance shall be primary and non-contributory with any insurance held by the State of Connecticut, Department of Transportation. The Operator's insurance shall not be subject to cancellation or material alteration until at least thirty (30) days prior written notice has been provided to the Department. The Operator shall provide the Department with annual Certificates of Insurance evidencing that all of the established requirements have been met. The Department may vary the types and minimum amounts of insurance coverage required, based upon the precise nature of the aeronautical activities to be conducted by the Operator. The amount(s) of all required policies shall not be deemed a limitation of the



Operator's agreement to indemnify and hold harmless the Department and State of Connecticut, and the event of the Operator or the Department shall become liable in an amount in excess of the actual coverage provided, then the Operator shall hold the Department harmless from the whole thereof, except in the event of negligence of the Department, and then only to the extent of that negligence.

Section 6. Construction and Site Development Standards

Any proposed construction or development of facilities by the Operator will be subject to the development regulations and standards set out by the Department or the State of Connecticut. The purpose of the Leasehold Development Standards and Procedures is to establish reasonable criteria to guide the development and improvement of leaseholds on airports under the jurisdiction of the Department.

All improvements constructed on the Airport, other than trade fixtures, shall become a part of the land and belong to the Department upon expiration, termination, or cancellation of the lease agreement between the Operator and the Department covering such improvements unless otherwise specified by Agreement. If an Operator chooses to develop a site which is not currently served by taxiways, roadways, and/or utility services, the Operator shall be responsible for extending such services and pavement surfaces to its site at the Operator's sole expense, unless otherwise negotiated with the Department. All such utility services and pavement areas shall be constructed in full compliance with Department and FAA standards, as well as applicable Department and State codes.

Section 7. General Operational Requirements

- A. Operators shall employ trained personnel in such numbers as are required to meet the applicable minimum standards set forth herein in an efficient manner for each aeronautical activity or service being performed. The Operator's personnel shall be on duty during the applicable operating hours. The Operator shall also provide a responsible person in the office, if required, to supervise the operations in the leased area and on the Airport, with authorization to represent and act for and on behalf of the Operator during all business hours. The Operator shall provide the Department with a roster of qualified personnel who are available after normal business hours to respond to emergency situations involving the Operator's activities.
- B. The Operator shall control the conduct, demeanor and appearance of its employees. The Operator shall train its employees and ensure that they possess such technical qualifications and hold the required certificates, permits, licenses, and ratings to conduct the Operator's business activities on the Airport. It shall be the responsibility of the Operator to maintain close supervision over its employees to assure a high standard of service to the Operator's customers.
- C. Cross-utilization of personnel between aeronautical services may be permitted to the extent that personnel qualifications and licensing requirements and the applicable operating hours of these Standards are met.
- D. No aircraft or other vehicle may be left unattended or parked, or any object or structure placed, built, or left to remain at any point on the Airport where such object would protrude through any imaginary surface so as to create an obstruction under FAR Part 77.



- E. The Operator's personnel who drive motor vehicles on the Airport proper shall do so only in strict accordance with the Airport rules and regulations, applicable federal, state, and local laws, ordinances, codes, or other similar regulations now in existence or as may be hereafter modified, amended or enacted.
- F. The Operator shall permit the Department to enter upon its leased premises at any reasonable time for any purpose necessary, incidental to, or connected with the Operator's performance of its obligations with respect to these Standards or the terms of any operating agreement or in the exercise of the Department's governmental functions; for fire protection or security purposes; or to inspect or maintain the premises; or to do any other task deemed necessary or desirable for the proper operation of the Airport.
- G. The rates or charges for any and all activities and services of the Operator shall be determined by the Operator, subject to review by the Department and subject to the further requirement that all such rates or charges shall be reasonable and be equally and fairly applied to all users of the services.
- H. The Operator shall provide prompt, courteous, and efficient service to the public and provide an adequate means of contact to meet service demands. The Operator shall adhere to the highest ethical and aviation service community standards in the conduct of its activities.
- I. The Operator shall commit no unlawful nuisance, waste, or injury on the leased premises and will refrain from doing anything which may result in the creation, commission, or maintenance of such nuisance, waste, or injury to property on the Airport.
- J. The Operator shall refrain from creating or allowing on its premises any obnoxious odors or smokes, or noxious gases or vapors. The creation of exhaust fumes by the operation of internal combustion engines or aircraft engines of other types, so long as such engines are maintained and are being operated in a proper manner, is not a violation of this paragraph, nor shall the reasonable operation of the Operator's business constitute such violation, although some odors, gases, and vapors may result there from.
- K. The Operator shall refrain from doing anything which might interfere with the effectiveness or accessibility of the Airport's public utilities systems, drainage or sewer system, storm water management system, fire protection system, sprinkler system, alarm system, or fire hydrants and hoses, if any are installed or located on or in the Operator's leased premises. The Operator shall refrain from doing any act or thing upon the Airport which will invalidate or conflict with any fire, property, or liability insurance policies covering the Airport.
- L. The Operator shall remove or dispose of debris and other waste material (whether solid or liquid) arising from the Operator's activities. Any garbage, debris, or waste which may be temporarily stored in the open shall be kept in suitable garbage or waste receptacles and equipped with tight-fitting covers of a design sufficient to contain whatever may be placed therein. The Operator shall use extreme care when removing all such waste. Any Hazardous Waste generation, storage, or disposal shall comply with all applicable federal, state, and local regulations.



- M. The Operator shall keep and maintain its leased premises and all improvements in a neat and orderly condition, and in good and substantial repair, condition, and appearance. The Operator shall keep mowed and in a sightly condition all landscaping and grass areas within its leased premises. The Operator shall also maintain all aprons, ramps, taxiways, roadways, and parking lots that are constructed by the Operator or reserved for the exclusive use of the Operator.

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

- O. Operators providing activities without an agreement or permit with the State at the time these minimum standards are adopted will have 6 months from said adoption to become compliant with these minimum standards.



PART III – LEASING INFORMATION

Section 1. Ground Space, Facilities, and Accommodations

No person shall use the Airport or any portion thereof or any of its improvements or facilities for commercial, business, or aeronautical activities without first complying with these Standards and obtaining the required approval and written consent to commence those activities by entering into such agreements as may be prescribed by the Department. Notwithstanding any other provisions of these Standards, the provisions of any existing lease agreement in effect upon the date these Standards are adopted shall prevail over the requirements of these Standards but only for the current term of that lease and only to the extent provided for in the lease.

Except as provided for herein, each Specialized Aviation Service Operator (SASO) shall provide and maintain an office located upon the Airport which shall be available to the public by appointment or during business hours as posted in a prominent place at the Operator's place of business. The office must include a waiting room with appropriate furnishings, separate rest rooms for men and women, and a public telephone unless adequate facilities currently exist, as determined by the Department. Offices shall contain an adequate amount of interior floor space to appropriately conduct the business it is intended for and shall be suitably provided with heating and air conditioning.

Unless otherwise provided by the Department, all activities of the Operator shall be conducted on an area or areas of sufficient size to accommodate all services that the Operator is approved to perform, allowing for future growth and additional services as contemplated by the Department or the Operator at the time of application, but as limited by the space available on the Airport. The Operator shall conduct its business operations strictly within the areas assigned to it by the Department, and its operations shall not in any way interfere with the operations of other Operators, agencies, or other businesses operating on the Airport, the use of the Airport by the general public, or with any common use areas. The Operator shall not use any common use areas except as authorized by these Standards and Airport rules and regulations.

Section 2. Application

A prospective Operator shall submit to the Department in written form at the time of application the following information, and such additional information as may be requested.

- A. Description of services to be offered and the business plan to provide such services including aircraft ownership, if aircraft are to be used in the conduct of the business, and whether or not sub-tenants are to be used to meet these standards.
- B. The amount of land required for the proposed service and any proposed construction.
- C. The building space and facilities required or to be constructed.
- D. The number and types of aircraft to be utilized.
- E. The number of persons to be employed.



- F. The proposed hours of operation.
- G. The types and coverage limits of insurance to be maintained.
- H. Evidence of the Operator's past experience, financial capability, and technical ability to perform and/or develop the proposed services and facilities.
- I. The name(s), address(es), and telephone number(s) of the principal(s) of the business and the proposed operating name of the business, as well as evidence of incorporation in the state of Connecticut, as applicable.
- J. The tools, equipment, services, and inventory, if any, that the Operator will furnish for the proposed service.
- K. The proposed date for commencement of the activity and the requested length of term to conduct the same.
- L. The estimated cost of any structure or facilities to be constructed or furnished, proposed specifications, and the means and method of financing such construction.
- M. The intended location and layout plan of any proposed or future development.
- N. Other information the Department deems necessary in its decision-making process.

Section 3. Action on Prospective Operator's Application

The Department may deny any proposal to conduct commercial, business or aeronautical activities if, in the opinion of the Department, it finds any one of the following:

- A. The Operator, for any reason, does not meet the qualifications and requirements established by these standards, or are not prepared to meet same within a reasonable time as established by the Department but not exceeding one year.
- B. The proposed operation or construction will create a safety hazard on the Airport.
- C. Approval to conduct the proposed service will require the Department to spend funds or to supply labor or materials in connection with the proposed operation, or the operation will result in a financial loss to the Department.
- D. No appropriate, adequate, or available land or facilities exist at the Airport which would accommodate the Operator's proposed activities on the date of the application or within a reasonable time thereafter.
- E. Airport development or construction required for the proposed operation does not comply or is inconsistent with the Airport Master Plan or the Role Statement for the Airport then in effect or conflicts with federal, state, or local rules and regulations.



