

MINIMUM STANDARDS

For

**AIRPORT AERONAUTICAL SERVICE
PROVIDERS**

**JOHN MURTHA JOHNSTOWN-CAMBRIA
COUNTY AIRPORT**

The Minimum Standards were officially adopted by the Johnstown Cambria County Airport Authority in 2005 and this updated version was approved at the Airport Authority's regular monthly meeting conducted April 16th, 2024.

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Section 1 – Preface, Introduction and Compliance

PREFACE¹

Introduction

The Johnstown-Cambria County Airport Authority ("Airport Authority") in a position of responsibility for the operation of the John Murtha Johnstown-Cambria County Airport does hereby establish the following Policy for the Minimum Standards. The Airport is identified by the Bureau of Aviation as a Commercial Service Airport within the Statewide Airport System Plan and it has been developed and improved with Federal Aviation Administration (FAA) Airport Improvement Program (AIP) funds.

Compliance with Federal and State Law

The Federal Aviation Administration (FAA) contends that it is the prerogative of the airport owner (Sponsor) to impose Rules and Regulations for the operation and use of its airport and Minimum Standards to establish the threshold entry criteria for those wishing to engage in providing aeronautical services to the public on the airport. Two of the assurances given by the airport sponsor in exchange for Federal funding to assist in developing runways, taxiways, etc. at the airport address the obligation of establishing minimum standards. These assurances are:

1. Grant Assurance 22a – It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
2. Grant Assurance 22h – The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

The Owner recognizes the statutory prohibition against granting an exclusive right to conduct any aeronautical activity at the Airport as imposed by Section 308 of the Federal Aviation Act and the contractual obligations contained in certain agreements between the Owner and the Commonwealth of Pennsylvania, acting under its Block Grant authority, relative to the expenditure of federal and state funds upon the development and operation of the Airport. The Owner desires that all aviation and aeronautical activities be conducted at the Airport in a fair and equitable manner; that fair competition is promoted while safeguarding the public interest, and that the Minimum Standards will be applied objectively and uniformly.

The Owner also recognizes that the public interest will be served by leasing its Airport property to FBOs who are committed to and are capable of providing high quality aeronautical services on an ongoing basis.

¹ Airport Sponsor's Guide to Preparing Minimum Standards for Airport Aeronautical Service Providers and Airport Operating Rules and Regulations, American Association of Airport Executives and National Air Transportation Association, January 2003.

Commercial Activity Authorization

When the Johnstown-Cambria County Airport Authority determines that a person is engaged or proposes to engage in commercial activity at the Airport, the Airport Authority may grant that person permission to do so, may issue that person a permit with restrictions or conditions, may require the person to enter into a lease or agreement, or may deny such permission. The Airport Authority will consider the following conditions in determining if a commercial aeronautical activity will be authorized to conduct business:

- (1) The impact of the new commercial activity on public safety and convenience. The Airport Authority will impose conditions and restrictions necessary to ensure safety in the air and on the ground, and to preserve unobstructed traffic patterns and runway approaches.
- (2) The amount of space at the Airport, the customary uses of the Airport, and the compatibility of the new commercial activity with present and planned development at the Airport.
- (3) The degree to which the new commercial activity complies with federal, State and local laws and regulations, including land use regulations.
- (4) Whether the new commercial activity is conducted for-profit or non-profit and its promotion of aviation, safety or education.

Operational Regulations

The Airport Authority has adopted Commercial Operations Rates, Fees and Charges in April of 2005.

The Airport Authority may also adopt, from time to time, rules regulating aircraft taxiing, landing, takeoff, and airport traffic patterns; the activities of helicopters and other types of aircraft; agricultural operations; and other miscellaneous activities at the Airport.

Each commercial operator at the Airport shall abide by these rules and regulations for the safe, orderly and efficient operation of the Airport.

Section 2 - Purpose and Scope

The Minimum Standards are intended to be the threshold entry requirements for those wishing to provide aeronautical services to the public and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition. These Minimum Standards were developed taking into consideration the aviation role of the John Murtha Johnstown-Cambria County Airport, facilities that currently exist at the Airport, services being offered at the Airport, the future development planned for the Airport and to promote fair competition at this Airport. The uniform application of these Minimum Standards, containing the minimum levels of service that must be offered by the prospective service provider, relates primarily to the public interest and discourages substandard entrepreneurs, thereby protecting both the established aeronautical activity and the Airport patrons.

The purpose of these Minimum Standards is to:

- Establish a template for safe tenant operations;
- Minimize exposure to claims of discrimination or unfair treatment by providers of aeronautical services and users;
- Address environmental liability;
- Assure that prospective commercial aeronautical tenants are treated equally and without unjust discrimination;
- Establish minimum levels and types of insurance;
- Set standards for hours of operations, staff qualifications, and leasehold requirements;
- Provide for the orderly development of the Airport;
- Indicate as necessary the minimum amount of space to perform stated activity;
- List, as applicable, the size and types of fuel to be provided; and
- Provide the minimum amount additional services to be provided when permitted to retail fuel.

In the event a proposed aeronautical activity does not fall within the categories presented herein, appropriate minimum standards shall be developed and incorporated into the Operator's Agreement.

Section 3 – Application of Minimum Standards

General Requirements

All persons conducting commercial aeronautical activities at the Airport shall, as a condition of conducting such activities, comply with all the requirements set forth in these Minimum Standards. The Minimum Standards are deemed to be a part of each commercial airport operator's lease, license, permit or agreement, unless any such provisions are expressly waived or modified by the Airport Authority in writing. The mere omission of any particular part of these minimum standards in a lease, license, permit or agreement shall not constitute a waiver or modification of the standard unless the document expressly states that the Airport Authority waives application of that standard.

1) These Minimum Standards specify the standards and requirements that must be met by any person desiring to engage in one or more aeronautical activity at the Airport. Throughout these Minimum Standards, the words "standards" or "requirements" shall be understood to be modified by the word "minimum" except where explicitly stated otherwise. Any required determinations, interpretations, or judgments regarding what constitutes an acceptable minimum standard, or regarding compliance with such standard, shall be made by the Owner. All persons are encouraged to exceed the applicable minimum standards. No person shall be allowed to engage in aeronautical activities at the Airport under conditions that do not, at the Owner's discretion, meet these Minimum Standards.

2) These Minimum Standards shall apply to any new Agreement or amendment to any existing Agreement relating to the occupancy or use of Airport land or improvements for general aviation aeronautical activities. If a person desires, under the terms of an existing Agreement, to materially change its aeronautical activities, the Owner shall, as a condition of such change, require the person to comply with these Minimum Standards.

- These Minimum Standards shall not affect any Agreement or amendment to such Agreement properly executed prior to the date of promulgation of these minimum standards except as provided for in such Agreement, in which case these Minimum Standards shall apply to the extent permitted by such Agreement.
- Upon termination of an Agreement (or amended Agreement), tenant shall be required to comply with these Minimum Standards prior to executing a new Agreement.
- These Minimum Standards shall not be deemed to modify any existing Agreement under which a person is required to exceed these Minimum Standards, nor shall they prohibit the Owner from entering into or enforcing an Agreement that requires an entity to exceed the Minimum standards.

3) Tenants currently providing aeronautical activities without an Agreement with the Owner will have six (6) months from the date of adoption of these Minimum Standards to become compliant with these Minimum Standards.

- To be eligible, tenant(s) must enter into an Agreement with the Owner within two (2) months of adoption of these Minimum Standards.

Multiple Services

When a commercial operator conducts multiple activities pursuant to one lease, license, agreement or permit, the commercial operator shall comply with the minimum standards established for each separate activity or Specialized Aviation Service Operation (SASO). If the minimum standards for one activity are inconsistent with the minimum standards for another activity, then the minimum standard that is more restrictive or imposes a higher standard shall apply.

