

## PART 1 - INTRODUCTION, PURPOSE & DEFINITIONS

The Southeast Iowa Regional Airport Authority shall encourage economic growth and orderly development of general aviation, encourage adequate commercial services and facilities for airport users and support the economic health of its tenant operators. This is achieved by adopting certain policies, standards and requirements for commercial aeronautical activities. Further, the prudent and proper administration of a public airport requires that standards be adopted which set minimum acceptable qualifications for service providers. Standard qualifications may include the level and quality of service, hours of operation, licenses and certificates, minimum insurance coverage and other conditions required from those proposing to conduct specific commercial activities at the airport.

The requirement to impose standards on those providing commercial aeronautical activities on a public airport relates to the public interest and provides protection from irresponsible, unsafe or inadequate service. These standards will ensure that tenant operators are reasonably fit, willing and able to discharge both its service obligations to its patrons and its economic obligations to the airport community and thereby protects established commercial enterprises, the aviation user, and the public. The standards established for any particular commercial aeronautical activity shall be relevant to that activity, shall be reasonable in scope and be applied objectively and uniformly by airport management. Standards, thus established and applied, promote economic stability by discouraging unqualified applicants and foster the level of services desired by the public.

These standards may be revised as conditions require. Verify with the Airport Manager that you have a complete and current document.

### PURPOSE

These regulations prescribe minimum standards for commercial aeronautical activities at Southeast Iowa Regional Airport and specify certain clauses which will be included in lease/concession agreements permitting the conduct of such activities.

### POLICY

A fair and reasonable opportunity, without discrimination, shall be accorded to all applicants to qualify and compete in a public bid process for available airport facilities and to furnish selected aeronautical services subject, however, to the standards and requirements set forth herein. Once all requirements have been satisfied, a written agreement is executed, and all fees are paid the tenant operator shall have the right and privilege to engage in and provide the service(s) selected. Granting such a right shall not be construed in any manner as affording the tenant operator an exclusive right. The Southeast Iowa Regional Airport Authority may grant rights and privileges to others for the same or similar services. The Authority reserves the right to designate specific areas on the airport in which specific services or any combination of services may or may not be conducted. Such designation shall give consideration to the nature and extent of the operation, available land and planned improvements which are consistent with the orderly and safe operation of the airport.

### SEVERABILITY CLAUSE

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

### DEFINITIONS

As used in these regulations, the following terms shall have the following meanings:

***Air Cargo.*** An entity that provides transportation/carriage services of property, operates under the appropriate FAR and operates aircraft in accordance with the weight limitations established in airport rules and regulations.

***Air Carrier.*** An entity operating under FAR 135 or 121 or under the exemption authority of FAR 298 and provides scheduled passenger services in any aircraft or unscheduled passenger services with aircraft that provide more than 30 passenger seats and are within the weight limitations established in airport rules and regulations.

***Air Charter.*** An entity providing on-demand non-scheduled passenger services and operates under the appropriate FAR with aircraft that provide no more than 30 passenger seats and are within weight limitations established in airport rules and regulations.

***Aircraft,*** any contrivance, now known or hereafter invented, used, or designed for navigation of or flight in the air. Excluded from this definition are ultralights, gliders, and paragliders.

***Aircraft Maintenance,*** the repair, adjustment or inspection of aircraft. Major repairs include major alterations to the airframe, power plant, propeller and accessories as defined in FAR Part 43. Minor Repairs include normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and their accessories.

**Airport**, the Southeast Iowa Regional Airport, owned and operated by the Southeast Iowa Regional Airport Authority.

**Aircraft Operating Area (AOA)**, the system of ramps, runways and taxiways where aircraft maneuver and unauthorized vehicles may not.

**Airport Purpose**, any Airport action, undertaking or development that is consistent in maintaining the certificated status of the Airport and in preserving the Airport funding category as a primary air carrier airport serving Southeast Iowa and West central Illinois including general aviation users in and around Des Moines County, Iowa.

**Authority or Airport Authority**, the Southeast Iowa Regional Airport Authority an independent government entity formed under Iowa Code 330A. Owner and operator of Southeast Iowa Regional Airport.

**Building**, the main portion of each structure, all projections or extensions therefrom and any additions or changes thereto, and shall include garages, outside platforms and docks, carpports, canopies, eaves and porches. Paving, ground cover, fences, signs and landscaping shall not be included.

**Commercial Aeronautical Activity**, any activity which involves, makes possible, or relates to the operation of aircraft, the purpose of such activity being to secure earnings, income, compensation or profit, whether or not such objective(s) is accomplished. Such activities as further defined under PART 3, Sections (2) through (12) include: Fixed Base Operator, Airframe and Power Plant Repair; Avionics, Instruments and Propeller repair; Air Charter, Air Cargo; Aircraft Rental; Aircraft Sales; Flight Training; Commercial Flying Club; and Specialized Commercial Aeronautical Activities. However, Commercial Aeronautical Activity at the Airport shall not include any activity which is contrary to the Airport Purpose.

**Entity**, a person, firm, corporation, partnership.

**Equipment**, all machinery, together with the necessary supplies, tools and apparatus necessary to the proper conduct of the activity being performed.

**Exclusive Rights**, the power, privilege or other right excluding or debarring another from enjoying or exercising a like power, privilege or right. An exclusive right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties by excluding others from enjoying or exercising a similar right or rights would be an exclusive right. *The granting of an exclusive right to conduct a commercial aeronautical activity on an airport developed by or improved with federal funds is expressly forbidden by law.*

**FAA**, the Federal Aviation Administration.

**FAR**, Federal Aviation Regulations or any other stipulations or advisories issued by the Federal Aviation Administration.

**Fixed Based Operator (FBO)**, an entity which maintains facilities for the purpose of engaging in the retail sale of aviation fuels, aircraft sales/rental, flight instruction and training, air charter, air cargo, aircraft airframe and engine repair, avionics and aircraft line services.

**General Aviation**, that portion of civil aviation that encompasses all facets of aviation except scheduled air carriers.

**IDOT**, the Iowa Department of Transportation.

**Improvements**, all buildings, structures and facilities including pavement, fencing, signs and landscaping constructed, installed or placed on, under or above any leased area by or with the concurrence of a leased area by or with the concurrence of a lessee. Plans and specifications for all improvements must be approved by the Authority for conformity with its building and construction standards.

**Lease**, a contractual agreement between the Southeast Iowa Regional Airport Authority and an entity granting a concession or otherwise authorizing the conduct of certain activities which is in writing and enforceable by law.

**Principals**, for Corporation all directors, officers, and stockholders holding more than 10% of the company stock; means for Partnerships all general and limited partners.

**Ramp**, a paved area suitable for aircraft maneuvering or parking.

**Repair Facility**, a facility utilized for the repair of aircraft to include airframe, power plant, propellers, radios, instruments and accessories. Such facility will be operated in accordance with pertinent FAA regulations.

