

**MINIMUM STANDARDS
FOR
AERONAUTICAL ACTIVITIES
GREATER BATON ROUGE AIRPORT DISTRICT
RYAN FIELD
BATON ROUGE, LOUISIANA 70807**



REVISION DATES

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FORWARD

In order that the Greater Baton Rouge Airport Commission may insure the availability of safe, adequate and economical services in the best public interest, these standards are offered for adoption with the intention that they be applied with all objectiveness and uniformity.

These standards are provided with the intent that they may be received in the spirit in which they are offered- i.e., the spirit of good will and sincere desire for a healthy aviation community.

The Greater Baton Rouge Airport Commission realized the acute and urgent need to promote aviation. It is evident that in order to avoid an air of uncertainty and disorder there is a need for clear-cut policies. Without such policies it is difficult to make decisions in an unfailingly consistent, objective and uniform manner.

These standards are intended to strike a balance between detail and generality. It is hoped that these contain sufficient detail to make their enforcement convenient and consistent, while providing enough generality to allow flexibility for effectiveness in the future.

The specific services to be provided on the airport are established by standards which relate to the means and method of measuring the ability of the prospective operator to adequately and safely serve the needs of the aviation public of the area. In addition, it sets forth the operating requirements which the operator must accept if he is to conduct the kind of services to which such criteria and specifications relate.

It is mandatory that there be provided, through the granting of certain privileges, the minimum kind of airport services required by the public of East Baton Rouge Parish. Said services shall be offered in the following two manners:

1. Full Service Fixed Base Operator
2. Fixed Base Operator

Should the applicant desire to be a Full Service Fixed Base Operator, he shall meet the criteria established in each of the following categories (with exception of land and building area):

- | | |
|---------------|---|
| Category I | -Fuel and Oil Sales |
| Category II | -Aircraft, Engine and Accessory; Maintenance and Repair |
| Category III | -Aircraft Storage |
| Category IV | -Aircraft Sales (New and/or Used) |
| Category V | -Aircraft Charter and Air Taxi |
| Category VI | -Flight Training |
| Category VII | -Aircraft Lease and Rental |
| Category VIII | -Retail Parts Sales |

Should the applicant desire to be a Fixed Base Operator, he shall meet the criteria established in one (1) or more of the following categories:

- Category IX -Flying Club
- Category X -Specialized Commercial Services
- Category XI -Private Operator
- Category XII -T-Hangar
- Category XIII -Private Operator with Fuel for Personal Use
- [Category XVIII -Aircraft Paint Shop Operations]

It is envisioned that the natural laws of competition will take care of additional services on this airport if such are warranted and required by the general public of the air service area. It must be noted that in the construction of these standards, that it is recognized that their true worth to the public can only be realized if the standards and their implementation are flexible and adaptable to the time and circumstances prevailing. Standards that today are entirely defensible and appropriate, and in the public interest, may in five years be in need of revision or modification. In an effort to maintain the standards of providing a safe and secure environment the following category has been added to the Minimum Standards:

- Category XIV -Parachuting at Baton Rouge Metro Airport
- Category XV -Banner Towing
- Category XVI -Escort Fee

The Commission is eager to welcome new business and keen competition to our airport, for this policy will surely maximize public benefit and increase marginal revenue from airport operations. Competition means good business. By the power of these standards, the Commission pledges itself to make the opportunity and privilege to engage in an aeronautical activity available to any person, firm or corporation meeting the criteria that are relevant to the proposed activity.

Pursuant to the Airport and Airway Improvement Act of 1982, all revenues generated by the airport will be expended for the capital or operating costs of this airport. The airport must maintain a fee and rental structure for the facilities and services being provided for the Airport users which will make the airport as self-sustaining as possible.

By way of conclusion, the overall guiding policy in the selection and recommendation of each standard is that the public safety and public service be maintained as the highest desired goals of a sound airport facility and service program.

PURPOSE

Having been charged with operation of a public airport, the Authority and Commission are obligated to make the Airport's facilities and services available on fair and reasonable terms without unjust discrimination. The Commission may, however, restrict the commercial use of the airport, or the solicitation of business thereon, based upon nondiscriminatory standards. The Commission must insist that, in return for the privilege of conducting an aeronautical activity on the airport, the person, firm or corporation selected must meet the standards set forth herein as a means of governing for the public and the quality and level of services that are offered in connection with the conduct of a particular aeronautical activity on the airport. These standards must, however, be relevant to the proposed activity and applied objectively and uniformly.

The Commission must insure that an adequate mix of aviation services is available on our airport for use by the citizens of East Baton Rouge Parish and the public at large. These standards are provided by the Commission as mechanisms for the achievement and maintenance of such a mix. Another purpose of these standards is to insure, in the public interest, the safe conduct of all aeronautical activities conducted at this airport.

These standards shall also educate and inform prospective operators as to the business environment, planned activity for the future and contractual requirements of the Commission.

The standard shall aid the Commission in the realization and assurance of planned and orderly growth and efficient land use over the long term through the required use of the Land Use Identification Plan. All operators must have a valid lease agreement with the Greater Baton Rouge Airport Commission.

DEFINITIONS

AERONAUTICAL ACTIVITY- Any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations.

The following activities, commonly conducted on airports, are aeronautical activities within this definition; charter operations, pilot training, aircraft rental and sight seeing, surveying, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other included activities, repair and maintenance of aircraft, sale of aircraft parts, storage of aircraft and any other activities which because of their direct relationship to the operation of aircraft can appropriately be regarded as an "Aeronautical Activity."

The following are examples of what are not considered aeronautical activities; ground transportation (taxis, car rentals, limousines), restaurants, barber shops, auto parking lots.

FIXED BASE OPERATOR- An operator who conducts an aeronautical business deriving income from aviation related sales and services on this airport. However, a fixed base operator, unlike a full service fixed base operator, needs only to comply with one or more of the service category criteria, and accept the requirements as set forth in that or those categories.