Activities Not Covered by Minimum Standards

Activities with no specific minimum standard in this policy will be addressed by the Airport Authority on a case-by-case basis in the commercial operator's written lease, license, permit or agreement.

Waivers or Modifications

The Airport Authority may waive or modify any portion of these Minimum Standards for the benefit of a governmental agency performing non-profit public services, fire protection or emergency response operations. The Airport Authority may waive, for a period not to exceed thirty (30) days, the portion of these Minimum Standards which limit the providing of retail fuel/oil sales and/or airframe and power plant maintenance services to only an FBO. The Airport Authority may waive or modify any portion of these Minimum Standards when it is determined that such waiver is in the best interest of the public and will not result in unjust discrimination against other commercial operators at the Airport.

Application of Minimum Standards to "through-the-fence" Agreement Operators

The Airport does not allow any "through-the-fence" operations.

Minimum Standards Review, Revisions and Amendments

At a minimum, the Airport Authority will conduct a review of this document every two years for the purpose that the regulations meet current airport and user needs. The Airport Authority may make revisions and amendments to the Minimum Standards any time necessary to comply with FAA regulations.

Enforcement

The Airport Authority has established fair, practical and reasonable Minimum Standards for the Airport. The Minimum Standards are susceptible to challenge if not enforced properly and uniformly. Any commercial business operator who is making an investment at the Airport deserves the continuity of fair and uniform enforcement. It is the intent of the Airport Authority to provide consistent, uniform, and fair enforcement of these Minimum Standards to accomplish the Airport's goals and promote successful commercial business operations.

Section 4 – Requirements (General & Lease)

Introduction

All tenants engaging in aeronautical activities at the Airport shall meet or exceed the requirements of this Section 4 - General Requirements.

Experience/Capability

Tenant shall, in the judgment of the Owner, demonstrate the capability of engaging in the proposed aeronautical activities in a safe, efficient, prompt, and professional manner. In addition, Tenant shall, in the judgment of the Owner, demonstrate before and during the term of the Lease the financial and technical responsibility, capability, and integrity to develop and maintain improvements; procure and maintain required vehicles, equipment, and/or aircraft; employ proper level of personnel; and engage in the Activity.

Application Requirements

To operate an Aeronautical Activity on the Airport, a Person shall submit a written application to the Owner, which shall include the following information to cover intended scope of services and, thereafter, shall provide such additional information as may be requested by the Owner. A person shall have such business background and shall have demonstrated his business capability to the satisfaction of, and in such manner as to meet with the approval of the Airport Authority. In addition, any prospective FBO seeking to conduct aeronautical activity at the Airport should demonstrate that they have adequate resources to realize the business objective agreed to by the Airport Authority and the applicant.

1. The nature of the proposed business, including business plan should one exist.
2. The signature of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.
3. A current credit report for each party owning or having a financial interest in the business and credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
4. The requested or proposed date for commencement of the service.
5. The amount, size and location of land required.
6. The size, type, and location of the building(s) to be constructed or leased.
7. The number and type of aircraft to be parked, serviced, or provided (as applicable).
8. A statement of qualifications and past experience in providing the proposed aviation services, together with a statement that it or its principals have the managerial ability to perform the selected services.
9. The number of persons to be employed (including the names, titles and qualification of key employees).
10. The proposed hours of operation.
11. The current financial statement prepared or certified by a Certified Public Accountant.
12. A listing of assets owned, or being purchased, or leased that will be used at the Airport.
13. Copies of all licenses, certifications, and permits possessed by the applicant, or its key employees to be based at the Airport, that are necessary or required to perform the proposed service(s).
14. Proof (copy of insurance company letter of intent) of liability coverage of the business operation, flight operations, itinerant aircraft and operators and premises insurance.
15. Preliminary plans, specifications and dates for any improvement which the applicant intends to make on the Airport as part of the activity for which approval is sought.
16. Such other information as may be required by the Owner to evaluate the application.

Grounds for Denial of Application

The Owner shall consider the application once the prospective Tenant has submitted a complete application. The Owner shall not unreasonably deny or delay consideration of an application with a maximum review period of 90 days from receipt of the application. A delay to implement a competitive process to select a Tenant is not unreasonable. Grounds for denial of an application include the following:

1. The applicant does not, for any reason, fully meet the qualifications, standards and requirements established in these Minimum Standards.
2. The applicant's proposed operation or construction would create a safety hazard on the Airport.
3. The granting of the application will require the Airport to expend funds, or supply labor or materials, in connection with the proposed activity or operation that the Airport is unwilling to spend or supply, or the proposed activity or operation will result in a financial loss for the Airport.
4. No appropriate, adequate, or available land, space or building exists at the Airport to accommodate the entire operation of the applicant at the time of application, and none is contemplated to be available within a reasonable time thereafter.
5. The proposed operation, development, or construction does not comply with the FAA approved Airport Master Plan or Airport Layout Plan.
6. The proposed operation, development or construction will result in congestion of aircraft or buildings, or will result in undue interference with the operations of any present Tenant at the Airport, or with adequate access to a present Tenant's leased premises.
7. The applicant has intentionally or unintentionally misrepresented or omitted any material fact in the application or supporting documents, or has failed to make full disclosure in the application or supporting documents.
8. The applicant, or any officer, director, key employee, or person having a controlling interest in the applicant, has a record of (a) violating the laws, rules and regulations applicable to the Airport or any other airport, including but not limited to, civil air regulations and FAA regulations, (b) having defaulted in the performance of a lease, license, permit, or similar agreement at the Airport or any other airport, or (c) having been convicted of any felony or misdemeanor involving moral turpitude.
9. The applicant, in the opinion of the Owner, has not provided verified evidence of adequate financial responsibility or does not exhibit the experience to undertake the proposed operation or activity based on the information provided with the application.
10. The applicant cannot provide the required performance and other bonds, security deposits, or other acceptable surety in the amount required by the Airport for the proposed operation, activity, or construction.
11. Any other reason that would result in an activity deemed not consistent with Airport Authority policy.

Required Contract and Lease Clauses

The following clauses must be included in each contract or lease of property for the conduct of any aeronautical activity at the Airport:

For all Airport Lease Agreements:

1. Aircraft Service by Owner or Operator of Aircraft: No right or privilege granted herein shall prevent any entity operating aircraft on the Airport from performing any services on its aircraft with its own regular employees (including, but not limited to, maintenance repair and self-fueling) that it may choose to perform, subject to Owner and Federal restrictions and these Minimum Standards.
2. Airport Development: The Owner reserves the right to further develop or improve the landing area of the Airport. If the physical development of the Airport requires the relocation of Tenant-owned facilities, the Owner agrees to provide a comparable location, and agrees to relocate all Tenant-owned buildings or provide similar facilities for the Tenant at no cost to the Tenant.
3. Owner's Rights: The Owner reserves the right (but shall not be obligated to the Tenant) to maintain and keep in repair the landing area of the Airport. The Owner shall have the right to regularly audit the financial records of all Tenants if the Owner has an interest in the records. The Owner shall have the right to inspect all Tenant records in order to establish proof of currency of all licenses, compliance with all laws, rules, regulations, and standards with which the Tenant is required to comply. The Owner reserves the right to operate or conduct any or all aeronautical activities, as a part of airport operations, as necessary to benefit the Airport.
4. Airport Obstructions: The Owner 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 the Tenant from erecting, or permitting to be erected, any building or other structure on the Airport which in the opinion of the Owner, would limit the usefulness of the Airport or constitute a hazard to aircraft.
5. Subordination: Airport leases shall be subordinate to the provisions of any existing or future agreement between the Owner 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.
6. Compliance with Laws, etc.: The Tenant shall at all times comply with the Airport Rules and Regulations, Federal, State, and local laws, ordinances, codes and other regulatory measures now in existence or, as may be hereafter modified or amended, applicable to the specific type of operation contemplated. The Tenant shall procure and maintain during the term of the Agreement all licenses, permits, and other similar authorizations required for the conduct of business operations.
7. Misrepresentation: All terms and conditions with respect to these Minimum Standards are expressly contained herein, and the Tenant agrees that no representation or promise has been made with respect to these Minimum Standards not expressly contained herein.
8. Subleasing: If permitted in the lease between Tenant and the Owner, all or a portion of a leased area may be subleased to another Tenant. No such Tenant shall be exempt from these Minimum Standards. See also Section 13 (FBO's Subleasing from another Commercial FBO) for related information.