**Service Operator or Tenant Operator**, an entity which provides any one of the services listed under PART 3, Sections (2) through (12), inclusive. The following are not included within this definition:

- **Employees of Aircraft Owners**: The general criteria for employee status will be that the employer withholds income taxes, withholds and pays social security taxes and pays unemployment taxes on wages paid to the employee. Where the criteria is questioned, a Form SS-8 determination will be requested from the Internal Revenue Service.

- **Services Authorized by a Fixed Base Operator** within its hangar facilities for aircraft owned or leased by its subleases. Such authorization will be provided in writing (on a form provided by the Authority) and timely filed with the Authority.

**Sublease**, a lease granted by a lessee to another entity of all or part of the property.

**Tie-down**, the area, paved, or unpaved, suitable for parking and mooring of aircraft wherein suitable tied down points have been located.

## PART 2 - GENERAL REQUIREMENTS AND STANDARDS

The general requirements set forth herein and in the specific activity requirements under PART 3, Sections (2) through (12) are the minimum which the Southeast Iowa Regional Airport Authority will require in agreements authorizing commercial activities and unless specifically limited, do not preclude applicants from seeking greater operating authority. Selecting the appropriate minimum standards for a prospective Operator will be based upon the nature of the initial business venture as described in a written application described in PART 4. The prospective Operator may select one or a combination of several aeronautical services covered by these Minimum Standards. Where more than one activity is proposed, the minimum requirements will vary (dependent upon the nature of individual services in such combination) but will not necessarily be cumulative in all instances. If at a later date a single service business expands to encompass new and additional types of services, then the minimum standards established for these additional services shall apply. Because of these variables, the applicable minimum standards on combined services will be discussed with the prospective Operator when an application is submitted or during lease negotiations.

These general requirements cover the following categories for all applicants: 1) a written agreement with the Southeast Iowa Regional Airport Authority; 2) ground space, facilities and accommodations; 3) licenses and certifications; 4) personnel; 5) aircraft leaseback, sublease, or other operating agreements; 6) insurance; 7) motor vehicles used in operations; and 8) fees.

### AGREEMENT WITH AUTHORITY

Prior to the commencement of an operation, the operator will be required to enter into a written agreement with the Southeast Iowa Regional Airport Authority. Such agreements will recite the terms and conditions under which the business will be operated on the Airport, including but not limited to, the term of the agreement, the rentals, fees, and charges, the rights and obligations of the respective parties understood, therefore, that neither conditions therein contained nor those set forth in these Minimum Standards represent a complete recitation of the provisions to be included in the written agreement. Such provisions, however, will neither change nor modify the Minimum Standards nor be inconsistent therewith.

Where the operator is a sublessee of a Fixed Base Operator, the term of the Agreement will be limited to the term of the Sublease not to exceed ten years.

### AIRCRAFT LEASEBACK, SUBLEASE, OR OTHER OPERATING AGREEMENTS

All aircraft leases, leaseback, subleases or other aircraft operating agreements involving commercial activity between an aircraft owner/operator and other parties operating at the Airport shall conform to the standards stipulated under PART 3, Sections (2) through (12) for the respective aeronautical activities being performed.

Where the agreement contemplates the responsibility or obligation to perform maintenance, other than preventive maintenance on the aircraft, the agreement must involve reasonable use of and payment for aircraft commensurate with its value and usage. A copy of all such agreements shall be provided to the Authority upon execution.

All aircraft lease, leaseback, subleases or other aircraft operating agreements involving commercial aircraft activity at or from the Airport shall include the following "*this agreement shall not violate the Minimum Standards for Commercial Activities as set by the Southeast Iowa Regional Airport nor shall this*

### GROUND SPACE, FACILITIES

*instrument be used for the purpose of evading any of Burlington Regional Airport's Rules and Regulations.*

### FEES

The operator shall pay the standard fees as specified by the Authority. Such fees are listed on the Specific Requirements for each commercial aeronautical activity category under PART 3, Sections (2) through (12). These fees shall be specifically included in the Agreement executed with the Authority.

Any concession activity conducted on the leased premises shall similarly be subject to the standard rates and charges set by the Authority.

### GENERAL LEASE CLAUSES

Non-discrimination - leased premises are to be operated for the use and benefit of the public. Operator agrees to furnish good, prompt and efficient service adequate to meet all demands for its service at the airport, to furnish services on a fair, equal and non-discriminatory basis, to charge fair, reasonable and non-discriminatory prices for each unit of sale or service, provided that the operator may be allowed to make reasonable and non-discriminatory discounts, rebates or other similar types of price reductions to volume purchasers. The Operator will not discriminate against any person or class of person by reason of race, color, creed, or national origin in providing any services or in the use of its public facilities.

Maintenance by Owner - No right or privilege granted herein shall prevent any person(s), firm or corporation operating an aircraft on the airport from performing FAR approved maintenance services on its own aircraft with its own regular employees.

Compliance with Laws - Operator shall always comply with airport rules and regulations and with all current federal, state and local laws, statutes, ordinances, codes or other regulatory requirements or as may be amended in the future.

### AND ACCOMMODATIONS

The operator shall lease, sublease, and/or construct sufficient ground space, facilities and accommodations for the proposed commercial activity. Operator must provide copies of such leases or subleases to the Authority. Also, refer to the specific activity requirements sections for more specific ground space and facilities requirements than those listed below:

a. ***A full description and drawing of the location of the ground space, facilities, and accommodations to be utilized solely for the operator's proposed commercial activity.*** Operator must identify the location of its aircraft parking and staging areas, customer lounges, vehicle parking areas, and restrooms.

b. The ***ground space*** shall include a paved walkway within the leased or subleased area to accommodate pedestrian access to the operator's office, and when appropriate, a paved aircraft apron with tie-down or hangar facilities within the leased area sufficient to accommodate the activities being performed. Ground space shall also include sufficient space for automobile parking.

c. The ***facilities and floor space allotments*** shall include office and customer lounge facilities. All facilities must be properly heated, ventilated, cooled and lighted.

d. ***Public accommodations*** shall include telephones for customer use, restrooms, sufficient on-site customer auto parking spaces, and disabled access in accordance with any Federal, State and local regulations.

The operator shall maintain all pavement constructed by the operator. The maintenance of the interior of the building, utility costs, snow and trash removal shall be the operator's responsibility. Grass mowing and landscape maintenance within the operator's leased premises shall be the operator's responsibility.

For construction of any new facilities, the operator will be subject to the same standards of development as are contained in the Airport Master Plan, Airport Layout Plan and any development guidelines that may be established by the Authority.