FULL SERVICE FIXED BASE OPERATOR- An operator who conducts aeronautical business deriving income from aviation related sales and services on this airport. A full service FBO must meet the criteria, and accept the requirements as set forth in service categories I-VIII.

GREATER BATON ROUGE AIRPORT DISTRICT- was created pursuant to the authority of Article 14, Section 14 (D.2) and Act 151 of 1969; said District is composed of the whole of the Parish of East Baton Rouge and constitutes a subdivision of the State of Louisiana within the meaning of Article 10, Section 10, and Article 14, Section 14 of the Constitution of Louisiana. The governing authority of this airport district consists of:

1. Greater Baton Rouge Airport Authority (Parish and City Council, twelve (12) members).
2. Greater Baton Rouge Airport Commission (twelve (12) members, appointed by the Airport Authority).

LAND USE IDENTIFICATION / AIRPORT LAYOUT PLAN- The land use identification plan is closely related to the minimum standards. It offers a convenient and effective device for outlining the airport owner's program for development of balanced land usage. Such a plan indicates the commercial aeronautical activities. To the prospective service operator, the plan is evidence of the expected economic potential of the airport and its alerts him to other operations, existing or planned, which might be competitive. The plan should identify areas dedicated to aeronautical services, fuel storage, general aviation, passenger loading, air freight and cargo handling, common use aircraft parking, public automobile parking, etc.; plus parcels held for future expansion. It is an advantage to have the plat in the grant of leasehold rights. Indeed, land use plans quite properly can be made a part of the minimum standards themselves.

MINIMUM STANDARDS- The qualifications which may be established by an airport owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport.

STANDARDS FOR ALL AERONAUTICAL OPERATORS

The following standards shall apply to all aeronautical operators (Full Service Fixed Base Operator and /or Fixed Base Operators) or Sub-Lessee's. Selected standards may, upon written application by the Operator, be waived or modified at the pleasure of the Commission. However, any and all such specific waivers or modifications shall be nondiscriminatory and shall be effective for a specific and limited period of time.

1. The prospective operator must furnish the Commission with a written application containing the following:
 - a. Name.
 - b. Mailing address.
 - c. Service (s) to be provided (Category I, II, etc.)
 - d. If the demise of public land is involved, the proposed operator must define the amount of land he desires to lease, submit a reasonable detailed drawing of the proposed facility he intends to construct, i.e., type of structure, size, and a surveyed location plat of the desired land and a construction schedule.
 - e. If the prospective operator desires to lease a building, he must state the location and amount of square footage he desires to lease.
 - f. The number of aircraft, if applicable, to be provided.
 - g. The number of employees to be provided.
 - h. The proposed hours of operation, if applicable.
 - i. The amount and types of insurance coverage to be maintained, as per Item No. 8, page 12 and 13.
 - j. Evidence of financial capability to perform and provide the proposed services and facilities set forth above, i.e., financial statement, as per Item No. 9, page 13, of these standards.
 - k. The prospective operator must also submit the remaining criteria of his particular category (s).

2. Inasmuch as the airport is owned by the Parish of East Baton Rouge, it should not unduly burden those who do not choose its facilities. Each and every operator shall be required to contribute to the operation of the airport. No operator may perform or provide any aeronautical activity or service upon this airport without a fully executed lease agreement.

3. All lease agreements hereafter executed shall contain the following assurances verbatim:
 - a. The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that (1) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and the furnishing of

services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, permittee, etc.) shall use the premises in compliance with all Federal Aviation Regulation, Department of Transportation, Subtitle A, office of the Secretary , Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation- Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

- b. To furnish said services on a fair, equal, and not unjustly discriminatory basis to all users thereof, and
- c. To charge fair, reasonable, and not unjustly discriminatory prices for each unit or service; provided, that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- d. It is clearly understood and agreed by the Lessee that no right or privilege has been granted which would operate to prevent any person, firm or corporation operating aircraft on the airport from performing any services on its own aircraft with its own regular employees (including, but not limited to, maintenance and repair) that it may choose to perform.
- e. It is understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of an exclusive right.
- f. This lease shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States, relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the airport.
- g. Lessee agrees to operate the premises leased for the use and benefit of the public, and to furnish good, prompt and efficient services adequate to meet all the demands for its service at Ryan Field.
- h. Lessor reserves the right to take any action it considers necessary to protect the aerial approaches of the airport against obstructions, together with the right to prevent Lessee from erecting or permitting to be erected, any building or other structure on or adjacent to the airport which, in the opinion of the Lessor, would limit the usefulness of the airport or constitute a hazard to aircraft.
- i. Lessor reserves the right, but shall not be obligated to Lessee, to maintain and keep in repair the landing area of the airport and all publicly owned facilities of the airport, together with right to direct and control all activities of Lessee in this regard.
- j. During the time of war or national emergency, Lessor shall have the right to lease the landing area or any part thereof to the United States

Government for military or naval use, and if such lease is executed, the provisions of this instrument insofar as they are inconsistent with the provisions of the lease to the Government, shall be suspended.