For Agreements which Provide Services to the Public:

9. The Tenant, its heirs, personal representatives, successors in interest, and assignees, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in an Airport lease for a purpose for which a Department of Transportation program or activity is extended or for other purposes involving the provision of similar services or benefits, the Tenant shall maintain and operate such facilities and service in compliance with all other requirements imposed in federally assisted programs of the Department of Transportation, and as said regulations may be amended.
10. The Tenant, for itself, its heirs, its personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that:
 - [a]** No person on the grounds of race, sex, color, marital status, 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.
 - [b]** 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, sex, color, marital status, or national origin be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
 - [c]** Tenant agrees to furnish service on a fair, equal and not unjustly discriminatory basis to all users thereof, and to charge fair, reasonable and not unjustly discriminatory prices for each unit of service; provided that the Tenant may make reasonable and nondiscriminatory discounts, rebates, or other similar types of price decisions to volume purchases.

NOTE: None of the above provisions are required for a hangar lease where space is used only for storing lessee's aircraft, and no services are provided to the public, however, the leases must state the intended use, and stipulate that services to the public are prohibited.

Insurance Requirements

See Appendix 2 for a general outline of insurance requirements as well as Section 6 (FBO Minimum Standards) for FBO specific requirements.

Section 5 – Business Operations

Employee Conduct and Customer Service Emphasis

The goal of the Airport Authority is to offer the tenants and users of the Airport commercial operators that provide quality customer service that meets or exceeds customer needs through consistent, responsive, and professional service.

Management Control and Supervision

Each commercial operator is required to employ the necessary quantity of trained, on duty management and supervisors to provide for the efficient, safe, and orderly compliance with its lease, agreement, or permit obligations.

Personnel Training and Certification

All commercial operator personnel shall be fully qualified and trained to provide a high quality standard of courteous, efficient, and safe service to the public. Personnel shall meet all federal, State, and local training and certification requirements applicable to their individual duties and company services.

Interference with Utilities

No operator shall do, or permit to be done, anything that may interfere with the effectiveness or accessibility of the Airport or public utility system, drainage system, sewer system, fire protection system, sprinkler system, alarm/security systems or fire hydrants. If an operator discovers such a situation, the operator is required to notify the local fire department or utility company and Airport Authority immediately.

Section 6 – Minimum Standards for Fixed Base Operators

Primary Aeronautical Services

A Fixed Base Operator (FBO) is an entity engaged in the business of providing multiple services to aircraft users. In addition to the primary services of aircraft fueling and oil dispensing, aircraft parking, tie-downs and hangar storage and airframe, power plant and accessory services (described below), a FBO at the Airport may also provide various optional services and special services (also described below): air taxi and charter service, flight training, aerial photography or survey, power line or pipeline patrol, aircraft sales and avionics and instrument maintenance services. Only FBOs shall be permitted to provide retail fueling services and facilities at the Airport. Each FBO shall conduct its business and activities on and from the leased/assigned premises in a professional manner consistent with the degree of care and skill exercised by experienced FBOs providing comparable products, services, and activities from similar airports in like markets.

Leasehold Size

Buildings: The FBO shall lease or construct, on the property, a public-use building with floor space for a customer lounge, public restrooms, training, flight planning and offices of at least 1,000 sq. ft.; maintenance shops and spare parts storage of at least 1,000 sq. ft.; hangar (aircraft maintenance/storage of at least 8,000 sq. ft.). The customer lounge, public restrooms, training and flight planning areas may be provided in separate buildings, located within easy walking distance of the aircraft hangar and tie-down areas of the service complex.

Vehicle Parking: Each FBO shall provide adequate parking on the property to meet the needs of customers and employees in accordance with Building Codes but not less than ten (10) standard paved parking spaces with marking and maneuvering space.

Aircraft Parking: For FBO's with hangar facilities adjacent to the public parking ramp areas, the FBO shall have authority to park five (5) aircraft on the public ramp area without the payment of tie down fees. Such aircraft parking shall first consume the area immediately in front of the FBO leased hangar space, and no FBO shall block or inhibit the tie-down parking for the area for other hangar tenants on the airport premises. For new FBO construction, each new FBO shall provide a minimum of 10,000 sq. ft. of property to accommodate aircraft parking and tie-downs, with taxiout capability including sufficient taxi clearances. Such ramp parking area shall be provided at no charge by the Airport Authority as all fees for parking shall be remitted to the Airport Authority pursuant to the FBO Agreement. This aircraft operating area shall provide transient aircraft parking and tie-downs for a minimum of five (5) aircraft. The tie-down ramp area shall be adequate to support all the activities of the FBO and all approved subtenants.

Fuel Storage: Storage tanks with minimum capacity for 10,000 gallons for Avgas and 10,000 gallons for Jet Fuel. Each tank is to comply with applicable local, state (DEP) and federal (EPA) regulations.

Land: A minimum tract of 50,000 sq. ft. which is considered adequate to not only accommodate the above specified initial improvements, but provide for reasonable expansion. This minimum requirement may be modified by Owner for existing facilities adjacent to identified aircraft parking areas.

The Airport Authority reserves the right to review and approve/disapprove the operator's initial construction plans and specifications, as well as any subsequent improvements to be made to the premises.

Hours of Operation

Each FBO is required to be open for business and provide aircraft fueling and line services 17 hours per day [6:00 AM to 11:00 PM], seven (7) days per week, three hundred sixty-five (365) days per year. Business hours must be recorded with the Airport Authority in advance. Each FBO shall be on-call for after-hours fuel service within two (2) hours of a customer request. Each FBO shall provide a communications link for the after-hours on-call fueling services. In the event that the Airport Authority authorizes multiple FBOs, a mutually agreeable schedule can be developed to meet the after-hours on-call fueling requirement and shall be recorded with the Airport Authority.

Staffing and Employee Qualifications

Staffing: Each FBO shall employ and have on duty during the required hours of operation a quantity of personnel necessary to meet the Minimum Standards for each aeronautical service provided. However, multiple responsibilities may be assigned to employees where feasible. Each FBO shall have at least one (1) employee on duty at all times during hours of operation, and provide to the Airport Authority, and keep current, a written statement of names, addresses, and contacts for all personnel responsible for the operation and management of the FBO. In addition, the Airport Authority shall be provided a point-of-contact with phone numbers for emergency situations. For the minimum FBO personnel requirements, including but not limited to linemen, aircraft fuelers, aircraft maintenance personnel, and the like, the FBO must employ such personnel and may not relate to them as independent contractors.