#### INSURANCE

The operator shall procure, maintain, and pay premiums during the term of the agreement, for insurance of the types and the minimum limits set forth in the specific requirements for the respective commercial aeronautical activities under PART 3, Sections (2) through (12). The insurance company writing the required policy or policies, shall be licensed to do business in the State of Iowa.

When more than one aeronautical service is proposed, the minimum limits will vary (depending upon the nature of the individual services in such combination) but will not necessarily be cumulative in all instances. It would not be necessary for the operator to carry insurance policies providing the aggregate or combined total of the minimum requirements of each of the selected activities; however, the operator would

be required to provide insurance on all applicable exposures.

All insurance which the operator is required by the Authority to carry and keep in force shall include the Southeast Iowa Regional Airport Authority, its officers, and agents as additional insured. Furnish evidence of compliance with this requirement to the Authority with proper certification that such insurance is in force and will furnish additional certification as evidence of changes in insurance not less than ten days prior to any such change, if the change results in a reduction. In the event of cancellation of coverage, 30 days prior notification shall be conveyed to the Authority by the Underwriter.

The applicable insurance coverage shall be in force during the period of any construction of the operator's facilities and/or prior to the operator's entry upon the Airport for the conduct of its business.

***Disclosure Requirement*** - All operators conducting rental, sales, or flight training shall post a notice and incorporate within their rental agreements the coverage and limits provided to the student or renter by the operator, as well as a statement advising that additional coverage is available to such student/renter through the purchase of an individual non-ownership liability policy. Operator shall provide a copy of such Notice to the Authority.

#### LICENSES AND CERTIFICATIONS

Operator shall comply with all Federal, State, County and/or municipal laws and regulations concerning its proposed operation and provide copies of all pertinent permits, licenses, and certifications.

#### MOTOR VEHICLES ON AIRPORT

The operator will control the transportation of pilots and passengers to and from the operator's office to the operator's apron tied-down areas. The operator performing this service with motor vehicles driving on the AOA shall do so only in accordance with the Southeast Iowa Regional Airport's Rules and Regulations.

Any operator using service vehicles on the AOA in the support and conduct of its business shall procure and maintain motor vehicle liability insurance of not less than \$500,000 per occurrence of Combined Single Limit coverage for Bodily Injury and Property Damage.

#### PERSONNEL

The operator shall employ and have on duty during operating hours, trained personnel in such numbers as are required to meet the Minimum Standards and Specific Requirements set forth herein. The operator shall also provide a responsible person in the office to supervise the operations in the leased area and with authorization to represent and act for and on behalf of the operator during all business hours. Personnel are required to hold the appropriate Federal Aviation Administration Certificates and ratings as applicable.

**PART 3 - COMMERCIAL AERONAUTICAL ACTIVITIES****AERIAL PHOTOGRAPHY**

Section (11)

**AIR CARGO**

Section (6)

**AIR CARRIER**

Section (13)

**AIR CHARTER**

Section (5)

**AIRCRAFT RENTAL**

Section (7)

**AIRCRAFT SALES**

Section (8)

**AIRCRAFT SUPPORT SERVICES**

Section (11)

**AIRFRAME AND POWER PLANT REPAIR**

Section (3)

**AVIONICS REPAIR**

Section (4)

**COMMERCIAL ACTIVITY SUPPORT SERVICE**

Section (11)

**COMMERCIAL FLYING CLUB**

Section (10)

**FAR PART 121/OPERATION SPECIFICATION**

135 OR FAR PART 135, SCHEDULED

AIR CARRIER (10-30 SEATS)

Section (14)

**FIXED BASE OPERATOR (FBO)**

Section (2)

**FLIGHT TRAINING**

Section (9)

**GROUND SCHOOL INSTRUCTION**

Section (11)

**INSTRUMENT REPAIR**

Section (4)

**MAGNETO REPAIRS**

Section (11)

**MAINTENANCE (Aircraft)**

Section (3)

Section (11)

**MULTIPLE COMMERCIAL ACTIVITIES**

section (12)

**OTHER ACTIVITIES (not specifically listed)**

Section (11)

**PAINTING (Aircraft)**

Section (11)

**PROPELLER REPAIR**

Section (4)

**SCHEDULED AIR CARRIER**

Section (13)

Section (14)

**SIGHTSEEING/NOSTALGIC TOURS**

Section (11)

**SIMULATOR TRAINING**

Section (11)

**SPECIALIZED COMMERCIAL AERONAUTICAL  
ACTIVITIES**

Section (11)

**FAA WRITTEN EXAMINATION TESTING**

Section (11)

**UPHOLSTERY (Aircraft)**

Section (11)

**WASHING (Aircraft)**

Section (11)

## PART 3 Section (2) - FIXED BASE OPERATOR (FBO)

A Fixed Based Operator (FBO) is an entity which maintains major facilities at the Airport for the purpose of engaging in the retail sale of aviation fuels and associated aircraft line services; aircraft rental; flight instruction and training; air charter; air cargo; airframe and power plant repair; and aircraft sales, avionics, instrument, propeller (underlined) are included but optional.

In addition to the general requirements in PART 2, the following minimum requirements must be met:

### GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The principal buildings and facilities used by the FBO will provide for crew/passenger lounge facilities, public restrooms, sales/rental, administration, aircraft charter and flight instruction and training activities.

Paved tie-down facilities will be provided for a minimum of six (6) aircraft.

A minimum of one large hangar with a minimum of three thousand (3,000) square feet of floor space shall be provided within which aircraft, airframe and engine repair activities, avionics, instrument or propeller repair, if proposed, will be performed. FBO will provide suitable inside and outside storage space for aircraft before and after repair and maintenance have been accomplished.

FBO shall provide conveniently located, heated and air conditioned lounge or waiting rooms for passengers accessible to passengers and crews and will be maintained in a clean and sanitary manner. At least one telephone will be provided for public use. FBO shall provide ground space, facilities and accommodations sufficient for each of its activities, please reference the following sections under PART 3:

- Section 6, Air Cargo
- Section 5, Air Charter
- Section 7, Aircraft Rental
- Section 3, Airframe & Power Plant
- Section 9, Flight Training

### SCOPE OF SERVICE

**Aircraft** - Reference the appropriate sections under PART 3 for the aircraft requirements for Flight Training, Aircraft Rental, Aircraft Sales, Air Cargo and Air Charter.

**Environmental** - FBO must comply with the requirements of the Airport's Storm Water Management Plan (SWMP).

**Equipment** - In regards to Airframe and Power Plant Repair activities, FBO shall provide suitable tractors, tow bars, jacks, dollies, and other equipment, supplies and parts equivalent to that required for certification by the Federal Aviation Administration as an Approved Repair Station.

In regards to Line Service activities, FBO shall provide adequate tie-down facilities and equipment, including ropes, chains, and other types of restraining devices and wheel chocks; adequate loading, unloading and towing equipment to safely and efficiently move aircraft as necessary; and proper equipment for repairing and inflating aircraft tires, servicing oleo struts, changing oil, washing aircraft and aircraft windows, and recharging or energizing discharged aircraft batteries and starters.