- k. That in the event of breach of any of the above nondiscrimination covenants, the Parish of East Baton Rouge Airport Commission shall have the right to terminate the (license, lease, permit, etc.) and to re-enter and re-possess said land and the facilities thereon, and hold the same as if said (license, lease, permit, etc.) had never been made or issued.
 - l. Operator agrees to yield and deliver to Lessor possession of the premises exclusively leased herein with all improvements at the termination of this lease, by expiration or otherwise, or of any renewal or extension hereof, in good condition in accordance with its express obligations hereunder, except for reasonable wear and tear, fire or other casualty. It is agreed and understood that all additional improvements to the leased premises will become the property of the Lessor at the end of this agreement. It is further hereby specifically agreed that the entire leased property and all of the buildings and improvements thereupon situated, both presently existing and any additional improvements, shall, at the termination of the agreement, become the property of Lessor, without any obligation of Lessor to pay operator for same whatsoever.
4. The operator shall demonstrate the ability to acquire and maintain any and all licenses and permits that may be required by Federal, State, or local codes of regulation.
 5. No operator shall be afforded the right to sublease or assign the agreement or any portion thereof, between himself and the Commission except upon the express written permission of the Commission and only for an amount equal to his existing rental payments to the Commission unless otherwise approved by the Commission. Regarding this permission, the overriding concern of the Commission shall be that the aeronautical service activities performed by the operator, seeking the permission to assign or diminished in that good quality services be maintained in the public interest.
 6. If applicable, all areas leased from the airport shall provide for auto parking, office, restroom(s) and drinking water.
 7. Subject to the approval of the Commission, the operator will be required to maintain his exclusively leased area.
 8. All operators shall demonstrate satisfactory evidence of their ability to acquire insurance coverage as stipulated for each particular type of operation. The following shall be established as minimum coverages:

The LESSEE shall acquire insurance coverage as stipulated for each particular type of operation. Such insurance coverage shall be provided by policies issued by a company or companies of sound and adequate financial responsibility, and

which are authorized, qualified, and licensed under the laws of the State of Louisiana.

LESSEE shall indemnify, save and keep the LESSOR and the City of Baton Rouge and Parish of East Baton Rouge, its officers and employees, free and harmless from and against any and all actions, suits, proceedings, claims and demands for injury, damage, loss, liability, cost and expense, of any kind or nature whatsoever, which may be brought, made or filed against the LESSOR and the City of Baton Rouge and Parish of East Baton Rouge its officers, and employees, by reason of or arising out of, or in any manner attributable to any and all operations of the LESSEE in the user of the premises and by reason of its use of the Airport and not arising out of or resulting from the negligence or intentional misconduct of the LESSOR and the City of Baton Rouge and Parish of East Baton Rouge is sued for any matter as to which LESSEE has agreed to indemnify and hold it harmless hereunder, it shall give immediate notice thereof to LESSEE delivering to the LESSEE all pleadings and papers which may have been served upon the LESSOR and the City of Baton Rouge and Parish of East Baton Rouge in such suit. LESSEE shall control the handling of any such suit including the settlement thereof and LESSOR and the City of Baton Rouge and Parish of East Baton Rouge agrees to cooperate with LESSEE in the defense and handling of any such suit.

LESSEE shall carry during the term of this Lease the liability insurance coverage with limits of liability as hereinafter stated, but the carrying of such insurance coverage shall not relieve LESSEE of any of its obligations under this Lease. LESSEE shall, without expense to LESSOR and the City of Baton Rouge, Parish of East Baton Rouge and upon commencement of the term thereof, obtain and cause to be kept in force liability endorsements thereto approved by the LESSOR and the City of Baton Rouge and Parish of East Baton Rouge insuring against the liabilities set forth in the indemnification paragraph above, such insurance to include by way of example but not by way of limitation, commercial general liability coverage and primary automobile liability insurance coverage, and shall be provided by policies issued by a company or companies of sound and adequate financial responsibility, and which are approved by the LESSOR and the City of Baton Rouge and Parish of East Baton Rouge and licensed, to do business in Louisiana. Such insurance policies shall contain an endorsement providing that the LESSOR and the City of Baton Rouge and Parish of East Baton Rouge will be given not less than thirty (30) days notice prior to the cancellation or change of coverage provided by said policies. The commercial general liability policies shall include contractual liability coverage, and shall make reference to this Lease. LESSEE shall cause a certificate or certificates of insurance to be furnished, in duplicate, to the LESSOR and the City of Baton Rouge and Parish of East Baton Rouge evidencing such insurance coverage. In the event LESSOR and the City of Baton Rouge and Parish of East Baton Rouge is notified that any of the coverage required herein is to be canceled or changed in such a manner as not to comply with the requirements of this Lease, LESSEE shall, within fifteen (15) days prior to the effective date of such cancellation or change, obtain and provide the LESSOR and the City of Baton Rouge and Parish of East Baton Rouge with certificates evidencing the re-establishment of the insurance coverage required hereby.

It is specifically understood and agreed that the LESSEE at its sole cost and expense, shall carry and maintain at all times during the performance of this Lease, the following types of insurance:

- a) Workers' Compensation and Employer's Liability insurance covering all employees engaged in services hereunder in compliance with the laws of the State of Louisiana.
- b) Commercial General Liability coverage shall be provided with limits of no less than One Million (\$1,000,000) Dollars for any one Occurrence and a General Aggregate limit of no less than twice the Occurrence limit if these coverage's apply exclusively to this agreement. If coverage's are for multi-location policy then said policy shall provide an Aggregate limit of no less than Fifteen Million (\$15,000,000) Dollars. Coverage's are to include Premises-Operations, Personal Injury, Products/Completed Operations and Contractual Liability.
- c) Automobile Liability coverage shall be provided with limits of not less than \$1,000,000 for any one occurrence. Coverage's are to include all Owned, Hired and Non-Owned Automobiles.
- d) Commercial Property coverage in an amount equal to 100% of the value of the improvements (facility) to meet the coinsurance provisions of the policy.

The following shall be named as Additional Insured under all policies of insurance.