Employee Qualifications: All FBO fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of aviation fuels with one (1) properly trained and qualified ramp service/lineman on duty during hours for fuel dispensing. The FBO shall develop and maintain Standard Operating Procedures (SOP) for refueling and ground handling operations and shall ensure compliance with standards set forth in the Uniform Fire Code and FAA Advisory Circular 00-34A, Aircraft Ground Handling and Servicing. The SOP shall address bonding and fire protection, public protection, control of access to the fuel storage area, and marking and labeling of fuel storage tanks and fuel dispensing equipment. The SOP shall be submitted to the Airport Authority no later than thirty (30) days prior to the FBO commencing fueling activities. Additionally, the FBO shall comply with FAA Advisory Circular 150/5230-4, Aircraft Fuel Storage, Handling, and Dispensing on Airports, Airport rules and regulations, and all other applicable laws related to aircraft fuel handling, dispensing and storage. Each FBO shall obtain all applicable fueling certifications and permits, and receive periodic refresher training as required. The Airport Authority and/or the FAA may periodically conduct inspections of the FBO activities and facilities to ensure compliance with laws, regulations, and Minimum Standards.

Insurance Requirements

The FBO shall at its sole cost and expense, cause all improvement on the demised premises to be kept insured to the full replacement value against the perils of fire, extended coverage, vandalism, malicious mischief, sonic boom and boiler explosions. The proceeds of any such insurance paid on account of any of the perils aforesaid shall be used to defray the cost of repairing, restoring or reconstruction of said improvements. The Johnstown-Cambria County Airport Authority reserves the right to require that any insurance policy name the Airport Authority as loss payee.

The FBO shall assume all risks incident to, or in connection with, its business to be conducted and shall be solely responsible for all accidents or injury of whatever nature or kind to persons or property caused by its operations at the airport, and further shall indemnify, defend and save harmless the Airport Authority from any penalties for violation of law, ordinance, or regulation affecting its operation, and from any and all claims, suits, losses, damages or injuries to persons or property of whatsoever kind or nature arising directly or indirectly out of the operation of such business, or resulting from the carelessness, negligence, or improper conduct of the lessee for any of its agents or employees.

The Lessee shall promptly, after the execution of the lease, at its sole cost and expense, provide public liability insurance for personal injury/death growing out of any one accident or disaster in a minimum amount of one million dollars (\$1,000,000); and, in addition, shall provide property damage, liability insurance and in a minimum amount of one million dollars (\$1,000,000) for property damage growing out of any one accident or disaster. An FBO should make its own analysis to determine if additional insurance is needed. Such policies of insurance shall be maintained in full force and effect during all terms of existing leases, agreement or business license or renewals or extensions thereof with a 30-calendar day notice of cancellation to the Airport Authority. Required coverages and amounts are highlighted in Appendix 2.

Primary FBO Services

The following are those services that must be provided by the FBO at the airport. Any changes to federal regulations or the Johnstown-Cambria County Airport Authority rules automatically serve to amend these Minimum Standards.

Aircraft Fuel & Oil Dispensing Service

1. Each FBO must provide the sale and into-plane delivery of a recognized brand of aviation petroleum products required in the operation of all types of aircraft normally frequenting the airport. The FBO will be required to have two (2) mobile vehicles available at all times to be able to safely dispense the same grades of fuel on the airport as may be required to meet the needs of other lessees or the general public using the airport. Equipment used for the storage and/or dispensing of petroleum products must meet all applicable federal, State, and local safety codes, regulations and standards.
2. Each FBO shall provide a stationary fuel storage system which meets all applicable Federal, State and local regulations and standards. The system shall be designed and operated to meet Air Transport Association (ATA) 103 requirements and the requirements of AC 150/5230-4. The 100LL and Jet A fuel storage tanks shall each be a minimum of ten thousand (10,000) gallon capacity. Filter-equipped fuel dispensers with separate dispensing pumps and meter systems for each grade of fuel shall be provided. All metering devices must be inspected, checked and certified annually by appropriate local and State agencies.

Specific requirements for fuel storage area are:

- a. The areas should be clearly defined and located away from the aircraft parking area.
- b. Tank filler caps must be kept locked to avoid the possibility of contamination or sabotage.
- c. Fillers and pumps must be color coded and placarded as to octane and/or fuel grade.
- d. A means of electrical grounding must be provided for all refueling operations.
- e. Fuel hoses and nozzles must be stored in a clean, sheltered area, or protected in some manner from weather and contaminants.
- f. All fuel must be filtered. A regular inspection of the filters must be conducted and written records kept.

Specific requirements for fuel trucks are:

- a. The trucks must have sufficient capacity to refuel the largest general aviation aircraft likely to be serviced for Avgas and Jet fuel.
 - b. The trucks must be clearly marked and labeled to indicate types and grades of fuel dispensed.
 - c. The trucks must be equipped with adequate and appropriate filtering devices, meters and grounding cables.
 - d. A regular inspection of the filters must be conducted and a written record kept.
 - e. Sumps must be checked daily, or prior to the first fueling of the day, for water and contamination.
 - f. The trucks must meet all requirements under FAR Part 139.
3. Each FBO shall have a fuel storage system designed in accordance with all EPA regulations including proper fuel spill prevention features and containment capabilities. In addition, each FBO shall provide a current copy of their fuel spill prevention, countermeasures, and control plan to the Airport Authority. Fuel inventories will be monitored in accordance with current EPA standards, and copies shall be provided to the Airport Authority when requested.

4. Upon approval of the Airport Authority and written permission (required by the State Fire Marshall's office) from the Airport Authority, an FBO may provide self-service fueling (card-reader or card-lock) equipment. Self-service fueling equipment must be in compliance with State and local building codes, Office of the State Fire Marshall regulations, and must comply with fueling equipment requirements set forth in this Section. The Airport Authority reserves the full and complete right to withhold approval of self-service fueling operations if, in its sole discretion, it deems such self-help services are unnecessary considering the level of FBO services available on the airport premises.
5. Each FBO shall conduct the lawful, sanitary, and timely handling and disposal of all solid waste, regulated waste, and other materials including, but not limited to, sump fuel, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property is not permitted upon the FBO premises.

Aircraft Service Equipment: Each FBO shall provide an adequate supply of aircraft service equipment to meet the needs of general aviation aircraft. This equipment should include properly located, type, size and operable fire extinguishers (B, C only) and other safety equipment (energizers, standard starting equipment and towing equipment) in accordance with the Uniform Fire Code. All fire extinguisher certifications must be current.

Aircraft Parking, Tie-Downs and Hangar Storage

Each FBO shall provide necessary equipment, supplies, and trained personnel for aircraft parking and tie-downs.

Ramp Area:

1. Provide direction for refueling, tie-down and hangar areas for convenience and safety of transient and local based aircraft.
2. Provide ramp area with ground rods for refueling if available.
3. Comply with the most current FAA A/C "Aircraft Ground Handling & Servicing."
4. Disabled aircraft - the parking of unsightly "junk" or un-airworthy aircraft is not permitted.
5. FBO's are responsible for providing markings for the parking of transient aircraft. Guidance signs and/or pavement markings from adjoining taxiways are the responsibility of the Airport Authority.

Tie-Down Aircraft: Installation of suitable tie-down anchors, ropes, marking and spacing as set forth in the most current FAA A/C.

Hangar Storage:

1. Hangar storage space is to be provided for transient and local based customer aircraft. Such space shall have proper fire extinguishers (B,C only), with employees trained in their use.
2. Possess equipment for moving aircraft such as a tow tug with tow bar attachments to fit general aviation aircraft.
3. Make hangar availability and rental rates known to prospective customers via a posted informational sign inside the FBO terminal building. Hangars are rented primarily for aircraft storage purposes.