- F. The development or use of the land area requested by the Operator will result in aircraft or building congestion or will unduly interfere with the operations of any present Operator on the Airport or might restrict aircraft access to any Operator's area.
- G. The Operator has either intentionally or unintentionally falsified the application or supporting documents or omitted relevant information.
- H. The Operator has failed to make full disclosure on the application or supporting documents.
- I. The Operator has a record of violating the rules and regulations of any other airport or Connecticut aviation regulations, FAA standards or regulations, or any other rules and regulations applicable to the Department.
- J. Any party applying or interested in the business has defaulted in the performance of any lease or any other agreement with the Department or the State.
- K. On the basis of current financial information, the Operator does not, in the opinion of the Department, exhibit adequate financial capacity and responsibility to undertake the proposed services.
- L. The Operator cannot provide a performance bond or other adequate security in an amount required by the Department to ensure performance of its obligations under its proposed lease or permit or ensure completion of any associated construction.
- M. The Operator has been convicted of any felony or a misdemeanor involving moral turpitude or has been convicted of a public entity crime as defined in State of Connecticut Statutes or has been placed on the convicted vendor list.

Section 4. Subleasing Requirements

If an Operator desires to sublease space to another person to provide one or more specialized aviation services, the following conditions shall apply:

- A. Prior to finalizing an agreement, the Operator and the proposed sublessee must obtain conceptual approval from the Department for the sublease and the type of business and service to be offered by the sublessee Operator.
- B. The sublessee Operator must meet all of the Minimum Standards established by the Department for the category or categories of services to be furnished. The Standards may be met in combination by the lessee Operator and the sublessee Operator. The sublease agreement shall specifically define those services provided by the Operator to the sublessee that must be used to meet the Standards.
- C. The Operator must have the facilities and physical space necessary to support the aeronautical services of his sublessees. Such facilities and space shall be sufficient to accommodate the



Operator's aeronautical service as well as those requirements for the sublessee according to Part IV of these standards.

- D. The Operator must obtain written approval of the sublease agreement from the Department before allowing sublessee to occupy or conduct any form of business from the Operator's leasehold.
- E. The sublessee Operator shall enter into an Agreement with the Department. Such agreement shall be appropriate to the particular type of services to be provided by the sublessee Operator. The Agreement shall provide for payment by the sublessee Operator to the Department of Airport use fees pertinent to the types of services offered by sublessee.
- F. The sublessee Operator shall provide evidence of minimum insurance coverage as determined by the Department for the categories of service to be offered.
- G. The Operator may be required to pay the Department additional fees, which will be negotiated, based upon the extent that the lessee Operator's premises are to be subleased and the types of services that the sublessee Operator proposes to furnish.

Section 5. Waiver of Standards and Service Pioneers

- A. Waivers: The Department may, at its sole discretion, waive all or any portion of these Standards for the benefit of any governmental agency or public utility performing nonprofit public services to the aircraft industry if those services are performed for:
 - 1. The general public in time of emergency (i.e. pandemic).
 - 2. Public services to the aviation industry, or performing nonprofit emergency medical or rescue services to the public by means of aircraft.
 - 3. Fire prevention or firefighting operations.
 - 4. The Department may further temporarily waive or reduce any of these Standards for nongovernmental Operators where the Department, at its sole discretion, deems such waiver or reduction to be in the best interest or welfare of the Airport's operation and is not likely to conflict with future Operators providing like services.
- B. Service Pioneers: When an Operator wishes to qualify as a Specialized Aviation Service Operator in order to provide specific services not already provided at the Airport, these Standards may be modified for a limited period of time to encourage the expansion of services at the Airport. The temporary modification will be applied only where such services do not already exist, and only to the extent and for the period of time necessary to create an inducement to the establishment of such services.
- C. Other Aeronautical Services: Many types of aeronautical services may exist that are too varied to reasonably permit the establishment of specific minimum standards for each. When specific aeronautical services are proposed which do not fall within the categories listed in Part IV or V,



such proposals will be evaluated on a case-by-case basis, taking into consideration the desires of the proponent, the needs of the Airport, and the public demand for such service.

- D. Multiple Activities: When more than one (1) activity is conducted, the minimum requirements shall vary depending upon the nature of each Activity and/or combination of Activities, but shall not necessarily be cumulative.

- E. Through-the-Fence Operations: The State may authorize through-the-fence operators to the extent permitted by FAA Advisory Circular 150/5190-7, **Minimum Standards for Commercial Aeronautical Activities**, as amended, or any other regulation subsequently imposed by the FAA or other governmental entity succeeding to its jurisdiction, functions or responsibilities. These operations must be reviewed for consistency by the FAA and receive proper permitting by the Department.



PART IV – MINIMUM STANDARDS FOR FIXED BASE OPERATORS AND SPECIALIZED AVIATION SERVICE OPERATORS

1.0 FIXED BASE OPERATOR (FBO)

1.1. Definition

A Fixed Base Operator (FBO) is a Commercial Operator engaged in the sale of products, services, and facilities to Aircraft Operators including aviation fuels and lubricants; ground services and support; tie-down, hangar, and parking; aircraft maintenance, and aircraft rental/flight training.

1.2. 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 mandatory products and services shall include the following:

1. Airframe and power plant (A&P) repair facilities.
2. Flight training and aircraft rental.
3. Air Charter Part 135 services.
4. Delivering and dispensing of Jet fuel and Avgas, and aircraft lubricants into all general aviation aircraft normally frequenting the Airport.
5. Provide, operate and maintain a UNICOM or ARINC Radio Service.
6. Maintain an aircraft log.
7. Collect landing fees.
8. Additional activities and/or services as the State may approve or require, e.g., aircraft deicing, aircraft lavatory servicing, ground power service, etc.
9. Disabled aircraft removal.

FBO can meet these minimum standards for the provision of aircraft maintenance by and through authorized sublessee who meets the minimum standards for Aircraft Maintenance Operator and operates from the FBO's leased premises.

FBO can meet these minimum standards for the provision of flight training and aircraft rental by and through an Operator permitted by the State who meets the minimum standards for Aircraft Rental, and/or Flight Training Operator.

FBO can meet these minimum standards for the provision of Air Charter Part 135 services by and through an Operator permitted by the State who meets the minimum standards for Aircraft Charter or Aircraft Management Operator.



1.3. Leased Premises

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

1.3.1. Parcel – One acre (45,000 square feet), upon which all required improvements including but not limited to, apron, vehicle parking, roadway access, and all facilities shall be located.

1.3.2. Apron – Equal to not less than two times the area of the building within the leased premises and should have sufficient weight bearing capacity.

1.3.3. Paved Tie-down – Adequate to accommodate the number, type, and size of based and transient aircraft requiring tie-down space at the FBOs leased premises.

1.3.4. Facilities – Not less than 9,000 square feet (total) consisting of the following:

1.3.4.1. Terminal Space (building space) – Not less than 1,500 square feet

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

Administrative area shall be dedicated square feet to include adequate space for employee offices, work areas, and storage.

Maintenance area shall include adequate space for employee offices, work areas, and storage for Aircraft parts and equipment.

1.3.4.2. Hangar space – Not less than 7,500 square feet

1.4. Fuel Storage

FBO shall construct or install and maintain an on-airport aboveground fuel storage facility at the Airport, unless otherwise authorized or required, in a location consistent with the Airport Master Plan and approved by the State. All bulk fuel storage facilities shall be located in one or more designated central fuel storage facilities identified by the State. Additionally, the FBO may construct or install and maintain a public commercial Avgas self-fueling storage facility with a minimum capacity of 2,000 gallons in a location specified by the State.

The fuel storage facility must have adequate capacity of Avgas and Jet Fuel at all the times to service FBO customers. In no event shall the total storage capacity be less than:

5,000 gallons for Jet Fuel storage

5,000 gallons for Avgas storage

FBO shall, at its sole expense, maintain the fuel storage facility, all improvements thereon, and all



appurtenances thereto, in a presentable condition consistent with good business practice and equal or better than in appearance and character to other similar improvements at the Airport.

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.

FBO shall have a written Spill Prevention Contingency and Control Plan (SPCC Plan) that meets regulatory measures for aboveground fuel storage facilities. An updated copy of the SPCC Plan shall be filed with the State at least 30 days prior to commencing operations.

FBO shall be liable and indemnify the State for all leaks, spills, or other damage that may result through the handling and dispensing of fuel.

Fuel delivered shall be clean, bright, pure, and free of microscopic organisms, water, or other contaminants. Ensuring the quality of the fuel is the responsibility of the FBO.

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 State.

1.5. Fueling Equipment

FBO shall have one (1) operating and fully functional jet fuel refueling vehicle with a capacity of at least 1,500 gallons.

FBO shall have one (1) operating and fully functional Avgas fuel refueling vehicle with a capacity of at least 750 gallons.

Aircraft refueling vehicles shall be equipped with metering devices that meet all applicable regulatory measures. One (1) refueling vehicle dispensing jet fuel shall have over-the-wing and single point aircraft servicing capability. All refueling vehicles shall be bottom loaded.

Each fuel truck shall be equipped and maintained to comply at all the times with all applicable safety and fire prevention requirements or standards including without limitation, those prescribed by:

- 1.5.1. State of Connecticut Fire Code and Local Fire District;
- 1.5.2. National Fire Protection Association (NFPA) Codes; and
- 1.5.3. Applicable 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".