The Greater Baton Rouge Airport District
The Greater Baton Rouge Airport Commission
The City-Parish of East Baton Rouge
The Metropolitan Council

Provided however, such liability insurance coverage shall also extend to damage, destruction and injury, to LESSOR and the City of Baton Rouge and Parish of East Baton Rouge or leased property and LESSOR and the City of Baton Rouge and Parish of East Baton Rouge personnel, and caused by, or resulting from work, acts, operations or omissions of LESSEE, its officers, agents, employees and independent contractors on the Airport. The LESSOR and the City of Baton Rouge and Parish of East Baton Rouge shall have no liability for any premiums charged for such coverage, and the inclusion of the LESSOR and the City of Baton Rouge and Parish of East Baton Rouge as a named insured is not intended to, and shall not, make the LESSOR and the City of Baton Rouge and the Parish of East Baton Rouge a partner or joint venture with LESSEE in its operations on the Airport.

LESSEE shall carry during the term of this Lease Commercial Property insurance on all fixed improvements erected/ or purchased by either the LESSOR or LESSEE on the leased premises to the full insurable value thereof, it being

understood and agreed that for purposes hereof the term “full insurable value” shall be deemed to be that amount for which a prudent owner in like circumstances would insure similar property.

The following Waiver of Subrogation in favor of the City of Baton Rouge, Parish of East Baton Rouge shall be added- LESSEE, its agents, employees and insurer(s) hereby release the City of Baton Rouge, Parish of Baton Rouge, its agents and assigns from any and all liability or responsibility including anyone claiming through or under them by way of subrogation or otherwise for any loss or damage which LESSEE, its agents or insurers may sustain incidental to or in anyway related to LESSEE’S operation under this Lease.

9. The operator must, upon request provide to the satisfaction of the Commission an audited financial statement prepared and certified by a CPA setting forth an operator’s financial status, net worth and working capital. Concerning that request, the Commission is not keenly interested in the minor and private details of the operator’s financial posture; nor is it interested in reviewing and burdening its files with such reports (per Item 1,j.,Page 9).
10. The operator shall employ trained personnel in sufficient numbers to satisfy the criteria of his category(s).
11. The operator shall provide such special fire detection and firefighting equipment as, from time to time, is authorized and required commensurate with his type of operation. The operator will be required to maintain on all vehicles and adjacent to the fixed or mobile fuel facilities adequate hand fire extinguishers and to have available mobile fire extinguishers out and in the position in exclusive aircraft parking areas of the operator. The Commission shall have the right to inspect such fire extinguishers on a periodic basis and it shall comply with NFPA fire codes as enforced by the Baton Rouge Fire Department.
12. The operator will be required to have employees trained in the use of fire extinguishing equipment as it related to his type of operation.
13. The operator shall have his premises open, with service available form 8:00 am to 5:00 pm., five (5) days a week, if applicable.
14. The operator shall demonstrate to the satisfaction of the Commission that he either presently owns the minimum equipment necessary to meet the requirements, or is financially able to and will purchase such equipment showing a schedule of such purchase.
15. A prospective operator must be prepared to fulfill all of the requirements stated in the appropriate service category that applies to his type of operation. However, no operator will be compelled to duplicate any requirement of any category.
16. If the prospective operator is applying to be a Full Service Fixed Base Operator he must certify that he is a “New Aircraft Sales Contract Dealer” authorized to do business in the State of Louisiana and the Parish of East Baton Rouge.

17. Consistent with historical precedent and current policy of the Parish of East Baton Rouge, each and every operator shall pay all taxes and assessments which may be levied against buildings or improvements which are constructed or provided by him.
18. It is hereby established that the Commission shall have the right and privilege to approve, disapprove and locate prospective operations in connection with the Airport Layout Plan.
19. In order to achieve and maintain an attractive, safe and uniform airport appearance, the Commission shall maintain the right and privilege to approve the location of temporary, semi-permanent and permanent buildings and/or other leasehold improvements, as well as inspect alterations of any buildings, hangar, ramp, facility, etc., within the boundaries of the Greater Baton Rouge Airport District.
20. In the event that any operator fails to comply with any condition of these standards, the Director of Aviation will notify that operator in writing of such violation. If that operator fails to correct the violation within the time allotted, the Director may take any action deemed advisable by the Commission.
21. By power of this section, the Commission hereby establishes an Airport Layout Plan which, attached hereto and made a part hereof, shall lend direction, guidance and cohesiveness to the implementation of the Master Plan. In addition to its defined function, the Airport Layout Plan shall address the question of general guidelines for lease agreements concerning the dedication of certain rights-of-way for operators leasing space on, or adjacent to, the apron.
22. The term of an agreement to be entered into with the operator shall be for a period that is commensurate with his investment and shall adhere generally to the guidelines stated in the standards for all operators and according to the Louisiana Revised Statutes of Public Lands.
23. The Greater Baton Rouge Airport Authority is herein represented by the Greater Baton Rouge Airport Commission and/or the Director of Aviation.
24. All egress, ingress and flooring of all facilities shall be dust free hard surface.
25. Construction of any facility shall commence no later than 60 days from date of lease execution and shall end as identified in the lease, if said construction is not started then the Commission reserves the right to void the lease and take possession of the property.
26. It is the existing policy of this airport to exempt Commercial Airlines, Federal, State and Military Aircraft from the liability of a fuel flowage fee. However, said waiver could be voided in the future by action of the Airport Commission/ Authority.
27. The minimum land rental rates for the Greater Baton Rouge Airport District are as follows effective [September 1, 1999].

28. This airport will not allow a through the fence operation.

29. It is the policy of this Airport to charge a \$35.00 non-refundable application fee to be submitted with each application.

30. The minimum land rental rates for the Greater Baton Rouge Airport District are as follows effective January 1, 2005:

Tract Size	Unit Value	Total	Lease Rate	Appraised Rental Rate for Non-Aeronautical	Adjusted Rate for Aeronautical Use
0 - .25 AC	1.65	\$8,712.00	\$0.11	0.18 s.f.	0.12 s.f.
0.25 - 0.5 AC	1.5	\$24,500.00	\$0.11	0.17 s.f.	0.12 s.f.
0.5 - 0.75 AC	1.4	\$38,115.00	\$0.11	0.15 s.f.	0.12 s.f.
0.75 - 1 AC	1.3	\$49,550.00	\$0.11	0.14 s.f.	0.12 s.f.
1 - 7 AC	1.2	\$209,000.00	\$0.11	0.13 s.f.	0.12 s.f.
7 - 10 AC	1.1	\$407,286.00	\$0.11	0.11 s.f.	0.12 s.f.