Airframe and Power Plant Maintenance and Accessory Services: Each FBO shall provide airframe and power plant maintenance services, which includes *any* of the following: the repair, maintenance, inspection, constructing, and making of modifications and alterations to aircraft, aircraft engines, propellers and appliances, or the removal of engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories. An airframe and power plant maintenance operator shall:

1. Operate the service from a ventilated shop and aircraft storage space of at least 2,000 square feet (maintenance shop/parts and storage) and capable of accommodating at least one aircraft within the FBO leasehold.
2. Employ and have on-duty a minimum of one (1) FAA-certified technician who possesses an airframe and power plant certificate, with inspection authorization, or conduct operations as a certified repair station pursuant to 14 CFR Part 145.
3. Keep premises open and services available during appropriate business hours, eight hours per day and five (5) days a week. An FAA certified mechanic will be on call 24 hours a day, 365 days per year.
4. Provide sufficient equipment, supplies and parts to perform services in accordance with manufacturers' recommendations.

Pilot Services and Concessions

As part of the primary services requirement, each FBO shall provide the following services and concessions inside their main building.

1. Customer service counter stocked with basic pilots' supplies.
2. Public lounge, waiting area, and indoor restrooms.
3. Flight planning work area with Flight Service Station and weather service communication links.
4. Snack foods and beverage machines.
5. Local ground transportation contacts.

Optional FBO Services

The following are those services that may be provided by the FBO at the airport as established in a comprehensive agreement between the Airport Authority and the Operator. Any changes to federal regulations or the Johnstown-Cambria County Airport Authority rules automatically serve to amend these Minimum Standards. The FBO is encouraged to provide additional services at a minimum level of professional standards appropriate for that business.

Air Taxi and Charter

This service provides air transportation of persons or property for hire, either on a scheduled or unscheduled basis, or as defined by the FAR Part 135.

1. Employ and make available at least one (1) pilot who is appropriately certified and rated to conduct the air taxi services offered.
2. Aircraft must comply with all the requirements of the Air Taxi Commercial Operator Certificate held. Maintenance of such aircraft shall meet all applicable requirements of FAR Part 135.
3. An on-demand operator shall have and display a current FAR Part 135 Certificate.
4. Such air taxi service shall be offered at all times, when requested. However, this may be dependent upon the availability of personnel and aircraft.

Flight Training

A flight training services operator provides aircraft ground and flight instruction necessary to complete the written examination and flight check for any category of pilot certificate or rating. All flight and ground school instruction shall be conducted in conformance with FAA regulations and with recommended standards set forth in FAA A/C's applicable to the types of training offered. A flight training services operator shall:

1. Employ and make available at least one (1) or more FAA-certified flight instructor with appropriate ratings necessary to meet the flight training demand and schedule requirements.
2. Provide one or more properly certified aircraft of the type required for flight courses offered which shall be owned or leased, in writing. Leased aircraft shall be under the exclusive control of the FBO.
3. Provide a facility to conduct a professional classroom teaching and learning environment.
4. Weather permitting, flight instruction shall be offered a minimum of eight (8) hours a day, five (5) days a week.

Miscellaneous Optional FBO Services

Miscellaneous aeronautical activities and special services, not specifically provided for, may be conducted by the FBO upon application to, and with the approval of the Airport Authority. Written terms and conditions for the privilege of engaging in the optional services will be determined when petitioned. These terms and conditions will be based on the nature and scope of the services proposed, with consideration given to the availability of suitable facilities.

Such operations include but are not limited to:

1. Aerial photography or survey
2. Power line or pipeline patrol
3. Any other operations specifically excluded from Part 135 of the FAR's
4. Aircraft sales - The FBO may offer aircraft sales (new and used) to the public. The FBO, as a dealer, may be authorized to represent one or more major aircraft manufacturers.
5. Aircraft rental - The FBO may offer aircraft rents to the public. All renters must be in compliance with Airport rules and regulations.
6. Avionics and instrument maintenance services - The FBO should provide comprehensive maintenance services on avionics and/or instrumentation on general aviation aircraft and executive type jet aircraft. The FBO should provide as a minimum, sufficient equipment, supplies and parts to perform installations, calibrations and services in accordance with FAA regulations. In addition, qualified technicians holding necessary FAA mechanic and FCC licenses to adequately perform the various radio and instrument service so offered.

Specific Exclusions

The following concessions and their establishment are specifically excluded from the leases of any FBO:

1. Ground transportation for hire (unless contracted with any of the car rental agencies located on the airport).
2. Wholesale or retail sale of non-aviation products, except food and beverage sales through vending machines.
3. Banner towing and aerial advertising.
4. Automobile gasoline sales.
5. Automotive maintenance and repair service.
6. Barber, valet and personal sales.
7. Glider aircraft and ultra-lights.

Section 7 – Minim Standards for Limited Fixed Base Operators [LFBO's]

General Provisions

Limited FBO's [LFBO's] shall apply for authorization to perform commercial services/sales on a case-by-case basis and shall receive such authority as specifically granted by the Airport Authority. Any extension of services beyond that specifically granted will necessitate a re-application for authority.

Aviation Fuel Sales/Consumption

The right to dispense fuels granted to Limited FBO's shall be authority to dispense/sell such fuels to hanger tenants of the LFBO only and such LFBO shall be required to pay a gallonage fee to the Airport Authority as established in the annual rates, fees and charge regulation. In that regard, no fuels shall be brought onto the airport property without the vendor therefore having first registered with the Airport Authority and having first agreed to supply the Airport Authority with a duplicate copy of all bills of lading indication amounts delivered to limited FBO's within 72 hours of such fuel drop.

Sales Reporting

All vendors qualifying as Limited FBO's shall report sales to the Airport Authority on a monthly basis on form provided by the Airport Authority for that purpose.

Special Services

Miscellaneous aeronautical activities and special services, not specifically provided for in the Fixed Base Operator Mandatory and Optional Services (highlighted in Section 6), *may* be conducted by the Limited FBO upon application to, and with the approval of the Airport Authority. Written terms and conditions for the privilege of engaging in the optional services will be determined when petitioned. These terms and conditions will be based on the nature and scope of the services proposed, with consideration given to the availability of suitable facilities.

Such operations include but are not limited to:

1. Aerial photography or survey
2. Power line or pipeline patrol
3. Any other operations specifically excluded from part 135 of the FAR's
4. Aircraft sales - The LFBO may offer aircraft sales (new and used) to the public. The LFBO, as a dealer, may be authorized to represent one or more major aircraft manufacturers.
5. Aircraft rental - The LFBO may offer aircraft rentals to the public. All renters must be in compliance with Airport rules and regulations.
6. Avionics and instrument maintenance services - The LFBO should provide comprehensive maintenance services on avionics and/or instrumentation on general aviation aircraft and executive type jet aircraft. The LFBO should provide as a minimum, sufficient equipment, supplies and parts to perform installations, calibrations and services in accordance with FAA regulations. In addition, qualified technicians holding necessary FAA mechanic and FCC licenses to adequately perform the various radio and instrument service so offered.

Section 8 – Minimum Standards for Aviation Vendors

Registration

All aviation vendors shall register with the Airport Authority on forms provided therefore prior to the performance of services/sales falling within the jurisdiction of this regulation. The Airport Authority shall issue a registration sticker/certificate which shall be subject to presentation upon demand by the Airport Authority representative(s) or customer(s).

Fees

Payment of the applicable registration fee shall be supplied to the Airport Authority as part of the registration process. All such registration fees shall be payable on an annual calendar year basis and may be prorated on a quarterly basis as a function of the initial partial year of such registration.

Licensing

Under circumstances where a vendor/provider is required to maintain applicable licensure with the Township of Richland, the Commonwealth of Pennsylvania, the Federal Aviation Administration, or other regulatory body, the registrant shall supply the Airport Authority with evidence of such licensure, a copy of which shall be maintained within the offices of the Airport Authority for public inspection and verification. If such license is scheduled to expire within the registration year, the registrant shall provide evidence of renewal within thirty (30) days of the expiration date of the license/authority.