1.6. Equipment

FBO shall have the following equipment:



- 1.6.1 Adequate equipment for recharging or energizing discharged aircraft batteries.
- 1.6.2 One (1) courtesy vehicle capable of accommodating four (4) people to provide transportation to and from local area destinations such as hotels and restaurants. If a courtesy vehicle is not available, other transportation arrangements through a taxi or rental car service shall be provided by the FBO.
- 1.6.3 One (1) aircraft tug or equivalent and tow bars having a rated draw bar capacity sufficient to meet the towing requirement of the general aviation aircraft normally frequenting the Airport.
- 1.6.4 Spill kits (as outlined in Rules and Regulations)
- 1.6.5 Adequate number of approved and regularly inspected dry chemical fire extinguishers units shall be maintained within all hangars, on apron areas, at fuel storage facilities, and on all ground handling and refueling vehicles.
- 1.6.6 All equipment reasonably necessary for the proper performance of Aircraft Maintenance in accordance with applicable FAA regulations and manufactures' specifications.

1.7. Personnel

Personnel, while on duty, shall be clean, neat in appearance, courteous, and readily identifiable as an employee of the company at all times.

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 00-34 "Aircraft Ground Handling and Servicing." FBO's SOP shall include a training plan, fuel quality assurance procedures and record keeping, and emergency response procedures for fuel fires and spills. FBO's SOP shall also address: (1) bonding and fire protection; (2) public protection; (3) control access to fuel storage facilities; and (4) marking and labeling of fuel storage tanks and refueling vehicles. FBO's SOP shall be submitted to the State no later than 30 days before the FBO commences activities at the Airport. The State shall conduct periodic inspections to ensure compliance.

FBO shall have at least one (1) properly trained and qualified employees, on each shift, providing aircraft fueling, parking, ground services, and customer service support.

If Aircraft Maintenance is provided by the FBO instead of a subtenant, the FBO must have at least one (1) FAA licensed Airframe and Powerplant mechanic employed by the FBO and properly trained and qualified to perform Aircraft Maintenance on aircraft frequenting the Airport for at least eight (8) hours during FBO's hours of activity, five (5) days a week.



1.8. Hours of Activity

Aircraft fueling, ground handling, and customer service shall be continuously offered and available to meet reasonable demands of the public for this activity seven (7) days a week (including holidays) 11 hours a day.

Aircraft Maintenance shall be continuously offered and available to meet reasonable demand of the public for this activity five (5) days a week, eight (8) hours a day. Aircraft maintenance shall be available after hours, on-call, with response time not to exceed 60 minutes.

1.9. Aircraft Removal

Recognizing that aircraft removal is the responsibility of the aircraft owner/operator, the FBO shall be prepared to lend reasonable assistance within 30 minutes upon request in order to maintain the operational readiness of the Airport. The FBO shall prepare an aircraft removal plan and have equipment readily available that is necessary to remove the General Aviation Aircraft normally frequenting the Airport. The FBO must offer aircraft removal on a 24-hour basis.

1.10. Insurance

Shall maintain, at a minimum, the coverage and policy limits set forth by the State of Connecticut.



2.0 AIRCRAFT MAINTENANCE OPERATOR (SASO)

2.1 Definition

An Aircraft Maintenance Operator is a Commercial Operator engaged in providing aircraft maintenance for aircraft other than those owned or operated by the Operator, which includes the sale of aircraft parts and accessories.

In addition to the General Requirements set forth in Part II, each Aircraft Maintenance Operator at the Airport shall comply with the following minimum standards set forth in this Section.

2.2 Leased Premises (Lessee or Multiple Activities)

An Operator engaging in this activity as well as other activities shall have adequate apron, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator, but not less than the following square footages, which are not cumulative:

- 2.2.1 Facility building space shall be no less than 10,000 square feet.
- 2.2.2 Apron shall be adequate to accommodate the movement of aircraft into and out of the hangar and parking of customer aircraft.
- 2.2.3 Facilities shall include customer, administrative, maintenance, and hangar areas.
- 2.2.4 Vehicle parking shall be sufficient to accommodate customer and employees on a daily basis.

2.3 Leased Premises (Sublessee)

With prior written permission of ConnDOT, the requirements set forth in Section 2.2 above may be satisfied by a sublease of such space from an existing operator or through an aeronautical operator agreement for existing facilities, if available, with ConnDOT.

2.4 Licenses and Certification

All Operators' personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings for the work being performed.

2.5 Personnel

Operator shall provide a sufficient number of personnel to adequately and safely carry out aircraft maintenance in a prompt and efficient manner and meet the reasonable demands of the public for this activity.

- 2.5.1. Operator shall employ at least one (1) FAA licensed Airframe and Powerplant mechanic, and one (1) customer service representative.



2.6 Equipment

Operator shall provide sufficient shop space, equipment, supplies, and availability of parts as required for certification as an FAA Repair Station.

2.7 Hours of Activity

Operator shall be open and services shall be available at least five (5) days a week, eight (8) hours a day and available after hours, on-call, with response time not to exceed 60 minutes.

2.8 Insurance

Operator shall maintain, at a minimum, the coverage and policy limits set forth by the State of Connecticut.



3.0 AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

3.1 Definition

An Avionics or Instrument Maintenance Operator is a Commercial Operator engaged in the business of maintenance or alteration of one (1) or more of the items described in 14 CFR Part 43, Appendix A (i.e., aircraft radios, electrical systems, or instruments).

In addition to the General Requirements set forth in Part II, each Avionics or Instrument Maintenance Operator at the Airport shall comply with the following minimum standards set forth in this Section.

3.2 Leased Premises (Lessee or Multiple Activities)

An Operator engaging in this activity as well as other activities shall have adequate apron, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator, but not less than the following square footages, which are not cumulative:

- 3.1.1. For Operators performing just bench-work (i.e., no removal and replacement services are being performed), the total facilities (building space) shall not be less than 250 square feet.
- 3.1.2. For Operators performing services beyond bench-work (i.e., removal and replacement services are being provided), the total facilities (building space) shall not be less than 750 square feet.
- 3.1.3. If performing services as described in Section 3.2.2, apron shall be adequate to accommodate the movement of aircraft into and out of the hangar and parking of customer aircraft.
- 3.1.4. Facilities shall include customer, administrative, maintenance, and hangar areas.
- 3.1.5. Vehicle parking shall be sufficient to accommodate customer and employees on a daily basis.

3.3 Leased Premises (Sublessee)

With prior written permission of ConnDOT, the requirements set forth in Section 3.2 above may be satisfied by a sublease of such space from an existing Operator or through an aeronautical operator agreement for existing facilities, if available, with ConnDOT.

3.4 Licenses and Certifications

Operator shall be properly certificated by the FAA as an FAA Repair Station, and by the FCC. Personnel shall be properly certificated by the FAA and the FCC, current, and hold the appropriate ratings for the work being performed.



3.5 Personnel

Operator shall provide a sufficient number of personnel to adequately and safely carry out the activity in a prompt and efficient manner and meet the reasonable demands of the public for this Activity.

- 3.4.1. Operator shall employ at least one (1) technician, and one (1) customer service representative. A technician may fulfill the responsibilities of the customer service representative.

3.6 Equipment

Operator shall provide sufficient shop space, equipment, supplies, and availability of parts as required for certification as an FAA Repair Station.

3.7 Hours of Activity

Operator shall be opened and services shall be available at least five (5) days a week, eight (8) hours a day.

3.8 Insurance

Operator shall maintain, at a minimum, the coverage and policy limits set forth by the State of Connecticut.



4.0 AIRCRAFT RENTAL, FLYING CLUB, OR FLIGHT TRAINING OPERATOR (SASO)

4.1. Definitions

An Aircraft Rental Operator is a Commercial Operator engaged in the rental of aircraft to the general public.

A Flying Club Operator is a Commercial Operator engaged in owning Aircraft and making such aircraft available for use by its members where membership is available to the general public.

A Flight Training Operator is a Commercial Operator engaged in providing flight instruction to the general public and/or providing such related ground school instruction as is necessary to take the written examination and flight check for the category or categories of pilots' licenses and ratings involves.

- 4.1.1 A person holding a current FAA flight instructor's certificate, who gives occasional flight instruction (does not advertise or proactively make available flight instruction) to an aircraft owner in the aircraft owner's aircraft, shall not be deemed a Commercial Operator.

A Private Flying Club is an entity that is legally formed as a non-profit entity with the State of Connecticut, operates on a non-profit basis (so as not to receive revenues greater than the costs to operate, maintain, acquire and/or replace flying club aircraft), and restricts membership from the general public (i.e., does not advertise its membership availability to the general public).

In addition to the General Requirements set forth in Part II, each Aircraft Rental, Flying Club, or Flight Training Operator at the Airport shall comply with the following minimum standards set forth in this Section.

4.2. Leased Premises (Lessee or Multiple Activities)

An Operator engaging in this activity as well as other activities shall have adequate apron, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator, but no less than the following:

- 4.2.1 Apron/paved tie-downs shall be adequate to accommodate the total number of Aircraft in Operator's fleet at the Airport. (If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, paved tie-downs are not required).
- 4.2.2 Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting aircraft maintenance on aircraft owned and/or operated by Operator.
- 4.2.3 Customer area shall be at least 600 square feet to include adequate space for class/training rooms. Operator's customers shall have immediate access to customer lounge(s), public telephones, and restrooms.
- 4.2.4 Administrative area shall be at least 500 square feet to include adequate space for employee offices, work areas, and storage.



- 4.2.5. Maintenance area, if required, shall be at least 500 square feet to include adequate space for employee work areas, shop areas, and storage.
- 4.2.6. Hangar area, if required, shall be large enough to accommodate the largest Aircraft in the Operator's fleet at the Airport maintained by the Operator.
- 4.2.7. Vehicle parking shall be sufficient to accommodate customers and employees on a daily basis.

4.3. Leased Premised (Sublessee)

With prior written permission of ConnDOT, the requirements set forth in Section 4.2 above may be satisfied by a sublease of such space from an existing Operator or through an aeronautical operator agreement for existing facilities, if available, with ConnDOT.