SERVICE CATEGORY I

FUEL AND OIL SALES

Statement of Concept:

The fuel and oil sales operator is a person, firm or corporation engaged in the sale of aviation fuel products to the users of Ryan Field with such mobile and /or fixed pumping equipment as necessary to efficiently render a high-quality service adequate to meet the normal demands of the general public. As a condition precedent to granting a fuel and oil sales concession to an operator, appropriate assurances that it shall maintain the following specific standards of operation are as follows:

Specific Standards of Operation

1. If applicable, the operator must lease an area of not less than ½ acre of ground area on which he shall construct a permanent facility [(building, etc.) of at least 1,500 square feet to support this type of operation.]
2. The operator shall pay to the appropriate airport account a flowage fee as periodically determined by the Commission on all aviation fuels delivered to the operator including fuels consumed by that operator. Aviation fuels and oils delivered to the operator by a vendor will be considered by the commission to be fuels and oils dispensed by that operator.
3. The ramp servicing of general aviation aircraft (locally based or itinerant) shall include the sale and [into-plane] delivery of recognized brands of aviation fuels, lubricants and other related aviation petroleum products. The operator shall provide servicing of general aviation aircraft, including ramp assistance, itinerant and/or based parking. Finally, the operator must maintain energizers and starters as is appropriate and necessary for the type of equipment normally required by general aviation users of the airport.
4. The operator shall provide the required pumping equipment, mobile and/or fixed, to meet all applicable safety requirements relative to grounding and fuel contamination as required by Federal, State, or Local codes of regulations.

The pumping equipment maintained by the operator shall be two metered filter-equipped dispensers fixed and/or mobile for dispensing two grades (1000 octane and Jet A) of fuel from storage tanks having a minimum capacity of 2,000 gallons each. Mobile dispensing truck(s) shall have a total of 300-gallons capacity for each grade of fuel. Separate dispensing pumps and meters for each grade fuel is required.

5. The operator shall demonstrate to the satisfaction of the Commission that there have been satisfactory arrangements reached with a reputable gasoline and oil distributor that will provide the operator with an enforceable agreement to purchase fuel and oil in such quantities as are necessary to meet the requirements set forth.
6. Since understandings have been made between the Commission and each fuel distributor currently supplying fuel to airport operators, the burden of reports required of these operators has been reduced. Each operator shall provide the Commission with a photostatic copy of each wholesale/retail fuel delivery slip. These copies shall be sent through United States mail or delivered by hand; they shall be sent automatically and in a timely manner. The Commission shall reserve the right to require additional reports of such operators from time to time as they become reasonably necessary.
7. All fuel trucks to be utilized on the airport will be equipped with, a yellow rotating beacon, appropriate radio equipment and appropriate ground control frequencies as necessary to maintain proper communication with the tower and, if desired, with the central dispatching point of the operator. [Additionally, fuel trucks should be parked with a separation of at least 10 feet between vehicles and at least 50 feet from any building.]
8. An operator shall demonstrate to the satisfaction of the Commission that he has had sufficient experience in providing fuel and oil sales and related services to perform satisfactorily. This information must be included in the operator's qualification statement.
9. An operator shall adhere to all Federal, State and local regulations concerning this type of operation.
10. [Whenever a tenant does not have sufficient acreage/square footage said tenant may come to the Commission and ask to have a conjoint fuel tank, with all things considered, such as FBO's and safety regulations, and are to be handled on a case by case basis.]

SERVICE CATEGORY II

AIRCRAFT ENGINE AND ACCESSORY MAINTENANCE AND REPAIR

Statement of Concept

An aircraft engine and accessory maintenance and repair operator is a person, firm or corporation engaged in a business capable of providing one or a combination of Federal Aviation Administration approved airframe, power plant and accessory overhaul and repair services on general aviation aircraft.

Specific Standards of Operation

1. If applicable, the operator must lease an area of not less than ½ acre of ground area on which he shall construct a building-hangar(s) of at least 10,000 square feet, which is to be used for aircraft, engine, and accessory maintenance and repair.
2. The operator must be able to satisfactorily demonstrate that he has experience in aircraft, engine and accessory maintenance and repair. This information must be involved in the operator's qualification statement.
3. The operator shall obtain and maintain, as a minimum, the repair station certificates as described in the Federal Aviation Regulations under Part 145, Paragraphs 145.33 (b) and amendments thereto. These certifications are the minimum requirements for any and all operators who are to perform these services.

SERVICE CATEGORY III

AIRCRAFT STORAGE

Statement of Concept

An aircraft storage operation is a business operated by a person, firm or corporation engaged in the rental of conventional hangars and tie-downs areas to the general flying public.

Specific Standards of Operation

1. If applicable, conventional hangars shall be of a size to be determined. However, as a minimum, the operator must lease an area of not less than ½ acre of ground on which he shall construct a building/hangar(s) of at least 10,000 square feet, which must be used for aircraft storage.
2. If applicable, the operator who is to provide conventional hangar and tie-down storage facilities shall do so in accordance with approved design and construction standards as required and established by the airport for the facility or activity involved.
3. The operator must be able to demonstrate that he has adequate experience [in the moving and storage of aircraft]. This information must be included in the operator's qualification statement.
4. The operator shall demonstrate to the satisfaction of the Commission that he either presently owns the minimum equipment necessary to meet the requirements, or is financially able to and will purchase such equipment. The basic equipment for this type of operation is as follows:
 - a. Starting equipment
 - b. Fire extinguishers
 - c. Towing equipment

SERVICE CATEGORY IV

AIRCRAFT SALES

Statement of Concept

An aircraft sales operation is a person, firm or corporation engaged in the sale of new or used aircraft.