**Fueling** - FBO shall demonstrate that satisfactory arrangements have been made with a recognized aviation petroleum distributor for the delivery of fuel and oil in such quantities as are necessary to meet the requirements set forth herein. Aviation fuel and oil delivered to the operator by a vendor will be considered by the Authority to be fuel and oil dispensed by the FBO under the purview of the minimum rental rates established in the Agreement with the Authority.

Fueling and into-plane delivery of aviation fuels shall be provided by the FBO seven days a week, 12 hours per day. The FBO shall provide mobile fuel dispensing equipment capable of safe and efficient servicing of all types of general aviation aircraft. FBO shall have two metered filter-equipped dispensers (fixed or mobile) for dispensing two grades of fuel from storage tanks having a minimum of 600 gallon capacity for each grade of fuel. Separate dispensing pumps for each grade of fuel is required. All fixed fuel storage tanks will be installed according to current regulations with a capacity approved by the Authority. Operator shall maintain current fuel reports on file and available for auditing at any time by the Airport Manager.

**Motor Vehicles** - FBO shall provide aircraft-to-lounge ground transportation for transient passengers and pilots.

**Optional**

**Personnel** - FBO shall employ sufficient personnel who are appropriately rated by the FAA for the work being performed for each activity. (Reference the appropriate sections under PART 3 for the personnel requirements for Flight Training, Aircraft Rental, Aircraft Sales, Air Cargo and Air Charter.) FBO shall have an employee on location at all times during operating hours.

**Subleases** - All sublease agreements must receive prior written approval of the Authority. The FBO shall be required to carry public liability insurance for any sublease or provide a certificate of insurance naming the Authority and lessee as named insured.

**Taxes and Assessments** - FBO shall, at its expense, pay all taxes and assessments against any building or other structure and personal property places on the premises.

**INSURANCE**

Operator shall provide certificates of insurance evidencing the following coverage and minimum amounts:

**Aircraft Liability** - \$1,000,000 Aggregate Limit for Bodily Injury & Property Damage Including Passengers

**Comprehensive Public Liability & Property Damage (Premises)** - \$1,000,000 per occurrence of Combined Single Limit Bodily Injury & Property Damage

**Hangar keeper's Liability** - \$200,000 per occurrence

**Products & Completed Operations Liability** (Including sale of new aircraft; sale of used aircraft; repairs/services; parts not installed; and restaurant liability.) - \$1,000,000 per occurrence

*Please note that the limits of liability listed above are the minimum required to operate at Southeast Iowa Regional Airport. The Authority strongly recommends that all Operators secure higher limits of liability coverage.*

**FEES**

Application Fee:	\$200.00
Annual FBO Activity Fee:	\$1,500.00
Fuel Flowage:	
- Avgas	per lease
- Jet	per lease
Lease/Ground Rates:	per lease

**PART 3 Section (3) - AIRFRAME AND POWER PLANT REPAIR**

An **Airframe and Power Plant Repair Facility** operator is an entity certified as an FAA Repair Station operating under a Part 145 Certificate and providing one or a combination of airframe and power plant repair services. This category of service will also include the sale of aircraft parts and accessories.

In addition to the General Requirements in PART 2, the following minimum requirements must be met:

**GROUND SPACE, FACILITIES AND ACCOMMODATIONS**

Operator shall provide sufficient hangar space for airframe and power plant repair services and, if contemplated, to include a segregated painting area meeting local and state industrial code requirements.

Operator shall provide or lease a paved aircraft apron within the leased area to accommodate aircraft movement from its facility to the taxiway complex.

**SCOPE OF SERVICE**

**Environmental** - Operator must comply with the requirements of the Airport's Storm Water Management Plan (SWMP).

**Equipment** - Operator shall provide suitable tractors, tow bars, jacks, dollies, and other equipment, supplies and parts equivalent to that required for certification by the Federal Aviation Administration as an approved Repair Station.

**Licenses & Certifications** - Operator shall make an application to the FAA for Repair Station Certification and submit such evidence of application to the Authority. Operator must acquire the Part 145 Certificate within twelve months of initiation of operation and file a copy with the Authority. Repair personnel must be currently and properly certificated by the FAA with rating appropriate to the work being performed.

**Operating Hours** - Operator shall provide service in this category at least eight hours daily, five days a week.

**Personnel** - Operator shall employ sufficient personnel who are appropriately rated by the FAA for the work being performed and who hold airframe, power plant or aircraft inspector ratings. Operator shall have an employee in the office at all times during the required operating hours.

**FEES**

Application Fee:	\$200.00
Annual Activity Fee:	\$500.00
Annual Aircraft Fee:	Not Applicable

**INSURANCE COVERAGE**

Operator shall provide certificates of insurance evidencing the following coverage and minimum amounts:

**Premises Liability (for Hangar Operation)** - \$1,000,000 per occurrence of Combined Single Limit for Bodily Injury and Property Damage

**Products & Completed Operation Liability for Repairs & Services and Parts not Installed** - \$1,000,000 per occurrence

**Hangarkeeper's Liability:** \$200,000 per occurrence.

**Motor Vehicle Liability** - If using service vehicles on the Air Operations Area in support of operations - \$500,000 per occurrence of Combined Single Limit for Bodily Injury and Property Damage

*Please note that the limits of liability listed above are the minimum required to operate at Southeast Iowa Regional Airport. The Authority strongly recommends that all Operators secure higher limits of liability coverage.*

**PART 3 Section (4) - AVIONICS, INSTRUMENT AND PROPELLER REPAIR**

An **Avionics, Instrument or Propeller Repair Facility** operator is an entity engaged in the business of and providing a facility for the repair of aircraft radios and electrical systems, instruments, propellers and other accessories for aircraft. This category includes the sale of aircraft parts and accessories of the type repaired.

In addition to the General Requirements in PART 2, the following minimum requirements must be met:

**GROUND SPACE, FACILITIES AND ACCOMMODATIONS**

The operator shall provide or lease a building with sufficient floor space to store one aircraft, a paved area sufficient to park one aircraft with adequate tie-down facilities, and with paved access to taxiways.

**SCOPE OF SERVICE**

**Licenses & Certifications** - Operator shall have Certificated Radio Repair Station FAR Part 145 license Class 1 and 2. Repair personnel must be currently and properly certificated by the FAA with ratings appropriate to the work being performed.

**Operating Hours** - Operator shall provide this category of activity at least eight hours/day, five days/week.

**Personnel** - Operator shall employ a sufficient number of personnel with aircraft radio, electrical systems, instruments, and propeller repair ratings. Operator shall have an employee in the office at all times during the required operating hours.