4.4 Licensed and Certifications

Personnel performing aircraft proficiency checks and/or flight training shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certification for the aircraft being utilized and/or flight training being provided.

- 4.4.1 Flight Training Operators shall have at least one flight instructor with the appropriate ratings and medical certification to provide flight instruction.

4.5 Personnel

Operator shall provide a sufficient number of personnel to adequately and safely perform Aircraft rental and/or flight training in a prompt and efficient manner adequate to meet the reasonable demands of the public/members seeking such services.

- 4.5.1 Aircraft Rental Operators and Flying Club Operators shall have properly certificated flight instructors available on an as-needed basis. A flight instructor can serve as customer service representative.
- 4.5.2 Flight Training Operators shall employ one (1) flight instructor and one customer service representative as employees (on each shift). A flight instructor can serve as a customer service representative. In addition, Flight Training Operators shall have available ground school instruction sufficient to enable students to pass the FAA written examinations for private pilot, commercial pilot, and instrument rating.

4.6 Equipment

Operator shall have available for rental or use in flight training, either owned by or under written lease to the Operator and under the full and exclusive control of the Operator, at least one (1) properly certified and currently airworthy aircraft equipped for and fully capable of flight under instrument conditions.



Flight training Operators shall provide, at a minimum, adequate mock-ups, pictures, slides, videotapes or DVDs, or other training aids necessary to provide proper and effective ground school instruction.

4.7 Hours of Activity

An Aircraft Rental Operator and a Flight Training Operator shall be open and services shall be available to meet the reasonable demands of the public for this activity six (6) days a week, eight (8) hours a day.

4.8 Private Flying Clubs

Private Flying Clubs shall not be required to meet the minimum standards stipulated for a Flying Club so long as the Private Flying Club's membership is not available to the general public.

No member of a Private Flying Club shall receive compensation for services provided for such Private Flying Club or its members unless such member is an authorized Operator with the Airport.

Each Private Flying Club member must have an ownership interest in the Private Flying Club.

Private Flying Club shall keep on file and available for review by the State or the Airport Manager, a complete membership list and investment (ownership) share held by each member including a record of all members (past and present) with full names, addresses, and the date the membership began and ended.

Private Flying Club shall file and keep current with the State and the Airport Manager:

- 4.8.1. Copies of bylaws, articles of incorporation, operating rules, membership agreements, and the location and address of the club's registered office.
- 4.8.2. Roster of all officers, directors, and members including home and business addresses and phone numbers.
- 4.8.3. Designee responsible for compliance with these minimum standards and other regulatory measures.
- 4.8.6. Private Flying Club aircraft shall not be used by other than members (owners)
- 4.8.7. No entity shall use Private Flying Club aircraft in exchange for compensation.
- 4.8.8. No member (owner) shall use Private Flying Club aircraft for flight instruction of nonmembers.

4.9 Insurance

Shall maintain, at a minimum, the coverage and policy limits set forth by the State of Connecticut.



4.10 Disclosure Requirements

Any Operator conducting aircraft rental, sales, or flight training shall post a notice and incorporate within the rental and instruction agreements the insurance coverage and limits provided to the renter or student by the Operator, 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. Operator shall provide a copy of such notice to the State.



5.0 AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

5.1 Definition

An Aircraft Charter Operator is a Commercial Operator engaged in on-demand common carriage for persons or property (as defined in 14 CFR Part 135) or operating in private carriage under 14 CFR Part 91.

An Aircraft Management Operator is a Commercial Operator engaged in the business of providing aircraft management including, but not limited to, flight dispatch, flight crews, or aircraft maintenance coordination to the general public.

In addition to the General Requirements set forth in Part II, each Aircraft Charter Operator and Aircraft Management Operator at the Airport shall comply with the following minimum standards set forth in this Section.

5.2 Leased Premises (Lessee or Multiple Activities)

An Operator engaging in this Activity as well as other Activities shall have adequate apron, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator, but no less than the following:

- 5.2.1 Apron paved tie-downs shall be adequate to accommodate the total number of aircraft in Operator's fleet at the Airport. (If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, no paved tie-downs will be required).
- 5.2.2 Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting aircraft maintenance on aircraft owned and/or operated by Operator.
- 5.2.3 Operator's customer area shall have immediate access to customer lounge(s), public telephones, and restrooms.
- 5.2.4 Administrative area shall be at least 250 square feet and shall include adequate space for employee offices, work areas, and storage.
- 5.2.5 Maintenance area, if required, shall be at least 500 square feet and shall include adequate space for employee work areas, shop areas, and storage.
- 5.2.6 Hangar area, if required, shall be large enough to accommodate the largest aircraft in the Operator's fleet at the Airport maintained by the Operator.
- 5.2.7 Vehicle parking shall be sufficient to accommodate customers and employees on a daily basis.



5.3 Leased Premises (Sublessee)

With prior written permission of ConnDOT, the requirements set forth in Section 5.2 above may be satisfied by a sublease of such space from an existing Operator or through an aeronautical operator agreement for existing facilities, if available, with ConnDOT.

5.4 Licenses and Certifications

Aircraft Charter Operators shall have and provide copies to the State, of all appropriate Part 135 certifications and approvals.

Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings in the aircraft utilized for this activity.

5.5 Personnel

Operator shall provide a sufficient number of personnel to adequately and safely perform the activity in a prompt and efficient manner adequate to meet the reasonable demands of the public seeking such services.

5.5.1 Operator shall employ one (1) customer service representative (on each shift) and appropriate staff as required by Part 135.

5.6 Equipment

Operator shall provide, either owned or under written lease to Operator and under the exclusive control of Operator, one (1) certified and continuously airworthy single or multi-engine (instrument qualified) aircraft.

5.7 Hours of Activity

Operator shall be opened and services shall be available to meet the reasonable demands of the public for this activity five (5) days a week, eight (8) hours a day. After hours, on-call response time to customer inquires shall not exceed 60 minutes.

5.8 Insurance

Shall maintain, at a minimum, the coverage and policy limits set forth by the State of Connecticut.



6.0 AIRCRAFT SALES OPERATOR (SASO)

6.1 Definition

An Aircraft Sales Operator is a Commercial Operator engaged in the sale of one (1) or more new and/or used aircraft during a 12-month period.

In addition to the General Requirements set forth in Part II, each Aircraft Sales Operator at the Airport shall comply with the following minimum standards set forth in this Section.

6.2 Leased Premises (Lessee or Multiple Activities)

An Operator engaging in this activity as well as other activities shall have adequate apron, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator, but no less than the following:

- 6.2.1 Apron paved tie-downs shall be adequate to accommodate the total number of aircraft in Operator's fleet at the Airport. (If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, no paved tie-downs will be required).
- 6.2.2 Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting aircraft maintenance on aircraft owned and/or operated by Operator, and/or in Operator's inventory. If Operator provides aircraft maintenance on other aircraft, Operator shall meet the minimum standards for an Aircraft Maintenance Operator.
- 6.2.3 Operator's customer area shall have immediate access to customer lounge(s), public telephones, and restrooms.
- 6.2.4 Administrative area shall be at least 120 square feet and shall include adequate space for employee offices, work areas, and storage.
- 6.2.5 Maintenance area, if required, shall be at least 500 square feet and shall include adequate space for employee work areas, shop areas, and storage.
- 6.2.6 Hangar area, if required, shall be large enough to accommodate the largest Aircraft in the Operator's fleet at the Airport maintained by the Operator.
- 6.2.7 Vehicle parking shall be sufficient to accommodate customers and employees on a daily basis.

6.3 Leased Premises (Sublessee)

With prior written permission of ConnDOT, the requirements of Section 6.2 above may be satisfied by a sublease of such space from an existing Operator or through an aeronautical operator agreement for existing facilities, if available, with ConnDOT.



6.4 Dealership

An Operator which is an authorized factory sales franchise, dealer, or distributor, either on a retail or wholesale basis, shall have available or shall make available (with advance notice) at least one (1) current model demonstrator of aircraft in each of its authorized product lines.

6.5 Licenses and Certification

Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certification for providing flight demonstration in all aircraft offered for sale.

6.6 Personnel

Operator shall provide a sufficient number of personnel to adequately and safely perform the activity in a prompt an efficient manner adequate to meet the reasonable demand of the public seeking such services.

6.6.1 Operator shall employ at least one (1) current pilot that meets all FAA Certification requirements.

6.7 Equipment

Operator shall provide necessary and satisfactory arrangements for aircraft maintenance in accordance with any sales guarantee or warranty period.

6.8 Hours of Activity

Operator shall be opened and service shall be available to meet the reasonable demands of the public for this activity five (5) days a week, eight (8) hours a day.

6.9 Insurance

Shall maintain, at a minimum, the coverage and policy limits required by the State of Connecticut.



7.0 SPECIALIZED COMMERCIAL AERONAUTICAL OPERATOR (SASO)

7.1 Definition

A Specialized Commercial Aeronautical Operator is a Commercial Operator engaged in providing limited aircraft services and support, miscellaneous commercial services and support, or air transportation services for hire.

- 7.1.1 Limited aircraft services and support is defined as but no limited to aircraft, engine, or accessory support (for example, washing, cleaning, painting, upholstery, propeller, etc), aircraft deicing services, ground support equipment maintenance, or other miscellaneous activities directly related to aircraft services and support.
- 7.1.2 If services are being provided to more than one (1) airport tenant or user then the requirements under this SASO must be met.
- 7.1.3 Miscellaneous commercial services and support are defined as but not limited to ground schools, simulator training, charter flight coordinators, aircrew management, or any other miscellaneous activities directly related to supporting or providing support services for a Commercial activity.