Insurance

As a condition of registration and authorization to perform services/sales on airport premises, all Aviation Vendors shall supply evidence of comprehensive general liability insurance coverage in the form of a certificate of insurance naming the Johnstown-Cambria County Airport Authority as an additional insured. Minimum coverage therein shall be established at \$500,000.00 as a single limit.

Section 9 – Minimum Standards for Specialized Aviation Service Operations

General Requirements

As per the definition of Specialized Aviation Service Operations (SASO) in Appendix 1, a SASO is an aeronautical business that offers a single or limited service. The specific SASO services described in this section are not meant to be an exclusive list of SASO services, but rather to clearly indicate the Minimum Standards that those particular services must meet to qualify for a SASO license at the Airport.

Compliance

SASOs provide a single or limited number of commercial aeronautical activities. SASOs providing the same or similar services shall comply equally with all applicable Minimum Standards.

Leased Space Requirement

Each SASO shall operate out of a building located on the Airport. The building shall be of an appropriate size to accommodate the services being offered, be accessible to those requiring the service, and be marked with appropriate external signage. Each SASO shall meet Township Building Code for paved auto parking area appropriate for the needs of the business.

Responsible Personnel

Each SASO shall provide the Airport Authority, and keep current, a written statement of names, addresses, and contacts of all personnel responsible for the operation and management of the SASO.

Insurance Requirements

Each SASO shall meet insurance requirements (see Appendix 2 for reference) and shall therefore maintain the types and amounts of insurance as specified in the lease, permit, or agreement and name the Johnstown-Cambria County Airport Authority as additionally insured in the policy.

Flight Training

SASOs providing aircraft dual and solo ground and flight instruction necessary to complete the written examination and flight check for any category of pilot certificate or rating. All flight and ground school instruction shall be conducted in conformance with FAA regulations and with recommended standards set forth in FAA A/C's applicable to the types of training offered. A flight training services operator shall at a minimum:

1. Employ and make available at least one (1) or more FAA-certified flight instructor with appropriate ratings necessary to meet the flight training demand and schedule requirements.
2. Provide one or more properly certified aircraft of the type required for flight courses offered which shall be owned or leased, in writing. Leased aircraft shall be under the exclusive control of the FBO.
3. Provide a facility to conduct a professional classroom teaching and learning environment.
4. Weather permitting, flight instruction shall be offered a minimum of eight (8) hours a day, five (5) days a week.

Avionics Maintenance and Sales

SASOs providing avionics services, which include the maintenance, repair, and installation of aircraft avionics, radios, instruments, and accessories, and includes the sale of such equipment, shall:

1. Operate the service from a ventilated shop and aircraft storage space of at least 2,000 square feet (maintenance shop/parts and storage) and capable of accommodating at least one aircraft within the FBO leasehold.
2. Employ and have on-duty a minimum of one (1) FAA-certified technician who possesses an airframe and power plant certificate, with inspection authorization, or conduct operations as a certified repair station pursuant to 14 CFR Part 145.
3. Keep premises open and services available during appropriate business hours, eight hours per day, five (5) days a week. An FAA certified mechanic will be on call 24 hours a day, 365 days per year.
4. Provide sufficient equipment, supplies and parts to perform services in accordance with manufacturers' recommendations.

Aircraft Storage and Hangars

An aircraft storage and hangar service operator leases and rents hangars or multiple T- hangars, to aircraft owners or operators primarily for aircraft storage purposes. An aircraft storage and hangar service operator shall:

1. Make hangar operator's contact name and phone numbers, hangar availability, and rental rates known to prospective customers and keep on file with the Airport Authority.
2. Rent hangars primarily for aircraft storage purposes. The operator and the owner of each based aircraft stored within the operator's hangar facilities must comply with the rules and regulations of the Airport.
3. Hangar storage space is to be provided for transient and local based customer aircraft. Such space shall have proper fire extinguishers (B,C only), with employees trained in their use.
4. Possess equipment for moving aircraft such as a tow tug with tow bar attachments to fit general aviation aircraft.

Aircraft Sales

SASOs providing new and/or used aircraft sales and aircraft brokerage services shall:

1. Employ and have on duty at least one (1) qualified aircraft salesperson.
2. Keep premises open and services available during established business hours as recorded with the Airport Authority.
3. Must be registered with the State as an aircraft dealer.

Aircraft Restoration, Painting, and Refurbishing

SASOs providing the restoration, painting and refurbishing of aircraft structures, propellers, accessories, interiors, exteriors, and components shall:

1. Employ and have on duty at least one (1) qualified person who has certificates appropriate for the work performed.
2. Keep premises open and services available during appropriate business hours as recorded with the Airport Authority.
3. Meet all requirements of the Uniform Fire Code.

Specialized Flying Services

SASOs providing specialized commercial flying services such as agricultural spraying or seeding, non-stop sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, banner towing, and other air transportation operations specifically excluded from FARPart 135 shall:

1. Employ and make available at least one (1) person who holds a current FAA commercial pilot certificate and medical certificate with ratings appropriate for the operator's aircraft.
2. Have established business hours recorded with the Airport Authority.
3. Own or lease at least one (1) airworthy aircraft.
4. If operator performs aerial agricultural applications or other services involving commercial use of chemicals, the operator shall provide a centrally drained and paved area of not less than ten thousand (10,000) square feet for aircraft loading, washing and servicing. This area shall meet all current requirements of State, federal, and local agencies. The agricultural operator shall also provide for the safe storage, handling, and containment of materials and equipment.
5. Ensure that pilots and aircraft are in compliance with the Airport Rules and Regulations and Minimum Standards.

Commercial Skydiving

SASOs engaging in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment shall:

1. Make available for skydiving at least one properly certificated aircraft, either owned or under lease.
2. Meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR Part 105, and related FAA Advisory Circulars. The jump plane pilot must hold a commercial pilot certificate and be appropriately rated for the aircraft being operated.

Section 10 – Mobile Service Providers

General Requirements

Compliance

Mobile Service Providers (MSP) are persons or entities that provide commercial aeronautical services on Airport property (excluding non-based aircraft operations, such as; Medivac, UPS, etc.) but do not operate out of owned or leased property on the Airport. An MSP may provide any aeronautical service and related activities. However, an MSP may not provide aircraft airframe and engine maintenance or aircraft retail fueling. Examples of MSP's include but are not limited to: aircraft detailers, flight instructors, dynamic prop balancers, and mobile oil recyclers. Each MSP is required to obtain the appropriate aeronautical service license per Municipal Code. Like all other commercial operators, the term of the permit is one year.

Responsible Personnel

Each MSP shall provide to the Airport Authority, and keep current, a written statement of names, addresses and contacts of all personnel responsible for the operation and management of the MSP.

Insurance Requirements

Each MSP shall meet Insurance requirements (outlined in Appendix 2) and shall maintain all types and amounts of insurance as specified in the operating license agreement.

Section 11 – Self-Fueling

Authorization Requirements

Self-Fueling: The fueling or servicing of an aircraft by the owner or lessee of the aircraft with his or her own employees and using his or her own equipment. Self-fueling cannot be contracted out to another party. Self-fueling implies using fuel obtained by the aircraft owner/lessee from the source of his or her preference.

Fuel Products

Any aircraft owner/lessee performing self-fueling shall be responsible for obtaining fuel of his or her preference.

Fuel Storage and Dispensing Equipment

The fuel storage areas are the locations on the Airport designated temporarily or permanently by the Airport Authority as the only areas in which aviation fuels may be stored. Based on FAA recommendations, fuel vehicles and fuel carts shall be stored at a location that potential fuel spills may be properly contained, such as at the existing fuel farm location, which contained a trench drain connected to an oil/water separator.