Specific Standards of Operation

1. If applicable, the operator must lease an area of not less than ½ acre of ground area on which he shall construct a building-hangar(s) of at least 10,000 square feet.
2. The operator shall satisfactorily demonstrate that he has reached a working arrangement with an approved repair or overhaul facility to provide for the sale and repair of parts and accessories for aircraft, aircraft engines, power plants, and appliances commensurate with the guarantee and warranty on new and used aircraft. He shall further demonstrate to the satisfaction of the Commission that he is knowledgeable of the peculiarities of the Louisiana Statutes as revised concerning sales contracts and warranties.
3. An operator shall satisfactorily demonstrate that he has experience in the sale of aircraft and has provided for the sale and repair of the parts and accessories for aircraft, aircraft engines, power plants, and appliances commensurate with the guarantee and warranty on new and used aircraft. This information must be included in the operator's qualification statement.
4. Operator must provide at least one person having a current commercial pilot certificate with rating appropriate for the type(s) of aircraft to be demonstrated.
5. If the operator is a new aircraft sales operator, he must hold an authorized factory or sub-dealership. All dealers shall hold a dealership license in accordance with State Law.
6. If the operator is a new aircraft sales operator he shall domicile at least one (1) demonstrator or have one (1) on call for each model aircraft he sells.

SERVICE CATEGORY V

AIRCRAFT CHARTER AND AIR TAXI

Statement of Concept

An aircraft charter and air taxi operator is a person, firm or corporation engaged in the business of providing air transportation to the general public for hire, operating under the applicable Federal Aviation Regulations.

Specific Standards of Operations

1. If applicable, the operator must lease an area of not less than ½ acre of ground area on which he shall construct a building-hangar(s) of at least 10,000 square feet.
2. An operator shall have and maintain during the term of the tenancy at the airport, an Air Taxi License and shall operate in conformance with all appropriate Federal Aviation Regulations.
3. The operator shall provide reasonable assurance of a continued availability of qualified operating crews and approved aircraft within a reasonable notice period.
4. An operator shall be capable of providing air transportation under instrument conditions.
5. The operator shall satisfactorily demonstrate that he has had experience in the air charter and air taxi business. This information must be included in the operator's qualification statement.
6. An operator shall demonstrate that he:
 - a. Will hold out for hire, to provide aircraft charter service; as defined in Part 135 of the Federal Aviation Regulations as amended; or
 - b. Is an Air Taxi Operator subject to Part 135 of the Federal Aviation Regulations as amended.
7. The operator shall meet the requirements of Part 135 of the Federal Aviation Regulations.
8. Operator shall provide at least one FAA certified commercial pilot rated for air taxi service.
9. Operator shall provide at least one four-place or more aircraft meeting all requirements of the air taxi/commercial operator certificate held by the operator.

SERVICE CATEGORY VI

FLIGHT TRAINING

Statement of Concept

A flight training operator is a person, firm, or corporation engaged in instructing student pilots in dual and solo flight training, in fixed and/or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check ride for a pilot's license.

Specific Standards of Operation

1. An operator engaged in flight training shall be required to instruct student pilots in dual and solo flights in fixed, and at his option, rotary wing aircraft. The operator shall also provide such related ground school instruction as is necessary preparatory to a student taking a written examination and flight check ride for a pilot's license or appropriate rating from the Federal Aviation Administration.
2. The flight training operator shall have on a full-time basis, currently certificated pilots and instructors in sufficient numbers to meet the demands of the number of students engaged in such flight training.
3. If applicable, the operator must lease an area of not less than ½ acre of ground area on which he shall construct a building-hangar(s) of at least 1,500 square feet.
4. An operator must be able to satisfactorily demonstrate that he has had experience in flight training. This information must be included in the operator's qualification statement.
5. Flight training shall meet the continuing requirements for certification by the Federal Aviation Administration (and any pertinent state or local authorities) to conduct such training in a manner that meets all of Part 141 of the Federal Aviation Regulation, and amendments thereto, for basic ground schools and for primary flying schools.
6. The operator shall own or have on lease, in writing, at least one certified aircraft equipped for flight instruction.

SERVICE CATEGORY VII

AIRCRAFT LEASE AND RENTAL

Statement of Concept

An aircraft lease and rental operator is a person, firm or corporation engaged in the business of leasing and/or renting of aircraft to the general public. Should a pilot(s) be provided with the lease or rental of an aircraft, then and in that event the operator shall operate in conformance with appropriate Federal Aviation Regulations and amendments thereto (FAR Part 135).

Specific Standards of Operation

1. The operator shall offer for hire certified and currently airworthy aircraft commensurate with the scope of this operation, and shall have at least one current commercial pilot with the appropriate ratings for the leasing of aircraft. The aircraft rental operator may at his option provide a pilot for an aircraft check ride. The operator shall in a proposal, specify the minimum number of aircraft, any types thereof, that he will maintain and have available for lease and/or rental.
2. If applicable, the operator must lease an area of not less than ½ acre of ground area on which he shall construct a building-hangar(s) of at least 10,000 square feet.
3. An operator must demonstrate that he has had adequate experience in providing aircraft rental and/or leasing services. This information must be included in the operator's qualification statement.

SERVICE CATEGORY VIII

RETAIL PARTS SALES

Statement of Concept

A retail parts sales operator is a person, firm or corporation engaged in a business capable of providing most of the aircraft that use this airport with retail replacement parts.