Air transportation services for hire are defined as non-stop sightseeing flights (flights that begin and end at the Airport and are conducted within 25 statute mile radius of the Airport); flights for aerial photography or survey, fire fighting, power line, underground cable, or pipe line patrol; or any other miscellaneous activities directly related to air transportation services for hire (e.g. helicopter operations in construction or repair work).

In addition to the General Requirements set forth in Part II, each Specialized Commercial Aeronautical Operator at the Airport shall comply with the following minimum standards set forth in this Section.

7.2 Leased Premises (Lessee or Multiple Activities)

An Operator engaging in this activity shall have adequate apron, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator, but no less than the following:

- 7.2.1 Apron paved tie-downs shall be adequate to accommodate the total number of aircraft in Operator's fleet at the Airport. (If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, no paved tie-downs will be required).
- 7.2.2 Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting aircraft maintenance on aircraft owned and/or operated by Operator. If Operator provides aircraft maintenance on other aircraft, Operator shall meet the minimum standards for an Aircraft Maintenance Operator.
- 7.2.3 Operator's customer area shall have immediate access to customer lounge(s), public telephones, and restrooms.



- 7.2.4 Administrative area shall be sufficient to accommodate the administrative functions associated with the activity and shall include adequate space for employee offices, work areas, and storage.
- 7.2.5 Maintenance area, if required, shall be at least 500 square feet and shall include adequate space for employee work areas, shop areas, and storage.
- 7.2.6 Hangar area, if required, shall be large enough to accommodate the largest aircraft in the Operator's fleet at the Airport maintained by the Operator.
- 7.2.7 Vehicle parking shall be sufficient to accommodate customers and employees on a daily basis.

7.3 Leased Premises (Sublessee)

With prior written permission of ConnDOT, the requirements in Section 7.2 above may be satisfied by a sublease of such space from an existing Operator or through an aeronautical operator agreement for existing facilities, if available, with ConnDOT.

7.4 Licenses and Certifications

Operator shall have and provide to the State evidence of all Agency licenses and certificates that are required to conduct the activity.

7.5 Personnel

Operator shall provide a sufficient number of personnel to adequately and safely perform its activity in a prompt and efficient manner adequate to meet the reasonable demands of the public seeking such services.

7.6 Equipment

Operator shall have (based at the Airport), either owned or under written lease to Operator and under the exclusive control of Operator, sufficient vehicles, equipment, and, if appropriate, one (1) continuously airworthy aircraft.

7.8 Hours of Activity

Operator shall be opened and services shall be available during hours normally maintained by entities operating competitive businesses at the Airport.

7.9 Insurance

Shall maintain, at a minimum, the coverage and policy limits set forth by the State of Connecticut.



8.0 TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (SASO)

8.1 Introduction

The State recognizes that Aircraft Operators using the Airport may require specialized assistance with the maintenance of their aircraft and or flight training of their pilots. When assistance is not available on the Airport through an existing Operator due to either the specialized nature of the maintenance and/or flight training requirements, the State may allow an aircraft operator to solicit and utilize the services of a qualified entity to provide said services in coordination with an existing FBO.

In addition to the General Requirements set forth in Part II, each Temporary Specialized Commercial Aeronautical Operator at the Airport shall comply with the following minimum standards set forth in this Section.

8.2 Scope of Activity

Operator shall conduct activity on and from the leased premises of the Aircraft Operator in a first-class manner consistent with the degree of care and skill exercised by experienced Operators providing comparable products and services and engaging in similar activities.

8.3 Permit

Aircraft Operator must submit written request to the State on behalf of Temporary Specialized Aeronautical Service Operator.

Operator shall obtain a 30-day temporary permit (issued by the State) prior to engaging in activity on the Airport. Renewal shall be subject to the Operator's compliance with all terms of the temporary permit. Operator shall comply with all requirements for the permitted activities and limit service provided to those strictly stated in the temporary permit. Aircraft Operators requiring after-hour or weekends service by a Temporary Specialized Aviation Service Operator must notify the Airport Manager prior to Operator engaging in activities on the Airport. Aircraft Operator is responsible for assuring compliance of all Airport Rules and Regulations by the Temporary Specialized Aviation Service Operator while on the Airport.

The permit should be conspicuously displayed while performing said services.

8.4 Licenses and Certifications

Operator shall have and provide to the State evidence of all Agency licenses and certificates that are required for the activity.

8.5 Insurance

Shall maintain, at a minimum, the coverage and policy limits set forth by the State of Connecticut.



9.0 AIRCRAFT STORAGE OPERATOR (SASO)

9.1 Definition

An Aircraft Storage Operator is a Commercial Operator that develops, owns, and/or leases facilities for the purpose of selling or 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.

In addition to the General Requirements set forth in Part II, each Commercial Aircraft Storage Operator at the Airport shall comply with the following minimum standards set forth in this Section.

9.2 Scope of Activity

Operator shall use the leased premises for the purpose of: selling hangar and associated office or shop space; engaging in Subleasing of Aircraft storage facilities and associated office and shop space (as an Aircraft Storage Operator); or use by Operator primarily for Operator's aircraft and/or equipment.

9.3 Leased Premises

Operator engaging in this activity shall have adequate land consisting of a parcel of not less than 85,000 square feet, apron/paved tie-down, facilities, and vehicle parking to accommodate all activities of the Operator and all approved Sublessee(s).

9.3.1 All required Improvements including apron, facilities, and vehicle parking shall be located on contiguous land.

9.3.2 The development of hangar(s) shall be limited to either of the following types of hangar structures:

9.3.2.1 Hangar – A structure of not less than 20,000 square feet completely enclosed, and apron space of not less than 40,000 square feet.

9.3.2.2 T-Hangars – a single structure configured to accommodate a minimum of eight (8) aircraft.

9.4 Hours of Activity

Operator shall have facilities available for Sublessees' aircraft removal and storage seven days a week (including holidays) 24 hours a day.

9.5 Insurance

Shall maintain, at a minimum, the coverage and policy limits set forth by the State of Connecticut.



10.0 NON-COMMERCIAL HANGAR OPERATOR (CORPORATE HANGARS)

10.1 Definition

A Non-Commercial Operator is an entity that develops, constructs, and/or owns one or more hangar structures for the primary purpose of storing aircraft used for Non-Commercial purposes only.

In addition to the General Requirements set forth in Part II, each Non-Commercial Hangar Operator at the Airport shall comply with the following Minimum Standards set forth in this Section.

10.2 Scope of Activity

Operator shall use the leased premises for aircraft either owned by or under written lease to the Operator, and under the full and exclusive control of the Operator for Non-Commercial purposes.

No Commercial activity of any kind shall be permitted on or from the leased premises.

Operator shall not be permitted to sublease any land or improvements on the leased premises for any purpose.

10.3 Leased Premises

An Operator engaging in this activity shall have adequate land consisting of a parcel of not less than 30,000 square feet, apron, and vehicle parking, and facilities to accommodate all activities of the Operator, but no less than the following square footages, which are not cumulative:

10.3.1 The development of Non-Commercial hangar(s) shall be limited to the following:

10.3.1.1 Individual Hangar –A single structure of not less than 7,500 square feet completely enclosed, and apron space of not less than 15,000 square feet.

10.3.2 All required improvements including Apron, facilities, and Vehicle parking shall be located on Parcel.

10.4 Ownership Structure

Hangar development may be accomplished by any entity including Associations.

Association membership shall be contingent upon ownership interested in the Association of a proportionate share of the Non-Commercial hangar facility which shall consist of not less than one individual hangar.

All members/shareholders of the Association shall be declared to the State at time the application for development and Activity is submitted. Thereafter, the Association and/or each member/shareholder of the Association shall be required to demonstrate ownership (as required herein) as requested by the State from time to time. The Association shall appoint (be represented by) one individual. The hangar facilities



developed and utilized by the Association shall be exclusive for storage of Aircraft owned by the member(s)/shareholder(s) of the Association.

The Association may not utilize nor cause the Leased Premises to be utilized for speculative development of either the Leased Premises or the improvements located thereupon.

Each member/shareholder of the Association shall be responsible and jointly and severally liable with all other members/shareholders for the Association's compliance with these Minimum Standards, and each member/shareholder of the Association shall, upon written request, provide appropriate written confirmation of membership status or share ownership. All Association members/shareholders declared to the State hereof shall remain jointly and severally liable to the State for the Association's compliance of these minimum standards, regardless of whether the membership or ownership of the Association changes, unless a release of the liability of a former Association member is approved in writing by the State.

10.5 Insurance

Shall maintain, at a minimum, the coverage and policy limits set forth by the State of Connecticut.



11.0 COMMERCIAL OPERATING LICENSE

11.1 Application

An entity desiring to engage in a Commercial Aeronautical Activity covered under these minimum standards at the Airport shall submit a written application to the Connecticut Department of Transportation (ConnDOT) Bureau of Aviation and Ports for a Commercial Operating License.

The prospective Operator shall submit all of the information requested on the application form and thereafter shall submit any additional information that may be required or requested by the State in order to properly evaluate the application and facilitate an analysis of the prospective operation.

No application will be deemed complete that does not provide the State with the information necessary to allow meaningful assessment of applicant's prospective operation and determine whether or not the prospective operation will comply with all applicable Regulatory Measures and be compatible with the Airport's Master Plan, Airport Layout Plan, or Land Use Plan (if any).

After the State approves the application an Operating License will be issued.

11.2 Commercial Aeronautical Activities License

The License will be valid for as long as the Operator meets the following requirements:

11.2.1 The information submitted on the application is current. The Operator shall notify the State in writing within 15 days of any change to the information submitted in the application.