Fuel vehicles and fuel carts shall neither be permitted to be stored in hangars nor buildings and shall be stored a minimum of 50-feet from any hangar or building due to fire safety concerns. Any proposed fuel vehicle or fuel cart storage location, other than at the existing fuel farm, shall require the aircraft owner/lessee to demonstrate how potential fuel spills may be properly contained, shall require the aircraft owner/lessee to post and document notification process of Aircraft Rescue and Fire Fighting (ARFF) personnel of any fuel spill over 10-feet in any direction or over 50-square feet in area, and shall require the aircraft owner/lessee to obtain Airport Authority approval.

The fuel storage and dispensing equipment shall meet all applicable federal, State, and local regulations and requirements, including FAA Advisory Circular 150/5230-4, latest edition, as applicable, and National Fire Prevention Association (NFPA) 407, Standards for Aircraft Fueling Services, latest edition, as applicable.

Environmental Compliance

Any aircraft owner/lessee performing self-fueling shall be knowledgeable of and comply with all applicable federal, State, and local environmental laws, ordinances, rules, and regulations.

Quarterly Inspections

Based on FAA recommendations, the Airport Authority shall inspect self-fueling vehicles and fuel carts on a quarterly basis. To help ensure safe operation of self-fueling vehicles and fuel carts, the form in Appendix 4 shall be utilized.

Section 12 – Self-Service Fueling*

****As of the date of this document (April 2024), self-service fueling is not available at the John Murtha Johnstown-Cambria County Airport.***

Authorization Requirements

Self-service fueling is the fueling of an aircraft by the pilot using pumps and equipment installed for that purpose. A self-service fueling facility must be owned and operated by the Airport, an FBO, or another aeronautical service provider, and be available for public use. The self-service fueling facility may or may not be attended by the FBO that owns and operates the equipment.

The Airport Authority has the option to grant authorization for self-service fueling operations to FBOs. All self-service fueling operators shall apply to and receive approval from the Office of the State Fire Marshal before commencing operations.

Fuel Products and Hours of Operation

Any authorized self-service fueling owner/operator shall provide, at a minimum, 100LL and Jet A aviation fuel. The products and equipment must meet all applicable federal, State, and local regulations and requirements regarding safety, testing, filtering, inventory management, quality assurance, and stated hours of operation.

Fuel Storage and Dispensing Equipment

The fuel storage areas are the locations on the Airport designated temporarily or permanently by the Airport Authority as the only areas in which aviation fuels may be stored.

The fuel storage and dispensing equipment shall meet all applicable federal, State, and local regulations and requirements, including FAA Advisory Circular 150/5230-4, latest edition, and National Fire Prevention Association (NFPA) 407, Standard for Aircraft Fuel Servicing, latest edition, as applicable.

Environmental Compliance

The FBO providing the self-service fueling operation shall be knowledgeable of and comply with all applicable federal, State, and local environmental laws, ordinances, rules and regulations. The operator shall provide the Airport Authority with a current fuel spill prevention, countermeasures and control plan that contains methods and procedures to prevent, control, and clean up a fuel spill on Airport property.

Reporting Requirements

Each FBO authorized to install and maintain a self-service fueling system shall provide monthly fuel inventory reconciliation reports to the Airport Authority listing the total amounts of fuel dispensed to all aircraft.

Section 13 – Flying Clubs

The following requirements pertain to all flying clubs desiring to base their aircraft at the Airport. Prior to commencement of aeronautical activities, each club must obtain approval from the Airport Authority and secure a lease and operating agreement for proposed activities. Prior to and during the term of the lease and operating agreement, each club, at the request of the Airport Authority, will submit sufficient documentation to establish ownership, financial status, and technical ability, in addition to adhering to the following regulations:

1. The club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with an aircraft, or aircrafts, for their personal use and enjoyment only. The ownership of the aircraft, or aircrafts, must be vested in the name of the flying club (or owned ratably by all of 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 becomes obligated to pay for such instructions, 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 bylaws, 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; evidence of insurance in the form of a certificate of insurance in the following minimum amounts: Public Liability (\$100,000/\$50,000) per person; public liability (\$300,000/\$100,000) per accident; property damage (\$100,000/\$20,000), with hold harmless clause in favor of the airport, its officers and employees (10 days prior notice of cancellation shall be filed with airport management); number and type of aircraft; evidence that aircraft are property certificated; evidence that ownership is vested in the club; and 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, at any airport controlled by this same airport management shall abide by and comply with all Federal, State and local laws, ordinances, regulations and the rules and regulations of this airport management.
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 management. A public hearing should be held for the purpose of considering such termination.

Section 14 – FBO’s Subleasing from Another Commercial FBO

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

The sublessee FBO shall meet all of the Minimum Standards established by the Airport Authority for the categories of services to be furnished by the FBO. The Minimum Standards may be met in combination between lessee and sublessee. The sublease agreement shall specifically define those services to be provided by the lessee to the sublessee that shall be used to meet the standards.

Section 15 - Environmental

Any FBO, person, party, firm or corporation operating on the John Murtha Johnstown - Cambria County Airport must comply with all federal, state and local environmental requirements.

Section 16 – Rates, Fees and Charges

In 2005, the Johnstown Cambria County Airport Authority established policy for Standard Rates, Fees and Charges. The Airport Authority may, on an annual basis for the calendar year, establish rates, fees and charges applicable to all commercial operators subject to the provisions of these Minimum Standards.

Section 17 - Compliance

The Airport Authority or their designated representative will conduct quarterly compliance inspections of all Airport facilities. The basis for this checklist will be FAR Part 139. Deficiencies detected will be reported in writing with corrections required within ten (10) days, with written notice required for completion. For deficiencies requiring more than ten (10) days, a proposed schedule must be submitted to the Airport Authority for approval.

Section 18 – Modifications to Minimum Standards

This policy of Minimum Standards may be amended as needed by the Airport Authority from time to time, provided, however, such modification shall avoid material impact with existing contractual rights in place between the Airport Authority and any existing Commercial Operator during the balance of term of any such agreement for the provision for commercial services on the Airport.

Appendix 1 – Definitions and Abbreviations

All definitions contained in this section apply to the John Murtha Johnstown - Cambria County Airport Minimum Standards, Rules and Regulations, and Leasing Policies. Definitions are taken from the Cambria County Municipal Code, Pennsylvania Statutes, Federal Aviation Regulations, Federal Aviation Administration Advisory Circulars, U.S. Department of Transportation Aeronautical Information Manual, and other sources as appropriate.

Abandoned Vehicle: Any vehicle which has remained stationary on the Airport in excess of seventy-two (72) hours and is in a condition that would render the vehicle undrivable, including expired license plates, missing or flat tire(s) or broken window(s).

Aeronautical Activity: Any activity that involves, makes possible or is required for the operation of aircraft or that contributes to or is required for the safety of operations. This term shall include, but not limited to, the renting, sale, leasing, storage, hanging and/or tie-down of aircraft; the sale, repair and/or maintenance of new and/or used aircraft, parts or equipment, radios, instruments and/or electronic equipment; air taxi, charter operations, sightseeing flights, aerial photography, crop dusting, aerial advertising, aerial surveying, skydiving, ultralight operations; flight instruction; the sale of aviation fuels and other petroleum products.

Aircraft: A device that is used or intended to be used for flight in the air.

Air Operations Area: (Also AOA). Any area of the Airport used for landing, takeoff or surface maneuvering of aircraft. The AOA is considered to be a restricted area and is off-limits to the general public.

Airplane: An engine-driven fixed-wing aircraft heavier than air that is supported in flight by the dynamic reaction of the air against its wings.

Airport: Airport shall mean the John Murtha Johnstown-Cambria County Airport (hereinafter "the Airport") consisting of all land lying within the property boundaries depicted on an approved Airport Layout Plan (ALP) containing all landlord improvements owned by Cambria County (hereinafter "Owner") and designated by the Owner for use as an aeronautical facility, the facilities and boundaries of which may be modified from time to time.