Specific Standards of Operation

1. If applicable, the operator must lease an area of not less than ½ acre of ground area on which he shall construct a building-hangar(s) of at least 10,000 square feet.
2. The operator shall satisfactorily demonstrate that he stocks most of the parts and accessories for aircraft, aircraft engines, power plants, and appliances. He shall further demonstrate to the satisfaction of the Commission that he is knowledgeable of the particularities of the Louisiana Statutes as revised concerning sales contracts and warranties.
3. The operator must be able to satisfactorily demonstrate that he has experience in airport retail parts sales. The information must be included in the operator's qualification statement.

SERVICE CATEGORY IX

FLYING CLUBS

Statement of Concept

In an effort to foster and promote flying for pleasure, develop skills in aeronautics, including pilotage, navigation, and an awareness and appreciation of aviation requirements and techniques, the category of Flying Clubs is added to the Minimum Standards of the Baton Rouge Metropolitan Airport.

1. The club shall be a non-profit entity (corporation, association or partnership) organized for the express purpose of use and enjoyment only. The ownership of the aircraft must be vested in the name of the flying club (or owned ratably by all its members). The property rights of the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance and replacement of its aircraft.
2. Flying Clubs may not offer or conduct charter, air taxi, or rental of aircraft operations. They may not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. No flying club shall permit its aircraft to be utilized for the giving of flight instruction to any person, including members of the club owning the aircraft, when such person pays or become obligated to pay for such instruction, except when instruction is given by a lessee based on the Airport and who provides flight training. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club shall not be restricted from doing maintenance work on aircraft owned by the club and the club does not become obligated to pay for such maintenance work except that such mechanics and instructors may be compensated by credit against payment of dues or flight time.
3. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the Airport except that said flying club may sell or exchange its capital equipment.

4. The flying club, with its permit request, shall furnish the Airport Management a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; a roster or list of members, including names of officers and directors, to be revised on a semi-annual basis. Club shall provide number and type of aircraft; evidence that ownership is vested in the club and the operating rules of the club. The books and other records of the club shall be available for review at any reasonable time by airport management or his authorized agent.
5. A flying club shall abide by and comply with all Federal, State and local laws, ordinances, regulations and the Rules and Regulations of this Airport.
6. A flying club which violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations at all airports controlled by this Airport.
7. If applicable, the operator must lease an area of not less than ½ acre of ground on which he shall construct a building/hangar(s) of at least 10,000 square feet.

SERVICE CATEGORY X

SPECIALIZED COMMERCIAL SERVICES

Statement of Concept

To be defined at a later date.

Specific Standards of Operation

To be defined at a later date.

SERVICE CATEGORY XI

PRIVATE OPERATOR

Statement of Concept

The private operator is a person, firm or corporation that constructs or leases a hangar(s)-building to house the business aircraft of that firm. Said facility is to be used by the private operator only and not for personal gain.

Specific Standards of Operation

1. If applicable, the operator must lease an area of not less than $\frac{1}{2}$ acre of ground area on which he shall construct a building-hangar(s) of at least 10,000 square feet.

SERVICE CATEGORY XII

“T” – HANGAR OPERATION

Statement of Concept

A “T” – Hangar operator is a person, firm or corporation engaged in sub-leasing “T” – Hangar space to an individual, firm or corporation. The “T” Hangars operator must lease at least one (1) acre of land to construct said “T”- Hangars, as approved by the Airport [Director], in an area designated by the Airport. Said “T”- Hangar operator is to provide hard surface paving , as approved by the Airport, for egress and ingress to the apron and/or taxiway and onto the public street.

All “T”- Hangar agreement or sub-lease agreements are to contain the following:

1. The “T”- Hangar is leased for the storage of aircraft only.
2. No disassembling or mechanic work will be allowed in the “T”- Hangar.
3. No storage of any flammable liquids, rags, paper, trash, or anything that could create a housekeeping or fire hazard will be allowed in the “T”- Hangar.
4. Tenant is to provide approved fire extinguishers in each “T”- Hangar.
5. No smoking within the “T”- Hangar.
6. No commercial operation or business shall be allowed to conduct business from the “T”- Hangar.
7. No vehicles will be allowed in any “T”- Hangar.
8. Vehicle parking is to be in approved locations only.
9. No advertising signs will be allowed on the exterior of the building.

SERVICE CATEGORY XIII

PRIVATE OPERATOR WITH FUEL FOR PERSONAL USE

Statement of Concept

The private operator is a person, firm, or corporation that constructs or leases a hangar(s)- building to house the business aircraft of that firm. Said facility is to be used by the private operator only and the private operator shall not sell or dispense fuel to anyone other than the operator himself.

Specific Standards of Operation

1. If applicable, the operator must lease an area of not less than ½ acre of ground area on which he shall construct a building-hangar(s) of at least 10,000 square feet.
2. The operator shall pay to the appropriate airport account a flowage fee as periodically determined to be due and payable by the operator including fuels consumed by that operator. Aviation fuels and oils delivered to the operator by a vendor will be considered by the Commission, to be fuels and oils dispensed by that operator.
3. The operator shall provide the required pumping equipment, mobile and/or fixed, to meet all applicable safety requirements relative to grounding and fuel contamination as required by Federal, State, or local codes and regulations.

The pumping equipment maintained by the operator shall be: two metered filter-equipped dispensers fixed and/or mobile for dispensing two grades (100 octane and Jet A) of fuel from storage tanks having a minimum capacity of 2,000 gallons each. Mobile dispensing truck(s) shall have a total of 300 gallons capacity for each grade of fuel.

Separate dispensing pumps and meters for each grade fuel is required.

4. The operator shall demonstrate to the satisfaction of the Commission that there have been satisfactory arrangements reached with a reputable gasoline and oil distributor that will provide the operator with an enforceable agreement to purchase fuel and oil in such quantities as are necessary to meet the requirements set forth.
5. Since an understanding has been made between the Commission and each fuel distributor currently supplying fuel to the operators, the burden of reports required of these operators has been reduced. Each operator shall provide the Commission with a photostatic copy of each wholesale/retail fuel delivery slip. These copies shall be sent through the United States Postal Service or delivered by hand; they shall be sent automatically and in a timely manner. The Commission shall reserve the right to require

additional reports of such operators from time to time as they become reasonably necessary.