11.2.2 The Operator is in compliance with all applicable regulatory measures including, but not limited to, the primary guiding documents.

The License may not be assigned or transferred and shall be limited solely to the approved activity.

11.3 Temporary or Special Use License

The State may issue a temporary or special use License that allows an entity to engage in specific activities, in designated areas, and only for a specified period of time, not to exceed one (1) year.

The License will be valid only during the time period specified and only as long as the Operator complies with all applicable Regulatory Measures.

The License may not be assigned or transferred and shall be limited solely to the approved activity, the designated area, and the specified time period.



11.4 Existing Operator with an Existing Agreement

No Change in Scope of Activities:

- 11.4.1 An Existing Operator with an existing Agreement may engage in the activities permitted under the Agreement without submitting an application for a License providing that the Operator is in compliance with all applicable regulatory measures.

Change in Scope of Activities:

- 11.4.2 Prior to engaging in any activity not permitted under the Agreement or changing or expanding the scope of the activities permitted under the Agreement, the Operator shall submit an application and obtain a License prior to engaging in the activity.

11.5 Non-Commercial Operators

A License is not required; however, the Operator shall comply with all applicable Regulatory Measures.



PART V – INDEPENDENT AERONAUTICAL OPERATORS

The Department recognizes that certain aeronautical operations do not interface directly with the public and, therefore, do not necessarily require public facilities to satisfactorily conduct business. An aeronautical service provider of this type is considered to be an Independent Aeronautical Operator and must obtain a permit from the Department to conduct such business upon the Airport. The Independent Aeronautical Operator Permit provides operating regulations and guidelines and sets forth appropriate fees to be paid to the Department for the privilege of using the landing area in connection with their business operation.

An Independent Operator provides a single-service aeronautical activity on the Airport and may include, but is not limited to, aerial advertising, aerial photography or survey, power line or pipeline patrol, firefighting or fire patrol, or airborne mineral exploration.



PART VI – SEVERABILITY CLAUSE

If one or more clause, section, or provision of these Minimum Standards shall be held to be unlawful, invalid, or unenforceable by final judgment of any court of competent jurisdiction, the invalidity of such clause, section, or provision shall not in any way affect any other clause, section, or provision of these Standards.

**State of Connecticut
Department of Transportation
Windham Airport**

Non-Commercial Self-Fueling Policy, Rules, and Procedures

I. Introduction

FAA Advisory Circular No. 150/5190-7 Section 1.3, states in part:

“Self-fueling means the fueling or servicing of an aircraft (i.e. changing the oil, washing) by the owner of the aircraft with his or her own employees and using his or her own equipment. Self-services and other self-fueling cannot be contracted out to another party. Self-fueling implies using fuel obtained by aircraft owner from the source of his/her preference. As one of many self-service activities that can be conducted by the aircraft owner or self service operator by his or her own employees using his or her own equipment, self-fueling differs from using a self-service fueling pump made available by the airport, an FBO or an aeronautical service provider. The use of a self-service fueling pump is a commercial activity and is not considered self-fueling as defined herein.”

II. Policy

It is the policy of the State of Connecticut acting through its Department of Transportation, Bureau of Aviation and Ports (hereinafter referred to as the “State”) established in compliance with FAA requirements that no person shall engage in any self-fueling activity unless such person shall: 1) be a tenant or sub-tenant, under written lease, of the State airport at which he desires to self-fuel his aircraft; 2) own, or lease from others and operate, the aircraft such person wishes to self-fuel; 3) complete and file a Non-Commercial Self-fueling Permit Application; 4) be issued a Non-Commercial Self-Fueling Permit; 5) follow the guidance and direction of the State or its designee; and 6) comply with any Airport policies and procedures, including, but not limited to, Non-Commercial Self-Fueling Policy, Rules and Procedures.

III. Self-fueling Operations

- A. Self-Fueling Operator means a person who dispenses aviation fuel to aircraft owned by, or leased from others and operated by, by such person.
- B. Any person desiring to become a Self-Fueling Operator shall obtain annually a Non-Commercial Self-Fueling Permit (“Permit”) from the State (such person hereafter “Permittee”).
- C. A Permit shall be valid for one (1) year from the date of issuance and must be renewed annually.
- D. Self-fueling is only authorized:

- a. pursuant to an approved Permit;
- b. to be done in areas designated by the State; and
- c. for operations that comply with CT Fire Safety Codes and any applicable National Fire Protection Association (NFPA) standards.

Airport Tenants have the right to prohibit self-fueling operations on their premises.

The following requirements must be in place prior to self-fueling operations:

1. The transportation of fuel to the Airport shall be done in accordance with all federal, and/or state laws governing the transportation of hazardous materials.
2. Prior to transporting fuel onto the Airport, the Permittee shall provide the Airport with a Spill Prevention Contingency and Control Plan (SPCC) that meets regulatory requirements for above ground fuel storage facilities. 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, what methods the permittee intend to use to prevent any spills from occurring. The State shall review the SPCC Plan within thirty (30) business days of its receipt and shall notify the Permittee if it is approved or rejected. No transportation of fuel onto the Airport or self-fueling is permitted until the Permittee has received written approval of the SPCC plan from the State.
3. Recurrent annual Permittee training is required in accordance with the airport's Storm Water Pollution Prevention Plan.
4. 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 the standards set forth in FAA Advisory Circular 00-347A, entitled "Aircraft Ground Handling and Servicing" (including updates). The SOP shall include a Permittee training plan, fuel quality assurance procedures, record keeping, a listing of all fuel spill mitigation equipment, and emergency response procedures for fuel spills and fires, which shall be submitted to the State. The State shall review the SOP Plan within thirty (30) business days of its receipt and shall notify the Permittee if it is approved or rejected. No self-fueling activities are permitted until the Permittee has received written approval of the SOP from the State. The State shall conduct inspections on a periodic basis to ensure compliance.
5. The dispensing of fuel must meet all applicable Airport, State of Connecticut, 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-439-58 for Mogas in affect at the time of delivery into the aircraft, and all applicable CT Fire Safety and NFPA Codes.

6. Prior to issuance of a Permit, or at any time requested by the State thereafter,, a Permittee shall provide to the State a copy of the FAA's Aircraft registration certificate for that aircraft verifying sole ownership by the Permittee, or proof acceptable to the State that the Permittee leases the aircraft from others and has complete operational control over the aircraft. A Permittee shall immediately notify the State if it ceases to own or to lease and operate an aircraft it has been authorized to self-fuel. Notwithstanding the foregoing, a Permit shall be deemed immediately terminated and of no further force and effect at any time a Permittee ceases to own or lease and operate the permitted aircraft.
7. Provide written proof acceptable to the State that the Airport Fire Inspector/Marshal or authority having jurisdiction has inspected the fueling facilities and reviewed and approved the fueling methods for dispensing fuel into the aircraft.
8. Each aircraft fuel handler must successfully complete an approved self-fueling training program, documentation of which must be on file with State. In addition, each fuel handler will be subject to recurrent training as required and approved by State.

IV. Storage, Facilities and Equipment

- A. The Permittee shall be permitted to construct and maintain its facilities at its own expense, and to conduct self-fueling operations in compliance with all applicable federal, State, local laws, ordinances, standards and regulations, whether currently in effect or enacted hereafter. The State or its designee shall have the right at any time to make unannounced inspections of the facilities to monitor compliance with all applicable requirements.
- B. Fuel farm facilities shall contain adequate capacity for each FAA approved fuel; turbine aviation (Jet A) and aviation gasoline (Avgas) fuels. Other types of fuel may require additional requirements based on CT Fire Safety Codes and NFPA standards. Properly metered and filtered fixed dispensers for above or below-ground fuel storage tanks shall be provided on the premises.
- C. Permittees 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; 10,000 gallons for Jet A Fuel and 5,000 gallons for 100 LL Fuel (AvGas)
- D. The use of a portable or transportable fuel tank is acceptable at the Airport, if it meets all federal and state requirements for the transportation of flammable or combustible liquids. 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.
 - i) Permittee shall utilize a single refueling vehicle 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.

ii) 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 Ramp Rules and Regulations, CT Fire Safety Codes, and National Fire Protection Association Standards.

iii All fueling facilities and trucks shall be locked while not actively in use and their keys secured nightly.

V. **Fueling and De-Fueling**

The following rules shall govern and control the fueling and de-fueling of aircraft at the Airport:

- A. No aircraft shall be fueled or de-fueled unless the aircraft and fuel dispensing apparatus shall both be electrically grounded or bonded and in good working condition as required by Federal Aviation Regulations, CT Fire Safety Codes and NFPA standards. All hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with a positive grounding device in good order to prevent ignition of flammable liquids due to static spark.
- B. No person shall use any material or device (including all portable handheld electronic devices) which may cause a static spark within one hundred (100) feet of the nearest point of an aircraft during fueling or defueling of the aircraft.
- C. No person other than authorized maintenance or flight crew personnel shall be permitted in any aircraft during fueling or defueling, unless authorized maintenance or flight crew personnel are present at or near the cabin door and any necessary passenger boarding ramp or bridge is in place at the cabin door.
- D. The fueling and de-fueling of aircraft shall be conducted at a distance of at least fifty (50) feet from any hangar or other building unless at an aircraft loading/unload gate attached to said hangar or building and fifty (50) feet from any combustion or ventilation air intake to any boiler, heater, or incinerator room in accordance with CT Fire Safety Codes and NFPA standards. Fueling and defueling of aircraft may be conducted within a hangar only if the aircraft cannot be moved for maintenance reasons and only if an authorized aircraft maintenance personnel is present and prior approval is obtained from State.
- E. No person shall engage in aircraft fueling and defueling operations without fire extinguishers as specified in NFPA 407 standards for aircraft fuel servicing.