Airport layout Plan: The plan of an airport showing the layout of existing and proposed airport facilities.

Airport Authority: The person or corporation designated by the Owner to manage and supervise the operation of the Airport, or in his/her absence, its designated representative, or the person designated as Acting Airport Authority. The Johnstown-Cambria County Airport Authority.

Airside: See Air Operations Area (AOA).

Applicant: Any person desiring to render or engage in an aeronautical service(s) at the Airport.

Commercial Activity: The exchange, trading, buying, hiring or selling of commodities, goods, services or property of any kind, or any revenue producing activity on the Airport.

Commercial Operating Permit: A license granting the right to perform a commercial activity on the Airport, which is in writing.

Entity: A person, firm, corporation or partnership formed for the purpose of conducting the proposed activity.

Exclusive Right: A power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege or right. An Exclusive Right 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 but 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 or improved with federal funds is expressly forbidden by law.

FAA: Federal Aviation Administration

FAR: Federal Aviation Regulation

Fixed Base Operator (FBO): Any person conducting an operation at the Airport to furnish to the public one or more aeronautical activities or services as previously defined herein.

Flying Club: An entity engaged in the ownership or lease of aircraft and providing flying services (for example, aircraft rental and/or flight training) for its members.

Fuel - as defined in a Tenant's lease agreement.

Fuel Operations - means the dispensing of aviation fuel into aircraft.

Fuel Vendor - means an entity engaged in selling or dispensing aviation fuel to aircraft other than that owned or leased by the entity.

Fueling Operations Permit - means a permit issued by the Johnstown-Cambria County Airport Authority or its authorized designee, to a person or entity that dispenses aviation fuel at the John Murtha Johnstown-Cambria County Airport. There are two types: (1) Fuel Vendor's Permit; and (2) Self-Service Fueling Permit.

Fuel Farm: Any location(s) on the Airport designated by the Airport Owner for the storage and dispensing of fuels.

General Aviation Aircraft: All aircraft, operators and users of the John Murtha Johnstown-Cambria County Airport who desire to utilize any or all of the services offered by the FBO.

Improvements: All buildings, structures and facilities including pavement, fencing, fuel tanks, signs and landscaping constructed, installed or placed on, under, or above any leased area by, or with the concurrence of, a lessee.

Landside - means all buildings and surfaces on the Airport used by surface vehicular and pedestrian traffic.

Large Aircraft - means an aircraft of more than 12,500 pounds maximum certified takeoff weight.

Lease: A contractual agreement granting a leasehold interest in property on the Airport, which is in writing between the Owner and an entity. A lease does not grant the lessee the right to conduct a commercial activity on the Airport.

Lessee: Any person holding a valid lease or permit from the Owner to conduct an aeronautical activity (see also tenant).

Lessor: The Airport Owner.

Minimum Standards: The minimum requirements to be met as a condition for the right to conduct an aeronautical activity at the Airport.

Mobile Service Providers (MSP): Persons or entities that provide commercial aeronautical services on Airport property (excluding non-based aircraft operations, such as; Medivac, UPS, etc.) but do not operate out of owned or leased property on the Airport. A MSP may provide any aeronautical service and related activities.

NFPA- means the National Fire Protection Association.

NOTAM- means a Notice to Airmen published by the FAA.

Non-Commercial Activity: An activity undertaken not for profit, but for philanthropic, religious, charitable, benevolent, humane, public interest or similar purposes.

NTSB: National Transportation Safety Board.

Owner: "Owner" means the Owner of the John Murtha Johnstown-Cambria County Airport, which is the Johnstown-Cambria County Airport Authority.

Person: Any individual, firm, partnership, corporation, association, company (including assignee, receiver, trustee or similar representative thereof), the United States of America, any foreign government or any state or political subdivision thereof.

Self-Fueling: The fueling or servicing of an aircraft by the owner or lessee of the aircraft with his or her own employees and using his or her own equipment. Self-fueling cannot be contracted out to another party. Self-fueling implies using fuel obtained by the aircraft owner/ lessee from the source of his or her preference.

Self-Service Fueling: Self-service fueling is a fueling pump made available by the Airport, a Fixed Base Operator (FBO), or an aeronautical service provider. The use of a self-service fueling pump is a commercial activity.

Specialty Aviation Service Organization (SASO): a commercial aeronautical business that is authorized to offer a single or limited service according to established Minimum Standards. Examples of a SASO include, but are not limited to, the following commercial aeronautical activities: flight training, aircraft maintenance, air charter or taxi, aircraft sales, avionics maintenance, aircraft rental, and aircraft storage.

Sublease: A lease granted by a lessee to another entity of all or part of the leased property.

Tenant: Any person holding a valid lease or permit to engage in an aeronautical activity or otherwise do business at the Airport (see also lessee).

Transient Aircraft: An aircraft not using the Airport as its permanent base of operations.

Appendix 2 – Minimum Insurance Policy Limits

Type of Insurance	Minimum Limits	When Needed
Aircraft Liability	\$1M/per person \$1M/per accident	Owned or leased aircraft
Worker's Compensation	Statutory	Statutory
Passenger Liability	\$500,000/per passenger \$1M/per accident	
Bodily Injury	\$500,000/per person	
Non-Owned Aircraft Liability	Risk Analysis	Flying non-owned aircraft (such as dual to owner, maintenance test & ferry flights, pilot service, sales demonstrations)
Airport Premises Liability	Risk Analysis	Airport premises are leased by tenant
Products & Completed Ops.	\$1M/per accident	Aircraft repair or service, fuel and oil sales, aircraft sales, avionics repair, aircraft parts sales, and manufacturing
Builder Risk	Risk Analysis	Construction projects
Contractual Liability	Risk Analysis	Hold harmless and indemnification agreement is included in a lease
Hangar Keepers Liability	\$1M/per accident	Non-owned aircraft are in the care, custody or control of the tenant while on the ground
Property Insurance	Replacement Value \$1M/per accident	Covers physical damage of leasehold premises damage to premises leased from the airport
Automobile Liability	Statutory minimum	Owned and non-owned licensed vehicles are driven on the airport premises
Chemical Liability	Usually statutory	Aerial applicators and fire bombers
Environmental	Risk Analysis	(Investigate state and federal limits and financial assistance)

Appendix 3 - Minimum Requirements for a Business Plan

1. All services that will be offered.
2. Amount of land desired to lease.
3. Building space that will be constructed or leased.
4. Number of aircraft that will be provided.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed.
7. Short resume for each of the owners and financial backers.
8. Short resume of the manager of the business (if different from "7" above) including this person's experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation.
10. Amounts and types of insurance coverage to be maintained.
11. Evidence of the projections for the first year and the succeeding four (4) years.
12. Methods to be used to attract new business (advertising and incentives).
13. Amenities to be provided to attract business.
14. Plans for physical expansion, if business should warrant such expansion.

Appendix 4 - Quarterly Inspection Checklist – Self-Fueling

Inspector: _____

Fueling Agent: _____

Date: _____

S = Satisfactory U = Unsatisfactory R = Remarks Below	S	U	R
No smoking signs posted			
Flammability signs/Hazmat placards			
Fire extinguisher(s) Inspected/readily available			
No fuel leaks			
Bonding cable/clip functional			
No vegetation/materials to spread fire			
No evidence of smoking			
Hoses in good condition			
Explosion proof electrical			
Parking – Not within 50-feet of any building/hangar			
Proper fueling procedures observed			
Fueling equipment testing records maintained			
Fueling safety training / Fire extinguisher training records maintained			

Remarks: _____