**FEES**

Application Fee:	\$200.00
Annual Activity Fee:	\$250.00
Annual Aircraft Fee:	Not Applicable

**INSURANCE COVERAGE**

Operator shall provide certificates of insurance evidencing the following coverage and minimum amounts:

**Premises Liability** - \$1,000,000 per occurrence of Combined Single Limit for Bodily Injury and Property Damage

**Products & Completed Operations Liability for Repairs & Services and Sales of Parts not Installed** - \$1,000,000 per occurrence

**Hangar keeper's Liability:** \$200,000 per occurrence.

**Motor Vehicle Liability** - If using service vehicles on the Air Operations Area in support of operations - \$500,000 per occurrence of Combined Single Limit for Bodily Injury and Property Damage

*Please note that the limits of liability listed above are the minimum required to operate at Southeast Iowa Regional Airport. The Authority strongly recommends that all Operators secure higher limits of liability coverage.*

**PART 3 Section (5) - AIR CHARTER**

An **Air Charter Operator** is an entity that provides on-demand non-scheduled passenger services and operates under the appropriate FAR with aircraft that provide no more than 30 passenger seats and are within the weight limitations established for the Airport in its Rules and Regulations.

In addition to the general requirements in PART 2, the following minimum requirements must be met:

**GROUND SPACE, FACILITIES AND ACCOMMODATIONS**

The operator shall provide hangar space or lease a paved tie-down area with adequate facilities to park all its available for charter aircraft with paved access to taxiways.

**SCOPE OF SERVICE**

**Aircraft** - Operator shall have available for charter, either owned or under written lease to operator at least one aircraft or helicopter, which must meet the requirements of the appropriate FAR Certificate held by the operator, including instrument operations.

**Licenses & Certifications** - Operator shall have and provide evidence of the appropriate FAA and DOT certifications and approvals, including the Preapplication Statement of Intent (FAA Form 8400-6), the Registrations & Amendments Under Part 298 (OST Form 4507), the FAA issued operating certificate, or any other forms the FAA or DOT may require or adopt that are pertinent to this category.

**Operating Hours** - Operator shall have its services available to meet public demand for this category of service at least eight hours/day, five days each week.

**Personnel** - Operator shall have in its employ a sufficient number of qualified Commercial or Airline Transport Rated pilots. Operator shall provide at least one employee in the office at all times during the required operating hours.

**FEES**

Application Fee:	\$200.00
Annual Activity Fee:	Not Applicable
Annual Aircraft Fee:	
- Minimum of	\$500.00
OR	
- Per Available	
Passenger Seat	\$ 50.00
(whichever is greater)	

**INSURANCE COVERAGE**

Operator shall provide certificates of insurance evidencing the following coverage and minimum amounts:

**Aircraft Liability** \$1,000,000 Aggregate Limit for Bodily Injury and Property Damage with respect only to Passenger Bodily Injury, a minimum of \$250,000 each person, based on passenger seating capacity as follows:

<u>Seating Capacity</u>	<u>Amount</u>
1-4 Passengers	\$ 1,000,000
5-9 Passengers	\$ 2,000,000
10 & over	\$ 4,000,000

**Premises Liability** - \$1,000,000 per occurrence of Combined Single Limit for Bodily Injury and Property Damage.

**Motor Vehicle Liability** - If using service vehicles on the Air Operations Area in support of operations - \$500,000 per occurrence of Combined Single Limit for Bodily Injury and Property Damage

*Please note that the limits of liability listed above are the minimum required to operate at Southeast Iowa Regional Airport. The Authority strongly recommends that all Operators secure higher limits of liability coverage.*

**PART 3 Section (6) - AIR CARGO**

An **Air Cargo Operator** is an entity that provides the carriage of property under the appropriate FAR and operates aircraft of in accordance with the weight limitations established for the Airport in its Rules and Regulations.

In addition to the general requirements in PART 2, the following minimum requirements must be met:

**GROUND SPACE, FACILITIES AND ACCOMMODATIONS**

The operator shall provide hangar space or lease a paved tie-down area with adequate facilities to park all its available for cargo aircraft with paved access to taxiways.

**SCOPE OF SERVICE**

**Aircraft** - Operator shall have available for cargo, either owned or under written lease to operator at least one aircraft or helicopter, which must meet the requirements of the appropriate FAR Certificate held by the operator.

**Licenses & Certifications** - Operator shall have and provide evidence of the appropriate FAA and DOT certifications and approvals, including the Preapplication Statement of Intent (FAA Form 8400-6), the Registrations & Amendments Under Part 298 (OST Form 4507), the FAA issued operating certificate, or any other forms the FAA or DOT may require or adopt that are pertinent to this category.

**Operating Hours** - Operator shall have its services available to meet public demand for this category of service at least eight hours a day, five days each week.

**Personnel** - Operator shall have in its employ a sufficient number of qualified pilots. Operator shall provide at least one employee in the office at all times during the required operating hours.

**FEES**

Application Fee:	\$200.00
Annual Activity Fee:	Not Applicable
Annual Aircraft Fee:	
- Minimum of	\$500.00
OR	
- Per single engine	\$125.00
- Per multi-engine	\$250.00
- Per jet, turbo-prop	\$500.00
- Per helicopter	\$500.00
(whichever is greater)	

**INSURANCE COVERAGE**

Operator shall provide certificates of insurance evidencing the following coverage and minimum amounts:

**Aircraft Liability** - \$1,000,000 Aggregate Limit for Bodily Injury and Property Damage.

**Premises Liability** - \$1,000,000 per occurrence of Combined Single Limit for Bodily Injury and Property Damage.

**Motor Vehicle Liability** - If using service vehicles on the Air Operations Area in support of operations - \$500,000 per occurrence of Combined Single Limit for Bodily Injury and Property Damage.

*Please note that the limits of liability listed above are the minimum required to operate at Southeast Iowa Regional Airport. The Authority strongly recommends that all Operators secure higher limits of liability coverage.*

**PART 3 Section (7) - AIRCRAFT RENTAL**

An **Aircraft Rental Facility** operator is an entity engaged in the rental of aircraft to the public.

In addition to the general requirements in PART 2, the following minimum requirements must be met:

**GROUND SPACE, FACILITIES AND ACCOMMODATIONS**

Operator shall lease or provide hangar space or a paved tie-down area with adequate facilities to park all its available for rent aircraft with paved access to taxiways. Operator shall provide at least 100 square for administration. Public restrooms must be in close proximity.

**SCOPE OF SERVICE**

**Aircraft** - Operator shall have available for rental, either owned or under written lease to operator at least one currently certificated and airworthy aircraft capable of flight under instrument conditions.

**Operating Hours** - Operator shall have its premises open at least eight hours a day, five days each week.

**Personnel** - Operator shall have in its employ at least one person having a current instrument flight instructor rating(s) and be current in all models offered for rental. Operator shall provide an employee to be in attendance in the facility office at all times during the required operating hours.