- F. As specified by CT Fire Safety Codes and NFPA standards, no person shall place into operation any electrical appliance in an aircraft when the aircraft is being fueled or defueled.
- G. No Permittee shall fuel or de-fuel an aircraft while an engine of such aircraft is running; provided, however, that nothing herein shall prohibit fueling or de-fueling of an aircraft during aircraft power unit ("APU") operations, provided that the operation follows procedures published by the manufacturer of the aircraft and prior written approval is obtained from the State. The Permittee assumes all responsibility and liability for the safety of the operation.

VI. Specific Instructions of Use of Premises

- A. Prior to issuance and any time thereafter, upon request by the State, 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 six (6) months. **Self-fueling Co-Ops are prohibited.** The Permittee must provide the State with a list of its bona fide employees. The Permittee shall be required to show proof that any person fueling an aircraft is an employee of the Permittee (proof may be a copy of the employee's W-2 Statement), upon request by the State.
- B. All maintenance and service work conducted on the premises and performed on the Permittee's aircraft shall be performed only by direct, full-time permanent employees of the Permittee, or by any FBO or SASO based upon the Airport which have written agreements or permits with the State authorizing such activities.

VII. Response to Spillage

All spill reporting will be in accordance with Connecticut's Department of Environmental Protection (DEP) regulations. In addition, all spills will be reported to State or its designee immediately.

Any Permittee causing overflow or spillage of excess oil, grease, fuel, hazardous materials, or any similar materials anywhere on the Airport, shall be responsible for the immediate reporting, and clean up of such spillage in compliance with applicable State or Federal rules, regulations or laws. In the event of the default of the Permittee to clean such spillage area, the State shall provide a licensed spill response contractor and the Permittee shall be liable to the State for such expense.

Permittee, by obtaining a permit and conducting self-fueling activities thereunder, expressly warrants that it shall protect, indemnify, defend and hold harmless the State, its officers, employees and agents and their respective heirs, legal representatives, successors and assigns, from and against any and all loss, damage, cost, charge lien, debt,

fine, penalty, injunctive relief, claim, demand, expense, suit, order, judgment, adjudication, liability, or injury to person, property or natural resources, including attorneys' fees and consultants' fees, arising out of, attributable to, which may accrue out of, or which may result from the self-fueling activities performed pursuant to the Non-Commercial Self-Fueling Permit issued to the Permittee.

VIII. Fuel Sampling

Any Permittee sampling fuel from a fuel tank shall use a special device that permits replacing the sumped fuel directly into the fuel tank while preventing contaminants and water from being reintroduced into the fuel systems or shall collect and store the sample for proper disposal. No sample fuel may be released onto the apron pavement or other surface of the airport. Any such release shall be considered spillage and shall be dealt with accordingly.

IX. Self-Fueling Insurance Requirements

Permittees shall carry, at a minimum:

- A. Comprehensive Aircraft Liability insurance indicating that the coverage includes Permittee's fueling and de-fueling operations with fueling equipment owned and/or operated by the Permittee. The minimum shall be \$1,000,000 combined Single Limit for Bodily Injury and Property Damage.
- B. Comprehensive Environmental Liability insurance indicating that the coverage includes Permittee's fueling and de-fueling operations with fueling equipment owned and/or operated by the Permittee. The minimum shall be \$1,000,000 combined Single Limit for Bodily Injury and Property Damage.
- C. Comprehensive Automobile Liability Insurance providing for a total limit of One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence. In cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least two million dollars (\$2,000,000).

The above stated insurance coverages can be adjusted upward by the State based on the nature of the Permittee's activities. All such insurance shall be with companies reasonably acceptable to the State and shall name the State as an additional insured. The Permittee shall provide evidence acceptable to the State of the required insurance.

X. Reporting

Permittee shall report all fuel gallons purchased and delivered during each calendar month and submit a summary report along with the appropriate Fuel Flowage Fee due the State as set by the

State from time to time, unless Permittee has a separate agreement with the State that expressly provides for payment of a fuel flowage fee, in which case such agreement shall prevail..

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 State. In the case of a discrepancy, permittee shall promptly pay all additional fees and charges due the Airport, plus any applicable penalties.

XI. Violations

Any violation of this Policy, Rules and Procedures will result in a suspension or revocation of the Permit, in addition to any other remedy or relief which may be available to the State at law or equity.

XII. Amendment of Policy

The Department reserves the right to amend this Non-Commercial Self-Fueling Policy, Rules, and Procedures from time to time as conditions require.

Approved as Department of Transportation Policy

Albert A. Martin

2/10/10
Date

State of Connecticut

Department of Transportation

Non-Commercial Self-Fueling Permit Application

Applicant: _____

Authorized Representative: _____ Title: _____

Aircraft Storage Location/Hangar Address: _____

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

Type of Fueling System: Transportable Tank Refueler

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: Applicant shall pay the monthly fuel flowage fee on time for fuel delivered to the applicant and all required fees including late fees, interest and penalties. In addition a non-refundable application fee in the amount of \$250 is due with this application. An application and fee must be completed and resubmitted annually for renewal.

PERMIT LIMITATIONS:

- A. This Permit may not be assigned or transferred.
- B. 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. **Self-fueling Co-Ops are prohibited.**
- C. This permit shall remain in effect unless otherwise suspended, relinquished or revoked.

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

COMPENTENCY: 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 Non-Commercial Self-fueling Policy, Rules and Procedures and acknowledges receipt of a copy of said Policy, Rules and Procedures.

EXPIRATION: This Permit expires on _____, 20____, and must be renewed on or before that date to remain effective. **NO FUELING IS AUTHORIZED OR ALLOWED AFTER THAT DATE UNLESS AND UNTIL THIS PERMIT SHALL BE RENEWED.**

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, under penalty of false statement, 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.*

Signed: _____

Date: _____

<u>Airport Administration Only</u>	
Insurance Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No
Spill Prevention Contingency and Control Plan (SPCC)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Standard Operating Procedures/Quality Control Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Marshal Inspection Conducted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of Aircraft Ownership of copy of Lease	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of:	
1) NFPA 407 Standards for Aircraft fueling	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) FAA AC 150/5230-4 Aircraft Fuel Storage, Handling, and dispensing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved by:	
Mark T. Daley, Interim Bureau Chief	Date Signed
<u>Return Original To: Attention: Bureau Chief, CTDOT, Aviation & Ports, 2800 Berlin Turnpike, Newington., CT 06131</u>	

Processing Time

Approximately 30 days after submittal.

Application Denial

The Department of Transportation reserves the right to deny any Application in accordance with the Airport's Minimum Standards, Policies, Rules and Regulations and/or at the Department's discretion for the safety and financial security of the facility.

Customer Name

Airport & Permit #

The report below describes the information that needs to be submitted each month or quarter in accordance with your operating agreement or permit with the Bureau of Aviation & Ports, Department of Transportation, State of Connecticut.

Period	Source of Gross Receipt	Gross Receipts/Gallons	Fee	Amount Due	Amount Paid
	Aviation Fuel		.08/Gal.		
		<i>Total Due</i>		\$	\$
		<i>Amount Paid</i>			

I certify this report to be true and accurate.

Please submit this form along with the required payment to:

CONNDOT
Bureau of Aviation & Ports
P.O. Box 317546
Newington, CT 06131-7546
Attn: Financial Office

BUILDING DATA TABLE		
Existing		
No.	Facility Name	Height
1	Maintenance Building	15'
2	Fuel Pumps/Tanks	10'
3	Terminal Building/Hangar	25'
4	Conventional Hangar	25'
5	Electrical Vault	12'
6	Conventional Hangar	25'
7	T-Hangar	18'
8	Airport Manager's Trailer	10'