6. All fuel trucks to be utilized on the airport will be equipped with, a yellow rotating beacon, appropriate radio equipment and appropriate ground control frequencies as necessary to maintain proper communication with the tower and, if desired, with the central dispatching point of the operator.
7. An operator shall demonstrate to the satisfaction of the Commission that he has sufficient experience in providing fuel and oil sales and related services to perform satisfactorily. This information must be included in the operator's qualification statement.
8. An operator shall adhere to all Federal, State, and local regulations concerning this type of operation.
9. If the fuel facility construction is not undertaken within 60 days from date of execution of the lease then the Commission reserves the right to revoke that fuel right.
10. [Whenever a tenant does not have sufficient acreage/square footage said tenant may come to the Commission and ask to have a conjoint fuel tank, with all things considered, such as FBO's and safety regulations. Such requests are to be handled on a case-by-case basis.

SERVICE CATEGORY XIV

PARACHUTING AT BATON ROUGE METRO AIRPORT

Statement of Concept

The Baton Rouge Metro Airport is a Commercial Service Airport with over 60 scheduled flights per day as well as providing service to the General Aviation Sector. The primary responsibility of the Airport is to provide a safe, secure, economic, and convenient facility for the public using heavier than air aircraft.

Specific Standards of Operation

In an effort to provide a safe, secure, economic, and convenient environment, the Airport must prohibit all international parachuting in any form at this facility. The present mix of heavier than air aircraft is not conducive to a safe environment for parachuting in any form except in the event of an emergency.

SERVICE CATEGORY XV

BANNER TOWING

Statement of Concept

A Banner Towing operator is a person, firm or corporation engaged in the business of picking up or releasing banners on and/or from the Baton Rouge Metro Airport.

Specific Standards of Operation

1. The operator must use the area of the airport known as old Taxiway Mike to pick up and release banners.
2. The operator must have, on file at the Airport, an insurance certificate naming the Baton Rouge Metro Airport as additional insured.
3. The operator's ground crew must be escorted to the pick-up and release site. The operator must pay an hourly cost equal to the escort's hourly wage rate for each hour the ground crew is on the airfield.
4. The operator must clear any and all operations with the Director of Aviation or the Assistant Director of Aviation before beginning operations.
5. All operator personnel must process the proper certificate(s) required to operate the aircraft and business.

SERVICE CATEGORY XVI

ESCORT FEE

Statement of Concept

Many Contractors and other service providers do not or cannot obtain an Identification Card with the ability to drive on the Airport Operating Area for the following reasons:

- Work on the AOA is too short of duration to warrant an ID Badge
- The nature of the Construction Industry is such that employees are unable to obtain an ID Badge.

Recognizing these conditions, it is necessary for the Airport Staff to provide escort services. Providing these services does not allow Airport Staff to accomplish their own job requirements.

Therefore it is necessary for the Airport to charge a fee of \$15.00 per hour to provide escort services to any and all contractors and other service providers who do not or cannot obtain an Identification Badge with Driver Privileges.

SERVICE CATEGORY XVII

SELF-FUELING OF PERSONAL AIRCRAFT

Statement of Concept

The purpose of this Category is to permit, within the following standards, the ability to bring fuel onto the airport for the purpose of re-fueling one's personal aircraft.

Specific Standards of Operation

1. The vehicle used to bring fuel onto the airport must be approved by, the City of Baton Rouge/Parish of East Baton Rouge Fire Department. A certificate of approval must be available for inspection.
2. The apparatus used to deliver fuel to the aircraft must contain a filtration system and be approved by the City of Baton Rouge/Parish of East Baton Rouge Fire Department. A certificate of approval must be available for inspection.
3. The location of the refueling process must be on the back row of the South Ramp (public parking area) and at least 50 feet from any other aircraft or vehicle.
4. Immediately after re-fueling the aircraft, the vehicle bringing the fuel onto the airport must be removed from the ramp.
5. The aircraft to be re-fueled must have an STX certificate for inspection.
6. Must comply with NFPA standard 407.
7. The Vehicle must be approved for Airfield Access and the driver must be certified by the Airport Police/ARFF Division to drive onto the airport.

SERVICE CATEGORY XVII

AIRCRAFT PAINT SHOP OPERATIONS

Statement of Concept

An aircraft paint shop operation is a person, firm or corporation engaged in a business capable of providing the service of painting aircraft as stated in the applicable Federal Aviation Regulations.

Specific Standards of Operation

1. If applicable, the operator must lease an area of not less than ½ acre of ground area on which he shall construct a building-hangar(s) of at least 10,000 square feet, which is to be used for painting and storing aircraft.
2. The operator must be able to satisfactorily demonstrate that he has experience in aircraft painting. This information must be included in the operator's qualification statement.
3. The operator shall obtain and maintain as a minimum, the repair station certificates as described in the Federal Aviation Regulations under Part 145.
4. The operator shall obtain the necessary permits as described in the Department of Environmental Quality's: "Title 33 - Environmental Regulatory Code".

SERVICE CATEGORY XIX

AIR CARGO OPERATIONS

Statement of Concept

An Air Cargo Operation is a person, firm, or corporation that develops, constructs, or leases property for the purposes of managing, developing, and/or providing leased storage space in connection with Air and/or Ground Cargo Transportation Services.

Specific Standards of Operation

1. If applicable, the operator must lease an area of not less than ½ acre of ground area on which he shall lease or construct a building of at least 10,000 square feet, with ground docking facilities to accommodate cargo.
2. The operator must be able to satisfactorily demonstrate that he has experience in Cargo Operations. This information must be included in the operator's qualification statement.