**FEES**

Application Fee:	\$200.00
Annual Activity Fee:	Not Applicable
Annual Aircraft Fee:	
- Minimum of	\$500.00
OR	
- Per single engine	\$125.00
- Per multi engine	\$250.00
- Per jet, turbo-prop	\$500.00
- Per helicopter	\$500.00
(whichever is greater)	

**INSURANCE COVERAGE**

Operator shall provide certificates of insurance evidencing the following coverage and minimum amounts:

**Aircraft Liability** - \$1,000,000 Aggregate Limit for Bodily Injury and Property Damage with respect only to Passenger Bodily Injury, a minimum of \$250,000 each person.

**Premises Liability** - \$1,000,000 per occurrence of Combined Single Limit for Bodily Injury and Property Damage.

**Motor Vehicle Liability** - If using service vehicles on the Air Operations Area in support of operations - \$500,000 per occurrence of Combined Single Limit for Bodily Injury and Property Damage.

*Please note that the limits of liability listed above are the minimum required to operate at Southeast Iowa Regional Airport. The Authority strongly recommends that all Operators secure higher limits of liability coverage.*

**PART 3 Section (8) - AIRCRAFT SALES**

An **Aircraft Sales Facility** operator is an entity engaged in the sale of new or used aircraft through franchises or licensed dealership or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or otherwise; an provides such repair, services and parts as necessary to meet any guarantee or warranty on new or used aircraft sold by it.

In addition to the general requirements in PART 2, the following minimum requirements must be met:

**GROUND SPACE, FACILITIES AND ACCOMMODATIONS**

The operator shall provide or lease a paved area with adequate tie-down facilities to park four aircraft, with paved access to taxiways.

**SCOPE OF SERVICE**

**Aircraft** - Operator shall have not requirement to display aircraft. However, each aircraft offered for sale, shall be available for the purpose of flight demonstration.

**Guarantee & Warranty** - Operator shall provide necessary and satisfactory arrangement for repair and service of aircraft, but only for the duration of guarantee or warranty period. (Servicing facilities may be provided through written agreement with any authorized Repair Station operating at the Airport.)

**Operating Hours** - Operator shall have its premises open and services available to meet public demand for this category of service eight hours/day, five days each week.

**Personnel** - Operator shall employ, or have available on call, a sufficient number of pilots with instrument and instructor ratings, who shall be current in all models to be demonstrated. Operator shall have an employee in the facility office at all times during the required operating hours.

**Spare Parts** - Operator shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privilege is granted.

**FEES**

Application Fee:	\$200.00
Annual Activity Fee:	\$500.00
Annual Aircraft Fee:	Not Applicable

**INSURANCE COVERAGE**

Operator shall provide certificates of insurance evidencing the following coverage and minimum amounts:

**Aircraft Liability** - \$1,000,000 Aggregate Limit for Bodily Injury and Property Damage with respect only to Passenger Bodily Injury, a minimum of \$250,000 each person.

**Premises Liability** - \$1,000,000 per occurrence of Combined Single Limit for Bodily Injury and Property Damage.

**Products & Completed Operations Liability for Sale of Aircraft** - \$1,000,000 per occurrence.

**Motor Vehicle Liability** - If using service vehicles on the Air Operations Area in support of operations - \$500,000 per occurrence of Combined Single Limit for Bodily Injury and Property Damage.

*Please note that the limits of liability listed above are the minimum required to operate at Southeast Iowa Regional Airport. The Authority strongly recommends that all Operators secure higher limits of liability coverage.*

**PART 3 Section (9) - FLIGHT TRAINING**

A **Flight Training Facility** operator is an entity engaged in instructing pilots in dual and solo flight training, in fixed or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check for the category or categories or pilot's licenses and ratings involved.

In addition to the general requirements in PART 2, the following minimum requirements must be met:

**GROUND SPACE, FACILITIES AND ACCOMMODATIONS**

Operator shall provide or lease a paved area with adequate tie-down facilities to park all its available for flight training aircraft with paved access to taxiways.

Operator shall provide adequate floor space that includes classrooms, pilot briefing room and lounge.

**SCOPE OF SERVICE**

**Aircraft** - Operator shall have available for use in flight training, either owned or under written lease to operator, at least one certificated and currently airworthy aircraft or helicopter.

**Licenses & Certifications** - If Operator is an FAR Part 141 approved flight school, operator shall provide evidence of such FAA certification. If Operator is not an FAR Part 141 approved flight school but advertises (whether oral or written) availability of commercial advanced training or collects prepaid tuition for commercial advanced training, operator shall provide evidence of federal certification for flight training and demonstrate other appropriate qualifications.

**Operating Hours** - Operator shall have its premises open and services available to meet the public demand for this category of service at least eight hours/day, six days each week.

**Personnel** - Operator shall have in its employ sufficient flight and ground instructors who meet the standards expressed under FAR 141. Operator shall have an employee in the facility office at all times during the required operating hours.

**FEES**

Application Fee:	\$200.00
Annual Activity Fee:	Not Applicable
Annual Aircraft Fee:	
- Minimum of	\$500.00
OR	
- Per single engine	\$125.00
- Per multi engine	\$250.00
- Per jet, turbo-prop	\$500.00
- Per helicopter	\$500.00
(Whichever is greater?)	

**INSURANCE COVERAGE**

Operator shall provide certificates of insurance evidencing the following coverage and minimum amounts:

**Aircraft Liability** - \$1,000,000 Aggregate Limit for Bodily Injury and Property Damage with respect only to Passenger Bodily Injury, a minimum of \$250,000 each person.

**Premises Liability** - \$1,000,000 per occurrence of Combined Single Limit for Bodily Injury and Property Damage.

**Motor Vehicle Liability** - If using service vehicles on the Air Operations Area in support of operations - \$500,000 per occurrence of Combined Single Limit for Bodily Injury and Property Damage.

*Please note that the limits of liability listed above are the minimum required to operate at Southeast Iowa Regional Airport. The Authority strongly recommends that all Operators secure higher limits of liability coverage.*

**PART 3 Section (10) - COMMERCIAL FLYING CLUB**

**RESERVED**

**PART 3 Section (11) - SPECIALIZED COMMERCIAL AERONAUTICAL ACTIVITIES**

A **Specialized Commercial Aeronautical Activity** is an entity engaged in *aircraft support service, commercial activity support service, or in air transportation for hire* for the purpose of providing the use of aircraft for the activities listed below: **Aircraft Support Services** - are defined as aircraft, engine or accessory maintenance (for example, washing, painting, upholstery, magneto repairs, etc.) or other miscellaneous activities directly related to aircraft support. **Commercial Activity Support Services** - are defined as ground schools, simulator training, charter flight coordinators, air crew or aviation management or any other miscellaneous activities directly related to supporting or providing support services for a commercial activity. **Air Transportation for Hire** - are defined as non-stop sightseeing flights (airplane or helicopter flights that begin and end at the same airport and are conducted within 25 statute mile radius of the airport; aerial photography or survey, fire fighting; power in, underground cable of pipe line patrol; crop dusting, seeding, spraying and bird chasing; or any other miscellaneous activities directly related to air transportation service (for example, flight instruction provided in student-owned or rented aircraft or helicopter operations in construction or repair work).