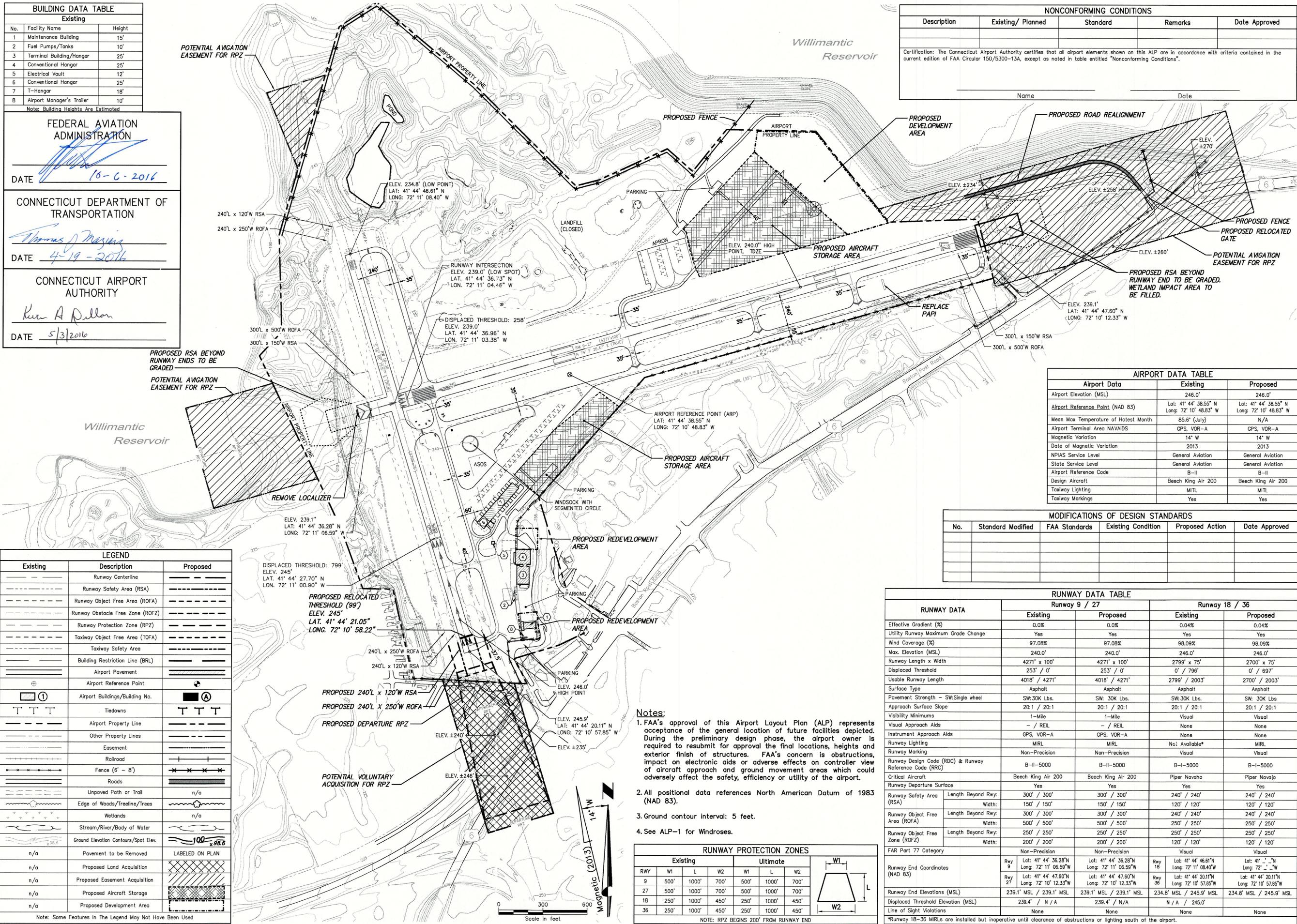
Note: Building Heights Are Estimated

FEDERAL AVIATION ADMINISTRATION
 DATE 18-6-2016

CONNECTICUT DEPARTMENT OF TRANSPORTATION
 DATE 4-19-2016

CONNECTICUT AIRPORT AUTHORITY
 DATE 5/3/2016

NONCONFORMING CONDITIONS				
Description	Existing/ Planned	Standard	Remarks	Date Approved
Certification: The Connecticut Airport Authority certifies that all airport elements shown on this ALP are in accordance with criteria contained in the current edition of FAA Circular 150/5300-13A, except as noted in table entitled "Nonconforming Conditions".				
Name	Date			



AIRPORT DATA TABLE		
Airport Data	Existing	Proposed
Airport Elevation (MSL)	246.0'	246.0'
Airport Reference Point (NAD 83)	Lat: 41° 44' 38.55" N Long: 72° 10' 48.83" W	Lat: 41° 44' 38.55" N Long: 72° 10' 48.83" W
Mean Max Temperature of Hottest Month	85.6' (July)	N/A
Airport Terminal Area NAVAIDS	GPS, VOR-A	GPS, VOR-A
Magnetic Variation	14' W	14' W
Date of Magnetic Variation	2013	2013
NPIAS Service Level	General Aviation	General Aviation
State Service Level	General Aviation	General Aviation
Airport Reference Code	B-II	B-II
Design Aircraft	Beech King Air 200	Beech King Air 200
Taxiway Lighting	MITL	MITL
Taxiway Markings	Yes	Yes

MODIFICATIONS OF DESIGN STANDARDS					
No.	Standard Modified	FAA Standards	Existing Condition	Proposed Action	Date Approved

RUNWAY DATA TABLE				
RUNWAY DATA	Runway 9 / 27		Runway 18 / 36	
	Existing	Proposed	Existing	Proposed
Effective Gradient (%)	0.0%	0.0%	0.04%	0.04%
Utility Runway Maximum Grade Change	Yes	Yes	Yes	Yes
Wind Coverage (%)	97.08%	97.08%	98.09%	98.09%
Max. Elevation (MSL)	240.0'	240.0'	246.0'	246.0'
Runway Length x Width	4271' x 100'	4271' x 100'	2799' x 75'	2700' x 75'
Displaced Threshold	253' / 0'	253' / 0'	0' / 796'	0' / 697'
Usable Runway Length	4018' / 4271'	4018' / 4271'	2799' / 2003'	2700' / 2003'
Surface Type	Asphalt	Asphalt	Asphalt	Asphalt
Pavement Strength - SW: Single wheel	SW: 30K Lbs.	SW: 30K Lbs.	SW: 30K Lbs.	SW: 30K Lbs.
Approach Surface Slope	20:1 / 20:1	20:1 / 20:1	20:1 / 20:1	20:1 / 20:1
Visibility Minimums	1-Mile	1-Mile	Visual	Visual
Visual Approach Aids	- / REIL	- / REIL	None	None
Instrument Approach Aids	GPS, VOR-A	GPS, VOR-A	None	None
Runway Lighting	MIRL	MIRL	N/A Available*	MIRL
Runway Marking	Non-Precision	Non-Precision	Visual	Visual
Runway Design Code (RDC) & Runway Reference Code (RRC)	B-II-5000	B-II-5000	B-I-5000	B-I-5000
Critical Aircraft	Beech King Air 200	Beech King Air 200	Piper Navaho	Piper Navajo
Runway Departure Surface	Yes	Yes	Yes	Yes
Runway Safety Area (RSA)	Length Beyond Rwy: 300' / 300' Width: 150' / 150'	300' / 300' 150' / 150'	240' / 240' 120' / 120'	240' / 240' 120' / 120'
Runway Object Free Area (ROFA)	Length Beyond Rwy: 300' / 300' Width: 500' / 500'	300' / 300' 500' / 500'	240' / 240' 250' / 250'	240' / 240' 250' / 250'
Runway Object Free Zone (ROFZ)	Length Beyond Rwy: 250' / 250' Width: 200' / 200'	250' / 250' 200' / 200'	250' / 250' 120' / 120'	250' / 250' 120' / 120'
FAR Part 77 Category	Non-Precision	Non-Precision	Visual	Visual
Runway End Coordinates (NAD 83)	Rwy 9: Lat: 41° 44' 36.28" N Long: 72° 11' 06.59" W Rwy 27: Lat: 41° 44' 47.60" N Long: 72° 10' 12.33" W	Lat: 41° 44' 36.28" N Long: 72° 11' 06.59" W Lat: 41° 44' 47.60" N Long: 72° 10' 12.33" W	Rwy 18: Lat: 41° 44' 46.61" N Long: 72° 11' 08.40" W Rwy 36: Lat: 41° 44' 20.11" N Long: 72° 10' 57.85" W	Lat: 41° 44' 46.61" N Long: 72° 11' 08.40" W Lat: 41° 44' 20.11" N Long: 72° 10' 57.85" W
Runway End Elevations (MSL)	239.1' MSL / 239.1' MSL	239.1' MSL / 239.1' MSL	234.8' MSL / 245.9' MSL	234.8' MSL / 245.9' MSL
Displaced Threshold Elevation (MSL)	239.4' / N/A	239.4' / N/A	N/A / 245.0'	N/A / 245.0'
Line of Sight Violations	None	None	None	None

*Runway 18-36 MIRLs are installed but inoperative until clearance of obstructions or lighting south of the airport.

LEGEND		
Existing	Description	Proposed
---	Runway Centerline	---
---	Runway Safety Area (RSA)	---
---	Runway Object Free Area (ROFA)	---
---	Runway Obstacle Free Zone (ROFZ)	---
---	Runway Protection Zone (RPZ)	---
---	Taxiway Object Free Area (TOFA)	---
---	Taxiway Safety Area	---
---	Building Restriction Line (BRL)	---
---	Airport Pavement	---
⊕	Airport Reference Point	⊕
ⓐ	Airport Buildings/Building No.	ⓐ
T T T	Tiedowns	T T T
---	Airport Property Line	---
---	Other Property Lines	---
---	Easement	---
---	Railroad	---
---	Fence (6' - 8')	---
---	Roads	---
---	Unpaved Path or Trail	n/a
---	Edge of Woods/Treeline/Trees	---
---	Wetlands	n/a
---	Stream/River/Body of Water	---
---	Ground Elevation Contours/Spot Elev.	100' x 98.8'
n/a	Pavement to be Removed	LABELLED ON PLAN
n/a	Proposed Land Acquisition	---
n/a	Proposed Easement Acquisition	---
n/a	Proposed Aircraft Storage	---
n/a	Proposed Development Area	---

Note: Some Features In The Legend May Not Have Been Used

Notes:
 1. FAA's approval of this Airport Layout Plan (ALP) represents acceptance of the general location of future facilities depicted. During the preliminary design phase, the airport owner is required to resubmit for approval the final locations, heights and exterior finish of structures. FAA's concern is obstructions, impact on electronic aids or adverse effects on controller view of aircraft approach and ground movement areas which could adversely affect the safety, efficiency or utility of the airport.
 2. All positional data references North American Datum of 1983 (NAD 83).
 3. Ground contour interval: 5 feet.
 4. See ALP-1 for Windroses.

RUNWAY PROTECTION ZONES					
RWY	Existing		Ultimate		Diagram
	W1	L	W1	L	
9	500'	1000'	700'	500'	
27	500'	1000'	700'	500'	
18	250'	1000'	450'	250'	
36	250'	1000'	450'	250'	

NOTE: RPZ BEGINS 200' FROM RUNWAY END

Date	By	App'd	Submitted / Revision



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 AIRPORT MASTER PLAN UPDATE
 AIRPORT LAYOUT PLAN
 Issue Date: April 2016 | Project No.: 28674 | Scale: AS NOTED

ALP-2