**In addition to the general requirements in PART 2, the following minimum requirements must be met:**

**GROUND SPACE, FACILITIES AND ACCOMMODATIONS**

Operator shall provide, lease or sublease space and facilities dedicated to its sole use and adequate for its operations on the Airport. Operator shall provide sufficient automobile parking spaces dedicated for its customers' use.

**SCOPE OF SERVICE**

**Aircraft** - When required by the nature of its operation, the operator shall provide and have based on its leasehold, either owned or under written lease to lessee, at least one aircraft which will be airworthy, meeting all FAA requirements and applicable regulations of the State of Iowa with respect to the type of activity to be performed.

**Environmental** - Operators providing services involving aircraft maintenance, washing or painting, crop dusting, aerial application, or other commercial use of chemicals and cleaners shall comply with the Rules and Regulations of the Airport as amended, and with the Requirements of the Airport's Storm Water Management Plan (SWMP).

**Licenses & Certifications** - Operator shall have and provide evidence of all proper Federal, State and local certificates required for the activity.

**Operating Hours** - Operator shall provide by means of an office and telephone, with a point of contact for the public desiring to utilize the lessee's services.

**FEES**

Application Fee	\$200.00
Annual Activity Fee	\$200.00
Annual Aircraft Fee:	
- Minimum of	\$500.00
OR	(whichever is greater)
- Per single engine	\$125.00
- Per multi-engine	\$250.00
- Per jet, turboprop	\$500.00
- Per helicopter	\$500.00

**INSURANCE COVERAGE**

Aircraft Support Services Operators and Commercial Service Operators shall provide certificates of insurance evidencing at least the coverage listed in A, B, and C, as applicable; and Air Transportation for Hire operations shall provide certificates of insurance evidencing at least coverage listed under A and D.

**Premises Liability** - \$1,000,000 per occurrence of Combined Single Limit for Bodily Injury and Property Damage.

**Products & Completed Operations Liability** (Repairs & Services, and Sales of Parts Not Installed may be specifically identified) - \$1,000,000 per occurrence.

**Hangar keeper's Liability** (while in care, custody, and control): \$250,000 per occurrence.

**Aircraft Liability** - \$1,000,000 Aggregate Limit for Bodily Injury and Property Damage - With respect to Passenger Bodily Injury, a minimum of \$250,000 each person. (For Agricultural Aircraft Only - Bodily Injury of \$100,000 per person, \$100,000 per occurrence; and Property Damage of \$100,000 per occurrence.)

**PART 3 Section (12) - MULTIPLE COMMERCIAL ACTIVITIES**

An Operator in this classification offers a combination of commercial aeronautical activities as defined under PART 3, Sections (2) through (11). As a condition of the right to engage in any combination of activities, the Minimum Standards relevant to all of them must be met.

**GROUND SPACE, FACILITIES AND ACCOMMODATIONS**

The Minimum Standards for each commercial aeronautical activity proposed will be reviewed to insure the combined ground space and improvements required for the proposed activities adequately serve the needs of the Airport and its patrons.

**SCOPE OF SERVICE**

Operator shall provide the equipment and services required to meet the minimum standards as described in the General Requirements under PART 2 and the Specific Requirements described under PART 3, Sections (2) through (11) for each commercial aeronautical activity operator proposes to conduct.

Operator shall adhere to the hours of operation required for each commercial aeronautical activity for which the lessee is responsible.

Operator shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the minimum standards for each commercial aeronautical activity the lessee is performing. Multiple responsibilities may be assigned to meet personnel requirements for each commercial aeronautical activity being performed; however, multiple responsibilities may, not be assigned to the FAA certificated repair stations.

Operator shall comply with the aircraft and equipment requirements, for each commercial aeronautical activity to be performed except as hereinafter provided. Multiple uses may be made of all aircraft except aircraft used for crop dusting, aerial application, or other commercial use of chemicals.

Except when performing combinations of activities for which aircraft are not required, operator shall have available and based at the Airport, either owned by or under written lease to lessee, sufficient certificated and currently airworthy aircraft. These aircraft shall be equipped and capable of flight to meet the minimum standards for each aeronautical activity to be operated.

**FEEES**

(as applicable)

Application Fee	\$200.00
Application Fee can be considered as part of the first annual fee.	
Annual Activity Fee	\$500.00
Annual Aircraft Fee:	
- Minimum of	\$500.00
OR	
- Per single engine	\$125.00
- Per multi-engine	\$250.00
- Per jet, turbo-prop	\$500.00
- Per helicopter	\$500.00
(whichever is greater)	

**INSURANCE COVERAGE**

Operator shall provide certificates of insurance coverage in an amount equal to the highest individual insurance requirement stipulated for the specific commercial aeronautical services being performed as outlined in PART 3, Sections (2) through (11).

**PART 3 Section (13) - AIR CARRIER**

**RESERVED**

**PART 3 Section (14) -FAR PART 121 / OPERATION SPECIFICATION 135,  
or FAR PART 135 / SCHEDULED AIR CARRIER (10-30 Seats)**

**RESERVED**

## PART 4 - APPLICATION CONTENTS AND HEARING PROCESS

Applications to perform any commercial aeronautical activities shall be in writing (either on applicant's own form or one provided by the Authority) and filed with the Authority. The application must demonstrate compliance with all the PART 2, General Requirements and the specific requirements under PART 3, Sections (2) through (12), and must contain the following as defined below: 1) Basic Business Information; 2) Certifications and Experience Information; 3) Financial & Market Information; 4) Insurance and Other Information.

PLEASE NOTE: Consistent with applicable law, financial information you submit may be confidential. If you wish to request that the financial information you submit be kept confidential, you must submit such information in a separate attached exhibit so indicated. Other information submitted as a part of the Application will be made available to the public upon request.

### BASIC BUSINESS INFORMATION

- A. Company name, mailing address and telephone number.
- B. Proposed date for commencement of operations and proposed hours of operation.
- C. Type of Business Services to be offered along with copies of any federal or state operating certificates.
- D. Business Location including copies of existing or proposed leases or subleases as well as the following information:
  - 1) For currently or proposed leases or subleases of existing structures or improvements - describe the amount, parcel, and size, location of office, hangar (or tie downs), and automobile parking areas to be utilized solely for applicant's proposed operation:
  - 2) For proposed leases or subleases of unimproved airport areas - describe land to be leased and buildings and improvements to be constructed, together with automobile parking available and required for the proposed operations.
- E. List of the principal owners and key personnel.

### CERTIFICATIONS & EXPERIENCE INFORMATION

- A. Statement of past experience in the specified aviation business service or commercial aeronautical activity for which the application is made.
- B. Describe personnel to be used, provide experience data and include copies of any applicable federal or state operating licenses or certifications.
- C. List all applicable Federal, State, or local certifications and licenses currently held or to be obtained. Include copies of currently held licenses and certifications.

- D. Describe number of aircraft to be utilized including makes, models, passenger seating capacity, cargo capacity, aircraft registration numbers (n-numbers) and copies of any applicable operating certificates.

### FINANCIAL & MARKET INFORMATION

- A. Evidence of financial responsibility from a bank or from such other source that may be readily verified through normal banking channels.
- B. Evidence of financial capability to initiate operations and for the construction of buildings, improvements and appurtenances and the ability to provide working capital to carry on the contemplated operation, once initiated.
- C. Cash flow and a profit and loss projection for the first five years of operation together with a market analysis supporting said projection. The market analysis will include a written statement addressing the following points:
  - 1) definition of target market
  - 2) intended market share
  - 3) promotion technique
  - 4) description of existing competitors
  - 5) percent of intended sales related to aircraft based at Southeast Iowa Regional Airport Authority, if applicable
  - 6) list of certifications & licenses to be sought, if any
  - 7) evidence of support from potential customers, such as surveys, testimonies and/or documentation
  - 8) list of products to be sold or distributed, if any, and list of manufacturer's or distributor's requirements for obtaining dealership
  - 9) list of suppliers, subcontractors & associates
- D. Statement, with supporting evidence, of the need at the Airport for the proposed operation and the desires of the users at the Airport for the proposed operation to be open for business, together with a description of existing operations at the Airport offering the same or similar sales or services.

**INSURANCE & OTHER INFORMATION**

- A. List types and amounts of insurance coverage to be maintained for the proposed operation and provide a Certificate of Insurance evidencing such coverage.
- B. If proposed operation includes rental, sales or flight training, provide a copy of the student/renter insurance disclosure notice as well as evidence that the same notice has been incorporated in any rental agreements.
- C. Provide the appropriate non-refundable application fee.

**HEARING ON APPLICATION**

- A. Upon receipt of an application and submittal of a non-refundable application fee, the Airport Manager reviews the application for compliance. An informal hearing will be scheduled with the Airport Manager for initial review. Upon completion of the review a public hearing will be scheduled with the Authority Board for final consideration.

***PLEASE NOTE: Any application which proposes an activity that may detrimentally affect or change the Airport Purpose will not be permitted at the Airport.***

- B. "Public Hearing" will be scheduled during a regular or special meeting of the Authority Board and notification of the time and place of the hearing will be published at least one time in a designated publication(s) not less than 10 days before such hearing date.
- C. No public hearing shall be conducted unless the applicant or a duly appointed representative is present.
- D. At the time of the public hearing, the Authority Board shall hear all evidence for and against the application. After due deliberation the Authority Board shall either take the application under advisement until a future public hearing date or render a decision upon the application which shall become a matter of public record.
- E. A public hearing on an application does not imply or express approval by the Authority Board to operate on the Airport. The Southeast Iowa Regional Airport Authority reserves the right to deny any application found to be invalid or incomplete.
- F. Proceedings in the nature of Certiorari from a decision of the Authority Board may be made to the District Court of the eighth Judicial District, State of Iowa.

**REAPPLICATION**

- A. ***No Change in Scope of Business*** - Upon expiration of the term of an Operator's written agreement with the Authority, Operator may reapply to extend such term and such application will be considered by the Authority Board at a Public Meeting (with no public hearing) provided that the Operator has no changes in the scope of the previously approved commercial aeronautical activity; submits an application demonstrating compliance with the Minimum Standards in place at the time of the reapplication.
- B. ***Changes in Scope of Business*** - Upon expiration of the term of an Operator's written agreement with the Authority, Operator may reapply to extend such term. However, if the Operator intends to change or expand the scope of its commercial aeronautical activities on the Airport, such reapplication will be treated as if a new applicant and will be considered at a Public Hearing. Operator must submit an application demonstrating compliance with the Minimum Standards in place at the time of the reapplication and submit the full application fee specified for the activity for which the Operator is applying.

APPLICATION FOR COMMERCIAL AERONAUTICAL ACTIVITIES

CHECK ONE: \_\_\_New Application \_\_\_Reapplication

Pursuant to PART 4 of the Minimum Standards for Commercial Aeronautical Activities adopted by the Southeast Iowa Regional Airport, all applications must demonstrate compliance with all the PART 2, General Requirements and the specific requirements under PART 3, Sections (2) through (12) and must contain the following below listed information.

Space has been provided for response to each question. In many cases, it may be necessary to attach the required information. If so, please indicate as "See attached - Exhibit \_\_\_". Care should be taken in preparing this application as any incomplete or incorrect information may delay consideration.

Consistent with applicable law, financial information you submit may be confidential. If you wish to request that the financial information you submit be kept confidential, you must submit such information in a separate attached exhibit. Other information submitted as a part of this Application will be made available to the public upon request.

1) BASIC BUSINESS INFORMATION:

Name of Business: \_\_\_\_\_

Airport Location: \_\_\_\_\_

\_\_\_\_\_  
(Provide drawings & sublease.)

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Type of Business  
Services Offered: \_\_\_\_\_

Commencement Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Principal Owners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Key Personnel & Titles: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Office Use





4) INSURANCE & OTHER INFORMATION:

- ➔ List types and amounts of insurance coverage to be maintained for the proposed operation. Include a copy of your certificate of insurance listing the Southeast Iowa Regional Airport Authority as additional insured and reflecting at least the required minimum liability coverage for your proposed operation.
  
- ➔ If the proposed operation includes rental, sales or flight training, provide a copy of your student/renter insurance disclosure notice as well as evidence that the same notice has been incorporated in any rental agreements.
  
- ➔ Provide the Authority with the application fee of \$200. This fee is non-refundable.

For Office Use

If you will be leasing land directly from the Southeast Iowa Regional Airport, a performance bond in an amount equal to 50% of the annual land rental and Authority constructed and funded improvements will be required prior to the execution of any agreements.

The applicants hereby respectfully request that the Southeast Iowa Regional Airport consider the foregoing application by the following date, \_\_\_\_\_, for permission to perform the specified aeronautical activities at Burlington Regional Airport.

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

For Office Use  
DATE REVIEW  
COMPLETED:

For Office Use  
DATE OF PUBLIC  
HEARING:

For Office Use  
WHEN  
PUBLISHED: